



Talbot Swim Club

*Tsunami*

# Team Manual

Revised May 7, 2019

## Table of Contents

<b><i>Board of Directors, Volunteers &amp; Coaching Staff</i></b> .....	<b>3</b>
<b><i>TSC Mission Statement</i></b> .....	<b>4</b>
<b><i>Our Core Values</i></b> .....	<b>4</b>
<b><i>Registration</i></b> .....	<b>5</b>
Returning Families .....	5
New Families .....	5
Team Fees .....	5
Scholarships.....	6
Lack of Payment.....	6
Refund Policy.....	6
Minimum Requirements .....	7
Equipment Needs .....	7
<b><i>Practice Times</i></b> .....	<b>8</b>
Drop-off Policy.....	8
Adjustments & Cancellations.....	9
<b><i>Swim Meets General Information</i></b> .....	<b>10</b>
Dual Meet.....	10
Invitational .....	11
DSA Championships .....	12
<b><i>What To Bring To Meets</i></b> .....	<b>12</b>
<b><i>Volunteer Job Descriptions</i></b> .....	<b>13</b>
Starter .....	13
Official/Referee .....	13
Timer.....	13
Time Sheet Runner.....	13
DQ Slip Runner .....	14
Scoring .....	14
Awards.....	14
Concessions .....	14
Angel.....	14
<b><i>Appendix I</i></b> .....	<b>16</b>



## BOARD OF DIRECTORS & VOLUNTEERS: 2019 SEASON

President	Eddie Westerfield	410-829-3181 efw3@goeaston.net
Vice President	Denise Smith	443-618-4960 deniseyarbough@hotmail.com
Secretary	Traci Weems	443-496-2534 tweems@goeaston.net
Treasurer	Vance Morris	410-924-4684 vance@easternshorecarpetcleaning.com
Meet & Registration Director	Allison Tipton	410-714-4438 alltipton04@gmail.com
Fundraising & Publicity Director	Debbie Gardner	410-924-4501 dgard908@aol.com
Concessions Director	Kelly Simonsen	410-804-8978 ksimonsen@eucmail.com
Computer Operations/Timing Head Official	Gene Newmier	docnewmier@rosehillfp.com

## COACHING STAFF

Head Coach	Dan Brown	410-570-3881 dtbrownswim12@gmail.com
Assistant Coach	Jake Brown	
Assistant Coach	Josh Brown	
Assistant Coach	Amy Gardner	410-924-6142 aegardner94@gmail.com



### **George Murphy Community Pool**

501 Port Street

Easton, MD 21601

Pool Phone: 410-820-7306

All club correspondence should be sent to:

### **Talbot Swim Club**

PO Box 3001

Easton, MD 21601

Or by email to any member of the board.

[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 towards other clubs.

Announcements will be communicated via email and/or text message and will be posted on our website and Facebook group.

**TSC is a member of the Delmarva Swim Association (DSA).** To learn more about our league, for information about league Invitationals and Championships, and for a list of member teams and directions to pools, visit [www.delmarvaswim.org](http://www.delmarvaswim.org).

## Registration

### Returning Families

**Complete the following steps prior to April 20, 2019**

Go to our website, [www.talbotswim.org](http://www.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 our Meet & Registration Director Allison Tipton – [alltipton04@gmail.com](mailto:alltipton04@gmail.com).)

Enter your credit card information. Those families without credit cards must use Visa/MC debit cards. Please contact your bank to obtain a debit card with a VISA or MC logo.

### New Families

**New families can pre-register online after April 22, 2019. Positions will be filled on a first-come, first-served basis for eligible swimmers as determined by the needs of the team.**

New swimmers must be evaluated for eligibility and readiness. A TSC Coach will assess new swimmers during the first few practices to determine eligibility for the Team (See Minimum Requirements).

### 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 is \$225 for the first swimmer in your family, then \$200 for each additional family member. An early-bird discount of \$25 per swimmer will apply to all returning swimmers who complete registration by April 20<sup>th</sup>.

Note that there are some additional expenses to families such as purchasing team suits and other equipment and participating in optional “invitational” meets.

## Scholarships

As of the 2013 season, Talbot County Parks and Recreation no longer supports the Talbot Swim Club through scholarships for those with financial needs. While we never want to turn away a swimmer due to financial hardship, our availability to provide financial assistance at this time is limited. If you have interest in applying for a scholarship, please contact our Vice President, Denise Smith (deniseyarbough@hotmail.com) prior to the closing of our scholarship registration period, which ends on May 19, 2019.

## 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 may be suspended from practices, meets, invitationals and other events until 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 \$25.00 processing fee under the following specific situations:

1. If a child is considered to require further development or training beyond what will be provided at TSC team practices, based on coach or board assessment, the family will receive a refund for the amount paid for registration for that swimmer, less the \$25.00 processing fee, provided the following conditions have been met:
  - a. This determination and withdrawal is made prior to the date of the team's "mock meet" and
  - b. The team's registration has not met its membership limit at any time during registration for that season.
  
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 the \$25.00 processing fee.

\*\*\*Please note there will be no refunds given for invitationals or championships under any circumstances.\*\*\*

## Minimum Requirements

All swimmers must be able to swim one length (25 meters) of the pool in two (2) different strokes without assistance. 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 accordingly and offer suggestions for swimming lessons.

## Equipment Needs

**The TSC team suit for 2019 will be the *Speedo Solid Endurance+* in black.** Girls may choose the Speedo Solid Endurance Super Proback or Speedo Solid Endurance+ in either flyback or thin straps. Boys may choose the Speedo Solid Endurance+ in either jammers or briefs. More details may be found at [www.talbotswim.org](http://www.talbotswim.org)

It is recommended new swimmers place their swimsuit order **after** the Parent Meeting, as our Coach has requested to give specific instruction on suit sizing. In the past, TSC swimmers have had poorly fitting suits because the wrong size was ordered. The purchase of the team suit and cap is mandatory, and both 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. If you are a returning swimmer and know your size, please feel free to go ahead and order.

A team store has been set up through Swim Outlet where team specific swim suits and equipment may be found. You are welcome to shop around and get the best price for your order(s), however all orders placed through our Swim Outlet team store will benefit TSC and help keep team membership fees as low as possible.

Swim Outlet Team Store: [www.swimoutlet.com/Tsunamis](http://www.swimoutlet.com/Tsunamis)

A couple of sources are, but not limited to:

Kiefer: [www.kiefer.com](http://www.kiefer.com)

Metro Swim Shop: [www.metroswimshop.com](http://www.metroswimshop.com)

## Practice Times

Swimmers and families are not allowed to enter the facility on practice nights prior to 6 p.m. A limit of two (2) persons made up of coaches and/or board members may enter the facility at 5:45 to begin setup for practice. Any violation of this requirement may cause TSC to be assessed additional fees by Talbot County Parks & Rec. We would like to avoid this situation.

The first practice is scheduled for the first Tuesday after Memorial Day. The practice schedule is subject to change based on team size/age group numbers.

Monday at GMCP	Early* 6:00 – 7:00 p.m.	Late** 7:00 – 8:30 p.m.
Tuesday at GMCP	Early* 6:00 – 7:00 p.m.	Late** 7:00 – 8:30 p.m.
Wednesday at GMCP	Early* 6:30 – 7:30 p.m.	Late** 7:30 – 9:00 p.m.
Thursday at YMCA	Early* 6:00 – 7:00 p.m.	Late** 7:00 – 8:30 p.m.

\* Early Age Group – Ages TBD Based on Registration

\*\* Late Age Group – Ages TBD Based on Registration

Friday at YMCA                      Optional Lap Swim 6:00 – 7:45 p.m.

## Drop-off Policy

**Practice:** A parent must remain on deck during the entire practice if they have a child who is 10 years old or under. A child 11 years and older may participate in a practice without a parent in attendance.

It is very important to exit the Murphy complex before 9:00 p.m. 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.

**Meets:** If a swimmer is participating in a meet, a parent must attend the meet and volunteer.

## Adjustments & Cancellations

It may be necessary due to scheduling conflicts, facility conditions, inclement weather or other issues, to adjust to our practice schedule. The Board and/or Coaches will make the decision and communicate this information to the team in as timely a manner as possible. Due to the nature and timing of these conditions, we may have little to no notice. As such, this notification may take one of several forms; communication by email, text message or even in person. ***Please ensure that your contact information is updated and verified in your online account.***

## Cancellation Information

If you have a question about a weather delay or cancellation for a meet or practice, we ask that you please wait for an announcement. A board member or coach will be in contact with the pool staff and/or the Talbot County Department of Emergency Services to make any weather-related decisions. We will communicate this information by email, text and Facebook as soon as we are able. If a meet is cancelled, the Board will work to reschedule if possible. Please ensure that all contact information is verified and updated each season.

The weather can change quickly, and we may be unable to communicate any information prior to an actual cancellation. Furthermore, conditions may be different depending on your location. Please use your best judgement and take appropriate actions for the safety of yourself and your family.

## Family File Folder

Each family will have a file folder. The File Folder Boxes will be available during practices, but not during meets. This folder system was developed as a way to

communicate with all swimmers and families. All ribbons awarded to swimmers will be distributed via this method. DQ slips and other information will be provided as they become available. It's each family's responsibility to check the box frequently for new items.

## Swim Meets General Information

**All families are expected to volunteer at any swim meets in which their child participates. Each home meet requires a minimum of 50 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.

**The meets are multi-faceted and room for all talents, so we ask parents to work at meets, so that things run smoothly! *Many hands make light-work...and it is FUN!***

**Below are descriptions of the many "jobs" you can sign up for online before each meet!**

### 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, food and drink will be available for purchase at our concession stand. Please support this as it is an essential fundraiser for the team. Parents will be asked to provide food and/or beverage donations for home meets. This will be coordinated by our Concessions Director. If you have special dietary or religious food requirements, the concessions provided may not suit your choices or medical requirements. Plan on providing your own alternative to using the concessions provided.

## Meet Times

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

A final detailed meet schedule for dual, invitational, and championship meets will be posted on our website under “Events” in late May after the league finalizes the schedule. To participate in any 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 volunteer 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 expected to volunteer in some way at all meets. Swim meets cannot take place without parent volunteers.

**Home meets – arrive at the pool at 4:30** to finalize the roster, help setup to host, deliver concession items, 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 an away meet can be found at <http://www.delmarvaswim.org>

## 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 and open to all members. 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. Swimmers can select whichever individual events in which they would like to participate. Relays will be set up at the discretion of the coaches, from those swimmers signed up for the invitational meet.

The host team determines the criteria and 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 becomes 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.

The TSC Board and Head Coach will work together in an effort to participate in as many invitationals as our Coaches' schedules allow.

## DSA Championships

Swimmers must swim in at least two dual meets and achieve 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 your intent to participate. Swimmer's events are determined by the coaching staff based on the best competitive opportunity for the swimmer and the team. All relay selections are managed entirely by the coaching staff.

## What To Bring To Meets

### Swimmers

- Team swim suit
- Goggles
- Swim cap
- Towels
- Extra clothing/toiletries
- Items to entertain swimmers (cards, books, games)
- Blanket/large towel to sit on
- Sunscreen for outdoor meets.
- Money for concessions and/or plenty of water and snacks.

### Parents

- 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 hot and sunny; pop-up tents are usually welcome.
- Money for concessions.

### Meet Etiquette

- Arrive on time.
- Be prepared.
- Stay positive.
- No flash photography at the start and no photographs from behind the blocks.

- 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.
- Report to coaches for feedback after races.
- DO NOT sit with coaches during the meet, sit with your teammates.
- DO NOT approach officials or scorers after the meet has begun.
- 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 are asked to demonstrate proper conduct during the performance of the Star-Spangled Banner in accordance with USC Title 36 §301 (Appendix I).

## Volunteer Job Descriptions

### Starter

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

**(Home Meets)**

### Official/Referee

Trained personnel who observe swimmers for correct form. Disqualifies swimmers as per rules and notifies DQ runner, uses league DQ sheets (league training and certification required). 4-5 volunteers.

**(Home & Away Meets)**

### Timer

Uses stopwatches and/or plungers to time races. 18-36 volunteers, may switch halfway.

**(Home & Away Meets)**

### Time Sheet Runner

Takes recorder sheets from the score table to ribbon writers. Takes recorder sheets from the lane timers to the computer table. 2 volunteers – may switch half way.

**(Home Meets)**

## DQ Slip Runner

Watches referees for raised hand indicating DQ. Collects DQ sheets and immediately takes them to the score table. 2 volunteers – may switch half way.

**(Home Meets)**

## 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.

**(Home Meets)**

## Awards

This individual generates ribbons for home and visiting team using computer labels, or hand-writes ribbons from computer printout. Files ribbons in team boxes. Gives ribbons and timer sheets/labels to opposing team for them to write. 2 volunteers.

**(Home Meets)**

## Concessions

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

**(Home Meets)**

## Angel

Helps keep swimmers age 7-10 in focus. (Children under 7 will be “angeled” by their parents or guardians). Angels are assigned by age group and gender. Angels write events on swimmers’ hands and escorts swimmers to blocks for races. This job is recommended for parents of young children. 10-12 volunteers

**(Home & Away Meets)**

## TIPS FOR ANGELS

- 1) Upon arrival at the pool, check in with the meet manager to get supplies. Stocking up on sharpies and highlighters is helpful!
- 2) 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.
- 3) Do a head count to make sure all your kids have shown up. Check with Meet Director who is keeping a ‘check in’ sheet.

- 4) 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).
- 5) 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/Stroke and Position)

E	H	L	S
14	1	4	Fly
53	3	3	Free (4)

- 6) Walk swimmers 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.
- 7) Make sure they have their goggles on.
- 8) Remind them that for the BACKSTROKE they must stay on their backs until they touch the end. Otherwise they will be disqualified - DQ'd.
- 9) Remind them if it is a 25 or 50 meter event.
- 10) Remind them to swim as fast as they can (as if there is a shark chasing them).
- 11) Remind them of the order of strokes and other tips:
  - a) IM - fly, back, breast, free
  - b) Medley Relay – back, breast, fly, free
  - c) Shallow end – cannot dive
  - d) For in-water relay starts (breast, free), 1 hand and both feet on wall

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## Appendix I

*TSC requires that we conduct ourselves professionally at all times. This includes behavior during the playing/singing of the National anthem. All conversation and activities are to cease during this ceremony.*

*United States Code Title 36 as amended by the Duncan Hunter National Defense Authorization Act of 2009 §595 §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 all other persons present should face the flag and stand at attention with their right hand over the heart, and men not in uniform, if applicable, should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart; 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.*