

# **ARLINGTON MUSKIES SWIM TEAM**



**TEAM HANDBOOK  
WINTER 2008-2009**

## **Program Philosophy**

The Arlington Muskies Swim Team is a recreational swim program for youth up to 18 years of age. The emphasis of the program is placed on learning competitive skills, enjoyment of the sport, and lifelong participation in swimming. The program is designed with the mid-level swimmer in mind. You should be aware that for many youth swimmers there may come a time when their needs will exceed the capabilities of the program. When that time comes the coaches and Park District staff will make every effort to suggest a team that will fit the swimmers ability.

The Muskies is not a substitute for swim lessons. If your child is new to competitive swimming, we recommend that they enroll in the Arlington Heights Park District Swim School program in addition to the Muskies. If any child does not meet the pre-requisite skills as listed in the program description, he/she will be required to enroll in swim lessons, or will be removed from the program.

The Muskies swim team participates in dual swim meets. Swimmers will be entered into different events at dual meets as long as they are able to swim the stroke properly. It is the intent of the program to produce well-rounded swimmers with good techniques, which means they will not always swim their favorite event or their fastest stroke. This allows swimmers the opportunity to swim all distances and strokes.

## **Coaches' Philosophy**

Vincent Wiltse is excited to lead the Muskies coaching staff this season, his second with the program. Coach Vince quite literally grew up in swimming. He started in a community program, much like the Muskies, at age 6. Between his community team, YMCA team, USA swim team, and high school team he competed year-around and across the country until age 19. He still competes; now it's triathlons and marathons. Coach Vince has coached all ages and abilities of swimmers: from four year olds in their first season to NCAA Division I athletes. He has coached and trained under a National High School Coach of the Year. Coach Vince believes in the fundamentals of competitive swimming: stroke technique, hard work, attention to detail, hard work, teamwork, and FUN.

Stephanie Gorzelle is returning for her fourth year coaching Muskies and is looking forward to another exciting season. Her philosophy on coaching is to teach proper technique while helping develop each individual swimmer's stroke. Her goal is to keep practice fun and enjoyable for the swimmer while improving their stroke, speed, and endurance. No two swimmers are the same and Stephanie sees the importance of adapting workouts to each swimmers needs.

Kristi Elstner is back for her third year of coaching with the Muskies. She has always believed in two philosophies: hard work pays off and practice makes perfect. Her coaching style encourages a child to learn proper swimming techniques, to push themselves a little bit harder everyday, and to have fun which will afford each swimmer the opportunity to experience personal success and improvement in their swimming careers.

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Swimming has been a part of Tiffany's life for more than 20 years. She is looking forward to her second year coaching the Muskies. Tiffany believes that working with each swimmer individually will help to develop technique as well as improve speed. She leads by example and enjoys working side by side in the pool with the kids. Teaching the kids to meet their goals as swimmers as well as working together as a team is a one of Tiffany's goals for the Muskie's this season. It is also important to Tiffany to have fun and encourage a love of swimming.

Amy has been swimming at The Arlington Heights Park District since she was born. Interpark swim team and Muskies were her childhood highlights. She has coached Interpark in the past and is looking forward to becoming part of Muskies again. Amy believes that swimming is a life long activity and hopes that through coaching she will be able to help the swimmers improve their strokes, achieve their goals, and continue to love being in the water as much as she does.

Liz Gorey has been swimming for her whole life. This is her first year coaching Muskies and is very excited. Liz's coaching technique is to teach the swimmers the strokes properly, but most important, Liz wants them to be able to enjoy swimming as much as she does. Liz also wants the swimmers to work at there highest potential. Every swimmer has there own way of swimming and achieving great things in swimming!

## **Where to Find Information?**

The Muskies Swim team uses several different methods of communication including; **parent meetings, mailings, emails, swimmer boxes, a bulletin board, and our website ([www.ahpd.org/Muskies](http://www.ahpd.org/Muskies)).**

## **Parent Meetings**

A pre-season meeting will be held at Olympic Indoor Swim Center on **September 30 at 7:00 pm**. Parents who are unable to attend will be able to receive all the handouts by picking them up at Olympic, in the mail, or via e-mail.

## **Mailings/E-Mail**

Several mailings will take place throughout the season to insure that pertinent information is getting home and into the right hands. Mailings will be sent via the method chosen at the parent meeting. Mailings are sent using the address that is listed when you registered or the e-mail address that was given to us at the parent meeting. *If you have recently moved, are going to be moving, or changed your e-mail, please contact Tim Jaskiewicz at Olympic Indoor Swim Center at 847-577-3025 or via e-mail at [tjaskiewicz@ahpd.org](mailto:tjaskiewicz@ahpd.org)*

## **Swimmer Boxes**

Many handouts throughout the season will be placed in each swimmers folder. Folders are located in boxes, labeled with the swimmers' age group and gender. Information found in these boxes includes, ribbons, team announcements, and each swimmer

progress throughout the season. Boxes are located in the pool staff office and are available anytime the pool is open to the public. It is the responsibility of the swimmer to check his/her folder on a regular basis for information regarding the swim team.

## Bulletin Board

The bulletin board is updated regularly and includes all information that is either mailed or placed in the swimmer's boxes. The bulletin board can be found in the lobby, just before the double deck doors to the pool deck at Olympic Indoor Swim Center.

## Website ([www.ahpd.org/Muskies](http://www.ahpd.org/Muskies))

The Muskies' website will be the best, and most up to date, place to find information regarding, meet schedules, directions to meets, meet results, meet sign up sheets, and many other forms and letters. The website will also have a link to The Swim Team Store where athletes will be able to purchase suits and other Muskies apparel. The website can be accessed any time of day and is great for getting quick, up-to-date, information.

## How to Contact a Coach

You may leave a message for them by calling (847) 577-3025. When leaving a message please leave the name, phone number, time, day, and reason for the phone call. In addition, each coach can be reached through the swim team e-mail address, [swimteam@ahpd.org](mailto:swimteam@ahpd.org). When e-mailing a coach please leave the age group and swimmers name in the subject line.

## Coaches

### Head Coach

Vince Wiltse

### 8 and Under

Vince Wiltse  
Tiffany Barson  
Liz Gorey

### 9-10s

Tiffany Barson  
Stephanie Gorzelle  
Amy Enright

### 11-12s

Kristi Elstner  
Stephanie Gorzelle

### 13 and Over

Vince Wiltse

## Questions & Who to Ask

If you have questions please check below so that you can speak with the appropriate person. In addition if you do speak with a coach during practice please do so before or after practice as their first priority are the swimmers and their safety. The Aquatic Facilities Supervisor, Tim Jaskiewicz, can be reached at the Olympic Indoor Swim Center by calling (847) 577-3025 or via e-mail at [tjaskiewicz@ahpd.org](mailto:tjaskiewicz@ahpd.org).

### Supervisor

\* Comments, Concerns,  
Questions, or Suggestions  
\* Result Sheets  
\* Head Coach

### Head Coach

\* Comments, Concerns,  
Questions, or Suggestions  
\* Result Sheets  
\* Assistant Coaches

### Age Group Coach

\* Comments, Concerns,  
Questions, or Suggestions  
\* Meet Lineups  
\* Meet Times

- \* Volunteering
- \* Website

- \* General Meet Rules
- \* Incentive Programs

- \* Swimmer Progress
- \* Incentive Programs
- \* Ribbons

## Different Types of Meets

*Dual Meet:* A meet between two teams. Swimmers compete in individual events and relays.

*Northern Illinois Swim Conference Championship:* All teams in each division compete in the NISC Championship meet. Swimmers qualify by times. ***Please note, not all swimmers will swim in the NISC championship meet.*** Eligibility is based on the fastest times received at dual meets. The NISC allows two swimmers per event and one relay per age group..

*Muskies Team Championship:* All swimmers who don't qualify for the conference championship meet will be able to compete in our Muskies Team Championship meet. Swimmers will be allowed to swim up to three events of their choice plus relays (coaches choice). All NISC championship meet participants will be asked to volunteer to help at this meet.

## Meet Line-Ups

- Coaches form their line-ups as follows:
- There are six individual events and 2 relays per age group.
- The coaches are allowed three swimmers per event and three relays per age group.
- At the NISC championship teams are allowed two swimmers per event and one relay per age group.
- Some groups have many swimmers so exhibition heats are allowed at all home meets. Exhibition at away meets must be accepted by the host team. No exhibition is allowed at NISC conference. Swimmers in exhibition races do not receive ribbons.
- *Coaches appreciate your feedback when a swimmer has not been entered in a stroke. However, because of the large numbers of swimmers it is difficult to accept requests.*

## Meet Participation

The following are the steps required in order to participate in a swim meet or steps on how to communicate with a coach if you are unable to attend a meet. All communication needs to be put in writing.

1. **Each swimmer must fill out a meet sign up form and hand it in to the coach in order to be included in a line-up. Meet sign-up forms for all meets are due the Sunday before the meet by 9:00 pm @ Olympic.**
2. Forms may be completed at one time for the entire season or forms may be completed before each meet. **Please remember to turn the forms in on time.**
3. Meet sign up forms can be found online at, [www.ahpd.org/Muskies](http://www.ahpd.org/Muskies), or they can be picked up at the front desk at Olympic Indoor Swim Center, or picked up from your coach
4. Forms can be turned in to a coach, dropped off at Olympic Indoor Swim Center, or faxed (847) 577-3027 to Olympic Indoor Swim Center.
5. **If a swimmer does not complete the form and hand it in, on time, he or she will not be entered into the swim meet.**
6. If you sign up for a meet and are going to be absent, please contact the coach at least 48 hours before the meet, or as soon as possible depending on the circumstances.
7. If the above rules are not followed, the swimmer will may become ineligible to swim in the next meet. (This includes the NISC championship)

## Swimsuit and Apparel

Swimmers have the option of purchasing a team swimsuit, but it is not required. Team swimsuit styles may change from season to season depending on availability.

Team swimsuits and other Muskies' apparel will be purchased from the Lifeguard /Swim Team Store, online, at [www.thelifeguardstore.com](http://www.thelifeguardstore.com), by phone at 1-800-846-7052, or fax it by completing a fax order form and bringing it back to Olympic or faxing it to (309) 451-5959. Team swimsuits will be available for swimmers to try on during time trials on October 4,5,11 and 12 at Olympic Indoor Swim Center or by calling Tim (847-577-3047) in advance and setting up a time. Suits will be available until October 17<sup>th</sup> for try-on.

When ordering online click on the "customized swim team store" link, then click on the Arlington Heights link. The username is "arlington" and the password is "muskies" Once you are logged in you may purchase any of the items on the page. Items will be shipped directly to your house.

If you would like to purchase swim caps you must order them through Tim Jaskiewicz. We have a limited number of caps on hand for \$9.50 ea. All other caps will need to be ordered. Call Olympic (847-577-3025) or e-mail Tim ([tjaskiewicz@ahpd.org](mailto:tjaskiewicz@ahpd.org)) to place your order. If you would like a cap with a name on it, the cost is \$13.50 ea and a minimum of two must be ordered.

## **Invitational**

The Muskies swim team does not participate or organize any invitational type meets. Winter season swim team fees do not include any post season or invitational meets beyond the NISC Championship meet. It is the responsibility of the swimmer and their parents to pay for any additional costs for any post season or invitational meets they may choose to participate in outside of the Muskies program.

## **Volunteer Positions**

Parents are an important part of our program and volunteer parents are a necessity for meets. **Each parent needs to volunteer at least two times per season.**

*Timer:* The timer is responsible for recording swimmer's times. Each timer is given a stopwatch, clipboard, pencil, order of events, and a stack of event cards. Two to three timers are placed in each lane.

*Runner:* The runner is responsible for picking up all the event cards from the timers after each event and giving them to the computer operator.

*Ribbon Person:* This person will work with the computer operator by taking the labels after they are printed, placing the labels on the appropriate ribbon, and then placing each team's ribbons in a manila envelope.

*Concessions:* A minimum of two parents are needed to run the concession stand for a meet. Parents will be able to leave whenever needed to watch their children swim. Working the concession stand is easy and most items are the same price. 100% of concession profits goes back to the team and has paid for the Muskie banquet the last three seasons.

*Computer/Timing System:* This job takes a little extra training, but has the best seat for meets. If you have any experience using a swimming timing system or Meet Manager, or are interested in learning please contact Tim.

## **Competing teams**

Arlington Muskies	McHenry Marlins
Buffalo Grove Hurricanes	Mt. Prospect Sharks
Schaumburg Barracudas	Triton Sharks
Great White Sharks	Bensenville Betas
Elgin Cyclones	Zion Dolphins

## **NISC By-Laws**

The Northern Illinois Swim Conference (NISC) is a developmental swim conference regulated by IHSA rules as well as NISC rules. Listed below are a few of the conferences basic rules;

1. Swim team members must swim in at least two dual meets during the current season in order to be eligible to swim in the Conference Championship.
2. A swimmer's age group shall be determined by their age at 11:59 pm on December 1 of the current season. *For example: a swimmer is 10 and will be 11 on December 2 may swim in the 9/10 age group through the entire winter season.*
3. During a dual meet a swimmer may enter a maximum of three individual events and one relay or two individual events and two relays.
4. If you would like a copy of the NISC by-laws please ask Tim.

## **Practice**

The Muskies offers flexibility by allowing swimmers the option of attending all practices for their specific age group and meets or only attending those they want. **However, attending practice is the best way for a swimmer to perfect their strokes, increase endurance, and improve their times. Please be aware that many handouts and announcements are made at practices and meets. It is the swimmers responsibility to check his/her box and to communicate with his/her coach.**

## **Transportation**

Transportation to and from meets is the responsibility of the swimmer and their parents. Please be aware that coaches are not allowed to transport swimmers to and from any event. Each year for the NISC Championship Meet swimmers are given the opportunity to sign up to take a bus one way to the event. A minimum of 30 swimmers is required to secure the bus, and the fee will be announced at a later time. If the minimum number of swimmers is not met, the bus service will be cancelled. More information will be provided prior to the meet.

## **Motivational Incentive Programs**

*Time Tracker:* Each swimmer will receive a time tracker chart to keep track of their times from each meet.

*Over Achievers:* Awards will be given to those swimmers that reach identified times for their gender & age group. These awards will be handed out at the end of the season. See the Over Achiever flyer for the details.

*Ribbons:* Ribbons will be awarded for first through fourth place in individual events and first and second place in relay events. Ribbons will be placed in the Muskies boxes after each meet.

## **Pictures**

Team and individual pictures are scheduled for Sunday, December 7 at 5:00 pm. Order envelopes will be placed in each swimmers box and will be available from coaches approximately two weeks prior to the scheduled date. Pictures are not required, but are made available to those interested.

## **Banquet**

A banquet will be scheduled at the end of each season to celebrate both individual and team accomplishments. An additional fee may be required for this event.

## **Frequently Asked Questions**

**Q:** How is the swim meet schedule made?

**A:** Administrators and coaches meet from each NISC organization prior to the start of the season. Each team creates a master calendar with days marked for home meets, away meets and pool closings. Conference rules require teams to schedule at least one meet with each team in your division. Once those meets are scheduled each team attempts to fill in their calendar to create a full season.

**Q:** Why do meets get cancelled?

**A:** Meets can get cancelled for many reasons including lack of swimmers, facility problems, and scheduling conflicts.

**Q:** What happens when a meet gets cancelled?

**A:** The following steps are taken:

- Staff attempts to reschedule the meet for another date.
- Staff attempts to secure another team for the scheduled meet.
- If a team cannot be found, announcements are made at practice stating the meet is cancelled or phone calls are made to the swimmers home.

**Q:** As a parent is my help needed?

**A:** Yes, there are several positions a parent can volunteer to help including, timing, running and ribbon writing. Forms are made available in the swimmers boxes to sign up for the meet that fits your schedule.

**Q:** Why do meets start late?

**A:** The most common reason a meet starts late is because coaches are making last minute line-up changes. Last minute line up changes are caused by two different reasons. The first reason is when a swimmer signs up to be at a meet and then does not show up. The second reason is when a swimmer does not sign up for a meet but decides to show up. The easiest way this situation can be resolved is to communicate your schedule conflicts in writing with the coaches prior to a meet.

**Q:** What do I do if my child does not receive a ribbon or receives the wrong ribbon?

**A:** Contact your coach and he/she will correct the ribbon. If you are unable to contact the coach then contact the Tim Jaskiewicz, Aquatic Facility Supervisor.