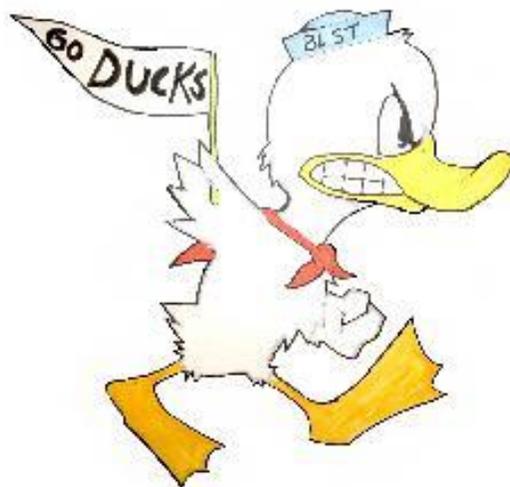


Ben Lomond Swim Team



Flying Ducks

2018 Handbook

www.benlomondswimteam.com

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Ben Lomond Swim Team Introduction

The [Ben Lomond Swim Team](#), "The Flying Ducks," is a member of the Prince William Swim League and holds practices at SplashDown Water Park. We have been a member of the league since the inaugural season in 1974. Our swim season runs from Memorial Day to late July. For over forty years, the Flying Ducks have been committed to promoting the sport of competitive swimming in an environment of team spirit and good sportsmanship. We strive to develop our swimmer's individual skills to the best of their abilities and provide opportunities for personal and team growth and achievement in weekly swim meet competitions. Above all, we want summer swimming to be a fun and an exciting experience for our swimmers and their families.

Any child who is age 4-18 on June 1st of that year who would like to swim and compete against other swimmers of the same ages and abilities is welcome to join. The only requirements are that the children are able to swim at least 25 meters (one pool length) unassisted and follow the coaches' instruction. Anyone who is not able to swim at least 25 meters is welcome to join our Ducklings program.

Prince William Swim League Introduction

The Prince William Swim League ([PWSL](#)) was founded in 1974 to sponsor swimming in and among the communities in Prince William County. All PWSL policies and procedures focus on providing a safe, fun, fair, and athletically challenging program for all swimmers while developing the principles of good sportsmanship, advanced swimming skills, and teamwork.

Teams are grouped in divisions based on factors such as team size (number of swimmers), team depth (distribution of swimmers across the age ranges), and the speed of the swimmers. The alignment of teams is done with the intent of maximizing competitiveness within the league.

Board of Directors

The Ben Lomond Swim Team elects a Board of Directors annually. The Board is responsible for hiring coaching staff, securing facilities for practices and meets, ensuring that all necessary equipment is in safe working condition, and that the team follows all PWSL by-laws. Feel free to contact any Board members with questions or concerns. The Board is always looking for assistance and new members. If you are interested in volunteering or becoming a Board member, please let any member know.

2018 Board Members	
Position	Name
President	Gerry Peters
Vice President	Tony Knapp
PWSL League Representative	Joe Scoresby
Secretary	Christy Knick
Treasurer	Marcia Thies
Registrar	Emma Johns

The Board's contact information can be found at www.benlomondswimteam.com.

Summer Practice Information

The Flying Ducks summer swim season begins the Tuesday after Memorial Day at SplashDown Water Park. The season consists of practice, swim meets and fun events. The season ends in late July or early August with an awards banquet that includes a swim party at the waterpark. The swim team uses the entrance at the back gate of SplashDown for all swim practices and swim meets.

Tryouts

The first two weeks of summer practice are designated as our tryout period. There is a \$75.00 (\$60.00 for Ducklings) non-refundable tryout fee included in the registration cost. The coaches will evaluate each swimmer and place the swimmer into appropriate instructional groups based on their swimming skills and ability. At a minimum, swimmers must be able to swim 25 meters unassisted (1 pool length). Even more important than minimum ability is the swimmer's attention span and desire to be part of our team. Swimmers must be motivated to participate in training and meets. The swim team is not "a learn to swim program" and swimmers must be willing to enter the water freely and without parental involvement. Any swimmer who is unable to swim one full length of the pool unassisted has the opportunity to join our Ducklings Program.

The first two weeks of practice can be cool. Swimmers should have warm clothes to put on when they get out of the pool. This can also be a very confusing time for new swimmers and parents. Any questions or concerns during this time can be brought to any Board members. Representatives from the Board are in attendance at every practice and team event.

Practices

BLST practices three times per week until Prince William County School ends. Practices are:

Monday, Tuesday & Thursday: 6:15 – 8:15pm

Swimmers in Groups 1 through 3 will swim during the first hour. Swimmers in Groups 4 through 6 may have dryland practice in the first hour (at the discretion of their coach) and will swim in the second hour.

Once Prince William County School has ended for the school year, the practice schedule changes. Practices are:

Monday through Friday: 7:30 – 8:30am

Monday, Tuesday & Thursday: 6:15 – 8:15pm

Swimmers are encouraged to attend as many practices as possible to achieve the most fun and improvement throughout the summer.

In cases of inclement weather, BLST may have to cancel practice. The Board will send out communication via text, email and the team [Facebook page](#). While we make every effort to monitor the weather in advance, there may be cases when the decision to cancel a practice is made at the last minute or during practice. Ducks swim in the rain, so assume that if it is only raining (no thunder/lightning) there will be practice.

Ducklings

The Duckling swim program is a partnership between BLST and the Prince William County Department of Parks and Recreation in which the PWCDPR provides swim instruction for those members of the Flying Ducks swim team who are unable to meet the requirement of swimming 25 meters continuously. The PWCDPR provides licensed instructor staff and skill criteria for each “level” of the Duckling’s Swim Program. The ultimate goal of the program is to develop young swimmers who can swim 25 meters (the length of the pool) unassisted so they can join the team.

Ducklings practice Monday, Tuesday and Thursday for 50 minutes each night. Parents can register children for lessons starting at 6:30 pm. The Duckling season is broken into 3 sessions: June 4 – June 21, June 25 – July 12 and July 16 – July 26. Ducklings are evaluated at the beginning of each session to ensure that they are grouped with children of similar abilities, and to evaluate if they are ready to move to the swim team.

Swim Meets

Information and Schedule

The Prince William Swim League schedule normally has 8 weeks for swim meets. Team compete every week on Saturday mornings. The first meet is a practice meet (Time Trials) used to help all swimmers and parents get acclimated to how a meet is run. BLST swims this meet alone and swimmers will get their first times of the season. These times are not counted towards end of season awards but do count toward seeding for the first meet of the season.

The next 6 weeks are the regular season meets: 3 away meets and 3 home meets (SplashDown). BLST competes against one other team during these meets. Meets vary in length but generally they begin at 7am and end at noon. A PWSL meet has 67 events. Each swimmer may compete in up to 3 individual events and 2 relays events. Swimmers can find out their events for the weekend meet at practice Thursday night and online.

The last meet of the season is the Divisional Meet. Because this meet has 3 teams competing, it will run longer. In order to be eligible to compete at this championship meet, a swimmer must have competed in a minimum of 2 swim meets (excluding Time Trials) and have a legal time in the event in which they are entered.

Swimmer awards (ribbons) are given through 12th place in every individual event. Relay awards are given through 3rd place. Coaches will pass out ribbons at the team lunch after the swim meet. Any ribbons not picked up will be placed in the family mailbox at the pool the following week. Swimmers may also receive other ribbons for other accomplishments such as time improvements.

2018 Swim Meet Schedule	
June 9	Time Trials @ Splashdown
June 16	v Urbanna @ Urbanna
June 23	v VA Oaks @ Splashdown
June 30	v Lake Manassas @ Splashdown
July 7	v Montclair @ Splashdown
July 14	v Stonewall Park @ Stonewall Park
July 21	v Meadowbrook @ Meadowbrook
July 28	Divisionals v Veterans Park v Virginia Oaks @ Veterans Park

Absences are allowed for family vacations and other events as needed. We ask that you opt out of the swim meet on the team site as well as notify your coach. Instructions for opting out can be found on the team FAQ page. Because meet entries must be completed by the coaching staff

in the middle of the week, we ask that you notify us of your absence at least one week in advance of any planned events.

The PWSL site has information on the swim meet events as well as some general swim meet information

(http://www.teamunify.com/recpwsblfd/UserFiles/Image/PWSL/PWSL_meet_info.pdf).

Volunteers

BLST is completely dependent upon parent volunteers to make each season successful for our swimmers. Other than our coaching staff, we are all volunteers. A typical swim meet requires more than 60 support positions to run smoothly. The reward for volunteer activities is that you get to meet and accomplish important tasks with other adults from the team. Additionally, your children become very aware of your involvement in their team and the entire effort becomes a family enterprise. It's a great way to meet others, most activities are fun and interesting, and most do not require training. Please help the team by signing up for meet operations and concessions positions early in the week preceding the meet. Remember that we all began without experience. We will teach you what you need to know to help. A long Saturday meet passes much quicker when you volunteer to help!

The volunteer sign up for each swim meet is posted online. Additionally, there will be a volunteer coordinator at practices asking for assistance and signing up parents. There is one important rule about volunteering that every parent should remember: ALWAYS STOP TO TAKE TIME TO WATCH YOUR SWIMMER.

Swim Meet Volunteer Positions			
Position	Meet	Experience Level	Description
Concessions	Home	Beginner	The Concessions volunteers prepare food for swimmers and families, as well as collect money. BLST operates a concessions stand at all home meets. Throughout the season, families are asked to donate items to our Concessions stand. The items requested will be communicated via Duck Tales and typically includes items such as: Gatorade, Water, Pasta Salad, and Sodas.

Ribbon Runner	Home / Away	Beginner	The Ribbon Runner awards a ribbon to the first place finisher of each heat/race. The swimmer who touches the wall first receives a ribbon. If the race is too close to call, both swimmers get ribbons. This job requires a person handing a ribbon to swimmer as they get out of the pool. This job can be very rewarding by making a young swimmer's meet.
Recorder	Home / Away	Beginner	The Recorder records the time of a swimmer in their race. Each team provides a number of recorders for both home and away meets. The recorders sit on the deck (chairs provided) and write the swimmers times down on deck cards that will be scored. Cards are delivered by runners, timers call the times out after the swimmer completes their event and a runner will pick up the cards after its filled out. This job is done in shifts (2-3 per meet) so about 8-12 are required per team per meet. This is a great job for anyone new to swimming!
Results Runner	Home / Away	Beginner	The Results Runner picks up the deck cards from the recorders after each heat. After all the event heats are run, the event cards are brought to the scoring table. The runner may work with the official to collect disqualification (DQ) slips before bringing the cards to scoring. A runner may be used to bring cards from the 25 meter events and relays to the recorders.
Ribbons	Home / Away	Beginner	The Ribbons volunteers assist in labeling and sorting ribbons. At the conclusion of scoring an event, the computer volunteer will print out ribbon labels. The Ribbon volunteer will affix the labels on the place ribbons. The ribbons are sorted by team and by age, as well as alphabetized, and distributed to the coaches at the conclusion of the meet. This job begins later in the meet and usually runs until a little after the swimming ends.

Timer	Home / Away	Beginner	The Timers run the stopwatches at the swim meet for each race. Each team requires ~10 timers per shift. About every 90 minutes a timer shift change will occur. Timers stand on the deck and run a stop watch. After each heat the timers provide the times to the recorders, reset their watch and wait for the next heat to start their watch again. This is a great job for anyone new to swimming!
Head Timer	Home / Away	Beginner - Intermediate	The Head Timer carries a few extra watches in case a lane has a problem with a watch. The head timer starts their watches at the start of the race and looks out at the timers for a raised hand. A timer that raises their hand has a watch failure. The head timer will switch watches with the lane timer.
Clerk of Course	Home / Away	Beginner – Intermediate	The Clerk of Course volunteers help to get the swimmers lined up for their events. Clerk of Course calls out the swimmers names, passes out deck cards and arranges the swimmers into heats. This job can be done in shifts and is done with a parent from the other team. At home meets, BLST operates two Clerk of Course locations (one location by the lower pavilion for all 25 meter events and one location at the upper pavilion for all events 50 meters and longer).
Announcer	Home	Intermediate	The Announcer calls swimmers to Clerk of Course, provides score updates, and makes miscellaneous announcements through the meet. An event timeline is provided to the Announcer so that they are able to call for swimmers to report to the correct Clerk of Course location on time for event check-in.

<p>Scoring & Verifying</p>	<p>Home / Away</p>	<p>Intermediate</p>	<p>The Scoring & Verifying volunteers are responsible to verifying the times and DQs on deck cards. A runner brings the cards from each event up to the scoring table. The Scorer will review the 3 times on each deck card and determine the final time based on the rules set by PWSL. Scorers will also work with the meet officials to collect and validate DQs. Once the deck cards have been reviewed for an event, the Scorers will provide the deck cards to the Computer volunteers for official time entry in to the computer. Once the computer entry is complete, the Verifiers will ensure that the computer times and the deck cards match, communicating any errors to the computer volunteer for re-entry. Verifiers will determine when the event results are official and have the results posted for the swimmers to see. Positions require an attention to detail but are easy to learn after a few minutes of training.</p>
<p>Stroke & Turn Officials</p>	<p>Home / Away</p>	<p>Intermediate – Advanced</p>	<p>The Stroke and Turn Officials ensure that swimmers are performing the strokes/events correctly. If the swimmer does not comply with the stroke rules, the Official will write a DQ slip. Training is required for this position. PWSL provide annual clinics for training and certification. The clinic dates/times are communicated through Duck Tales and/or the team website. Experienced Stroke and Turn Officials may move in to other roles such as Starter or Head Official.</p>

Registration Information

BLST tries to keep the registration costs as low as possible by holding fundraiser activities throughout the year and asking for Sponsors. We also ask for donations for our concessions at home swim meets to allow us to continue to offer a reasonable registration cost.

Registration is available online. Additionally, any swimmer can register in person or via mail. The Registration Form, Parental Participation Agreement and Liability Waiver can be found online under [Documents](#).

Our Registration includes the following:

- Outstanding coaching staff
- One team swim suit and team cap per swimmer at the beginning of season
- End of the Season Picnic at Splashdown Waterpark including a private party at the pool and slides afterwards for swimmers (a small fee may apply for non-swimmers)
- Per swimmer fee to Prince William County Park Authority for use of the competition pool for practices and meets, access to the restrooms and pavilions in the competition pool area and lifeguard coverage.
- Per swimmer fee to Prince William Swim League for all meet fees, ribbons and supplies.
- Use of the pool for evening and mornings practices
- Insurance coverage
- Achievement ribbons, end-of-year and Duck of the Week awards
- Maintenance of all pool and meet equipment owned by the team including lane lines, practice equipment, signs, flags, PA system, computer, and other miscellaneous supplies.
- Miscellaneous office expenses

It does NOT include:

- Each swimmer should have goggles to be purchased by the swimmer's family.
- Entrance to Splashdown Waterpark facilities. You may only enter the park during practices and meets at the rear gate of the park for authorized swim team events. Use of the waterpark facilities is limited to the competition, activity pool areas and other areas (slides and lazy river) require payment of the normal entrance fees at the main gate.
- Optional team events outside of practice are held on Wednesday evenings and may have additional costs.

Returned Check Fee

Personal checks are accepted by Ben Lomond Swim Team. Should the check be returned from the bank for whatever reason, a returned check fee of no less than \$25 will be assessed to the individuals account to cover fees assessed to the team by the bank. Upon receipt of the returned check, the issuer will be notified and informed they will have ten days to make restitution, including any related fees, to prevent swimmer suspension. Payment for a returned check must be received in the form of cash, cashier's check, or money order. A personal check will not be accepted as repayment for a returned check

Duck Tales

BLST sends out weekly newsletters throughout the summer, as well as winter and pre-season editions. These newsletters are called Duck Tales. In addition to the newsletter being emailed

out, they are also posted on the team site. The newsletters are provided in English as well as Spanish. The Duck Tales will have information for the week's swim meet, spirit activities, highlights from the previous meet, Duck of the Week recipients, and other important news.

Special Events

Team Meetings and Duck of the Week

Team meetings are held every Monday night at 7:50pm. The Board will review the highlights of the previous week's swim meet, details about the upcoming swim meet and reminders for upcoming events. All parents are encouraged to attend this weekly meeting to stay informed of BLST activities.

The Coaches will also award the Ducks of the Week. Duck of the Week is a weekly team award given to a swimmer in each practice group. The recipients of this award are recognized for various things: performance at the swim meet and/or practices, team spirit, sportsmanship, improvement, dedication, etc. This award is given at the coach's discretion. The recognition is announced at the meeting and in the newsletter and a small prize is given to each swimmer.

Team Lunch

After each Saturday swim meet, BLST swimmers, parents and coaches are invited to a team lunch. At this lunch, the coaching staff will hand out ribbons to swimmers and review the results from the morning's meet. This is a great opportunity for all families to get to know one another and celebrate the achievements of the swimmers. The location of the team lunch will be announced during the week and/or at the swim meet.

Picture Night

Each summer, BLST picks one night practice to be team picture night. A photographer comes to practice to take a team picture as well as group and individual pictures. This date is communicated at the beginning of the season and we encourage all swimmers and Ducklings to attend. Depending on time, swimmers may have practice after the pictures are completed.

Fundraisers and Spirit Nights

BLST plans several fundraisers/spirit nights throughout the year. These include movie nights, poster nights, dinner, putt-putt, and other activities. Keep an eye out on the team site and the weekly newsletters to learn about the upcoming events.

Sponsorship Drive

BLST relies on the generosity of the parents and local community. One way we keep our registration costs affordable is through the annual Sponsorship Drive. Any swimmer or parent

can solicit sponsors. We ask sponsors for a donation of \$100.00. With their donation, the sponsor will receive advertisement on our website, team shirt and in any home heat sheets. The Sponsorship form can be found online under [Documents](#).

Winter Clinic

BLST offers a Winter Clinic each year for current and new Ducks. The Winter Clinic is run at Central Park Aquatic Center from February through April on Saturday afternoon. The goal of Winter Clinic is to give swimmers an opportunity to practice before the summer season and reunite with their summer friends. Winter Clinic is optional and has the same requirements as summer swimming. Swimmers must be able to swim one length of the pool unassisted and follow the coaches' instruction. Winter Clinic registration forms can be found online under [Documents](#).

Apparel

BLST provides all swimmers with a team swim suit, swim cap and a team t-shirt. Additional BLST apparel can be purchased at various times throughout the year. Please keep an eye out in Duck Tales for the apparel information. [Riptide Swim and Tri](#) is our apparel provider. BLST apparel can be viewed [online](#). Riptide is located in Gainesville and carries practice suits, goggles, caps, bags and other swimming gear.

Safety Rules and Code of Conduct

Safety Rules

ALL Swimmers and their parents are expected to read and understand the following safety rules as a condition of membership to the team.

1. Arrive for practice and meets on time, with a positive attitude and prepared to swim. The back gate should be used for entering and exiting the pool complex during practices and home meets.
2. Parents are responsible for ensuring the appropriate behavior of their children within the park at all times. Swimmers are expected to remain under the supervision of the coaching staff within the fenced pool area for the duration of practice.
3. Use common sense. Obey the posted pool safety rules.
4. Absolutely no horseplay during practice or meets.
5. All non-swimming children and adults shall stay off the deck area. Please refrain from coaching swimmers or distracting their attention from the coaches.
6. Listen to the coach when instructions are given. If you don't understand the coach's instructions, tell the coach immediately.

7. No hanging on the lane lines.
8. Swim all drills completely, as instructed by the coach.
9. Pass safely. When passing another swimmer during laps, tap that swimmer on the foot. The swimmer being passed shall move to the right to allow the overtaking swimmer to pass safely. The passing swimmers will use freestyle to pass and resume the practice stroke after the pass has been completed safely.
10. Proper turns shall be performed during practice, unless instructed otherwise by the coach. This means flip turns for back and free as well as two hand touches for breast and fly. Open turns are permissible for swimmers who have no yet learned the flip turn.
11. Proper finishes are required. After finishing at the wall, the swimmer will move over to allow following swimmers to finish properly. Do not stop short.
12. Keep the coach informed. If a swimmer cannot continue practice, the swimmer shall report to the coach. If the swimmer can resume practicing, the swimmer shall notify the coach and return to the water.
13. All swimmers are required to have an emergency form completed with registration.

Discipline problems will not be tolerated. The coach will first warn any swimmer who presents a discipline problem. If the discipline problem(s) persist, the swimmer will be dismissed from practice, with possible expulsion from the team (see code of conduct).

Code of Conduct

All swimmers and their parents are expected to read and understand the following code of conduct as a condition of membership to the team.

The BLST coaching staff and Board of Directors expect that all swimmers want to be competitive and are ready to participate fully in all practices and team functions. Sportsmanship and mature conduct are qualities of winners. These qualities will be expected of all team members and parents in and out of the pool. Swimmers should know the rules of conduct and are expected to do what is in their best interest. However, it is in everyone's best interest for basic rules to be clear and understandable.

1. Swimmers are expected to remember that at practice, during swim meets and in public they are representing BLST. Swimmers, coaches and parents should represent the BLST name with excellence, team spirit, good sportsmanship and politeness.
2. Swimmers are expected at all times to follow directions of any member of the coaching staff and any person who is designated a chaperone. Disrespect or failure to obey instructions will not be tolerated from any swimmer.
3. Swimmers are expected to use appropriate language. Use of profanity, abusive language or obscene gestures will not be tolerated.
4. Swimmers are expected to respect each other. Fighting, intentional touching or striking another athlete will subject the swimmer to the most severe discipline.

5. Swimmers are expected to respect and care for the property of others. Vandalism, intentional damage to property or theft of property will not be tolerated.
6. Disruption of practice by a swimmer will be grounds for removal.

Minor offenses will be addressed by the coaching staff on the pool deck. A first warning from a coach will result in the swimmer sitting on the edge of the pool until the coach decides they are ready to re-enter the water. A second warning will cause the swimmer to report to the head coach. A third warning will cause the swimmer to be removed from practice and a parent/coach/board member meeting to address the issues. More severe offenses may warrant a one-day suspension from practice and the notification of the swimmer's parents. A second offense may warrant a three-day suspension from the team, and the swimmer and parents will have to meet with a member of the Board of Directors and the coach at the coach's earliest convenience to be reinstated. A third offense may result in expulsion from the team.

Our goal is to maintain a learning, team oriented atmosphere where all swimmers benefit from their practice time and have an enjoyable experience.

Online Communications

BLST Website

The Ben Lomond Swim Team maintains the website www.benlomondswimteam.com. By creating an account for this site, you will have access to online registration, email and text communication options, swimmers' times, attendance (or opting out) of events/meets, volunteer opportunities, swim meet and event dates, times and locations, and contact information for the coaching staff and Board of Directors. All swim families are encouraged to set up an account.

TeamUnify OnDeck

An additional online opportunity available to swim families is the mobile app Team Unify OnDeck Parent. By installing this app on your mobile phone, you will have access to team communications, your account information, volunteer signups, and swimmer's results on your mobile device. For information on this app, go to <http://www.teamunify.com/corp/ondeck/>. Many of the coaches use the TeamUnify OnDeck Coach app for attendance, results, and meet entries, splits, and more.

To set up your OnDeck account, download the app on your mobile phone. You will use the same username and password you have set up on the team website (our team site is also run on the Team Unify platform). Our team alias is: recpwsblbfd.