

Ridge Seals Swim Team Handbook Table of Contents:

<u>1.0 Introduction.....</u>	<u>2</u>
<u>2.0 RSST Disciplinary Action Policy and Procedure.....</u>	<u>2</u>
<u>3.0 Swim Team Participation Ground Rules.....</u>	<u>3</u>
<u>3.1 Swim Team Registration and Fees.....</u>	<u>3</u>
<u>3.2 Refunds.....</u>	<u>3</u>
<u>3.3 Swim Team Eligibility.....</u>	<u>3</u>
<u>3.4 Non-Members of Ridge Swim Club.....</u>	<u>3</u>
<u>3.5 Practice Schedule & Rules.....</u>	<u>3</u>
<u>3.5.1 What Swimmers Need for Practice.....</u>	<u>4</u>
<u>3.6 Meet Schedule</u>	<u>4</u>
<u>3.7 Parent-Meet Obligations</u>	<u>4</u>
<u>3.8 Swim Team Apparel.....</u>	<u>4</u>
<u>3.9 Communication.....</u>	<u>4</u>
<u>3.10 Meetings.....</u>	<u>4</u>
<u>3.11 Ribbons.....</u>	<u>4</u>
<u>4.0 Obligations & Responsibilities</u>	<u>5</u>
<u>4.1 Coaches</u>	<u>5</u>
<u>4.2 Swimmers.....</u>	<u>5</u>
<u>4.3 Parents/Guardians.....</u>	<u>6</u>
<u>5.0 Meets.....</u>	<u>6</u>
<u>5.1 What Swimmers Need for Meets.....</u>	<u>7</u>
<u>5.2 Time Trials.....</u>	<u>8</u>
<u>5.3 Meet Sign-up Deadlines.....</u>	<u>8</u>
<u>5.4 Behavior at Meets.....</u>	<u>8</u>
<u>5.5 Meet Procedures.....</u>	<u>9</u>
<u>5.6 Swimmer Disqualification</u>	<u>9</u>
<u>5.7 Relay Rules.....</u>	<u>10</u>
<u>6.0 Managing Swim Meets.....</u>	<u>10</u>
<u>7.0 Social Activities & Awards Banquet.....</u>	<u>10</u>
<u>8.0 Fundraising.....</u>	<u>10</u>
<u>9.0 Glossary of Terms.....</u>	<u>11</u>

1.0 Introduction

Welcome to the summer swim season! As a member of the Frederick Summer Swim League (FSSL), you are a part of a community sports activity rich in its tradition of providing a fun and competitive community-based summer activity. Thank you for joining our Ridge Seals Swim Team!

The mission of the Ridge Seals Swim Team is to provide recreational and competitive youth swimmers with an opportunity to enhance personal fitness, improve swim stroke technique, cultivate a sense of teamwork, make friends and have fun.

RSST is not affiliated or "part of" the Ridge Swim Club. We are a non-profit 501(c)(3) organization that leases the swim lanes and lifeguards for practices, meets and events. Along with all other patrons of RSC, RSST is bound to adhere to the pool's rules and regulations which are posted at www.ridgeswimclub.com. RSST is committed to maintaining our good working relationship with the Ridge Swim Club. Violations will jeopardize the agreement to use RSC and its facility.

Several resources support RSST including annual registration fees, community sponsors, fund-raising, and most importantly, our parents/guardians! The coaching staff, the RSST Board of Directors, swimmers, and their families are essential because swimming is a "people-intensive" sport requiring all these people working together to conduct meets and team functions in sportsmanlike and competitive manners.

This handbook addresses questions that parents and swimmers may have about obligations, practices, meets, line-ups, and other RSST activities. Supporting information is available on the team website www.rsst.org and will be distributed throughout the season via e-mail. Vocabulary terms you may be unfamiliar with are in bold red and are defined in the Glossary section. Please feel free to contact a RSST board member or coach if issues addressed here are unclear or you need more explanation.

2.0 RSST Disciplinary Action Policy and Procedure

Participation and Conduct Policy – All swimmers are expected to participate appropriately during team practices and events.

Swimmers who refuse to participate appropriately during team practices or events will be subject to the four-step disciplinary procedure outlined below. In addition, if a swimmer refuses to participate and/or cooperate with RSST Coaches, Junior Coaches, RSST Volunteers, and/or FSSL representatives at any time, or behaves in a disruptive manner, parents may be notified and the swimmer will be required to leave the practice or event premises immediately.

Disciplinary Action Procedure:

Step 1: Verbal Warning – Parents and swimmer will be notified verbally that the swimmer is exhibiting unacceptable behavior, and the unacceptable behavior will be clearly defined.

Step 2: First Written Warning – Parents and swimmer will be notified in writing that the swimmer is exhibiting unacceptable behavior, and the unacceptable behavior will be clearly defined. Parents and swimmer will be required to participate in a conference with the coach and at least one swim team representative as soon as possible. The purpose of the conference is to jointly develop a plan for successful swimmer participation. The conference and plan must be completed before the swimmer may resume active participation. At the discretion of the team, a parent may be required to be present for some period of time during team activities to ensure success.

Step 3: Second and Final Written Warning, Including One Week Suspension – Parents and swimmer will be notified in writing that the swimmer continues to exhibit unacceptable behavior, and the unacceptable behavior will be clearly defined. Swimmer will be suspended from all team activities including swim practices, swim meets, and team social events for one week. Parents and swimmer will be required to participate in a conference with the coach and at least one swim team representative as soon as possible after the one week suspension period. The purpose of the conference is to jointly review the participation plan and modify it as needed to ensure successful swimmer participation, and must be completed in order to resume active participation. A Parent may be required to be present at team activities for some period of time to ensure success.

Step 4: Notice of Expulsion – In the unfortunate circumstance that previous efforts to ensure appropriate behavior have been ineffective, the Board of Directors may choose to expel the swimmer from the team, and the swimmer will not be permitted to participate in any RSST team functions from that point forward. In the event a swimmer is expelled, no refunds for any of the team participation fees will be given.

3.0 Swim Team Participation Ground Rules

The RSST Board of Directors has determined these ground rules to provide a basis for understanding and conducting RSST swim meets and related activities.

3.1 Swim Team Registration and Fees

The RSST Board of Directors sets annual fees each year that must be paid by each swim team member and family before the established deadline. Swimmers will be ineligible to attend any swim team practices or functions until all fees and registration forms have been submitted.

Yearly team registration is announced via e-mail and through the local newspaper. All required registration forms, procedures, and deadlines are available online at www.rsst.org. Annual fees are a primary source of operating revenue.

Payment is due in full via credit card at time of registration.

3.2 Refunds

There are NO refunds after Time Trials unless a physician certifies a medical condition. Refunds will be prorated from the first day of RSST practice. \$25 Family Registration fee and late fees are non-refundable.

3.3 Swim Team Eligibility

Any family who is currently a member in good standing of the Ridge Swim Club and non-members are eligible to join RSST. The swimmer must not be older than 19 on June 1, 2011, and must be able to swim 25 meters Freestyle. Swimmers and their families must comply with regulations, obligations and responsibilities covered in this handbook and rules of the Ridge Swim Club.

3.4 Non-Members of Ridge Swim Club

Non-members of RSC must show their swim tag at the front desk prior to practices and events. Parents/guardians may sit in the covered patio or grass area to wait for swimmer to finish practice. **Non-members are only at the pool during practices, meets, or social activities and are NOT permitted to swim for leisure prior to or after practices; violations will jeopardize swimmer's eligibility on the team.**

Siblings and relatives of non-members may not use the pool during practices unless they are a sponsored and paying guest of a RSC member. Please contact RSC directly through www.ridgeswimclub.com to find out how to obtain a RSC family membership. Swimmers and their families are invited to swim during RSST social events.

3.5 Practice Schedule & Rules

RSST practices Monday through Friday during the season. Practices are an integral part of the competitive swim program and they help build swimmer's technique, stamina, and team spirit. All team members are encouraged to practice regularly with the team. The Head Coach may set a requirement for a minimum number of practices each swimmer must attend each week of the season.

Practices will be held each weekday afternoon until school is dismissed for the summer. After school is dismissed for the summer, practices will be each weekday morning. Weekday evening practice for those with daycare, summer camp, or work conflicts is available with prior arrangements with the coach. The practice schedule will be determined; it will be e-mailed to registered swimmers and available on the website.

One parent/guardian must stay on-site with swimmers under the age of 12 during practice times. If swimmers over 12 years old are dropped-off for practice, please be considerate and pick up on time. After-practice supervision is not the responsibility of coaches or the BOD.

Please review the Code of Conduct with your swimmer.

3.5.1 What Swimmers Need for Practice

Swimmers should be ON-TIME and have their suits, cap, and goggles on and ready to use by the beginning of practice. Swimmers should label their property with an indelible marker. They will need the following:

- , Sweatshirts and pants, especially at the beginning of the season when it is cooler
- , Practice suit – save the team suit for competition
- , Towel - it is recommended to bring at least two
- , Cap, Goggles, & Fins - please make sure ALL equipment & towels are marked with swimmer's name!
- , Drink bottle with water, sports drink or fruit juice - only water is allowed on the pool deck, however
- , Gym shoes, in the event of dry-land training during cooler days

3.6 Meet Schedule

The purpose of all meets is to provide swimmers with the opportunity to participate in team competition in a fair and wholesome environment and to encourage friendly team competition at the neighborhood pool level. Meets are typically held Saturday mornings. The schedule and directions to away meets are available on the team website when finalized by the league.

3.7 Parent-Meet Obligations

All parents/guardians of swimmers are required to fulfill meet obligations in order for their child to participate with RSST. Complete information is available on the website under Parent-Meet Obligations Information describing the policy and positions available.

3.8 Swim Team Apparel

All members of the team are requested to buy and wear the established RSST suit and cap at all swim meets. Wearing the team suit at scheduled swim meets is very important for team morale and contributes significantly to team spirit. Team suits and swim caps with the logo of other teams should not be worn to a meet. Caps are required for boys and girls with long hair. Goggles and flippers (fins) are other required swim team equipment. Girls suits must cover the midriff (no bikinis/tankinis).

3.9 Communication

E-mail is the **primary** communication method of RSST. Parents are held responsible for checking e-mail for team updates and for keeping **VERIFIED** email addresses in their account. Website updates, and flyers on the bulletin board in the RSC lobby are other ways RSST uses to communicate. Please check with your child after practice for any additional new information from the coach. Check e-mail for practice cancellations due to weather which may occur when a sudden storm approaches the area.

Parents must refrain from approaching coaches during practices and during meets so the coaches may perform their duties during these times and not be distracted from swimmer safety. Please address concerns regarding your swimmer prior to or after practice with the coach, schedule a meeting, phone, or e-mail.

Parents must direct ALL complaints or issues to the RSST Board of Directors President or FSSL Team Representative only. The President is also the liaison to the RSC and will handle issues brought to his or her attention.

3.10 Meetings

The RSST Board of Directors sponsors one general meeting prior to the first practice to answer parent and swimmer questions, meet the coaches, and address problems or concerns. A second meeting will be held in conjunction with the annual awards banquet at the end of the season to elect a new BOD.

3.11 Ribbons

Swimmers are encouraged to attend "ribbon presentation" by coaches at the designated practice. At that time, coaches announce ribbon winners from the previous swim meet. It is a time to celebrate swimmer accomplishments and is meant to bolster team spirit. RSST maintains a file box containing a folder for each family. Ribbons will be placed in the files and files should be checked if you are unable to attend the presentation.

- o Please re-file ribbons correctly if ribbons have accidentally been placed in the wrong folder.
- o Look before, after, and UNDER your file if your swimmer is missing ribbons from a meet.
- o Return any mislabeled or duplicate ribbons to the Ribbon Coordinator. Do not destroy.

4.0 Obligations & Responsibilities

4.1 Coaches

The coaches will be responsible for the obligations written in the bylaws and in their individual contracts. The Head Coach is responsible for posting meet line-ups on time as described in the 5.0 Meets section of this handbook. The FSSL Team Representative will review the line-ups before posting, for the sole purpose of establishing that all swimmers are eligible to swim their **events**. Coaches are responsible for meeting with the IT Specialist on Wednesday evening before the meet to post the line-up, and submit Divisional and **All-Star** line-ups, as well.

4.2 Swimmers

In addition to the Code of Conduct signed at time of registration, swimmers have the following responsibilities to RSST and their teammates:

1. All swimmers are expected to respect **all** coaches during practices, meets, and all other swim team functions and adhere to the RSST Disciplinary Policy and Procedure outlined in section 2.0. and Comply with all FSSL rules and regulations.
2. Swimmers will display courteous and sportsmanlike behavior at all practices, meets and at all other team events. RSST has zero tolerance policies for un-sportsmanlike behavior.
3. Swimmers will not use any controlled substances, including illegal drugs, alcohol or tobacco, at any team activities.
4. At all practices, home meets, and away meets, swimmers will leave the RSST area in the same condition in which they found it.
5. Swimmers should attend one practice daily. Coaches may excuse swimmers from attending daily practice who train with a USA Swimming club, but every swimmer should attend at least one RSST practice per week. Swimmers are encouraged to participate in other RSST events.
6. Swimmers are expected to be ON-TIME with suits, cap, and goggles on and ready to use by the beginning of practice and pre-meet **warm-ups**.
7. Swimmers are expected to sign-up or decline to be included for an upcoming meet by the deadline given. *If the entries aren't in by the deadline, there's not much the coaches can do to change a line-up. The host team HAS to have that information by a deadline and programs are printed up prior to any meet.*
8. During meets:
 - a) Swimmers must stay in the designated RSST area. They must talk to one of the coaches before leaving the area for any reason. This is an important rule to promote safety at all swim meets.
 - b) Swimmers will not decorate their bodies with indelible marker, pen, or paint as 'war paint,' drawings, or messages of any kind except to write **event, heat and lane** seating on the swimmer's hand, if desired.
 - c) Restroom facilities and unused pools are not to be used for "water play," roughhousing, or unsupervised.
 - d) Once entered in a meet, a swimmer will swim in all events he/she is entered, unless unable to do so for medical or other emergency reasons.
 - e) Swimmers are expected to know their event, heat, and lane numbers; be ready to report to the **Clerk of Course** when events are called.
 - f) Swimmers will stay out of the leisure and baby pool during meets.
9. Swimmers will give the coach written notification, as far in advance as possible, if they must miss a meet or leave a meet early. When a swimmer fails to do this for meets, there will be an empty lane resulting not only in loss of points for the team, but also it deprives another deserving swimmer, who has worked hard and wants to be in a meet, from participating.
10. Swimmers are responsible to report the information they receive from the coaches at practices to their parents.
11. Swimmers are responsible for checking the Bulletin Board for changes and new information regarding RSST events.
12. Swimmers should have plenty of rest before a meet.
13. Each swimmer is responsible for respecting the property of other swimmers on their team and opposing teams.
14. Swimmers should take the initial responsibility to discuss with the coaching staff questions he/she has about performance, meet line-ups, or practice.

4.3 Parents/Guardians

Parents/Guardians have the following responsibilities to RSST and their swimmer(s):

1. Parents are responsible for checking e-mail for swim team announcements and updates.
2. Parents/Guardians must ensure that their swimmers respect **all** coaches and understand and support the team Disciplinary Action Policy and Procedure and Code of Conduct.
3. Parents must demonstrate good sportsmanship during meets and direct their children to behave in the same manner.
4. Parents need to understand that their child will not be included in a meet if signup deadlines have not been met as described in section 5.3.
5. Parents are expected to assist in the operation of meets, to attend meets, and provide support and encouragement to all the swimmers as per the Parent Meet Obligation requirement.
6. Parents/Guardians sign up for duties at meets and may be assigned where needed. If jobs are not filled, the Meet Coordinator will assign parents/guardians as needed.
7. If you cannot make it to an assignment you have signed up for, **you** are responsible to find a replacement and notify the Meet Coordinator of your replacement.
8. All Parents assigned to a meet must sign in with the Meet Coordinator to receive credit. \$100 check will not be returned if obligations are not met.
9. As a volunteer, parents/guardians must comply with all FSSL rules and regulations.
10. Parents must notify coaches promptly regarding a swimmer's absence from practices and meets. Written notification should be given to the coaches at least two days prior to a meet, if an entered swimmer is going to miss a meet.
11. Parents must direct all complaints to the RSST BOD President or FSSL Team Representative and will maintain a courteous manner toward the coaching staff at all times.
12. As a courtesy to coaches and swimmers, parents must refrain from approaching coaches during practices and during meets, so the coaches may perform their duties during these times.
13. Parents must inform the Head Coach and the RSST BOD President promptly when their swimmer(s) elect to quit the team.
14. Parents must pick up swimmers promptly from practice. After-practice supervision is not the responsibility of coaches or the BOD.

5.0 Meets

FSSL enrolls over 1,500 swimmers through teams within Frederick County and provides competitive structure by boys' and girls' age groups, including both individual and relay events. The meets are FSSL sanctioned and are operated in accordance with FSSL rules.

Meets are typically held Saturday mornings with warm-ups at 7am for the home team or 7:30am for visiting team prior to the 8:00 am start of the meet. Depending on team sizes, the meets typically run until about 12:30 pm. Points are awarded for first, second, and third place finishes; the team with the most points wins the meet. Ribbons are awarded through 12th place and participation ribbons are awarded beyond 12th place.

The Division Championship Meet is the last meet of the regular season and the **All-Star** Meet, for swimmers who meet qualifying times and requirements, is the last event of the season. Qualifying times will be available on the swimfssl.com website.

The schedules and directions to away meets once set by the league will be posted to the team website.

Order Of Events:

BOYS	EVENT	GIRLS
1	15-18 50 Free	2
3	13-14 50 Frdd	4
5	11-12 50 Free	6
7	9-10 25 Free	8
9	7-8 25 Free	10
11	6 & Under 25 Free	12
13	15-18 100 IM	14
15	13-14 100 IM	16
17	11-12 100 IM	18
19	10 & Under 100 IM	20
21	15-18 50 Breast	22
23	13-14 50 Breast	24
25	11-12 50 Breast	26
27	9-10 25 Breast	28
29	8 & Under 25 Breast	30
31	13 & Older co-ed 200 Medley Relay	32
33	12 & Younger Co-ed 200 Medley Relay	34
35	10 & Younger Co-ed 100 Medley Relay	36
37	13-14 50 Back	38
39	11-12 50 Back	40
41	9-10 25 Back	42
43	7-8 25 Back	44
45	6 & Under 25 Back	46
47	15-18 100 Free	48
49	13-14 100 Free	50
51	11-12 100 Free	52
53	9-10 50 Free	54
55	8 & Under 50 Free	56
57	15-18 50 Fly	58
59	13-14 50 Fly	60
61	11-12 50 Fly	62
63	9-10 25 Fly	64
65	8 & Under 25 Fly	66
67	Crescendo 200 Free Relay:	68
	8 & Under 25	
	10 & Under 25	
	12 & Under 50 Free	
	13 & Over 50 Free	
	13 & Over 50 Free	

5.1 What Swimmers Need for Meets

- Team suit. A team suit is not mandatory, but contributes to team morale. Team suits and swim caps with the logo of other teams should not be worn to a meet.
- Sweatshirts and pants, especially at the beginning of the season when it is cooler; rain gear if it is raining.
- Towel(s) - it is recommended to bring at least two. Many swimmers like to bring one to sit on and one to wrap
- Swim Cap
- Goggles, plus extra pair incase of breakage (and they do, when you least expect it!)
- Sharpie pen – please write event, heat, and lane on back of hand (See section 7.5 Procedures)
- Drink bottle with water, sports drink or fruit juice
- Snacks: Fruit, granola-type bars, trail mix, muffins & bagels. No candy, soda, chips, donuts or money for the concession stand.
- Playing cards or small games and books. Swimmers need things to amuse themselves while waiting in the team area.

- Umbrella or shade tent of some kind for parents/guardians-Do not expect to set your chair directly at the pool side for the meet - you will be asked to move to the designated area.
- Sunscreen
- Team Spirit! Cheers and good sportsmanship!

5.2 Time Trials

Time Trials are held one Saturday at RSC before the first official meet of the season and serve several purposes:

- To establish beginning **seed times** for each swimmer in each event
- To introduce new swim team members and parents to the general organization and running of meets
- To allow newly certified **Stroke & Turn**, Referee and **Starter officials** to practice their roles

Swimmers are encouraged to try all of the strokes at Time Trials, even if they are not certain of being legal in a particular stroke. Time Trials are run like an official meet but it is not in competition with another team. Only RSST swimmers participate.

5.3 Meet Sign-up Deadlines

All swimmers are expected to sign-up or decline to be included for an upcoming meet by the **DEADLINE** assigned. If the swimmer has not signed up for the upcoming meet by the deadline, he/she will **not** be included in the meet line-up. It is the swimmer's responsibility to sign up for a meet by the deadline. Sign-up forms are posted on the team bulletin board at the pool or you can notify the coach via e-mail. If the coach does NOT hear from you, your swimmer will NOT be entered in the meet.

***Note:** If the entries aren't in by the deadline, there's not much the coaches can do to change a line-up. The host team HAS to have that information by the deadline. You wouldn't believe how much juggling is required to just get the normal entries into the computer, and then configure relays, combine heats if needed, and all of that little stuff. Add one or two late-entry kids and all of their entries and you can easily add another 2 hours or more in setup time. And that doesn't even touch the fact that the opposing team entries need to be merged with our entries, and all of the heat sheets and programs have to be printed and assembled a day ahead of time. Yes, it's a LOT of work.*

Final meet line-ups will be posted via e-mail or website no later than noon Friday before the meet. Results from meets will be posted via e-mail or website no later than 6 pm on Sunday after the Meet.

Swimmers will give the coach written notification, as far in advance as possible, if they must miss a meet or leave a meet early – do not wait until the day of the meet to do so! When a swimmer fails to notify the coach, there will be an empty lane resulting not only in loss of points for the team, but also it deprives another deserving swimmer, who has worked hard and wants to be in a meet, from participating.

Once entered in a meet, a swimmer will swim in all events that he/she has entered, unless unable to do so for medical or other emergency reasons.

5.4 Behavior at Meets

It is important that swimmers and their families are aware of the Disciplinary Action Policy and Procedures, Code of Conduct and all Obligations and Responsibilities. Everyone must demonstrate behavior that will uphold the good reputation of RSST at a meet. Poor behavior reflects negatively on the team, community, and can jeopardize our relationship with RSC & FSSL.

Swimmers must stay in the designated RSST area. They must talk to one of the coaches before leaving the area for any reason. This is an important rule to promote safety at all swim meets.

All swimmers are expected to know their event numbers, heat, and lane, and be ready to report to the **Clerk of Course** when their events are called. This is why it is recommended to write events, heats, and lanes on swimmer's hand.

Swimmers will not decorate their bodies with indelible marker, pen, or paint as 'war paint,' drawings, or messages of any kind except to write event, heat and lane seating on the swimmer's hand, if desired.

Restroom facilities are not to be used for "water play," roughhousing, or unsupervised.

Once entered in a meet, a swimmer will swim in all events that he/she is entered, unless unable to do so for medical or other emergency reasons.

Swimmers will stay out of leisure/baby/unused pools during meets.

Swimmers and their families will respect assigned boundaries of seating areas at home and away meets. Please set up chairs and umbrellas only in designated areas. The pool deck area is reserved for spectator viewing only. Do not expect to set your chair directly at the pool side for the meet - you will be asked to move to the designated area.

Team Spirit is expected. Bring your cheers and join in any RSST team cheers. Have Fun!

5.5 Meet Procedures

- Check in with the Junior Coaches upon arriving at pool at least 20 minutes before **warm-up** time
- Home team warm up is first at 7am; visitor warm up is at 7:30am
- Set up chair and umbrella in designated team area; purchase a **program** from the host team.
- Parent/guardians check-in, receive lanyard, stop-watch, and/or directions if assigned to work to meet
- Swimmers should have events, heats, and lanes written on back of hand prior to warm-up. This information will be sent via e-mail the day prior to a meet in the following format from the team's IT Rep and also will be found in the program:

Carter, Jeremy – Male – Age 8 -ID#: 080400JERDCART – DOB: 8/4/2000 – Ind/Rel:4/1					
#9 Boys 7-8 25 Free	21.91	4/3	#29 Boys 8&U 25 Breast	42.81	1/5
#42 Boys 7/8 25 Back	28.88	3/5	#65 Boys 8&U 25 Fly	28.62	1/3
#34 Mixed 8&U 100 Medley	NT	1/5			
Relay (3)					

On the back of his hand should be written the following:

Ev	H L
9 25 FR	4 3
29 25 BR	1 5
34 Relay	1 5
42 25 BK	3 5
65 25 FL	1 3

- Head coach will direct warm-ups
- Swimmers should get towel and report to team area directly after warm-up
- Head Coach will gather team together for relay assignments, pep talk, cheers, and further instructions
- Welcome and National Anthem played over PA
- Swimmers will be lead to or report directly to **Clerk of Course** area which is the area in which volunteers assemble swimmers into chairs in their correct order for event, heat, and lane as the meet progresses.
- After swimming event, swimmers should immediately report to coach for feedback or back to team area until next his or her next event is gathering at **Clerk of Course**.
- Stay hydrated and apply sunscreen liberally throughout the morning
- Help clean up after meet is over.

5.6 Swimmer Disqualification

There are many reasons for the official **disqualification (DQ)** of a swimmer at meets. The official time and place of any disqualified swimmer or disqualified relay team will not be recorded in the results of that event. Those individuals or relay teams that have been disqualified do not score points. The Referee, on the basis of official rule infractions as observed by other deck **officials** or the Referee, determines DQ. DQ decisions of the Referee are final. Parents and swimmers may not approach or attempt to discuss DQ with the deck official making the call. Parents or swimmers with questions about a call will be directed to the Referee after the meet. DQ does not entitle a swimmer to swim makeup the event.

Reasons for disqualifications are as follows:

1. Stroke infractions.
2. False start.
3. Failure to report to the **Clerk of Course** when an event is called. This call is made at the discretion of the Referee.
4. The Referee shall consider any swimmer who acts in an UN-SPORTSMANLIKE MANNER within the swimming venue for appropriate action or penalty.
5. Failure of a swimmer to start and finish the race in his or her assigned lane.
6. Standing on the bottom during a freestyle event shall not disqualify a swimmer, but he or she must not leave the pool, walk on or spring from the bottom. Standing on the bottom in any other stroke will result in disqualification.
7. Obstructing a swimmer by swimming across or otherwise interfering shall disqualify the offender, subject to the discretion of the Referee.
8. Any swimmer not entered in an event heat who enters the pool before all swimmers have completed the race shall be disqualified from his/her next scheduled competition.

9. Dipping goggles in the water or splashing water on the swimmer's face or body before his/her next event *shall not* be considered as entering the pool, unless the Referee finds that such action is interfering with the competition. *Check with the Referee before you splash and dip.*
10. Should a foul endanger the chances of success of a swimmer, the Referee may allow him/her to re-swim the race. In case of collusion to foul another swimmer, the Referee may, at his/her discretion, disqualify the swimmer(s) for whose aid the foul was committed, as well as the swimmer doing the fouling. A foul most commonly committed is hitting or kicking a swimmer in an adjacent lane.
11. No swimmer is permitted to wear or use any device or substance to help his/her speed or buoyancy during a race.
12. Backstroke starts are not permitted from skimmers below the surface of the water.
13. Stand-up backstroke starts and pike dives are unsafe and will result in disqualification.

5.7 Relay Rules

1. No swimmer shall swim more than one leg in any single relay event.
2. A swimmer (other than the first swimmer) shall not start until his/her teammate has finished his/her leg of the relay race. A swimmer's feet **MUST NOT** lose touch with the deck before his/her preceding teammate touches the wall.
3. A relay team shall be disqualified if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before **ALL** swimmers of **ALL** teams have finished the race

6.0 Managing Swim Meets

Approximately 40-50 parents/guardians are needed to run each meet! These duties are usually split between the teams, and parent/guardian participation is necessary. Additional information is available in the Parent-Meet Obligation Information documents on the website.

Meet Official Positions Requiring Certification

Parents are needed to fill the following Meet Official Positions requiring certification from the FSSL:

- , Stroke & Turn Judge
- , Starter
- , Referee

Dates and times for Stroke and Turn, Referee, and Starter FSSL certification clinics will be posted on the website as they are announced. It is mandatory to attend one session. Stroke and Turn sessions are presented first, followed by the Starters/Referees session.

7.0 Social Activities & Awards Banquet

Periodic social activities to promote team spirit and competitiveness are held during the summer. Since practice time is valuable, it is important that swimmers don't use that time as "social time." The planned social activities are to encourage friendships and team bonding outside of practice time. Check the website for planned activities and watch for e-mail announcements!

Previous year's events have been: Pot Luck and Picture Night, Ice Cream Social, Teen Night, Pizza Night, MAVFC parade participation, and the Awards Banquet. Swimmers and their family may swim at the pool during events.

8.0 Fundraising

RSST looks to be able to manage its finances in providing its amateur youth swim team with quality coaching, awards, equipment maintenance/replacement, and pool rental through sponsorship and fundraising efforts above what is collected for registration fees.

As a result, RSST has developed a proactive, community minded approach to fund-raising and obtaining local sponsorship. Efforts of the fundraising committee are carried out completely by volunteers, who are the parents/guardians of the swimmers. See the website and e-mail announcements for additional details.

9.0 Glossary of Terms

Age Groups – In our FSSL summer swim league, competition is primarily broken into age groups. Events are typically swum as 6 & under, 7-8, 9-10, 11-12, 13-14, 15-18. Some events may have 8U or 10U groups and combined age group relays.

All-Star - A "STAR" is earned when swimmer has qualified for All-Star Meet. Qualifying times for All-Stars is listed at the top of each event in the program. All-Star meet is held the last Saturday in July and is League wide with qualifying swimmers from all divisions competing against each other.

Clerk of Course - The person who is in charge of the area where swimmers report prior to their event. Our clerk of course guidelines allows us to keep our swimmers within the team area, and ensure that swimmers do not miss their events.

Course - The length of the pool where the competition is being conducted. SHORT COURSE (SC) competitions are conducted in 25 yard or meter pools. This is the common course for High School or Collegiate competitions and is also typical for the Frederick Summer Swim League.

Dual Meet - A competition conducted between two teams. Age groups and events are agreed to by both teams prior to the competition. This is the primary source of competition for the Frederick Summer Swim League.

DQ-(Disqualified) - A term used when a swimmer is disqualified from a race. There are many reasons a swimmer can be disqualified. If this happens to your swimmer, don't be upset! It happens to all swimmers and swimmers learn from their mistakes. The Stroke and Turn judge typically will disqualify a swimmer when a swimmer has not satisfied the qualifications of a particular stroke.

Event - A specific race at a given distance, stroke and age group. For example, Event #38 Women 50 Backstroke 13-14, or Event #55 Men 50 Freestyle 8 & Under.

Heats - The method used to sort swimmers within an event. The number of heats in a given event is determined by the number of entrants and the lanes available for competition. Swimmers are either grouped by times from slowest (first heat) to fastest (last heat).

Program - Lists all events, heats and lane assignments for the competition. Competitor's names, ages and club affiliations are provided as well.

Example:

Event 57 Men 15-18 50 SC Meter Butterfly					Explanation: This Event 57 is the Men's ages 15-18 50 Meter short course Butterfly}
Lane	Name	Age	Team	Seed Time	
Heat 1 of 2					
2	Kybekm Z	15	RNR-MD	40.63	Aaron Szukalski is a 15 year old from the Robin Meadows Racers team in Heat 1, lane 3. His best time this season is 43.74 seconds for this event.
3	Szukalski, Aaron	15	RMR-MD	43.74	
4	Evans, Jace	16	RSST-MD	48.25	
Heat 2 of 2					
2	Gibbons, Matt	18	RMR-MD	35.98	
3	Basham, Bryan	15	RSST-MD	37.23	
4	Long, Matt	17	RMR-MD	32.60	
5	Regulinski, Russ	16	RSST-MD	42.75	

Officials - Persons in charge of conducting a competition. Usually in white, they are positioned around the pool and are responsible for insuring each race is conducted according to U.S.A. rules and regulations, and each swimmer is performing the start, stroke, turn and finish in accordance with the rules and guidelines established for that stroke. Parents who are interested in becoming an official should contact a board member.

Seed Time- or entry time, the time submitted by a swimmer for a particular event. The time will determine the swimmer's heat and lane assignment for that event. The time should reflect the swimmer's best time in that event at the time of submission. If a swimmer has not competed in the event submission of a "no time" (NT) is proper. Swimmers will be seeded using Meet Manager. Dual meets will be seeded using odd and even lane assignments (not "forced" odd/even assignments) for host and visiting teams. Host team will determine which team will swim in odd/even lanes. All other meets will be seeded based strictly on entry times. Heats containing swimmers from only 1 team will fill open lanes

Starter - The league official who is responsible for starting each heat, insuring all swimmers get an equal advantage at the start of the race and calling the next heat to the starting blocks.

Stroke & Turn Judge - The league official who is responsible for insuring swimmers adhere to stroke / turn rules governing that particular stroke / event.

Warm Up - A process where swimmers prepare for a competition. Usually conducted as a team, each swimmer prepares their muscles, cardiovascular system as well as their minds (focus) for the upcoming challenge of the day