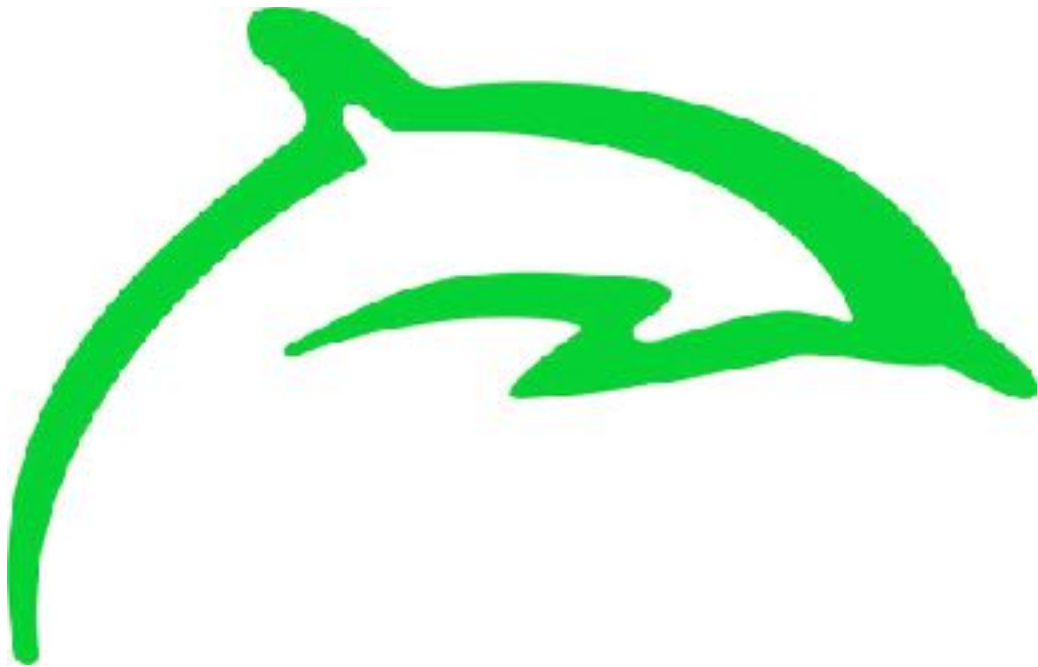


CSC

Swim Team Handbook



Go Dolphins!



Welcome to the CSC Swim Team!!! We are looking forward to another GREAT DOLPHIN season with all our returning swimmers and lots of new friends joining us! We are looking forward to lots of team spirit amongst our swimmers and swimmers' families. We have lots of fun team events planned and would love to see everyone join in!

If at any time you have any questions, suggestions or feedback, we'd LOVE to hear from you at swim@cranbrookswimclub.com.

Let's make this the best season ever!

Swim Team Pre-Requisite

For those swimmers who can swim 2 full lengths in 2 competitive strokes. It does not have to be pretty or perfect - they just have to be able to get across the pool. If they aren't ready, consider our Pre Team. If you are not certain whether your swimmer belongs on the team or pre team, please have your child attend a practice in May and coaches will assess and advise. Registration for team and pre team are the same.

Coaching Staff

Head Coach
Kate Murphy

The era of Kate has begun! Coach Kate Murphy joins our team as our new Head Coach. Coach Kate is the Birmingham Blue Dolphins (BBD) 9-10 Lead Age Group Coach and Assistant Coach for the 11-12 Age Group. She is a Groves High School Teacher in the Social Studies Department and an Intervention Specialist in the Social Studies Department at Berkley High School. We are super excited to have her leading our Cranbrook Dolphins for 2016 and beyond!

Age

Age is as of May 30th of that season (For example, age for the 2016 season would be age as of May 30, 2016)

Practice

You must be a member in good standing with the club in order to swim on the team. Any swimmer not in good standing with the club or who has not turned in their registration form or paid their dues will not be able to practice or swim in a meet until all obligations have been fulfilled.

- Do not approach the coaches during practice. They need to focus on coaching the swimmers. If you have a question or concern please contact one of the swim team chairs or place a note to the coach in the Coaches Folder. Coaches are happy to discuss your questions after practice.
- Inappropriate behavior exhibited during practice or at meets may result in your dismissal from the team. No refunds are issued.
- Practice is cancelled if there is thunder or lightning. An email will be sent out to the email address(es) we have on file from your registration form and a text from Remind will be sent out. To sign up for Remind texts follow this link:

<https://remind.com/join/cranbro>

Please do not email swim@cranbrookswimclub.com to find out if practice is cancelled. We will contact you if it is cancelled. Sometimes the Coaches will decide to do a team building exercise under the Pavilion and wait out the storm.

- Attendance at practice is STRONGLY encouraged, but attendance is not taken. Your swimmer will benefit from attending practice regularly.
- Practice Schedule is available online



Stroke Clinics

Coach Betsey runs stroke and starts/turns clinics. The stroke clinics are optional and an additional charge. The stroke clinics run Mon-Thurs from 12:15-12:45pm (9 and up) or 12:45-1:15pm (8 and unders). Fridays are make-up rain dates except July 4th week. The starts/turns clinics are also optional and are run on meet days. Sign-up sheets will be posted on our board at the club.

Starts/Turns Clinics

Coach Betsey runs starts/turns clinics. The clinics are optional and an additional charge (\$10/clinic). The starts/turns clinics run on meet days. Sign-up sheets will be posted on our board at the club with times.

Swim Lessons

For those swim team swimmers looking for instruction beyond our stroke clinics, please consider our CSC Group Lessons (refer to our website) or private/semi private lessons either with one of our swim team coaches. Feel free to talk directly to either to coordinate times and get pricing. If you have questions, send them to swim@cranbrookswimclub.com and we can help.

Communications

Important information will be sent by email, so please add swim@cranbrookswimclub.com to your list of allowed email addresses so that you can receive the emails. Emails will be sent to all of the email addresses indicated on the registration form. If at any time you want us only to send emails to a primary email address, please send an email to swim@cranbrookswimclub.com and we will make the updates.

Swimsuit, Swim Cap and Team Apparel

Only CSC caps may be worn during meets. That being said, if you have a swimmer that just doesn't like a cap, this is not a problem. We're merely stating that we only want to see CSC caps at meets if your swimmer chooses to wear one. You are not required to buy new suits each year but we do want every swimmer in Cranbrook Dolphins suits. NSSL guidelines state that swimmers should only appear in logos that represent the team, for which they are swimming, during meets. These requirements ensure that CSC swimmers look like a team, and, make it easier for coaches to identify our swimmers in the water. Swimmers that register on or before May 28th 2018 will get a t-shirt.

Dolphin-wear for grown ups is optional but strongly encouraged. It's a great way to advertise our club!! We are asking that parents wear ROYAL BLUE when attending our meets – for both home and away.

Swimsuits are available to be tried on at the Varsity Shop at your convenience. Swim Caps/Team Apparel will be available for order online. You can have your order delivered to your home for a cost or to the store for pick-up for free. Most orders take 3-4weeks – so make sure to order early!! The first week of practice we will have samples for your swimmer(s) to try on and see.

Volunteer

Our swim team **could not function** without the support of all our parent volunteers. As noted above, each family is required to volunteer minimally twice during the season (Chairing an event is counted as 2 volunteer sign-ups) as well as volunteer for 2 sessions at B Finals. This year we are using SignUpGenius to support online sign-up for volunteering for both swim meets and our swim team events (www.SignUpGenius.com). This website will send email reminders two days ahead of the event. You do not have to have an account with SignUpGenius to sign-up. The link to the signup sheet is on our swimming page on the Cranbrook website. Additional positions may be added as the event chair positions are signed up for. B Final positions will also be added.



******Any family which does not volunteer twice during the season AND twice for B Finals will be assessed \$75 per missed volunteer requirement.**

NOTE: If you have a child that is 10 & Under you need to sign up to marshal at least once during the season.

Chair Sign-Up Descriptions

- ***Concession Chair***
 - Decides concession menu and pricing. Coordinates purchase of supplies. Coordinates concession volunteers during set-up, meet, and clean-up. Manages concession budget. Manager and Guards will set up tables for concessions.
- ***Marshaling Chair***
 - Arrive ~15 minutes before scheduled warm-up time to home and away meets. Bring sharpies, marshaling mats, and event signs to away meets. Post heat sheets and help parents and 10 and under swimmers find and write events/heats/lanes on swimmers' hands before and after warm-up. Coordinate parent helpers in notifying 10 and under swimmers of upcoming events. Coordinate and lineup 10 and under swimmers on marshaling mats. Coordinate parent helpers in getting swimmers behind their lanes.
- ***Timer Chair***
 - ***Ensures all the timing equipment is functional prior to the first home meet. Coordinates timers and runner.***
- ***Computer Chair***
 - ***Ensures all the computer equipment is functional and available prior to the first home meet. Sets up all computer equipment and coordinates all the entry of swimmer times into the computer system. This includes giving a brief tutorial to the computer assistant volunteers prior to the start of the meet. Ensures labels are printed for the ribbons.***
- ***Awards Chair***
 - Arrive 30 minutes before scheduled meet start time. Manager and Guards will set up the tent and bring out the board that the "Place Ribbons" is hung from. We get two round or one long table and 7 chairs. The ribbons are divided up by the 46 individual events and the 6 relays. They are placed in ziplock baggies with the Event number on the front to keep them straight. We also have two containers for the "Participation Ribbons", one for the Girls events and one for the Boys events. All the supplies are in a bag in the back supply room at the Club. Ribbons are ordered from the NSSL by the CSC NSSL Rep.
- ***Photography Chair***
 - Responsible for giving direction to the volunteer signed up to take pictures for a meet. Responsible for getting the pictures taken online. Responsible for the slideshow at the Team Banquet.

Meet Sign-Up Descriptions

****Note – For planning purposes, meet typically start at 5:00 though the time can vary. Warm-up typically starts at 3:30pm for home and 4:15 for away. The start time will be communicated as soon as it is available.***

****Parents will be able to leave volunteer position to watch their swimmer(s). Please coordinate with the chair (or if no chair for the position, the Swim Chair) prior to leaving your volunteer responsibilities***

- ***Marshaling***



- This volunteer session is for home and away meets. These volunteers are expected to be there 30 minutes **before** meet starts and stay til the end of the meet. These volunteers before and after warm-up help 10 and under swimmers and their parents find and write events/heats/lanes on swimmers' hands. These volunteers help notify 10 and under swimmers of their events, help lineup 10 and under swimmers on the marshaling mats and walk swimmers to their places behind lanes.

- **Concession Shift 1**
 - This volunteer position is for home meets only. These volunteers are expected to be there 60 minutes **before** meet starts. These volunteers will help our Concession Chair with set-up of concessions and once the meet starts help with selling/stocking of concessions. The end time for this shift is 6:30pm

- **Concession Shift 2**
 - This volunteer position is for home meets only. These volunteers are expected to start at 6:30pm. These volunteers will help our Concession Chair with selling/stocking of concessions. These volunteers will also help clean and close the concessions after the meet. The end time for this shift is when concessions is cleaned up.

- **Concession Grilling**
 - This volunteer position is available for home meets only. These volunteers will grill the hamburgers/hot dogs, etc. Shift 1 starts 30 minutes before the meet starts and ends at 6:30pm. Shift 2 starts at 6:30pm and ends after clean-up is done.

- **Timer**
 - *This volunteer position is available for both home and away meets. This person will record start and stop times for each swimmer in their lane. There are two timers per lane – one from our club and one from the other club. There is a brief timer meeting 30 minutes prior to the meet at which the Head Timer will ensure everyone has a Timer and stopwatch for their lane AND will assign lanes. Timers need to be at the meet for this meeting. Timers time for the **WHOLE** meet; **HOWEVER**, the volunteers are able to take breaks to use the restroom if needed as there are 2 timer positions that are available to substitute in if needed. These additional 2 timer positions stand behind the blocks not assigned to a specific lane.*

- **Runner**
 - *This volunteer position needs to be there 30 mins prior to the start of the meet and goes til the end of the meet. One of the Runners will collect Timer sheets after all the heats of a particular event are complete. One of the Runners will distribute water to the Coaches/Officials/Timers during the meet*

- **Announcer**
 - *This volunteer position is available for home meets only. This volunteer will make announcements throughout the meet, including announcing swimmers. This volunteer needs to be there 30 minutes prior to the start of the meet and goes til the end of the meet.*

- **Computer Assistant**
 - *Enters in swimmers' times into the computer system. Prints labels for the ribbons. These volunteers need to be there 30 minutes prior to the start of the meet and stay til the end of the meet.*

- **Finish Writer**
 - *This volunteer position needs to be there 30 mins prior to the start of the meet and goes til the end of the meet. This person writes down, by hand, the order in which each lane finishes in each event, as told to them by the starting official (not sure if that is the correct title for them). Thereby confirming what the scoreboard says, or a back-up in the case of a (finish order) discrepancy. The written order is then given to the computer assistants who input the scores.*



-
-
- **Awards**
 - ***This volunteer position needs to be there 30 mins prior to the start of the meet and goes til the end of the meet. Whoever is doing the input on the computer during the swim meet will print labels as soon as they are able to after the events start. Once the labels are printed the volunteers get them from the computer table and stick the label to the back of the appropriate ribbons and file them in the appropriate place for the swimmers to retrieve. When the meet is over volunteers collect all the ribbons that are left on the board or in the boxes and separate them into CSC and the Visiting Club. We try to give the Visiting Club their ribbons before their coaches leave the meet. CSC ribbons are then filed in the swimmers folders for them to retrieve them later.***
- **Photographer**
 - ***Responsible for taking pictures of swimmers during warm-up and the meet***

July 4th

Only A Group practices on July 4th.

Meet Day Information

Who Swims?

Everybody is entered in two events by the coaches. Some are also chosen by coaches to be in relays. You are entered in every meet, unless you have indicated **in advance** you will not be at the meet. The **ONLY** way we know you will not be there is if you have signed the “Coach I can’t Swim” sheet available on SignUpGenius. The link is available from our website.

If your swimmer is in the final heat, he/she is swimming for points. Swimming for points just means that the place those swimmers finish in will count towards the points total for the CSC team for that meet. At the end of the meet all the points are added up and the team with the most points is announced as the winner.

All swimmers not swimming for points are swimming for exhibition. Remind your swimmer that swimming for exhibition may earn him/her a spot to swim for points the next meet if he/she gets a better time than the prior top 2 swimmers in that event.

Home Meet Concession Donations

This year, meet donations will be dropped off at a table near the entry to the club. Thank you in advance!

Meet day practice

Everyone comes to practice in the morning. There will be bagels for the swimmers. Coach Kate tells the swimmers which events they are swimming and if they are in a relay. The team then swims a meet warm-up.

After Practice

Finish eating with enough time to digest your food before you swim. Pack a bag for the meet. Include 2-3 towels (one for sitting, one for drying off), swim team cap and 2 or more pair of goggles, sweatshirt or jacket, sweatpants (it gets cool when the sun goes down, especially when wet), a golf umbrella or tent for rain or sun protection, sunscreen, and something to do (like cards or books). **Be sure your name is on everything you bring.** 11 & ups should bring a “Sharpie” marker to the meet to write events/heats/lanes on their hands.

Travel to meets



Parents are responsible for taking their children to and from every meet. CSC does not provide transportation. Be sure to allow adequate time for travel and parking so that your child is on time for warm-ups.

Meet Warm ups

Check your email, the website or the swim team board at the club for the time of the start of warm-ups. Be there at least 15 minutes before the warm-up starts. This gives you time to put down your belongings and get your cap and goggles on before you get in the water. Wear your team suit to the meet if you have one. If it is a home meet, parents should drop off their concession donations during warm-ups.

If parents are volunteering, please check in with your chairperson to confirm when you are needed to work. After warm up, all swimmers aged 10 & under should have their **parent** write their event, heat and lane (E, H, L) of each event they are swimming on their hand.

Marshaling

The marshals organize the 10 and under children by heat and lane on giant mats and take them to the blocks for their event. Watch for the number of your child's event to be posted on the fence by the diving well at home or near the marshaling mats at an away meet. Make sure you know where the children are being marshaled at away meets because the events being marshaled are posted there. The event number will be posted well before the race. **It is your responsibility to get your child to marshaling**

when the event is posted, we will not call your child over the loudspeaker, nor can we search the premises for your child. If your child is not in marshaling when the swimmers in that event go to the starting blocks, they will most likely miss their race. It gets crowded in marshaling, so please drop off your child and return to your viewing area.

Parents who are not marshaling or timing are not allowed behind the blocks. 11 & up self-marshall and are responsible for getting themselves to the starting blocks in a timely fashion.

Meets

Meets last around 3-3 ½ hours and have 52 numbered events. There may be multiple heats in each event. Swimmers are seeded slowest to fastest. Only the last heat of each event is counted for points.

Swimmers are encouraged to stay until the meet is over to cheer on the relays. This is the super fun part of a swim meet – please, please stay and cheer on your teammates!! The score of the meet will be announced throughout the meet – at the end the winner of the meet will be announced.

Award Ribbons

Only those swimmers in the last heat are awarded place ribbons. All other swimmers receive participation ribbons in each event with their name, the event and the time swam on the back of the ribbon. You may pick up ribbons at the meet usually a few events after yours is complete. Each team has an area where they can be picked up by the event number. If you do not get them at the meet, the awards chair will make them available at the club sometime after.

Morning Practice after the meet

It is very important that you attend practice the day **after** the meet. Coach Kate talks to the swimmers about their performance the night before. Achievements and needed corrections are discussed. Select after meet practices will also be used for team building activities. All age groups will practice together. See calendar for the dates for these practices.

Team Events

Trial Meet (in lieu of traditional time trials) June 11, time to be determined

All 12 & under swimmers must swim in this meet.

Your child will swim all four strokes in order to establish a time in each event which will be used to seed them in our meets. Arrive with your suit on, ready to swim.

ALL AGE Teambuilding Practices

The intent is for all our swimmers to swim together and get inspiration from their teammates. PLEASE plan on attending these practices. Strong team spirit is what makes our team that much better!! These practices will be announced by our swim coaches.



Car/Dog Wash

This is an extremely fun fundraiser for the team and usually the parents/coaches as well. Swimmers are asked to bring towels, buckets and soap. Parents are asked to come and help. Lunch is provided for the swimmers.

Late Night Party

There will be late night swimming as well as other events planned. Please mark your calendars for the date and rain-date just in case. Your swimmer will not want to miss this one! More details to come.....

Team Pictures and Pancake Breakfast

Join us for Team Pictures and Pancake Breakfast. The Pancake breakfast is free to all swimmers. Parents and siblings can eat for a small charge. 12 & under swimmers should come ready to practice and will practice if there is time after the photos are done.

Picture forms will be made available prior to the picture day to sign up for individual pictures.

Ice Cream Social

After the designated meet on the calendar, there will be an ice cream social. Please stay and enjoy ice cream for all.

Swim-a-thon

The swim-a-thon is a fundraiser for our team and Special Olympics that is fun for the kids. The kids set goal laps and really do enjoy trying to outswim their fellow swimmers. This year we are putting the money towards the new blocks for the pool – we still owe \$\$ for them.

Mini Meets

Mini meets are optional meets grouped by age – strongly encouraged!! For 11&Ups the mini meet is mandatory – please see Coach Kate if you cannot attend.

“B” Finals

This meet is for any swimmer who will not participate in “A” Finals. All eligible swimmers are encouraged to participate. This is a super fun meet for the kids and usually kids swim their best times in this meet! If you do not plan to swim, please be sure to sign the “Coach I Can’t Swim” sheet. After “B” finals your swimmer is done swimming for the season.

Join us for a pasta dinner to start the carbo-load before “B” Finals. We ask for a nominal cost to cover expenses. After eating, the swimmers create posters that are used to cheer on the team at “B” finals.

“A” Finals

Coach Kate will notify your swimmer if he/she will be participating in this event. Generally, it is reserved for the 2 fastest team swimmers for each event. The “A” finals swimmers continue to practice during the week after “B” finals. Preliminary rounds will be on Saturday and final rounds on Sunday. *If you cannot swim in A Finals due to other commitments (i.e. camp), please be sure to sign the “Coach I Can’t Swim” sheet ASAP and your last day of practice will be after B Finals.*

There are a number of events scheduled for our A Finals swimmers during A Finals weekend. It all starts with Spaghetti Shavedown which is scheduled for the Friday of A Finals. This is our carbo-load event prior to A Finals. Those of you asking why it’s called the “Spaghetti Shavedown” – it’s because those that want to will have the



opportunity to get their heads shaved to get ready for their fastest A Final swim. This is completely on a “want to” basis. On Saturday morning, there is a 13&up breakfast planned at the club and on Sunday a breakfast for all final round swimmers.

All A Final swimmers practice together the last week prior to A Finals. Time TBD. Coach Kate will inform the A Final Swimmers.

Team Banquet

After “A” Finals, we have our Team Banquet. Reservations will be made on Sign Up Genius closer to the event. This banquet is a celebration for all our swimmers. Swimmers’ families are invited. This is a fun end to our swim season!!

Questions

Still have questions? Contact your Swim Chair(s) anytime at swim@cranbrookswimclub.com