



# Swim Team Handbook

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## SECTION 1 – TEAM PHILOSOPHY AND INTRODUCTION

### **Waterton Waverunners Swim Team Philosophy**

Our goal is to provide children in the Grayson Community with a fun, safe summer experience. Swimming is a competitive sport and at Waterton we emphasize the personal growth of each child. Swim Team is an opportunity for parents and children to come together in a team spirit to work hard and have fun with a purpose.

### **Introduction**

Waterton Waverunners has offered a summer swim team in the Grayson community for over 30 years. It is a competitive swimming program for all level of swimmers through age 18.

Parents are always responsible for the supervision of their children at practice and swim meets. Our coaches are here to provide swim training and stroke development during the allotted practice time. They are not responsible for your child before and after practice and/or at swim meets.

Please help your child understand there are behavior expectations at practice and swim meets as in any other learning or competitive environment.

Parent volunteers are a necessary part of the team. It takes approximately 50 adult volunteers to run one swim meet. Please take requests for your help seriously. Everyone must do their part for the team to function.

## SECTION 2 – COMMUNICATION

### **Communication**

#### *Team Communication*

The Waterton Swim Team uses many means of communication to share information with our families. It is up to the swimmer and his/her parent(s) to check the various forms of communication OFTEN in order to stay informed.

- E-mail is a primary source of communication.
- **SwimTopia** is a major tool of communication for our team. It will have up-to-date information including meet dates, practice schedules, changes, volunteer duties, cancellations and more. Please save it to favorites and check for information
- In addition to SwimTopia, you may utilize [watertonwaverunners@gmail.com](mailto:watertonwaverunners@gmail.com). This e-mail is checked daily during the swim team season and is connected to the website.
- Each swimmer will be given a family file folder located in the pool area. These folders are used to distribute awards and printed information (as needed) throughout the season. Please check your file at each practice.
- Prior to meets, poster boards will list swimmer's events and parent volunteer duties

#### *Communication with coaches*

While the coaching staff is open to comments and discussions, parents are requested to refrain from talking to coaches during practice and during swim meets. It is important the coaches' full attention be given to the swimmers. It is ok to talk to coaches after practice or to set up a time that is convenient for everyone.

## SECTION 3 – FAMILY SUPPORT AND INVOLVEMENT

#### *Family Involvement*

Family involvement is critical to the success of the swim team. At least one person from every family is required to work a shift at each meet (if your child is swimming). Each family will be assigned a volunteer job. There are many different opportunities for involvement. (See below) Most jobs require little or no experience.

You may indicate a preference to which area you would like to work, otherwise you will be assigned an area. Communication is always important and as far as volunteering, we will let you know early what your assignments are and in return we ask that you let us know at least a week in advance if there is a conflict with your times or dates for working.

## *Volunteer Descriptions*

### *Timers*

responsible for accuracy of swimmers' time and recording of time on lane slips  
loves watching all age groups of kids swim!  
using list of swimmers/event, ensure correct swimmer is in timer's lane  
appreciates front row view of winning swim team!  
inspires swimmers to do their best just before swimmer's event  
enjoys being pampered with cool beverages, healthy snacks while on duty  
doesn't mind getting wet!  
split shift (1st and 2nd half meet position)

### *Lane Runners/heat winner awards*

gathers completed lane slips from each timer at end of each event  
checks lane slips for completeness  
delivers lane slips to computer operator in ascending lane order  
loves to get their exercise walking the pool deck  
pass out candy to heat winners  
split shift (1st and 2nd half meet position)

### *Stroke and Turn Judges\**

ensures swimmers are using correct stroke and turn during their event  
assigned specific lanes to watch during events  
must be comfortable with understanding or learning illegal swim strokes  
submits event disqualification (DQ) slips in timely manner to computer operator  
appreciates doing things well and loves a good breaststroke when they see one!  
able to communicate what swimmer did incorrectly if needed  
can be fair and impartial  
split shift (1st and 2nd half meet position....hopefully....when we have enough volunteers)  
likes to stroll the edge of the pool during the meet  
**\* must attend pre-season training course provided by Gwinnett County (course is free)**

### *Starter\**

Works the pool deck at the meet  
Must have great voice presences  
Announces the events  
Starts each event  
Keeps the whole thing going  
**\* must attend pre-season training course provided by Gwinnett County (course is free)**

### *Concessions*

sales of dinner and snack items  
make change, manage change drawer  
Hero of all small swimmers who love candy!  
believes Skittles makes swimmers swim faster!  
clean up and storage of food prior to closing of snack bar

### *Setup Crew*

set up home meet swim environment  
set up pool deck (pop ups, tables, chairs, speakers, system)  
Early Bird type person!  
Get first pick on where you want to put your folding chair

### *Clean up Crew*

same as set up (in reverse)

### *Meet Ribbons*

- master at peeling printed time labels from computer operations and placing them on back of ribbons
- manages ribbons for swimmers
- likes to be there at the end of the meet to hear the final results!
- placing ribbons in family file folders during swim meets

### *Staging*

Works with the bullpen

- Retrieves swimmers and gets them in order for their events
- Keeps the meet moving
- Lines swimmers up in the correct lane for upcoming events
- Loves to organize!

### *Bullpen*

Think zookeeper!

- using line-up sheets, these individuals call out swimmer names and line up swimmers for their event(s).
- Each agegroup will have their own area in the poolside gazebo, make sure they stay there
- oversee the area where swimmers are waiting for their events.
- ensure swimmers act in a well-behaved and sportsmanlike manner.
- ensure the swimmers clean up the zoo area after the meet.
- delivers 6 and under and 7-8 year olds to the appropriate relay destination at the appropriate time.

## SECTION 4 – TEAM INFORMATION, RULES, AND EXPECTATIONS

### *Swim Team Rules and Expectations*

- All swimmers will listen and follow directions from coaches. All drills should be performed as instructed. If you do not understand how a drill is done, do not be afraid to ask for clarification.
- Please refrain from talking during drill instruction.
- Do not hang on the lane lines.
- Always display proper sportsmanship.
- Swimmers will treat others with respect and will not interfere with other swimmers as they are completing their workout.
- No horseplay during practice.
- If the coaches feel your child is not progressing past the minimum level of stroke development after a reasonable amount of time on swim team, the coaches may recommend that your child take additional swim lessons for more one-on-one help.
- Maintain proper eating and sleeping habits.
- Do your best and HAVE FUN!

### *Expectations*

As a team, our goal is that each swimmer will meet the following minimum expectations:

8 & under: 25 yards each of a LEGAL freestyle & backstroke, plus knowledge & understanding of the butterfly and breaststroke.

9 & 10 Year Olds: 50 yards each of a LEGAL freestyle & backstroke  
25 yards each of breaststroke and butterfly

11-16 Year Olds: 100 yards each of legal freestyle & backstroke  
50 yards each of breaststroke and butterfly

### *Discipline Policy*

To ensure the safety of all swimmers, the following progressive discipline steps will be taken for those swimmers who disregard pool/safety rules, and/or display disrespect for the coaches, teammates, and/or parent volunteers:

1. Verbal warning to the swimmer.
2. Swimmer sits out for 5 – 10 minutes.
3. Swimmer will be asked to leave the practice or meet for the day. Parents will be notified.
4. If the behavior continues, parental attendance will be required at practice until the situation is under control.

## SECTION 5 – SWIM MEET INFORMATION

### **Meet Dates**

These are posted every season on SwimTopia and go from late May to the end of June. The county meet is for those swimmers that have a top 50 time compared to other swimmers in the same event. That takes place the weekend after 4<sup>th</sup> of July.

### **Directions to Away Meets**

Directions to Away Meets will be posted on the team website and provided in e-mail prior to the meet.

### **What to Bring**

#### ***To Practice***

- Swim Suit
- Swim Cap
- Goggles
- Towel
- Water Bottle
- A great attitude and willingness to have fun while learning

### ***To a Meet***

All of the above, PLUS:

- An additional towel - one to sit on/one to warm up with
- Warm clothes to wear between events
- Healthy Snacks
- No Junk Food
- Permanent marker (This is to write your child's name on his/her shoulder and his/her event , heat and lane on his hand, arm or leg before the meet.)
  - Please note: a deck of cards and/or some other types of games help to pass the time between events for your child. **All swimmers should remain in the bullpen (when not swimming) during the meet.** All swimmers should stay until the meet is complete or you have been dismissed by the coach.

### **Meet Day**

*Please notify the coach if you cannot attend. Also, call a council member if you are running late. We have many relays and entries that will be affected if you are not there. Be courteous to others; respect your teammates.*

1. Be on time for the meet.

Home Meet Arrival Time – 10 minutes before your announced warmups

Away Meet Arrival Time – by 5:00 PM to be set up and ready

2. Each swimmer and parent volunteer should check in with the bullpen upon arrival.
3. Get your events (numbers) - You are responsible for knowing what events you are going to swim. This can be done at check-in or parents can purchase a heat sheet and find events or by checking SwimTopia
4. Parent volunteers report to assigned locations
5. Swimmers listen for the coach to provide warm-up instructions.
6. Swimmers stay in the bullpen so that they can hear their event being called.

***Parking:*** Parking is very limited at home meets. “NO PARKING” signs will be posted. We encourage swimmers to carpool to meets, if possible. Park only in the pool parking lot or on one side of the neighborhood streets. PLEASE observe and abide by all posted NO PARKING signs. We cannot park on both sides of the streets or it may block emergency vehicles that need to have access to the neighborhood or our swim/tennis facilities.

***Bullpen & Visitor Seating:*** Our home team bullpen is located in the pavilion on the deck on the lake side of the pool. The visiting team bullpen is the large pavilion located next to the tennis courts. Home team cheering section is located on the side of the pool closest to the clubhouse. Visitors' seating is located on the opposite side of the pool near the grassy hill. Parents, family and friends will need to bring their personal chairs to sit in at swim meets.

***Lake:*** There is absolutely no swimming or wading in the lake.

***Restrooms:*** Restrooms are located in the center of the clubhouse. Please allow swimmers and coaches to move to the front of the line.

***Concessions:*** Heat sheets, pizza, hot dogs and other snacks are available at the concession stand. The concession stand is located on the pool deck during home meets. We ask that each family donate specific drinks to our concessions. Our team concession's chairperson will assign specific drinks to swimmers by last name. We also may ask families to donate pastas, baked goodies or other snacks, which will be determined by the team concession's chairperson as well.

***Scoring Table:*** The scoring and ribbon tables are located inside the clubhouse. Results will be posted on the fence near the bullpen as they are verified. Only team officials and volunteers working the scoring and ribbon tables should be in the scoring room during the meet. Children are not allowed inside the scoring room. We strive to have scoring and ribbons complete 15 minutes after the last event.

***Problems and Rules:*** If you have problems or concerns at a meet, please address them to your team Head Official or GCSL representative. Your team official will work for a resolution of the problem with the other team. This covers behavior of swimmers, calls by officials or the outcome of races. The rules for swimming each stroke are set out in the United States Swimming rules. Our league follows the start, finish, stroke and turn rules with the exception that we allow one false start before disqualifying someone for a false start. If a stroke judge disqualifies a swimmer for a stroke infraction, the judge will tell the swimmer what rule was broken. The swimmer should pay close attention so that it won't happen again in future races.

The Gwinnett Swim League forbids the use of tobacco and alcohol by everyone at the swim meets.

No parent or other swimmer shall enter the pool or touch a swimmer on the starting blocks or during a race. At the start for any of the members of a relay or of an individual event stay clear of the participant - no touches. If there is a false start, do not try to stop the swimmer at the turn.



*Other:* We plan to complete meets by 10:30 p.m. The 6 & under swimmers are generally finished by the halfway point in the meet. The final 8 & under freestyle relay event of the meet is generally complete by the halfway point after the short freestyle events, so those 6 & under and 7 & 8 year old swimmers who are not swimming breaststroke or butterfly may go home at that time.

*Inclement Weather:* Swim meets are never canceled prior to the start of the meet. The assumption is always that the meet will be held but possibly delayed. Please show up on time ready to work your assignment and with your child prepared to swim. If the meet is postponed this will happen on the pool deck and the make-up time will be announced at that time. Every attempt will be made to swim the meet as planned before postponement.

Should thunder and/or lighting occur during a meet, the meet will be immediately stopped and all swimmers/visitors are required to leave the pool area and return to their automobiles. The meet will be delayed for twenty minutes after a lightning strike, at which time the Head Official will notify coaches and council members that the meet can be continued and you will then be notified to return to the pool deck.

If weather conditions are severe enough to cause the cancellation of a swim meet, the meet will be rescheduled according to the rules specified for the location of that meet. Waterton home meets will initially be attempted to be rescheduled the first day following the cancelled meet. If this is not possible due to unforeseen team or pool event conflicts, the Head Officials for both teams will meet and agree on a new date to complete the swim meet as soon as possible. It is important that you check the team website for any special announcements concerning rescheduled swim meets and/or practices caused by inclement weather.

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