CSL BROADLANDS PIRANHA SWIMMING

Parent Handbook



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Part 1: Mission and Member Requirements

# Philosophy / Mission Statement

The Broadlands CSL Swim Team is an organized summer swim program designed to develop a love for the sport of swimming and to advance, teamwork and principles of good sportsmanship and proper stroke skills. We teach our young people skills that promote life-long fitness.

The CSL Board’s Mission is to provide quality swim instruction to all swim team participants in a positive and encouraging environment. We further pledge to teach and develop good sportsmanship, teamwork, competition, individual achievement, and camaraderie. We will do this through individual and group interaction, both in the water and through social activities.

The focus of Piranha Swimming is the swimmer. We create a fun and safe atmosphere for swimmers to enjoy the challenge and competition of swimming. The emphasis for the summer:

1. Swimmers have fun at practice and meets while learning proper swimming technique,
2. Swimmers learn to be good competitors and demonstrate good sportsmanship at all events,
3. Swimmers improve throughout the season and achieve personal best times,
4. All parents work together as a unified team by promoting camaraderie and modeling a positive, competitive environment that encourages all swimmers to perform at their best, and
5. All families assist each to other create the best experience for all swimmers.

# Minimum Swimming Requirements

Each swimmer must be between the ages of 5 and 18. Every swimmer must be able to swim one length of the 25-meter pool unassisted and swim comfortably with their face in the water. The coaches will assess the ability of all swimmers during the first three weeks of practice. The coaches will recommend swimming lessons for those swimmers who do not meet the swim team minimum requirements. If by Time Trials a child does not meet the minimum ability requirements, the registration fee, less a nominal administration fee, will be refunded.

While stroke development and teaching are a very important part of what our coaches do, with over 200 swimmers, it is not realistic to expect them conduct one-on-one coaching during regular practice: doing so would be neither safe nor fair for the other swimmers. (See Stroke Clinics in for information on targeted stroke development sessions.)

# General Member Responsibilities

In order to remain on the team and to be eligible to join the swim team the following year, members must remain in “good standing” with the swim team. To remain in good standing, families are required to meet the minimum volunteer commitments. Families must also be up to date with any HOA pool fees.

# Parent Meeting

A mandatory Parent Meeting will be held in early May. The purpose of this meeting is to set expectations for the upcoming season, review volunteer requirements, introduce the CSL board members and Head Coaches, and provide opportunities for new and returning parents to ask questions. Details of this meeting will be e-mailed to registered swim team families prior to the meeting, and will be posted on the CSL team website.

# Volunteer Requirements

## Meet Volunteers

Parent participation is essential to the success of the Broadlands CSL Swim Team. One parent from each registered family must volunteer their time to help support the home meets, to include time trials. Typically the team hosts 3-5 home meets during the season. Volunteers are required to work the entire meet even if their child is done swimming prior to the end of the meet. Childcare for younger siblings is advised, especially if both parents are volunteering at the same meet.

The volunteer sign up will be conducted via the swim team’s web site in mid-May, shortly after the parent meeting.

Meet volunteers must sign the Meet Volunteer Log located at the Clerk of Course check-in table to verify that they fulfilled their meet volunteer commitment. If you are unable to attend a meet for which you have signed up, it is your responsibility to find your replacement.

Parents of junior coaches are required to fulfill the same volunteer commitments as all parents who have swimmers on the team.

**NOTE:** It is the policy of the Broadlands CSL Swim Team that families who do not fulfill their volunteer requirements will not be considered swim team families in good standing and will not be allowed to register their family the following year.

## Committees Volunteers

In addition to volunteering to support home meets, one parent from each registered family must serve on a committee. The committee sign up will be conducted via the team’s web site along with the volunteer signups. Committee Chairs will contact families to organize participation once the sign up period is closed.

Part 2: Practices and Meets

# Practices

## Practice Schedule

Our first practice will be held on the first Tuesday after Memorial Day.Evening swim team practices will be held Monday through Friday while school is in session. All practices are held at the Community Center pool located at 43008 Waxpool Road.

Beginning the first weekday following the last day of school (Loudoun County public schools), practices will be help Monday-Friday morning. Practice times are organized by age group. Please refer to the Practice Schedule on the CSL team’s web site for the full practice schedule.

## Practice Attendance

Swimmers should make every effort to attend all practices. Anticipated absences (e.g., vacation) should be communicated (email addresses available on the team website) with one of the Head Coaches, as early as possible.

Any illness or injury occurring during a practice should always be reported to the Head Coach immediately.

## Parent Attendance at Practice

Parents are welcome to attend practices with their children. However, we ask that you please refrain from engaging the coaches when practice is in session. Coaches are responsible for the safety of all swimmers, and their attention must be on the swimmers at all times. Please respect the safety of all the children and meet with coaches only following the last morning practice, or at time arranged through email with the Head Coaches.

Only swim-team members will be allowed in the pool during practice. An adult must accompany younger siblings and other non-swim team members present during practices. The coaching staff are responsible for the safety of the swim team, and do not have time to supervise other kids present. Your cooperation is appreciated.

The wading pool is closed during practices and meets.

## Inclement Weather

In case of inclement weather a notice will be posted on the team website (<http://www.teamunify.com/Home.jsp?team=reccslblva>) indicating the status of practice. Typically, practice is not cancelled unless there is thunder, lightning or very heavy rain.

# Stroke Clinics

Once morning practices begin, the coaches will offer stroke clinics, as demand warrants. These 30-minute sessions begin immediately following the last practice session, and can accommodate a limited number of swimmers. Stroke clinics focus on a particular stroke, starts or flip turns. Sign-up sheets will be available at the pool during practice. More information regarding the stroke clinics will be included in our weekly newsletter.

# Time Trials

The team’s Time Trials will be held in mid-June following several weeks of practice. This “rehearsal meet” serves several purposes.

The coaches obtain times for all swimmers in each event so they can properly seed the swimmers at the first dual meet.

Parents have an opportunity to practice their meet volunteer positions.

Meet official have the opportunity to make sure all equipment is in proper working condition and to work out any process kinks before the first meet.

Time Trials serve as the cutoff date for swimmer eligibility; if an athlete does not meet the minimum ability requirements by the completion of time trial, the registration fee will be refunded, less a nominal administration fee.

#  Swim Meets

## Attendance

Swimmers should make every effort to attend all meets. If a swimmer will not be available for a meet, parents are required to update the athlete’s availability on the website so as soon as the absence is anticipated, but no later than 3 days prior to the day of the meet. Unless otherwise notified, Head Coaches will assume all swimmers are eligible to swim in every meet. It is the parents’ responsibility to remove their swimmer from the meet.

If a swimmer is sick or needs to withdraw the day of the meet, please email the head coach (cslheadcoach@broadlandsswimteam.org) as soon as possible.

It is the responsibility of the parent to provide transportation to all meets. You may want to arrange carpools with other parents if you cannot attend. Directions to all Away Meets are available on the team’s website.

## Type of Meets

CLS conducts two meets per week during the season: Saturday morning meets (also referred to as “A” meets) and Wednesday evening Developmental Meets (also referred to as “B” meets). Saturday morning A meets generally last about 2-3 hours, and Wednesday evening B meets usually last about 3-4 hours. Given the length of meets, childcare for younger siblings is advised, especially if you are volunteering at a meet. For general information on swim meet preparation and how meets are run, please see the team website.

Whether an athlete swims in an A meet or B meet is based on their performance during time trials, and then on their weekly performance. It is the responsibility of the Head Coaches, guided by League rules, to assign swimmers to the meets and meet events, including team relays. Although Coaches do have some discretion (e.g., weekly practice participation, attitude and effort), in general CSL requires the fastest eligible swimmers for each event be selected for A meets. For B meets, swimmers must have demonstrated the stroke(s) “legally” (based on coach evaluation at practice) prior to the meet deadline. Swimmers can only swim three individual events at a meet. The CSL Board has provided an in depth explanation of how swimmers are selected for both A and B meets on the team website in the FAQs located under Parent’s Info.

Meet and meet event assignments will be posted on the Pool Bulletin Board by Wednesday morning for Wednesday evening meets and by Friday morning for Saturday morning meets. Swimmers are asked to check the Bulletin Board prior to the meet so they know their assigned events. Every effort will be made to have all entries for all meets posted on our website; you must be logged in to have access.

All swimmers eligible to swim the 100M Individual Medley may do so at the conclusion of the relay events.

Additional information and requirements related to meets can be found in the CSL Meet Rules.

## Meet Check-in and Check out

Swimmers should arrive 15 minutes prior to the start of the meet warm-ups to allow time for check-in. For away meets, plan to arrive about 45 minutes before the posted start time. For home meets, plan to arrive about 1 hour before the posted start time. Meet check-in times will be posted on the Pool Message Board at the practice prior to the meet. The check-in time will also be included in the newsletter.

All swimmers must check-in at the Clerk of Course table when they arrive for the meet. During check-in swimmers will be given their event numbers and lane assignments. The check-in roster will be given to the coaches just prior to the meet so know who is available to swim which events. Parent volunteers must also sign the Parent Volunteer Log at the Clerk of Course table at the beginning of the meet to verify their participation.

All swimmers should check out with a Head Coach before leaving a meet, especially an A meet. Head Coaches are responsible for assigning swimmers to relay events near the end of each meet. Head Coaches must know who is available to swim, so they can modify or add relay teams, as necessary.

# Divisional and All-Star Meets

## Divisional Meet

At the end of the regular season the coaches will select three swimmers in each event to compete at the Divisional Meet. Swimmers may compete in a maximum of three individual events. A list of the events for the Divisional Meet is shown later in the handbook. The Divisional Meet will is held in late July.

## All Star Meet

The top 18 swimmers in each event from the 4 Divisional meets, move on to compete at the league-wide All-Star Meet held in August.

# Sportsmanship and Behavior

## Conduct during Meets

We wish to promote sportsmanship and team spirit, but the lesson begins with you, the parent. Please encourage your child to interact with coaches respectfully by addressing them as “Coach.”

During all meets, swimmers are required to stay in the designated team-ready areas. Team areas are for swimmers only. The Clerks of Course will be calling for swimmers prior to their assigned events and lining them up. Parents should remind their swimmers that it is the responsibility of the swimmer to stay in the team area and be ready when their name is called.

Good sportsmanship is beneficial to building team morale. Congratulate swimmers from the other team as well as your own. Bad sportsmanship or behavior by swimmers, or their parents, will result in disciplinary action—including removal from team.

## Parent Etiquette

Parents are reminded that this is a sport for kids, not adults and they are expected to act accordingly. Parents will set a good example for all swimmers through their behavior on the pool deck. All parents will sign and abide by the Code of Conduct.

It is against league rules for any parent to approach a meet official (referee, starter or stroke & turn judge) to make a complaint during the meet. You must direct your concerns to our Team Representative who will bring it to the attention of meet officials. Remember that this is an organization of volunteers, not professionals, and people will occasionally make mistakes. Any aggressive, threatening or intimidating behavior, whether intended or not, toward any swimmer, coach, official or member of the Piranha Swimming community will be addressed with disciplinary action as outline in Section 19 of this Handbook.

It is against league rules for parents to address the coaches during meets or practices. Please respect the safety of all the children and meet with coaches only following the last morning practice, or at time arranged through email with the Head Coaches. Head Coached can be reached at CSLHeadCoach@broadlandsswimteam.org Also, please refrain from openly criticizing the coaches, team members, parents or other teams. If you wish to discuss a concern, please contact a member of the Board and we will do our best to resolve it.

# Concessions

Concessions and a snack bar is available at all home meets. Pizza, burgers and additional food items are available during Wednesday night meets, and light breakfast fare is available during Saturday morning meets. Purchases must be made in cash. Proceeds from the concessions help support the swim team.

Part 3: General Team Information

# Team Outfitting

Like members of most team sports, all members of the Piranha Swim Team are required to wear a team-sanctioned uniform. Our team uniform consists of a swim suit and swim cap. Team suits can be purchased at Cassel’s Sports and Awards (14000 Park Center Rd, Herndon, VA 20171 (703) 435-4446). Just ask for the Broadlands CSL Piranha swim suit. Team colors are orange and blue. The team swim cap is consider part of the team uniform. Wearing a caps is not mandatory, but it is strongly encouraged. Wearing the team-designated swim cap makes it easier for the coaches and fans to identify our swimmers.

In addition to suits and caps, additional team-spirit wear will be available at the online store. Parents and swimmers can order shirts, sweatshirts, shorts, caps and many other items. Wearing the team logo and colors is a great way to show team spirit during meets. Purchases will be ready for pick-up before the first meet.

# Team Communication

## Team Website

The CSL Board’s primary means of communicating with all families is through the team website. The Team website is available at <http://www.teamunify.com/Home.jsp?team=reccslblva>. In addition, the web address [www.broadlandsswimteam.org](http://www.broadlandsswimteam.org) will take you to the CSL/ODSL Piranha Team page, where you can find the link to our home page as well.

Some of the information available on the team website includes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Practice schedule
 | * Meet schedule
 | * Meet entries by name
 | * Meet results by event
 | * Meet scores
 |
| * Social events calendar
 | * Current newsletter
 | * Parent Handbook
 | * Coach profiles
 | * Contact information
 |

## Newsletter

The board will also produce a weekly newsletter reminding everyone of upcoming swim meets and social events. If you are not receiving the newsletter by the first week of practice, please contact the Board Secretary. We will also post the newsletter on our website.

## Email

You may contact any of the CSL Board members or the head coaches with your questions or concerns. Email addresses are available on the team website under Coaches Corner / Board Members. Coaches are also available for fifteen-minutes following the last morning practice session to speak with parents. Please do not disturb the coaches during practices or swim meets. Coaches are responsible for the safety of all swimmers, and their attention must be on the swimmers at all times. Please respect the safety of all the children and meet with coaches only following the last morning practice, or at time arranged through email with the Head Coaches.

## Inclement Weather

If a practice or meet is cancelled due to inclement weather, a notice will be posted on the team web site (<http://www.teamunify.com/Home.jsp?team=reccslblva>).

# Team Social Events

Social events will be scheduled during the season providing opportunities for parents and swimmers to socialize outside the meet environment. CSL and ODSL Piranhas co-sponsor several fun events such as an ice-cream social, movie night, Kids Triathlon and Fun Relay Carnival. The team ends the season with a team party at the Southern Walk Pool.

# Team Pictures

A professional photographer will be scheduled to take individual as well as a team photo during a designated practice, usually in late June or early July. The photographer will also take photos of siblings together, on request. Please make every effort to be there for the team photo. Team and individual/family photos will be available for purchase. Additional details will be announced once practices are underway.

# Swimmer Recognition Awards

## Swimmer of the Week Award

Each Friday the Head Coaches select a boy and girl from the 6U, 7-8, 9-10, 11-12, and 13+ practice groups to be “Swimmer of the Week”. These swimmers will be presented with a swimmer of the week T-shirt and certificate. In addition, the photos will be posted on the website and in the newsletter.

## Personal Best

Swimmers will receive “Personal Best Time Award” ribbons when they improve their previous best meet-event time.

# End of Season Party and Awards Ceremony

The CSL team will host an end of season party and awards ceremony in late July. Trophies will be given to all swimmers who complete the season. Also, the coaches will have additional awards for most improved and most valuable swimmer from each age group. After the awards ceremony there will be a celebration with music and swimming. Further details will be available on the team’s website and in the newsletter.

# Discipline

An atmosphere of mutual respect among coaches, swimmers and parents is expected. The CSL Broadlands swim program is designed to develop young swimmers in a challenging, positive and fun environment. Head Coaches are in charge during all practices and meets. If a swimmer is unruly, disruptive or disrespectful to coaches, teammates or parent volunteers at practice or a meet, he/she will be sent home. If the problem persists, a member of the Board will contact their parents and the swimmer will not be allowed to attend practice or meets until the problem is resolved.

Inappropriate behavior such as abusive language, cursing, harassment, intimidation, or any confrontational behavior by a swimmer or parent will not be tolerated, and the Head Coach has absolute authority to immediately remove the family from the team. In addition, the will Board investigate all allegations of aggressive or inappropriate behavior of any nature – without regard to the intent of the behavior – to determine appropriate sanctions including removal from the team. An appeal of the coach’s or the Board’s decision will not be accepted by the Broadlands Swim Team, but must be made to the Broadlands Association Board of Directors.

All CSL families must sign a Code of Conduct agreement during registration. It is expected that all family member will comply with the Code of Conduct and this the requirements set forth in this Handbook.

# Refund Policy

During the first three weeks of practice, the coaches will be evaluating the swimmers. If either the coaches or the parents decide that a swimmer is not ready for swim team, the registration fee will be refunded less a $25 administration fee. Refunds will be issued up until and including the day of the Time Trials. After this date no refunds will be issued. No refunds will be issued at any time for swimmers or families removed from the team for disciplinary reasons.

# Election of Board Members

The CSL Swim Team Board consists of the following positions - President, Vice President, Secretary, Treasurer and Team Representative. Each board member serves a two-year term. The CSL Vice President automatically serves the second year of his/her term as the CSL President. Elections are held at the end of July so that results can be announced at the End of Season party. Near the end of each season, and not less than 10 days prior to the election, the Volunteer Coordinator will request nominations to the Board from the general membership. Not less than five days prior to the, a ballot of nominees will be released with a brief introduction of each candidate. No candidate or candidate’s family shall be involved in the election process and all ballots will remain secret. In the event that the Volunteer Coordinator or a member of their family is up for election, then the Board is responsible for finding a suitable replacement. Elections shall be open for at least five days to ensure that everyone has a chance to vote. Each registered family is entitled to a single vote.

# League Insurance

Our swim team has an insurance policy through the Colonial Swimming League. This program will provide accident and liability coverage to all registered swimmers. Under the liability section, the policy also provides coverage for our coaches and volunteers. The policy covers activities such as meets, practices as well as team-related activities such as meetings and social events.