

SWIM TEAM HANDBOOK



Welcome to the Cambridge Crocodile Swim Team! Get excited for a summer of having fun, making friends, staying healthy, and improving your swimming! Our team is a member of the Atlanta Swim Association (ASA) and is open to any children 18 years or under that can swim 25 yards (one length). The main purpose of the Crocodile Swim Team is to have fun while learning more about swimming and getting in shape. The best thing about swimming is that there is always room for improvement, no matter how long you have been swimming. The thrill of winning is really your sense of accomplishment when you know you have swum your fastest time. Swimming is a sport that you can continue to enjoy your entire life. We all look forward to an exciting season. If you – parents or swimmers – have any questions, comments, or suggestions, please do not hesitate to talk with the coaches or talk with any of the Swim Team Committee.

Practices

Practices are the most important part of being a swim team. During practice you learn new strokes, turns, and starts used in competitive swimming. Therefore, regular attendance is very important. Swimmers are encouraged to attend all practices. If you know your child will be missing several practices for vacations or other conflicts please place a note in the coaches' box.

During practices, parents are welcome to come and watch. Please remember that there is no lifeguard on duty and the coaches are responsible only for the team members in practice. Therefore, **we cannot allow parents and siblings to enter the water – even if there are empty lanes.** Staying for the entire practice and finishing sets is a fundamental part of the discipline involved in swimming, and as parents we ask that you encourage your children to “stick with it”.

Parents are encouraged to use their own judgment with regard to staying at practices. Considerations include your child's ability to swim across the pool and/or your child's behavior. It is necessary that you pick up your child as soon as practice is over. If you choose to be at the pool during practice, please sit away from the poolside so as not to interfere with the coaching on the pool deck. If you have something to discuss with the coaches, please leave a note in the coaches' communication box.

Practice Schedule

Afterschool practices will begin **May 13th thru May 22nd** practice times are as follows:

4:30pm - 5:00pm - Children 6 years of age and younger

5:00pm - 5:30pm - 7 & 8 year olds

5:30pm - 6:15pm - 9 & 10 year olds.

6:15pm - 7:00pm - 11 and over

Friday, June 17th – TBA on May 13th

No Practices on May 23rd (last day of school) and May 27th (Memorial Day)

Morning practices will *begin May 28th* and will continue *through Tuesday June 27th.*

8:00am - 8:30am - Children 6 years of age and younger

8:30am - 9:15am - 7 & 8 year olds

9:15am - 10:15am - 9 & 10 year olds

10:00am - 11:00am - 11 & older (dry land begins at 9:30)

FRIDAYS will be 'Fun Fridays' -----> 9:00am - 10:00am

Clinics for specific strokes will be scheduled after the fun swim on Fridays. Clinics are determined by the needs of the swimmers and are available for sign-ups beginning on Wednesdays each week at the start of practices.

Wednesday, June 26th and Thursday, June 27th practices will be for swimmers going to the GA Tech Divisional Meet on Friday, June 28th. Times will be determined based on the group swimming.

Swimmer Skill Requirements

Swimmers of all levels of ability are encouraged to swim on the team; **however, all swimmers must be able to swim the full length of the pool unassisted**. If your child's ability to swim the pool length is questionable, he/she will be evaluated two weeks after practices have begun. If the swimmer is still unable to swim the length of the pool unassisted, a full refund of registration will be given and the child will not be allowed to continue on the team. This policy is to ensure the safety of young swimmers in the pool and to comply with league requirements.

Behavior at Meets

Whenever and wherever a Crocodile wears any item of the team uniform, the individual should remember that his/her actions and words reflect on the team they represent, and they should behave accordingly. Let your actions reflect the pride you have in being a Crocodile team member. As a matter of courtesy to the officials and meet hosts, it is preferable that swimmers and parents alike stay off the deck and competition venue, unless they are competing or serving in an official capacity.

There is no swimming in the baby pool or slide pool during meets!! This includes registered swimmers and siblings.

As a matter of courtesy, all questions swimmers or parents may have concerning meet results, an officiating call, or the conduct of the meet, should be referred to the coaching staff only. They, in turn, will pursue the matter through proper channels. All other questions or concerns should be directed to the chairperson(s).

As a matter of pride, leave the Crocodile team area in a neat and clean condition at the conclusion of each session of the meet.

Meets

Our meets are highlights of the swimming season. The meets show off all the work put in during practice and where the entire team works together to do their best. Parents are essential parts of the meets, whether they work at the scorer's table, as a timer, or as a cheerleader.

All dual meets officially begin at 5:30 p.m. For **home meets, our warm-up begins at 4:30 p.m. and at away meets, our warm-ups begin at 5:00 p.m.** Swimmers need to arrive at the meet pool 10 – 15 minutes before our scheduled warm-up time.

Because our team line-up is due the day before the meet (usually Wednesday), the coaches need to know if you will not be able to swim at a meet by **Monday before the meet (at the latest)**. After we submit our line-up, we are unable to switch the swimmer's events; we may only substitute swimmers into events. A note is needed explaining why you will be unable to attend a meet. At the meet day morning practice, we will work on starts, turns, and sprints as well as tell you the events that you will be swimming during the meet. If you do not attend this practice, please make sure your coach knows your meet intentions.

At the start of the meet, we will warm-up, stretch, and have a team meeting. During warm-ups, use your pool time wisely – get accustomed to the water, the lines and crosses on the bottom, the walls, the backstroke flags, and the starting blocks. Your routine should include a few practice dives and sprints from the starting blocks and a few practice turns. The key is to get ready to swim your races – not to perform a complete workout before the meet.

During the meet, there will be a “tank” set up for the swimmers. This area is where the swimmers will sit and relax while waiting between their events. It is a great idea to cheer for your teammates from the “tank”, but do stay within the “tank”. The parents working the meet need to know where to find you when your event is being lined up. Headphones for electronic devices are not a good idea (you need to hear the events getting called and they can get lost). Games and other quiet activities are okay, but remember things are easily lost at the swim meets and that you need to rest and save your energy between races. Parents should come to the “tank” to talk

to their swimmers. **Swimmers DO NOT LEAVE THE “TANK” without telling a tank volunteer** where you are going. We occasionally have to substitute an event or to fill a relay event with a swimmer not scheduled to swim in that event.

Swim Meet Order of Events

6 & Under Freestyle Relay
Medley Relay (Back, Breast, Fly, Free)
Short Freestyle
Long Freestyle
Backstroke
Individual Medley (Fly, Back, Breast, Free)
Breast Stroke
Butterfly
Freestyle Relay

Communication System

Please check the pool bulletin board at least twice weekly for any important information. All information regarding upcoming activities and statistics will be posted on the board. Ribbons will also be placed in the family file for retrieval the day after the meet.

League Championships

Instructions on how to register for the League Championships at Georgia Tech will follow. Please know this is an optional event and there is an additional charge for participation. But it is a GREAT way to represent the Crocodile, and the **ONLY** way to submit a qualifying time for **the Johns Creek State Team**. The Divisional portion will be held the final weekend of June.

Attire

Swimmers are encouraged to wear their team suits and t-shirts at meets because they provide an easy way to identify Crocodile swimmers, as well as show our team unity. If possible, we suggest saving team attire for the meets and not to wear them to practice. Suits fade and loose elasticity in the chlorine and sun.

During the swim practice, swim caps are a great idea, because they keep your hair out of your face, prevent your hair from getting caught in the goggle straps (ouch!) and help slow the damage that the sun and chlorine can do to your hair. They help you see the walls better and keep your eyes from being irritated by the chlorine. While swimming backstroke, tinted goggles work like sunglasses and cut down on some of the glare from the sun. Swimsuits to be worn at practice need to allow for a great deal of mobility. We discourage baggy trunks, suits with ruffles, bows and skirts, and suits that have a habit of sliding off are not good choices.

At meets, we encourage you to bring two towels because they will get very wet (a plastic chamois is a great idea – if you have one). It is also a good idea to bring enough clothes to keep warm as it might get chilly in the evening. It is also advisable to use waterproof sunscreen at meets and practices. Do not forget your shoes or sandals to protect your feet. Jewelry and hair ornaments should not be worn to practices or meets (they can get lost, stolen, or caught on things). ***Please label everything!***

Volunteer Assignments

Every family must fulfill their volunteer assignments to make the Crocodiles' season a success. **Kris Bauch and Jennifer Garner** are coordinating this schedule for the 2013 season. If you have any conflicts with dates, please notify Kris or Jennifer. If you cannot fulfill your assigned commitment, you must arrange for someone to fill in for you. See the committee list for email addresses or phone numbers where they can be reached.

Swim Team Committee

Chair: Delaree Slater 770-752-9852 – Home/678-525-7884 – Cell
delrcewalk@yahoo.com

Committee Volunteers:

Jamie Briselden 770-777-4777
jamiebris@aol.com
Marcia Mallard 770-814-9331
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Elle Race 678-319-0311
ellerace@comcast.net

Cambridge Crocodile Coaching Staff Summer 2013

Head Coach

Niklaus Sykes
Email: gatorguynik@gmail.com

Sr. Assistant Coach

Kevin Mallard
Email: aquaman@gaducks.com

Assistant Coaches

Mandy King
Email: swimamk@gmail.com
Hayley Sullivan
Email: Hayley_boots@yahoo.com

Cambridge Crocodiles Dates to Remember

After School Practices Begin	Monday, May 13 th	4:30p.m.
Morning Practices Begin	Tuesday, May 28 th	8:00a.m.
Mock Meet 10 & Under only	Tuesday, May 28 th	4:30 p.m. warm-ups
Meet 1: Home vs. Wellington	Thursday, May 30 st	4:30 p.m. warm-ups
Team Photo – Fun Fridays Begin	Friday, May 31 st	8:30 am Team Photo
Meet 2: Away at Highland Park	Thursday, June 6 th	5:00 p.m. warm-ups
Fun Friday and Clinics	Friday, June 7 th	9:00am; 10:00am
Meet 3: Home vs. Medlock Bridge	Thursday, June 13 th	4:30 p.m. warm-ups
Fun Friday and Clinics	Friday, June 14 th	9:00am; 10:00am
Meet 4: Home vs. Hillbrooke	Thursday, June 20 th	4:30 p.m. warm-ups
Fun Friday and Clinics	Friday, June 21 st	9:00am; 10:00am
Meet 5: Away at Sugarloaf TPC	Tuesday, June 25 th	5:00 p.m. warm-ups
Practices for Divisional Swimmers	June 26 th and 27 th	TBA
END OF SEASON PARTY!	Thursday, June 27 th	TBA
Divisional Championships: Georgia Tech	Friday, June 28 th	9:00am start;
League Championships: Georgia Tech	Sunday June 30 th	1:00pm start, 6-10 years; 5:00pm start, 11-18years.

Please note: All events and times are subject to change. Families will be notified via the communication system. There will not be a swim team practice on Thursday, May 23rd and Memorial Day, May 27th.

Team Photo is May 31st at 8:30am for all swimmers on the team. You will be able to do individual pictures after the team photo. See Mike Thompson following Team Photo for individuals by the slide pool. There will be fun swim following the team photo.

Clinics are first come first serve. Sign-ups will be available each Wednesday at practices. These are small groups of 5 on specific strokes, starts, finishes, turns, etc. The clinics each week will be announced at practices each week.

Swimmers Ear

Every swimmer's worst nightmare is to get swimmer's ear. A mild case may appear as an itching, clogged ear canal with or without discharge; hearing may also be diminished. A severe case may include intense pain, fever, and swollen and tender lymph nodes in front of, behind, and below the ear. See your physician for a proper diagnosis and medication. Swimmer's ear can be prevented with daily ear care. Over the counter medicines are available or you can mix up your own solution.

HOMEMADE EAR SOLUTION

- 1 part white vinegar
- 1 part rubbing alcohol

Place 2 or 3 drops in each ear immediately after practice or any other time spent in the pool. Before bedtime is a good time as well. This prevents excess water from collecting behind the eardrum. Earplugs, wax, or rubber will also help during practice, especially if the swimmer is prone to infection.

Arm Band Marking System

On the morning of each meet, a heat sheet for that meet is sent to you so you can see what your child is swimming at the meet. Last year we went to a waterproof band system instead of writing on the child's arm before or after practices. This system is great because it doesn't have to be rewritten on the child's arm because it washed away or there were some unforeseen changes that causes some changes before the meet.

Before warm-ups, all swimmers need to see the team's volunteers to get their bands on their arms. This is their check-in. Please help your swimmer get checked in and in their age group area.

Please familiarize yourself and your child with the marking system to help the meets run smoothly.

Arm band markings will be ordered as follows:

Event# event heat lane (position in relay)

Event Abbreviations:

FR - Free Relay
MR - Medley Relay
FS - Freestyle
BK - Backstroke
IM - Individual Medley
BR - Breaststroke
BF - Butterfly

Examples:

Individual Event

A child swimming event **42**, backstroke **BK** in Heat **1**, lane **4** will be marked as:

42 BK 1/4

If the event is more than 25 meters of the stroke the marking will appear with the meters identified. For example if the above race is **50** meters the arm will be marked as:

42 50BK 1/4

Relay

A child swimming event **1**, a freestyle relay "**FR**" in lane **2** as the **3rd** swimmer on the relay team will be marked as:

1 FR 1/2 (3)

Note: swimmers will swim in more than 1 event. Multiple races will be listed on your child's arm. For example:

**1 FR 1/2(3)
42 50BK 1/4**

Just remember:

Event number, event name, heat, lane, (relay position)

Volunteer Job Descriptions – From the ASA Rules and Procedures Document

JOB DESCRIPTIONS OF PERSONNEL NEEDED FOR SWIM MEET

1. **Announcer.** The host team will arrange for someone to act as announcer. In addition they shall provide him with equipment to perform his duty. This equipment includes loudspeaker or bullhorn and an order of events. Announcing for each meet must be loud enough to be understood by participants, officials and spectators.

Example of correct commands:

- First call, event number and event description (i.e. "Event number 1, 6 & under girls free relay. Please report to the blocks")
- After a short interval repeat the above for the second call.
- At the end of second call, wait a short interval and give final call for the event.
- The announcer should follow this procedure for all remaining events.
- Try to stay 3 events ahead of the event in the water.

At all times the announcer should know what is going on, like the event number, number of heats per event etc., so the calls can be made without haste. This keeps the meet running smoothly. At all times the next event should be on the deck. Working closely and communicating with the deck manager is vitally important in this position. The announcer should avoid talking while the starter is giving commands the swimmers.

2. **Deck Manager.** Each team will provide a deck manager. This person is in charge of the ready area and shall line up all swimmers on the deck for their event. He/she shall be provided with the heat sheet listing names of all swimmers in all events. He/she shall notify each swimmer to wait behind the starting block until the starter takes over control of the race. The visiting team shall arrange for someone to work in the ready area to assist the deck manager in identifying swimmers. These people should be strong natured. Getting the swimmers and making sure that they are in place is difficult yet critical to the smooth running of the meet. Each team is responsible for making sure that their swimmers report to the ready area from the team area in time to be checked in by the deck manager.
3. **Starter Referee.** The starter referee is provided by the league to act as an impartial third party. This person is responsible for any conflicts that may arise during the course of the meet. The starter/referee will start all races and act as a stroke and turn judge during the event. If the starter/referee decides to disqualify a swimmer during an event he/she will signal by raising his or her hand and inform the place judges of the disqualification at the end of the event. At times the referee may be late or may be unable to show up. In this case, a person shall be appointed with the consent of both teams to act as the starter referee. Atlanta is a big city and travel can be difficult. The two teams need to work out any of these potential difficulties between each other when they occur.
4. **Place Judges.** Each team shall provide a place judge. The judges must in all events and, at all times command a clear view of the race and finish line. Judges shall not serve as timers in the same race. The judges are to judge the place finishes as they see them. The judges are to write the place finish on their updated copy of the meet program. The judge's recorder at the end of the race will copy that order of finish on the UK Judges Placing Form. The place judges override the times and the starter/referee overrides the place judges if there is a dispute. In an 8 lane pool a third finish judge will be used to cover all non-scoring places. The first 2 judges will be responsible for all scoring places plus one place. The third judge will be responsible for the remaining non-scoring places. To avoid confusion it is advised that only 6 lanes be swum in an 8 lane pool during the scoring heat. The home team should provide the third place judge.

5. **Timers.** At all meets times shall be taken on each lane. Each team shall provide two timers for each of their team's lanes. In a five lane pool the home team will provide two timers for the fifth lane. One of the timers will operate the watch and the other will record the times on the lane timer worksheet, only one watch per lane is needed. In all events, at all times, the timer must have a clear view of the race and finish line. The timer shall look at the starter's gun and start the watch at the instant of the starting signal. The timer shall stop the watch immediately when any part of the swimmer's body touches the solid end of the pool as defined by the USS rulebook. The second timer shall record times on the timer's worksheet and communicate these times to the master recorder who shall record them on the score sheet. Teams using automatic timing systems for their meets should have one timer from each team, timing in each lane, instead of 2 timers from the same team.
6. **Judges Recorder.** The home team will supply a judge's recorder. This person will place himself/herself behind the place judges with their own copy of the UK Judges Placing Form. When the race is finished and the judges and starter/referee have ruled on the place finishes, he/she will record the places in the appropriate block on the UK Judges Placing Form. For swimmers who have been disqualified by the starter/referee the judge's recorder will write "DQ" in the place block for that swimmer. The judge's recorder then passes the completed UK Judges Placing Form to the master recorder. The Judges Recorder has no say in the order of finish and should not attempt to influence the place judges.
7. **Master Recorder.** Each team will provide a Master Recorder. The master recorder collects the UK Judges Placing Form from the Judge's Recorder when the event is complete and all places have been recorded. The master recorder will then go to each lane and record each swimmer's time in the Time Column of the UK Judges Placing Form as noted by the recording timer. With all places and times recorded, the master recorder will deliver the completed UK Judges Placing Form to the scoring table either directly or via the runner. Each team can alternate this job for each race.
8. **Runners.** The home team shall provide a minimum of one runner at all times during the meet. Runners will be responsible for collecting the UK Judges Placing Sheet from the Master Recorder. Taking these promptly to the scorer's table. This position can be eliminated if the scoring table is in close enough proximity that the master recorders can deliver the score sheet without slowing the meet.
9. **Computer Operator.** One computer operator shall be provided from each team. They shall work together at the table provided. They will input the results from each event as reflected on the completed UK Judges Placing Form into the computer immediately after each event. A running score shall be kept at all times. Upon completion of the meet each team shall receive a copy of the final meet results. It is suggested that teams alternate this job every group of events: i.e. one operator does the short free then the other operator does the long free. The person who is not currently working on the computer should assist the computer operator with checking the input of times and places.
10. **Ribbon Writers.** Ribbon writers shall be responsible for placing the completed ribbon labels on the appropriate award and placing them into a box for the appropriate team. Ribbons should be placed in two separate boxes and given to each team at the end of the meet.

Sportsmanship – From the ASA Rules and Procedures Document

Atlanta Swim Association Sportsmanship

The Atlanta Swim Association has a Code of Ethics that is used as a guide for the swim league. Adherence to this code is required, and failure to comply with these standards may result in disciplinary action from the league.

All Team Representatives, Coaches, Participants, Official, and Spectators will treat other Team Representatives, Coaches, Participants, Officials, and Spectators with respect.

All Team Representatives, Coaches, and Officials will lead by example in demonstrating fair play and sportsmanship for all participants.

All Team Representatives, Coaches, and Officials will encourage good sportsmanship by demonstrating positive support for all participants, coaches, and officials at every event, practice, and meeting.

All Team Representatives, Coaches, and Officials shall provide support for coaches and officials working with the league to provide a positive and enjoyable experience for all.

All Team Representatives, Coaches, and Officials will place the emotional and physical well-being of their participants ahead of a personal desire to win.

All Team Representatives, Coaches, and Officials will treat each participant as an individual, remembering the large range of emotional and physical development of members of the same age group.

All Team Representatives, Coaches, and Officials will do their best to provide a safe playing situation and environment.

All Team Representatives, Coaches, and Officials will do their best to organize practices that are fun and challenging for all participants.

All Team Representatives, Coaches, and Officials will be knowledgeable in the rules of the league and the sport, and will teach these rules to their participants and parents.

All Team Representatives and Coaches will use coaching techniques appropriate for the league and the sport of swimming.

All Team Representatives, Coaches, and Officials must remember that the league is for children and not for adults. The Atlanta Swim Association is an introductory program for recreational swimming. Year round and intensely competitive programs are available from several local US Swimming Clubs.

To read the complete ASA Rules document, go to www.atlantaswimming.com.