

# ***Villa Park Mariners Swim Team Handbook***

## 2018 Swim Season Officers

<b>President: Sue Roucka</b>	<b>Vice President: Melanie McGinnis</b>
Treasurer: Jen Burns	Secretary: Janet Benedict
Director-at-Large: Tammy Koterba	

### Important Contact Information:

\*Mailing address: Villa Park Swim Team  
PO Box 6892  
Villa Park, IL 60181-6892

\*Head Coach email: [marinerscoaches@gmail.com](mailto:marinerscoaches@gmail.com)

\*Board President email: [vpmariners@gmail.com](mailto:vpmariners@gmail.com)

\*Villa Park Mariners Team Website: <http://www.invillapark.com/317/Mariners-Swim-Team>

Please visit our website to download additional forms, see links to maps for meets, etc.

\*Jefferson Pool: 630-832-5632      341 N. Harvard Ave, Villa Park

\*Remind: Text 81010 the message @vpmariners

\*Become a member of our group on Facebook. Send a request to join the Villa Park Mariners Swim Team.

## VOLUNTEERING

We rely completely on our parents to run the meets and we cannot do it without every family helping at every meet. If you are unsure what to do, please ask the Volunteer Coordinator. Don't be afraid to try something new - it is a LOT of FUN and the best way to meet the other families. Plus, your children like to see you involved in their activity.

To make it as painless as possible, most jobs only require you to work for half of the meet; however, feel free to work the entire meet - perhaps do a different job each half. We welcome that dedication! There is no prerequisite to performing many of these positions.

The first half of the meet is events 1-40 and the second half of the meet is events 41-78. Sometime around event 35, there will be an announcement for the second half volunteers to be ready to take over after event 40. To be fair to the first half volunteers, please listen for the announcement and be at your post at the appropriate time to take over the position.

In addition to working during the meet, we do request families to assist at **Home** meets with set-up and tear-down. This is assigned by age group, and if you have children in more than one age group, we would ask for you to help more than once each season. If it is your week to help, set-up starts at 6am for Saturday meets and 5pm for Wednesday meets. Tear-down is immediately after the end of the meet.

As a side note, we also have extra opportunities to help with making the season fun for our swimmers - please consider helping out as much as you can. There is always plenty of work to be shared so we can make the swim team experience great for all our swimmers. These opportunities are always in the team email notifications.

**WE CANNOT RUN A QUICK AND EFFICIENT  
MEET WITHOUT EVERYONE'S HELP!**

## INCENTIVES FOR VOLUNTEERING

***Mariner families that volunteer will be eligible to earn a free or discounted team suit for the following swim season.*** The requirements will be announced at the beginning of the season. When we host a conference swim meet, volunteer requirements drastically increase. *If you do not meet the requirements, team suits will be full price for the following season.* **You can track your progress by logging into the Swim Portal on Active.com.** Be sure to use the link available on the Village website at <http://www.invillapark.com/317/Mariners-Swim-Team>.

The shifts worked will be kept track of by the Volunteer Coordinator and Parents Association Board. Mini Mariner families will also be required to volunteer in order to receive the discount for the next season. Most of the volunteer positions do not require any training or previous experience. Try a new position this year or take the next step and become the chairperson for one of the committees.

Stroke judges and starter/referees **must** complete a training session to become certified to work at the swim meets. Please consider becoming certified this season and earn a free white polo shirt with the team logo. Information about upcoming certifications will be sent by email and it can be also be found at the DuPage Swim and Dive Conference ([www.swimdsdc.org](http://www.swimdsdc.org)) website.

THANK YOU IN ADVANCE FOR YOUR  
COOPERATION AND SUPPORT THIS  
SEASON!

*Remember: Track your progress throughout the season on the Swim Portal to verify credit has been awarded after a dual meet and you are on track to reach your goal for a free or discounted suit for each swimmer in your family.*

# PARENTS

## WHAT TO DO WHEN YOU ARRIVE AT THE MEET

Go to our team area when you arrive at either a home or away meet. Set your belongings down and help your child get ready for warm-ups. Sometimes it is by age groups while other times all swimmers may be in the pool simultaneously. Make sure your swimmer(s) check in with the Bullpen parent as soon as possible upon arrival. This way the swimmer knows which strokes to focus on during warm-ups.

Each age group of children's parents (8 and under, 9-10, 11-12, 13-14, and 15 and over) has been assigned a particular home meet for which they are responsible to assist with both set up and tear down. At a home meet, look around and see if set up is still going on. Even if it is not your week to assist, if it looks like help is needed, then PLEASE offer to help.

## WHAT TO DO DURING THE MEET

You can stay in the team area when your child is not swimming, or stay in the viewing area. Each pool is set up differently. Most have bleachers and chairs for spectators, but often there is not enough space for all spectators. Many have large bullpen areas for the swimmers and families. There may be quite a bit of time between your child's events so why not volunteer. Please volunteer in advance to work ½ of the meet, or if the volunteer coordinator is trying to find people to fill positions please step up.

Cheer on your swimmers. Congratulate them when they do well. Console them if they need it. Even if they come in last place, if they swam hard and did their best - that is the important thing. **Try to remind them that it is not about winning the race; it is about beating their own best time for the particular event.** If they improved by taking off time from their previous best time for that event, then that is a victory to celebrate! Our pool is measured in meters, but the other pools in the conference are measured in yards. You will notice your swimmer will be able to swim 25 yards faster than 25 meters.

Remind them that no matter what the outcome of the race, sportsmanship comes first. Their behavior should reflect positively on the team. Shake hands with their opponent in a close race. Victory dances are not appropriate.

If you see your child acting inappropriately, please correct them. It makes the Bullpen Parent volunteer positions much easier.

*Check in with the volunteer coordinator for your shift or see if there are volunteer positions that still need to be filled for the meet.*

# COMMUNICATIONS

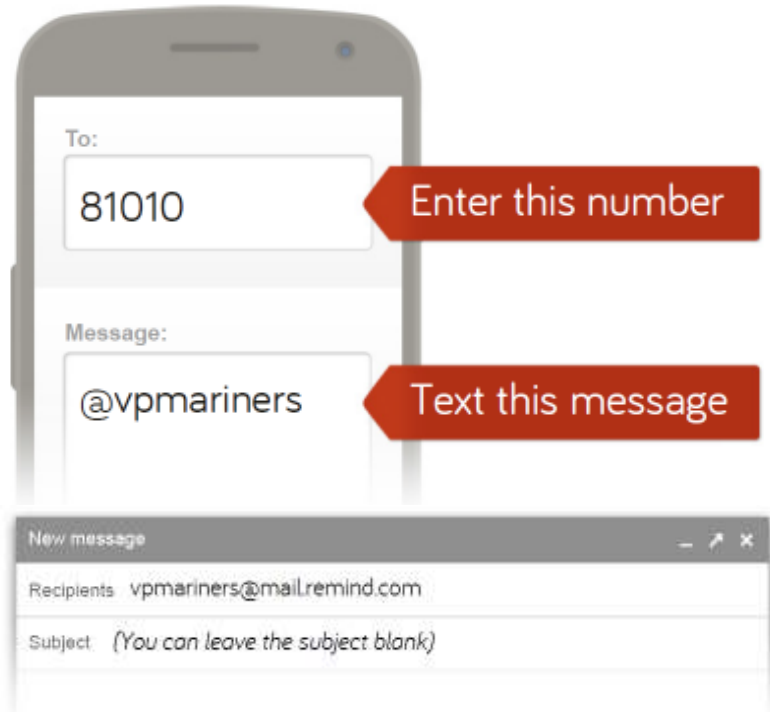
## REMIND

In the event that the coaches and/or the parents association need to reach the swimmers/families regarding practice changes or meet delays, a text message will be sent. Feel free to give this information to anyone that may be responsible for transporting swimmers to meets and/or practices.

To receive messages via text, text **@vpmariners** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @vpmariners'.

Trouble using 81010? Try texting **@vpmariners** to **(620) 359-1229** instead.

Or to receive messages via email, send an email to **vpmariners@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.



## IN EVENT OF BAD WEATHER AT A SWIM MEET

If there is rain, the meet may still continue. If there is lightning and thunder, the weather policy of the pool will be followed and the following DSDC rules apply:

“In the event a dual meet has been rained out, team line-ups must be forwarded by the home team to the division recorders with meet results...An attempt should be made to reschedule the meet in order for swimmers to comply with the Conference meet qualifications.”

The postponement or cancellation of a meet is determined by the coaches. If the postponement or cancellation is before warm-ups, every attempt will be made to text the families utilizing Remind. If swimmers are already at the pool, the coaches will inform them of the changes at that time.

## **MAILBOXES**

Mailboxes will be out each morning at practice. Every swimmer has a mailbox that should be checked daily. There is also a mailbox for Board Members and Coaches in which you can also return forms.

## **IMPORTANT CONTACT INFORMATION**

Head Coach email: [marinerscoaches@gmail.com](mailto:marinerscoaches@gmail.com)

Please send an email to the coach if a swimmer will be missing practice, has an availability change for a swim meet and/or if there is a question about practices or meets.

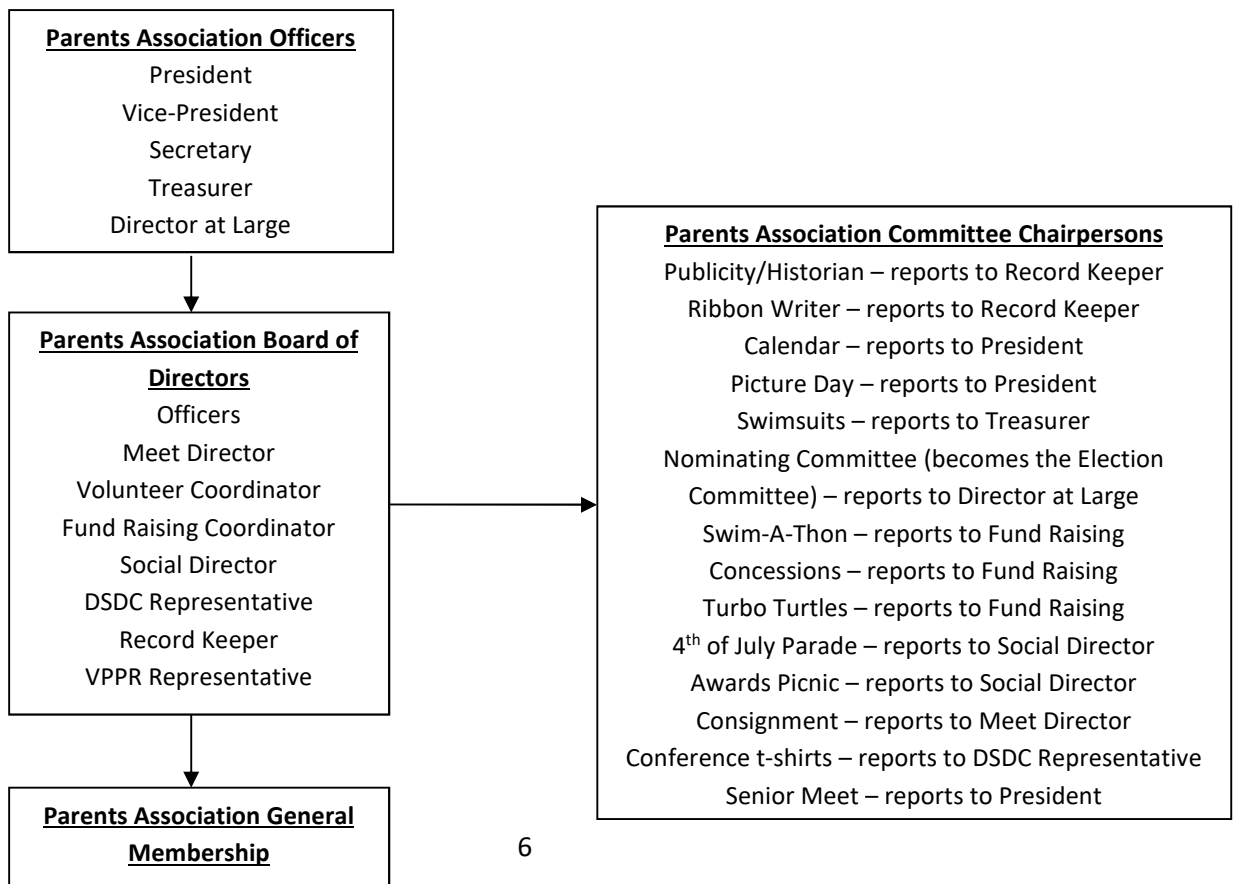
Board President email: [vpmariners@gmail.com](mailto:vpmariners@gmail.com)

Please send an email to the board if you have questions or comments about volunteering, fundraising, etc.

Villa Park Mariners Team Website: <http://www.invillapark.com/317/Mariners-Swim-Team>

Please visit our website to download additional forms, see links to maps for meets, etc.

## **PARENTS ASSOCIATION ORGANIZATIONAL CHART**



# SWIMMERS

## WHAT TO DO WHEN YOU ARRIVE AT THE MEET

1. Find the team area and organize your belongings.
2. Find the Bullpen parents and check in to receive your events to write on your hand.
  - Home meets - report to the Bullpen.
  - Away meets - look in our team area.
3. Put on swim cap, get your goggles and towel.
4. Be ready when you are called for warm-ups.
  - First Warm-up time - 10 and under
  - Second Warm-up time – 11 and up
5. After warm-ups, get ready for your first event. Sometimes there are last minute changes so stay in the team area/bullpen in case you are needed for a Medley Relay.
6. During the meet, stay in the Bullpen until you hear your event number or name called to the Clerk of Course.
7. At the Clerk of Course, receive your event card and stay in your assigned seat. Relay event cards are only given to the first swimmer.
8. Pay attention and be sure to sit in the order you have been assigned. Move up with the other swimmers in your event as your turn gets closer.
9. When your event is called to report behind the blocks, the Clerk of Course parent will send you.
10. Give your event card to the timer in your lane. Be sure to check that you are in the correct lane!
11. Swim your best! Ask the timer for your time, before you leave your lane.
12. Check in with the coaches to let them know your time and if they have any tips on how to improve.

## WHAT YOU SHOULD PACK FOR THE MEET

Please label all personal belongings with your name.

- Team swimsuit (easiest to wear it to the meet)
- Goggles – two pairs are recommended
- Team swim cap – bring a spare in case it rips or gets misplaced
- Towels
- Surf shoes, Crocs or flip-flops to wear on deck
- Warm, dry clothes – Sweats are great for cooler weather meets. You may want to bring two pairs in case one gets wet.
- Water bottle (On hot days, freeze it overnight to keep it cold longer.) Swimmers can get dehydrated so consider packing several bottles of water and/or sports beverage such as Gatorade or other non-carbonated drinks.
- Healthy snacks! Some good ideas to bring: fruit, pretzels, cheese sticks, crackers, cereal in Ziploc bags, yogurt (drinkable or yogurt in tubes).
- Sunscreen – Be sure to apply early enough so it can dry before entering the water to swim. Do not forget to reapply as the meet goes on. Faces and shoulders tend to be the most vulnerable.
- Something to sit on – blanket or separate towel from the one used to dry off
- Something to do between events – book, cards, etc. Use caution when bringing small electronic games. PLEASE LABEL EVERYTHING!
- Permanent marker to write event numbers on hand.
- Prescription medication/Inhaler – If your child has a medical condition that could be triggered by or interfere with their swimming, PLEASE make sure the coaches are aware and the necessary medication is with the swimmer.

### DO NOT BRING

- Glass bottles
- Carbonated beverages
- Anything that could be ruined by the weather

### OPTIONAL ITEMS

- Money for concessions
- Folding chair for parents or a blanket to sit on
- Parents may bring a small cooler
- Shampoo, conditioner, comb and/or brush if you want to shower before leaving
- Sleeping bags – for staying warm between events or just sitting on
- Some of the families have small pop-up cabana tents which can be useful on hot, sunny days. Keep in mind that there might not be a lot of space available in the designated swimmer area.



# MEET STRUCTURE AND TERMS

## Meet structure:

There are 78 events with six individual events for each age group with two different types of relays (medley and free). Boys events are even numbered and girls events are odd numbered.

Events are swum from the youngest to the oldest age groups and alternate between girls and boys. Age is determined as of June 1<sup>st</sup> so a child who turns 11 on June 2<sup>nd</sup> will swim in the 9-10 age group all season. A swimmer can never swim down with younger swimmers; however, they can swim up with older swimmers at the coach's discretion.

There will be no more than one **competition** heat of a particular event, but on occasion there are several heats of one event. The final heat is the competition heat and all other heats are considered exhibition heats. Exhibition heats are a great opportunity for the swimmers to receive a time for that event. The time in which they finish the race is factored in with any times they achieved in competition heats. In order to be able to swim a particular event at the conference meet, the swimmer must have a time to enter from an exhibition or competition event. If a swimmer makes an error during their race, they may be disqualified (DQ). The swimmer will be notified of the error and the time will not count.

## Events:

Generally races are 50 yards or meters. For 8 and under swimmers, most races are 25 yards or meters. The exception to this is the long freestyle and the individual medley (IM). The long freestyle is 50 yds/m for 8 and under swimmers and 100 yds/m for all other age groups. The IM is 25 yds/m in the order of butterfly, backstroke, breaststroke and freestyle.

The first ten events (1-10) are the medley relays. The next ten events (11-20) are the short freestyle individual events. Event 21 and 22 are the 8 and under freestyle relays. Events 23-30 are the individual medleys for the other age groups. Events 31-70 are individual events: long freestyle, butterfly, backstroke and finally breaststroke. Events 71-78 are the free relays for the rest of the age groups.

# VOLUNTEER POSITIONS

- Swimmer Check-in:** In charge of checking in each swimmer and informing them of the events they will be swimming. Volunteers MUST arrive at 6:15 am for Saturday meets and 4:15 p.m. for Wednesday meets. (2 volunteers needed for 1<sup>st</sup> shift only, Home and Away meets)
- Clerk of Course:** In charge of overseeing the Bull Pen Volunteers. Receive the Meet Program from the Head Scorer. Help Bull Pen volunteers stage and seat swimmers prior to their events according to the meet program. Must check-in for position 30 minutes after the start of warm ups. (1 volunteer per shift, Home meets only)
- Bull Pen:** Oversee bullpen area where swimmers are to remain between their events. Stage and seat swimmers with the Clerk of Course prior to their events according to the meet program. Bull Pen Volunteers must check-in 30 minutes after the start of warm ups. (3 volunteers per shift, Home and Away meets)
- Timer:** There are two timers per lane, one from the home team and one from the away team. The home timer will be responsible for recording the swimmer's times on the timing sheet. Training will be provided for this position at the beginning of the meet. (6 -8 volunteers per shift, Home and Away meets)
- Alternate Timer:** Responsible for running a stopwatch to be used as a backup in case one of the lane timers has a malfunction. (1 volunteer per shift, Home and Away meets)
- Finish Judge:** Record the order by lane number in which the swimmers finished the races on a blue Finish Card. (1 volunteer per shift, Home and Away meets)
- Stroke/Turn Judge:** Certified volunteers who officiate the swimmers during the events. This position requires a training class to be taken. (2 volunteers per shift, Home and Away meets)
- Starter/Referee:** Certified volunteers who officiate events during the meet. This position requires training classes and experience as a timer and judge. (2 volunteers per shift, Home meets only)
- Head Scorer:** Responsible for running Meet Manager on the team computer to determine the official race results and award points for each race based on the information on the timing sheets, disqualification slips and lane finish cards. (1 volunteer per shift, Home meets only)
- Scorer Assistant:** Assists the Head Scorer by organizing all timing sheets, disqualification slips and lane finish cards. (1 volunteer per shift, Home meets only)

Verifier:	Verifies all paperwork completed by Head Scorer including swimmers name, place they took in the race or if they were DQ'd and any points that were earned. (1 volunteer per shift, Home and Away meets)
DQ Recording:	Receive paperwork from Verifiers. Write a copy of the DQ's received for home team only that will be given to the swimmers after the meet. File paperwork in the proper order. (1 volunteer per shift, Home and Away meets)
Runner:	Responsible for picking up timing sheets, DQ slips and Lane Finish Cards and promptly deliver them to the Head Scorer. (2 volunteers per shift, Home meets only)
Water Delivery:	Throughout the meet, provide water to officials, coaches, timers and other workers on the deck. (1 volunteer per shift, Home meets only)
Announcer:	Work on pool deck and announce event number and description, heat number and any other special announcements that are necessary during the meet. (1 volunteer per shift, Home meets only)
Concession Sales:	A major revenue generator for the swim team. Concession sales requires a positive attitude, assists in set-up and successful operations, and ensures accurate accounting for all transactions. (3 volunteers per shift, Home meets only)
Consignment:	Prior to arrival of visiting team, set up merchandise to be sold, conduct sale of merchandise and record items sold. Near end of meet, pack up unsold merchandise and count and turn in money. (2 volunteers per shift, Home meets only)
Turbo Turtles:	Set up Turbo Turtle table, keep track of the numbers of each turtle "adopted", name the person who adopted the turtle and collect money for each "adoption". Before event 40, set up the race and keep track of race winners and distribute prizes. After race is concluded, put away all materials. (2 volunteers needed for 1 <sup>st</sup> shift only, Home meets only)