

Swimming New Brunswick PARENTS' HANDBOOK

This manual has been compiled for one major purpose: to provide potential swimmers and their parents the opportunity to gain insight into the sport of competitive swimming - its benefits, expectations and rigours.

Swimming programs are founded on the belief that swimming offers an exciting and valuable experience in a person's life. They can appeal equally to the novice or the aspiring Olympic athlete and their value goes far beyond that of increasing efficiency in the water. In a well-directed program, every participant can benefit from the experience of competition even if he or she never mounts the medal podium.

Swimming clubs provide -

- Training and competition of swimmers at all levels, consistent with ability, desire and performance levels
- Positive social and emotional development
- Development of sportsmanship and concept of team identity, spirit, and support
- Establishment of a healthy lifestyle
- Enhancement of self-esteem and sense of personal worth through commitment to the sport
- Participation and skill improvement in an athletic activity which can be enjoyed throughout one's entire life.

The acquisition of records, trophies and medals, though gratifying, assumes a secondary role to these objectives. In all respects, competitive swimming is a preparation for life. The hardest worker in the pool does not always win the race; however, each swimmer will learn that in order to reach one's highest potential, dedication and hard work are essential. Learning from present situations will prove immeasurably valuable in the future. This handbook provides guidelines only, not hard and fast rules. Swimming New Brunswick clubs will exhibit many similar characteristics in their organizations and operations, while each maintains its own unique characteristics.

Love of competition is not the only reason swimmers swim, although it is a major one. Swimmers form innumerable friendships amongst fellow athletes, friendships that last for their lifetimes. The prospect of travel is often a motivating factor, especially when it's with the team/friends rather than always with the family. Most swimmers compete in the sport simply to test themselves - to compete for the love of competition.

Each year more people participate in the sport of swimming than any other sport. Swimming is the nation's number one activity because no other sport produces as many lifelong benefits for the individual. It is safe, it is fun and it promotes a healthy lifestyle.

The lessons learned in swimming include Goal Setting, Sportsmanship, Teamwork, Physical Conditioning, Nutritional Awareness, Confidence, Persistence, Responsibility, Time Management, Concentration, Courage, Discipline, Diligence, and Personal Responsibility - to name a few.

Welcome To Competitive Swimming!

We would like to welcome you to the exciting world of swimming. Your child has become a member of one of the country's largest and most organized youth sports.

The sport of swimming has many benefits, including the people you and your child will meet. The camaraderie among swimmers is unique, with many swimming buddies becoming lifelong friends. In addition to being around fine people, swimming provides one of the most beneficial forms of exercise for cardiovascular and overall fitness. Swimming is also relatively injury free and can be enjoyed throughout one's entire life. Perhaps the greatest benefits of participating in an organized swim program are the life skills your child will develop. These skills include time management, organization skills, self-discipline and sportsmanship. Your child will reap the benefits of swimming long after his/her participation in competitive swimming ends.

Age group swimming is fun, exciting and rewarding. In the first few years, the focus is on stroke development and learning competitive swimming basics. Many children improve rapidly and it is not unusual to see tremendous growth in these first few years. It is often difficult to avoid the tendency to push young athletes at this stage. It is important to remember that each child will develop at his/her own rate. Girls, who mature sooner than boys, can often start heavier training younger. Swimming should be fun and relatively pressure free, especially at the younger levels. As your child progresses, continual training and competition challenges are provided to enhance their development in the sport of swimming.

A swimming club and your involvement in it can help the swimmers achieve their goals. You may soon find yourself cheering at competitions, officiating on pool deck, participating in executive decisions, or becoming involved as a committee member. Whatever the role, your child's experience in swimming has much to do with your positive support. Please feel free to ask questions.

Whether it be coaches, officials or fellow parents, all have the same goal; to provide our children with the best possible swimming experience.

The Sport Of Swimming

The four competitive swimming strokes are front crawl, backstroke, breaststroke and butterfly. Your swimmer will learn all four strokes as he/she progresses through the program. They will begin with instruction that is practiced over small distances. As their skill level increases, so will distances and endurance. Each of the strokes are combined into the following race events:

FREESTYLE: The swimmer may swim any stroke she/he wishes. The usual stroke is the front crawl. This stroke is characterized by alternate overhead motion of the arms and an alternating up and down flutter kick. The freestyle is swum over 50, 100, 200, 400, 800, and 1500 metre distances.

BACKSTROKE: The swimmer must stay on their back. The stroke is an alternating motion of the arms. At each turn, a swimmer will roll onto their front, is allowed one arm stroke and then performs a tumble turn. At each turn the swimmer must touch the wall with some part of their body. After the turn, the swimmer pushes off the wall on their back. Swimmers must surface within 15 metres after the start of the race and after each turn. Backstroke race distances are 50, 100, and 200 metres.

BREASTSTROKE: Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movement of the arms on the same horizontal plane. The hands are pushed forward from the breast, on or under the surface of the water and brought backward

in the propulsive stage of the stroke, simultaneously. The kick is a synchronous thrust of the legs called a "frog" or breaststroke kick. One flutter or dolphin kick is allowed at the start and at each turn. At each turn, the swimmer must touch the wall with both hands at the same time. Breaststroke race distances are 50, 100, and 200 metres.

BUTTERFLY: This is the most beautiful and physically demanding stroke. The butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick. In the dolphin kick both legs move up and down together. No flutter kicking is allowed. Swimmers must surface within 15 metres after the start and after each turn. Learning the timing is the most difficult part of this stroke. The butterfly was developed in the early 1950's as a variation of the breaststroke. It became an Olympic event in 1956, in Melbourne, Australia. The butterfly is swum in 50, 100, and 200 metre distances.

INDIVIDUAL MEDLEY:

Commonly referred to as "the I.M. ", this event features all four strokes. The swimmer begins with the butterfly, then changes after a $\frac{1}{4}$ of the race to backstroke. At the halfway mark the stroke changes to the breaststroke, followed by freestyle at the $\frac{3}{4}$ mark. The IM is swum in 200 and 400 metre distances. In age-group swimming a 100 metre race is included.

MEDLEY RELAY:

This involves all four strokes, with each member of the team being responsible for one stroke. The first swimmer does backstroke, followed by the breaststroke, butterfly and finally freestyle. The medley relay is 200 or 400 metre total distance. In age group swimming a 100 metre race is included.

FREESTYLE RELAY:

Each of four swimmers swims $\frac{1}{4}$ of the race, usually all front crawl.

SPLIT TIMES

Of interest is the rule that allows the time of any portion of a race that begins with the starter's signal to be accepted for official purposes (for records, Time Standard Awards, meet entry times, etc.). In individual events, for example, this means that in, say, a 1500 metre race, an official time taken at the 800 metre point can count. The swimmer must, however, complete the event with a time equal to or better than the meet qualifying time. If he/she does not, then the split time is not a legal time. In relay events, the time of the lead-off swimmer can be a legal entry time and will appear in the meet results.

In Summation:

The foregoing is only a partial account of the rules of the strokes and events. We recommend that each of you becomes familiar with the Rule Book. (available from the Section Office)

Swim Season:

The swimming year runs from September 1st to August 31st of each year. Most swimmers (younger age-groups) attend their last competition in June or early July and do not train through July and August.

The swim year is divided into two sections, short course season and long course season. The short course season runs from September to February with all competitions held in a 25 metre pool. The long course season runs from March to August with competitions held in a 50 metre pool. Since NB has only one Long Course Pool (the Canada Games Aquatic Centre in Saint John) our athletes continue to compete in Short Course Pools for the entire swim year, using the CGAC only once or twice annually.

Training:

Your swimmer will be registered into a squad/group that suits his/her abilities and age and will be under the direction of a coach. You will be given a schedule of regular practice days and times at registration. It is expected your child will get to their respective practice 10-15 minutes early, so that they can be ready prior to the scheduled start time with all their swimming gear.

Please remember to inform the coach of a swimmer's absence from practice, in advance of the situation, whenever possible. Ensure that your swimmer has warm clothing to wear home after practice. A toque is an important swimmer's aid, in the winter. Swimmers need a snack (carbohydrates, i.e. breads and fruits) before practice, and a snack awaiting them after practice. Healthy snacks perk up a swimmer, and keep them satisfied longer than junk food!

Equipment to get Started:

Swimmers will need the following at each practice session:

BAG: Swimmers should have a bag that can be carried out on to the pool deck. Although lockers are available at the pools, valuables are best left at home. If your swimmer uses a locker it is advised they use a lock as theft does occur in locker rooms.

BATHING SUIT: All swimmers will need a training bathing suit. Have your swimmer rinse out their bathing suit in cold water, after each practice, to keep it lasting a bit longer. Chlorinated pool water is hard on bathing suit fabric. Never put the suit in the dryer as the heat will damage the lycra.

CAP: A cap will keep hair out of the swimmer's eyes and will reduce water resistance. It also protects hair from chlorine damage.

GOGGLES: Goggles are worn by swimmers to enhance vision and protect their eyes from the effects of the chemicals in the water. To fit a pair of goggles, press the eyepieces to the eyes without the strap. There should be momentary suction suggesting that the shape of the eyepiece fits the shape of the swimmer's eyes.

TOWEL: Most swimmers prefer a large thick beach towel.

WATER BOTTLE: Make sure your swimmer takes a water bottle to every practice.

At the beginning of each year the coaches will advise you if there is specific equipment that will be needed in your child's group. Equipment, club clothing and bags can all be purchased through your Team Equipment Manager.

To ease the frustration and disappointment of losing equipment, remember ***label everything*** with permanent ink - (Name & phone #).

Club Objectives

Every club will have its own objectives, but generally they are similar to these:

1/ To provide a speed-swimming program of developmental training which will enable every swimmer in the Club to develop to the full extent of his or her level of interest, commitment and ability.

2/ To promote the amateur sport of competitive swimming through the co-operation of Swimming New Brunswick and Swimming/Natation Canada, and other organizations and individuals with similar objectives.

3/ To promote good sportsmanship, leadership and character.

Club Structure

Swimming Clubs in New Brunswick are non-profit organizations operated under the direction of a volunteer executive. They are members of Swimming New Brunswick and Swimming/Natation Canada.

Club programs are directed by the Head Coaches. The Head Coaches are responsible for guiding the professional coaching staff. Administration, policy and operational activities supporting the programs are planned and carried out under the direction of the volunteer executive and committees.

The ongoing success of our Clubs depends on the teamwork, dedication and efforts of all involved. Each SNB club is identified with their own team colours and club logo. Swimmers are usually expected to wear team clothing and colours when representing their club. This builds team spirit and makes swimmers proud of the club they are associated with. Parents are invited to participate as well.

Registration

Registration night for new and returning members usually occurs at the end of August or early in September. Returning members are usually mailed or emailed their registration packages prior to registration night. The registration package will include registration forms, fee schedules, fundraising commitments for the coming year, medical history forms and consent forms and training schedules.

Each swimmer must be registered with both Swimming New Brunswick (the provincial governing body for swimming) and with Swimming/Natation Canada (the national governing body). The annual fee as set by SNB and SNC will be collected from members at registration and will be forwarded to Swimming New Brunswick.

Registration of new swimmers can occur at anytime in the year.

At the beginning of each swim season, each club collects the medical history and consent forms completed and signed for each swimmer. If both these forms are not received your swimmer will not be entered in the next scheduled competition.

Funding the Swim Club

Raising sufficient money to support a swim club is a continual challenge. Club fees are the major source of revenue. To supplement revenue from fees, clubs participate in a variety of fund-raisers, including Swimathon and hosting swim meets. Support of these endeavours is part of your membership commitment. Fundraising is vital as a source of revenue to every club. Families are responsible for payment in full of registration fees, monthly training fees, fundraising commitments, transportation costs to meets, swim meet entry fees, and where applicable swim meet accommodation costs.

Monthly Training Fees

Monthly training fees are used to pay pool rental costs, coaches' salaries and administrative costs.

Swim Meet Fees

Families are charged meet entry fees when their swimmer attends a meet. The meet entry fees are based on the number of events their swimmer is entered into. If your swimmer has been registered for a meet and an emergency or sudden illness arises, the costs of the meet may not be refunded by the hosting club in which case you will still be responsible for the payment of these entry fees.

Swim-a-thon

Swimming New Brunswick conducts a Swim-a-thon program each year in which member clubs participate. Swim-a-thon provides swimmers with an opportunity to collect pledges and have them applied to their family account, to offset costs. The Swim-a-thon Coordinator will distribute pledge packages to all swimmers. On the day of the Swim-a-thon, swimmers will swim 200 lengths, or for two hours, whichever ever comes first. Parent volunteers are required at this event to count laps. Pledges collected will be credited to your account and may be applied to equipment purchases, meet fees, travel costs, and other club-approved expenses. At no time may this credit be returned in cash. Income tax receipts can be requested for Swimathon donations equal to, or greater than, ten dollars. **However, a parent cannot receive a tax receipt for contributing to their swimmer's pledge list, as tax law prohibits this.**

Your Swimmer's Coach

The coach is your first level of communication in the club. Any questions or concerns should be directed to your swimmer's coach. The coach will direct you to the appropriate person if need be. The best time to talk with the coach is after practice.

Parents should not try to discuss matters with the coach on the pool deck during practice or competition.

If there is a problem or concern that does not get resolved through your swimmer's coach, you should approach the Head Coach or the Club President. Please remember nothing can be done about a problem not discussed, and that a problem will remain your own until it is dealt with.

"The coach provides technical expertise... how to swim the strokes properly, how to start, how to turn, how to plan races... The coach provides the training program, to prepare the athlete for physical improvement, while retaining balance for growth and development... The coach is the 'critic', the person who performs the evaluative function, (because they are the only ones in the program that are professionally prepared to do so). The coach points out strong and weak points. That is essentially what you need a coach to do most, because nobody else can. Their role is specialized." (Pgs. 32-33 Parent, Coach and Athlete, by John Leonard)

*"As a parent, you can expect the following from your swimmer's coach. Technical expertise... feedback regarding your swimmer... and that he/she cares about your child. Remember that most coaches view their job as managing the swimming career of the athlete. Not the needs of today only, **but what will be done today that will have a positive effect on their career five or ten years from now.** Let the swimming coach bring his/her expertise to the client most important to you... your child." (Pgs. 34-35 Parent, Coach and Athlete, by John Leonard.*

Remember, when parents interfere with training and competing, it causes considerable and often insurmountable confusion as to whom the swimmer should respect and listen to regarding their swimming. Periodically, come to a practice and watch what your swimmer is doing. Please approach your swimmer's coach with any questions or concerns you may have.

SWIMMER GUIDELINES

Training and Attendance:

Swimmer's guidelines are set in place to regulate practice, conduct it in a safe and efficient manner, and maintain good relations with the pool staff. They also help swimmers work together as a team.

Swimmers are to be on the pool deck, gear with them and ready to start, prior to the beginning of a practice. Your swimmer should report to the coach, if he/she needs to leave early or if a training session will be missed. Your swimmer should also inform the coach, as soon as possible, of anything that may interfere with training or competition. Regular attendance is important to succeed and achieve goals.

There are rules specific to the pool at which your child swims. These rules are in place to ensure safety, and swimmers are expected to follow them. Diving boards are off limits unless otherwise directed and swimmers should not enter the water until instructions are given by the coach.

Swimmer Advancement:

Swimmers advance through the program based on subjective and objective criteria, which is available from your coach. Swimmers will advance through the competitive program when they achieve specified criteria. Promotion is based on both subjective criteria (commitment to program, emotional/social readiness and performance) and objective criteria (mastery of skills), as well as the availability of room in the next level of the program.

Your swimmer's coach will make a recommendation for advancement. It will be reviewed by the coaching staff and finalized by the Head Coach. The parents will be consulted prior to informing the swimmer.

When a swimmer moves to a new squad/group, parents will be advised of the new monthly training fees, changes to fundraising commitments and the new training schedule.

Nutrition and Rest:

In any sport, good nutrition plays a key role in athletic success. Discuss concerns regarding your swimmers' nutrition with the coach. Following Canada's Food Guide and placing a little more emphasis on the number of carbohydrates eaten each day will help keep your child healthy and full of energy. Recommended intakes in percentages are as follows: 65-75% carbohydrates, 15-25% proteins, 10-15% fat. Swimmers should eat 4-6 times per day to balance and replenish their carbohydrate store. Ensure your child starts off their day with a good breakfast, particularly after morning practices. A small healthy snack is important for your swimmer to eat before and after training, it helps them during the work-out, as well as after, when their energy is low. Swimmers should drink water during the day and during the training session to prevent dehydration. Consumption of 8-10 glasses of water per day is necessary for athletes to keep cellular processes functioning properly.

At swim meets, swimmers should drink more water than usual and eat 'smart' snacks like fruit, crackers, etc. Stay away from high fat/high sugar snacks (i.e. nuts, junk food, cheeses) during a competition. You need to provide the right fuel for racing. Eating out at restaurants is often part of travelling. Educate your swimmer on the right foods to order, such as pasta, chicken, salads, etc. Even in fast food restaurants, good choices can be made.

Rest is important to your child's performance as well, so ensure your child is getting to bed at a reasonable hour.

Swimming and School:

School and swimming work together and swimmers often improve scholastically. Their swimming schedule will challenge them to be organized. Parents and coaches must help in this respect. This requires communication between all three parties. Increases in training, social events, competitions, and academic expectations come with responsibilities. Initially, the athlete will not handle these without error, but with encouragement, and initiative delegated to your swimmer, success will be realized. Blaming missed assignments and poor grades on swimming schedules is not acceptable. Swimmers are expected to plan ahead and ensure that work is up to date; that studying for exams starts well ahead of the exam date; and that teachers know well in advance the days that will be missed because of swim meets. Swimming and school sports can work together. Feel free to discuss your swimmer's involvement in school sports with his/her coach.

Discipline:

A disruptive swimmer takes the coach's time away from the dedicated swimmers. Excessive misbehaviour on the part of a swimmer may result in disciplinary action. The coach will warn the swimmer and they may be asked to leave the practice if they disregard the warning. Parents will be informed if a swimmer is asked to leave a practice. If the behaviour continues, the dismissal may involve more than one practice.

PARENT RESPONSIBILITIES

To Your Club:

One of the keys to continued success and development of any swim club is participation by the members. The club executive that oversees the day to day operation of swimming clubs is made up of parent volunteers. There are many opportunities for volunteers to contribute. The club cannot operate effectively without parent volunteers.

Your swimmer trains and races hard to realize his/her goals. As a parent, you achieve a sense of pride and excitement when these dreams are attained. Volunteering your time will only serve to heighten your sense of pride and excitement.

As a swim parent you need to arrange transportation to ensure your swimmer gets to training and competitions on time. Try to arrange car pools to cut down on your driving time.

Encourage your swimmer to participate in Club social activities that gives your swimmer a chance to interact with their team-mates without cap and goggles on. Parents are encouraged to attend all general meetings. These are informative and give you an opportunity to keep up to date with club activities.

To Your Swimmer:

"You are becoming part of the "parent, coach, and athlete triangle. The parent provides emotional support (an anchor) and physical support for the athlete. The coach provides technical expertise, that is unavailable anywhere else in the triangle, and to a lesser degree, motivation, in the form of vision, challenge and emotional support. The athlete brings the raw material... the eagerness to learn, to develop, and to respond." (Pgs. 10&11-Parent, Coach and Athlete- by John Leonard)

As a parent, your major responsibility is to provide a stable, loving and supportive environment. Show your interest by ensuring your swimmer's attendance at practices, by coming to meets and being active in the Club. Parents are not participants on their child's team, but they do contribute to the success of the team. Be enthusiastic and supportive, but remember that your child is the swimmer. Swimmers will establish their goals in conjunction

with their coach and make their own progress. Be careful as a parent not to impose your own standards and goals on your swimmer. Do not over burden your child with winning or achieving best times. The most important part of your swimmer's experience is that he/she learns about him/herself while enjoying the sport.

Leave the coaching to the coach. The best way to help a child achieve his/her goals and reduce the natural fear of failure, is through positive reinforcement. No one likes to make a mistake. As your swimmer progresses, mistakes will be made. The value in this for your swimmer is in learning all she/he can from mistakes and then moving forward. Encourage your child's efforts and point out the things they did well. As long as they gave their best effort, you should make them feel like a winner.

As an Official:

Each year most SNB clubs will host one or more meets. Parents are required to officiate at these meets and are encouraged to assist other clubs in the province at other meets.

Remember that being an official gives you one of the best seats in the house.

Each session at a swim meet requires 40 - 50 officials. The Officials' Coordinator will contact all club members to fill positions prior to your club's hosting a meet.

Parents must take clinics prior to officiating at meets. There are different training courses given by certified officials throughout the year to qualify parents as swimming officials with duties ranging from timing, to judging strokes and turns, to marshalling swimmers, to acting as starter, to managing the meet.

There are five levels of officials as determined by the National Officials Committee of Swimming/Natation Canada as follows:

Level I: Timekeepers, Marshall, Safety Official

Level II: Clerk of Course, Chief Timekeeper, Chief Finish Judge, Recorder/Scorer, Stroke/Turn Judge, Head Lane Timekeeper

Level III: Starter, Meet Manager

Level IV: Senior Official

Level V: Master Official

Most parents will complete their Level I clinic during their first year of membership. Volunteers are needed to move beyond Level I and become certified at the higher levels.

SWIM MEETS

Ready For Competition:

Once your child has a good understanding of the competitive strokes and has been introduced to the basics of racing, it will be time for their first swim meet. The coach will determine when your swimmer is ready to compete at a meet.

At the beginning of the season, swimmers are given a tentative meet schedule to assist families in their time and financial planning. Please record the swim meet schedule on your calendar and plan your activities accordingly.

What is a Swim Meet?

Competition is a word that often confuses parents. *"The way to avoid the confusion, and prepare yourself in a proper philosophical framework for the sport, is to remember that the word 'competition' comes from the old Greek, that translates to 'STRIVE WITH'. These words are important - 'STRIVE' to try hard - 'WITH' a cooperative image. And that is exactly what happens in swimming. The swimmers dive in and swim side by side down the pool, each trying to swim faster than the other one. It is not against anyone like football or basketball, it*

is with. TRYING WITH STRIVING WITH COMPETING WITH." (Pg. 9, Parent, Coach and Athlete- John Leonard)

Competition is a means of personal development. Learning about and becoming comfortable in a competitive setting, trying racing strategies, managing stress and dealing with losing and winning all contribute to the development of your child. In a competition, swimmers from the same club, or from more than one club, gather together at the pool. They do what they have been doing in practice, except they go as fast as they can while applying their racing strategies. Competition is a way to measure success of training sessions, and it allows the swimmer to race the time clock, as well as their peers and/or swimmers outside their peer group.

There are different types of swim meets. Some meets are held at home, others require travel. Some are designed to let any swimmer race and others have qualifying times that the swimmer must achieve before being entered. All swimmers are governed by a set of technical rules regarding the starts, strokes, turns and takeovers, to ensure competition is fair to all. These technical rules are established by Swimming/Natation Canada (SNC) and are monitored/enforced by officials.

Races begin with a dive start with the exception of the backstroke. The swimmer is called to the starting blocks by the Referee, who turns the race over to the Starter. When the Starter determines that the swimmers are "ready" the race is started with either an electronic tone or a starter pistol. If a swimmer leaves the block before the signal is given a "false start" is declared and that swimmer is disqualified. This disqualification procedure is in place to ensure a fair start for all swimmers.

Momentum is conserved in races with more than one lap through the use of turns. Quick turns are essential to a good race and many races are won or lost in starts and turns. In all events the swimmer must touch the wall. In the freestyle and backstroke the swimmer may somersault as they reach the wall and touch only with their feet. In breaststroke and butterfly the swimmer must touch the wall with both hands before turning.

Officials are present at all competitions to monitor the technical rules of swimming and to ensure that the competition is fair and equitable. As part of training, officials attend clinics, pass a written test, and work at meets before being certified.

A swimmer may be disqualified after a race. Disqualification is meant to point out parts of the swimmer's stroke that need to be corrected. Although your swimmer may be very disappointed, it is to be treated as a learning experience. The rules require that reasonable effort be made to notify the swimmer or his coach of the reason for disqualification. The decision of the officials is final as far as the swimmer is concerned; however, the coach may question the decision, if he/she feels it is warranted.

Age Groups and Time Standards:

For the purposes of competition, swimmers are placed into age groups. Age-groupings at development meets are: 10 and under; 11 and 12; 13 and 14; and 15 and over. All swimmers are "seeded" together (based entirely on entry times), with results being posted by age-group.

At championship meets age-groups are 11-12, 13-14, 15&over. Swimmers will compete within their age grouping with the exception of relays when a younger swimmer may move up an age group to allow the Club to enter a relay team.

Swimming time standards for SNB are defined as "A" times, "B" times. Each age group in the province has a set of "A" and "B" time standards, with "A" times being the fastest. Short course times are slightly faster than the long course time standards. Swimmers are assigned to heats at swim meets with other swimmers holding similar times. Beginning swimmers are

entered into meets as having no times (NT). Time standards vary from province to province. There may be specific standards for specific competitions.

Before The Competition:

The coaches will determine which swimmers are to go to a competition, based on ability and eligibility (may be a qualifying standard). Once entries are confirmed, the information is e-mailed to the hosting club. You will be responsible for meet entry fees according to the number of events your swimmer is entered into. Entry fees are non-refundable.

Travel to Meets:

Group travel arrangements to swim meets will be made by your Team Manager or Travel Manager, in consultation with the Head Coach. The Club will arrange the most cost effective and safe means, to get the swimmers to competitions.

Group travel to swim meets has many benefits: it's fun and promotes team spirit; it ensures all swimmers end up at the right place at the right time and it eliminates worry and confusion for the coaches. The Club will rent a van or a bus for team travel depending on the number of swimmers travelling to the meet. Cost for transportation, including that of the Chaperone(s) and the coaches is shared among the swimmers who travel with the team.

You will be billed your swimmer's share of the travel.

Chaperones

When the team travels at least one parent volunteer will travel with the team to act as Chaperone.

The Coach may act as Chaperone, when the number of swimmers attending a meet is **very small, usually out-of-province and requiring air-fare.**

Acting as Chaperone is a way in which you can get to know your swimmer's friends and their coaches.

The Chaperone's hotel expenses and transportation costs are paid for by the club; the chaperone's own swimmer(s) pay the exact same percentage of accommodation and travel costs as the rest of the swimmers. If the team has rented a van to travel to a meet a Chaperone should be responsible for the driving. Clubs generally try to avoid asking a coach to drive since his/her responsibilities at the meet are demanding and tiring – he/she has the responsibility for the professional aspect of the meet – not the parenting. At a swim meet, the Chaperone becomes a “parent” of a large family of swimmers, and an assistant to the coaches. They must be available to the coach and responsible for the swimmers at the pool. This means that they are at the pool during all sessions (arriving before the warm-up begins) and must be available at night for the swimmers in the case of an emergency. If the swimmers are billeted the Chaperone will insure swimmers are picked up by their billeting families at the end of the day and will not leave the pool until all billeted swimmers have been picked up.

The Chaperone will be responsible for the Team Equipment Bag throughout the swim meet and will ensure the bag accompanies team members travelling in a rental vehicle. The Team Equipment Bag contains first aid supplies, equipment and the health history and emergency contact forms for each swimmer.

Accommodation:

Parents are encouraged to travel to swim meets and cheer on their swimmers. The Team Manager will usually book a block of rooms at a hotel in the hosting city and parents are responsible for making their own reservations.

Packing a Swim Bag For a Meet:

To have a successful meet, a well-packed bag is imperative and should include:

Competition bathing suit	Toque
Training/warm-up bathing suit	Billet gift (if required)
Racing cap (plus a spare)	Sleeping bag & pillow (if billeted or staying in an arranged hostel – usually a school or church gym)
Goggles (plus a spare adjusted pair)	Nutritious snacks/drinks
Water bottle	Personal money (may ask chaperone to keep)
Towels (2-3)	Personal medications (may ask chaperone to keep)
Club clothes (warm)	
Deck shoes and socks	

Swimmers are usually expected to wear club colours on the pool deck and race in club suits and caps (if swimmer races with cap).

At the Swim Meet:

Swimmers are required to be on the pool deck prior to the start of each warm-up session. At the warm-up session swimmers will gather for the team meeting and stretching. Following this, swimmers head to the water for the session warm up, as directed by the coach. As the racing begins, swimmers will follow the events, reporting to the coach to discuss their next race. Once the race is over, they should again check in with the coach for post-race analysis. It is important that they dry off well between races and dress warmly, including footwear! They should stay with the team and be ready to support and cheer on their team-mates. Attendance at finals is usually expected, even if a swimmer is not involved. The team needs the support of everyone! Your swimmer is representing their team and their community when they attend a swim meet and a good impression is what the club expects. Everyone is expected to act in a polite and respectful manner. Poor or questionable behaviour reflects badly on the Club.

Swimmers are to look after their personal belongings. They should not expect the Coach or the Chaperone to pick up after them! Identifying all equipment and clothing with their name and phone number, will certainly save money and disappointment in losing items. **Garbage should be picked up and not left on the pool deck or in the stands.** Glass is not permitted on the pool deck.

The pool deck is reserved for swimmers, coaches and officials; **parents are not permitted on the pool deck** – this is both an insurance issue and a matter of meet courtesy. Be sure to remain in the spectator's area!! Also, only coaches and officials are permitted in the meet office (computer room). If you have a concern, discuss it with your coach (but, not on the pool deck); he/she will decide if it needs to be addressed. When on the deck each coach is working hard with his/her swimmers and should not be distracted.

Billeting:

Billeting is a cost saving measure that many clubs in Canada take part in. Billeting builds friendships between swimmers around the province and around the country. It is carefully monitored in all clubs for safety. Any allergies your child has should be reported to your Team Manager, when making a billet request.

Billeting will usually be arranged for each out of town meet. The host family arranges safe transportation, hearty meals, and a place to lay down a weary head. Swimmers are provided with an opportunity to meet a new family and new swimming friends. Billet families have opened up their homes to your Club. Please remind your swimmer to be appreciative and respectful to your billet family.

When being billeted, the swimmer is responsible for bringing a sleeping bag and pillow. For out of province meets it is customary to send a gift with your child to give to the host family. The gift should be small - between \$5 - \$10. A written thank you note by the swimmer should also be included.

Consumption of alcoholic; use of illegal drugs or promiscuous behaviour is of course not acceptable. A swimmer who chooses to violate any of the above, or behaves in a fashion, which discredits the Club (based on the judgement of the Coach and/or Chaperone), will be sent home immediately, at direct cost to the parent. Parents will be notified directly. It is the intent of each club to outline these rules so that everyone has a clear understanding of the club policy. Swimmers will stay with their designated billet unless otherwise arranged by the Chaperone/Coach. If a billet situation is not working out, the swimmer should notify the Coach or Chaperone at the hotel or the next day at the pool. The Chaperone will try to make alternate arrangements with the host swim club where there is just cause.

Hosting Swim Meets:

You will be required to assist with swim meets that your Club hosts. Hosting a swim meet is a fund-raiser for most clubs and volunteers are extremely important. You may also be asked to take billets into your home and you will be needed to work as an official or in some other capacity. You may also be asked to contribute a portion of the meals that are provided for coaches and officials. Remember, it takes 40-50 deck and office officials to run a swim meet, plus those who provide the hospitality for coaches and officials and those who run a canteen or sales area. When the Meet Manager or some other member of the Meet Committee contacts you, please graciously offer to assist – they have already made a huge commitment to your club's project and will need the cooperation of everyone to make the event successful.

Hints for the Billeting Family

When your club hosts a competition, it is expected that, if asked, you will assist out of town clubs, by billeting the swimmers. When asked to billet, please remember that the same courtesy is offered to your swimmers when they travel. Often, swimmers will request a certain family, because they know the swimmer, or they have previously been treated well by the family. Remember, it may be your child relying on the hospitality of others next time!

The Billet Coordinator will contact you to see how many children you're able to take into your home. As many as four swimmers will stay in your home but two or three is more likely. The Billet Coordinator will let you know about any health related problems, especially allergies, the billets may have.

You will be asked to pick up your billets at the pool when they arrive and have them sign out with their coach or chaperone, before you take them home. The coach/chaperone will want

your phone number and you should know where they are staying in case a problem arises. Once at home, you are responsible to provide your billets with a place to sleep (if necessary, the floor will do). They will be bringing a pillow and sleeping bag. You should make sure their towels are dried for the next day and remind them to rinse out their suits. Allow your billet to use the phone, collect (if they don't have a calling card) to talk with their parents. Usually the swimmers you host are the same age as your swimmer and they may enjoy each other's company; however, warm-up comes early so establish a reasonable bedtime. Make sure your billets get a hearty, nutritious supper and a nutritious but lighter meal at breakfast. Pasta is usually a good choice for supper. You will need to provide a bag-lunch for the day at the pool. Remind them to fill their water bottles before you take them back to the pool. Ensure that your billets are at the pool at least 10 minutes before warm-up starts. Young swimmers need to feel secure and welcome, while older swimmers need space. Food is best kept to simple things. Pasta is great for supper and will usually accommodate even the pickiest of eaters. Add salad, bread and fruit for dessert and you've got the meal covered. For breakfast have a selection of cereals and offer fruit, yogurt and toast. Lunches are best organized by laying selections on the table and letting everyone make their own sandwiches and stuff their own lunch bags. Offer fruits and vegetables, granola or cereal bars and drink boxes (put a limit on these) and lunch is packed. Make sure the water bottles are filled!

Question each swimmer about allergies.

Report any behaviour problems to their chaperone, and get their chaperone's approval of any "side trips" (if there is free time).

On the last day take a quick check around the house for 'soon to be lost items' before the swimmers leave for the pool. Take your billets and their belongings back to the pool and smile because your billet duties are finished.

Types of Swim Meets

Time Trial: competition between club members to prepare beginning swimmers for competitions or to attempt to qualify for an up-coming meet.

Development Meet: competitions generally designed for beginning swimmers or those who are attempting to meet a time standard.

Invitational Meet: Swimmers must meet qualifying time standards to be entered in this type of meet. Often these meets include preliminary heats during the day and finals in the evening, may have awards, may have scoring – individual or team or both.

Provincial Championship: These are usually held twice or three times a year. Swimmers must reach the qualifying time standard to compete.

Nationally Designated Meet: These meets have more stringent qualifying times and generally involve greater expense. The club and SNB provide some travel assistance for swimmers reaching this level.

GLOSSARY OF SWIMMING TERMS

Age Group Swimming: Nationally recognized age groups are 11-12, 13-14, and 15 and over.

“A” time: Time required to compete in our Short Course and Long Course Championships.

Billeting: Accommodation for swimmers away from home. Swimmers stay at the home of another swimming family when they travel to a meet in another city.

Block: The starting platform for the beginning of a race.

“B” time: The qualifying time for the Marianne Limpert Championship.

Chaperone: A swim parent who accompanies the team from the point of departure to point of return, on out of town swim meets.

Consolation Final: In a meet with finals, after the top 6-8 swimmers (depends on number of racing lanes) have been selected for the Final, the next 6-8 will race in the Consolation Final or the "B" Final.

Cut: Is slang for a qualifying time. It refers to a time standard required for a swimmer to attend a particular meet or event.

Deck Entry: When the number of athletes in an Heat is less than the number of lanes in the pool, a coach may request to enter a swimmer in the Event. The entry is referred to as a Deck Entry. Not all meets accept deck entries.

De-qualifying: Swimming at a level that is too fast for the qualifying times of a competition.

Disqualified: Occurs when a swimmer has committed an infraction of some kind as determined by an official.

Distance: Refers to events over 400 metres.

Drill: An exercise involving a portion or part of a stroke used in training to improve technique.

Dry Land Training: Training done out of the water that aids and enhances swimming performance. Dry land training usually includes stretching, callisthenics, and/or weight training.

DQ: Is Slang for Disqualified

Event: Events are specific races in which an athlete may enter. Each group of athletes who race against each other are referred to as a Heat. Generally the number of Heats within an Event can be calculated by dividing the number of swim lanes into the number of athletes, plus one more for any remainder.

False Start: Occurs when a swimmer is moving at the start of the race, before the gun/electric tone sounds. (Cause for disqualification)

False Start Rope: A rope 15 m from the starting end of the pool. In the event of a false start, the rope will be dropped into the water to stop the swimmers and get them back to the start. Usually the electric tone, or gun/whistle will sound repeatedly to also let the swimmers know there has been a false start.

FINA: Federation International Aquatique is the world governing body for swimming.

Final: The championship of any event in which the top 6 or 8 swimmers (depending on the number of lanes in the pool) from the preliminaries compete. These are generally held in the evening and will determine awards and points (individual and/or team).

Flags: Backstroke flags are placed 5 metres from each end of the pool. They enable swimmers to execute a turn more efficiently by indicating the closeness of the approaching wall. From the flags, experienced swimmers know how many strokes it takes them to get to the wall and thus when to turn.

Goal: A specific time, strategy or tactical achievement a swimmer sets and strives for.

Individual Medley: An event in which the swimmer swims all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

Heat: Each group of athletes that compete within an Event make up a Heat.

I.M.: Is slang for Individual Medley

Long Course: Refers to the pool length and the season. The long course season usually runs from March to August and competitions are held in a 50 metre pool.

Marshalling Area: Used at a swim meet for organizational purpose. It is the area where swimmers must report prior to racing. Once checked in by the Clerk-of-Course they are to remain there until called to the block.

Meet Fees: A meet fee applies to each event at a swim meet (usually \$5 or \$6). There may also be a general fee or surcharge for each swimmer entered in the meet. Some meets use a flat fee for entries.

Middle Distance: Refers to events of 200 to 400 metres in length.

Negative Split: Swimming the second half of the race equal to or faster than the first half.

Official: A volunteer working at the meet either on the deck or in the Meet Office at a sanctioned meet. They include stroke and turn judges, administrative officials, starters, timekeepers and a referee.

They are the parents of swimmers, and sometimes the parents of former swimmers.

Pace Clock: Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice (may also be digital).

Prelims: Is slang for Preliminaries

Preliminaries: Races in which swimmers try to qualify for the championship and consolation finals in an event.

Racing Suit: This is the team suit worn at swim meets. These are sized to fit snugly so they do not gap or sag during the race.

Relay: Event in which four swimmers compete together as a team.

SNC: Swimming/Natation Canada is the federal governing body of swimming in Canada.

Sanction: Clubs must receive a permit from Swimming New Brunswick to host a swim meet. SNB registered swimmers are permitted to compete in ONLY sanctioned events.

Scratch: To withdraw a swimmer from an event in a competition.

Seeding: The heat and lane position given to a swimmer based on their entry time.

Senior Swimming: There are no age categories in Senior Competitions. It is designed to afford maximum opportunity for participation, provide an educational experience, enhance physical and mental conditioning and develop a pool of talented athletes for National and International Competition.

Shaving Down: Where a swimmer shaves off all the body hair to reduce drag and increase sensitivity to the water. Usually done after a taper, before a major competition.

Short Course: Refers to the pool length and season. The short course season runs from September to March and competitions are held in a 25 metre pool.

Split: Is a swimmer's intermediate time in a race. Splits are used to determine if a swimmer is on pace. Under certain conditions, splits may also be used as official times. In a relay, a split would be the time for one of the four individuals. The final split of the 1st swimmer in a relay event is an official time.

Sprint: Refers to the shorter events (50 and 100 metres). It also refers, in training, to swimming as fast as possible for a short distance.

Stop-watches: Accurate watches (usually electronic) are used to time swimmers during a competition. When automatic (electronic) timing equipment is used, stop-watches serve as a back up.

Streamline: The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as tight (with arms forward of head) and long as it can be.

Suicide Turn: The name given to a backstroke turn performed at the ends of the pool in which the swimmer completes the action by doing a back flip. The swimmer enters into the turn is on the back and pushes off the pool end with their feet. Also see Tumble Turn.

Taper: The final preparation phase before competition. Characterized by a reduction in the metres covered in practice and the intensity.

Time Standards: Each provincial regulatory board, the national swimming body and the inter-national swimming body establishes time standards used to determine a swimmers relative performance . These determine which meets each swimmer is eligible to attend.

Time Trial: A "time only" swim that is not part of a regular meet. A swimmer is racing to achieve a certain qualifying time.

Touch Pad: A large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

Tumble Turn: The name given to the turn performed at the ends of the pool in which the swimmer performs a forward somersault to change direction. Entry into the turn is face downward the swimmer pushes off the pool end with their feet.

Warm Down: low intensity swimming used by a swimmer after the race or main practice set. A warm down rids the body of excess lactic acid and gradually reduces heart and respiration rates.

Warm Up: low intensity swimming used by a swimmer prior to a race or main practice to get muscles loose and warm. A warm up gradually increases heart and respiration rates and may include some short sprints.

HOW TO WATCH A SWIM MEET

The Racing Course

The length of a short course racing pool is 25 metres and of a long course racing pool is 50 metres. The pool has either 6 or 8 lanes and each lane is 2.5 metres wide. The water temperature must be kept at 26 degrees Celsius.

The Meet

Swimmers are allowed to enter only a specific number of events at any given meet and this varies with the class of meet. Generally the meet package will indicate the following: one-day, one-session = 3 individual events, plus relays; two-day, 3 session meet = 2 individual events per session, plus relays; 2 ½ -3 day meet = 6 individual events, plus relays. At the Meet Manager's request and with the agreement of the SNB Technical Committee, some variation may occur.

Strategies

The sprint races (50 and 100 metres) are an all-out burst of speed from start to finish. The slightest mistake can cost precious hundredths of seconds -and the race.

The 200 metre events require the swimmer to have a sense of pace as well as the ability to swim in a controlled speed.

The 400, 800 and 1500 metre freestyle require the swimmer to constantly be aware of where they are in the water and how tired they are becoming. Swimming the first portion of the race at too fast of a pace can sap a swimmers strength and cause a poor finish. Swimming the first portion of the race too slowly can separate the swimmer from the pack and make catching up impossible.

There are two ways to swim a distance race. Swimmers may elect to swim the race evenly (holding the same pace throughout the race) or they may negative split the race. A negative split occurs when the swimmer covers the second half of a race faster than the first half.

Officials are present at all competitions to monitor the technical rules of swimming and to ensure that the competition is fair and equitable. As part of training, officials attend clinics, pass a written test, and work at meets before being certified.

A swimmer may be disqualified after a race. Disqualification is meant to point out parts of the swimmer's stroke that need to be corrected. Although your swimmer may be very disappointed, it is to be treated as a learning experience. The rules require that reasonable effort be made to notify the swimmer or his coach of the reason for disqualification. The decision of the officials is final as far as the swimmer is concerned; however, the Coach may question the decision, if he/she feels it is warranted.

Seeding and Lane Assignments

The competitor with the fastest qualifying time or submitted time - shall be seeded in the centre lane of any pool with an odd number of working lanes, or in the lane immediately to the right of centre, facing the course, in pools with an even number of lanes. The second fastest competitor shall be placed in the lane immediately to the left of the fastest, the third fastest on the first's right, and so on alternately from left to right working outward. (i.e. in a six lane pool, the fastest swimmer in the heat is in lane 3; in an eight lane pool, lane 4).

The intent of this rule is to seed no swimmer more than one-half the pool width away from the fastest swimmer entered in the heat.

SWIM MEETS - OFFICIALS - PROCEDURES

It has been the policy of Swimming NB to conduct all meets, regardless of quality or type, with the full complement of officials or as near to the full complement as possible. In a six lane pool, the following is the usual list of officials:

1 or 2 Meet Manager(s)	2 Stroke Judges
1 Referee	1 - 3 Turn Judges
1 or 2 Starter(s)	1 Announcer
1 Clerk of Course	1 Chief Finish Judge
1 or 2 Marshall(s)	1 - 2 Computer Operators
1 Chief Timekeeper	1 Recorder/Desk Control
1 Assistant Chief Timekeeper	1 Electronics Operator *
3 Timekeepers per lane (18)	1 Chief Judge Electronics *
1 False Start Rope Operator	* at pools having electric timing equipment

In addition, there are runners, people to prepare and serve refreshments to the coaches and officials and sometimes a person on the door for admission (or to sell programs, T-shirts, etc.) A rough minimum of 50 volunteers is needed!!!

Approximately 10 minutes before the meet starting time, the Referee clears all swimmers from the pool.

The Clerk-Of Course (or the announcer) directs the swimmers in the first event to report to the Marshalling Area where they check in with the Clerk-of-Course and are assigned their heats and lanes. As the meet gets under way, the first heat of swimmers is moved forward by the Clerk-of-Course and Marshaled to a position behind their starting blocks.

Timekeepers will check to be sure that the swimmer is in the correct lane and heat for the event specified. When the heat ends the Timekeepers record their times, and at the end of the event the Runner picks up the sheets and takes them to the Chief Finish Judge.

Meanwhile, the next heat of swimmers moves into place and the process continues.

To make the meet a complete success from the point of view of smoothness and competency depends very much on the efforts of the Meet Manager. He/she must ensure that all the equipment and officials are ready to operate at the same time. There are myriad other jobs, duties, and equipment which are the Meet Manager's responsibility - if he needs help, volunteer - the next Meet Manager might be you!!!

BASIC OFFICIATING AT SWIM MEETS

A successful swim meet in a six lane pool requires at least 50 officials. Swimming officials are **all volunteers**. They are usually parents, grandparents and/or friends of swimmers, or of former swimmers, but basically they are just people who enjoy being involved in the sport. Besides officiating at swim meets, their involvement includes taking clinics and workshops to improve their officiating skills as well as conducting clinics to help others become better officials.

Meet Manager: responsible for pre-meet, meet and post-meet organization and operations.

Referee: chief official over all others during the meet ensures fairness and makes decisions during the session.

Starter: starts each race with gun or horn, making sure each start is fair.

Chief Finish Judge: determines final time of each competitor and compiles the order of finish of a race.

Chief Judge Electronics: supervises results coming from an electronic timing and judging machine.

Timekeeper: takes times of swimmers in each race and marks times on swimmer's entry card or Timekeeper's Sheet. There should be three Timekeepers per lane.

Chief Timekeeper: responsible for all Timekeepers and watches; takes time of winner in heat.

Clerk of Course: checks in swimmers and directs them to proper heats and lanes; maintains quiet and order on the pool deck; usually has one or two Marshals to assist him/her; may seed or re-seed heats on deck.

Marshal: assists the Clerk of Course in maintaining order on deck and directs the swimmers to their proper heats and lanes

Stroke Judge: on each side of pool, watches correctness of strokes to ensure that no swimmer gets an unfair advantage.

Turn Judge: watch correctness of turns at both ends of the pool.

Recorder/Scorer: usually in a separate room; records the results and keep scores for awards.

Computer Operator: inputs swimmers' times using HY-TEK Meet Manager Software.

PRE-MEET BRIEFINGS: Prior to every swim meet, the basic responsibilities of the officials are reviewed by the Referee. The Chief Timekeeper talks to the Timekeepers; the Clerk of Course to the Marshals; the Chief Finish Judge to the Runners.

OFFICIALS' BEHAVIOUR:

Swim meets are for swimmers. Officials are only there to be sure that all swimmers have the best chance of having the best swim. To achieve that goal, all officials must do a competent job which includes behaving appropriately.

1. Arrive **at least** an hour before the meet. This allows time to find out what job you are doing and to be briefed. Check in on the Assignment Sheet, highlight your name if a clinic evaluation is required and remain in the Officials' Area in case changes need to be made in assignments.

2. Dress in white - looking like a good official will help make you a good official.

3. Be fair to all competitors, your own children and the opponents alike. **Don't coach or cheer for swimmers while on deck.**

4. Be inconspicuous - let the swimmers be the focal point. Be friendly to swimmers but do not distract them if they are preparing mentally for a race.

CHAPERONE DUTIES

GENERAL DUTIES:

1. Chaperones shall be responsible for the safety and well being of swimmers. The Chaperones, along with the Team Manager, are responsible for behaviour of the swimmers when not under control of the coach.
2. Chaperones set times for swimmers to be in their rooms and, in consultation with the coach and Team Manager, set times for "lights out". Doors should be unlocked and ajar when both sexes are in the same room during non-sleeping hours.
3. Report to the manager any sickness or injury.
4. Any incidents which may bring discredit to the team should be reported to the Team Manager or the Head Coach. The Chaperone(s), with the Team Manager/Head Coach, should decide upon what action should be taken.
5. Misbehaviour by swimmers could vary from the most serious, such as committing an offence under Federal, Provincial, or Municipal law, to the less serious of breaking curfew. Extent of punishment could vary from being sent home and disqualification from further competition, with a written report to SNB, to a verbal or written reprimand with partial or full restriction of movements and participation.

SPECIFIC DUTIES:

1. Obtain from the Team Manager a list of swimmers going on any trip for which you are a Chaperone, with a phone number where parent or guardian can be reached.
2. Confirm that first aid equipment is available in the vehicle used for transporting swimmers.
3. In the van or bus, introduce yourself to swimmers if they do not already know you.
4. Account for all swimmers any time you proceed to another stop en route to or from your destination. The same applies to travel to and from the pool.
5. Look after any money or other valuables when asked to do so by the swimmers. Younger swimmers will usually request assistance in handling money.
6. If swimmers are to be billeted, assist the host club organizer by distributing swimmers to billets and remain until all are accounted for.
7. Record the name and telephone number of each billeting family along with the name of the swimmer billeted. Likewise, the billet chairman should know the Chaperone's place of lodging.
8. When female swimmers are at the pool, one female Chaperone should also be at the pool. At all times there should be at least one Chaperone at the pool for out-of-town meets.
9. Remember, when you are Chaperoning, you are there for the swimmers, not to visit relatives and friends or to go shopping. If you must leave the swimmers, please ensure that someone else covers your duties.
10. When travelling considerable distances, or visiting major centres, often there is free time. Try to arrange sight-seeing, shopping expeditions or a visit to an interesting place if time permits and coaches approve.

GOVERNING BODIES

Swimming New Brunswick - is the provincial governing body for competitive swimming. SNB represents New Brunswick at Swimming/Natation Canada (SNC) in conjunction with all the other provinces. Swimming New Brunswick is a non-profit organization made up of volunteers from swimming clubs in the province. All swimmers must be registered with Swimming New Brunswick and Swimming/Natation Canada before participating in a sanctioned swim meet.

Programs - As the provincial body for the sport of swimming, Swimming New Brunswick is responsible for the conduct and administration of swimming in New Brunswick. In this capacity, Swimming New Brunswick formulates rules (other than direct technique rules); implements policies and procedures; regulates the provincial championships; disseminates safety information; administers funding programs; and selects athletes to represent the province at National and Regional events.

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Swimming/Natation Canada (SNC) - the national sport governing body for competitive swimming in Canada. Founded in 1909, SNC makes great effort "to promote excellence in swimming" across Canada. Canadian swimmers have proven the worth of SNC in international competitions, winning more medals in Olympic, Commonwealth and Pan American competitions than any other Canadian sport. As a volunteer, non-profit organization, SNC receives support from government and sponsor agencies. As an organization of 10 provincial sections, SNC ensures each province conducts competitions and recreational programming to meet their swimmers' needs. SNC provides programs and services in all areas of swimming including learn to swim, and competitions from the local to the Olympic level, and coaching and officiating.

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