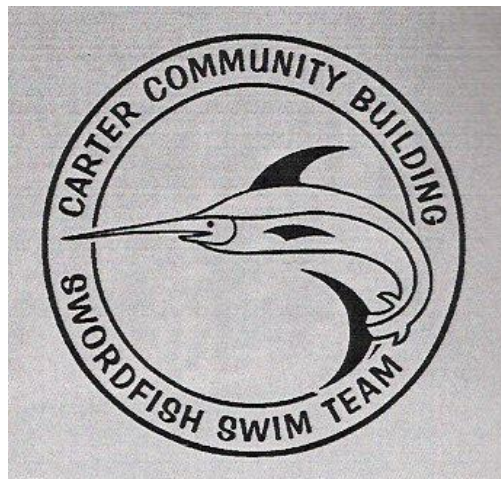




2008-2009



CCB Swordfish Coaching Staff

Head Coach: *K.C. Shepherd* (phoenixpainting@comcast.net)

Assistant Coach: *Kara Bordeau* (kjbordeau@yahoo.Com)

Assistant Coach (volunteer): *Ann Brechbühl* (brechbuhl@hotmail.com)

K.C. Shepherd - Head Coach

K.C. Shepherd has 14 years of competitive swim experience, including All American awards for three consecutive years. K.C. received a B.S. in Behavioral Science and Health from the University of Utah in 1985, and is a Level II swim coach. K.C.'s philosophy is "to promote the talents and abilities of the swimmers as well as their emotional and physical well being." K.C. traveled to the ASCA (American Swimming Coaches Association) World Clinic in San Diego, CA. Sept. 4th-9th 2007 and attended classes to obtain further education on coaching and swimming technique.

Kara Bordeau - Assistant Coach

Kara graduated from Colby Sawyer College with a B.S. in Exercise Science. She swam there for 4 years, was MVP in 2002-2003 and was the captain in 2005-2006. She has swum competitively since age 11; she is a certified lifeguard and W.S.I. She also runs the CCB Swordfish dry land program. Kara traveled to the ASCA World Clinic the last two years to obtain further education on coaching and swimming technique.

Ann Brechbühl - Assistant Coach (volunteer)

Ann Brechbühl started her swimming career when she was 9, culminating in college as co-captain of the Army team at West Point in 1986. She received a BS in General Engineering with a major in German and Russian from the United States Military Academy at West Point in 1986 and a Masters of Elementary Education from Emmanuel College in 1992. Her favorite stroke is (still) butterfly.

CCB Swordfish Philosophy

The CCB Swordfish (CCBS) team provides swimmers with the opportunity to enjoy the lifelong sport of swimming, improve their physical fitness, strive for excellence, and pursue their dreams in a family atmosphere where every swimmer is an important member of the team. Swimmers develop commitment, perseverance, and determination in pursuit of their goals. Continuous improvement by every individual is our goal.

Sportsmanship is an important part of any sport and swimming for the CCBS is no exception. Swimmers learn to win and lose gracefully and to become supportive teammates. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are expected of each swimmer.

CCBS establishes training groups of swimmers who are compatible in respect to abilities, commitment levels, and goals (Juniors and Seniors – the CCBA staff also offers a pre-team option to get swimmers ready to join the team). Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This promotes versatility and encourages the swimmer to explore his or her potential in the wide range of events offered in competitive swimming.

Swimming is a journey, not an event, and regardless of your talent, you have to take the appropriate steps to get the best out of the journey and fulfill the potential it offers, the promise it holds. Swimmers improve as they develop strength and endurance, and refine their technique. Practice is where this happens. To facilitate this, swimmers need to (i) be on time, (ii) finish sets, and (iii) challenge themselves. How a swimmer practices determines how they perform in competition, where their goal should be to consistently improve on their own best times.

We expect team members to:

- Show up—not just in body, but in mind and spirit
- Honor their teammates with their effort
- Strive to do things correctly

QuickTime™ and a
decompressor
are needed to see this picture.

."Success is not a lucky break. It is not a divine right. It is not an accident of birth. Success is a choice." — Rick Pitino

The CCB Swordfish Swim Team

Members of the team include swimmers, coaches, and parents. Swimmers become members of the CCBA, the New Hampshire Swim Association, and United States Swimming.

The team is divided into two groups:

The Junior Team: Swimmers age 11 and under

The Senior Team: Swimmers ages 12-19.

Swimmers compete in respective age groups, and are usually grouped according to ability. The groups are as follows: 8 and under, 9-10, 11-12, 13-14, and 15-19. Swimmers "age-up" on their birthdays. For example if a swimmer starts the season at age 10, s/he will compete with the 9-10 group until the next birthday. At that point the swimmer moves on to compete in the 11-12 group. Eligibility for participating at swim meets in the particular age group is determined by the swimmer's age on the *first* day of the meet.

Practice Schedule*

Senior Swordfish

Monday: 5:45-6:45, dry land / 7:00-8:45 p.m. pool

Tuesday and Thursday: 4:45-6:15 p.m. pool

Wednesday: 3:30-5:00 p.m. pool / 5:15-6:15 dry land training

Friday: 3:30-4:30 p.m. dry land training/4:45-6:15 p.m. pool

Saturday 6:15-8:00 a.m. pool

(you have to be a Senior to do dry land training)

Junior Swordfish

Monday: 4:00-5:00 p.m.

Tuesday, Thursday and Friday: 3:45-4:45 p.m.

* Subject to change, as announced.

CCB Swordfish Mission Statement

The CCB Swordfish Swim Team provides a safe and fun team environment for swimmers of all ages and abilities. All swimmers are encouraged to set and work toward personal goals. We believe that achievement is measured by personal goals reached, not by first place finishes.

Practice Philosophy

Regular attendance at practices builds a strong conditioning base for swimmers as well as improving their stroke techniques. Coaching staff will help prepare swimmers to become proficient with the rules and regulations of competitive swimming including, but not limited to, starts, turns, finishes, and relay strategies. Consistent attendance at practice is strongly encouraged! Junior team members are encouraged to attend at least 3 practices per week. Senior team members are encouraged to attend at least 4 practices per week, but would strongly benefit from attending all six days. Seniors are also encouraged to attend the 3-dryland training sessions per week.

Listed below are a few tips for swimmers and parents to help coaches conduct effective practices, and allow swimmers to have an efficient practice.

Juniors should arrive 5 minutes early; seniors arrive 15 minutes early for stretching. They should:

- Arrive on deck wearing practice suit and deck shoes, with goggles, cap and water bottle.
- Go directly to the assigned practice lane.
- Be consistent with practice attendance.
- Be willing to learn.

Parents are welcome to observe practices from the pool balcony and are reminded to: "Let the coach be the coach."

If you have questions, comments, and/or concerns, please contact Coach K.C. Shepherd 603-863-1957 (e-mail: phoenixpainting@comcast.net) or leave a message at the CCBA desk for K.C. at ext #43. The best way to reach K.C. is in person before or after practice.

Changes in the practice schedule due to holidays, weather or any other reason will be posted on the website and Swordfish news board (by the locker room doors). The CCBA staff should also be aware if you call the front desk.

The Swim Meet

- *League meets*: Meets in which our team competes with one or two other NH league teams. All swimmers compete. This includes the NHSA State Championships.
- *Specialty and Qualifying meets (USS or developmental)*: Team events in which all swimmers can compete. Most involve meet fees (see page 12) and require sign-up according to a specific deadline for each of these meets.
- All home afternoon meets except the Connecticut Valley have a noon warm-up and a 1:00 p.m. start.
- *Events*: There are 88 events at each meet and most contain more than one of the team's swimmers. These events are timed finals. (Championship meets for older swimmers have preliminary heats, consolation events and finals.) Each event is seeded from slowest heat to fastest heat. The coaching staff determines in which events a swimmer will be entered.
- *Relays*: Most meets involve relay events. Check with the coach before leaving a meet after individual events have concluded. Participation in relays is based on as many teams as there are swimmers present. (If you leave early or cancel attending a meet at the last moment, your relay team mates will be left a swimmer short and will not be able to compete.) Swimmers may be aged up for a relay, but not aged down.
- *Meet schedule*: posted at the beginning of the season. Notify the coaching staff as soon as possible if you are unable to attend meets. For "away" meets the team is charged for each event and relay for which a swimmer is entered. There is a meet entry deadline for each away meet which is usually several weeks before the date of the meet. Once the deadline has passed and fees are paid, the team will not be refunded for a "no show". Individual families will be responsible for these meet fees in the case of a "no show".

Changes in the meet schedule are posted on the Swordfish news board (by the locker room doors) and on the team web site (<http://www.cbsswordfish.org>). It is important to check "the wall" and website weekly for cancellations and/or additions, which will be posted at the first practice of the week. Signing up for the website RSS feed is a great way to get updates.

Helpful Hints for Swimmers

Athletes are reminded to either lock their belongings in a locker or bring them out onto the pool deck with them.

Swimmers need to bring the following to every **swim meet**:

- Team bathing suit & goggles.
- Team tee shirt & cap.
- Team warm up suits & dry shirt (great to have when there is long wait between races).
- 2 towels.
- Sandals (deck shoes).
- Water bottle.
- Snacks/lunch (concession stand is available at meets).

Swimmers need to bring the following to every **practice**:

- A designated bag for swimming to include the following items;
- A practice suit.
 - Note: the team suit should be worn at meets **only**, to preserve it from wear &
 - tear).
- 2 practice caps (extra in case of one tearing)
 - Note: the team cap is reserved for meets **only**.
- Water bottle.
- Seniors should bring sneakers and appropriate workout clothes for dryland days.

Please observe a time of no more than 20 minutes in the locker room after practice. **Remember that other CCBA members are using the locker rooms. Be respectful of them; watch your time in the showers and the volume of your voice.**

Swimmers must check in with coach upon arrival to pool, at least 15 minutes prior to warm ups.

At home meets, sign-in list is posted on the wall on deck.

- Team sits together on the pool deck.
- Swimmers are not permitted to leave team area without coach or parent helper consent.
- Swimmers are not allowed to hang out in the locker rooms or other areas of the building during the meet.
- Swimmers are required to know which events they are swimming. Younger swimmers may want to write (or can use tattoo hand sheet) event number, heat and lane on back of hand.
- Swimmers are expected to behave responsibly. If behavior is disruptive at a meet or practice the swimmer will be asked to leave.
- No food is allowed on deck.

Swimmer Nutrition

An important part of an athlete's conditioning is what fuels them. What you eat on a daily basis affects your performance day-to-day. A well balanced diet makes for a good swimmer!

Before the Meet

A good breakfast such as pancakes with juice, or bagels with peanut butter and juice would be a good start to the day. Try to allow about an hour before swimming for digestion. Drink plenty of fluids! For an afternoon meet try some pasta or a bagel. Baked potato or fruits and vegetables are also a good choice.

At the Meet

Drink lots of water! Snacks during a meet such as bananas, bagels, grapes, oranges and sports drinks will help maintain energy. There may be long periods of time between events and eating small quantities of low fat complex carbohydrate foods will keep swimmers warm and energy levels high. Candy and caffeine should be avoided during the meet. Fill up on good healthy energy food—not junk.

After the Meet

Replenish your body with carbohydrates again. Remember to drink more water or sports drink.

Warm-ups

The team has a "warm-up" swim prior to the start of a meet. At larger meets, there are set times and lanes for each team to swim. Please note the time of warm-ups and arrive at pool 15 minutes before that. There may be long lapse of time before a swimmer's first event so keep warm! Warm-up times are posted prior to the meet at the CCBA and/or we will e-mail the information.

Swimsuits: They are fabulous, now let's take care of them!

A few tips to remember so your suit will last the entire season.

Do:

- Wear a practice suit to practice and team suit to meets only.
- Rinse after each practice and allow to air-dry fully.
- Alternate suits for practice to get full 24 hr of drying time.
- Washout in a mild dish detergent to remove chlorine and sweat.
- Use the suit spinner for only one cycle.
- Avoid washing in the washing machine or drying in direct sun.

Don't:

- Let your suit dry in your swim bag! (It needs air)
- Shampoo with your suit on...shampoo eats suits!

CCB Swordfish Parent Council

The Parent Council organizes the team fundraising, swim meet efforts, and assists the coaches with the various tasks needed to operate the CCB Swordfish swim team. The monies from fund-raising go towards family and sibling scholarships, maintenance and new equipment purchases, social events, and miscellaneous costs that may incur for related Swordfish needs. The Parent Council is comprised of several committee positions that work as a “team” and meet monthly. The Parent Council positions are listed below:

CCB Swordfish Parent Council Committee Positions

- Chair
- Fundraising Coordinator
- Parent Volunteer Coordinator
- Purchaser
- Equipment Manager
- Concessions Coordinator
- Social Coordinator
- Communications, Web & PR Coordinator

Information for Parents

All families, as well as swimmers, are required to be involved in the fun of home and away meets. We require that one adult family member must work as a parent-volunteer in a minimum of four meets (may be “home” and/or “away” meets) or, in lieu of committing to meet volunteer work, you must contribute \$280.00, which was submitted with your child’s application/registration. Volunteer jobs at meets include timing, working on the computer, overseeing swimmers on deck, running the concession stand and more.

Parent Responsibilities

Parents are vital to the development and maintenance of a successful swim team. The requirements we place on parents will help familiarize you with the world of swimming including terminology, sequence of meets, swimming rules and regulations, and the thrill of your child achieving a personal best time. No team can succeed without strong parent participation, volunteering, supporting the swimmers, and serving as role models, etc. Parent involvement makes a difference. We want you to be involved and have fun too! Below please find the general expectations of parents as well as specific volunteer responsibilities.

General Expectations

Parents are expected to:

- Encourage their swimmers in their efforts, including full participation and on-time attendance
- Serve as role models for all the children on the team, demonstrating good sportsmanship at all times toward coaches, officials, opponents and teammates
- Support coaches' decisions, discussing any questions with coach(es) in private (Parents will not interrupt any coach or athlete during practice unless it is an emergency. If a meeting with a member of the coaching staff is desired, parents should schedule it before or after practice. The coaching staff requests at least 24 hours advance notice for all meetings).
- Volunteer to perform the different duties required at swim meets
- Fulfill duties on parent council if asked
- Assist the team as possible in other ways

Parent Duties and Responsibilities at Home Meets

Parents are expected to volunteer at a minimum of three meets plus the Connecticut Valley Invitational. The Connecticut Valley Invitational meet is an all day meet, usually held in March, with many teams participating. Planning for this meet begins after the holiday break and all parents are required to work at this meet. Volunteer positions for home meets, with assigned tasks, include:

Timers:

- Report to pool 30 minutes prior to start of meet. Gather stop watch, pen and clipboard
- Attend the timer's meeting held before start of meet to review the rules and lane assignments
- Ask swimmer to tell you their name (don't ask if they are "so and so" as a nervous swimmer may say yes to anything) and confirm that they are in the correct lane and heat
- Wait for flash from starting system or horn sound to begin stopwatch. Stop the watch when swimmer touches the wall on the last length. An electronic button stop mechanism is also present, and you must push the button at the same time as you stop the watch.

Runner:

- Report to pool 30 minutes prior to meet
- Attend timers meeting in order to be identified
- Collect completed time sheet from timers and deliver to scorer
- Collect disqualification slips from Stroke and Turn Officials

Scorers:

- Report to pool before start of meet to set up computer scoring system
- Collect event sheets from runner
- Keep running score of the meet

- Ensure results are posted

Ribbon Writers:

- Apply sticker results to the award ribbons
- Place completed team ribbons in team envelopes

Deck Parent

- Supervise and organize the 10 & under groups
- Sort swimmers into heats and lanes

Starter (trained volunteer required):

- Start each race

Stroke and Turn Official (trained volunteer required):

- Judge strokes and turns
- Record infraction on disqualifications slips
- Inform Referee of swimmers' infractions
- Inform coaches of infraction (as possible)

Concessionaires:

- Arrive and set-up concession table at least 1/2 hour prior to meet start.
- Manage cash drawer for event
- Clean-up after end of meet
- Be aware of swimming events so you don't miss your child's races!

Parent Duties and Responsibilities at Away Meets

- We will need to supply Timers and Stroke and Turn Officials at all away meets
- The State meet assigns certain jobs to each team each year—the team is responsible to fill these positions which are generally posted prior to meet

Other Notes

- Parents are not allowed on deck unless working. This is strictly enforced at away meets and can, if disregarded, lead to fines for the team
- Dress for the tropics: shorts, t-shirts and sandals recommended
- Deck is loud—earplugs recommended for sensitive ears
- Wear shoes when you're not on deck and leave the area
- Cheer on the team
- Have fun!

Below please find some basic information for parents on various aspects of how the team is run and funded that you may not be familiar with, as well as facts on swimmer nutrition that parents should be aware of.

CCB Swordfish Operations

Communications – A periodic newsletter will be put in your child’s file folder (under his/her name) and posted on the website (<http://www.ccbwordfish.org>). General Parent Meetings will be held once in the fall and once in winter. Meeting reminders will be posted on the website, on the wall, placed in your child’s file folder, and emailed. Please plan on checking our new website frequently for updates of all types.

Fees, Scholarships and Additional Expenses – Team fees paid to the CCBA cover coaches salaries and benefits, USS Membership fee, Team equipment (ribbons, stopwatches), suits, caps and t-shirts, and league and championship entry fees. Purchase of goggles, practice suits, extra caps and other personal equipment are the responsibility of each swimmer. The CCBA does not charge the team for pool time and related expenses.

Fundraising – The team depends on additional funds to cover scholarships, computer software purchases, small equipment purchases, and other expenses that cannot be covered by the team membership fee. Decisions for fundraising are made by the Parent Committee or consensus of the general parent group. Ideas and suggestions are brought up each season.

Scholarships – Swim team is a great financial deal, considering how many months long the season is and all the benefits of joining. It can seem like a big chunk of change, though, especially given the fact that CCBA membership has costs too! The CCBA and the team offer several ways to make team membership affordable, and we really do not want finances to hinder potential swimmers. To do this we raise money throughout the year, primarily through swim meet concessions. Part of this money goes into the scholarship fund. Additionally

1. The CCBA offers a payment plan so the team fee can be paid in two installments;
2. Scholarships are available through the CCBA and/or from the Swordfish Scholarship Fund;
3. All children who are CCBA members may apply to the CCBA for a need-based scholarship. This covers a part of team or membership fees. Ask at the front desk for CCBA scholarship information. There is an additional volunteer requirement for these scholarships.
4. The Swordfish Scholarship Fund pays for multi-swimmer discounts and scholarships;
5. All families with more than one swimmer automatically receive a 20% discount off the program fee for additional swimmers in the family;
6. All families may request scholarships for the program fee for any of their swimmers. If there is ample funding for a given year's requests, all will be honored; if the requests exceed the funds available, the applicants will be contacted. All decisions will be made by the middle of October and all families will be notified of their scholarship status. All scholarships and multi-swimmer discounts will be deducted by CCBA's bookkeeper from the second payment of the season.

Additional Expenses – Fees for mandatory league meets are covered by the team fee, as is the State Meet. Optional, USS and Specialty meet fees are paid by the families.

Typical meet fees for Optional, USS and Specialty meets are \$35 per two-day meet, and families cover their own hotel and meal costs. Families expecting to participate in State Meet will be responsible for covering their own hotel and meal costs.

Concessions – All team families are asked to provide baked goods or other concession items for all home meets. Those who do not bake may donate \$5.00 toward the purchase of commercial items for sale (candy, soda, bagels). Concessions are an important part of fundraising for the team, especially at the Connecticut Valley Invitational (CVI).

Coaches Gifts, etc. – Families will be asked to contribute towards holiday and year-end coaching staff gifts and toward a secret pal or food pantry holiday gift of no more than \$5.

The Holiday Party is usually held the Thursday or Friday before the December holiday break at CCBA. The time and date will be posted on the wall, sent by e-mail and on the web site. Swimmers may participate in what is called "Secret Pal" exchange, or be asked to bring gifts for a local food pantry. Food and drinks are served. Collections will be made for coach's gifts.

The Team Awards Banquet is usually held on a midweek evening, the week following the state meet in March. The time and date will be posted on the wall, sent by e-mail and on the web site. Families will be asked to bring a dish to share and beverages are provided. Collections for coach's gifts will be made before this time.

Swim Meet Terminology

- Block: The starting platform
- False Start: Occurs when a swimmer is moving before the start is sounded.
- 1M: (Individual Medley) Event in which a participant swims each stroke in the following order: Butterfly, Backstroke, Breaststroke, Freestyle.
- Medley Relay: Where each swimmer swims a different stroke in the following order: Backstroke, Breaststroke, Butterfly, and Freestyle.
- Qualifying time: officially recognized time necessary to compete in some meets. Also known as a cut.
- DQ: Disqualification A swimmer has committed an infraction of some kind. Swimmer does not receive reward, nor can the time be used as an official time nor is the time posted.

DQ'S:

DQ is a disqualification for a rule infraction. These occur often with a stroke or turn infraction, and sometimes with a start. If disqualified, the official will raise her or his hand signaling a DQ, and the swimmer will be told at the end of the swim of the infraction. If a swimmer is DQ'ed in an event they can still swim all the other events for which they have been entered. Try to use it as a learning experience - it happens to everyone at one time or another.

For more swimming vocabulary see our website.

Meet officials will sort swimmers into heats and lanes. They will use times submitted by the coaching staff. If a swimmer has no time (NT) in a particular event, they will swim before swimmers with times. The heat and lane assignments are posted prior to the start of the meet. The coaching staff will also have this information. Swimmers will report to their assigned lanes and line up. Swimmers will check in with lane attendant just before their races. It is important that swimmers keep track of the progress of events and notice how soon they may be expected on deck.

CCBS Statement of Excellence

I am responsible for making the program work for myself and everyone else on the team.

I will accept every team member as a person. I will respect his or her right to pursue excellence. This includes myself.

I place a high value on the pursuit of excellence. I will keep the pursuit of excellence and victory enjoyable. I will do everything I can to help my teammates to pursue excellence.

I will treat practice as an opportunity.

I will embrace physical and mental challenge because I know it is necessary to make my team and myself stronger.

I will encourage others to embrace challenge and to make challenge fun.

I will enjoy swimming and I will express my enjoyment in practice and competitive situations. I will encourage others to talk about how much fun swimming can be.

I will thank others on the team for their encouragement and support.

I will thank my coach for challenging me to better my physical and mental skills.

I will express complaints only to a person who can do something about the problem. When I voice concerns, I will offer solutions for correcting the problem.

I will encourage my teammates to remind me when I am not focused, or am acting in a negative manner. I will thank them for reminding me and for taking the responsibility to help my team and me.

I have no interest or use for excuses. I don't need to protect myself from others opinions by making excuses before or after I swim.

I realize that failure is an important part of success. I will use my failures to make myself stronger.

Signature_____

Date_____

(Credit: Coach Art Aungst, from *Long Strokes in a Short Season*)

Athlete and Parents Expectations at All Swordfish Activities:

Athletes and parents will:

1. Conduct themselves with dignity and respect for others and for the property of others.
2. Swimmers shall not hinder the workout nor be disrespectful to teammates or other athletes.
3. Swimmers are expected at all times to follow directions given by members of the coaching staff. At no time will any disrespectful attitude be tolerated.
4. Swimmers must have a shirt and shoes on while walking through the CCBA'S Witherell Center.
5. Always promote and teach good sportsmanship.
6. Promote team spirit in a positive manner.
7. Congratulate all opponents, win or lose.
8. Parents are expected to help at both home and away meets.

Prohibited Behavior at All Swordfish Team Activities Including Practice:

Athletes and parents will refrain from the following at all team activities:

1. Use of illegal drugs, including but not limited to, performance enhancing drugs or steroids.
2. Use of alcoholic beverages.
3. Use of any tobacco-related products.
4. Any disrespectful or undignified behavior.
5. Destructive behavior.

Possible Consequences for violations:

Consequences may include suspension and/or removal of practice and meet privileges.

Everywhere you go you are representing the CCBA.

The following must be read and signed by both athlete and parent to participate with the CCB Swordfish.

Please sign and date.

Athlete: _____

Date: _____

Parent/Guardian: _____

Date: _____

JB