

MEADOWBROOK MAKOS SWIM TEAM

TEAM HANDBOOK

2019 Season

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Welcome to the Meadowbrook Makos Swim Team!

Whether you are a first time swimmer with us or you have been a team member for years, we hope this handbook will provide an easy reference for all the important information that you will need to have a fun and successful season!

Our mission has always been to provide a safe and fun environment for swimmers of all skill levels to learn proper swimming techniques, good sportsmanship and experience team competition. We stress individual improvement within the framework of the team setting.

The Meadowbrook Makos are a part of the Prince William Swim League (PWSL). All policies and procedures of the PWSL are centered on providing a safe, fair, and athletically challenging program for all swimmers while developing the principles of good sportsmanship, advanced swimming skills, and teamwork.

The PWSL is divided into eight, three-team divisions: For information about divisions see the PWSL website at: www.pswim.com

Swim Team Board of Directors

President & League Rep	Eileen Rehrig	eileen.rehrig@gmail.com
Vice President	Mark Pahls	markswimbod@gmail.com
Treasurer	Cynthia Kennedy	cinkennedy@hotmail.com
Secretary	Kari Cassedy	kdkcassedy@verizon.net
Communications	Jennifer Smith	jennifer.c.smith5@gmail.com
Computers	Lisa Marks	lmmarks2005@yahoo.com
Meet Manager	Jean Meink	jtmeink@comcast.net

Swim Team Coaches

Head Coach	Bradley Morrison	bradm90@vt.edu
Assistant Coach	TBD	

Junior Assistant Coaches

TBD

Volunteer Swimmer Coaches (to assist with Minnows)

A call for volunteers will be announced as we get closer to the start of the season

Swim Operations Key Positions –

As an incentive for the additional work that goes into planning, training and performing in these roles throughout the season, volunteers for the Lead Volunteer and Sub-Committee positions receive a reserved parking space at all of our home meets.

(Leads – these individuals serve as advisors for volunteers throughout the season)

Head Official – Peter Nguyen

Head Timer – **Volunteer Needed**

Head Scoring – Jennifer Smith

Clerk of Course – Shayna Russo

Meet Announcer – Paul Quimby

Sub-committees

Spirit Wear/Suits – Karen Gerhart, Kari Cassedy

Pep Rallies – Jessica Lawson, Kathy Quimby

Social Events – Amy Jo Rotante, Nicole Hawver

Senior Recognition – Kelly Tully

Concessions - Scott Ames

Banquet – Kathy Quimby

Newsletter – Donna Waiss

Ribbons – Donna Waiss

Volunteer Requirements

There are many ways for families to participate in the success of the swim team program. First and foremost, supporting your swimmer(s) by getting them to practices on time, encouraging them to do their best, and showing up when they swim in a meet and support the team.

Beyond that, a swim meet is a huge volunteer effort. It takes approximately 300 man-hours to run a meet and every family is expected to help out in some way. The following is a **partial** list of the opportunities to lend a hand. Ask Jean Meink, jtmeink@comcast.net, if you want to know more!

Meets

Meet Parking Marshall

Timers

Recorders/Scorers

Runner

Clerk of Course

Stroke & Turn Judge

Referee/Starter

Heat Ribbons

Purchase Concessions

Sell Concessions

Grill for Concessions

Water & Supply Runner

Training for lead meet operations positions will be held during the first two weeks of practice (dates/times to be announced). Those attending pep rallies will be asked to assist with deck setup for home meets. Deck cleanup will be assigned on a rotating basis based on last name/alphabet at the end of each home meet.

Important Dates and Times

Practice Schedule

May 28– June 11(Monday – Thursday)

Minnows – 6:00 - 6:30 pm
8 and under – 6:00 – 6:30 pm
9-10 age group – 6:30 – 7:15 pm
11-12 age group – 6:30 – 7:15 pm
13-14 age group – 7:15 – 8:00 pm
15-18 age group – 7:15 – 8:00 pm

June 12 – July 26(Monday – Friday)

Minnows – 9:00 – 9:30 am
8 and under – 8:45 – 9:45 am
9-10 age group – 7:50 – 9:00 am
11-12 age group – 7:50 – 9:00 am
13-14 age group – 9:35 – 10:45 am
15-18 age group – 9:35 – 10:45 am

Clinics -Tuesday and Thursday evenings, 6-8 pm after June 11

Meet Schedule

(Pep Rallies & "Shark Attacks" will be the Friday night before Home Meets only)

June 8 – Time Trials – Meadowbrook Woods Pool
June 15– Home v Stonewall
June 22 – Home v Westridge
June 29 – Home v Southbridge
July 6– Away v Old Bridge
July 13– Away v VA Oaks
July 20– Away v Dale City
July 29 – Black Divisional Meet – at Stonewall (VA Oaks)

TBD – Minnow Meet date

Summer Social Events (dates subject to change)

- June 18 – Rock Climbing@Vertical Rock
- June 26 – Skyzone
- July 2 – Makos Minute to Win it Challenge
- July 9 – Makos After Dark (Night Swim)
- July 15 – Canoeing/Kayaking (teens)
- July 16 – Laser tag, Mini golf or bowling (younger AG) TBD
- July 20 – Waterworks 7-9PM
- July 27 – Awards Banquet

Spirit Wear/Registration Information Session – March 30, 9-11AM (Clubhouse)
New Parent Meeting – TBD 6:30 pm – Meadowbrook Woods Clubhouse

Minnows

This program is specifically designed as a precursor to swim team for younger children who are not yet ready for competition swimming.

While there is no minimum age requirement for this program, the following criteria must be met.

- Child must be potty trained
- They must pass the swim test (described below) during the first week of practice
- They must be able to separate from parents (will be within eyesight)
- Must be able to follow instructions

In general, the minnows must be comfortable in the water and working with adults and young adult volunteer coaches vs. their own parents (parents are not allowed in the pool). It is imperative that parents self-screen their children to determine if it is appropriate for them to be a part of this program based on this criteria.

Typically we see kids as young as 4 to about 7 in our program, with the older ones making quick progress onto the main swim team.

The Minnow program is NOT intended to replace regular swim lessons.

During the first week of practice, new swimmers to this program will be tested to determine their final eligibility (if not, a full refund for your swimmer will be provided). They must be able to swim to a coach for about 5 yards (to the flags) in a swimming fashion (staying towards top of water, kicking, using arms in any fashion) and able to hold breath underwater.

During our 30 minute practices, we work on freestyle and backstroke, kicking, breathing, body position, streamlining, starting and distance to build towards crossing a 25 meter pool in under a minute.

Once that goal is met with confidence, we encourage our young swimmers to join the rest of the team at meets and try to race with the other 8 and under kids in the freestyle 25 meter event. We also hold a Minnow meet at the end of the season so they can give racing a try in a relaxed setting. Even if the swimmer has not reached

the 25 M distance in freestyle, we custom design events so every swimmer can participate.

Some things to help your swimmer succeed in the Minnow Program:

1. Parents need to stay in the vicinity during practices, but may not enter the pool.
2. Parents need to support the efforts of the coaches to get the kids to follow the rules and stay safe.
3. Properly fitting goggles are very important.
4. Each child works at his or her own pace. We want them to enjoy their first experience with the swim team.

Our main focus in the Minnow Program is the following:

- Your child's safety.
- Getting them the stamina and endurance to cross the pool in under a minute and if possible getting them to try a real race.
- Focus on Freestyle and Backstroke including proper body position, kicking, breathing, and streamlining.
- Once ready, starts are also taught.
- To have FUN!

The Minnow program is the overall responsibility of the Makos Head Coach. Daily practices are run by the Assistant head Coach Lead for the Minnow program. Additional volunteer swimmer coaches (minimum age 14 and rising 9th grader) assist with running the practices and monitoring for child safety. While every effort is made to ensure enough coaches are available for every practice, because these are unpaid volunteers, this cannot always be guaranteed. Swimmer safety is our top priority. The Assistant Head Coach will determine at the start of each practice the appropriate swimmer to coach ratio based on the skills of the swimmers and coaches to determine how many may be in the pool at any one time: as such, there may be times when swimmers are asked to sit on the wall and wait until their turn to swim. Swimmers must follow these instructions.

The decision to move a Minnow to the competition team will be determined by the Head Coach following a recommendation from the lead Assistant Coach and communicated with the parent/swimmer. This could happen at any time during the season, depending on the swimmer's readiness.

Near the end of the season, we hold an unofficial "Minnow Meet" to acknowledge everyone's hard work during the season. Minnows who have advanced to the regular team during the season are included. This allows children who haven't made the jump to actual meets to get a taste of multi-lane racing. Awards are presented to all swimmers at the team's end of season Awards Banquet.

All swimmers competing in the minnow meet get at least a good swim ribbon and possibly a time improvement ribbon. Ribbons are also awarded to minnows who finish legally in Freestyle and Backstroke events based on time.

Please remember our youth coaches are volunteers and part of the regular swim team. We hope that the older swimmers will bond with the younger ones and help mentor them in their growth with the team.

IMPORTANT NOTICE: Parents must be present at the pool during Minnows practice times!

Coaching and Practices

The Makos' coaching staff is dedicated to helping every swimmer be their best. To achieve this goal, coaches, swimmers and family members must all work together as a team. Here are a few rules to follow:

1. Practice time is precious. If you need to talk with the coach, leave a note in the coach's message book or email him at bradm90@vt.edu and he will call or visit with you at a later time.
2. Please make sure that practice is actually being held (inclement weather) before dropping swimmers at the pool for their scheduled practice time. Check the Makos website, email or Facebook for up to date information. Texting option via TeamUnify is available.
3. Swimmers should be ready to swim at the start of their scheduled practice. Swimmers should not enter the water until the coach begins their practice time.
4. During practice, swimmers are the responsibility of the coach. They should not leave the pool area without informing the coach.
5. Follow all posted safety rules.

Summer Fun Guidelines (Social Events)

- Every swim team participant should sign in upon arrival.
- An emergency contact/parent cell phone number should be provided if the parent is not staying.
- Children may only be dropped off if they are entering 6th grade or higher.
- Children in and/or entering elementary school may not be dropped off and left unattended. They must be accompanied and supervised by an adult (parent or guardian) at all times. The parents of any participant left attended will be contacted directly and advised to report immediately to pick up their child.
- Children must have a ride home at the designated event end time. If they are going home with a friend, this should be noted on the sign in sheet.
- Coaches are not permitted to drive children home.

Inclement Weather Policy

Practices may be cancelled due to thunderstorms, air temperature or water temperature. It is not always possible to decide, even an hour ahead of time, whether or not practice can be held.

The decision to cancel practice will normally be made by the coach at the pool, at practice. If we have advanced knowledge, we will e-mail (text and post to Facebook) the team as soon as we can.

Awards and Ribbons

Each family is assigned a folder in the Makos ribbon box. Ribbons will be placed in the folders during Tuesday's practice following the meet. Achievement ribbons are presented to swimmers that better their previous best times. Good Swim ribbons are awarded to swimmers (generally 12 and under or new to swimming) who compete in a meet and do not fall into the preceding categories. Please check the family file box located at the Life Guard Office.

End of season awards will be awarded at the end of season banquet, the evening of the divisional meet. The following awards will be given to one swimmer in each age group:

High Point – Awarded to the swimmer who scored the most total points for the team this season (includes all regular season meets and Divisionals).

Most Improved – Awarded to the swimmer who demonstrated the most improvement over the course of the season. This award is based on dropped time in the meets, but other factors are considered as well (performance at practice, getting legal in new events, etc.)

Additionally, a **Coaches' Award** is given to one boy and one girl from each age group. Coaches' Award recipients demonstrate great sportsmanship, strong work-ethic, and a positive attitude. They are examples of the traits that the coaches wish to cultivate in all Mako swimmers.

PWSL Meets

PWSL dual meets are comprised of 67 events: 19 relays and 48 individual events. The individual events are Freestyle, Backstroke, Breaststroke, Butterfly, and Individual Medley. Swimmers compete in one of the following age groups: 8 & under, 9-10, 11-12, 13-14, and 15- 18, as determined by their age as of June 1. Each swimmer may compete in up to three individual events and two relays. Ribbons are awarded to the top 12 legal finishers, regardless of team, based on time. (A team may collect points for no more than 6 team members in each individual event.) Ribbons are also awarded to the top twelve 6 & under swimmers who finish legally in Freestyle and Backstroke events based on time. Ribbons are awarded to each relay swimmer in the first, second, and third legal swims based on time.

Personal improvement within the team framework is emphasized. Please remember that heats are seeded so swimmers compete against athletes of similar ability. The coaches teach our swimmers to concentrate on their own races and times. Swimmers who try their hardest are always appreciated and rewarded regardless of where they place in their respective heats and events.

Time Trials

Time Trials is run like a swim meet event but it is just for our own team competitors. As such, the start time for this event is later in the morning than a normal swim meet and will likely end sooner as well. It is an opportunity for a swimmer to establish an updated "seed" time for the coming season in various individual or relay events. It is

also an opportunity for parent volunteers to try out one or more jobs so that they are prepared for the actual swim meet event. Everyone is encouraged to participate in this event, to include assisting with pool deck setup and cleanup.

Swim Meet Events

Swim meets are organized around events. An event is a race in a given stroke and distance for a specific age group and gender (example: Girls 8 & under 25 meter breaststroke). Events are divided into what are called heats. Swimmers are assigned heats and lanes based on their seed times (fastest official time). The fastest swimmers are in the final heat of an event and the fastest swimmers in a heat are assigned the center lanes. Each week, coaches enter swimmers in the events they will swim at the meet on Saturday. To place your swimmer in events, the coaches look at the swimmer's strengths and weaknesses, overall athletic ability, and the number of times the child has participated in the event. A swimmer is allowed to compete in up to 3 events and 2 relays each meet.

Each meet is run in the same order every week. The meet program, also known as a "heat sheet", lists all the swimmers and their associated events, heats, and lane assignments. Each swimmer and their best time in that event are listed. If a swimmer is swimming the event for the first time, it will be entered as a "no time" or "NT".

Disqualification (DQ)

Our league complies with USA Swimming rules. The same rules used at all national meets, like the Olympic Time Trials. Rules of competition are in place to ensure uniform standards of performance and "Fair and equitable conditions of competition...so that no swimmer shall obtain unfair advantage over another". Trained (volunteer) stroke and turn officials watch the swimmers' performances to verify compliance with the rules during all events. If a swimmer fails to comply with the stroke and turn rules, a Stroke & Turn Judge will raise their hand, write up a disqualification (DQ) slip, and present it to the referee for approval. A swimmer is not disqualified until the referee accepts the report. This should be viewed as a learning experience and not a failure. Swimmers should discuss the DQ with their Coach after the race, and together they will work on a plan to correct the mistake. Any parent interested in becoming an official or who would simply like to learn more about the rules of competitive swimming is invited to attend a clinic sponsored by the PWSL. Pre-Season clinic times will be posted on www.pswim.com

MEETS: What You Need and What Will Happen

Team Uniform

Team suits or coordinating color suits are required at swim meets. It is desired for consistency and team unity for swimmers to also use a Makos swim cap. Each swimmer will be provided a free cap as part of their registration; additional caps can be purchased through our Spirit Wear coordinators or at our concession table during the season. If your swimmer prefers to use a different cap, we do request that it at least be complimentary in color to the team's spirit wear. Of note, caps do break frequently, so we recommend always carrying a backup.

Suit designs change every 2 years. It is acceptable to wear a suit from a previous season/design so long as it fits appropriately. Suit purchase information and other spirit wear opportunities will be held in the spring. Suits and spirit wear will be on sale during the fitting and online, with some items available for purchase through our concessions table during regular season.

What to Bring

1. Meet suit, cap and 2 pairs of goggles.
2. Two or more towels.
3. Something to sit on or under, such as lawn chairs or blankets, and tarps or sunshades.
4. Sunscreen and hats, for both swimmers and parents.
5. Sweat suits to wear after warm-ups and a T-shirt to wear later in the day.
6. Games, deck of cards, coloring books, etc. No Frisbees or balls, please.
7. Food – a small cooler with water, drinks, and healthy snacks. Concessions are usually available.

Arrival at the Meet

1. Arrive at the pool 15 minutes before the scheduled warm-up time.
2. Upon arrival, look for the Makos section and check in at event check-in table by entrance.
3. Team members should sit together for management sake (we don't want them to miss their events) and it encourages friendships between teammates.
4. Older, responsible swimmers will be assigned to assist and line up the younger ones.

Warm-ups

1. Listen for the Makos warm-up announcement. All swimmers should warm up with the team, to reduce the chance of injury and familiarize the swimmer with the pool and the backstroke flags.
2. After warm-ups, swimmers go back to the team area and wait until their events are called.
3. This is a good time to get something to eat, drink some water, and use the restroom. {Relays are the first events, so don't go too far!!!}
4. It is important for all swimmers to know what events they are swimming. Many swimmers write their events on their hand.

Swimming the Meet

1. When a swimmer's event is called, they report to the **Clerk of Course** area. This is where your swimmer will be given their heat and lane card and lined up for their race.
2. After swimming each event, swimmers may get their time by asking the timers; or it will be posted after the event. Do not delay the start of the next race.
3. Viewing areas may be limited depending on venue.

Results

Event results (official times) are posted outside the pool area as soon as they become available. Call any errors to the attention of the coaches immediately. Heat Ribbons will be handed out after each heat. Place Ribbons will be placed in the family ribbon boxes at the Tuesday morning practice following the meet.

Safety Rules and Code of Conduct

(This agreement is included in your registration)

The Meadowbrook Woods Makos strive to provide a safe and fun environment for swimmers of all experience levels to learn proper swimming techniques, good sportsmanship, and the experience of team competition. Parents, please review the safety rules and code of conduct with your swimmers.

As a swimmer:

1. I will maintain control of my emotions, avoiding use of abusive and profane language, humiliating remarks and/or gestures, and threats or use of physical abuse. I fully understand that such behavior will not be tolerated and can result in permanent loss of participation privileges on the Meadowbrook Woods Makos Swim Team
2. I will respect the coaches and swimmers on the Meadowbrook Woods Makos Swim Team and opposing teams, demonstrating appropriate gestures of good sportsmanship throughout practices and meets.
3. I will not engage in behavior that is disruptive to the Meadowbrook Woods Makos Swim Team, including but not limited to the following:
 - Pushing others into the pool
 - Running on deck
 - Towel snapping
 - Diving (unless directed by a coach)
 - Excessive splashing
 - Dunking or holding someone under water
 - Pulling on a swimmers foot during swim practice
 - Refusing to allow a swimmer to pass during circle swim practice
 - Talking back or refusing to obey the coaches
 - Any behavior that interferes with the safety and the respect due to others
4. I will respect the swimming officials, and refrain from addressing them during meets unless directed to by the coach, and then I will address them courteously. I understand that officials can make mistakes, but I will refrain from criticizing them or blaming them if I am disqualified from an event.
5. I will respect the property of the swim team and the Meadowbrook Woods community in and around the pool area, as well as the pools, facilities, and other property wherever we swim.
6. I will arrive on time for practices and meets prepared to swim.
7. I will follow the pool safety rules and policies set by the community and lifeguards at all times.

8. I will listen to the coach when instructions are given. If you don't understand the coach's instructions, please talk to him/her immediately.
9. I will not hang on the lane lines.
10. I will pass safely. When passing another swimmer during laps, tap that swimmer on the foot (just once, not repeatedly). The swimmer being passed shall stop on the next wall and let the passing swimmer go ahead of them.
11. I will use proper turns during practice, unless instructed otherwise by the coach. This means flip turns for back and free as well as two hand touches for breast and fly. Open turns are permissible for swimmers who have not yet learned the flip turn.
12. I will do proper finishes. After finishing at the wall, the swimmer will move over to allow following swimmers to finish properly. Do not stop short.
13. I will keep the coach informed. If a swimmer cannot continue the practice, the swimmer shall report to the coach. If the swimmer can resume, the swimmer shall notify the coach and return to the water.
14. Discipline problems will not be tolerated. The coach will first warn any swimmer who presents a discipline problem. If the discipline problem persists, the coach will speak to the child and a parent will be notified. If the discipline problem persists, the swimmer will be dismissed from the practice, or the meet, with possible expulsion from the team.

As Parents/Guardians

1. I will maintain control of my emotions, avoiding use of abusive and profane language, humiliating remarks and/or gestures, and threats or use of physical violence. I fully understand that such behavior will not be tolerated and can result in permanent loss of participation privileges for me and possibly my child with the Meadowbrook Woods Makos Swim Team.
2. I will cheer for my team and offer only positive encouragement. I will never criticize my swimmer(s), any Makos swimmer, the opposing team or its coaches.
3. I will trust that the coaches know the rules and not question their judgment. I will respect the coaches, and refrain from addressing them during practices and meets, and refrain from coaching my children during practice. I fully understand that abuse of the coaches at any time can result in my loss of participation privileges, and possibly my child's, in the Meadowbrook Woods Makos Swim Team.
4. I will respect and accept decisions of the coaches for all entries of individuals and relay teams in meets.
5. I will respect the swimming officials, and other volunteers such as timers, recorders, and clerks of course, and refrain from addressing them during meets. I understand that officials and other volunteers can make mistakes, but I will refrain from criticizing them or blaming them if my child is disqualified from

an event or other errors occur. If I have any question or concern with volunteer officials, timers, recorders or clerks of course during a meet, I will bring it to the attention of the head referee, and I will not confront the individual concerned directly.

6. I will maintain control of children whom I bring to the pool area, whether they are swimmers or not, and not allow them to be beyond the direct supervision of a responsible family member or other adult who has agreed to supervise them.
7. I will be responsible for other guests I bring with me and be sure that they understand and abide by this Code of Conduct.
8. I will keep Emergency Contact information updated.
9. I understand that swimming in the Prince William Swim League requires 100% participation of parents or guardians in order to properly conduct a meet and equally share the burden among all families. I will contribute to the team through volunteering my time and efforts at all meets, home and away, and in other team activities during the season. I understand and acknowledge that I am required to volunteer and assist during swim meets, and that, at the discretion of the swim team board of directors, my child or children may be barred from swimming in meets if I or my spouse do not do so.

We (all parent(s) and swimmer(s)) have read, understand, and accept the Safety Rules/Code of Conduct of the Meadowbrook Woods Swim Team.

Note: *The Code of Conduct agreement is a requirement of the registration process. As such, all swimmers and parents agree to abide by these. It is reprinted in the Handbook for reference.*

The Ten Commandments for Parents of Athletic Children

Reprinted from "The Young Athlete"

By Bill Burgess

1 Make sure your child knows that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life he/she can look to for constant positive enforcement.

2 Try your best to be completely honest about your child's athletic ability, his / her competitive attitude, sportsmanship, and actual skill level.

3 Be helpful but don't coach him/her on the way to the pool or on the way back or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.

4 Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their swimming skills and attitudes. Help them to develop the feel for competing, for trying hard, for having fun.

5 Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you blacked out at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his word turns bad. If he/she is comfortable with you win or lose; he/she on his/her way to maximum achievement and enjoyment.

6 Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment...with your athlete.

7 Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.

8 Get to know the coaches so that you can be assured that their philosophy, attitudes, ethics and knowledge are such that you are happy to have your child under their leadership.

9 Always remember that children tend to exaggerate both when praised and when criticized. Temper your reaction and investigate before over-reacting.

10 Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your child say, "My parents really helped and I was lucky in this respect."