

# FOUR SEASONS SUMMER SWIM TEAM

## 2008 Team Handbook

### WELCOME

2008 will be the 3<sup>rd</sup> season for the Four Seasons Swim Club (FSSC) summer swim team.

All Swim Club member children ages 4 through 18 are invited to join the Four Season's Swim Team. Our mascot is the Blue Shark. Swim Team provides a fun and competitive atmosphere for swimmers of all abilities (swimmers must be able to swim the length of the 25 meter pool with their face in the water). The program runs from the end of May through the end of July with daily practices on Monday through Friday and five dual meets scheduled on Saturdays throughout the season. Swim Team registration is open to kids of all ages

FSSC were Division champions in 2007 and so in 2008 will compete in Division 9 of the Central Maryland Swim League (CMSL). The CMSL comprises 53 teams in 10 different divisions. The teams are located throughout the central Maryland area and compete in the summer months during June and July. To participate on a CMSL team, swimmers must be part of a full family membership of their respective swim clubs. Each summer season, the teams in our division compete in five dual swim meets and a Division meet.

**NOTE: It is an insurance requirement that all team participants sign the AAU registration form before the season begins. This should be done at time of registration and must be completed before a swimmer is allowed to participate in any team workout or function.**

This handbook provides:

- An overview of the goals of the Four Seasons Swim Club Swim Team
- The practice schedule for the summer, as well as guidelines and expectations for practice
- A schedule of swim meets and other team events

The first step in becoming a member of the Four Seasons Swim Club Swim Team is signing up. All members of the swim team must be members of the Four Seasons Swim Club and must be able to swim the length of the pool. At the time of registration, a parent must be present to sign the AAU insurance form. If you are unable to attend registration, please contact Jill Martin-Krebs, the team Representative.

### GOALS

The primary goals of the Four Seasons Swim Club Swim Team are:

- Each member of the swim team will become a better swimmer through practice and direction from the coaching staff.
- Members of the swim team will work cooperatively as a team and have a good time, both at practice and at swim team events.
- Swimmers will make new friendships and develop self-confidence as a swimmer and competitor.
- Swimmers and their families will treat fellow swimmers and guests, as well as their coaches, with respect.

### SWIMMER REQUIREMENTS

Swimmers must be able to swim the length of the 25 meter pool with their face in the water. Lessons are available through the Swim Club for swimmers unable to meet these requirements. Every swimmer is expected/required to attend 2 practices per week in order to be eligible to swim in a meet.

### VOLUNTEER REQUIREMENTS

Other than coaching, the team is run on 100% parent power. At registration you will be required to sign up for volunteer duties for the team. Each family must do 3 volunteer jobs for 1 swimmer or 4 jobs for two or more swimmers. Please think about in what capacity you would be most helpful.

## Fees

Swimmers (their family) must be a full summer family member of the Four Seasons Swim Club. All fees must be paid and forms complete before a swimmer will be eligible to participate in workouts and/or meets.

**Pre-Registration Discount:** Families who pre-register **prior to May 1<sup>st</sup>** will receive a discount on their swim club and team fees.

	<u>Regular</u>	<u>Discount</u>
<u>A. Swim Club Fees</u>		
Regular summer pool family membership (Memorial Day – Labor Day) .....	Reg.\$550	Disc.\$500
- or -		
Family Diamond Club membership cost to add summer pool membership.....	\$125	\$125
<i>Summer pool membership includes the use of the miniature golf course and other outdoor facilities.</i>		
<u>B. Swim Team Fees</u>		
1 <sup>st</sup> Swimmer in family .....	\$90	\$80
2 <sup>nd</sup> Swimmer in family .....	\$80	\$70
3 <sup>rd</sup> Swimmer in family.....	\$65	\$55
4 <sup>th</sup> Swimmer in family.....	\$15	\$15
CATS swimmers registered/paid through the summer .....	\$40	\$40

*\$25 of each swimmer's team registration payment is non-refundable.*

## DATES TO REMEMBER

Please note the following dates and mark them on your calendars. Bring your calendar to registration as you will be required to sign up for your volunteer duties at registration.

April 28 <sup>th</sup> (Mon)	6:00 – 8:00 pm	Registration
April 29 <sup>th</sup> (Tue)	6:00 – 8:00pm	Registration
May 27 <sup>th</sup> (Wed)	7:00 – 8:00pm	After-school Practice begins
May 27 <sup>h</sup> (Tue)	5:30 – 7:00 pm	Late Registration
June 16 <sup>th</sup> (Mon)?	9:00 – 10:00 am	Morning Practice begins

## COMMUNICATION

Communication can be one of the most difficult issues on the swim team. There are a number of ways that information will be communicated to swimmers and their families.

Each swim family will have a mailbox (folder). The box holding these mailboxes will usually be sitting near the gate during practice times. Swimmers or their parents should check the mailbox each day for important information.

Parents can communicate their concerns to team representative (Jill Martin-Krebs) in person, via the phone, or through email ([jillmartin97518@hotmail.com](mailto:jillmartin97518@hotmail.com)). Likewise, the coaching staff may use these same channels to communicate concerns about your child.

The swim team also has information on the Carroll Aquatics website ([www.CarrollAquatics.com](http://www.CarrollAquatics.com)). We will post directions to all of the away meets on the website as well as other important announcements.

The best communication comes through parental involvement. Parents who volunteer before, during, and after swim meets, as well as with Fun Fridays and other swim team activities tend to be much more informed.

### SWIM TEAM APPAREL

Four Seasons Swim Club swimsuits and other apparel will be available for order during registration. It is very important that swimsuits be ordered during this week, in order that the suits arrive prior to the first meet. This year we our swim suits and supplies will be provided by [Metro Swim Shop](#). We will have a sizing kit available for try-on at the May registrations so that we may get our order in and our suits ready by the start of the season. If you can't possibly make either of the April registration dates contact [Lisa Rogers](#) for other arrangements. Once we get the suit orders underway, we feel future orders will be easier as individuals can order from [Metro](#) directly at any time.

### PRACTICE

It is important to attend practices regularly to be at your best for your individual performance and for the team at the swim meets. Of course, swimmers may need to miss practice to attend camp or when they are on vacation. However, the single most important determinant of a swimmer's success is the amount of time they spend at practice. Your attendance at practice also helps the morale of the team. Practices also allow the coaches to learn your strengths and weaknesses, so they can help you improve and use the information in planning events for the meets. In addition to morning practices each day, we *may* offer optional afternoon practices if there is enough interest, for those who cannot make it to the morning practices. Therefore, all swimmers should be able to attend at least three practices each week. If you have a situation that will not allow this, please discuss this with one of the head coaches. It is also important for swimmers to arrive on time and be prepared for practice. Parents please help the coaches by staying off the pool deck or on the bleachers during practice. We have found that swimmers respond better when getting direction only from the coaches.

Practice will be held rain or shine. In the event of cold weather or rain, more time may be devoted to dry land exercises and less time may be spent in the pool. Thunderstorms or very hard rain may result in practice being canceled. Swimmers may call the office at the Four Seasons Club to find out if practice has been cancelled. (410-239-3366)

In order to participate in dual or championship meets, swimmers must demonstrate a pattern of regular attendance at practice. To be entered in a meet, swimmers must have attended at least two practices during the preceding week. In the event that the swimmer has an academic, athletic, or family commitment, the swimmer and his/her parents should discuss the absence with the coaching staff. Those swimmers who have not attended at least two practices during the week preceding a meet will not be entered unless:

- The head coach was notified in advance of the absence and
- The swimmer has demonstrated regular attendance at practice in preceding weeks.

This policy is not meant to be punitive. Swimmers who miss practice one week will regain eligibility for meet participation upon resumption of regular practice attendance.

For the purposes of this policy, attendance is practice is defined as attending the regularly scheduled FSSC practice. While swimmers may benefit from practicing on their own or with another team, it does not constitute attendance at FSSC practice.

There will be two practice groups. Swimmers will be grouped according to their age/experience.

- Group I: Most summer swimmers

- Group II: Swimmers who swim year-around or are interested/capable of swimming more rigorous workouts

May 27<sup>th</sup> – June 13<sup>th</sup>

Group I	Monday, Wednesday, Friday	7:00 – 8:00 pm
Group II	Monday, Wednesday, Friday	5:00 – 7:00 pm
	Tuesday, Thursday	6:30 – 8:30 pm

June 16<sup>th</sup> – July 25<sup>th</sup>

Group I	Monday - Friday	9:00 – 10:00 am
Group II	Monday - Friday	7:00 – 9:00 am
	Afternoon?	5:30 – 7:00 pm?

*Note: Evening practices are intended for those who cannot make their morning practices due to parents who work or other commitments. We do this because we are limited to a few lanes in which to practice. This practice may even need to be canceled if the pool is very crowded or if there are other events taking place at the pool. The workouts will be for faster Group I and any Group II level swimmer.*

Swimmers should arrive at least 10 minutes prior to the start of practice and should be on the pool deck, ready to swim, at the time that practice begins. It is the responsibility of the parent to make sure that their swimmer is on the pool deck and ready to swim. Once in the pool, the coaching staff assumes responsibility for supervising the practice. Parents are not required to stay during practices, but must be available by phone in the event of injury or discipline issues. Swimmers should be picked up within 15 minutes of the end of their practice time.

In order that each member of the swim team be able to develop to his/her fullest potential, the coaching staff must spend practice time directing and motivating swimmers, and not disciplining unruly members of the team. If your child becomes a distraction during practice, he/she will be asked to leave the pool area. Swimmers who have been asked to leave a practice may not return to the next practice without their parent or guardian. We believe that this discipline policy will result in the best use of practice time for all swimmers.

The coaching staff will make every effort possible to help swimmers develop proper stroke techniques, as well as starts and turns. However, with many swimmers at practice at one time, it may not always be possible to give individual attention to every swimmer. If you feel that your child needs more help, please discuss your concerns with the coaching staff. *You may also wish to consider either group or private lessons offered through the Four Seasons Swim Club or Carroll Aquatics Sharks Swim School.*

## **SWIM MEETS**

The swim team will participate in five dual meets during the summer, as well as a number of special swim meets.

It is expected that all members of the team will participate in swim meets. If your child is unable to attend a meet because of vacation or family commitments, it is essential that you 'scratch' your child from the meet as early as possible, but no later than the Wednesday prior to the meet. Scratch sheets will be posted on the swim team bulletin board (hallway towards the inside locker rooms). This is very important!

Several days before a dual meet, the coaches will work with the swimmers to determine which events they will swim. The coaching staff will make every effort to accommodate swimmer's requests; however, **coaches will make the final decision.**

Swimmers should arrive at the swim meet in time for warm-ups. Warm-ups usually start one hour before the meet for home meets and 1/2 hour before the meet for away meets. Upon arrival at the swim meet, swimmers should check in with the coaches. It is very important that swimmers check in at least 45 minutes prior to the start of a meet. Lineup changes must be made by that time.

Swimmers are expected to wear their Four Seasons Swim Club team suit to all swim meets, including all dual and invitational meets. If swimmers choose to wear a cap, they should wear either a plain blue cap or a FSSC cap.

Dual meets (where the FSSC swim team swims against on other team) usually last 2-3 hours. Each swimmer can swim in four events. Before the meet begins, parents and swimmers should determine the events in which the swimmer has been entered. Swimmers may leave before the end of the swim meet only after checking with the head coach. Ribbons are awarded for the top eight swimmers in each event. Ribbons will be distributed on the Monday following the swim meet.

There are two "special" meets during the season:

- **STRAEHLE INVITATIONAL:** This invitational meet is held near the end of the season, and will take place at a swim club, which for 2008 will again be at [Four Seasons](#). For individual events, times submitted must have been swum in a dual meet during the 2008 season, and must be equal to or faster than qualifying times, which will be posted on the swim team bulletin board, and the website, as early as possible and in this handbook. Individuals entered in a relay must have swum an official relay in a dual meet during the 2008 season, which recorded a time that qualifies for that event. Individuals may enter no more that (3) events and a relay. Each team may enter only (1) relay team in each relay event.
- **DIVISIONALS:** This is the final meet of the season and will take place at [Four Seasons](#). We will *generally* select the (3) fastest times in each event (age + stroke) to swim; however we attempt to have as many swimmers from our team participate. Each swimmer can only swim in (4) events (3 individual events plus a relay). Any swimmer who does not want to swim or cannot swim should note this on the sheet on the bulletin board or must notify the coach in writing by at least one week before Divisionals.

**MEET ATTENDANCE:** Any swimmer unable to attend a meet **MUST** sign the sheet posted on the swim team board at least one week in advance of the meet. **REMEMBER**, regardless of what you think your swimming ability is, your fellow teammates, as well as your coaches, are depending on you. A lot of strategy goes into what event each swimmer swims and you are urged to try and attend every meet. Everyone's placement in events and time is important. This is particularly important in determining relay events. If you are placed in a relay and do not attend, other swimmers may be prevented from swimming their relay. If transportation is a problem, please let the team reps or the coaches know and arrangements will be made.

- Time Trials is an opportunity for swimmers to "get a time" for each stroke and to gain experience with how a swim meet is run.
- The Carroll County Invitational is held at the [South Carroll Swim Club](#). Swimmers from all of the Carroll County pools compete at this event. Swimmers will receive information about this meet in their mailbox as soon as it becomes available. A small meet entry fee is charged.
- The Straehle Meet is open to swimmers who meet certain qualifying times. Qualifying times will be posted as soon as they are available from the CMSL (Central Maryland Swim League). Swimmers from all 50 teams in the League attend this event. Participation must be confirmed by returning the registration form to FSSC on or before the date indicated on the schedule.

- The Novice Meet is held at the Riding Club and is open to all swimmers, 14 and under, who did not qualify for the Straehle meet in an individual event. You must complete a registration form on or before the date indicated on the schedule. A small meet entry fee is charged.
- The Divisional Championships will be held at [Four Seasons](#). All five teams from our division will be there. The swimmers with the top 3 times in each event will represent the Four Seasons Swim Club. The coaching staff will select swimmers for participation. Participation must be confirmed by returning the registration form to FSSC on or before the date indicated on the schedule.

**MEET GUIDELINES:** Swimmers may be entered in one, two, three or four events. All meets except for Straehle and Divisionals start in the morning at 9:00 AM. There will be a sign-in at every meet. Swimmers MUST sign-in by 8:15 AM before every meet, unless they have made arrangements in writing with the coach prior to the meet. Signing in gives the coaches time to adjust the team matrix before it closes at 8:30 AM (after which no further changes are allowed) and allows time for warm-ups. Swimmers should check the matrix to see what events they will be swimming (including relays).

**HEATS:** Each event will be broken up into groups called "heats." A heat may have 6 or fewer swimmers and each event may have several heats, depending on the number of swimmers. Each swimmer is seeded (placed in order of their time from previous meets or time trials) with the fastest swimmers in the last head and usually placed in the center lanes of the pool.

The announcer will call out events and instruct swimmers to report to the clerk of course (who distributes the cards) to get their cards. The card will have the swimmer's name, event number, head number and lane number. The swimmers will line up on benches by event, heat, and lane numbers, and when directed by the clerk of course, go to the lane in which they are assigned and stand behind the starting block. The official will call for the heat and tell the swimmers to mount the starting blocks. Swimmers who have not already done so should hand their cards to the timer. After the event, swimmers may ask the time for their time.

**SWIMMERS: REMEMBER TO PAY ATTENTION TO THE OFFICIAL. HE/SHE WILL NOT WAIT FOR YOU AND YOU MAY MISS YOUR EVENT.**

**EVENT SHEETS:** These sheets, which announce the swimmers in each event, will be posted on the bulletin board or reviewed by the coaches at the practice prior to the meet. These sheets will also be posted at each meet for swimmers to refer to and remember their events. At home meets, these sheets are posted on the wall outside the bathrooms.

**WHAT TO WEAR:** Early morning temperatures can be quite cool. Bring plenty of dry towels, sweats, and/or jackets. Remember to wear your team swimsuit. They are available at Metro Swim Shop for a discounted price. Ask for the Four Seasons team suit. Show your team spirit by wearing your team gear.

### **VOLUNTEER OPPORTUNITIES**

To a very large extent, the FSSC swim team is a volunteer effort. We need the participation of every parent. At the time of registration, parents will be asked to commit to at least one of the volunteer activities listed below.

**Fun Friday Volunteers** - Get together with a group of friends and organize one of the five Fun Fridays. Typically, Fun Friday involves an activity/craft and food. Four Seasons has some supplies (markers, fabric paint, etc). We will also reimburse you for expenses up to \$30. If you choose to spend beyond this amount, it will be the responsibility of the organizing group.

**Entry Card Preparation** – This is a job that must be completed on the day before the swim meet. It involves transferring stickers to cards and placing the entry cards in order and usually takes around an hour. Stickers and cards will be picked up during practice on Friday morning and should be returned to our Meet Entry Coordinator later in the day.

**Ribbon Preparation** – In advance of all home meets, stickers must be affixed to ribbons. This job can be completed well in advance of the actual date of the meet.

**Concession Stand Workers** - We need volunteers to work the concession stand during our home meets, and the Straehle Meet. This is a great opportunity for high school and middle school students who are not on the swim team to earn service hours.

**Clerk of Course** – This is one of the most important volunteer activities. At home meets, the Clerk of Course will perform two functions: (1) handing out cards to our swimmers for their events and (2) lining up swimmers by heat and lane for their events. At away meets, the clerk of course will only need to hand out cards (although other teams may appreciate help lining up swimmers).

**Table Workers** - Work at the scorer's table during the swim meet. It's a lot of fun to learn how meets are scored. We need table workers for all 5 dual meets and the divisional championships.

**Runners** – At all home meets, swimmers will line up with the clerk of course and will be given a card showing their name, heat, lane, and team. On this card, their time for the day will be recorded. Runners (1) collect cards from swimmers swimming 25 meter events and deliver them to timers at the opposite end of the pool and (2) collect completed cards from the timers and deliver them to the scorer's table for all events.

**Heat Winner Ribbons** – At all home meets, ribbons are given to the winner of each heat. Volunteers are needed to hand out ribbons to these heat winners.

**Timers** - We must provide 10 timers for the duration of all dual meets. Timers are responsible for operating a stop watch and recording the swimmer's time. It is a great way to get close to the action.

**Stroke and Turn Judges** – At each meet, we must provide one or more stroke and turn judges. To become a stroke and turn judge, you must have some familiarity with proper stroke technique and attend a training session on the first Sunday in June at Padonia Park Swim Club. If you are interested, you can call the club for more information. We desperately need new stroke and turn judges!

If you have other talents that you would like to share with the team, please call. We need everyone's help to make the season a success.

The first day of practice will be Tuesday, May 29<sup>th</sup>. The date for the informational parents meeting will be announced later – likely sometime the first week in June.

### **HELP HELP HELP**

Also, as a new team we need volunteers to help the team. There are many “mandatory” positions available. We cannot run a swim meet if we don't have table workers, stroke and turn officials, or a statistician. If you are interested in serving in any way, or just want to find out more, please contact [Jill Martin-Krebs](#). Please don't let our swim team down.

### **SUMMER “WARM-UPS”**

Carroll Aquatics will offer a summer warm-up session for swimmers to prepare for the summer swim season. Information can be found on the website [www.CarrollAquatics.com](http://www.CarrollAquatics.com).

**TEAM REPRESENTATIVES, COACHES, AND LEAD VOLUNTEERS**

Team Representative	Jill Martin-Krebs
Head Coaches	Rich Culp, Mike Kremer
Assistant Coaches	Hayley Keenan, Lisa Hutton, Kirstie Maggi
Team Captains	
Meet Entry Coordinator	Amy Haufler
Head Timer	
Timing System	Mike Haufler
Stroke & Turn Judges	
Head Table Worker	
Clerk of Course Coordinator	
Concessions Coordinator	
Fun Friday Coordinator	
Team Apparel Coordinator	
Team Banquet Coordinator	Lynn Farb
Team Photographers	

**Parent Volunteer Positions**

Meet setup and cleanup (need 5 or more)	Fun Friday socials (need 1 or 2)
Concessions (need 4+, for 2-4 home meets)	Clerk of Course (need 2 for all meets)
Table / Awards (need 5 for each meet)	End of year party (need 2 or 3)
Timer (need 20 for each meet)	Willing to help when/where needed ☺

**SEASON CALENDAR**

\*Updated 5/25/2008

April 1		Team Pre-registration begins
April 28	Mon.	Team Registration 6:00 – 8:00 pm (order team suits)
April 29	Tues.	Team Registration 6:00 – 8:00 pm (order team suits)
May 27	Tues.	<b>Late</b> Team Registration 5:30 – 7:00 pm (order team suits)
May 28	Wed.	(After-school) Swim Practices Begin 7:00 – 8:00 pm (Mon.,Wed.,Fri.)
June 1	Sun.	CMSL Clinic: Coaches, team rep, stroke & turn judges, and head table worker should attend (9:00 am)
June 11*	Wed.	Swim Practice time changes to 9:00 – 10:00 am (Mon.-Fri.)
June 14*	Sat.	Time Trials with Westminster Swim Team @ <a href="#">WST</a>
June 21	Sat.	Meet #1: <b>Away</b> vs. Southdown. Check-in 8:00am; Meet starts 9:00am
June 28	Sat.	Meet #2: <b>Home</b> vs. Waverly Woods. Check-in 7:30am; Meet starts 9:00am
June 29	Sun.	Carroll County Invitational @ <a href="#">South Carroll</a>
July 5	Sat.	Meet #3: <b>Away</b> vs. Milford Mill. Check-in 8:00am; Meet starts 9:00am
July 12	Sat.	Meet #4: <b>Away</b> vs. Taylor Village. Check-in 7:30am; Meet starts 9:00am
July 19	Sat.	Meet #5: <b>Home</b> vs. Olde Mill and Mariner Point (Tri-Meet). Check-in 7:30am; Meet starts 9:00am. <i>Novice Meet, Straehle, and Divisional registration forms due at FSSC</i>
July 23	Wed.	Straehle Invitational Swim Meet @ <a href="#">Four Seasons</a> . (Note: Swimmers must qualify for this meet.)
July 24	Thur.	Novice meet @ <a href="#">Westminster Riding Club</a> . 5:00pm at WRC (Note: Pre-registration required!)
July 26	Sat.	Divisional Championships Meet @ <a href="#">Four Seasons</a> . Check-in 7:00am Meet starts 8:30am (Note: Not all swimmers will participate.)
	Sat.	Swim Team Party at 5:00 p.m. - Food, awards, and fun!

## Dual Meets:

- Warm-up begins at 8:00am for the home team; 8:30am for the visiting team
- Meet begins at 9:00am
- Meets usually run 2-4 hours in length