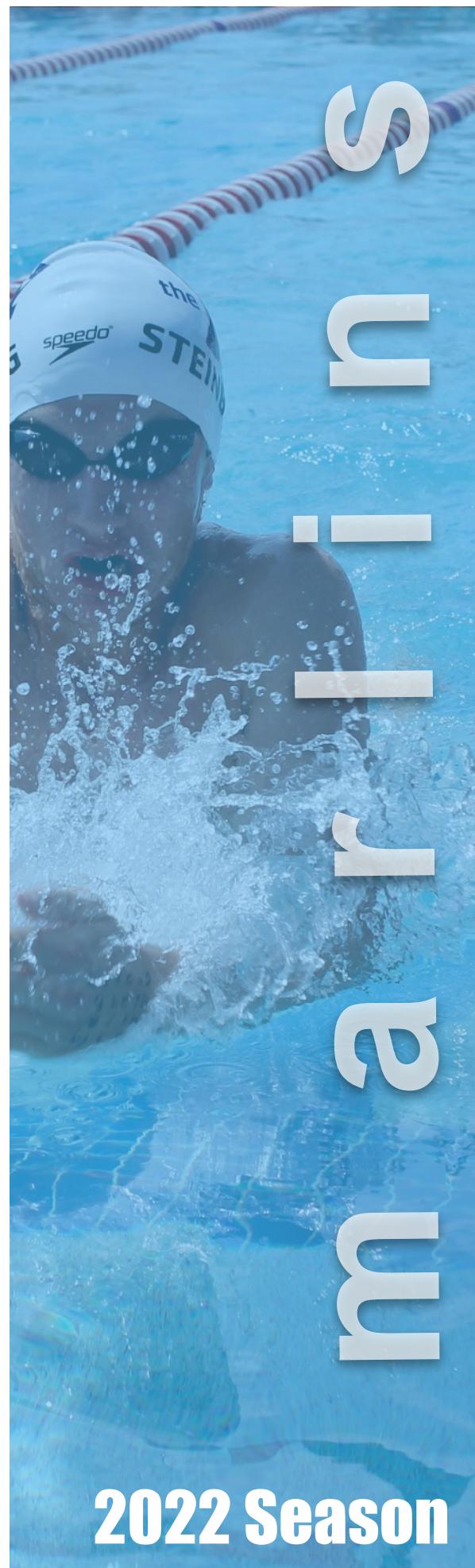


# TEAM HANDBOOK



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**2022 Season**

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Welcome to the Miles River Yacht Club Swim Team. We are so glad you joined us. This handbook contains the information you will need to get started as a member of our team. Our team is run by its Executive Board of team parents. Board members are always available to answer questions and accept feedback. Our team is coached by a professional coaching staff who are also happy to answer questions. Please reach out to us at any time. Welcome aboard.

### **Miles River Yacht Club Swim Team Board of Directors**

Ed Reeves, *Rear Commodore, Miles River Yacht Club*

Carol Ann Alleva, *President*

Maureen Rehbein, *Co-Vice President*

Becky Wibberley, *Co-Vice President*

Brian Alleva, *Treasurer*

Kristen Hanlon, *Secretary*

### **Coaching Staff**

Emily, Glover, *Head Coach*

Sherye Nickerson, *Assistant Head Coach*

Isabel Finch, *Assistant Coach*

Will Rosswork, *Assistant Coach*

### **Key Staff**

TBA, Referee

TBA, Starter

TBA, Scorer

Carol Ann Alleva, Meet Manager

Julia Workman, *Head Angel*

Betsy Esterson, *Awards*

## REGISTRATION

All registration takes place from the team website, [www.mrycswim.org](http://www.mrycswim.org). Please note that the registration process is different for existing account holder. Please read the instructions below.

### RETURNING FAMILIES

1. From the homepage, go to the far right corner and login to your account.
2. Update your account information. ALL INFORMATION IS REQUIRED (full parent names, addresses, home and cell phone numbers, etc.). Check the “member” information for your swimmers and update as necessary.
3. If you have forgotten your login information, PLEASE DO NOT CREATE A NEW ACCOUNT. Please reset your username and/or password.
4. Once signed in, click the register button on the main page of the website. It's to the right of the photo stream.
5. Enter your credit card information. Those families without credit cards must use Visa/MC debit cards. Please contact your bank to obtain a debit card with a VISA or MC logo.

### NEW FAMILIES

New families can register from the main page of the website.

1. Click on the “register” button to the right of the photo stream.
2. Fill out all required fields and enter your credit card information. Those families without credit cards must use Visa/MC debit cards. Please contact your bank to obtain a debit card with a VISA or MC logo.
3. Positions will be filled on a first-come, first-served basis for eligible swimmers as determined by the needs of the team.
4. New swimmers must be evaluated for eligibility and readiness. A MRYC coach will assess new swimmers during the first few practices to determine eligibility for the Team (See Minimum Requirements).

# FEES AND PAYMENTS

## TEAM FEES

The cost of the swim team for families who are not members of the Miles River Yacht Club is \$232 for the first swimmer in your family, then \$157 for each additional family member. For MYRC members, the first swimmer is \$182 with each additional swimmer in the family at \$107. This fee covers everything except team suits and equipment, and participation in optional team invitationals and events.

## SCHOLARSHIPS

MYRC Swim supports swimmers with financial needs through scholarships. Our availability to provide financial assistance is limited and is available in a first come, first serve basis.

Scholarship applications are most often granted as partial scholarships or sibling discounts but other circumstances will be considered. If you would like to apply for a scholarship, please contact Carol Ann Alleva ([caalleva@me.com](mailto:caalleva@me.com)) prior to May 31, 2022. All scholarship request are confidential.

## LACK OF PAYMENT

Fees and charges incurred through the MRYC Swim Team are processed through our website. The charges incurred for optional invitational meets, are reconciled once per month. If during any reconciliation process, your payment is declined, you will have 48 hours to supply an alternate method of payment. If this is not completed or alternatives arrangements are not made, swimmers registered under that family account may be suspended until accounts are made current.

## REFUND POLICY

It is not the policy of the MRYC Swim to refund registration fees after the close of registration. The expenses of the team are paid primarily from registration fees and those commitments must be met whether your child attends or withdraws. However, there are circumstances that warrant the return of fees paid less a \$25.00 processing fee:

1. If after a coach assessment, the swimmer is found to be unfit for the team due not being able to meet the minimum requirements and or has a need for more training outside the scope of what the team provides, the family will receive a full refund for that swimmer less the \$25.00 processing fee, provided the following conditions have been met:
  - A. This determination and withdrawal is made prior to the date of the team's time trials June 17, 2020 and
  - B. The team has not met its membership limit for that season
2. If registration is withdrawn in writing and a refund is requested prior to registration closing (May 31) the family will receive a refund for the amount paid for registration for that swimmer, less the \$25.00 processing fee.

Please note there will be no refunds given for invitationals or championships fees under any circumstances.

# TEAM PARTICIPATION

## MINIMUM REQUIREMENTS

The team is open to all swimmers ages 4-18 who can swim at least a half of the length of the pool (25 meters) without assistance.

Assessments for participating swimmers may be conducted at the first practice. If your child does not meet the minimum requirements, we will advise you accordingly. Your child may be suggested to get individual swimming lessons in-order to continue to participate, or you may be refunded and encouraged to try again next year.

## PRACTICE TIMES

The first practice is scheduled for the first **Tuesday, May 31**. The practice schedule is subject to change based on team size or the number of the swimmers in certain age groups.

When school is still in session, practices will take place Monday to Friday

5:00 to 5:45 — **ages 7-10**

5:15 to 5:45 — **ages six and under**

5:45 - 6:45 — **11 and up**

When school is out for Summer vacation, practice changes to mornings. This year the first morning practice will be **Monday, June 20**. Morning practice takes place Monday through Friday unless there is a meet.

8:30 to 10:00 am — **11 and older**

10 to 11 am — **7 to 10**

10:30 to 11 — **6 and under**

Coaches reserve the right to move swimmers up or down a group to better meet the swimmers needs and abilities. Coach reserves the right to make minor changes to the schedule as needed. Our tentative team calendar is located on our website under documents.



## TEAM EQUIPMENT

The MRYC team suit for 2022 will be the same as last year: TYR Phoenix splice in blue/red. The purchase of the team suit is mandatory, and must be worn at all meets. It is recommended new swimmers place their swimsuit order after registration and no later than the first week of practice.

Tri Cycle and Run in St. Michaels carries our team suit and can help you with suit sizing. Please note that they are closed on Tuesdays.

Other required equipment are goggles, a water bottle, a practice suit and an optional swim cap. Practice suits should be well-fitting one piece suits for girls and jammers or briefs for boys. Each swimmer will receive a team cap before their first meet. They should wear their team cap to all meets. Each swimmer gets one cap per season. Replacements may be purchased for \$15 each. Swimmers should put their name on equipment with a permanent marker.

## DROP-OFF POLICY

**Practice:** A parent (or designee) must remain on deck during the entire practice if they have a child who is 6 years old or under. Those who are ride-sharing with children in this age group, must be aware that the transporting adult is responsible for the children they bring to the pool. We recommend that parents of swimmers under the age of 11 or their designees stay close by the facility.

Children age 11 years and older may participate in a practice without a parent in attendance. A list of emergency numbers will be available with the deck parent should any problems arise.

**Meets:** If a swimmer is participating in a swim meet, a parent is expected to attend the meet and volunteer unless cleared with the meet manager beforehand.

## DECK PARENT

New this year we have introduced a new volunteer position called the deck parent. The deck parent is someone who is available at a given practice to assist the coaches with things like errands, misplaced goggles, time outs, minor first aid etc. By solving minor problems, deck parents allow coaches to focus on swimmers. Deck parents can sign up via sign-up genius. A link will be sent before the first practice. You can sign up for as many days as you like. Two or more parents may wish to split the duties.

## **RIDE SHARING**

Our swim team has a private car pool group on the Ways Rides app. If you wish to car pool with other team members, download the app, set up an account and request permission to join the group Miles River Yacht Club Swim Team. Only swim team families can join the group. Please remember that swimmers under the age of 6 must have a parent or designee on deck at all times. Please be clear on this arrangement beforehand before ride-sharing.

This app is not affiliated with our team. Check with your car insurance about ride sharing and liability coverage.

## **SCHEDULE ADJUSTMENTS**

It may be necessary due to scheduling conflicts, facility conditions, inclement weather or other issues, to adjust our practice schedule. The Board or coaches will make the decision and communicate this information to the team in as timely a manner as possible.

Due to the nature and timing of these conditions, we may have little to no notice. As such, this notification may take by email, text message or even in person. Please ensure that your contact information is updated and verified in your online account.

Shortly after the season begins you will receive a message telling you how to register for our text messaging service. We encourage all families to take advantage of this service as it is the fastest way to share messages about weather-related cancelations.

If you have a question about a weather delay or cancellation for a meet or practice, please wait for an announcement. A board member or coach will be in contact with the pool staff or the Talbot County Department of Emergency Services to make any weather-related decisions. We will communicate this information by email, text and Facebook as soon as we are able.

The weather can change quickly, and we may be unable to communicate any information prior to an actual cancellation. Furthermore, conditions may be different depending on your location. Please use your best judgement and take appropriate actions for the safety of yourself and your family.

**FILE FOLDERS**

After each meet a file folder box will be available at the pool deck. Each swimmer will have an individual folder that will hold things like awards ribbons, metals and disqualification (DQ) slips. It's each family's responsibility to check the box for new items.

**SWIMMER OF THE WEEK**

The swimmer of the week is a coach-determined award going to the swimmer who has a great accomplishment that week or shows character traits worthy of praise. The swimmer of the week receives a certificate a small prize and their picture on our team board on the pool deck.

**JUNIOR LEADERSHIP TEAM**

At MRYC our former swimmers often graduate to assistant coaching positions with the team. This year our coaches are going to select a few students over the age of 12 to join the junior leadership team. Junior leaders will be either superior swimmers or people of good moral character. They may be asked to assist or observe at younger practices or serve as role models and supporters for the youngest swimmers. Participation is completely voluntary. Junior leaders will be recognized at the team award banquet.

## SWIM MEETS

### IMPORTANT INFORMATION ABOUT VOLUNTEERING

It is mandatory that all families be available to volunteer at swim meets in which their child participates. In order to run a home meet, it requires a minimum of 50 volunteers. Unless you make special arrangements with the meet manager you will be expected to volunteer if needed. See more about volunteer assignments and expectations on page 19.

### DUAL MEETS

Most meets that you swimmer will attend are dual meets. A dual meet is a swim meet between two teams; the “home” team and the “away” or traveling team.

These meets last approximately three hours (including warm-up). There are no entry fees. Swimmers are limited to a maximum of three (3) individual and two (2) relay events per meet.

Parents will be asked to complete signup on our website that will notify the coaches that your swimmer will be at the meet. Once the parent has declared that their swimmer will attend, the coach will decide the individual and relay events as well as the heat and lane assignments.

If you have declared that your child will attend, but an emergency prevents them from doing so, please notify the coach and the meet manager as soon as possible. Often the meet will need to be reworked due to a last minute cancelation. The sooner we know the better.

At our home meets, food and drinks will be available for purchase at our concession stand. Please support concessions. They provide an important service to our team.

### DUAL MEETS TIMES

All dual meets will take place on either Monday or Thursday at 6:00 p.m. They must end no later than 9:15 pm.

A tentative meet schedule is posted on our website. The league will finalize the schedule in May. To participate in any meet, you must log on to our team website and declare your swimmer's attendance. You will receive an email with a link to the meet program. It is recommended that you print it or save the link on your phone for reference.

You will also receive an email from the Meet Manager telling you the volunteer assignments for each meet.

### Home meets

Arrive at the pool at 4:45. Warm-ups run from 5:00 – 5:30.

### Away meets

Coaches or the meet manager will send an email announcing, arrival time, location, and job assignments. Sometimes we will receive the meet program prior to the meet. Other times we will not get a copy until we arrive.

## INVITATIONAL MEETS

In addition to dual meets the team also participates in invitationals. These are optional meets where each swimmer is competing as an individual as opposed to a team. Invitationals have multiple teams participating and can be quite large. Invitational Meets are optional. They are generally held on the weekends. Swimmers are required to pay an entry fee for each event they want to swim. The fee is generally nominal and will be included on the meet notice and sign up. Swimmers assigned to a relay team pay one fourth of the cost.

Swimmers can select the individual events in which they would like to participate. Relays will be set up at the discretion of the coaches from those swimmers signed up for the invitational meet.

The host team determines the criteria and number of events a swimmer may swim. The host team has a concession stand available for food items. Vendors are often at the site to sell swim related items.

These events may last up to six hours (including warm up). To attend, you must indicate intent to participate and select in which events your swimmer(s) would like to compete. Selections for events must be approved by the coaching staff. It is possible that a selection can be rejected. In

such a case, the coaching staff may offer an appropriate alternative. All relay selections are managed entirely by the coaching staff. Costs vary by event, relay, and/or the hosting team.

### **DELMARVA SWIM ASSOCIATION CHAMPIONSHIPS**

Swimmers must swim in at least two dual meets and achieve qualifying times to be eligible for DSA Championships. Qualifying times can be found on our website under documents.

To attend, you must indicate your intent to participate. Swimmer's events are determined by the coaching staff based on the best competitive opportunity for the swimmer and the team. All relay selections are managed entirely by the coaching staff.

**WHAT TO BRING TO A SWIM MEET**

Swimmers	Team Suit Goggles (pack an extra set) Team Cap A large water bottle Two Towels Clothing Sunscreen Folding chairs blanket or large towels Games, crafts or books to keep you entertained between events
Parents	Folding Chairs Sharpie Marker to write events on your swimmers arm A printed copy of the meet program (if provided) Highlighter to mark up the meet program Sunscreen and hats Cash for concessions Shade tents for day time meets Water or other drinks

**RULES AND ETIQUETTE**

Swimmers	<p>Check the list of suggested items and be prepared</p> <p>Cheer for your teammates</p> <p>Always respect your coaches, officials and team representatives</p> <p>DO NOT sit with coaches during the meet, sit with your teammates</p> <p>DO NOT approach officials or scorers after the meet has begun</p> <p>Report to coaches for feedback after races</p> <p>Treat others the way you would like to be treated</p> <p>Treat visiting and hosting teams with dignity and thank them for swimming with you</p> <p>Always show proper conduct during the National Anthem</p>
Parents	<p>Arrive on time</p> <p>When possible, write your swimmers events on their arms prior to arrival</p> <p>No flash photography at the start</p> <p>No photographs from behind the blocks</p> <p>Help clean up the area after the meet</p> <p>Show proper conduct during the playing of the National Anthem</p> <p>Refrain from asking questions of the coaches during the meet</p> <p>No alcoholic beverages are permitted. Alcoholic beverages usage can lead to the suspension of the meet.</p>



## TEAM EVENTS

Aside from practices and meets the team also hosts 3 major team events.

### TEAM BREAKFAST

The team breakfast is an opportunity for us to thank our coaching staff for the hard work they put in during the season. This year's team breakfast will be held on Friday, July 15. About a week prior to the date, a sign up will be sent to all families. Parents can either bring breakfast items or provide cash to purchase those items. The team breakfast accompanies a fun morning at the pool with games and open swim.

### MRYC INVITATIONAL

This club tradition is in it is the last meet of our season and the last chance for swimmers to qualify for championships. This year's Invitational is on **July 23, 2022**. This is our one mandatory meet. We ask for two volunteers per family for this event.

This time honored event has many traditions including a special visit from the club leadership, the time-honored crescendo relay and the coaches relay. On hot days even the parents are allowed to dive in.

### AWARDS BANQUET

Taking place two weeks after the Invitational the awards banquet is a club sponsored celebration for the team. The club provides, drinks, the main dish and dessert. Families provide the side dishes. Swimmers who scored the most points are given an award but there are recognitions for all swimmers and volunteers.

## VOLUNTEERING

Summer swim team is a family affair. Swim team parents play a key role in running the meets. Key positions are assigned for the entire season. Some require special training and expertise. These jobs usually go to experienced parents and are assigned at the beginning of the season. People often return year after year to the same job.

Other positions like timers and angel positions can be done by just about anyone. Timing is an easy, fun first job that puts you right in the action. Angeling (walking young swimmers to the start) is usually reserved for the parents of young swimmer.

Before the beginning of the season, the meet manager will speak with and assign the key volunteers. All others will be assigned to angel or timer positions. People in timer jobs usually do not always work at every meet — although some enjoy this job and ask to work every meet. People often find that volunteering is fun and makes the meet go faster. Some of our best volunteers are older siblings and grandparents who volunteer for the enjoyment. Please note that older siblings can get service learning hours by volunteering at a swim meet.

The day before the meet is to take place, Please check your email for your volunteer assignment. We require one volunteer per family, but some families choose to have both parents work. You can communicate that information to the meet manager

If your name is not on the volunteer list, you do not have to volunteer at that meet. Please be aware that during our own Invitational meet, we will need multiple family members to participate in setting up the event the night before as well as volunteering during the meet. Please try to refrain from taking vacation or scheduling other activities that morning.

The bottom line is this: meets are multi-faceted and there is room for all talents. Many hands make light-work...and it is a fun way to meet people and make new friends.

## VOLUNTEER JOB DESCRIPTIONS

Starter	Announces the events and runs the race starting system at all home meets. League training and certification is required for this position. This position is for home meets only.
Referee	Senior official who works with the starter to run the meet. League training and certification is required for this position. Our team only supplies the referee at home meets.
Official	Trained personnel who observe swimmers for correct form. Officials disqualifies swimmers as per league rules. We require 4 or more officials per meet. Officials are needed at both home and away meets.
Meet Manager	The meet manager is a senior staff member who staffs the meet, briefs timers and resolves problems that arise. Meet managers keep track of service and volunteer hours. The meet manager is responsible for duties at both home and away meets.
Scoring	The scorer imputes information from recorder sheets and timing system into the computer and keeps track of the score of the meet. Prints out labels for ribbons. Scorekeeper requires training and also has an assistant. This is a home meet position but there are away meet duties.
Runner	This person runs time sheets from the timers to the scorekeeper and DQ slips from the officials to the referee. The runner often trains to be the meet manager. Runners are only needed at home meets.
Awards	This individual generates ribbons for home and visiting team using computer labels, or hand-writes ribbons from computer printout. Files ribbons in team boxes. Gives ribbons and timer sheets/labels to opposing team for them to write. Awards people work during home meets.
Timers	Uses stopwatches to time races and record the times. Ten to 20 volunteers are needed per meet. Volunteers, may switch halfway. Timers are needed for both home and away meets.
Lead Angel	The lead angel is and experienced parent who helps assign the angels to their roles.
Angels	Helps help swimmers ages 7-10. Angels are assigned by age group and gender. Angels write events on swimmers' hands and escorts swimmers to blocks for races. This job is recommended for parents of young children. Angels work at both home and away meets.

Concessions	Concession workers help sell food at home meets. Concession workers may be asked to do other duties at away meets if necessary.
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## TIPS FOR ANGELS

- Upon arrival at the pool, check in with the meet manager to get supplies. Stocking up on sharpies and highlighters is helpful!
- We use the splash pad area as ‘home base’ for swimmers to be located during the meet. They can spread out their towels there and families who are not assigned a job may sit near this area.
- Write the first name and age of each child on their back shoulders (this helps the timers and angels immensely and ensures that the child is in the correct lane).
- With a Sharpie, write each swimmer’s event information on their arm. EXPLAIN what it means to the child, emphasizing the stroke(s) they will be swimming in each event. It should look something like this: (Event/Heat/Lane)

<u>E</u>	<u>H</u>	<u>L</u>
1	3	4 (free)
6	1	3 (breast)

- Walk swimmers to their events, ensuring they are in correct lanes for the correct event and heat. If this is a relay, for anyone 10 or younger, two swimmers need to be at each end of the pool.
- Make sure they have their goggles on.
- Remind them that for the BACKSTROKE they must stay on their backs until they touch the end. Otherwise they will be disqualified (DQ’d. )
- Remind them if it is a 25 or 50 meter event.

Order of strokes and other tips:

1. IM: fly, back, breast, free
2. Medley Relay – back, breast, fly, free
3. Shallow end – cannot dive
4. For in-water relay starts (breast & free), 1 hand and both feet on wall

## TIPS FOR TIMERS

- About 15 minutes before the meet is to start the announcer will call a timers meetings.
- At the timer meeting you will be given your lane assignments, and handed your equipment and told how to use it.
- You may be given two stop watches, one will be started automatically, the other will need to be started manually. Watch the light on the starter equipment to know when to start the timer. There will also be a beeping sound but looking for the light will give you a more accurate time.
- If you fail to start your watch, raise you hand and a back-up timer will switch watches with you.
- You may be given a clipboard to record the times from all the watches. Periodically a runner will come along and collect the full sheets.
- If there is no swimmer in your lane. Just stop the automatic timer as soon as it starts.
- If you are the person manning the clipboard, before the race starts, ask the swimmer their name to make sure they are in the correct lane. Younger swimmers should have their names written on their backs in sharpie.
- Do your best and have a good time. You have a front seat to the action prepare to get splashed and make new friends.

## A FINAL WORD ON KEY POSITIONS

The team relies on volunteers to make it function. Sometimes all it takes to perform a lead role is a desire to do it. If you have a special talent or skill that can help the team, talk to a board member or the meet manager. We are especially interested in people with swimming experience who can officiate. We also need people with good computer skills and people with knowledge of audio equipment.