

## Swimmer and Family Handbook

Welcome to the Rose Valley (RV) Swimming and Diving team, affectionately known as The Swarm! The purpose of this handbook is to provide swimming and diving team families with information on how summer swimming works, as well as what can be expected during the season regarding team activities, fundraisers, practice groups, meet expectations and more.

The RV Swimming and Diving Team is committed to fostering a fun, healthy and safe environment for all of its' members. The safety and welfare of our athletes is our primary importance.

The following Code of Conduct is in effect during practices, meets, all team-sponsored events, and when discussing or handling team matters. Consequences include, but are not limited to, exclusion from swimming/diving practices, meets, and other team activities.

**Bullying:** Oral, written, electronic or any physical act or gesture, regardless of where or when it occurs, is prohibited and may result in being removed from the team.

**Social Media:** When posting on social media sites from RV Swimming and Diving events, or when mentioning RV Swimming and Diving, please keep in mind you represent Rose Valley Tennis and Swim and Club and the RV Swimming and Diving Team, therefore, use proper discretion.

### **SWIMMERS/DIVERS:**

- Display proper respect and sportsmanship towards coaches, officials, meet administrators, parents and competitors.
- Behave in a manner that reflects positively on the team at all functions.
- Be on time for practices and meets.
- Notify a coach as soon as possible when you are unable to attend a meet to which you had previously committed.
- Promote positive team spirit.
- Support teammates.
- Follow coach's instruction.
- Follow all facility rules at home and away meets.
- Respect club and personal property at all times.

### **PARENT/GUARDIANS/VOLUNTEERS**

- Be a positive role model, by displaying respect and exhibiting good sportsmanship towards coaches, officials, meet administrators and competitors.
- Maintain self-control at all times and know your role. Swimmers-swim, Divers-dive, Coaches-coach, Officials-officiate, Parents-parent
- Criticizing, name-calling, abusive language or gestures will not be permitted.
- During meets, questions or concerns regarding decisions made by meet officials should be directed to a parent rep who will bring the matter to the attention of the coaching staff.

## Team website

Be sure to check out the Swimming and Diving team section on the club website. There is also a Facebook private group: Rose Valley Swarm, to which families post a lot of swimmer photos. All Swimming and Diving team families are invited to join the Facebook group. This is also a good resource for questions regarding the swim season and updates on the latest events and team information.

## Registration and Eligibility

Each year, every Swimming and Diving team member is required to complete an online Registration and pay the annual registration fee. The online Registration form can be obtained from the clubs website. The team also hosts an annual open house during the spring to answer questions and provide the opportunity to try on team suits. Timely completion of your registration is necessary, as the Suburban Swim League requires each team to submit a team roster by a league determined due date (usually in early to mid-June). Your child will not be permitted to participate in practices and meets until his/her registration is complete and payment of team dues is made.

Note: There is only one fee per child, even if your child is participating on both the swimming and diving teams. Registrations received after the deadline cannot be accepted, per league rules.

All dependents of RVTSC member families who have passed their "Big Pool" swim test are enthusiastically invited to join the team. The swimmer may be asked to demonstrate their strokes in order to be placed in the appropriate practice group.

Our swim team is also open to swimmers who are not members of RVTSC. Non-member swimmers who have not previously swum for RV will be asked to demonstrate all four swim strokes (back, breast, butterfly, freestyle) for the coaching staff. A determination will be made as to team eligibility and acceptance.

Team members from pool member families will be issued a pool membership card. Team members who are not pool members will be issued a team-only membership card. It is expected that all team members provide their respective cards to the guardhouse when arriving to the pool. Please note that siblings of team members may purchase a card that allows them to enjoy the recreational pools during swim team practice and team sanctioned events. The rate will be published on the swim team webpage.

Please make note of the following rules and regulations that apply to swim team members:

- Non-member swimmers should arrive shortly before swim team practice begins, and leave once swim team practice is over, as registration covers swim team, but not free swim periods. Non-pool members will be expected to pick up their team membership cards shortly after practice ends.
- Non-member swimmers and their families are invited to attend all team sponsored social events such as the Team Awards Dinner, and any other activities that occur during the season.
- Pool members can, as usual, come and go as they please. Outside of practice time member swimmers must be aged 10 to be at the pool without an adult chaperone (not another minor child).
- **All families must provide a working phone number** where an adult can be reached immediately, if a swimmer requires attention during practice, or if weather turns bad and all participants must leave the pool facility. The expectation is that families will pick up their swimmers within 10 minutes of being called to retrieve them. Please understand that we have an obligation to ensure that all people at the pool are safe, including staff.

Refunds will be granted during the first week of swim practice for young swimmers who change their mind.

### **Team Suit and Cap**

Team suits and caps are optional. Suit try-ons and ordering will be done once, prior to the season start. Timely payment must be made as the suits are custom ordered for us and we wish to have suits delivered prior to the beginning of the season. A deadline for ordering will be announced. Orders requested or paid for after the provided date will not be fulfilled through the team order. Parents will need to order directly from the designated vendor. Caps are available for purchase throughout the season, while supplies last.

### **Contacts and Who is Who**

*Swim team administrator(aka Parent Rep)*—This is a volunteer position. The administrator coordinates all swim team activities outside of practice and meets. They also coordinate all the other volunteers who help to make summer swim team a fun experience for swimmers and their families.

*League representative*—This is a volunteer position. The representative attends all league meetings and represents the interests of RV swim team.

*Coaching staff*—The coaches are responsible for practices and meets. Coaches will create the meet line-ups.

*Meet manager*—Meet Manager is the software program used by Suburban Swim League to manage registrations, team rosters, meet line-ups, personal best times of all league swimmers, team and individual results. Meet Manager entries are managed by the coaches and swim team administration, who have training in the program. Swim meet commitments are due as per the Coach's requested timeline in order to allow time for entry into the software.

*e-Dive*- is the software program used by Suburban Swim league to manage the dive meets, registrations, team rosters, meet line-ups, personal best times of all league swimmers, team and individual results. Entries are managed by the coaches and swim team administration, who have training in the program. Swim meet commitments are due as per the Coach's requested timeline in order to allow time for entry into the software.

The RV Swimming and Diving team committee recognizes the frustration that many parents new to the swimming and diving world experience. If you have any questions about fundraisers, volunteering, or other non-coach items, please contact the Swim Team Administrator at [rosevalleyswarm1@gmail.com](mailto:rosevalleyswarm1@gmail.com). If you have a question for a coach, need to reach a coach, or cannot attend a meet, you can reach the coaches at [rosevalleyswimteam@gmail.com](mailto:rosevalleyswimteam@gmail.com)

### **Team Snap**

Our team uses Team Snap for communication regarding practice updates (such as cancellation due to thunder) and for swimmers to indicate their intent to swim in a particular meet. It is available as an app for your smartphone. There is also a website that can be accessed. You must accept the invitation to this software, it is the only means of communicating your swimmer's meet availability.

Signing your swimmer up for meets by the deadline (usually Sunday at noon before a Wednesday meet) is essential. All swimmers who are signed up by the deadline are guaranteed to swim! Two important points about signing up for a meet:

- If you sign your swimmer up for a meet by the deadline, the team is expecting and depending on your attendance. If a last minute emergency comes up it is imperative that you reach out both to the coach and one of the parent reps to ensure that the team has the best chance possible of re-working the lineup without negatively affecting other swimmers.

- If you do not sign your swimmer up for a meet by the deadline, please do not come to a meet expecting your swimmer to swim. Adding swimmers into the lineup at the time of the meet is not possible. If you have an unexpected opening in your availability after the deadline to sign up for a meet has passed, please reach out directly to the coaches. If they are able to fit your swimmer in (which is not guaranteed), they will let you know.

## Volunteers

*"No one can whistle a symphony. It takes a whole orchestra to play it. "*

*~ H.E. Luccock*

Parental involvement is a key element to the success of RV's Swimming and Diving team. Each family is encouraged to volunteer. We are a small team, and appreciate the efforts of all our families. If everyone gives some time, each volunteer may only have to work a portion of each meet.

We are happy to provide training for all positions and will pair you up with an experienced volunteer! Prior to every meet, a SignUp Genius will be sent out with specific volunteer roles to be filled for that meet. These include, but are not limited to:

*Starter*—Responsible for calling the swimmers to position and operating the starter's strobe and/or starter's gun. (This position requires attendance at the league official class.) Home team supplies 1.

*Announcer*—announces events and swimmers. Home team supplies 1.

*Place Judge*—visually judges order of swimmers as they finish. Each team supplies 1.

*Stroke & Turn Judge*—ensures that each swimmer is correctly performing the stroke, completes a legal turn and finishes as appropriate for the individual stroke. (This position requires training which can be done by the RV Swim Coach.) Each team supplies 1.

*Lane Timers*—time the swimmer in the assigned lane. Each lane will have 3 timers, and as a general rule, the middle time is the time of record. Each lane is timed by a combination of timers from each team. **Each team supplies 9 timers.**

*Heat winner awards* (Hive Races and championships only)—distributes award to the heat winner at the conclusion of each heat.

*Ribbons* (championships only)—responsible for labeling and bagging ribbons to be distributed to each team's coach.

*Concessions* (home meets only)—Ideally there are 2-3 volunteers to work the concessions so that the volunteers may still step away in order to see their swimmer compete.

Volunteers are also needed for activities and fundraisers during the season, such as the end-of-year banquet. Information about these opportunities will be made available throughout the season.

## **Swim & Dive Team Fundraisers**

Many fundraising opportunities are held throughout the season. Below is a sample of the types of fundraisers you can expect to hear about.

*Home meet concessions:* This is our prime source of fundraising. A concessions table is set up at every home meet. Donations will be solicited via Signup Genius prior to each home meet. This is a great fundraiser for the team because all sales are 100% profit! Baked goods may be homemade or store bought. We just ask that they be wrapped for individual sales.

*Team gear:* Show your Rose Valley spirit. You can purchase team gear all year round at our online store: [https://teamlocker.squadlocker.com/#/lockers/rose-valley-swarm?\\_k=xf13q6](https://teamlocker.squadlocker.com/#/lockers/rose-valley-swarm?_k=xf13q6). Items are updated by a volunteer committee in late spring each year.

*Stroke Clinics:* Stroke clinics may be offered at the beginning of the season.

## **Team Sponsored Events**

### **Hive Races** (Formerly known as Ribbon Races)

This is our own intramural fun meet to kick off the season. This meet is run like a regular meet and is a good opportunity for new competitive swimmers to “feel” a meet, for new volunteer parents to practice a meet role such as timing, and for the coaches to see swimmers in a competitive setting. A potluck dinner for the whole swim team family concludes this fun evening.

### **Team Awards Dinner**

Held the same weekend as “B” champs, swimmers, divers, and their families gather for a fun evening. A potluck dinner is served and the evening concludes with presentation of team awards.

## **Team Practices**

### **Pre-Season Practices**

Pre-season practices usually take place in the last week of May and the first few weeks of June. Some are indoor (at a local facility determined each year) and some are outdoor at the Rose Valley Pool. Details are posted (and updated) on the website.

### **Regular Season Practices**

Practices are made up of three different groups: Beginner Strokes, Established Strokes and Seniors. At the start of each season, each swimmer will be assigned to a practice group. Group assignments are subject to change during the season at the coaches' discretion.

Practice schedules are posted (and updated) on the website.

### **Practice Groups**

- 1. Beginner Strokes:** This practice is 30 minutes in length and is intended for our newest competitive swimmers who may require more support during practice, as they work on the four competitive swim strokes.
- 2. Established Strokes:** This practice is 45 minutes in length and is intended for those competitive swimmers who have learned all four competitive strokes and may need to continue working to improve these strokes.
- 3. Seniors:** This practice is 45 minutes in length and is intended for the older swimmer who knows how to swim all four competitive strokes. Usual participant is 13yr and above.

Regardless of the assigned practice group, all swimmers are members of the team and are encouraged to swim in all eligible meets.

Please be mindful that any questions for the coaches should be raised after practice. During practice, the coaches need to give their full attention to the swimmers and divers. Should you have a question that needs to be answered during practice, please direct the question to a parent rep who may be able to give you an immediate answer.

## **Swim Meets (Information and Etiquette)**

There are three local summer swim leagues, Suburban, IntraCounty, and Delco. RV is part of the Suburban Swim League, which has two divisions. Teams are assigned a division based on size and the previous season's statistics. The league website, [www.ssl-summer.com](http://www.ssl-summer.com), is a great resource for meet schedules, meet results, individual standings in the league, directions to other pools, and more.

### **General Information**

- Swimmers must arrive 15 minutes prior to warm-ups.
- Please see the website and check the league website at [www.ssl-summer.com](http://www.ssl-summer.com) for directions to league pools. **PLEASE ALLOW SUFFICIENT TRAVEL TIME TO AWAY MEETS – RUSH HOUR AND TRAFFIC SITUATIONS MUST BE TAKEN INTO CONSIDERATION.**
- Meets will only be postponed if there is continuous thunder in the area. Never assume a meet is canceled, as summer storms typically tend to pass quickly. In the event a meet is canceled, you will be notified via Team Snap. Please check before leaving for every meet.
- Swimmers not able to attend a meet must notify the coach. In the event of an emergency, please do your best to try to notify a coach or another team member ASAP. Much time and effort goes into developing the weekly meet lineup. Just one missing swimmer might mean that three other swimmers cannot swim their relay.

### **During the Meet**

- Swimmers should sit with the team during a meet and should not leave the designated team area without first notifying a coach or the parent volunteer who is organizing swimmers. Please talk to your swimmers about this rule, as some of the other pools are quite enticing due to water slides and extensive snack bars. It is not the coaches' responsibility to find swimmers prior to his/her event and the meet is unlikely to be halted in order to find a missing swimmer.
- Please stay until the meet is finished in order to cheer on your teammates.
- All events are in age order (youngest to oldest), girls followed by boys. Each heat allows up to 6 swimmers, 3 from each team in alternating lanes.

<b>Event #</b>	<b>Event Name</b>	<b>Description</b>
1-10	Medley Relays	4 swimmers make up a relay. Each swimmer swims a different stroke in the following order: backstroke→breaststroke→butterfly→freestyle 10 & under relays: 25 meters/yards per swimmer 11 and older relays: 50 meters/yards per

		swimmer
11-50	Individual Events (by order) Backstroke Breaststroke Freestyle Butterfly	8 & under: All events 25 meters/yards 10U, 12U, 14U: All events 50 meters/yards 15-18 Girls: Freestyle 100 meters/yards All other events 50 meters/yards 15-18 Boys: All events 100 meters/yards
51-60	Freestyle Relays	4 swimmers make up a relay. All swimmers swim freestyle. 10 & under relays are 25 meters/yards per swimmer 11 and older relays are 50 meters/yards per swimmer

Scoring - Each team accumulates points based on placement finish. The team with the most points at the end of the meet is the winner.

### Event Scoring

Placement	Points*
1st Place	5
2nd Place	3
3rd Place	1

\*A team may only collect points for two of the placing positions. If one team has swimmers in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place, they will be awarded the points for 1<sup>st</sup> and 2<sup>nd</sup> place and the 3<sup>rd</sup> place points will be given to the 4<sup>th</sup> place finisher.

Relay events score 7 points for 1<sup>st</sup> place only. No other place will score points.

"B" Champs (Divisionals)	Held the weekend of the last regular meet. All Suburban League teams compete in their assigned division. All league swimmers are eligible to compete in this meet with the exception of individual swimmers/relay teams may not swim an event in which they have an "A" qualifying time. Swimmers will be seeded in heats based on their times.
"A" Champs	All Suburban League teams compete. This is a time qualifying meet with qualifying times posted on the league website. This meet is held the week after "B" champs. The top two swimmers in each event are invited to attend the Elite Meet (see below).
Meter Free	Swimmers swim a distance freestyle event. Distance is determined by age: <ul style="list-style-type: none"> <li>• 10 and Under: 100 meter free</li> <li>• 11-12: 200 meter free</li> <li>• 13-18: 400 meter free</li> </ul> Qualifying times are required for this meet and are published on the League website.
Individual Medley (IM)	Swimmers swim each stroke in the order of butterfly→backstroke→breaststroke→freestyle <ul style="list-style-type: none"> <li>• 10 and Under: 100 yards (25yd/stroke)</li> <li>• 11 and Older: 200 yards (50yd/stroke)</li> </ul>

	Qualifying times are required for this meet and are published on the League website
Elite Swimming Champs	The Elite Meet is held the Tuesday night after "A" Champs. This is a competition between all three summer leagues.

## Dive meet

Depending on age category, the divers are required to do a specified number of dives in competition as indicated in the table below. Age categories for competition are the same as those in swim meets, except that the youngest age group is 10 & under.

Age	Dual Meets	Championships
10 & Under	3	4
12 & Under	4	5
14 & Under	5	6
15 – 18	6	6

## Practice

TBD

## Dive Meets

Parents are strongly encouraged to participate as either a judge or score-table worker. Regular season meets are comprised of 5 judges (3 from the home team and 2 from the visiting team). Parents are also asked to participate at the scorer's table to record and compute scores, etc. During championships, parents are encouraged to work the table only. The coaches judge championship competitions. Instruction on how to judge (and work the table) will be provided to volunteers by the coaches or experienced parents.

### Meet Schedule – Regular Season

Only 3 spots are allowed per age group, per gender, in a dual meet. On large dive teams, not all divers will compete at every meet. A diver can be entered as an unofficial participant; however, competing unofficially will not qualify a diver for Champs.

### Meet Schedule – Post Season (Championships)

To qualify for Champs, a diver must be officially entered in a regular season diving competition and complete all required dives. Divers can only qualify for Champs during the season. The top three divers in each age group at Champs advance to the Elite Meet.

Scoring - Each team accumulates points based on placement finish. The team with the most points at the end of the meet is the winner.

- If a team finishes 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place points will only be given for 1<sup>st</sup> & 2<sup>nd</sup> place.