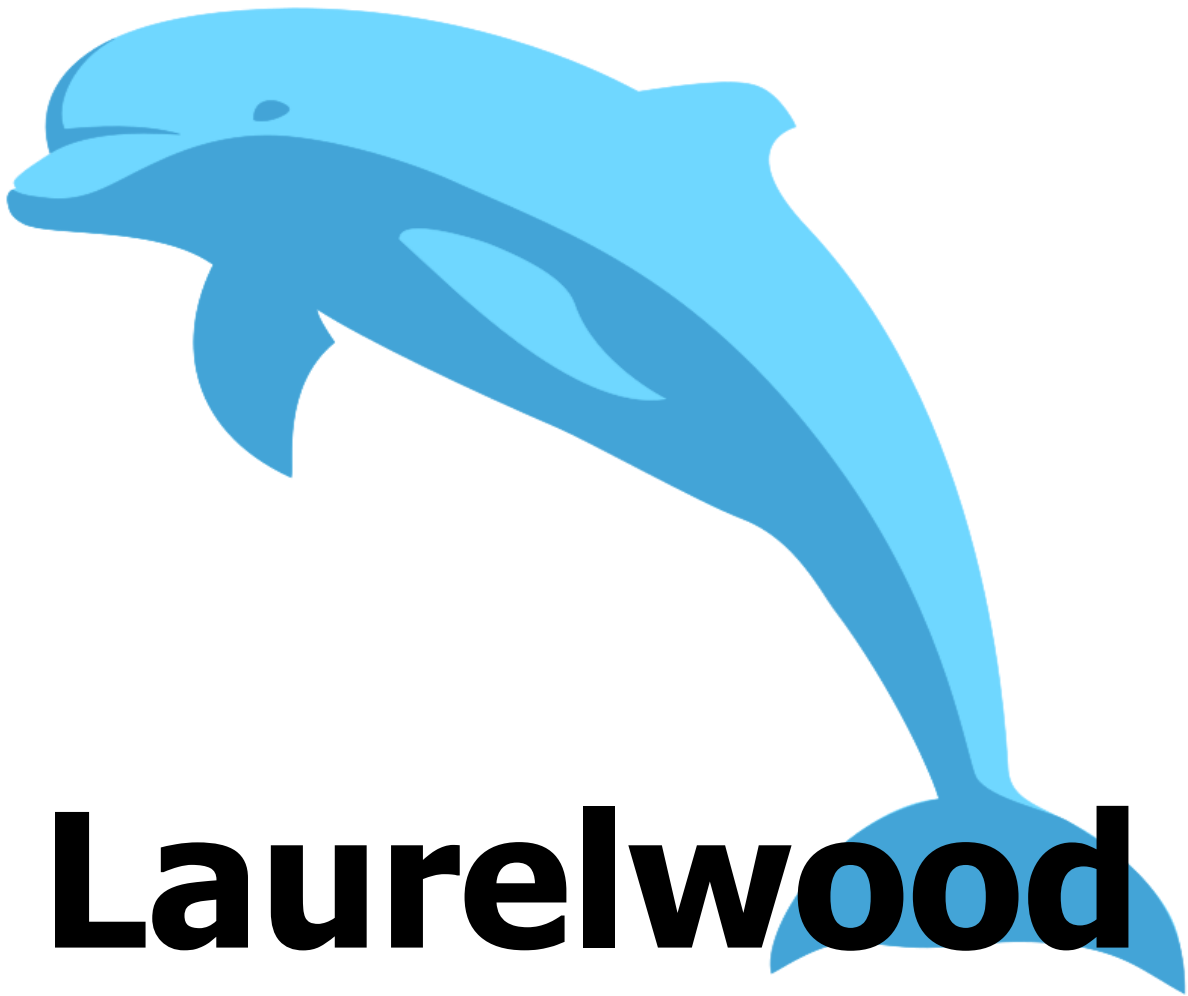


2018



**Laurelwood
Swim Team
Handbook**

Laurelwood Swim Team Handbook

Table of Contents

Section Title	Pages
Mission Statement	2
Code of Conduct	2
Sportsmanship	3
Registration and Welcome Picnic	3
Practice Schedule	4
Practice Policies and Guidelines	5
Pre-Team and Age Group	6
Swim Meet Schedule	7
Additional Swim Team Events	8
Swim Meet Guidelines	9-10
Volunteers and Food Court Donations	11-12
Championships	13
Communication and Board Member Contact	14

Laurelwood Swim Team Handbook

The information that follows is designed to be a guide and reference source for both new and returning swim team families.

Mission Statement:

The mission of Laurelwood Swim Team is to:

- Provide an exciting, technique-oriented swim program (pre-team through summer of high school graduation)
- Welcome swimmers of all levels.
- Promote and cultivate the love of swimming, good sportsmanship and team spirit.
- Provide a fun, family atmosphere.

Code of Conduct:

As members of the Laurelwood Swim Team family, all athletes, coaches and parents are expected to represent our swim pool association, families, team, teammates, and coaches in a positive manner. We will:

- Demonstrate respect for fellow teammates, coaches, parents, meet officials & volunteers, and opponents.
- Demonstrate loyalty to team and coaches.
- Demonstrate control over emotions.

We will maintain high standards of moral and ethical conduct that includes self-control and responsible behavior. Athletes, coaches and parents must display courtesy and good manners by being considerate of the physical and emotional well-being of everyone.

If the swim team committee and/or coaches have any concerns with anyone's participation on our swim team, a meeting will be facilitated to resolve any issues.

Laurelwood Swim Team Handbook

Sportsmanship:

The Laurelwood Dolphin swimmers are known throughout the Tri-County League not only by their great talent, but also their sportsmanship in and out of the pool. The Terry Wade Sportsmanship Award is named after Coach Terry Wade, who retired after 25 memorable years of coaching at Laurelwood.

Over the years, the Tri-County League has presented Laurelwood with the Terry Wade Sportsmanship Award. This is because our swimmers are strongly encouraged to behave in a sportsmanlike manner at all times. Laurelwood swimmers are expected to keep their hands to themselves and to choose words that compliment rather than insult fellow swimmers.

Swim Team Welcome Picnic and Registration:

The swim team will hold a picnic on Sunday, May 20 at 3:00 PM at the Laurelwood Swim Club to kick off the season. Following the picnic, we will offer a Stroke and Turn Course for anyone who would like to learn how to do this very important volunteer position. We would also like to ask past stroke and turn volunteers to attend this course as a refresher.

Online registration for the swim team is now open. Please follow the link below to register your swimmers:

<http://www.active.com/water-sports/swimming-registrations/laurelwood-swim-team-pa-summer-2018>

Laurelwood Swim Team Handbook

Practice Schedule:

Swim team practices will begin on Tuesday, May 29 at the Owen J. Roberts Middle School Pool. During the first week, practice will be held ONLY on Tuesday, Wednesday, and Thursday. During the second week, practice will be held on Monday, June 4 through Thursday, June 7. Pre-team will not practice during these first two weeks. The schedule for those days will be as follows:

Practice Schedule for May 29- 31, June 4-7	
Practice Time	Levels
5:30-6:30 PM	8 & Unders 10 & Unders 12 & Unders
6:30 – 7:30 PM	12 & Unders* 14 & Unders Seniors

Beginning June 11, the practice schedule will be changed to the following for the rest of the swim season, Monday through Friday:

Practice Schedule Beginning June 11	
Practice Time (Monday – Friday)	Levels
8:30-10:00 AM	12 & Unders* 14 & Unders Seniors
10:00-11:00 AM	10 & Unders 12 & Unders
11:00-12:00 PM	Pre-Team (MWF only) 8 & Unders
Optional Monday and Wednesday 7:00-8:00 PM	Ages 11 and Up (only strong swimmers)*

*If coaches feel you can keep up with seniors during practice.

Laurelwood Swim Team Handbook

Practice Policies and Guidelines:

Practices and Time Trials

Parents are not allowed on deck or on the deck benches around the deep end or near the lanes during practice or time trials. Parents are allowed to sit on the benches at the shallow end of the pool, near the baby pool, and inside the pavilion.

No kids are allowed in the pools and no family can put down their belongings to reserve their spot until the 12:00 PM opening time is announced by the lifeguards.

Time trials will be held during practice on June 18 and 19. Due to safety concerns, only parents that have been asked to time are permitted on deck during time trials. The coaches and the committee would also like to ask any stroke and turn trained volunteer to attend our time trials in order to gain extra practice before the meets begin.

Drop Off Policy

Coaches are only responsible for your child during your child's practice time. If your child is under the age of 12 and is not in the water practicing, they may not be left at the pool unattended without designating a responsible adult in charge. There will be a sign-out sheet in the pavilion for you to indicate the name of your child/children and the adult remaining at the pool in charge.

Lower Level and Playground Area

Children are allowed to play on the lower level during practice as long as they have COMPLETE adult supervision. Adults need to be supervising the playground area and not just sitting under the pavilion. The play set is for children ages 12 and under, and there can be no rough housing or climbing on the playset in an unapproved manner, such as climbing on top of the monkey bars.

Laurelwood Swim Team Handbook

Pre-team and Age Groups:

Pre-Team

Laurelwood Swim Team offers the beginner competitive swimmer the opportunity to participate in team swim practices and meets. The swimmer will also be taught what to expect at a swim meet. For example, the swimmer will learn how to handle oneself behind and on the block, to dive from the block and what to expect from the starter referee. Pre-team practice will be held on Mondays, Wednesdays, and Fridays only.

The requirements to join the pre-team are as follows:

1. The ability to swim one length of the pool non-stop.
2. To take instruction from a coach without a parent on deck.
3. All pre-teamers must demonstrate these skills to the pre-team coach by June 21, 2018.

Age Groups

Children swim in age groups as determined by their age as of June 1, 2018. Swimmers ages 15 years old through summer of their high school graduation will fall into the Senior age group.

Laurelwood Swim Team Handbook

Swim Meet Schedule:

Laurelwood Swim Team competes in the Tri-County Swim League (www.tricountyswim.net) and dual meets will be held on Tuesday and Thursday evenings as follows:

2018 Swim Meet Schedule		
Day	Date	Meet
Thursday	June 21	North End @ Laurelwood
Tuesday	June 26*	Baker Park @ Laurelwood
Thursday	June 28	Laurelwood @ Nine Oaks
Thursday	July 5	Laurelwood @ Hillside
Tuesday	July 10	Laurelwood @ Skippack
Thursday	July 12	Upper Perk @ Laurelwood
Tuesday	July 17**	Bellewood @ Laurelwood
Saturday	July 21	Senior Champs @ North End
Monday	July 23	A Champs @ Hillside
Tuesday	July 24	B Champs @ Baker Park

*Picture Night: Individual pictures will be taken starting at 4:00 PM and the team picture will be taken at 5:00 PM. Details will be given out prior to that evening.

**Senior recognition night

The schedule is also on our website (laurelwoodswimclub.wildapricot.org/swimteam) along with directions to the away meets. If a make-up meet is required due to weather, a Tuesday meet will be rescheduled the next night (Wednesday). A Thursday meet will be made up the following Monday.

Our coaching staff works extremely hard to put together our line-ups for each meet. If your child will not be attending a meet, please let the coaches know as soon as possible. One missing swimmer in the line-up affects several events!

All age groups and pre-team swimmer are expected to swim at both home and away meets. We are a team!

Laurelwood Swim Team Handbook

Additional Swim Team Events:

Invitationals

Sunday, July 8, 2017: North End Invitational (ages 12 and under only)

Saturday, July 14, 2017: Nine Oaks Relay Carnival

In an invitational meet, all swim clubs in the league come together to compete, providing an opportunity for you and your swimmer to choose their own events. Invitational meets are optional, and fees will be charged per event. All swimmer fees are expected to be paid before the meet.

Laps for Camp Courage

Laps for Camp Courage will be held on Friday morning, July 13. Swimmers will have their lap swim during their scheduled practice. There will be swim challenges and prizes awarded during each practice. A slice of pizza and a drink will be offered for \$1.00 at 11:30 AM. Along with monetary donations, we will be collecting goggles and swim suits - new and gently used for the campers in Haiti.

Teen Night

Saturday, July 14th will be Teen Night at Laurelwood Swim Club. Teen night is a fundraising event sponsored by our swim team. This event is open to ANY Laurelwood pool member ages 11 through 18 and their guests. Guests do not have to be Laurelwood members or swimmers. The cost is \$8 per person.

Swim Team Picnic

At the end of the season, swimmers will be recognized for their accomplishments at our annual Swim Team Picnic, which is scheduled for Friday evening July 27, 2017. More details will be made available at a later date.

Laurelwood Swim Team Handbook

Swim Meet Guidelines:

Home Meets

All dual meets start at 6:15 PM. The home team always warms up first. Swimmers should be at the pool by 5:00 PM for warm-ups. Swimmers should bring with them at least 2 towels, caps, goggles and sweats for in between events. Swimmers should wear their suit to the meet rather than changing at the pool. Parents should bring folding chairs for their convenience.

Away Meets

The away meets start at 6:15 PM and swimmers should be there at 5:15 PM for warm-ups. Swimmers should bring the same items as listed for home meets and parents should bring folding chairs.

Please note that each swimmer is responsible for his/her own belongings at ALL times!

Weather

Be aware that swimming occurs in the rain. There will be no swimming if there is thunder and/or lightning, but there may be a delay in the meet. It will be up to the coaches of both teams and the meet official to agree to call a meet and reschedule. If you are told to go to your cars during a storm, DO NOT LEAVE unless the meet is called. There will be more information sent out via email regarding the subject of "weather."

Live Heats vs. Exhibitions

During a swim meet, swimmers who swim "live" score points for the team. A swimming event can consist of several heats but only one heat is "live" – all other heats are in "exhibition". Swimmers who swim in exhibition means their time will NOT count for team points but will count toward bettering their own individual "personal best" time. Exhibition times are eligible for A Championship qualifying times. Swimmers can be in a maximum of 4 events but does not mean they will be.

Laurelwood Swim Team Handbook

Note

Swimmers and parents are not allowed to approach the scorer's table during a meet.

Recognitions/Ribbons

During the season, Laurelwood Swim Team will distribute personal time improvement ribbons to swimmers. The Tri-County league will supply heat winner ribbons to be awarded during the meets to all age groups, except the Senior Division. Heat winner ribbons will not be awarded for relays.

Following swim meets, the Tri-County Swim League will be posting meet results on its website (www.tricountyswim.net). These results will have the swimmer's name, age, time and club listed.

Team and Pool Records are posted on the Laurelwood Record Board.

Laurelwood Swim Team Handbook

Volunteers and Food Court Donations:

Food Court

The Food Court is an important source of income for the team. Your support of the Food Court is VERY much appreciated and VERY necessary.

For every home meet, each family is asked to bring a food item and 6 cans of soda, Gatorade or bottled water to be sold at our food court. Families who are unable to bring a food item and 6 bottled drinks are asked to donate \$15.00 to the food court.

Please understand that we would prefer food and drink donations rather than cash. The swim team can make much more money from selling the food and drinks.

For example, if you were to donate a 38 pack of bottled water purchased from Costco for \$4.32, the swim team can sell those bottles at \$1.00 each and profit \$38.00 cash. As you can see, this is much better than giving a \$15.00 cash donation.

Prior to each home meet, there will be a sign-up sheet on line for food donations that are needed.

If you prefer to pay in advance and let us do the shopping for you, you can make a check out to us at registration for \$75 to cover your donations for the season for food court.

Each swimmer will be given a snack at the end of each meet – both home and away-provided by the hosting team.

Volunteers

In order to conduct a swim meet, Laurelwood needs to have over 50 volunteers in place. Volunteers are always needed to help before the meet, during the meet and after the meet. We need timers, scorers, stroke and turn officials, referees, food court, set up, clean up, meet marshals, parking attendants and place judges to conduct a meet. We

Laurelwood Swim Team Handbook

ask your support in helping out as much as you can. We require that at least one parent from each family sign up to work every meet.

The Swim Manager website will be utilized to aid and track volunteers. A fee may be implemented if parents are failing to comply.

Reminder: As per acknowledgement on the registration form initialed by a parent, if someone from your family does not sign up to volunteer, you may be assigned a position and someone from your family will be expected to serve in that position.

Laurelwood Swim Team Handbook

Championships:

At the conclusion of the regular season, there will be three Championships meets: Senior Championships, "A" Championships, and "B" Championships. A swimmer must swim in at least 3 dual meets to be eligible to swim in any of the championships.

Senior Championships are for all swimmers age 13 and over. "A" Championships have specific qualifying times for each event. "B" Championships are for swimmers who do not qualify for "A" Championships. The coaches work very hard to place the swimmers in the proper championships based on their individual times and their strengths. Because of the structure of championships, some children may qualify to swim in both "A"s and "B" s.

"A" qualifying times can be found at www.tricountywim.net

Everyone who is eligible will be placed in Championships meets by the coaches unless **you** notify the coaches that you will not be attending. Your commitment to attending Championships must be elected on the Swim Manager website by July 12. Please do this as soon as you know.

Laurelwood Swim Team Handbook

Communication and Swim Team Committee Contact Information:

Please make sure that the Swim Team Committee has your correct email address and that you check your email daily for swim team updates. In addition, if you have a swim team concern, please contact a Swim Team Committee member to discuss. Nothing can get resolved if it is not taken to a Swim Team Committee member.

Any questions on any items relating to the Laurelwood Swim Team can be directed to any member of the Swim Team Committee.

Name	Phone Number	E-Mail Address	Position on Board
Nikki Whitlock	(703) 981-7848	nwhitlock@brynmawr.edu	Head Coach
Lisa Van Natter	(610) 389-2732	crvjr@comcast.net	Committee Chair and League Rep.
Jeff Rokicki	(610) 310-1096	jarokicki@comcast.net	Club President and Alternate League Rep.
Catherine Fink	(215) 260-6574	thefinks6@yahoo.com	Assistant Head Coach / Observer
Chuck Van Natter	(610) 389-7097	crvjr00@gmail.com	Member
David Bartolini	(610) 420-1034	dbartolini@recordtrak.com	Member
Andrew Kreider	(484) 919-2973	andrewkreider@verizon.net	Member
Julie Spencer	(609) 970-0476	julieeidem@yahoo.com	Member
Deb Suesssmuth	(717) 330-9494	suessdeb@yahoo.com	Member