

# **CGC Serpents Swimmer Handbook**



***SUMMER 2011***

# **CGC Serpents Swimmer Handbook Summer 2010**

This handbook is designed to provide an overview of our swim team: who we are and how we work. We hope that you will find it helpful. We have developed this and the website to keep you informed and provide you with the necessary information to help you enjoy our swim team. If you have questions not answered in either of these places, please don't hesitate to ask.

We welcome you to our team and hope that you and your child/children have a fun filled and successful swim season.

Karen Palandro and Susan Lobo

Helpful websites:

[www.chesapeakeserpents.yolasite.com](http://www.chesapeakeserpents.yolasite.com) – CGC Swim Team

[www.vbsl.net](http://www.vbsl.net) – Virginia Beach Swim League

# CGC Coaches and Parent Volunteers

## **COACHING STAFF:**

### **Head Coach**

Johanna Milchuck [jmilchuck@cox.net](mailto:jmilchuck@cox.net)

### **Assistant Coaches**

Brenna Anderson [anderbly@cps.k12.va.us](mailto:anderbly@cps.k12.va.us)  
Sam Ladeveze [ladevezes@yahoo.com](mailto:ladevezes@yahoo.com)  
John Newell [serpentswimmer09@cox.net](mailto:serpentswimmer09@cox.net)  
Eric Henniker [ehenniker@cox.net](mailto:ehenniker@cox.net)

### **TEAM REPS:**

Karen Palandro [chesapeake serpents@cox.net](mailto:chesapeake serpents@cox.net)  
Susan Lobo home 382-9927 cell 757-350-1285  
home 547-9563 cell 757-572-1613

## **VOLUNTEER COORDINATORS:**

### SWIM MEET VOLUNTEERS:

Suzanna Anderson [alabamasuz@cs.com](mailto:alabamasuz@cs.com) 842-4229  
Michelle Watts [wattswattsii@aol.com](mailto:wattswattsii@aol.com) 312-9236

### APPAREL, Swim Suits

Michelle Capps [cherry131@verizon.com](mailto:cherry131@verizon.com)

### TREASURER:

Renee Newell [castlerat@cox.net](mailto:castlerat@cox.net) 547-1667

### CONCESSIONS:

Karen Higgins [jkhiggy@cox.net](mailto:jkhiggy@cox.net) 410-0426

### SWIMMER RECOGNITION:

Tanya Cole [tmcole@cox.net](mailto:tmcole@cox.net) 547-2314

### WEBSITE:

Bill Summers [beaglefire@yahoo.com](mailto:beaglefire@yahoo.com)

### AWARDS PARTY:

# **SUMMER 2011 PRACTICE SCHEDULE**

## **Before school is out (starts May 23<sup>rd</sup>)**

10 & Under 6:00-6:45 p.m. Mon., Tues., Wed., & Thurs. evenings  
11 & Older 6:45-7:30 p.m. Mon., Tues., Wed., & Thurs. evenings

## **Morning Practice Starts \***

### **June 20<sup>th</sup> Monday through Thursday**

11 & Older 7:30-9:00 a.m.  
7-10 Years 9:00-10:00a.m.  
6 and unders 10:00-10:30a.m.

**Friday – All age groups – 8:00-10:00**

## **Evening Practice**

### **Monday through Thursday**

10 & Under 6:00-7:00 p.m.  
11 & Older 7:00-8:00 p.m.

### **Tuesday**

6 & under 6:00-6:30 p.m.

\*Swimmers must attend and participate in a minimum of 3 practices to be eligible to swim in that Saturday's meet. If a swimmer is asked to leave a practice for behavior reasons, it will not count as a practice.

**There will be no morning practice on June 30, and no morning or evening practice on July 4<sup>th</sup>.**

# Meet Schedule 2011

**All meets start at 8:00a.m. Swimmers need to be at home meets by 7:00 and away meets by 7:15.**

<b>June 18<sup>th</sup></b>	<b>CGC@ Riverwalk</b>
<b>June 25<sup>th</sup></b>	<b>Norfolk Yacht@ CGC</b>
<b>June 29<sup>th</sup></b>	<b>CGC@ Great Bridge (Wednesday night meet. The meet will start at 5:00, with our warm-ups from 4:30-4:45 arrive no later than 4:15)</b>
<b>July 9<sup>th</sup></b>	<b>Cavalier @CGC</b>
<b>July 16<sup>th</sup></b>	<b>Oceana@ CGC</b>
<b>July 24<sup>th</sup></b>	<b>Divisionals @ Great Bridge</b>
<b>July 31<sup>st</sup></b>	<b>All Star meet@ Little Neck</b>

**Please sign the meet-sign out log by the Monday prior to a meet if you are not going to swim in the meet.**

The regular swim season consists of 5 meets this year. We will have three home meets and two away meets. We will be traveling to Riverwalk which takes approximately 15 minutes and Great Bridge Swim and Racquet which takes approximately 15 minutes. **The meet against Great Bridge will be held on Wednesday evening** to avoid swimming during the Independence Day weekend.

All swimmers will be entered in these 5 meets unless a parent signs out the swimmer ahead of time. **It is extremely time consuming to plan a meet. Please let us know ASAP if your child will be unable to swim. All sign outs except for last minute illness must be done by the Wednesday prior to the meet. Even if your child gets sick the night before, please leave a message on Karen's cell phone 757-350-1285**

# **SWIM MEET 101**

Our regular swim season consists of 5 meets. All meets start at 8:00 and finish between 12:00 and 1:00. For all swim meets, we recommend that you bring your own chairs as seating is limited at most pools. We will have a team tent area for swimmers to stay in when they are not swimming. Parent volunteers will be here to line up the swimmers for their events so it is very important that they stay in the designated team area. They can bring small games and books to use while they are waiting. Remember we are not responsible for lost items so make sure they have a bag to keep their things in. Caps and goggles should also be kept in their bags, not just thrown on top of a towel. We all have similar goggles so it is very easy to pick up something that is not yours. Also, bring sunscreen, towels, extra goggles and high energy foods. We recommend that swimmers stay hydrated by drinking water or Gatorade. High energy foods like bagels, fruit and pasta are also recommended. Swimmers should not consume fast sugars i.e. candy and sodas until after they have swum their events. Concessions will also be sold at the meets. This is our main (if not only) fundraiser so please plan on supporting us at home meets. If you need a cap or goggles at a meet, Michelle Capps will have a few on hand to purchase.

## **A FEW DAYS BEFORE THE MEET:**

Meet sign out sheets are kept in the back of the practice attendance book. Please sign your swimmer(s) out of any swim meets as far in advance as possible.

**SPECIAL NOTE: Swimmers must attend at least two meets in order to qualify for Divisionals.**

The coaches start putting the meet together at the beginning of the week. This is a very time consuming process and late sign outs may cause a multitude of time consuming adjustments so please make sure that you have **signed your swimmer out by the Monday** before each meet. Meet entries will be posted at the pool on the Friday before the meet. **If your swimmer is ill the morning of the meet, please call Karen at 757-350-1285 by 6:45 so we can make adjustments.**

## **HOME MEETS:**

For our home swim meets, we need everyone to be at the pool by 7 a.m. Please park on the driving range across from the clubhouse. The team tent will be located to the right of the pool behind the diving well. Our swim warm-ups will run from 7:15-7:30. For home meets, we will need a significant number of volunteers to help us run the meet. (SEE SWIM MEET VOLUNTEERING for more in depth information.) Suzanne Anderson and Michelle Watts are our Volunteer Coordinators who will be organizing our volunteers. **PLEASE NOTE: Each family is required to fill four volunteer assignments throughout the season.**

## **AWAY MEETS:**

For our away swim meets, we need for everyone to arrive at the away pools by 7:15. Our swim warm-ups will run from 7:30-7:45. We must provide 9 timers, 2 turn judges, 1 stroke judge, 4 people to help with scoring and ribbons and 7 parents to help with the clerk of course.

## **THE DAY OF THE MEET:**

1. Upon entering either a home or away meet, swimmers should **immediately** check in with the coaches. Coaches replace any missing swimmers in relays and no-shows are dropped from the meet.
2. Swimmers should then check the posted entries to make sure there haven't been any changes to their events overnight. Find the event, heat and lane for each event your swimmer is entered in and write them on his/her arm with a sharpie. The event # will be listed followed by the stroke name then the heat and lane. For example, #7 6&U boys 25 meter freestyle 3/6, is event number 7, heat 3, lane 6.
3. Swimmers should then find their spot in the team area and get ready for warm ups. The announcer will call the beginning of warm-ups and coaches will place swimmers in warm-up lanes. The older swimmers will warm up first and followed by the 10 and under swimmers.
4. During a meet, parents and swimmers should pay close attention to what event/heat is being swum. You will hear announcements asking for swimmers in certain events to go to their "clerk of course". The clerks of course are our team's parents that volunteer to organize the swimmers and make sure they are in the right place at the right time to swim.
5. Swimmers, before leaving after your last event, should check in with the coaches to make sure that they haven't been entered in an end relay.

NOTE: Some swimmers may be asked to "swim-up" in a higher age bracket depending on how many swimmers we need to accommodate for a meet.

## **MEET RESULTS AND RIBBONS:**

At most meets, the results of each event are posted usually within 15 minutes of the completion of an event. The completed relay and individual event results will also be posted on our website. Assuming a swimmer does not disqualify (DQ or swim incorrectly) in an event, he/she has the potential to receive a place ribbon and score points for the team. Place ribbons are given to swimmers who place in the top 12 of their event. Participant ribbons are given to all swimmers who successfully complete an event without a DQ. Points are given to the top two swimmers from each team. First place receives 5 points, 2<sup>nd</sup> 3 points, then 2 points and 1 point. It is possible that the 3<sup>rd</sup> place finisher will not receive points because only 2 people from each team can earn points. This person will still earn the 3<sup>rd</sup> place ribbon. For example, if CGC takes 1<sup>st</sup> and 2<sup>nd</sup>, we will earn those points. The remaining points will be earned by the opposing team's first and second finishers regardless of their place. **Ribbons will be placed in the CGC Swim Boxes located at the pool.** Please check these boxes every Monday following a meet.

In order to encourage all swimmers to do their best and improve their strokes we also award tootsie rolls for every second of improvement in individual events. These will be given out at Monday's practice. We then announce a "Tootsie Roller of the Week". This is the swimmer who has improved the most. His/her picture will go on a poster which will be displayed at the pool. A second copy will be given to the swimmer to take home.

## **CHAMPIONSHIP MEETS – Qualifying times only**

### **Divisionals – July 24th**

**In order to qualify for this meet, swimmers must have swum in at least two regular season meets.**

This is a 5 team meet in which our best relay team and top two individual swimmers from each event compete for the Division Championship. (For example: the top two 6 and under girls in the 25 meter freestyle) Usually about 50 percent of our swimmers will qualify for at least one event at Divisionals. If your swimmer has been selected for an event at this meet, you will receive a phone call from a coach the evening of our last regular swim meet. If you don't get a call, then your swimmer was not selected. The selections will be posted on the website by the following Monday.

The “fastest top two swimmer times” are determined by taking each swimmer's fastest time from the regular season meets and comparing them to find the top two. BUT one of the top two swimmers may sign out from the meet or they might be swimming another event instead. Then the swimmer with the third best time is invited and so on. Like the regular swim meets, swimmers can only qualify to swim in 3 individual events and two relays. If the same swimmer has the top time in all 5 individual events, it will be the coaches' discretion as to what 3 events to enter the swimmer into.

In the Divisional meet, swimmers will swim against the top two swimmers from all teams in our division. There will only be two heats of each event with the second heat being the faster of the two heats. This meet is usually over by 11:30 at which time a Division Champion team will be determined.

## **ALL-STARS- JULY 31st AT LITTLE NECK SWIM CLUB**

In order to qualify for this meet, swimmers must have one of the top 12 times from Divisionals league wide. There are twenty-two teams in our league and four divisional meets. Regular season times do not count for qualification for this meet. The time had to be swum at the divisional meet. The four divisional meet results will be combined and the top 12 relays/individuals from every event will qualify for the All Star meet. There will also be three alternates selected for each event to fill in should there be a scratch. We usually have about 20 swimmers who qualify for this meet. If your swimmer has been selected for an event at this meet, you will receive a phone call from a coach the Sunday following the Divisional meet.

## SWIM MEET VOLUNTEERING

### INTRODUCTION

If you are new to swimming or new to the team or if you've just forgotten since last year, this section will help you to understand the volunteer positions and how they all fit together to make the meets work. Unlike other sports, parents are not just spectators at the meets but play an active role in the meets running smoothly. We need approximately 40 volunteers at home meets and 25 at away meets. **Each family is required to work 4 half meets or 2 full meets.** You can sign up online or by contacting Dana Steele (see contact info on page 2). **New this year, there will be a volunteer raffle for \$100 cash to be drawn at our awards party. Your name will be entered for every half meet that you work.**

There are basically five categories of jobs

- **CONCESSIONS** (feeding the swimmers and their families)
- **“ZOO DECK”** (“herding” the swimmers to their race spots and keeping swimmers aware of current races)
- **SET UP AND CLEAN UP** (jobs related to setting up and taking down tents/tables/chairs and getting the pool deck ready for the meet and reopening of the pool)
- **WET DECK** (jobs related to managing the swimmers in the water)
- **DRY DECK** (jobs related to the administrative scoring of the meet)

### **VOLUNTEERING – THE DAY OF THE “HOME” MEET:**

On the day of the home meet, you should check in at the Volunteer Table (located inside the Pines Room) to pick up your job tag and supplies. These tags will help tremendously in making the various handoffs of cards, slips and messages that occur throughout the meet much easier for both the home and visiting teams. When your shift is over, please return your job tag and any supplies to the volunteer table. Second half volunteers should report to the table at half-time to get their tag and supplies.

### **VOLUNTEERING- THE DAY OF THE “AWAY” MEET**

On the day of the away meet, you should check in with Suzanna Anderson or Michelle Watts . They will guide you to your volunteer position. Please return job tags and supplies to her when your shift is over.

### **A FINAL NOTE ON VOLUNTEERING**

We understand that it is very important for you to watch your child swim. Look out for each other, cover for each other, and everyone should be able to take the 30 seconds needed to watch that special race!

### **A WORD OF THANKS**

It has been said that it takes a village to raise a child-it takes a major metropolitan area to run a swim meet!!!! Thanks to all of the parent volunteers for pitching in. **Without you, there would be no swim team!**

## **SWIM MEET VOLUNTEER POSITIONS:**

### **SET UP AND CLEAN UP-**

We need 4 volunteers for set up and clean up at home meets. For away meets, we need 2-3 people to volunteer to bring their personal pop up tent and set it up in our team area.

We will not need these for night meets.

Weather permitting, set up occurs the night before a meet. Parents gather after the pool closes (8:00) to set up the pool for the following morning meet. Tables and chairs will need to be rearranged, and perimeter lines set out. A pool diagram will be available to know where things need to go. Volunteers will need to gather at 6:30 a.m. the morning of the meet to put up the team tent and backstroke flags. If there is inclement weather on Friday night, set up will need to occur at 6:00 a.m. the morning of the meet.

Clean up occurs immediately after the meet. This involves taking the tent and backstroke flags down, picking up trash and returning the furniture to its original position. Lifeguards will be on hand to assist with this. Volunteers should take trash bags to the tent areas during the ending relays and announce to swimmers to clean up all their trash.

### **WET DECK:**

A few of these positions will need special training before the season begins. Referees, Starters, Stroke Judges and Turn Judges go to a two hour training session to learn the rules for judging. We thank these people for taking their time to train for these very important jobs. All other jobs require only “onsite explanation” and are easy to learn!

Position	Home or Away Meets	Numbers Needed	Description	Special Training
Referee	Home only	1	Head meet official with full authority over all other officials	Yes
Starter	Home only	1	Upon signal from the Referee, begins each event by notifying swimmer of event and distance, then engaging the starting signal	Yes
Announcer	Home only	1	Announces events over the PA	No
Stroke Judge Sign up for first half or second half.	Home and away	1	Reports an individual swimmer violations concerning technique	Yes
Turn Judge Sign up for first half or second half.	Home and away	2	Reports any individual swimmer violations in the beginning of the swim, turns and finishes	Yes
Head Timer	Home only	1	Instructs and assigns timers and head lane timers to lanes. Acts as an alternate timer.	No
Timer Sign up for first half or second half.	Home and away	9 away and 8 home	(3 per lane) Verifies swimmers name on time card, runs a stop watch and records the times for each swimmer in designated lane	No

## DRY DECK –

Dry deck positions involve those that relate to scoring the meet and providing recognition to the swimmers. Most of these jobs (all but the computer runners and DQ runners) can be found indoors or in a shaded tent area depending on the pool. So, if staying out of the sun is one of your summertime goals, try one of these jobs!

Position	Home or Away meets	Numbers Needed	Description	Special Training
Computer/Meet Manager	Home	1	Enters the time for each swimmer into the meet manager software	Yes
Time Scorer Sign up for first half or second half.	Home and away	1	Verifies that the three times for a swimmer are within .5 seconds and circles the middle time to be used as the official time	No
Time Verifier Sign up for first half or second half.	Away	1	Verifies the results between the time scorer and the meet manager (proofreader)	No
Time Sheet Runner Sign up for first half or second half.	Home	2	Brings the time sheets from the head lane timers to the time scorer	No
DQ Runner Sign up for first half or second half	Home	2 (one on either side of pool)	Brings DQ slips to the referee for verification, and then takes them to the DQ logbook manager at the table	No
DQ Logbook Sign up for first half or second half	Home and Away	1	Records name of swimmer, event and nature of DQ into logbook for coaches then passes slip onto Time Scorer	No
Ribbon Assembler Sign up for first half or second half.	Home and Away	2	Affixes stickers to ribbons for each race then files them in team box under swimmers' last name	No

## **ZOO DECK-**

These jobs involve the actual “herding” of swimmers to their actual swim positions. These people help make sure that all swimmers are lined up and ready to race!

Position	Home/ Away	Number Needed	Description	Special Training?
Clerk of Course	Home and Away	1	Assembles swimmers for each event 3 events in advance	No
Clerk Helpers Sign up for first half or second half	Home and Away	3	Assists clerk by keeping swimmers in line and organized in designated “zoo” (swimmer waiting area) Take turns searching for missing swimmers	No
Lane Clerk Sign up for first half or second half	Home and Away	1	Stands at end of pool with meet sheet making sure Serpent swimmers are in the correct positions	No
Relay Runner Sign up for first half or second half	Home and Away	2	Walks relay team members to far end of pool	No
Water Runner Sign up for first half or second half	Home	1	Bring water to volunteers in stationary positions. Make a lap around pool every 30 minutes or so.	No

## **CONCESSIONS-**

Concessions workers are in charge of “selling” food and drinks to our swimmers and their families. Concessions are a very important part of the home meet as it is where the swim team makes most of its money. We will also be asking every family to donate a beverage. These assignments will be divided alphabetically after the team has been formed. Additional donations of fruit, pasta and bread products will be requested. The more donations we get, the more the swim team profits.

We will need 4 volunteers from 7:00-10:00 and 4 volunteers from 10:00-1:00.