



QUAKERTOWN SWIM TEAM

QUAKERTOWN SUMMER SWIM TEAM 2018 PARENT HANDBOOK

INTRODUCTION

Welcome to the Quakertown Dolphins Summer Swim Team! We are part of the Suburban Swim League of the Greater Lehigh Valley (www.suburbanswim.org) which consists of the following eight teams: Quakertown, Hanover, Lower Macungie, Macungie, Northern Lehigh, Palmerton, Soleco, and Whitehall. We swim at the Quakertown Borough Pool located at E. Mill St., Quakertown, PA 18951.

MISSION STATEMENT

To provide a competitive swimming program that teaches the principles of teamwork and good sportsmanship, promotes a love for the sport and advances aquatic skills, while having fun.

COACHING STAFF

Dee Coleman	Head Coach	home 215-536-5618	cell 267-374-8582
Jacob Grant	Asst. Coach		

BOARD MEMBERS

Chrissy Hattala	President
Kelly Calabria	Vice President
Christine O'Connor	Treasurer
Tim Einolf	Secretary
Kathy Donohue	Member-At-Large

WEBSITE

Tim Einolf

REGISTRATION AND FEES

Registration opens every March 1st for returning swimmers, and closes March 31st. Once returning swimmer registration is complete, the coaching staff will open registration for new swimmers. All new swimmers must pre-register before trying out for the team. **No walk-in registrations are honored.** Based on the number of returning swimmers, some age groups may already be filled when new swimmer registration begins. In order to register, swimmers must be at least 6 years of age and able to swim one length of the pool (25 yards) without the use of a flotation device. More specific registration information for both returning and new swimmers is listed on our website <https://www.teamunify.com/recqsst>

Your registration check, completed registration form, signed volunteer commitment form, and a separate volunteer commitment check must be received by the registration cutoff date in order for your swimmer to be registered. **If your registration check is returned by the bank, your swimmer(s) will no longer be registered and will not swim until all fees are paid.**

If, at the end of the season, your volunteer commitment has not been fulfilled, your commitment check becomes the property of QSST and will be deposited. **If your commitment check is returned by the bank, the QSST Board reserves the right to deny your swimmer(s) a place on the team the following season.**

DISCIPLINE POLICY

The goal for our swimmers and coaches is to have a fun, successful, and safe summer season. It is not the team's intention to have numerous rules and punishments. However, the team has an obligation to deal promptly and appropriately with any infractions that interfere with the safety, fun, and success of our swimmers. With that said, what follows is a guideline of behaviors that are expected, and the consequences when those expectations are not met.

Practice Attendance

Swimmers are urged to attend a minimum of three (3) practices per week. Practice should be attended on meet days. Since Mondays and Thursdays are meet days, any illness or unexpected emergencies on these days require a phone call to Coach Dee no later than 1:00 pm. Lineup preparation takes a lot of time, and last minute changes are unfair to both the coaches and the other swimmers.

Practice Behavior

All swimmers and parents are expected to respect the authority of the coaches. The coaches are in charge of the team. They are responsible for the safety of all swimmers, and are also responsible for the pool facility and equipment. All swimmers should come to practice prepared to swim. Any concerns regarding injuries or illness that may limit your child's ability to practice should be discussed with the coaches.

Swimmers are not to be in the pool office area without prior permission from a coach. The locker rooms are available for the swimmers' use. Any problems in the locker rooms will result in loss of locker room privileges. Horseplay (to include running, towel-snapping, wrestling, etc) will not be tolerated in and around the pool, the pool deck area, or in the locker rooms. The coaches will determine the consequences of failing to exhibit appropriate behavior, **up to and including expulsion from the team.** Parents will be notified immediately of any problems. All swimmers are expected to follow pool rules at both home and away meets. **Please note: If you or your swimmer are requested to leave the team, there will be no refund of either registration or volunteer commitment checks**

PRACTICE CONDUCT POLICY— (From Head Coach Dee Coleman)

Please note that the pool management has instructed the coaches, as certified lifeguards, that they are responsible for ALL parties inside the pool fence from 7:00- 11:00 AM, Monday through Friday.

The coaches' primary responsibility is to those swimmers in the water. Therefore, the number of people inside the pool fence should be kept to a minimum. We do not want to compromise the safety of our swimmers. The pool area is not a place for parents and siblings to congregate since it creates distractions and unsafe situations.

Parents who must enter the pool area (due to having a young child on the team who may need assistance with goggles, or folder checking, etc.) should not linger in the area since these tasks should not take more than a few minutes. The parents of any unsupervised young children may be asked to leave the pool area.

The front rows of chaise lounges under the sun tarp are reserved for swimmers bags and belongings.

Any swimmer that needs to wait for a sibling in the chaise lounge area may do so with permission of Coach Dee.

The bathhouse is for emergency bathroom needs ONLY. We are not able to supervise activity in the bathhouse or lobby/game room during practice, and therefore those areas should be used if necessary, by swimmers and coaches only.

Coaches are available to talk at the end of practice or prior to the first practice each day. Feel free to email Coach Dee with questions. Thanks for your support & understanding.

Meet Attendance

All swimmers are expected to attend all meets. Any meets your child will miss should be noted on a Vacation Sheet and submitted ASAP to the coaches. Extra Vacation Sheets can be found in the team file bins. **As previously stated, if an illness or emergency arises the day of a meet, Coach Dee must be notified by 1:00 p.m.** Of course, we realize that last minute emergencies do arise. Please notify the coach as soon as possible in these situations. Coach Dee can be reached at **267-374-8582**.

Meet Behavior

The swimmers must check in with the coaches upon arrival at a meet. Coaches will not go searching for swimmers. If a swimmer does not check in, it is possible they may be removed from the lineup and will not swim in the meet. If you have a conflict that may cause your child to be late, please make sure the coaches know in advance. Once swimmers have checked in, they should get situated in the designated areas for their age group, check the lineup, make note of their assigned events, and get ready for warm-ups. All swimmers must remain in the team area during the meet. **This is extremely important as the lineup volunteers do not have the time to track down a swimmer. Parents of younger swimmers should also be aware of what event numbers their child is swimming, and make sure their child knows when their event is coming up.** Swimmers should know their events and follow the progress of the meet so they are ready when the lineup volunteers call them. Once again, the lineup volunteers and coaches will not go searching for swimmers for events. If they miss their call, they will miss their event. The NO HORSEPLAY rule also applies during meets. Any swimmer who chooses to disregard this request will be disciplined at the coaches' discretion.

All swimmers are to remain on deck until the final score is announced, the cheers are performed, the coaches have concluded the meet with some positive feedback, and the team area is cleaned up. Only then will the coaches dismiss the swimmers. If the team area is left a mess after a home meet, the swimmers will be responsible for cleaning up when they come to practice the next morning.

At meets, swimmers are NOT permitted at the scorer's table. Swimmers should only be behind the blocks when they are lined up for their event. ***Please cheer for your teammates from the opposite side of the pool.***

Parent Grievances

We realize that some parents may have questions/concerns regarding policy. The first instinct is to address these issues with the coaches. However, coaching is extremely time-consuming and they don't always have the time to address concerns that some parents may have. Therefore, we are requesting that all concerns/questions/requests regarding policy be submitted IN WRITING to the QSST Board. You have several options for this:

1. There will be a folder in the team file bin should you wish to submit handwritten comments.
2. On the home page of our website (<https://www.teamunify.com/recqsst>)

At the next board meeting, we will address any items that we receive in writing. The board will then issue any resolutions in writing, and place this in your folder or e-mail this to you.

Please note: Any coaching issues should be addressed directly with Coach Dee by phone or after practice.

Both the Swimmer's Code of Conduct and the Parent Code of Conduct will be included as part of the Registration Package. Signed forms must be returned along with your completed Registration Packet in order for your registration to be processed and your swimmer(s) to be registered.

SWIMMER'S CODE OF CONDUCT

As a Quakertown Summer Swim Team (QSST) member, it is expected that all swimmers will abide by the following Code of Conduct at all times while representing the QSST:

1. Offer congratulations to my opponents, win or lose, and cheer on my teammates.
2. Act and conduct myself with dignity while demonstrating respect for others and the property of others.
3. Promote good sportsmanship while striving for positive team spirit.
4. Deal justly, kindly, impartially, and honestly with all my fellow team members.

At the same time, while involved in any QSST functions, the swimmer will not:

1. Cause or threaten physical or verbal harm to another swimmer, coach, official, or parent.
2. Possess, use, or be under the influence of alcoholic beverages, chemicals, or illegal drugs.
3. Behave in a manner that in the opinion of the coaches is harmful to the QSST.

The swimmer should understand that violating any of these criteria will put them at the mercy of the coaching staff. Punishment is at the discretion of the coaches and can include expulsion from the team and forfeiting any monies paid to date.

PARENT CODE OF CONDUCT

As a parent of a swimmer of the QSST, it is expected that all parents will abide by the following Code of Conduct at all times while representing the QSST:

1. Practice teamwork with all parents, swimmers, and coaches by supporting the values of the QSST.
2. Allow the coaches to instruct the team and swimmers at practice and meets.
3. Demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of their swimmer, other swimmers, parents, officials, and the coaches at meets and practices.
4. Maintain self-control at all times.
5. Understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer or parent will not be permitted or tolerated, and they may be asked to leave the program.
6. Enjoy involvement with the QSST by supporting the swimmers, coaches, and other parents with positive communication and actions.
7. Direct all questions or concerns regarding decisions made by meet officials to a member of our coaching staff. **Parents may not address officials or approach the Scorer's Table at any time during a meet.**

Should parents conduct themselves in such a way that brings discord to the QSST, parents will voluntarily subject themselves to disciplinary action.

At all times, exhibit GOOD SPORTSMANSHIP toward both your teammates as well as your opponents!!! At meets, it is considered good sportsmanship to remain in the water until all swimmers have completed an event, in order to shake hands and acknowledge the efforts of all swimmers.

FREQUENTLY ASKED QUESTIONS

What are the estimated costs for joining the team?

Registration Costs:

1st child	\$95.00
2nd child	\$80.00
3rd child	\$65.00
Each additional child	\$65.00
Quakertown Pool Usage Fee	\$40.00 PER CHILD (waived if a member of the pool)

Volunteer Commitment Contract:

One child	\$100.00
More than one child	\$200.00 (this is most you would pay for a family)

***** This check will be returned to you once your required number of volunteer jobs is completed. Once you've completed your required number of jobs, your check is usually returned at the following meet. At the end of the season, if you have not fulfilled your commitment as per the signed commitment contract, your check will be deposited.**

Miscellaneous:

Team Swimsuit (optional):	
Boys	\$34.00*
Girls	\$52.00*
Cap	\$12.00*
Goggles	\$12.00*

*These costs are approximate.

In addition, each family is asked to bring either a snack (prepackaged goods are fine) or a 12 pack beverage donation to each home meet. These donations are assigned by last name and are for home meets only. The snack/beverage donation schedule for home meets will be posted on the website during the season. **Please note: these items do not fulfill your volunteer commitment contract.**

Do I need to buy my child a team suit?

Team swimsuits are not required, although we recommend purchasing one for your child as it helps foster team spirit. Team swimsuits will be available at D & J Sports on Route 309 in Coopersburg, phone number 610-282-5895. **Note:** D&J Sports is located in the Fairmont Village Shopping Center near CVS and King's Market.

How many swim meets are there, and how long do they last?

Our team is part of the Suburban Swim League, and there are nine teams in the league. Over the course of the summer swim season, there will be 7 swim meets— 3 or 4 “home” meets at our pool, and 3 or 4 “away” meets at 4 different pools. The swim meet schedule and directions to the “away” meets are posted on the website. The League determines the schedule and rotates the meets, so that the meets we swam at home the previous year are away the following year, and vice versa. Meets usually last about three hours, not including driving time.

How often will my child swim in a meet?

Each swimmer on the team will be entered in as many events as possible in a meet with due consideration given to the swimmer’s ability to swim the stroke. Other factors also play a part in which events a swimmer swims. Remember, the coach’s job is to supervise the entire swimming program; therefore, she/he has the final decision regarding which events a swimmer will enter in a swim meet.

What time should we arrive for meets?

Home meets: Swimmers should arrive by 4:45 pm warm-up slot 5:00-5:30 pm

Away meets: Swimmers should arrive by 5:15 pm warm-up slot 5:30-5:55 pm

If a swimmer is not present by 5:30 p.m., and prior arrangements have not been made with the coaches, that swimmer will be taken out of his/her events. **Please notify Coach Dee if your swimmer(s) will be late!** We do not want any swimmer to miss a meet due to lack of communication.

What if my child is sick on the day of the meet?

If a swimmer becomes ill on the day of the meet, please call Coach Dee Coleman at **267-374-8582** ASAP.

What do we need to bring to meets?

The following is a suggested checklist for swimmers to bring to meets:

- At least two towels (perhaps a blanket or extra towels to sit on)
- Goggles
- Swim cap (for girls, some boys also use these)
- Flip-flops
- Water bottle(s)
- Cards, music, books, etc. (Swim meets last about 3 hours and the kids need something to help pass the time).
- Healthy snacks or money for the snack stand
- Folding chairs for seating for parents
- Good Attitude! Team Spirit!

What should I do if I take my child on vacation during the season?

Please advise the coaches ASAP by filling out a Vacation Sheet when a swimmer cannot attend swim meets. Meet line-ups are done in advance and we need to know as soon as possible if your child is going to be participating. The Vacation Sheets are always available at practice in our swimmer bins. Please write your child’s name under those meets that he/she will be missing.

What is the team's refund policy?

Should you find that swimming does not fit for your child or your family's schedule, we will gladly issue a refund of both your registration and your volunteer commitment check by the deadline noted on the calendar. This year that is after the first meet of the season. This date will be posted on the website under our Calendar Section. Should you decide to quit the team after the stated deadline, refunds will not be honored (this includes both your registration AND commitment checks). Please note: All refund requests must be submitted IN WRITING to the QSST Board. You have several options for this:

1. There will be a folder in the bin should you wish to submit a handwritten request.
2. On the home page of our website, click on the "Feedback" bar on the top right side. Proceed to complete the "Feedback" form.

How do I know if a practice or a meet is canceled due to weather?

If it is absolutely pouring, practice will be canceled. If it is just showering, off and on, we will practice (they get wet anyway!). In the event of inclement weather the evening of a meet, check the website. We use the website as our main source of communication, so we will be posting all information there. If there is no mention of a meet being canceled, please plan to attend. For those of you without internet access, if you do not receive a phone call by 4:00 pm, please plan on attending the meet.

We are new to swimming. Will there be someone to help us out during our first season?

At the beginning of the season, there will be a New Parents' Meeting to go over many of the things listed here under "Frequently Asked Questions". The website also contains additional information to assist you. New Parents will be assigned a team liaison who will serve as your contact for questions/concerns during your first season. In addition, all new parents will be paired with "seasoned" parents when performing volunteer jobs.

How can I monitor my swimmer's progress?

All of the swimmers times for each meet event are posted on our website. Each family is assigned a password that will allow you access to your swimmer's results. This way, you and your swimmer can track their progress throughout the season.

What are Championships and Silver Championships?

At the end of each season, there are two additional opportunities for swimmers to compete:

Suburban Swim League Championships take place the last Saturday in July. Each of the nine teams in the League takes a turn hosting Championships. This is an all-day event. Championships include all events normally included in the regular meets, and there will be multiple heats of each event. Swimmers qualify based on their times for each stroke. This is a scored event, and the coaches will consult with the swimmers to determine line-ups, relays, and crescendos. The coaches will determine which swimmers are eligible to go to Champs.

The Silver Championships takes place at on the Wednesday before Championships. This is a long night, since it includes all teams swimming all events, so there will also be multiple heats of each event. The only exception is that there are no relays or crescendos included in this meet. Swimmers qualify based on their times for each stroke. Once again, the coaches will consult with the swimmers to determine line-ups.

What types of awards/incentives are presented to swimmers?

Throughout the season, there are a variety of awards and incentives presented to the swimmers:

Meet Ribbons:	Ribbons are awarded at each meet for the individual events and relays that achieve a first, second, or third place time. Exhibition swimmers in each meet will receive an exhibition/participant ribbon for that event.
Senior Gifts	These are presented to each year's graduating seniors.
Silver Champs and Champs	At these two end-of-season meets, both trophies and/or ribbons are presented to the swimmers.

QSST End of Season Awards: (Presented at our Splash Party/Awards Banquet)

Team Gifts:	These are presented to all members of the team.
Senior Scholarship:	QSST awards a merit based scholarship to one graduating senior each summer season. This is a onetime non-renewable award of \$250.
Katie Stauffer Award:	This award is presented to one swimmer that exemplifies the character demonstrated by our former swimmer and coach Katie Stauffer. Katie was not only a hard working, talented swimmer, but also a very caring, mature and dedicated young woman. Her intelligence and kindness were some of her many strengths.
Dolphin Award:	This award is presented to one boy and one girl swimmer who best demonstrate team spirit, hard work, and a love of swimming.

For each age group, both boys and girls, the following are awarded:

High Point Award:	This is given to the swimmers in each age group who score the most points over the season in individual events.
Most Improved Award:	The coaches select swimmers in each group who they feel have improved in various areas, not necessarily just improving their times.
Coaches Award:	This is given to the swimmers that show dedication, team work, spirit, and overall cooperation to the team.

Why are parents required to volunteer?

In order to successfully run a summer swim team program, as well as offer the best possible season to our swimmers, parent volunteer participation is crucial. Swimming is a sport that requires a significant amount of "hands on" time.

- The QSST Board meets monthly from September through June in order to prepare for the upcoming season. There are five elected positions, each with a two-year term.
- Home meets require a minimum of 70 volunteers from our team, as well as volunteers from the away team. At home meets, our parent volunteers line up swimmers for events, time, write out meet ribbons, and work at the snack stand.

- Away meets require a minimum of 20 volunteers, primarily to time, score, and line-up.
- Volunteers also organize special celebration events for our swimmers such as the Ice Cream Sundae Party and end of season Splash Party/Awards Banquet.
- Lastly, volunteers assist in team fundraising efforts, distribute team gifts, and prepare end of season awards.

Our goal is to have the majority of parents participate---it is a great way to meet other parents as well as support your swimmers. As a team, we need to provide as much cross-training as possible so that the team has flexibility in filling positions, especially when emergencies arise. Through increased volunteer involvement, we can also ensure that the team retains its knowledge base, especially when “experienced” parents move on as their swimmers leave the team.

What choices do I have for volunteering?

There are a wide variety of volunteer positions available. A more comprehensive description of these positions and their requirements are listed on the website. Briefly:

- QSST Board Member (5 positions available)
- Starter/Referee, Stroke/Turn Officials
- Meet positions:
Set-up, Line-up parents, Timers, Scorers, Snack Stand, Data Entry, Ribbon Writers, Food Preparation, Take-down, etc
- Committees:
Awards/Ribbons, Fundraising, Splash Party/Awards Banquet, etc

You do have the option to not participate in the volunteer program and have your commitment check cashed immediately.

What happens if a meet is canceled, and I volunteered to help at that meet?

If the entire meet is cancelled: a new volunteer list will be posted once the meet make-up date is announced. The QSST Board will assume that all those that volunteered for the original meet date will fulfill their commitment on the make-up date. If schedule conflicts arise for the make-up date, volunteers will be asked to remove their names from the web-site sign-up sheet, and then sign-up for another job in order to complete their required volunteer commitments.

If the meet is stopped during the meet: all positions that have been completed will receive credit. This may vary based on how far along the meet progressed prior to being stopped.

Please note: No changes can be made to volunteer sign-ups within two days prior to a scheduled meet. If changes are required, contact Kathy Donohue ASAP at memberatlarge@quakertowndolphins.com.

So, what's the difference between yards and meters again?

Quakertown's pool is 25 yards. Some opponents may have 25-meter pools or 30-yard pools (Palmerton). We will convert times for record keeping to 25 yards. Conversion rates are as follows:

- 25 yards to 25 meters: Time x 1.094
 - 25 meters to 25 yards: Time x .9144
 - 30 yards to 25 meters: Time x .9113
 - 30 yards to 25 yards: Time x .8333
- All times posted on the website will have already been converted to 25 yards.

TERMINOLOGY

25's	One length of the pool
50's	Two lengths of the pool
100's	Four lengths of the pool
Back	Backstroke
Breast	Breaststroke
Crescendo	This is a freestyle relay that includes one swimmer from each age group. The Crescendo is swum in this order: 8's swim 25 yds 12's swim 50 yds Opens swim 50 yds 14's swim 50 yds 10's swim 25 yds
DQ'd	Also know as "Disqualified". A swimmer is DQ'd in a meet event when the Stroke/Turn Official feels that the swimmer's stroke did not meet criteria for acceptability. A DQ'd swimmer will not receive a time for that event.
Exhibition Swimmers	These swimmers swim for times only, and do not score points for the team. However, these times still count as official times. Exhibition swimmers will receive an exhibition ribbon for their event.
Fly	Butterfly stroke
Free	Freestyle stroke or front crawl
Free Relay	This is a relay where all four swimmers each swim the freestyle.
IM	Also known as the Individual Medley. One swimmer swims fly, back, breast, and free.
Medley Relay	This is a relay with four swimmers that each swim a different stroke. The first swimmer swims back, the second swims breast, the third swims fly, and the fourth swims free.
Relays	Four swimmers compete in this event. One swims right after the other until all four have swum. Relays can be 100 yds or 200 yds (based on whether each swimmer swims 25 yds or 50 yds).
Scoring	Scoring for events is broken down as follows: o Relays get scored: 1 st = 8 points, 2 nd = 4 points, and 3 rd = 2 points. o Individual events get scored: 1 st = 5 points, 2 nd = 3 points, and 3 rd = 1 point. o Points get added up after each event and a running total score is kept. The winner of the swim meet is the team with the most points at the end of the meet.
Splits	In a relay: one swimmer's time, not the whole relay time.
Starting System	Races are started with an electronic starting system that makes a loud beep and lights up a strobe light.

PRACTICE TIMES

After your child's swimming is evaluated, the coaches will determine his/her practice time. The morning practice times are as follows at the Quakertown Pool (these times are subject to change):

(7:45-9:30)	(9:00-10:15)	(10:15-11:15)	(10:30-11:15)
-Opens	-Twelves	-Tens	-Eights
-Fourteens	-Some tens	-Some eights	-Some tens
-Some twelves			

MEETS: ORDER OF EVENTS

Girls	Event	Boys
1	8 & Under 100 Free Relay	2
3	14 & Under 50 Free	4
5	15 & Over 50 Free	6
7	10 & Under 100 Medley Relay	8
9	12 & Under 100 Medley Relay	10
11	13 & Over 200 Medley Relay	12
13	8 & Under 25 Breast	14
15	10 & Under 25 Breast	16
17	12 & Under 50 Breast	18
19	14 & Under 50 Breast	20
21	15 & Over 50 Breast	22
23	12 & Under 100 IM	24
25	14 & Under 100 IM	26
27	15 & Over 100 IM	28
29	8 & Under 25 Fly	30
31	10 & Under 25 Fly	32
33	12 & Under 50 Fly	34
35	14 & Under 50 Fly	36
37	15 & Over 50 Fly	38
39	8 & Under 25 Back	40
41	10 & Under 25 Back	42
43	12 & Under 50 Back	44
45	14 & Under 50 Back	46
47	15 & Over 50 Back	48
49	8 & Under 25 Free	50
51	10 & Under 25 Free	52
53	12 & Under 50 Free	54
55	14 & Under 100 Free	56
57	15 & Over 100 Free	58
59	All Age Crescendo	60