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# Lake County East End Otters Swim Team Handbook

Registration & Information Packet  
2022-2023 Swim Season



# INTRODUCTION: WELCOME TO THE TEAM!

Welcome to the East End YMCA Swim Team, a professionally run program with a long-standing tradition of athletic success and personal development. The objectives of the program are not only to develop young athletes to maximize their swimming talents, but also to develop self-confidence and build respect for others. These aims are hallmarks of the YMCA philosophy.

LCE Otter swimmers are local youth ages 6-18. Our swimmers range in abilities from those who have just learned to swim 25 yards freestyle to varsity high school swimmers. We welcome swimmers of all ages and abilities who want to develop their swimming skills and race competitively.

Practices are held every weekday with swim meets on designated weekends. Our season begins in September and continues until the swimmer's last championship meet in March. Practice attendance is not mandatory but highly recommended; consistency is a key factor in the development of a young swimmer. Our coaches work with each group of swimmers, based on their skill level, focusing on stroke development, turns, endurance conditioning and racing fundamentals.

This team handbook is designed to give the parents and swimmers an overview of the program and to provide a tool to keep organized during the season. All parents and swimmers on the team should review the contents of this manual together to maximize the benefits and enjoyment of the program. Key points to remember for a successful season are:

## **Swimmers:**

- Be on time for practice
- Train hard and listen to your coach's instruction
- Bring a positive attitude & good work ethic to practice
- Use good conduct & sportsmanship; no bullying of any kind will be tolerated
- Do your best in meets and competitions

## **Parents:**

- Get involved in supporting the team at the home meets – volunteer as a timer, league official, age group coordinator, concession helper, seller of 50/50 tickets or heat sheets
- Ensure you support your swimmer(s) to help them achieve maximum success
- Avoid scheduling conflicts to enable your child to attend meets – their teammates are counting on them
- Check your email regularly and join our Facebook Group – these are the main forms of communication our team uses
- Provide your swimmer with encouraging words and positive feedback – however, we do not encourage bribes

## **Our Mission**

The Lake County East End Otters Swim Team provides swimmers of all abilities the opportunity to excel in the sport of swimming. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our coaching staff provides swimmers with the opportunity to excel in a structured, challenging, and supportive environment. We strive to help swimmers develop a life-long appreciation for the sport of competitive swimming and learn lessons from their involvement that can be implemented into all facets of their lives.

## **Our Vision**

The vision of the LCE Otters Swim Team is to provide a value centered program based on the YMCA's four core values of caring, honesty, respect and responsibility while building an elite swim team. The LCE Otters Swim Team shall have as its members swimmers that set goals, work hard and enjoy being a supportive teammate; coaches who are role models, both committed, encouraging and knowledgeable; and parents who are involved, dedicated, and supportive. As a YMCA team, we strive to maintain a positive experience, for both swimmers and parents, in order to encourage increased self-esteem, self-motivation, and pride in accomplishments from competing as both an individual and as a team member.

## **Prerequisites to Join**

Swimmers must be a YMCA member, 6 years or older and able to listen and follow directions. In addition, swimmers are expected to have the ability to swim 25 yards at least one length of the pool freestyle (crawl) and backstroke without stopping.

During the first week of practice, the coaches will evaluate the new swimmers and place them in the appropriate practice lanes. The swimmer has the opportunity to progress to the next swim lane based on their physical, mental and emotional level of development and at the discretion of the coach.

Throughout the season, our trained coaches work to improve swimmers' skill level, endurance and to promote progression at an individual level.

Movement between lanes on a daily basis may occur due to attendance and lane capacity. ***The coaching staff has the final decision on practice group placements.***

### **TEAM COACHES**

Head Coach:

Amy Tanner [atanner@lakecountyyymca.org](mailto:atanner@lakecountyyymca.org)

Assistant Coaches:

Cara Frisby          Isabella George

Michayla Hurst      Graham Loftus

Kennedi Weaver

### **TEAM OFFICERS**

President: TBD

Treasurer: TBD

Secretary: TBD

## GETTING STARTED: REGISTRATION PROCESS

1. Please review this handbook in its entirety together with your swimmer.
2. Register at the front desk. There is no online registration process available at this time. A YMCA membership is required for swimmers to participate. New swimmers will be asked to create a membership upon registration.
3. Program fees must be paid in full by October 14, 2022. Please be sure to provide your primary email address and cell phone number at registration, as it will be used for the majority of team correspondences. The full program fee must be paid by all participants on the team, regardless of attendance. If fees are not paid in full by October 14, your swimmer will not be able to swim in the first meet. ***Please remember that scholarships are available for those in need. Payment plans may also be considered, please contact our Executive Director, Abby March at [amarch@lakecountyyymca.org](mailto:amarch@lakecountyyymca.org).***
4. All registration paperwork must be completed prior to the first meet and can be turned into the coaches or our team president. The paperwork can be found at the end of this handbook or online as indicated below.
  - Photo Release Waiver
  - Swim Team Code of Conduct Form
  - Emergency Medical Form
  - Lindsay Law Parent/Athlete Form: <https://odh.ohio.gov/know-our-programs/lindsays-law/>

# PRACTICES

In order to gain the most strength and stroke effectiveness, swimmers should attend the recommended number of practices per week listed below. Consistency is a key factor in the development of a young swimmer. Regularly missing practice will mean missing out on specific work each day. If you are not noticing a progression in skills, you may need to evaluate the attendance level and effort put forth at practice. In the situation of a prolonged illness, please notify Coach Amy.

## Practice Attendance Suggestion:

- 8 & Unders – 3-4 days per week
- 9-10 – 4-5 days per week
- 11 and Older – 5 days per week

## Swimmer Expectations:

- **BE ON TIME!** Swimmers should be on deck 5 minutes prior to start of practice and should have used the restroom BEFORE entering the pool area.
- Swimmers are expected to be fully prepared for every practice. Practice suit (team suit should only be worn for competition), 2 pairs of goggles, swim cap, towel, and lock for locker.
- Bring a water bottle to every practice and make sure to clean up once practice is dismissed.
- Proper swim attire is required for practice; no bikinis, swim shirts or scuba goggles. Boys are expected to wear jammers or a speedo; no board shorts.
- Follow the rules of the pool and listen to the instruction of the lifeguard & coaches at all times.
- Be sure to lock your belongings in a locker. Keep your code private; the swim team is not responsible for any lost or stolen items.

## Parent Expectations:

- Make sure your swimmer is bringing their medical needs to every practice (inhaler/EpiPen®)
- Bring a healthy snack for your swimmer after practice for proper recovery. **(Please avoid nuts\*)**
- We request that you are not a distraction for your swimmer during swim practice. Refrain from approaching your swimmer while practicing. This is an extreme disruption to your swimmer, the coaches, and the team as a whole.
- Refrain from coaching your child from the poolside. Your role is to be supportive and encouraging – please leave the coaching to the coaches.
- Please do not approach a coach during practice. We are more than willing to have a meeting or answer any questions after practice.
- No photography/videography during practices or meets, even if it is your own child. This is out of respect for others and it ensures there are no inappropriate photos/videos being taken.

*\*We have several children on the team that have peanut and tree nut allergies. We ask you to be aware of those with this allergy and to make sure not to pack any food items with nuts to any swim team practice or event.*

## Practice Schedule: Starts September 26, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
5:15pm-6:30pm	6:45-7:45pm	5pm-6:45pm	6:45-7:45pm	5:30pm-6:30pm

# SWIM MEETS

As a part of the Northeast Ohio YMCA Swim League, our team competes in dual, championship, and “Y” sponsored invitational meets against other YMCA teams. It is expected that all swimmers attend the scheduled dual and championship meets whether home or away. We are currently scheduled to swim 6 dual meets and 2 championship meets this season.

Many hours are invested in the planning of each swim meet. **Please make sure that if you are unable to attend a swim meet you notify Coach Amy at least 1 week before the scheduled meet.** Adjusting relay entries is a daunting task and can negatively affect other swimmers when a coach is notified last minute that a swimmer is not attending. However, we are aware and understand that illness strikes and there are many other uncontrollable events that may occur. Swim meets days are typically 4-5+ hours long so please adjust your plans accordingly.

You will receive an email prior to each meet listing the details (location, time, events) for the upcoming meet. Please make sure to check your email or the pool bulletin board for these meet details.

Each home meet warm-ups are always scheduled for 12pm and the meet starts at 1pm. You are expected to arrive at 11:30am to find a space to ‘camp out’ in the youth lobby. The pool deck will be closed until 12pm. The visiting team will be stationed in the racquet ball court.

## **Swimmer Expectations:**

- Swimmers are expected to be fully prepared for every meet. Competition suit, 2 pairs of goggles, 2 swim caps, 2-3 towels, and lock for locker (keep your code private; the swim team is not responsible for any lost or stolen items).
- Know your events before you arrive – have them written on your hand.
- You are required to swim each event you are scheduled for. Missing an event is unacceptable and will result in a meeting with Coach Amy.
- Report to the blocks 2-3 events early to ensure you are prepared for each event.

## **Parent Expectations:**

- Parents will be required to volunteer for a timer position, help with the concession, 50/50 or 8&under age group coordinator for home meets. Support from families and parents is how we efficiently run our meets. We are very appreciative of our volunteers.
- Please ensure that your swimmer(s) arrives at the designated time for warm-ups. Competitive days are already stressful and being late can add to their stress levels.
- Ensure that healthy snacks are packed for the day (no candy, soda or items with nuts\*).
- Please have your swimmer’s events written on their hand with a Sharpie marker prior to meet arrival. Heats and lanes will be provided once the swimmers arrive at the pool.
- Encourage your swimmer to support and cheer on other teammates. Video games are a nice distraction while waiting in between events, but sportsmanship is an important quality we want to encourage.

***\*We have several children on the team that have peanut and tree nut allergies. We ask you to be aware of those with this allergy and to make sure not to pack any food items with nuts to any swim team practice or event.***

# SWIM MEETS (continued)

Coaches will assign your swimmer to specific events dependent on their age, ability, endurance, and knowledge of the various strokes. Individual events can include; freestyle, backstroke, breaststroke, butterfly, or individual medley. The coaches will work with each swimmer to find their best fit. Swimmers will compete with other swimmers in their age group.

## Dual Meets

Dual meet events are sent to the team the week before the meet via email. We also notify the swimmers that are at practice that week. All decisions of what a child swims in a dual meet is left up to the coaching staff for overall team effort and best development of the swimmer. Each swimmer can swim up to two individual events and two relays at a dual meet. If there are not enough swimmers to form a relay for that gender age group then the swimmers will be allowed to swim three individual events.

## Divisional Meet

All decisions of what a child swims at the Divisional championship meet, including relays, is left up to the coaching staff for overall team performance and best development of the swimmer. There are many reasons coaches choose to place swimmers in different individual and/or relay events and it is expected and understood that the coaches’ decision is final and should be respected. ***The League requires that swimmers must swim in 3 dual meets in order to qualify to swim at Divisionals.***

## League Meet

Advancement to the League meet will depend on the overall ranking results from Division 1, Division 2, and Division 3 championship meets. If you are unable to attend the League Meet, please notify a coach prior to Divisional meet if possible.

## YMCA Invitationals

Invitational meets are optional (you can pick and choose according to coach suggestion and your calendar). The invitational schedule can be found at [neoyswim.org](http://neoyswim.org) under the tab ‘Meet Schedules.’ Swimmers can pick and choose the events they want to swim for these meets. It is very important that you notify Coach Amy prior to the registration deadline. To be signed up for your requested events, you need to submit payment to Coach Amy. Once payment is received, she will enter the swimmer’s events.

### **Dual Meet Schedule:**

<b>Oct. 22 - Lake Central and Geauga @ LCE</b>
<b>Nov. 5 - French @ LCE</b>
<b>Nov. 19 - Geauga @ LCE</b>
Dec. 3 - Central and LCE @ Ashtabula
Jan. 7 - LCE and North Royalton @Youngstown
<b>Jan. 21 - Geauga and Ashtabula @LCE</b>

### **Championship Meet Schedule:**

TBD – Divisionals @ Spire Institute
TBD – Leagues @ CSU
TBD – Zones @ Canton
TBD – Nationals – Greensboro, NC

\*bold signifies HOME MEETS

# TEAM COMMUNICATION

## **Email:**

Since we have a large swim team and our groups practice at different times our main form of communication is through Facebook and e-mail. **It is very important to make sure you list your current e-mail address at registration and on the emergency form and make sure to get us your updated e-mail address if it changes.** If you are not receiving e-mails within the first week, please e-mail Coach Amy ([atanner@lakecountyyymca.org](mailto:atanner@lakecountyyymca.org)) to make sure we have your correct e-mail address.

## **Facebook:**

Our team Facebook page is East End Otters Swim Team. You can find contact information, current announcements, meet information, and have questions answered. This page is intended for swim team updates and special events for swimmers and parents. Administrator reserves the right to remove any content deemed not appropriate for the page.

## **Newsletters / Meetings:**

Officers will hold meetings or send out newsletters as needed regarding important event and budget updates throughout the season. If you have any questions regarding budget or events, please see an Officer for more information.

Direct communication with the coaches is encouraged, but we ask that you please not engage the coaches in conversation during practice sessions or meets. If you have a question for the coaches you may talk with them after practice or contact him/her via email and if needed a meeting time can be arranged.

## **Mailboxes:**

Each swimmer will have a "Mailbox." The mailbox is a large box that contains a folder for each swimmer. Swimmers' ribbons and other information will be placed in the swimmer's folder. Please check mailboxes at least once a week.

## **Pool Bulletin Board**

Please refer to the bulletin board in the pool area for practice schedule, special events, meet check-in and meet locations and details. Swimmers are required to 'check-in' to the upcoming swim meet the week before to notify the coaching staff for planning purposes. The 'check-in' cut-off will be the Tuesday evening before an upcoming meet.

## **IMPORTANT EMAILS, PHONE NUMBERS & WEBSITES**

- League Website: [www.NEOYSWIM.org](http://www.NEOYSWIM.org)
- Head Coach Amy Tanner: [atanner@lakecountyyymca.org](mailto:atanner@lakecountyyymca.org)
- Executive Director Abby March [amarch@lakecountyyymca.org](mailto:amarch@lakecountyyymca.org)
- YMCA Phone #: 440.428.5125
- Coach Amy's cell: 440.417.4801



## YMCA SWIM TEAM PROGRAM FEES

The swim team **program fees and the Equipment and Supply fee** should be paid at the YMCA Welcome Center desk. All other fees should be given to a swim team officer as cash or check. All check should be written to "Lake County YMCA."

The program fees 2022-2023 swim season are as follows.

1. Program Fee	First child \$210* Each additional child \$195* High School Swimmer \$85*
2. *Equipment & Supply Fee (covers costs for award ribbons, admin table supplies during home meets, pizza and drinks for pizza party, etc)	<i>\$15.00 per swimmer</i> <b>NEW THIS YEAR</b> - the \$15 fee is INCLUDED in the above pricing
3. Swim Suit	Prices TBD
4. Swim Caps	\$12 per cap (Silver with black LCE on sides)* \$26 set of two w/ Personalization side*
5. Concessions	Donation of an item each home meet
6. Divisionals	\$3.00 per event, Relay \$3.00 per swimmer
7. Banquet (Potluck)	Donation of a food item
<b>Optional:</b>	
Otter Gear:	Prices vary
Team Pictures:	\$10.00 or more
Donation for Coaches Gift (please hand in to Otters Treasurer)	Your Discretion – Due by January 31, 2023

## SWIM OUTLET TEAM SHOP

For goggles, swim caps, practice suits, bags and other needs, please visit our team shop!

LCE Otters Swimoutlet.com link: <http://www.swimoutlet.com/lakeeastotters>

## EXPLANATION OF EXPENSES

1. Swim Suits – Suits and caps are ordered online. Our team uniform is a solid black, one-piece swim suit and the silver and black team swim cap. The company that we are working with has a Team page set up for the Otters. Once your child has been sized for their suit you can then log onto the website using the log in you used last year or create a new one. Each family will order their own suits and pay for them online. The suits will be shipped in bulk to the YMCA and distributed before the first meet.

**\*\*\*Important\*\*\*Please have your swimmer wear their team suit for swim meets only.** They should have a different suit to be worn for practice.

### To order your swimmers suit:

- Log onto [www.KBSwimandsports.com](http://www.KBSwimandsports.com)
- Click on Team Log in
  - Fill in your Email address and click on “I am a new customer”, if you have not yet registered.
  - Fill in the necessary fields. Please make sure you specify “East End YMCA Otters” as our team name.
  - Once the team name is accepted, you will have immediate access to our team page and can begin ordering.

*Note: Our team name (East End YMCA Otters) must be spelled correctly to have immediate access to our team page.*

2. Swim Caps: Swim caps are mandatory for swim meets. Swimmers are to wear the team swim cap at all dual, invitational or championship meets. It **must** be an East End Otters swim cap or a solid color swim cap with no logos or design of any kind.
3. Concessions: Due to the Y’s non-profit status and their fundraising efforts, we are very limited in the amount and type of fundraising we can do. The concession stand is a huge fundraiser for our team. Our parents do a great job coordinating this fundraiser for every home meet in the season. The only way to continue being this successful is with the support from our families and we ask that you please consider volunteering to bring a food item or help run the stand.
  - a. Families will be asked to sign up for an item. We are asking that you bring the specific item that you have signed up to bring and not to substitute. (For example: if you signed up for a bag of shredded lettuce, please don’t bring a head of lettuce or a bag of lettuce with veggies.) Each item is used for specific items on the menu.
  - b. Please bring the same item for all home meets. If you are not able to provide an item that you signed up for or you won’t be at a swim meet, please let our Concessions Chairperson know as soon as possible. This way other arrangements can be made.
4. Equipment and Supply Fee: Each family is required to pay a \$15 Equipment and Supply Fee per swimmer. This fee helps with the purchase of our pizza for pizza parties but more importantly it helps the team cover supply costs for the swim meets such as a computer software updates,

batteries, stop watches, printer ink, paper, as well as supplies for our mailboxes, bulletin board material and some costs for the concession stand.

5. Divisionals: Every swimmer is expected to swim in the Divisional meet. Swimmers can swim in individual events and relays. Details on cost per event will be given closer to event date. Events are chosen by the coaching staff. **Note: The League requires that swimmers must swim in 3 dual meets to qualify to swim at Divisionals.**
6. Otter Gear: Purchasing Otters Gear is optional every year. The gear usually includes t-shirts, sweatshirts, bags, and other options. More info to come.
7. Banquet: A day of celebration will be held at the end of the season. All swimmers are recognized, special awards are distributed, and we enjoy a meal together and celebrate the season. **The banquet is currently scheduled for \*Sunday, March 12, 2023**
8. Team Pictures: We would like to have the entire team there this day, including High school swimmers. This picture will be taken in our team suits. Individual pictures of each swimmer are taken first followed by a group picture. Practice will start after the pictures are taken. **Team picture day is scheduled for \*Monday, November 7, 2022.**
9. Donations for Coaches Gift: At the banquet each year the parents' group gives the coaches a "Thank you" gift. We will be collecting donations all season. You can do this by placing your donation in an envelope with "Coaches gift" written on it and giving it to one of the officers, or placing it in the Otters Treasurer's mailbox. This donation is optional and the amount is at your discretion. No donation is too small or too large. We would like to have all donations by January 31, 2023.

**\* Dates are subject to change.**

**\*\*\* This list concludes the expenses that your family will encounter. These fees are collected throughout the season and the Y does not want to eliminate any family due to financial reasons. If you need assistance or have questions regarding the Otter Team fees please see the Executive Director, Abby March. \*\*\***

## **East End Otters Swim Team: Swimmers' Code of Conduct**

The undersigned athlete participating on the East End Otters Swim Team agrees to abide by the standards of conduct outlined below in addition to those established by the staff. All team members are expected to:

1. Offer congratulations to opponents, win or lose, and cheer on their teammates.
2. Follow the directions of the coaching staff during practice, meets, and other team activities.
3. Not possess, sell, or use alcohol, tobacco, or any non-prescribed drugs. This behavior is not tolerated.
4. Not remove or take any article that does not belong to them, such as clothing, jewelry, or money.
5. Respect the property of the YMCA and any other facility the team may visit or use.
6. Display proper respect and sportsmanship toward coaches, officials, and administrators, fellow competitors, parents, and the public.
7. Promote positive team spirit and morale, which includes being humble in victory and courageous in defeat. Deal justly, kindly, impartially, and intelligently with all fellow team members.
8. Refrain from all illegal or inappropriate behaviors that would detract from a positive image of the team or be detrimental to its performance objectives.

### **Swim Team Family Conduct**

Our parents and supporters are expected to be supportive, positive, and encouraging.

1. Support your child no matter how they perform.
2. Behave well, accept, and support any calls/official's decisions, especially when in disagreement.
3. Cheer for and recognize accomplishments of all athletes, even those on the other team.
4. Avoid critiquing/criticizing your child's performance- that is the coaches job.
5. Recognize and help reinforce life lessons to guide your child to becoming a well-rounded person.

### **Failure to comply with the Code of Conduct may result in, but not be limited to:**

- A. Swimmers are not allowed participation in some or all team activities
- B. Swimmer immediately being sent home at their expense
- C. Swimmer being temporarily or permanently dismissed from the team

The coach in charge, along with the Head Coach and the Program Director, will make the final decision in matters of discipline or dismissal based on the degree of violation of the above code by the swimmer or parent(s). Any swimmer removed from the team for behavior reasons will not be refunded any money.

\_\_\_\_\_  
Swimmer's name (Print)

\_\_\_\_\_  
Swimmer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

**LAKE COUNTY YMCA PHOTO AND VIDEO/AUDIO RECORDING RELEASE**

I am 18 years of age or older and, if not, my Mother/Father/Legal Guardian has also signed below.

For my participation in activities to be conducted by the Lake County YMCA, I hereby give my permission and consent now and for all time, to the Lake County YMCA, the National Council of Young Men's Christian Associations of the United States of America (YMCA of the USA) and third parties collaborating with the Lake County YMCA and/or YMCA of the USA to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at the Lake County YMCA, for publication, display, sale or exhibition thereof in promotions, advertising and legitimate business uses without any compensation to and/or claim, by me. I may or may not be identified in such reproductions; however, I shall not be stated by name to have endorsed any particular commercial products or commercial services.

I further agree to the following:

- Any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience at the Lake County YMCA, I authorize, according to this Release, shall belong to the Lake County YMCA, YMCA of the USA and third parties collaborating with the Lake County YMCA and/or YMCA of the USA. Therefore, they will have full right of disposition of any video film, footage, sound recordings and photo reproductions of me and/or my narrative account of my experience at Lake County YMCA;
- Any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at the Lake County YMCA will not be subject to any obligation of confidentiality and may be shared with and used by the Lake County YMCA, YMCA of the USA and third parties collaborating with the Lake County YMCA and/or YMCA of the USA;
- The Lake County YMCA, YMCA of the USA and third parties collaborating with the Lake County YMCA and/or YMCA of the USA shall not be liable for any use or disclosure to a third party of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at the Lake County YMCA;
- The Lake County YMCA, YMCA of the USA and third parties collaborating with the Lake County YMCA, and/or YMCA of the USA shall exclusively own all known or later existing rights to worldwide and shall be entitled to the unrestricted use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at the Lake County YMCA for any purpose without compensation to me.

I agree that my consent and this release are irrevocable. I hereby release and discharge the Lake County YMCA, YMCA of the USA and third parties collaborating with the Lake County YMCA and/or YMCA of the USA from any and all claims in connection with the uses and reproductions of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at the Lake County YMCA as described herein.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Age: \_\_\_\_\_ Address: \_\_\_\_\_

I am the Mother/Father/Legal Guardian of \_\_\_\_\_(child's name), For the consideration contained herein, I hereby consent to the foregoing on behalf of my minor child.

Signature of Mother/Father/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_