



Talbott Swim Club  
*Tsunami*

# Parent Manual

## 2011 Summer Swim Team

Updated on June 23, 2011

The information and policies contained within this manual and elsewhere are subject to change without notice. Please refer to our website for the current version of this document and other information.



## BOARD OF DIRECTORS & VOLUNTEERS

President	Steve Andrews	410-714-0926
Vice President	Position Open	
Secretary	Sally Lentz	
Treasurer	Joanne Newmier	
Meet Director	Ann Nilsen	
Assistant Meet Director/Registrar	Dawn Andrews	410-714-0927
Concessions Director	Michelle Clark	
Publicity/Fund Raising Director	Don Morris	410-829-0319
Computer Operations/Timing	Position Open	
Head Angel	Melissa Billings	
Chief Timer	Bill Dowd	

## COACHING STAFF

Head Coach	Adam Friedman	410-714-9018
Assistant Coach	Dan Brown	
Volunteer Coaches	Garry Anne Lyons Andy Burke Sherye Hathaway	



**George Murphy Community Pool**

501 Port Street ~ Easton, MD 21601  
Pool: 410-820-7306

All club correspondence should be sent to:

**Talbot Swim Club**

PO Box 3001  
Easton, MD 21601

**[www.talbotswim.org](http://www.talbotswim.org)**

**TSC Mission Statement**

To develop the character, self-confidence, and physical fitness of our community's youth through the lifelong sport of swimming.

**Our Core Values**

- Individual progress is emphasized over championship qualification
- Teaching stroke technique is highly important
- Each swimmer will have individual encouragement from the leadership team
- Swimming is wholesome, fun and enjoyable, lifetime sport and recreational activity
- Peer and family interaction is woven into the fabric of the team
- Our team exhibits honesty, integrity, and good sportsmanship – both within the team and other clubs

**Announcements will be communicated via email and will be posted on our website.**

TSC is a member of the Delmarva Swim Association (DSA). To learn more about our league and the 25 member teams, visit [www.delmarvaswim.org](http://www.delmarvaswim.org). There is a championship meet held at the end of the season: "Champs", and an invitational event known as the "Marlin Jr. Championship" (See the championship meet information section of this document for more details).

# REGISTRATION

## Returning Families

**Complete the following steps prior to May 31, 2011 :**

Go to our website, <http://talbotswim.org>, login, and update your account information. ALL INFORMATION IS REQUIRED (full parent names, addresses, home and cell phone numbers, etc.). Check the “member” information for your swimmers and update as necessary. (To add additional swimmers to your account, please contact a TSC Board member.)

Enter your credit card information. We have implemented electronic billing again for 2011. Those families without credit cards must use Visa/MC debit cards. Contact your bank to obtain a debit card with a VISA or MC logo.

## New Families

**After April 30th TSC opens to the public.** Note that we expect to have very few spaces available for new swimmers due to the large number of returning swimmers. Therefore, we recommend you have a backup plan for summer swimming. There are several other teams in our area that compete in the Delmarva Swim Association.

New swimmers must be evaluated for eligibility. A TSC Coach will assess new swimmers during the first few practices to determine eligibility for the Team (See Minimum Requirement below for more information).

## Team Fees

The board strives to keep the team fees as low as possible while providing a high-quality experience consistent with our mission statement and core values. The cost of the swim team remains \$150 for the first swimmer in your family, then \$125 for each additional family member. For swimmers age 15-18, the team fee is \$100. Out of county swimmers will be assessed a \$25 per swimmer fee, individuals processed after determined registration closing times and dates will be assessed a late fee of \$25 per swimmer.

Note that additional monies will be required from families to purchase team suits, equipment, and participate in optional “invitational” meets.

## Scholarships

We work closely with Talbot County Parks and Recreation to provide scholarships for those with financial needs. We never want to turn away a swimmer due to financial hardship. Contact Cathy Rust (crust@talbgov.org) at Talbot County Parks & Recreation to apply for a scholarship.

## Lack of Payment

Fees and charges incurred through the Talbot Swim Club are processed through our web site at <http://talbotswim.org>. Typically the charges incurred, such as for invitational events, are reconciled once per month. If during any reconciliation process, your payment is declined, you will have 48 hours to supply an alternate method of payment. If this is not completed or any provided alternate is further declined, all swimmers registered under that family account will be suspended from practices, meets, invitationals and other events. They will remain suspended until such a time that accounts are brought current.

## Refund Policy

It is not the policy of the Talbot Swim Club to refund registration fees. This includes, but is not limited to clinics, the summer swim team & invitationals. The Board is responsible for the fiscal health of the team and prepares budgets based upon expected registration. If a family decides to withdraw their application after the close of registration then the Board is unable to meet its financial commitments. The expenses of the team are paid primarily from registration and those commitments must be met whether your child attends or withdraws. However, there are circumstances that warrant the return of fees paid less a processing fee under the following specific situations:

1. If a child does not make the team after the assessment, the family will receive a refund for the amount paid for registration for that swimmer, less a processing fee of \$25.
2. If registration is withdrawn in writing and a refund is requested before the original period of registration closes (not including extensions), the family will receive a refund for the amount paid for registration for that swimmer, less a processing fee of \$25.
3. If the swimmer is called into the military service and registration is withdrawn in writing prior to the start of the clinic or the summer season, the family will receive a refund for the amount paid for registration for that swimmer.

Please note there will be no refunds given for invitationals or championships.

## Minimum Requirements

All swimmers must be able to swim one length (25 meters) of the pool in two (2) different strokes – unassisted. (see above on assessment). If a pre-season clinic is held, assessments for participating swimmers may be conducted at this time. If your child does not meet the minimum requirements, we will advise you and offer suggestions for swimming lessons.

## PRACTICE TIMES

Beginning Tuesday, May 31st:

Practice is subject to change based on team size/age group numbers.

**Monday, Tuesday, Thursday and Friday evenings 6:00-9:00 p.m.**

**11 and under 6:00-7:15 p.m.    12 and up 7:00 - 8:45 p.m.**

### Drop-off policy:

A parent must remain on deck during the entire practice if they have a child who is 11 years old or under. A child 12 years and older may participate in a practice without a parent in attendance. It is required that all swimmers' families are on deck and help out at every home and away meet.

It is very important to exit the Murphy complex before 9:00pm. If parents or children linger past 9:00, we are assessed extra penalty fees by Talbot County Parks & Rec. To keep our swimmer fees as low as possible we ask that you help us with this requirement.

Note: We may need to make adjustments to our schedule. All changes will be communicated via email or text message and will be posted on our website when time permits.

### Meet Times:

**All meets begin at 6:00 p.m. and MUST end by 9:15 p.m.**

A detailed meet schedule for dual meets, invitationals, and championship meets will be posted on our website under "Events" in late May after DSA finalizes the schedule. To participate in an invitational or meet, you must log on to the web site and declare your swimmer's attendance. For home and away meets you will also have the opportunity to select a job preference. This is merely a preference and you may be assigned another job or even assigned one without indicating a desire to assist. All families are required to work at all meets.

**Home meets** – arrive at the pool at 4:30 to finalize the roster and get the pool area ready. Warm-ups run from 5:00 – 5:30.

**Away meets** – arrive at the pool deck by 5:15. Warm-ups are at 5:30. Directions to away meets can be found at <http://www.delmarvaswim.org>

Bus service may be arranged for away meets. There will be a fee for this service if we are able to provide it. Announcements will be made later in June.

## **Cancellation Information**

If you have a question about a weather delay or cancellation please call Adam Friedman or the assistant coach. The staff will always have the latest information regarding the plans for a meet. Our web site now has the ability to send text message notifications to our team. Please ensure you have the correct options selected and information provided so that we may use this feature for important delay or cancellation information. If a meet is cancelled, the Board will work to reschedule if possible.

## **Equipment Needs**

The TSC team suit this year will be the TYR Durafast Splice Diamondback and Jammer in black/red. The purchase of this suit is mandatory and must be worn at all meets. A swimmer may wear a technical suit at invitationals and championship style meets as long as it is permitted by the meet host and DSA rules. ALL suits MUST be purchased through our TeamUnify website. A condition of joining TSC is your agreement to purchase the team suits online from our website. If we find that you have obtained a suit in a different way, we will invoice you for the cost of a suit. A contractual agreement between TSC and Team Unify (our web platform) obligates us to create and enforce this policy.

## **Family File Folder**

Each family will have a file folder. The File Folder Boxes will be available during all practices, but not during a meet. This folder system was developed as a way to communicate with all swimmers and families. Any ribbons awarded to swimmers or DQ slips will be distributed respectively via this method. Notices for photo night, team party, etc., will also go into your folder. It is your responsibility to check this box frequently for new information.

# SWIM MEETS General Information

## Dual Meet:

A Dual Meet is a swim meet between two teams; the 'home' team and the away traveling team. There are no entry fees. These meets last approximately four hours (including warm-up). Swimmers are limited to a maximum of three (3) individual and two (2) relay events per meet. The coach will decide the individual and relay events as well as the heat and lane assignments. The home team usually has a concession stand available. Please remember to notify the coach if your swimmer is unable to attend any of these meets as soon as possible when changes need to be made. (Parents will be asked to complete signup on our web site that will notify the coaches of attendance at meets.)

At our home meets, we will provide food and drink. Please support the team. Parents will be asked to provide food donations for these home meets. This will be coordinated by our Concessions Director.

## Invitational:

More than three teams attend an Invitational Meet. One team 'hosts' the event and invites several teams to participate. Participation by a swimmer in an Invitational Meet is completely voluntary. Swimmers are required to pay for the individual events they would like to swim (entry fees) and one fourth of the cost of a relay. The host team determines the number of events a swimmer may swim. The host team has a concession stand available for food items. Vendors are usually at the site to sell swim related items. These events may last up to six hours or sometimes longer (including warm up). Information regarding invitational meets, entry fees, and fee submission dates will be found on the team web site as information become available. To attend, you must indicate intent to participate and select the events your swimmer(s) would like to compete in. Selections for events must be approved by the coaching staff. It is possible that a selection can be rejected. In such a case, the coaching staff may offer an appropriate alternative. All relay selections are managed entirely by the coaching staff. Costs vary by event, relay, and/or the hosting team.

## Championship Meets:

### Jr. Champs

The Marlin Junior Championship is an invitational event sponsored and run by the MDY Marlins. Also known as "Jr. Champs" the meet is one of the focal points for the end of our season. Its purpose is to provide swimmers a "championship-like" meet at the end of the season. Coaches shall attend these meets and will promote them throughout the season to the parents and swimmers.

There are restrictions on eligibility. If a swimmer qualifies for more than one (1) individual event for DSA Championships, they are ineligible for Jr. Champs. Registration requirements follow the same TSC guidelines as other invitationals.

### **DSA Championships**

Swimmers must swim in at least three dual meets and meet qualifying times to be eligible for DSA Championships. Visit the DSA website [www.delmarvaswim.org](http://www.delmarvaswim.org) for qualifying times.

To attend, you must indicate an intent to participate and select the events your swimmer(s) would like to compete in. Selections for events must be approved by the coaching staff. It is possible that a selection can be rejected. In such a case, the coaching staff may offer an appropriate alternative. All relay selections are managed entirely by the coaching staff.

Both are extremely well-run meets and the awards are unparalleled: trophies, medallions, and ribbons through 12th place.

## **WHAT TO BRING TO MEETS**

### **SWIMMERS BRING:**

- Team swim suit
- Goggles
- Swim cap
- At least two towels
- Extra clothing/toiletries
- Items to entertain swimmers (cards, books, games)
- Blanket/large towel to sit on
- Sunscreen for outdoor meets.

### **PARENTS BRING:**

- Folding chairs (if the pool does not have adequate seating)
- Permanent marker to write events on swimmer's arm/hand
- Highlighter to mark meet program
- Sunscreen & hats for outdoor meets
- Daytime meets tend to be brutally hot and sunny, pop-up "e-z up" tents are usually welcome.

All families are expected to work at swim meets. Each home meet requires a minimum of 37 volunteers to run. The TSC Website allows parents to login and choose a job. The Meet Director will assign any remaining open positions to families that have not selected a job online. **All families are required to work at meets. A swimmer will not be allowed to participate if a parent refuses to work an assigned job.**

### **MEET ETTIQUETTE:**

- Arrive on time.
- Be prepared.
- Stay positive.
- Treat others the way you would like to be treated.
- Cheer for your teammates.
- Always listen to your coaches, officials and team representatives.
- Treat visiting and hosting teams with dignity and thank them for swimming with you.
- Help clean up the team areas during and after the meet.
- All TSC members, parents, officials and other visitors will demonstrate proper conduct during the performance of the Star-Spangled Banner in accordance with USC Title 36 §301. This is available in Appendix I.

## **VOLUNTEER JOB DESCRIPTIONS**

### **Starter**

Announces the events and runs the race starting system at home meets (league training required) (2 volunteers may switch half way)

### **Official/ Referee**

Watches swimmers for correct form. Disqualifies swimmers and notifies DQ runner, uses league DQ sheets. (league training required) (4-5 volunteers)

### **Timer**

Uses stopwatches and/or plungers to time races. (12-20 volunteers, may switch halfway.)

### **Runner**

Takes recorder sheets from the score table to ribbon writers. Takes recorder sheets from the lane timers to the computer table.

### **DQ Runner**

Watches referees for raised hand indicating DQ. Collects DQ sheets and immediately takes them to the score table. (1 volunteer)

### **Scoring**

Training Required. Inputs information from recorder sheets/plungers into the computer. Keeps track of the score of the meet. Prints out labels for ribbons (2-3 volunteers)

## **Awards**

Uses computer labels or hand-writes TSC ribbons from computer printout. Files ribbons in team boxes. Gives ribbons and timer sheets/labels to opposing team for them to write. (2 volunteers)

## **Angel**

Helps keep swimmers 7-12 by age groups in focus (Children under 7 will be “anged” by their parents or guardians). Age groups divides boys/girls. Gets swimmers to starting blocks for races. Writes events on swimmers’ hands. (10-12 volunteers) See ‘Tips for Angels.’

## **Concessions**

We operate a traditional family run concession stand that requires 6-8 volunteers.

## **TIPS FOR ANGELS**

### **One**

Upon arrival at the pool, check in with the meet manager to get supplies.

### **Two**

Select a designated spot as ‘home base’ for your swimmers to be located during the meet. They can spread out their towels here. Families may sit near this area.

### **Three**

Do a head count to make sure all your kids have shown up. Check with Meet Director who is keeping a ‘check in’ sheet.

### **Four**

Write the first name of each child on their back shoulders (this helps the timers immensely and ensures that the child is in the correct lane).

### **Five**

WRITE on all swimmer’s hand ALL the event information s/he is swimming in. EXPLAIN what it means to the child, emphasizing the stroke(s) they will be swimming in each event. It should look something like this: (Event/Heat/ Lane)

E        /H        /L

14    /1        /4 Fly

53    /3        /3 F Relay

## **Six**

Walk kids to their events, ensuring they are in correct lanes for the correct event and heat. If this is a relay, for anyone 10 or younger, two swimmers need to be at other end of the pool.

## **Seven**

Make sure they have their goggles on.

## **Eight**

Remind them that for the BACKSTROKE they must stay on their backs until they touch the end. Otherwise they will be disqualified - DQ'd.

## **Nine**

Remind them if it is a 25 or 50 meter event.

## **Ten**

Remind them to swim as fast as they can (as if there is a shark chasing them).

## **Eleven**

Remind them of the order of strokes: IM - fly, back, breast, free  
Medley Relay – back, breast, fly, free. Shallow end – cannot dive. For in-water starts (breast, free), 1 hand and both feet on wall until incoming swimmer has touched the wall.

## **Appendix I**

United States Code Title 36

§301. National anthem; Star-Spangled Banner

- a. The composition consisting of the words and music known as The Star-Spangled Banner is designated the national anthem of the United States of America.
- b. Conduct during playing — During rendition of the national anthem—
  1. When the flag is displayed —
    - A. All present except those in uniform should stand at attention facing the flag with the right hand over the heart;
    - B. Men not in uniform should remove their headdress with their right hand and hold the headdress at the left shoulder, the hand being over the heart; and
    - C. Individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note; and
  2. When the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.