

STONEWALL PARK SWIM TEAM

Summer 2009 HANDBOOK



Welcome to Stonewall Park Swim Team! Swimming is a healthy, competitive sport. Developing quality swimmers is only one of our goals for this program. We also strive to instill TEAM PRIDE, SPORTSMANSHIP, and RESPECT FOR OTHERS. See our Web Site at: www.swim-spst-va.org

BOARD OF DIRECTORS

PRESIDENT General Management and Control, Staffing	LISA STEVENS	703-361-0703
1st VICE PRESIDENT Fund Raising and Concessions	BETH SKAGGS	703-330-5034
2nd VICE PRESIDENT Computer Operations and Team Records	HARRY CLARK	703-361-2989
SECRETARY Registration, Attendance, Publicity	GIGI BELL	703-331-0229
TREASURER Budget, Finance	SUSAN ALEXANDER	703-361-4615
LEAGUE REPRESENTATIVE Liaison with Swim League and City of Manassas Meet officials chairman, awards chairman	RICH VERJINSKI	703-330-9817
MEET OPERATIONS DIRECTOR Meet set-up and staffing	BRYAN SCHULTZ	703-530-8432
TEAM APPAREL Provides for all swimming apparel	JANICE MERNIN	703-361-3210
CONCESSIONS	JENNY YEUNG	703-330-1425
LIFETIME MEMBER	WILL AMEEN	703-368-0807

MEET SCHEDULE and EVENTS

- May 3 Summer Kickoff Swim Party 7:00-9:00 p.m. at JRAC
- May 26 First Practice @ 6:15 pm Stonewall Park Pool
- May 31 Official's Clinic 11am-2pm – Bristow Run Elementary
- June 10 Official's Clinic 7-9 pm – Bristow Run Elementary
- June 14 Away Meet at Brookside (Formerly FAST)
- June 19 Pasta Party & Meet Setup 6:30 pm
- June 20 Home Meet against Virginia Oaks
- June 28 Away Meet at Urbanna
- July 3-4 No Practice on July 3 and no meet July 4 – Happy 4th of July!
- July 10 Taco Party & Meet Setup 6:30 pm
- July 12 Home Meet against Lake Manassas
- July 19 Home Meet against Dominion Valley
- July 24 Family Picnic & Setup for Divisionals, 6:30 pm
- July 25 Divisional Meet at Stonewall Park Pool with Lake Manassas, Virginia Oaks and Westridge
- July 26 Award Banquet, Silent Auction and Swim Party

* * * * NOTE * * * *

PLEASE TRY TO SCHEDULE YOUR VACATION WITH YOUR TEAM IN MIND!
IT IS EXTREMELY IMPORTANT TO ATTEND ALL MEETS . . .
ESPECIALLY DIVISIONALS!

* * * * ANOTHER NOTE * * * *

THE COACH WILL BE HAPPY TO SPEAK WITH PARENTS AFTER PRACTICE!!
PLEASE do not disturb coaches or swimmers during practice!
A Board Member will be available at all practices to answer questions.

PRACTICE SCHEDULE

May 27 – June 19

Monday through Thursday nights: 6:00-7:15 or 7:00-8:15 pm
Sunday nights 8:00-9:15 or 9:00-10:15 pm

June 22 – July 24

Sunday through Thursday nights: 8:00-9:15 or 9:00-10:15 pm
Monday through Friday mornings: 7:30-8:30 am

** Note: The pool will not actually open the gates to the team swimmers until quarter after the hour on evening swims. Swimmers should be at the pool at the time shown (15 minutes before practice begins). Later sessions are generally for more advanced swimmers.

ATTENDANCE POLICY

Each swimmer should attend at least 3 practices each week, with the exception of those swimming Long Course on a year-around team. Long Course swimmers are encouraged to attend at least **two** SPST practices each week. If these rules present a hardship, please speak to the Head Coach or a Board Member. **Swimmers should arrive at least 15 minutes before practice is scheduled to begin.**

If you **MUST** miss a meet, let the coach know **IN WRITING** at the earliest possible time! Each swimmer should notify the coaching staff of which events they would like to swim by the Tuesday preceding a meet. The Head Coach has final say on all entries. If you are going to miss a meet, notify the coach by Wednesday. ***BEFORE leaving a meet, check with the coach in regard to relays! Your swimmer may be in one!***

WEATHER POLICY

24 HOUR HOTLINE. If practice is canceled in advance for weather or other reasons, you can call the 24 hour hotline for a recorded message on **703-257-3971.**

Severe weather: If the weather is too severe for swimming, practices and/or meets will be postponed or canceled. **PARENTS, PLEASE STAY AWARE OF THE WEATHER. MAKE ARRANGEMENTS TO PICK UP YOUR SWIMMERS IF PRACTICE IS ENDED EARLY. *We are not permitted to stay in the pool area if thunderstorms are in the area.***

Swim practices will likely be canceled in the event of thunderstorms or if it's too cold. If it is raining but warm, practice will be held. If it is cold and dry, the coaches will decide whether to swim or hold land exercises. On days like these, send towel, sweat suits, and sneakers in addition to pool items. **Parents should make sure that practice is being held before leaving children at the pool!**

AGE GROUPS:

Age groups for competitions and awards are shown below. Age is determined as of June 1.

8 years and under	Male - Female
9 - 10 years	Male - Female
11 - 12 years	Male - Female
13 - 14 years	Male - Female
15 - 18 years	Male - Female

AWARDS

The following awards are determined at the end of the season and will be presented at the Awards Banquet on July 27.

TEAM SPIRIT AWARD

Our most special award. One male and one female who best demonstrate team spirit and enthusiasm at all practices and meets are chosen from the team.

HIGH POINT AWARD

One male and one female in each age group. Based on total points scored in ALL regular meets (1st - 12th places) and the Divisional Meet (1st - 18th places)

COACHES' AWARD

One male and one female in each age group.

Based on a composite score: 50% Attitude and drive

25% Attendance

25% Improvement

110%!

MOST IMPROVED AWARD

One male and one female in each age group

Based on TOTAL time improvements in all strokes swam legally (DQ's do not count.)

PARTICIPANT AWARD

Participation trophies will be awarded to EVERY swimmer that has competed in at least 2 meets, not including Divisionals. Participation medals will be given to all Farm Team members who have not reached the competition level.

IMPROVEMENT RIBBONS

Presented to swimmers bettering their previous best LEGAL time of the current season by:

4 Seconds (blue) 2 Seconds (red) 0.5 Seconds (white)

Swimmer's times are evaluated after each meet for these awards.

RULES OF CONDUCT

ABSOLUTELY NO HORSEPLAY!

- * 1. Running
- * 2. Diving (including jumping in)
 - a. without instructions and direct supervision of a coach
 - b. to the bottom of the pool
- * 3. Pushing anyone into/under the water
Pulling anyone into/under the water
- 4. Hanging or playing on the lane lines
- 5. Kicking/splashing/spitting water/slapping kick boards
- 6. Unsportsmanlike conduct.

GOOD CONDUCT – RESPECT FOR OTHERS

- 1. While waiting to swim (in the pool) or during instructions, one hand must be on the wall and *the head must be above water.
- 2. Circle swim - swim on your right in a counterclockwise circle from end to end of the pool.
- 3. Swim all the way to the wall.
- 4. Make room for others to swim to the wall (move aside).
- 5. When swimming laps and you need to pass another swimmer, tap (don't pull) their foot and then swim around them (down lane center) free style.
- 6. If someone taps your foot, stay close to the lane line/wall and let them pass.
- 7. Listen to instructions and raise your hand to ask if you do not understand.

DISCIPLINE PROCEDURES

- 1. The coach will first warn a swimmer who presents a discipline problem. The swimmer will be made aware of the consequences of repeated offenses. The coach will give one verbal warning for each offense with the exception of the starred rules. The second offense (same type) will result in "time out."
- 2. If the first warning goes unheeded and the swimmer again presents a discipline problem, the parents will be contacted. It then becomes the parents' responsibility to ensure that their swimmer presents no more discipline problems.
- 3. If misbehavior persists, the coach will dismiss the swimmer from practice or from the swim meet. The swimmer must write a note signed by his/her parent(s) to participate in the next practice/meet.
- 4. For any further offenses, the coach may propose to the Board of Directors that the swimmer be removed from the team.

NOTES TO PARENTS

1. Be sure your swimmer(s) understand the Rules of Conduct.
2. Please understand:
 - a. The rules are made for the swimmer's safety
 - b. The starred items will result in "sitting out" a practice for the first offense
3. For safety reasons:
 - a. Please do not interrupt the coach during practice.
 - b. Parents cannot be on the deck close to the pool during practice.
 - c. Parents cannot coach their children during practice. Instead, talk to the coach after practice.
4. To help you:
 - a. A board member will be present to answer questions.
 - b. You may make arrangements to call the coach.
5. **IMPORTANT!!!** - Your swimmers are expected to stay for the full practice unless you pick them up. If someone else is to pick them up, a note should be sent to make this request. We will strive to ensure their safety and well being while on the pool premises, however, we can not restrain them or keep them from leaving. Better yet, why not stay for practice yourself and see what goes on!
6. Smoking is not allowed within the fenced pool area for anyone, including parents.
7. If a child is believed to be under the influence of drugs or alcohol, they will be kept out of the practice for their safety as well as the safety of others. We will immediately attempt to contact the parents to pick up their child.
8. While your child is at practice pay attention to the weather! If it starts looking bad it would be a good idea to come to the pool in case practice is ended early due to weather!

SWIM MEETS

1. **GENERAL.** Competitive swim meets are held for the enjoyment of the children. The meets help to teach the children good sportsmanship and discipline while helping to develop their competitiveness. These characteristics combined together result in **TEAM SPIRIT**: working together for a common goal. Parental support through active participation in Stonewall Explosion meets and events helps to reinforce those life skills that the children are learning. Meets begin at 7:00 A.M. sharp; swimmers should arrive at the pool by 6:00 A.M. for warm-ups at home meets and 6:20 A.M. for warm ups at away meets.

2. **PARENT VOLUNTEERS.** Swim meets cannot occur without the coordinated efforts of parent volunteers. **An absolute minimum of 46 parent volunteers, supplied jointly by both participating teams, is needed to conduct a swim meet. 103 parent volunteers are needed to ensure adequate relief for all volunteers.** The qualification requirements to be a volunteer are simple: you need enthusiasm (sometimes we waive this requirement at the last minute). Volunteering makes the meets even more fun! The following paragraphs describe the positions that are filled by volunteers.

- A. **CLERK OF COURSE.** The clerk of course is the heart of the swim meet. These people stage the swimmers into proper events and heats. The following people make up the clerk of course:

The Clerk(s). The Clerk arranges swimmers' "Deck Cards" in proper lane sequence, which is called "seeding". This position requires some experience (1 hr minimum!). Parents that want to learn this position can volunteer to assist. Minimum of 1 required.

Roll Call. The people that perform the duties of roll call gather the children that are participating in a particular event together. Roll is called using the "Deck Cards". After roll call, the cards are returned to the clerk for seeding. Only 1 person is required for this position for the 11 -12 age group and above. For the younger children we allow more parents to participate since it is so much FUN! Once an event has been seeded, the cards are given to the children. The children are then shepherded to their proper places for the event. Minimum of 2 required.

Heat Herders. Lead the younger swimmers (8 and under) to chairs. A great position for the parents of young swimmers. On the spot training is provided. Minimum of 2 required.

Chair Persons. Assist younger swimmers (8 and under, possibly 9-10) to stay in heat order and move up to the line properly. Minimum of 1 required.

- B. **TIMERS AND RECORDERS.** The timers and recorders make up the largest group of volunteers. In order to commence a meet there must be 3 timers and 1 recorder per lane.

Timers. The Head Timer is an experienced timer that hands out the stop watches, explains how to use them and acts as a back up timer. Lane Timers time the swimmers in their lane and report that time to the recorder. Minimum of 18 required.

Recorder. Recorders write down the times taken by the three timers on the swimmers "Event Card" and give the card to the card runner. Minimum of 6 required.

- C. **SCORING TABLE.** The scoring table is where the official times are determined and entered into a computer. The computer prints out labels to put on the place ribbons.

Card Runner. The card runner picks up completed time cards from the recorders and gives them to the Official Scorer. Minimum of 1 required.

Official Scorer. The official scorer determines which of the three recorded times is the official time for each swimmer and circles it. Minimum of 1 required.

Data Entry. One person enters the official times into the database. The computer places each swimmer and prints out a score sheet and labels ribbons. Minimum of 1 required.

Place Ribbons. Apply name labels on the place ribbons. Minimum of 1 required.

- D. **CONCESSIONS.** Each year, over one third of the team's operating income is obtained from fund raising. Concession sales are a major source of this income. Even more important, everyone enjoys their coffee and donuts and/or bagels! Minimum of three people are required.
- E. **ANNOUNCER.** The announcer calls out the upcoming events to alert the swimmers and also to make general announcements. 1 required.
- F. **OFFICIALS.** While officials are parent volunteers, some training is required before becoming an official. See our schedules for training sessions run by the Prince William Swim League.

Referee. The referee is an experienced official who conducts the meet in a fair and equitable manner. The referee is responsible for and supervises all 'on deck' activities of all parent volunteers. 1 required.

Starter. The starter calls the swimmers to their starting positions and signals the start of each heat. 1 required.

Stroke & Turn Officials. Observe the swimmers during their swim to ensure that their strokes and turns are legal according to USS Swimming (USS) rules. 6 required.