

Centennial Beach Mudrats Swim Team



Family Handbook

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Purpose

The Mudrat Parent Organization's goals for the swim team include:

1. Providing a healthy, safe, and enjoyable summer activity.
2. Improving individual swimming skills and abilities.
3. Experiencing a competitive team effort by supporting all teammates.
4. Experiencing an organized social environment.
5. Developing individual self-confidence.
6. Learning to compete, not by winning or losing, but by doing their personal best.

Practice Schedule

For more details and changes to this schedule, always check the Mudrat website.

Below is a **typical practice schedule** for the first two weeks of practice. Practice times then move to the mornings at the Beach.

Practice Times are typically the last week in May through first week in June

Location may change from year to year

AGE GROUP	PRACTICE TIMES	LOCATION	DAYS OF WEEK
6 and Under Girls and Boys 7-8 Girls & Boys	6:00pm-6:30pm	Indoor Facility	M-F
9-10 Girls & Boys 11-12 Girls	6:30-7:45pm	Indoor Facility	M-F
11-12 Boys 13+ Girls & Boys	7:45pm-9:00pm	Indoor Facility	M-F

NORMAL FRIDAY PRACTICE TIMES

Practice Times Centennial Beach

Starting the week of third week of practice (typically 2nd week in June)

NOTE: No practice JULY 4

[Click here for a map to Centennial Beach](#)

6 & under Girls & Boys	10:00-10:30 am	Centennial Beach	Monday thru Thursday
6 & under Girls & Boys	11:30-12:00pm	Indoor Facility	Friday
7-8 Girls & Boys	10:00-10:45 am	Centennial Beach	Monday thru Thursday
7-8 Girls & Boys	11:30-12:00pm	Indoor Facility	Friday
9-10 Girls & Boys	08:45-10:00 am	Centennial Beach	Monday thru Thursday
9-10 Girls & Boys	10:15-11:30am	Indoor Facility	Friday
11 - 12 Girls	08:45-10:00 am	Centennial Beach	Monday thru Thursday
11 - 12 Girls	10:15-11:30am	Indoor Facility	Friday
11 - 12 Boys	07:30-08:45 am	Centennial Beach	Monday thru Thursday
11 - 12 Boys	9:00-10:15am	Indoor Facility	Friday
13-14 Girls & Boys 15-18 Girls & Boys	07:30-08:45 am	Centennial Beach	Monday thru Thursday
13-14 Girls & Boys 15-18 Girls & Boys	9:00-10:15am	Indoor Facility	Friday

City Swimmers practice times during the week before the City Meet

[Click here for a map to Centennial Beach](#)

9+ (All City Qualified Swimmers going to the City Meet)	TBD	Centennial Beach M-TH Indoors on Friday	Same as above
8 and under (All City Qualified Swimmers going to the City Meet)	TBD	Centennial Beach M-TH Indoors on Friday	Same as above

Important Practice Policies

1. Swimmers need to arrive five (5) minutes early for designated practice times. Swimmers should use the bathroom prior to getting in the water. Swim cap and goggles should be on so that you are ready to start practice on time.
2. (For practices at the Beach)
There will be absolutely NO swimmers (or parents) on the deck during practices. You must stay on the grass until your designated practice time so that coaches can focus on swimmers in the water.

Attendance: Swimmers have a responsibility to attend practices on a regular basis. In order to be considered for the line-up at any given meet, attendance at three or more practices in a week with the Mudrat Team is expected. Any problems adhering to this standard should be discussed with your swimmer's coach. Every swimmer must be signed IN or OUT of EVERY meet. Once the webmaster has turned on your family account (which is turned on AFTER you pay deposits and concession fees), you have signed all waivers, code of conducts, sign offs for parent handbook, and you have signed up for the required number of jobs determined by the Parent Participation Coordinator, you may then sign your swimmer IN or OUT for every meet. The deadline for every meet is ONE WEEK PRIOR to a swim meet. *Once the webmaster has turned on your family account (which is turned on AFTER you pay deposits and concession fees), you have signed all waivers, code of conducts, sign offs for parent handbook, and you have signed up for the required number of jobs determined by the Parent Participation Coordinator, you may then sign your swimmer IN or OUT for every meet. The deadline for every meet is ONE WEEK PRIOR to a swim meet.*

You must complete the following:

1-Pay deposits and concession fees

2-signed waivers, code of conducts

3-read and signed off parent handbook

4-signed up for required number of jobs

Once the webmaster has turned on your family account (which happens after all the above is completed), you may then sign your swimmer IN or OUT of every meet. The deadline for every meet is ONE WEEK PRIOR to a swim meet.

Bad Weather: Practices are scheduled Monday - Friday. Coaches encourage daily attendance. In case of lightning or other severe weather, please do not take your swimmer to the Beach. Practice cancellations and changes are found the following ways:

- 1.** Calling the Park District. Number is located on the website.
- 2.** Click the “cancellations and changes” button on the front page of the website.
- 3.** Email to your registered accounts. Please verify all emails are correct.
- 4.** SMS message to your phone. (You must go to the website and add your phone to the account information.) This may be the fastest method and you would be notified if en route.

Supervision: Because there is no provision for general supervision of non-participating children during practice times, the Park District requires that younger children remain under the direct supervision of their parents at all times. They may NOT play in the water, but they MAY use the playground equipment or play in the sand if a parent is with them at all times. All swimmers are expected to be with their coaches during the entire specified practice time.

Events: Swimmer’s entries are posted in the family’s account at least two (2) days prior to a meet if possible. It is important for parents to notify their swimmers of which events they will be swimming prior to the meet. It helps to mark their arms with black permanent marker in order to help them remember. (Permanent marker can be easily removed with a cotton ball dipped in nail polish remover.) All events, i.e. swim meets, Picture Day, Luau, Pizza Party, Mudrat Play Day, etc. can be found on the team website, www.mudrats.org.

Equipment:

1. Purchasing team suits is not required, but highly recommended to encourage team spirit. Suits can be purchased through GetOutSwim.com via the Mudrats website on the home page. By going through the team website, families can receive a discount on suits and receive free shipping on any order over \$75. Another suggestion is to order extra goggles as they will be needed throughout the season.
2. Goggles are strongly recommended for practices and meets.
3. Swim suits, goggles, towels, T-shirts and other belongings should be clearly marked with names.
4. Lost and found is located at the Beach and/or check with a Coach. Any team suit found should be handed in to the Coach.
5. Each swimmer is issued a team T-shirt on Picture Day. Absentee swimmers can obtain their shirt through the Picture Day Coordinator for one week after picture day. After that time frame, all left over shirts will be sold through spiritwear.

Meet Procedures*

For Time Trials and Swim Meets, make sure you & your swimmer:

- Check the schedule on the website the day before to see which events they are swimming in. For Time Trials, they will be doing the basic strokes for their age group. There will be no relays at Time Trials. If your swimmer cannot attend Time Trials, they will have a “no time” (NT) for the entry of their first meet, and the base time will be used from that first swim meet to initiate a swim time.
- Get a good night’s sleep the night before.
- For **Tuesday/Thursday Meets**:
Arrive no later than **4:30pm** for Positive Check-In. If they do not check in, they will not be entered in the meet!
Be on deck at **5:00pm** for warm-ups. **Meets starts promptly at 5:30pm.**
- For **Saturday Meets**:
Arrive no later than **7:30am for Positive Check-In**. If they do not check in, they will be scratched from the Meet!
Be on deck at **8:00am** for warm-ups. **Meets starts promptly at 8:30am.**

For all Meets: Relays can be added/changed at any time. Make sure your swimmer checks in with their coach before leaving the Meet!

1. Our home pool is either Naperville Central High School or Naperville North High School.
 - NCHS swimming pool located off of Hillside Avenue, entrance door #9 (located west of the football stadium). Team areas are located on the concrete area between the pool and football field.
 - NNHS will be updated soon.
2. Swimmers AND Parent volunteers must be checked in 50 minutes prior to the beginning of the meet. Late check-in will result in being scratched from the meet. Positive check-in and parent volunteer check-in are located in the team area. Swimmers who miss positive check-in (4:40pm on Tues./Thurs. meets; 7:40 a.m. for Sat. meets) will be scratched from the meet.
3. NO swimmers will be allowed to loiter with the coaches at meets. Swimmers are encouraged to walk behind the coaches' chairs or bench and talk to their coaches after they race. Please understand that the coaches need to watch all of their swimmers' races, so do not take up more of your coach's time than necessary.
4. Heat and lane assignments will be posted in the team area. Swimmers are also lined up by the Clerk of Course in the team area.
 - For home meets at NCHS, this will occur outside, on the concrete area between the pool and football field.
 - For NNHS home meets, this will be updated soon.
 - Parents must check the website PRIOR to the meet and notify their swimmer to which events they are entered in. Keeping in mind, events may change once they arrive at the meet due to last minute changes by the Coach.
5. Swim meets usually last 3 – 4 hours. All clubs offer concessions, but you may want to plan your meals accordingly.
6. All swimmers are expected to stay until the end of each meet unless the coach has dismissed the swimmer.
7. It is a Mudrat tradition to gather at Portillo's on Ogden Avenue following some weeknight swim meets.

*See page 16 for Inclement Weather Condition Procedures for Home Meets.

Home Meet Concessions

Selling concessions at home meets is the primary way that the Mudrat Parent Board raises money to fund awards and helps keep the cost of the social events reasonable. A \$20.00 per family concession fee is collected to purchase initial products. This fee is collected at Open House and is required by every swimming family.

Parent Participation Requirements for Meets

Swim meets could not take place without the dedication of our parents. This is a wonderful opportunity to be involved in your children's activity and to meet the other terrific Mudrat parents. All Mudrat families are expected to provide responsible workers (age 14 and up) for a minimum number of jobs determined by the Parent Participation Coordinators (i.e. 4 to 6 meets), during the regular season and in addition for any year-end meets (Classic and/or City), in which a swimmer is participating. Families with swimmers in both Classic and City are required to work at both meets.

Parents sign up for jobs via the Mudrat website. All job descriptions are located on the website as well. Be sure to understand what is required for the job you sign up to work! At the meet, you are committed to the job for the duration of the meet. Contact the Parent Participation Coordinators for any questions via the Mudrat website. Thank you for all you do to help the meets run smoothly!

Parent Participation Position Descriptions

- **TIMERS**
 - Timers stand at the pool lanes and use a stopwatch to record swimmer's times during the meet.
 - 12 – 18 timers needed at every meet
 - Requires you to be on your feet throughout the meet
 - Excellent view of each event
 - Cannot closely supervise young children
- **SPLIT-TIMERS / RELIEF**
 - Split-timers stand at the pool lanes and use a stopwatch to record swimmer's times during a relay. Also act as a backup timer and relief timer as needed.
 - 2 split-timers needed at every meet
 - Requires you to be on your feet throughout the meet
 - Excellent view of each event
 - Cannot closely supervise young children
- The following positions require attendance at a one-time training clinic prior to the start of the season (typically in May).
 - **STROKE & TURN JUDGES**
 - **STARTER**
 - **REFEREE**
- **STROKE & TURN JUDGES**
 - Monitors the swim, turn and finish of each stroke and event. Qualifies the swims are within the rules.
 - 3-6 stroke & turn judges are required at every meet, depending on the size and configuration of the pool.
 - Requires you to be on your feet throughout the meet
 - Excellent view of each event
 - Cannot closely supervise young children

- **STARTER & REFEREE**

- The starter is the official who begins each event & The Referee is in charge of the meet, meet pace, all officials, and the rules
- These are usually experienced officials
- 1 starter/referee team is required at every home meet
- Requires you to be on your feet throughout the meet
- Excellent view of each event
- Cannot closely supervise young children
- Requires attendance at a Training Clinic

- **SCORERS (Time Verification)**

- Verifies the time and score of all swimmers
- 2 scorers are required at every meet
- Able to sit through-out the meet
- Can move to pool to watch your swimmers events
- Cannot closely supervise young children

- **RIBBONS**

This volunteer position is a good position if you have young children. Volunteers will help put labels on the back of each ribbon, attach stars to the stardum cards and file both ribbons and stardum cards in the appropriate folder. This job on average takes about 1 to 1.5 hours. Volunteer days will be on Mondays at 7:45am or Wednesdays at 9:30 am depending on the meet schedule. If the swim meet is on a Thur. or Sat. we will label ribbons the following Monday. If the swim meet is on a Tue. we will label ribbons the next day (Wed.). If a meet gets rained out and rescheduled we will reschedule the ribbon date as well.

- **CONCESSIONS**

- Set-up, sell, replenish and clean-up food and beverage items during home meets
- 4 concession people are required at every home meet
- Requires you to be on your feet throughout most of the meet
- Can move to pool to watch your swimmers events
- 2 Hospitality workers are required at every home meet

- CLERK OF COURSE
 - Finds and helps line up each heat of swimmers by lane assignment.
 - 2 Clerks are required at every meet
 - Requires you to be on your feet throughout most of the meet
 - Occasionally requires some yelling!
 - Can move to pool to watch your swimmers events
 - Very good position if you need to supervise young children
- LINE-UP ASSISTANTS
 - Lines up each heat of swimmers by lane assignment, leads swimmer to pool area and correct lane.
 - 2 Line-up assistants are required at every meet
 - Requires you to be on your feet throughout most of the meet
 - Occasionally requires some yelling!
 - Can move to pool to watch your swimmers events
 - Very good position if you need to supervise young children
- RUNNERS
 - work on the pool deck, collecting timers and judges' cards to deliver to the scoring table.
 - 1 runner is required at every meet
 - Excellent view of each event
 - Cannot closely supervise your children
- MARSHALL
 - In charge of maintaining a safe environment at meets.
 - 2 – 3 Marshalls are required at every meet
 - Help supervise swimmers out of the water, watch for trash and unsafe play...
 - Can move to pool to watch your swimmers events.
 - Very good position if you need to supervise young children

- Social Activities
 - Fulfills 1 or more of your participation requirements
 - Requires you to plan, organize, and oversee the social event
 - Examples are: Pizza Party, Luau, Ice Cream Social, Mudrat Play Day, etc.
 - Ice Cream Social and Spirit Night for both City and Classic Meets

Mudrat Parent Board Responsibilities

All Parent Board members need to be available at Home and at Away meets to assist in any and all functions necessary to run the meet smoothly from start to finish.

President: Attend monthly meetings, organize Senior Canoe Trip, maintain order, main contact to Park District Rep; leading, guiding, directing, and evaluating the work of other board members; solve disputes; delegate when necessary; sends out Mudrat “Happy Valentines Day” note. Works with board to put accurate dates.

Park Reps –Attend monthly meeting at the NSC (Naperville Swim Conference). Works in coordination with webmaster to put all necessary information on the website and checks each season to make sure social event descriptions are correct and up to date.

Secretary: Taking notes at monthly Parent Board meetings; work with Webmaster on answering emails or redirecting emails to appropriate board member, organize board meeting dates; post newsletters when necessary; send email blasts to team on upcoming dates and information; responsible for providing meet results and public relations related information to the local media, meet coordinator for home meets?

Webmaster: Maintaining and updating website; Load initial registrants to website once received by Park District; work with Park District, treasurer and Parent Participation for the process of making family and swimmers accounts active at the beginning of the season until all families and swimmers are active; redirects emails; posts all new information to website needing to be relayed to swimmers; sends cancellation/change emails and texts as needed; aid computers with website; answer questions about the website from families, coaches, board members and Park District; maintain accurate information at all times on the website. Work with Park District and Parent Participation to have early registration emails sent out on time.

Parent Participation: Checking workers in at the beginning of each meet, explaining job functions to workers, and maintaining records of parent workers, and providing the Treasurer with lists of families eligible for volunteer deposit refund and priority registration. Responsible for bringing the Bullhorn, volunteer labels, swimmer boards, tape to each meet. Works in coordination with webmaster for parent participation/family activation at the start of the season. Work with Park District and Webmaster to make sure accurate email is sent to early registrants for the next season.

Treasurer: Maintain and balance Mudrat team checkbook and accounting. Collect family payments for Parent Participation and Concessions at Open House as well as event fees. Family payments for Parent Participation are held until end of season when it is determined if family has fulfilled required job duties. Reimburse expenses as needed. Provide report to monthly board meeting on team balance. Works in coordination with webmaster for parent participation/family activation at the start of the season.

Scoring/Computers: Responsible for the administration and preparation of all scoring related functions and procedures, conducting scoring functions in accordance with Park District Swim Conference Guidelines, instructing and supervising parent scorers at meets, emailing swim meet

results to Webmaster, assisting with scoring functions at the Classic and City Championship Meets as required; aid webmaster in procedures for meets in regards to the website. Posts results to the website. Sends email to webmaster and coaches for results, scores and DQ summary.

Head Official: Responsible for recruiting officials and communicating the availability of pre-season official training sessions, keeping a list of qualified officials and holding brief sessions before or during warm-ups of each home meet to welcome and orient visiting team's officials. Holding a timers meeting. maintaining and caring of the starter system (Dolphin System).

Spiritwear: Responsible for organizing any fund raising events other than concessions, including sales of Mudrat clothing items, towels, and swim caps, etc. Works in coordination with webmaster to maintain and use rewards earned from sales on the website. Orders reward inventory before the last calendar day of the year.

Concessions: Responsible for purchasing food to be sold and setting up, selling, and cleaning up for Time Trials and each home meet. Responsible for contacting vendors, providing coffee, and paper products.

Social: Responsible for making arrangements (or delegating same) for all team parties and outings, creating and distributing for these events, and arranging for team pictures, and distribution of T-shirts. Works in coordination with webmaster to put all necessary information on the website and checks each season to make sure social event descriptions are correct and up to date.

Ribbons: Responsible for supervising ribbons volunteers at all meets, ordering and receiving ribbons through the Park District Swim Conference, keep records of ribbons supplies, distributing ribbons at practices on Mondays and Wednesdays at 8:45am throughout the season, and assisting with ribbon functions at the Classic and City Championship meets as required. Responsible for comparing times against individual swimmer's existing record and issuing a star and card for each "best time" achieved by swimmers.

Head Timer: Responsible for assigning Timers to lanes at each meet, arranging for "split" timers for relay events and seeing that those times are given to the Coaches, supervising timers, arranging for relief timers, supervising timers for the Classic and City Championship meets as required. Also responsible for providing beverages to workers on pool deck and bringing the Mudrat banner to each meet.

Head Coach: items responsible the dry erase board for line-ups.

Swimmer Registration

The Centennial Beach Mudrats are the only public swim team in Naperville. For this reason annual registration for the program is required and equal opportunity for registration is given to all Naperville residents. Annual registration is offered through the Spring Program Guide which becomes available in late February. Don't wait, register early! Typically some age groups will fill to capacity!

Scoring for Dual Meets

Relays: 1st place = 8 points

2nd place = 4 points

Individual: 1st place = 5 points

2nd place = 3 points

3rd place = 2 points

4th place = 1 point

A team may score only two places in individual events, and one in relays. However, ribbons are given to the actual swimmer who places. There are other considerations such as ties and close races where judges' decisions are necessary. These situations are worked out by Swim Conference Guidelines.

Classic Meet

The Classic Meet is for all swimmers who are not entered in the City Meet. This meet is held at a high school site. The Beach will be assigned to swim as a team at one of these sites.

Individual event awards will be given to those who place in positions 1 through 12 at each site. Relay awards will be given to teams who place 1st through 3rd.

If you have a city qualifying time you cannot swim this event at classic.

If your child swims in the Classic Meet, you are expected to work that day.

City Meet

Typically the third weekend in July

High School age – on a Friday; 5:00pm (incoming Freshman – Senior)

8:00 a.m. – Noon (ages 10 & under)

1:00 p.m. – 5:00pm (ages 11+)

The City Meet is for all swimmers who meet the qualifying times established by the conference for each event. Per the Naperville Swim Conference, Swimmers 13+ are entered automatically whether or not they qualify for City. A swimmer cannot swim in both the Classic and City Meets. (Rare exceptions are made involving relay events.)

Swimmers must qualify for City two events in order to participate for the City Meet.

This meet is scored as a team event – all three sessions contribute to the team score. Individual events and relay events are scored for 1st through 12th places.

Individual event awards are given to those for 1st through 12th places. Relay events awards are given to those team who place 1st through 9th.

If your child swims in the City Meet, you are expected to work at the meet.

For qualifying City Meet times, go to www.Mudrats.org.

Inclement Weather Procedure For Home Meets

Swimmers ages 11+ will be on deck (sitting on either side of the locker rooms), swimmers 10 and under will be in the stands with their families. Entrance to NCHS pool is through Door #9 located west of the football field. Positive check-in and Parent Participation check-in for both teams are located at Door #9. Positive check-in will close at **4:40pm**, so please arrive early to check-in and get situated. For anyone timing the event, the Timers meeting will be called by our Head Official, and is generally 15 minutes prior to the meet.

Bullpen – There are two alcoves in the stands. The alcove towards the competition pool side is Mudrats; the alcove towards the diving well, is for opposing team. Since we will be indoors, the following workers will be needed from both teams:

Clerks of course: (3 – each team)

Two "clerks of course" will handle getting swimmers lined up for events in the stands. 1 will remain on deck.

Line-Up assistant: (2 – each team)

One line-up assistant will lead the swimmers from the stands to the deck One will remain on - deck to monitor once they are (by the dive pool). One line-up assistant will remain on deck. Swimmers 11+ can check with the Line-up assistant on deck for their line-up.

Marshall positions: (4 – two from each team)

One will stay near the girls entrance going down to locker rooms to direct swimmers DOWN (upstairs hallway) One will stay near locker room entrance to direct swimmers UP (downstairs hallway), One will be at the top of the stairs (near the boys' side); One will be in the stands to monitor swimmers.

The Line-up workers for both teams *leading* the younger swimmers downstairs, will walk them out towards the dive pool, down the ramp. Out the door and on the immediate left is the stairwell to the pool deck. Per NCHS guidelines for health and safety issues, ALL swimmers must use this stairwell to go INTO the pool deck – thus helping it keep as dry as possible. **Swimmers will be using their specific gender locker rooms for access to/from the pool deck.** When the swimmer is done with their event, they walk through their locker room and will go up via the stairwell that is located on the boys' side of the hallway.

There will also be a flipchart on deck as well as upstairs in the bleachers. Clerk of Course workers: Please use Bullhorns with discretion. Swimmers on the blocks will not be able to hear the official "beep" when a bullhorn is in use.

PARENTS: Be sure your swimmer knows what events they are swimming PRIOR to arrival at the meet! Keeping in mind things change and events may be added or dropped just prior to the beginning of the meet.

There will be an easel on deck for the 11+ swimmers displaying the final heat sheet so they are aware of their events. An additional easel will be upstairs in the bleachers by the Bullpen (alcove) to help parents and swimmers.