

# **ARLINGTON MUSKIES SWIM TEAM**



**TEAM HANDBOOK**  
**Fall/Winter 2011-2012**

## **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 swimmer's 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**

Our Head Coach this season is Tiffany Barson. She will be working side by side with all age group swimmers as well as working with each coach. Swimming has been a part of Tiffany's life for more than 20 years. She is looking forward to her fourth year coaching the Muskies. Tiffany has spent the summer earning her Level Two Coaching certificate through the American Swimming Coaches Association, as well as meeting all requirements to become an IHSA swimming and diving official. Her passion for swimming has only intensified over the years, and she is looking ahead to continuing her education in swimming while attending classes part-time at Harper to earn in degree in Business Management. 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 swimmers to meet their goals in the water as well as working together as a team remains one of Tiffany's goals for the Muskies this season. It is also important to Tiffany to have fun and encourage a love of swimming.

## **Assistant Head Coach/13 and Up Lead Coach**

Tim's swimming career began in 2000. He swam both the Arlington Muskies and Recreation Racers. In high school, Tim continued swimming by participating in Prospect's varsity swim team all four years of high school. Tim served as the team's captain his senior year. Tim was also involved in water polo at Prospect where he contributed to the varsity team for three years. He was the team captain his junior and senior years, received the Knightship Award (awarded based on leadership, citizenship, and academics), and was recognized as an all-conference player. Tim has been teaching

swim lessons year round for seven years. He also has been coaching the Arlington Heights Park District water polo program since its creation in 2008. Tim started as a swim team coach for the Olympic Sharks in 2008, followed by two years of coaching the Recreation Racers. This past summer was Tim's first time coaching the summer Arlington Muskies, and this season will be Tim's third fall/winter with the Arlington Muskies. Tim also coaches the Prospect High School boys' water polo team and has done so since 2010. Besides coaching, Tim is currently a senior at Elmhurst College pursuing a degree in mathematics and secondary education. His hobbies include exercising, playing marimba, and doing math. Tim loves to coach because all of the great people he gets to meet and work with. Tim looks forward to another great year with the Arlington Muskies!

### **11/12 Lead Coach**

Tom has been swimming for as long as he can remember. Swimming has always been an important part of his life; Tom has always loved the sport and always will love it. He swam competitively for several teams, including Muskies, until freshman year of high school. Tom then chose to play basketball, but never gave up swimming. He has spent the last two summers coaching the Pioneer Piranhas, coached the Arlington Otters last winter, and has coached numerous stroke clinics throughout the last year. Tom also became a certified lifeguard instructor last year. In order to become certified as an instructor Tom attended a four-day thirty-hour leadership course. This further taught him the responsibilities of being a leader/coach and taught him new methods on how to connect with those he is leading. Over this past summer Tom was also a linebacker coach for Saint Viator High School's Team. He has worked with ages 6-18 and has had success with all levels. Tom absolutely loves working with children and teens of all skill levels. His goal in coaching is to make swimming the best experience possible for all the kids he coaches. He wants all of them to come away with a new love for the sport that will stay with them forever, and encourage them to keep swimming no matter if they win or lose. He wants them to learn the importance of teamwork and develop bonds with their teammates that they can use not only during this season, but also for the rest of their lives, whether it is in swimming or anything they do. Tom is majoring in psychology and wants to be a school counselor and full-time coach when he graduates.

### **9/10 Lead Coach**

Michael swam competitively until eighth grade and played water polo for four years in high school. He also swam on his college club team and played club water polo at Indiana University. Currently he swims for fun and to stay in shape. For the past two summers, he has coached the Interpark swim team with the Camelot Crocodiles. Michael enjoys working with young adults and children in teaching them new skills and seeing them improve. He believes swimming is a life-long skill in which anyone and everyone can excel. He is very excited for this upcoming season with the Arlington Muskies.

### **8 and under Lead Coach**

Swimming has been a part of Lindsey's life since she was 6 years old. She started her swimming career with the Rolling Meadows Racing Rays where she swam on their

summer team through high school. At 8, she joined the Arlington Alligators where she swam year-round through high school, spending many summers competing for both the Alligators and Racing Rays. Lindsey swam Varsity for all four years of high school at Rolling Meadows where she was captain her senior year. She also played water polo her freshman year, the first year it was offered at RMHS. Lindsey attended Northern Illinois University where she swam on their club team all four years. You might also recognize Lindsey from the park district's summer Interpark Swim Team Program. Lindsey has been one of the Interpark Coordinators for the past four years. Prior to being one of the coordinators, Lindsey coached Interpark for three years - one year with the Recreation Stingrays and two years with the Pioneer Piranhas where she was head coach. She earned a Bachelor of Arts degree from NIU and is employed full-time at Girl Scouts of Northern Illinois. Lindsey still swims today to keep in shape and to train. Lindsey loves swimming and loves working for the park district. She is looking forward to getting back to coaching with the Muskies this winter!

## **Junior Coaching Staff**

The junior coaching staff will be on deck during selected times to give extra help and attention to Muskie swimmers. The junior coaching staff is made up of high school students and current Muskie swimmers over the age of 15. These coaches will be helping in a number of different capacities. Feel free to introduce yourself to these volunteer coaches before or after practices.

## **Where to Find Information?**

The Muskies Swim team uses several different methods of communication, including: **Team Unify ([www.teamunify.com/niamst](http://www.teamunify.com/niamst))**, **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 27 at 6:30 pm, for new parents**. On **September 28 at 6:30 pm**, we will have a meeting at Olympic Indoor Swim Center **for returning parents**.

## **Mailings/E-Mail**

Several e-mail mailings will take place throughout the season to insure that pertinent information is getting home and into the right hands. Mailings are sent using 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 including, ribbons and announcements will be placed in a box with a folder in it for each swimmer. Boxes are located in the pool 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 on the pool deck side of the bath house in between the men and women's locker room. There is an additional bulletin board in the lobby just before the doors leading to the pool deck.

## **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 Team Unify where athletes will be able to purchase suits and other Muskies apparel and do much more. The website can be accessed any time of day and is great for getting quick, up-to-date, information.

## **Team Unify**

Team Unify is a web-based company that assists in the management of swim teams. To view the Muskies own team page log onto:

**<http://www.teamunify.com/Home.jsp?team=niamst>**

The website will allow swimmers and parents to sign up for meets online, sign up for volunteer jobs, purchase team suits, receive e-mails from coaches and administrators, check the events a coach has entered a swimmer in, and view and track times.

Please reference the short getting started packet for more information or click on Training Webinars or FAQs on the website for basic usage tips and 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) or through the contact button on the Team Unify webpage. When e-mailing a coach please leave the age group and swimmer's name in the subject line.

## **Coaches**

### **Head Coach**

Tiffany Barson

### **8 and under**

Lindsey Robertson

### **9/10**

Mike Gasso

### **11/12**

Tom Supplitt

### **13 and up/Asst. Head Coach**

Tim O'Grady

## 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 is the swimmers and their safety.* The Aquatic Facility Supervisor, Tim Jaskiewicz, can be reached at Olympic Indoor Swim Center by calling (847) 577-3025 or via e-mail at [tjaskiewicz@ahpd.org](mailto:tjaskiewicz@ahpd.org).

| Supervisor                           | Head Coach          | Age Group Coach      |
|--------------------------------------|---------------------|----------------------|
| * Head Coach                         | * Ribbons           | * Meet Times         |
| * Comments, Concerns, or Suggestions | * Assistant Coaches | * Meet Lineups       |
| * Incentive Programs                 | * Result Sheets     | * General Meet rules |
| * Website                            | * Volunteering      | * Swimmer Progress   |

## Different Types of Meets

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

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

## Time Trials

Time trials are held before the beginning of each season. Swimmers must choose to attend one night of time trials or use their times from a summer Arlington Heights Park District swim program, either an Interpark Swim Team or the Muskie Swim Team.

## Squads

Swimmers will all practice together; the division is only for swim meets. In order to get every swimmer into a fair amount of events at swim meets, two squads are needed. A red squad and a black squad are made for each age group/gender with 12 or more swimmers. After time trials are complete the top half of the swimmers are placed on the black squad, all other swimmers are placed on the red squad.

If swimmers in the same family are going to be placed on different squads, a coach will contact the parents to explain their options. Each family case may be handled differently.

Families wishing to carpool with other families may do so, but if the swimmers are placed on separate squads, all swimmers will be placed on the red squad.

## Meet Line-Ups

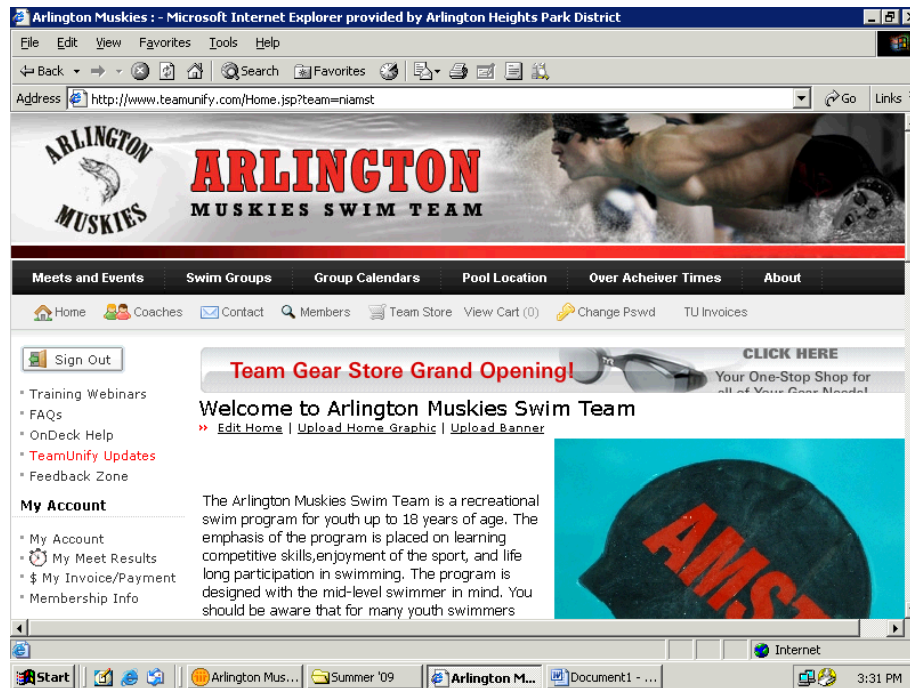
Coaches form their line-ups as follows: there are six individual events and 2 relays per age group. The coaches are allowed three swimmers per event and three relays per age group. At the NISC championship they are allowed two swimmers per event and one relay per age group. Some groups have many swimmers 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 The NISC Championship. *Coaches appreciate your feedback when a swimmer has not been entered in a stroke. When swimmers request to swim specific events, the coaches will do their best to put them in that event. However, it can be difficult to accept requests. This year we may swim swimmers up an age group to allow for more swimmers to participate in more events at each meet.*

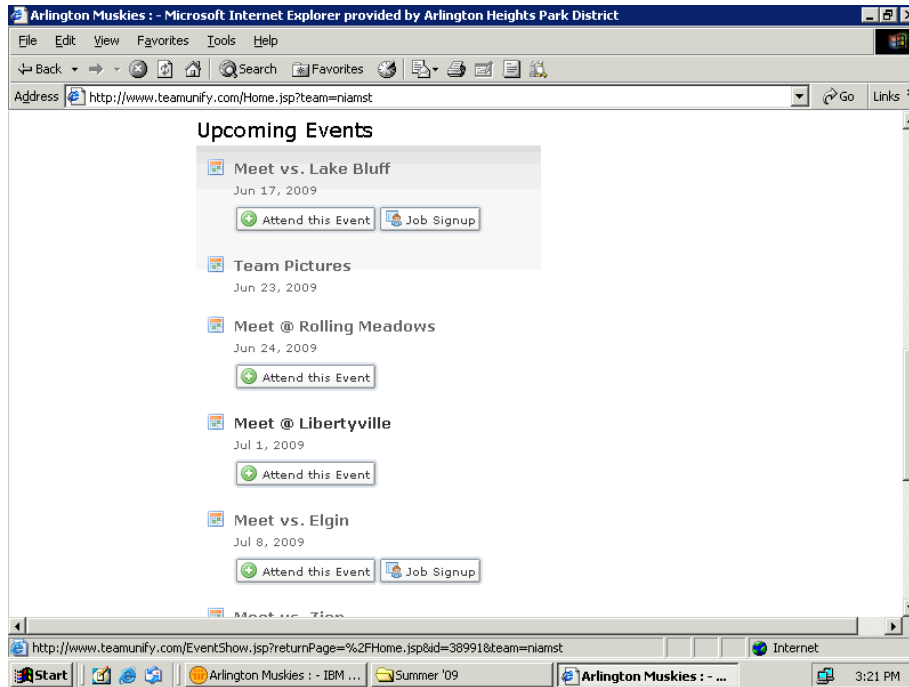
## Meet Participation

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.

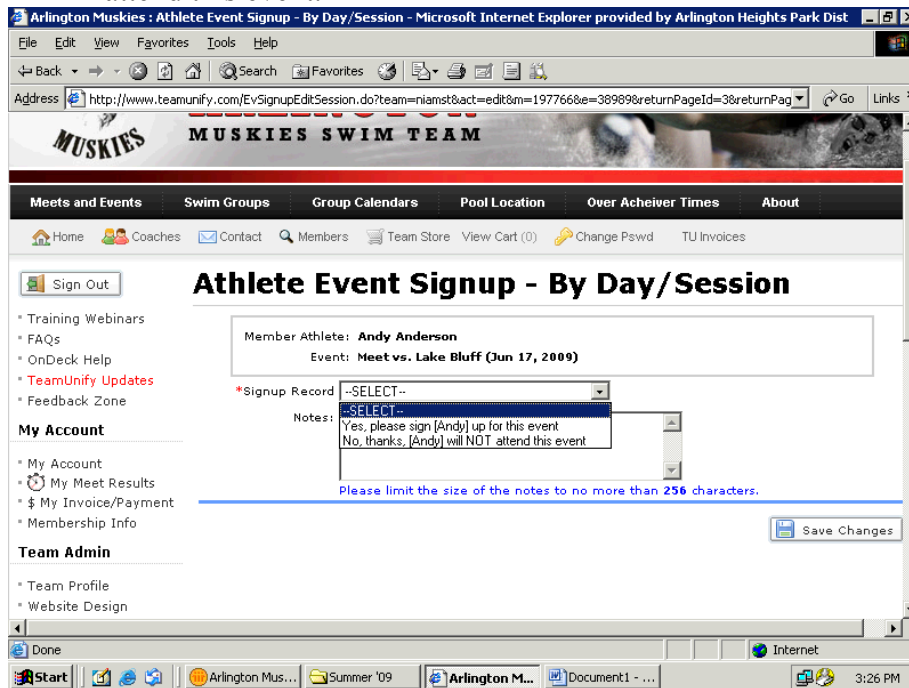
- To Enter swimmers into a meet scroll down on the main page and click on “Attend the Event” under the meet you would like to swim in.

### Home Page





- Click “Yes, please sign [swimmer’s name] up for this event,” if you are attending the meet.
- If you are unable to attend select “No, thanks [swimmer’s name] will NOT attend this event.”



## Swimsuit and Apparel

Each winter season the Muskies swim team selects a team swimsuit. 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 Muskies Team Unify webpage. If you would like to try a suit on ahead of time please contact Tiffany Barson Muskies Head Coach, to set up a time. She can be reached at 847.577.3025.

## 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 swimmers' times. Each timer is given a stopwatch, clipboard, pencil, 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.

## Competing teams

| <u>'A' Division</u> | <u>'B' Division</u> |
|---------------------|---------------------|
| Arlington Heights   | Schaumburg          |
| Zion                | Oak Brook           |
| McHenry             | Bensenville         |
| Mt. Prospect        | Triton              |
| Buffalo Grove       |                     |

## 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. Eight & under swimmers are required to swim in at least one dual meet.
2. During a dual meet a swimmer may enter a maximum of three individual events and one relay or two individual events and two relays.

For the entire NISC bylaws click on the bylaws tab on [www.teamunify.com/niamst](http://www.teamunify.com/niamst)

## Practice

All practices take place at Olympic Indoor Swim Center.

| <b>8 and unders</b> | <b>9/10</b>        | <b>11/12</b>       | <b>13 and ups</b>   |
|---------------------|--------------------|--------------------|---------------------|
| Tuesday 5:30-6:30   | Tuesday 6:00-7:00  | Thursday 6:15-8:00 | Wednesday 7:30-9:00 |
| Friday 5:30 – 6:30  | Thursday 5:30-6:45 | Friday 6:15-7:30   | Thursday 7:45-9:00  |
| Saturday 5:00-6:00  | Saturday 6:45-8:00 | Saturday 7:45-9:00 | Saturday 5:30-7:00  |
| Sunday 5:00-6:00    | Sunday 5:45-6:45   | Sunday 6:30-7:30   | Sunday 7:00-9:00    |

**Please attend only your age group practice.**

The Muskies offer flexibility by allowing swimmers the option of attending all practices for their specific age group or only attending those they want. **However, please be aware that many handouts and announcements are made at practices and meets. It is the swimmer's 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.

## Motivational Incentive Programs

*Over Achievers:* Each swimmer will receive a Certificate if they make a time in the over achievers.

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

*Star Board:* Swimmers will receive stickers for good behavior, good practices, helping fellow swimmers, helping coaches, and a variety of other reasons. At the end of the season awards will be given to the swimmer who has earned the most stars for each age group and gender.

*Ribbons:* Ribbons will be awarded for first through sixth 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, November 13. There will be NO practices this day, however after pictures are over the swimmers may stay and get in the water with the coaches. Swimmers should be at Olympic at 5pm and plan on staying until 7 pm. Order envelopes will be placed in each swimmer's box and will be available from coaches at least one week prior to the scheduled date. Pictures are not required, but are made available to those interested. Please wear a black Muskie shirt on the day of pictures.

## **Banquet**

A banquet will be scheduled at the end of the 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:** The NISC decides on a meet schedule based on where the teams finished in the previous seasons conference championship.

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

**A:** Meets can get cancelled for many reasons including inclement weather, 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 change the location of the meet
- If another date or location can not 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 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 Aquatic Facility Supervisor.