

METAMORA AREA SWIM TEAM (MAST) HANDBOOK
2019 Summer Season

MAST TEAM MISSION

To provide an opportunity to our youth for the pursuit of swimming excellence through practice and competition by valuing the fun, sportsmanship, competition and the development of a lifetime sport.

Keeping this in our heart and mind, we can all look forward to a great and memorable season.

2019 BOARD MEMBERS

President	Todd Alderson	309-643-2423
Vice President	Stacey Barlow	309-370-7987
Treasurer	Katie Morrison	309-367-2990
Secretary	Bret Glas	309-453-7607
Members at Large	Chad Udell	309-635-6968
	Nate Porch	309-265-8527
	Megan Hutchinson	309-402-7972

2019 COACHING STAFF

Head Coach	Shane "Lefty" Morrison
Assistant Coaches	Jessica Engel
	Brooke McCormick
	Emmie Brockhouse

CONTACTS

Log on to www.metamoraswimming.com for a variety of information on MAST.

You can access our calendar, meet schedule, declare your swimmer(s) attendance at meets and invites, volunteer signup, contact information, team records and much more. Please note the website has been overhauled and may look quite different!

If you have any general questions, problems, or concerns, please bring them to the attention of one of the board members, NOT the coaches. All matters will be handled with respect and confidentiality. Under no circumstance, should any personal issue be addressed or communicated in a public setting or forum, in the company of swimmers, or among other parents.

To contact the board for general questions, concerns or personal issues, please email at: mast_team@mtco.com

To contact Coach Lefty" Morrison (Examples: meet entry-related issues, trying an invitational meet) please email him at: coachlefty@hotmail.com

Reach out to us on Facebook: Like us at: Metamora Area Swim Team (MAST)

DATES OF NOTE

- Registration night Tuesday, April 23rd
- MAST Pork Chop Sale at IGA Friday and Saturday, May 10th and 11th
- First day of practice Wednesday, June 5th
- First dual meet Tuesday, June 11th (at Washington)
- Team Pictures TBA
- Woodford County Meet Tuesday, July 16th (at El Paso) / Rain Date: 18th
- End of the Season Party/Relays Sunday, July 21st

COMMUNICATION

We have several means of communicating to our members:

- Email – We send frequent emails throughout the season, please make sure we have your correct email address
- Web Site – Our website, www.metamoraswimming.com, is a comprehensive source of information. Please note the website has been overhauled and may look quite different!
- Automated texting – during registration process, you will provide a current cell number to receive timely messages about practice cancellations, weather updates, etc.
- Facebook – “Like” us at: Metamora Area Swim Team (MAST)

PRACTICES

All practices are held at the Metamora Pool.

Swimmers should attend the practice for their age group during the first week. Note that after the first week, the coaches may ask your swimmer to come to a different practice from their regular age group, depending on your swimmer’s skill level and the total number of swimmers in each group.

Practices will be held Monday through Friday, beginning on Wednesday, June 5 and continuing through Monday, July 15. There will be no practice on Friday, July 4.

PRACTICE SCHEDULES

- 7:00 to 8:00 am – Ages: 13-18, experienced 11-12 year olds
- 8:00 to 9:00 am – Ages: 11-12 and returning (veteran) 10 year olds
- 9:00 to 10:00 am – Ages: new 10 year olds, 9 & under

*Additional changes to which practice individual swimmers attend will be made during the 1st and 2nd week by the coaches

PRACTICE CANCELLATIONS

Rain generally will NOT cancel or postpone practice...but lightning WILL. Many times an earlier practice may be cancelled and a later practice will still happen. If thunder or lightning begins during a practice, the pool will be cleared and we will wait 30 minutes. If practice is cancelled, coaches will send a mass text and/or e-mail notification.

Use your best common sense about coming up to the pool.

If there is an issue with the weather or the pool, check Facebook, text and e-mail.

MEET CANCELLATIONS

Meet cancellations will be passed on as soon as we are made aware of them. If thunder or lightning begins during a home meet, the Lifeguards and Pool Manager on duty will order that the pool will be cleared. If after 30 minutes, there is no additional thunder or lightning, the meet will continue unless coaches of both teams agree to cancel the meet. and we will wait 30 minutes or until the hosting coach decides whether to continue or cancel the meet.

MEET SIGN-UPS

Procedure: On the MAST website navigate to the **Schedule** page, there you will see a list of upcoming events. Meets that are available for sign-up will have a pink rectangle that says **Edit Commitment** on the right hand side, clicking on that “button” will open an Athlete Signup page. There will be several columns:

Member Name, Member Commitment, and Last Updated. Each child in the family will be listed under Member Name, by clicking on their name it will open up a declaration page where you can select “yes” or “no” from a drop-down menu. You are also able to type a note to Coach Lefty if you need to. Complete the signup by clicking on “**SAVE CHANGES**”. This will take you back to the Athlete Signup page, where you can see the status for each child, swimmers that have been entered will have a green check mark and the word “Committed”, if you have responded that the child will not attend, there will be a red circle with a line through it and the word “Declined”. The Last Updated column will list the date and time that the most recent change was made.

- ALWAYS REMEMBER TO CLICK “**SAVE CHANGES**”!!
- After you finish the event signup process, the system will email you a confirmation of “changes”; if you do not receive this in a timely manner, please log back in and check signup.
- **No entries will be accepted after the set deadline.**
- You will receive email notifications when deadlines approach for meet signups, and the Schedule page on our web site also lists the due dates for each event.
- All dual meets can be entered at the beginning of the season, if you know your schedule.
- Because it is easier for coaches to handle, sort and plan off the online meet sign-ups, no email or text entries will be allowed.
- Transportation to and from meets is your responsibility.
- If your child is sick on a meet day and you need to pull him or her out of the meet – PLEASE contact Coach Lefty ASAP.

Please be aware that if you do not sign-up your swimmer in a meet via the online system, your swimmer will not be entered in the meet.

When all else fails, just click “**SAVE CHANGES**”!

Keep in mind the coaches choose the line-up for all dual meets. Be respectful of their decision.

MEET PREP

Plan to arrive to meets AT LEAST 15 minutes prior to the start of WARM-UPS. Have your swimmer check in with the coaches. Look for the events your swimmer is swimming – they are usually hung on the fence (back by the pool equipment building) at home meets, and check with a coach for sheet at away meets. It is sometimes helpful to write the event # and lane # on your swimmers’ hand/arm.

Keep in mind that the swimmers usually get to see what they are swimming at practice that morning, entries will be hung by concession stand, but there can be a last minute change due to someone else not showing up.

MEET EVENTS

At each home meet, the following events will be swum:

- Long Freestyle (50 meters for 8 & Under and 9-10; 100 meters for groups 11 and older)
- Medley Relay (100 meters for 8 & Under and 9-10; 200 meters for groups 11 and older; each swimmer swims one of the four strokes)
- Short Freestyle (25 meters for 8 & Under and 9-10; 50 meters for groups 11 and older)
- Individual Medley (100 meters total; swimming each of the strokes one pool length)
- Backstroke (25 meters for 8 & Under and 9-10; 50 meters for groups 11 and older)
- Breaststroke (25 meters for 8 & Under and 9-10; 50 meters for groups 11 and older)
- Butterfly (25 meters for 8 & Under and 9-10; 50 meters for groups 11 and older)
- Freestyle Relay (100 meters for 8 & Under and 9-10; 200 meters for groups 11 and older)

At away meets, some facilities may have a 25 yard pool, others will have a 25 meter pool. At a few away meets, 9-10 year olds may be required to swim 50s instead of 25s.

We typically enter multiple relay teams per age category at each meet, depending on how many swimmers sign up for the meet.

Important: Please check to see if your child is in a relay before leaving a meet. The freestyle relays are always at the end of the meet. If you leave after your child's last individual event – and your child was entered in a relay – you will disappoint the 3 other swimmers in your child's relay.

WHAT TO BRING TO MEETS

Bring plenty of towels, a blanket to camp out on between events, suntan lotion, and plenty of fluids. Healthy snacks are essential. Keep in mind not all away meets will have a concession stand – come prepared. It is also a good idea to bring quiet, busy things to do to help pass the time. Parents should bring chairs.

TEAM SUITS & APPAREL

Team suits are available for purchase through the link on our webpage. It is not mandatory to purchase a team suit.

Girls will have a black/red suit available again this year.
You do not have to purchase this suit – any one piece suit will be fine.
Girls are required to wear one piece suits to all practices and meets.

Boys will have a jammer style suit available as previous years.
A brief-style suit is also appropriate, but trunk-style suits are not.
Regardless of the suit, please make sure they have a drawstring and use it!.

ADDITIONAL EQUIPMENT

Team caps are not required, but most swimmers find them helpful.

Available for purchase in both latex and silicone.

(Girls might find it helpful to wear one to keep their hair out of their face when swimming, reduce chlorine damage to hair, prevent hair tangling with goggle straps, etc. Once you've had to deal with long hair wrapped up with goggles, you never forget!)

Goggles are not required, but are VERY STRONGLY RECOMMENDED! Most municipal pools will have a higher chlorine concentration than a private backyard pool, please keep this in mind when discussing the need for goggles if your child is hesitant. Being able to see well on the blocks and underwater is vital for swimmer safety and a positive experience during meets and practices.

Team shirts/sweatshirts are also available for purchase, please see the Apparel page on our website..

*Please label all items with your name!

BULLPEN

During a meet, the bullpen is the area where our swimmers are lined up or "staged" for the upcoming events. Swimmers are expected to arrive at the bullpen area when their event number is "called" – usually 3 to 4 events before they will swim. At home meets, our bullpen volunteers will display large magnetic numbers placed on the door of the pool equipment building adjacent to the bullpen. (Example: While event #10 is taking place, events # 11 and 12 will be sitting in their designated rows or moving to the blocks, and events #13 and 14 will be lining up in the bullpen area.) The swimmers are then taken to the

blocks in lane order by heat. For some away meets they may have a lane card with their name & lane number on it, other meets they will not have a card, and will be required to tell their name to the timers. Swimmers need to pay attention to stay in their lane and listen for their event to be announced. It is possible that their lane would be vacant in the race ahead of them. It is ultimately the swimmers responsibility to be there and ready to swim. No race will be delayed because a swimmer is not there.

AWARDS – DUAL MEETS

Dual meets are intended to be fun! Swimmers 12 and Under will receive a ribbon at dual meets, based on how they place in their event. If you happen to get the wrong place ribbon or no ribbon at all, notify Katie Morrison, she will do her best to correct the problem. There are times that your ribbon will have a time written on the back that may not be accurate. We have to understand that we all make errors.

Please note that where your child finishes a race is not as important as how much your child improves their technique and time. The goal of our program is to enable swimmers to legally and proficiently swim all four strokes, and the individual medley, and to improve their times throughout the season.

We will do our best to have the meet results posted to the website in a timely manner. Please give us at least 48 hours before asking Coach Lefty for times.

Coaches will emphasize stroke proficiency and individual improvement (often called “dropping time”) of your swimmer, and acknowledge these accomplishments, not what place a swimmer finishes in their event.

INVITATIONAL MEETS

We have multiple invitational meets scheduled. The event information for the invites will be available on the website as soon as they are made available to us. Sometimes there is not much lead time – so watch carefully. Invitational meets are OPTIONAL and provide the swimmers opportunities to choose their own individual events to swim.

Registration for an invite is similar to the process for signing up for a dual meet. The additional steps being:

- Choosing individual events – It is up to the parent and swimmer to chose their individual events, and they may swim as few or as many as they want - up to the limit set by the meet organizers! The online system should not let you to sign up for more events than allowed, but please be aware if you surpass the limit, it is customary for the last events to be cut from the entry. The meet info page should indicate the limit as well
- Paying entry fees – At this time our website doesn't allow for charging these fees directly to a credit card. Please place checks or cash in an envelope and in the folder marked “Coaches“ in the mailboxes

Invitational meets require you to pay an additional fee for each individual event entered. However, if the meet holds relay events, and we have enough swimmers to field a relay team, MAST will pay the fee for that relay event. Just as we do for our dual meets, our coaches will assign the swimmers to those relays.

Please note that Invitational Meets are typically more competitive than dual meets. Unlike dual meets, not every swimmer is guaranteed an award. These meets typically include multiple teams so there can be several heats of each event.

We encourage our newer swim families to consult with the head coach before signing up for invitational meets. No one will be discouraged or denied registration from invitational meets, but we want to make sure expectations are managed.

MAST 2019 Invitational Meets

Saturday, June 15

Saturday, June 22

Saturday, June 29

Saturday, July 13

Tuesday, July 16

CANCELED

El Paso Invitational

Washington Invitational

PAWW July Sizzler

Lexington Invitational

Woodford County Invitational @ El Paso

CONCESSIONS

At our home meets, the Metamora Park District will have the concession stand with a limited menu, and possibly additional items, such as pizza or sub sandwiches.

It is best to be prepared in case there is no food and drinks available for purchase at away meets, there are several times we have been surprised to find a concession stand closed, altered menu, etc. Also, some teams aren't as lucky as we are to have a Casey's and McDonalds right next door.

REGISTRATION & FEES

Team Registration- individual age groups close as they reach capacity

Registration is conducted online, but there will be a "Registration Meeting" held at the MTHS Commons. This is NOT a required meeting, it is provided as an opportunity to meet the board members and ask any questions.

The fees are the same for 2019 season:

\$130 for the first swimmer

\$115 for the second swimmer in the family

\$100 for the third swimmer and beyond

A swimmer's registration on the team also includes a free pool pass to the Metamora Park Pool and discounted pool pass rates for swim team family members. Additional pool passes can be purchased from the Park District office or at the Metamora Park Pool.

Through the online process you may pay by credit card, or by check

Please make checks payable to: MAST % Katie Morrison

318 Danbury Ln

Metamora, IL 61548

No swimmer will be turned away due to financial hardship. (Please contact the Board President for cases such as this.)

Please note that a fee of \$20.00 (or whatever our bank charges) will be collected for any checks returned unpaid by your bank for any reason.

MEMBERSHIP

- Membership is open to all children in the Metamora Township High School District 122 that also fit the following criteria:
 - Swimmers must be at least five years old and may be on the team through the summer season after graduation from high school.
 - Swimmers should be able to swim one length of the pool as determined by the coaches. There will be a trial period up to one week at the beginning of the season. After the one

week trial, if the coaches feel a child is in potential danger, they will be released, and the entire registration fee will be refunded.

- With the recent loss of several teams from neighboring towns, we will allow swimmers from nearby High School districts who do not have a local summer swim team to register with MAST.
- Fees are determined by the Board each year, based on the needs of the team. The registration fee is due and payable at the time of registration. If, however, within a two-week period after the first day of practice, the swimmer chooses not to continue, the registration fee less a \$10 admin fee will be refunded.
- Team enrollment may be limited and/or membership denied based on age/gender group numbers. Ideally we would have a limit of 24 swimmers in each age/gender group. Registration in certain age/gender groups will close as numbers reach maximum limits. The only way to ensure a spot on our team is to register on or before our registration night.
 - We will accommodate ALL swimmers who register by Registration Night, Tuesday April 23, 2019.

SWIMMER RESPONSIBILITIES

- Swimmers are expected to show high standards of sportsmanship and be supportive and encouraging to their teammates.
- Swimmers are encouraged to attend as many practices and meets as feasible. Those swimmers who do not regularly attend practices may face the possibility of not being included in the line-up for a meet.
- If a swimmer chooses to play organized baseball, softball, soccer, etc. during the swim season, they will need to choose either the ball game OR the swim meet if they are both scheduled on the same evening. **NO SWIMMER WILL BE ALLOWED TO SWIM A PARTIAL MEET.**
- Swimmers are expected to adhere to the rules and structure as outlined by the coaches.
- Swimmers compete within the following age groups, based on the swimmer's age on the day of the meet (some away meets and invitational may have exceptions to this rule):
 - 8 & under, 9-10, 11-12, 13-14, 15 & up
- Coaches may place a swimmer in one age bracket above their age in a meet. This often benefits the team and also the swimmer. (Referred to as "swimming up".) This should be viewed as an opportunity. This can happen when there is an opening in the lineup in an older age group...we do not do this to "bump" an older swimmer out.
- It is very important for swimmers to stay in the team area during meets. It makes it easier for our "bullpen" workers to find them should they fail to appear after their event number is called.
- It is ultimately the swimmers responsibility to be in the right place at the right time to swim their events.
- Girls compete against girls and boys compete against boys in all regular meets. An exception to this rule is in the oldest age groups when there may only be one or two swimmers, events could be combined in consideration of time and efficiency.
- All swimmers will be prohibited from being on/around the playground equipment/playground area during home meets.

PARENTS' RESPONSIBILITIES

- Parents are expected to show the best example of sportsmanship through support and encouragement to not only their own children but also to all team members and visiting teams.
- Parents are expected to be respectful of coaching decisions. Please remember that you do NOT have to agree with our coaches' decision, but you DO have to respect it.
- Do not address coaches during practice times. You may put a note in their mailbox or e-mail them at anytime to remind them of how much they are appreciated.
- Encourage your swimmer – but let the coaches coach your swimmer.
- Be proud and encouraging when your swimmer is asked to swim-up.
- Be respectful of the Swim Team Board decisions.

- Check our several means of communication – website, email, Facebook AND mailbox on a regular basis to stay informed.
- Declare meet attendance on time. If you go on vacation, please take care of any meets before you leave.
- Show respect for the facilities, staff, and rules of the Metamora Swimming Pool and any other facility the team may visit for meets and invites.
- Be aware that some pools are measured in meters and some are measured in yards so your swimmer's times will be different. Also note that there will be occasions that our 9-10 year olds will swim 25 yd/m distances or 50 yd/m distances.
- New and/or younger swimmers should be escorted into pool area to ensure a coach is present and child can properly prepare himself for practice.
- Parents/guardian/drivers are not to leave until such time as a coach is present, and MUST return before the end of practice.
- In cases of inclement weather – Parents need to ensure they are present for the whole practice, OR are responsible for making arrangements with another parent or responsible adult, for situations where lightning necessitates canceling practice once it has started.

VOLUNTEER COMMITMENT

- The success of the MAST program is 100% dependent upon our parent volunteers. There are several volunteer opportunities at each meet, including:
 - Working the “bullpen”
 - Lane timer
 - Ribbons/scoring table
 - Runners
- All volunteer sign-ups will be online. Go to the MAST website – www.metamoraswimming.com – to sign up for the meets. You will receive an email reminder from the system. If you cannot work your shift, you are responsible for finding a replacement.
- Each family is expected to sign up to work at least two home meets during the season.
- If both parents (or a parent and grandparent or other relative) work two jobs during one meet, this will count toward fulfilling the two-meet requirement.
- No matter what job you work, you will be able to watch your child(s) swim each of their events. Some of these jobs lend themselves to viewing the events (timers, runners). Others, such as concessions and ribbons, are staffed by multiple people and provide opportunities for workers to step away to watch their children swim.
- Please note that if you do not sign up, you will be contacted about signing up during the season.

ADVISORY COUNCIL

The MAST Advisory Council consists of all parents of the swimmers on the team and the coaching staff. Each season two meetings are scheduled as opportunities for the Advisory Council to convene – the initial Registration Meeting in April and the End of Season Meeting & Awards Program in July. Business such as elections and matters of operation will be addressed at these meetings.

Interest in and nominations for Board positions need to be turned in to the Board President prior to Monday, July 15, 2019 for the election.

END OF SEASON MEETING & AWARDS PROGRAM

The Awards Program (in addition to Advisory Council business) will be held at the Metamora pool on Sunday, July 21. Season-end certificates will be distributed and coaches will award various achievement and fun recognitions. after which we usually enjoy some games and family pool time.

ADDITIONAL SWIM LESSONS

Please note – the MAST swim staff is not obligated to offer additional lessons to swimmers. If anyone is interested in setting up extra lessons, you can speak with any of the Metamora Pool lifeguards to schedule an appointment.