

Rollingwood Seals Parent Handbook 2017

Welcome to the Rollingwood Seals Swim Team! The Seals swim in Division II of the Central Maryland Swim League (CMSL). The CMSL is comprised of 9 Divisions with a total of 51 teams (www.cmsl.org). If this is your first time participating in a competitive Summer swim league, then there is a lot to learn and it is highly recommended that you become familiar with this handbook as well as the coaching staff and other parents.

COMMUNICATION

Much of the information for the year can be found on the swim team bulletin board (located between the girls and boys locker room at the pool) or on the swim team page of the Rollingwood web site (www.rollingwoodpool.org/rwood-swimteam.htm). Please check the bulletin board weekly for meet sign out, statistics, volunteer sign up and food donation sheets, and other information.

Email communication will be utilized throughout the season to provide information regarding upcoming events and to coordinate with parents on various topics.

Each family will have a swim team folder located in the swim team file box. Information and meet ribbons will be put in the folders each week as well as swim team information. Please remember to check your folders regularly.

PRACTICE

Practice is an important part of improvement and as the season is short, we respectfully ask that parents try their best to make sure that their children attend practices as scheduled (practices will be held if it is cloudy or rainy as long as thunder and lightning are not present). Rollingwood provides evening swim practices prior to the end of BCPS closing for the summer (preseason) and provides both morning and evening swim practices following the dismissal of BCPS schools (regular season). Please note that evening practices during the regular season are intended for those families that cannot attend the morning sessions and as lanes will be limited, we ask that you please attend the morning practices if you are able. Practice schedules are listed on the website.

SWIM MEETS

There are 5 dual (two team) meets held on Saturday mornings from mid-June through the end of July. Some of the meets will be swum at Rollingwood and some of the meets will be away meets. In CMSL Division II each swimmer may only swim in 3 events including a relay.

Age Groups

The eligibility of a swimmer to compete in an age group is determined by that child's age on May 30th of the current season. It is very important that children attend the appropriate practice for their age group. The Coaching Staff works with each age group to not only build swimming skills but to also guide the swimmers for their age appropriate events.

2017 Meet Schedule

June 17	Time Trials at Rollingwood
June 24	Hammond Park at Rollingwood
July 1	Rollingwood at Crofton Aquatics
July 8	Rollingwood's at Watermont
July 12	Andover Novice Meet at Andover
July 15	Roland Run at Rollingwood
July 19	Rollingwood 21228 Invitational Meet
July 22	Rollingwood at Waverly Woods
July 26	Straehle Invitational at Four Seasons
July 29	Divisional Championship at Crofton Aquatics

Time Trials

Time trials are held the Saturday prior to the first dual meet and are used to provide the coaches with information as to how to place (seed) swimmers in various events. Time Trials provides an excellent opportunity for swimmers and parents to experience how a meet is run. For time trials, swimmers in all age groups above 9 will swim 3 events and swimmers 8 and under will only swim 1 or 2 events, based on experience on the team.

Dual Meet Duration/Arrival Times

On average a swim meet can last from 9:00 am until early afternoon, sometimes as late as 1:00 or 2:00 pm. Please plan accordingly. Swimmers should be at the pool by **7:45 am** for home meets, and no later than **8:00 am** for away meets.

Swimmers are to check in with the coaches as soon as they arrive.

Meet Sign Out

Any swimmer unable to attend a meet should sign out no later than the Tuesday before the meet. Sign out sheets will be posted on the swim team bulletin board. The coaches start to develop the lineup for Saturday's meet on Wednesday and need to know who will be in attendance in order to properly strategize and increase the team's chance of scoring well at the meet.

Straehle Invitational

The Straehle Invitational is a CMSL League meet and is open to every team in the CMSL. Straehle qualifying times will be posted on the web site. For individual events, times submitted must have been swum in a dual meet during the season, and must equal or better the Straehle qualifying times. Individuals entered in the relay must have swum on an official relay in a dual meet during the season, with a recorded time that qualifies for the event. Individuals may enter no more than 3 individual events and a relay. Each team can enter only 1 relay team per relay event.

Divisional Championship Meet

Each CMSL Division has a championship meet at the end of the season called Divisionals. Rollingwood will send the top three swimmers in each event to this meet to compete against the top swimmers from the other teams in the Division. Each swimmer can only compete in 3 events, including relays. Trophies are given out for 1st through 3rd place and ribbons are given out for 4th through 8th place in each event. Coaches will notify swimmers that qualify for divisionals and tell them what events they will be swimming. There is an entry fee that is paid by the Rollingwood Swim Team so it is imperative to sign out or let the coaches know if you cannot make the meet so that someone else can attend in your place.

Additional Swim Meet Opportunities

The following meets are not dual meets, but are meets that our team will generally enter. There is a nominal fee for each event that is swum and the Rollingwood Swim Team will pay the entry fees for these events. Therefore, if you sign up to swim in one of these meets, it is extremely important that you participate.

Rollingwood's 21228 Invitational Meet (July 19): This is a fun invitational Wednesday evening swim meet hosted by Rollingwood. Rollingwood invites teams from the Catonsville area to join us for 25m and 50m individual events and fun relay events. The event promotes team spirit and camaraderie between all age groups.

Andover Novice Meet (July 12): This is an invitational meet for novice swimmers. In order to qualify, swimmers must have slower than time standards for each event. This is a great meet to give a swimmer who may not qualify for Straehle or Divisionals the chance to compete in a championship type atmosphere.

Order of Events for Summer Swim

The following table depicts the order of events for CMSL. This order of events is used for dual meets as well as the Straehle and Division Championship meets.

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|------------------------------|---------------------------|-----------------------------|
| 1. Girl 9-10 100 I.M. | 21. Girl 6&U 25 Back | 41. Girl 15& Over 50 Fly |
| 2. Boy 9-10 100 I.M. | 22. Boy 6&U 25 Back | 42. Boy 15& Over 50 Fly |
| 3. Girl 11-12 100 I.M. | 23. Girl 8&U 25 Back | 43. Girl 8&U 25 Breast |
| 4. Boy 11-12 100 I.M. | 24. Boy 8&U 25 Back | 44. Boy 8&U 25 Breast |
| 5. Girl 13-14 100 I.M. | 25. Girl 9-10 25 Back | 45. Girl 9-10 25 Breast |
| 6. Boy 13-14 100 I.M. | 26. Boy 9-10 25 Back | 46. Boy 9-10 25 Breast |
| 7. Girl 15& Over 100 I.M. | 27. Girl 11-12 50 Back | 47. Girl 11-12 50 Breast |
| 8. Boy 15& Over 100 I.M. | 28. Boy 11-12 50 Back | 48. Boy 11-12 50 Breast |
| 9. Girl 6&U 25 Free | 29. Girl 13-14 50 Back | 49. Girl 13-14 50 Breast |
| 10. Boy 6&U 25 Free | 30. Boy 13-14 50 Back | 50. Boy 13-14 50 Breast |
| 11. Girl 8&U 25 Free | 31. Girl 15& Over 50 Back | 51. Girl 15& Over 50 Breast |
| 12. Boy 8&U 25 Free | 32. Boy 15& Over 50 Back | 52. Boy 15& Over 50 Breast |
| 13. Girl 9-10 50 Free | 33. Girl 8&U 25 Fly | 53. Mixed 6&U 100 F.R.* |
| 14. Boy 9-10 50 Free | 34. Boy 8&U 25 Fly | 54. Mixed 8&U 100 F.R.* |
| 15. Girl 11-12 50 Free | 35. Girl 9-10 25 Fly | 55. Girl 9-10 200 F.R. |
| 16. Boy 11-12 50 Free | 36. Boy 9-10 25 Fly | 56. Boy 9-10 200 F.R. |
| 17. Girl 13-14 100 Free | 37. Girl 11-12 50 Fly | 57. Girl 11-12 200 F.R. |
| 18. Boy 13-14 100 Free | 38. Boy 11-12 50 Fly | 58. Boy 11-12 200 F.R. |
| 19. Girl 15& Over 100 Free | 39. Girl 13-14 50 Fly | 59. Girl 13-14 200 F.R. |
| 20. Boy 15& Over 100 Free | 40. Boy 13-14 50 Fly | 60. Boy 13-14 200 F.R. |
| 61. Mixed 15& Over 200 F.R.* | | |

* Free Relay: Mixed relays require two (2) boys and two (2) girls.

Lineups (How do I know what I am swimming)

Swimmers are placed into a final lineup the Friday prior to the meet. There are a few ways to determine what events you are scheduled to swim in the meet. 1) The events will be posted on the web site the evening before the meet (this might not be until 8:00 pm). 2) For home meets, the coaches will have the lineup available at the Friday night pep rally (see below) and will announce. 3) The coaches will have the lineup at the meet. When you arrive and check in, you can ask what events you will be swimming. Please make sure to remember your events so that you do not miss them.

Seeding and Heats

Dual meets will be seeded on the morning of the meet. Seeding is a process where all of the swimmers for an event are grouped into heats, based on the number of lanes in the pool (For example if there are 35 swimmers in the boys 9-10 backstroke

and the meet is swum at a 6 lane pool, there will be 6 heats). Lane sheets will be printed after the seeding is complete and will be used to run the meet. Swimmers are responsible for knowing their events. There are parent volunteers that will let swimmers know what event is lining up (getting ready) and that can help with the 6&Under and 8&Under swimmers. Heats are swum from slowest to fastest.

Clerk of Course

There will be a clerk of course for all meets. The clerk is usually stationed somewhere around the starting area and the purpose is to line up swimmers by event, heat, and lane so that the meet runs smoothly. The clerk usually lines up approximately 6 additional heats behind the heat that is swimming.

When is my Event

During the meet the announcer will call out the events and instruct swimmers to report to the clerk of course. It is the responsibility of the swimmer and the parent to know their events and what events are lining up. Swimmers should go to the clerk of course at least 3 events prior to their event to be lined up. For swimmers eight years and under, a parent or coach will announce that the kids are to report to the clerk of course. Due to the large number of eight and under swimmers, this may be about 7 or 8 events prior. **It is not the responsibility of the clerk of course or other parents to find your children and line them up.** So, please pay attention and help your child get to their event in time so that your child does not miss their swims.

TEAM EVENTS

Friday Night Pep Rally

Before each home meet, a pot luck pep rally is held at Rollingwood at 6:00 pm. Families are asked to sign up for pizza, pasta, salads and desserts (sign-up sheets are posted on the bulletin board). Drinks and paper goods are provided by the team. Join your team members in making spirit posters and learning team cheers. The coaches also use this time to go over the line up and give the swimmers their swimming events.

Team Pictures

Team pictures will be scheduled on the day of a home meet and will take place prior to the meet. For the past few years, we have had a parent volunteer take the picture and then made the picture available for download.

End of Year Party

The end of year party will be held on July 29th (evening of the Division

Championship meet) at Rollingwood. Dinner and drinks are provided by the team and families are asked to bring a side dish to share. Following the dinner, the coaches will say a few words and team trophies will be distributed. Dessert will be provided by the team following the awards ceremony. The pool will stay open late for the team. More information on this event will be distributed throughout the season.

Fundraisers

The team will host one or more fundraisers during the course of the year in order to subsidize the program registration fee. For the 2017 season the 21228 Invitational Meet is the primary fundraiser and the team will also host a pit beef fundraiser the Sunday of Labor Day Weekend. In addition, proceeds from spirit wear, tattoos, and 50/50 raffles during the home meets benefit the team and help to keep the registration cost down. There is no mandatory participation or tracking requirement associated with the fundraising events, but the team asks all parents to try to help out in order to keep the registration fees down.

PARENT RESPONSIBILITIES

The swim team is a TOTAL volunteer effort. We require participation of EVERY PARENT to help the season run smoothly. It would be greatly appreciated if a parent from each family could work at least $\frac{1}{2}$ of each meet.

Whether you are new to competitive swimming or have years of experience, please know that the Rollingwood Swim Team wants to make this summer experience good for all who participate, and we will do our best to help everyone find the job that best suits them. There is always an experienced parent that is willing to help the new families! Just let us know! We want your help!!

Job Opportunities

CLERK OF COURSE (4 people needed each meet, 2 at a time for 1/2 of meet): At home meets, the clerk of course lines up both home and away swimmers by heat and lanes. At away meets, our clerk of course will assist the home team's clerk of course as needed.

ANNOUNCER: This is the person who announces the events at home meets.

CONCESSION STAND: 12 volunteers are needed to work the concession stand (4 people per shift). The shifts are as follows: 7:00 am - 9:00 am (set up), 9:00 am - 11:00 am, and 11:00 am - 1:00 pm. Requests for food donations are coordinated via online volunteer sign up (**All families will be asked to sign up for food donations prior to home meets**). This is important to our swim team as it

allows us to raise money for the team.

HEAT WINNER AWARDS: At all home meets, prizes are given to the winner of each heat. Two volunteers are needed for this post to work $\frac{1}{2}$ of the meet.

RAFFLE TICKETS: We will sell 50/50 raffle tickets at each home meet. We need 2 volunteers to work 1/2 of each meet to walk around and sell the tickets.

TABLE WORKERS: There are various positions available at the scorer's table during each meet. Table workers record the meet results and keep the score.

TIMERS: Timing is fun and you are where the action is. We need between 10-12 timers each half of the meet. No experience is needed and provides a great way to become familiar with the swimmers and meet cool parents.

RIBBON WORKERS: Before each home meet at the pep rally we organize the ribbons for the following meet.

RUNNERS: At home meets (4 people needed), we need someone who will collect the swimmer's cards from the timers and deliver them to the scorer's table after each event.

STROKE AND TURN JUDGES: At each meet, we must provide at least one stroke and turn judge. Stroke and Turn judges need to be CMSL certified. CMSL requires a short online training to meet the certification requirement. YMCA or USA Swimming certification will meet the requirements of CMSL certification.

SET-UP: We need volunteers to get our pool ready for our home meets. Some set up is completed Friday night after the pep rally. Some help is also needed early in the morning on meet days - around 7am.

CLEAN UP: After each home meet, we need everyone to pitch in and help make the pool presentable for our members.

While these jobs may seem overwhelming at first glance, lots of people are there to help; it is really fun and rewarding to be part of the team. Without your help we would not be able to run the swim meets!!!

WE THANK YOU AHEAD OF TIME FOR YOUR HELP IN THESE AREAS.

IMPORTANT CONTACT INFORMATION

Bill Protzman - Swim Team Director swimteam@rollingwoodpool.org
410-788-2081

Coaches can be reached at the e-mail swimcoach@rollingwoodpool.org

Please feel free to contact any of the people above with questions regarding the Rollingwood Swim Team.