



NORMANDY

SWIM & TENNIS CLUB

# PARENT HANDBOOK

Updated May 2019

## **Our Mission**

To promote sportsmanship, team spirit, dedication and self-improvement while nurturing the technical and competitive aspects of swimming.

## **Introduction**

The Normandy Barracudas are a summer only program for swimmers 5 – 18 years of age. The team has open membership to anyone belonging to Normandy Swim and Tennis Club. The Barracudas compete in the Seven Hills Swim League. The swim team season typically begins in the third week of May and ends with Championships in early to Mid-July.

A swimmer is encouraged to attend daily morning practice and participate in scheduled meets. Swim meets are usually held on Thursday nights and can last several hours. The success of the Normandy Barracudas depends upon the support of our coaches and the active involvement of all parents.

## **Team Guidelines**

- To have fun with swimming and competing, while improving the swimmer's strokes and swimming techniques.
- To encourage open membership to all willing participants in the swimming program.
- To provide each swimmer a positive and fun experience regardless of the swimmer's abilities.
- To emphasize stroke technique and meet preparation in practice.
- To teach swimmers to set realistic yet challenging goals for meets.
- To make every swimmer feel like a valuable team member.

## **Coaches' Commitment**

The Normandy Barracuda coaches will always be committed to emphasizing learning and fun over winning. They promise to:

- Be present at all age group practices and swim meets. The practices will be planned and start on time.
- Provide a sound training and conditioning program for each swimmer.
- Motivate and educate each swimmer to set realistic goals and do their best at all times.
- To work on each swimmer's stroke technique through practice and meets.
- To educate all swimmers to the purpose of the swim meet so that all swimmers are comfortable with competing.
- To offer swimmers praise and encouragement for their efforts and improvements during meets.
- To always keep the best interest of the team in mind.

## **Training**

We encourage swimmers/divers to come to practice every day and arrive at the pool a few minutes early in order to begin practice at the scheduled time. If it is necessary to leave practice early, please notify the coaches prior to the beginning of practice.

During practice times, please do not talk to the coaches. We ask that parents and swimmers/divers that are not in that practice, sit away from the pool deck during practices. If you need to talk to the coaches, please see them before/after a practice for a brief moment. You can also email them questions at [normandycoaches@gmail.com](mailto:normandycoaches@gmail.com).

Swimmers are expected to show the coaching staff the same respect and courtesy they would show towards any other adult. Not listening, talking back, not following directions, etc., is not acceptable behavior.

## **Age Groups**

The age groups are determined by the age of the swimmer on June 1<sup>st</sup>. So if your child turns 9 on May 31<sup>st</sup> they will swim as a 9 and 10. If they turn 9 on June 1<sup>st</sup>, they will swim as an 8 and under. The age groups are: Pre-competitive 6 and Under, 8 and Under, 9 and 10, 11 and 12, 13 and 14, 15 – 18

### **6 and Unders**

6 and under swimmers are precompetitive and only swim freestyle and backstroke. They do not participate in relay events. To participate in a meet, 6 and under swimmers must be able to swim one length of the pool prior to the coaches lineup for the meet.

The 6 and under events are not in numerical order. They take place as follows: Event 79(female 6 and under freestyle) and event 80(Male 6 and under freestyle) take place immediately after event #10. Event 81(female 6 and under backstroke) and 82(male 6 and under backstroke) take place immediately after event #30.

### **Signing Out of Swim Meets**

There will be a sign-out list on the Barracudas board to indicate if you will not be attending a meet. This should be done 3 days before the missed meet. The coaches realize that emergencies happen, but they must have their lineups set two days ahead of time in order to get the entries to the opposing team.

### **Swim Meet Events**

Swimmers will be notified of their events the morning of the meet. It will also be posted at the beginning of the meet in the team area. When possible the events will also be sent to parents electronically.

The first heat for each event is the competition heat and will count toward the overall team score. The swimmers in the first heat are generally the faster swimmers. "Exhibition" heats (Heat 2, Heat 3...) follow the competition heat and are not scored.

Swimmers in all heats will receive ribbons for 1<sup>st</sup> through 6<sup>th</sup> place(1<sup>st</sup> – 8<sup>th</sup> at Indian Hill). Placing swimmers in heats gives them a chance to race against swimmers of similar ability. Swimmers in the younger age groups typically are not concerned about which heat they are seated. The lineup for the first meet will be done based on the times at the mock meet.

A swimmer can swim a maximum of three individual and two relays per meet. The coaches will do their best to place swimmers in as many events as possible. Please keep in mind that we have many swimmers and your child will likely swim in a combination of competition and exhibition heats.

In a dual meet a swimmer may move up in age group. For example, a 12 year old swimmer might swim one or more events in the 13-14 age group. This situation occurs typically when there is a shortage of swimmers in an older age group. This is an uncommon situation for most swimmers under the age of 11.

Home teams swim in even numbered lanes and visitors swim in odd numbered lanes.

### **Participating in Championships**

**In order to participate in Preliminaries at the end of the season, swimmers must participate in two dual meets.** In the event of a rain-out that is not rescheduled, it will count as a meet for your swimmer if they were originally scheduled to swim. 6 and under swimmers generally do not participate in Preliminaries or Championships.

### **Championships**

All six teams in the league attend Championships. Preliminaries typically take place on Tuesday with the older swimmers competing in the morning and younger swimmers competing in the afternoon. Those who qualify for finals (top 12 or 16 depending on the size of the pool) will swim on Wednesday evening.

The swimmers in each age group with the fastest times will qualify for finals. The six swimmers with the fastest times will qualify for the championship heat. The swimmers with qualifying times seven through twelve will swim the consolation heat at the Finals. The swimmers with the thirteenth and fourteenth fastest times will be designated as alternates. If the championship meet is held at a pool that has 8 lanes (Indian Hill), then the top 16 swim at finals.

Coaches will select relay teams (medley and free) for Finals after the preliminaries. Only one relay team is selected from each age group.

### **General Meet Information**

- Swimmers will need towels, goggles, and a swim cap for swim meets.
- Swim meets last for at least four hours. The age of your child and number of events determines how long you will be at a meet. Bring towels, chairs, blankets, dry set of clothing, cards, games, etc.

- You are ultimately responsible for ensuring that your child swims in their event. The age group parent is only responsible for taking them to the clerk of course. Please do your part in getting your swimmer to the designated age group area/parent immediately following the “first call” of your swimmer’s event.
- Every swimmer must report directly to the coaches area immediately following their event. This allows for positive reinforcement as well as a “treat” for the swimmers.
- An individual medley consists of the following order: Butterfly, backstroke, breaststroke, freestyle.
- A medley relay consists of four swimmers each swimming one of the following strokes, in order: Backstroke, breaststroke, butterfly, freestyle. If it helps you remember they are in alphabetical order.
- Home team swims in even lanes, visiting team swims in odd lanes.
- Never switch swimmers at a meet without a coach’s approval.
- For team results, points are awarded as follows:
  - 1<sup>st</sup> place = 5 points
  - 2<sup>nd</sup> place = 3 points
  - 3<sup>rd</sup> place = 1 point
  - Relays are awarded 7 points for 1<sup>st</sup> place only
- Ribbons are awarded as follows:
  - Ages 6 – 14 Individual Events – 1<sup>st</sup> – 6<sup>th</sup> or 8<sup>th</sup> place all heats
  - Ages 6 – 14 Relays – 1<sup>st</sup> – 6<sup>th</sup> place
  - Ages 15 – 18 Individual Events – Heat 1 only 1<sup>st</sup> – 3<sup>rd</sup> place
  - Ages 15 – 18 Relays – 1<sup>st</sup> and 2<sup>nd</sup> place
- Meet information and results can be found on the club website [www.normandyswim.org](http://www.normandyswim.org) or the league’s website at [www.7hillsleague.org](http://www.7hillsleague.org)

### **Swim Meet Warmups**

Each team will warm up using all 6 lane, home team from 5:30-6 (or as soon as dive meet has ended) and visiting team 6-6:30. Meet will begin at 6:30 (or when pool is cleared)

### **Home Meet Pizza Parties**

The team hosts a pizza or ice cream party after each home meet. These parties were included in the “Spirit Bundle” that was offered at the beginning of the season. If you did not purchase the “Spirit Bundle” you can pay separately for each pizza or ice cream party. Sign up directions will be provided prior to the home meet.

## Fun Fridays and Donut Donations

Friday practices will be dedicated to fun swim activities and weekly awards. If you purchased the "Spirit Bundle" then your family's donuts have already been paid for and the spirit committee will shop for you. Families that did not purchase the "Spirit Bundle" will be asked to donate one dozen donuts on their scheduled week. Please switch with another family if you are unable to donate on your scheduled week.

## Parent Role

We need your help to make our Normandy Barracuda swim meets run efficiently. To make things more equitable for all families, we have adjusted the volunteer requirements to a point system. Each family is responsible for "earning" 3 volunteer points throughout the season. Jobs have been assigned a ½ point, or 1 point, depending on the complexity and/or length of the shift. Please sign up for jobs that equal at least 3 points. The point total is based on an estimated number of families and may need to be adjusted after registration. As swim team parents, we are the staff for both home and away meets. The greatest way you can help the swimmers is to fill these shifts so our coaching staff knows that meets are covered. The Barracuda coaches, team coordinator, and swimmers are grateful for your help and look forward to working together to provide a great summer swim experience for our kids. If a family does not fulfill their required volunteer commitment, the club will keep all or a portion of their \$150 deposit check to cover the cost of staff to fill the positions.

0-1/2 point earned - \$0 deposit returned

1-1 ½ points earned - \$50 returned

2-2 ½ points earned - \$100 returned

3 or more – entire \$150 deposit returned

## Barracuda Parent Worker Jobs

**Clerk of Course** (2 for home meets, 1 for away meets): Manage the clerk of course area to insure swimmers are lined up appropriately and ready for their events. This job is for the entire meet.

**Age Group Helpers – Boys/Girls** (12 in total for all meets): work with the swimmers in your assigned age group (6 & under, 8 & under, 9-10) to ensure they make it to the clerk of course for individual events and behind the blocks/shallow end for relay events. This role begins prior to meet warmups and is for the entire meet. Helps to wear a hat or bright shirt so it's easier for the kids to find you.

**Age Group Helpers – 7-8 Boys/Girls** (2 for all meets): work with the age group helpers to organize relays at the beginning and at the end of the meets.

**Stroke/Turn Judge** (4 in total: 1 turn and 1 stroke for each half; all meets): Watch swimmer in 3 lanes(either 1-3 or 4-6) to ensure they are swimming legal strokes and turns. Disqualify swimmers who do not swim legal stroke/turns. This is for half of the meet and you must remain in the position for the entire half(no breaks). May require attending a 1 hour training session before the first meet.

**Place Judges** (4 in total home meets: 2 each half; 2 in total away meets: 1 each half): Watch finishes and record the order in which each lane placed in the race. This job is for half of the meet and you must remain in the position for the entire half(no breaks).

**Starter and Announcer** (1 starter and 1 announcer, home meets only) the two people work together to announce and start each swim event. Both jobs require a person's complete attention and are for the entire meet. A good working knowledge of swim events, the equipment used and how a meet is run is necessary to do this job.

**Timer** (12 in total: 6 per half; all meets): Time swimmer in your lane and record time on the lane slip. There are two timers per lane and times are averaged together. Must pay close attention to meet starter. This job is for half of the meet and you must remain in the position for the entire half (no breaks).

**Back-up Timer** (2 in total: 1 per half, home meets only): Keep two back-up stop watches running in case one of the timers has a problem with their stopwatch. This job is for half of the meet and you must remain in the position for the entire half (no breaks).

**Runner** (2 in total: 1 per half, home meets only): Collect lane, place, and DQ slips from timers and judges after each race and deliver them to the ribbon table. This job is for half of the meet and you must remain in the position for the entire half (no breaks). Requires much walking. Great way to get your steps in for the day.

**Computer Personnel** (2 in total: whole meet): Enter all data required for scoring the meet. This job requires training.

**Ribbon Labeler – Place Sheets** (2 in total for home meets, 1 in total for away meets; whole meet): Receive printouts from computer personnel and place the stickers on the back of the appropriate ribbons. Ribbons are then filed by name in the ribbon box.

**Concessions: Grillers** (4 in total; 2 for each half): The first half shift will need to arrive at approximately 3:00pm to set up and begin cooking the meet. The second half shift will need to help with clean up and make sure the grills are ready for member use the next day.

**Concessions: Staff** (6 in total: 3 for each half): Wait on meet guest, collect money, and restock items when needed. The first half crew will need to help with setup prior to the start of the meet. Second half crew will need to help tear down the concession stand and put things away.

## **FREQUENTLY ASKED QUESTIONS?????**

### **What time do I need to arrive at the meet?**

Age group helpers need to arrive 30 minutes before warmups begin. All other first-half workers need to arrive at least 30 minutes before the meet is scheduled to start. If you are a first-half stroke/turn/place judge, timer, or lane slip runner, you must attend a brief meeting 15 minutes before the start of the meet. The location of the meeting will be announced over the speaker. If you are a second-half worker, you should arrive by 7:30.

### **What time do meets start?**

6:30pm

### **Do I need any special training to volunteer?**

The only positions that need special training are stroke and turn judges. Training for these positions involves attending a 1 hour clinic. Certified YMCA or USA swim officials do not need to attend the clinic in order to be a turn or stroke judge. For all other positions, training is provided “on the job”.

### **How will I know what to do?**

If you are a timer, judge, or lane slip runner, this will be explained at the pre-meet meeting. For all other positions, an experienced meet worker will show you what to do.

### **Will I get a reminder that I am supposed to work?**

Yes, you will receive a signup genius reminder 24 – 48 hours prior to the meet.

### **What do I do if I am signed up to work a meet but can't work that meet?**

Contact someone who is working another meet and try to work out a trade with them. After the trade is arranged please make the necessary changes in the signupgenius. Please also communicate with the volunteer coordinator to let her know about the change.

### **Some suggestions for parents to help make the team the best and most fun it can be for their child/ren:**

- Let the coaches do the coaching.
- Speak to the coaches either before or after practice, not while he/she is coaching.
- Be on time for all meets and practices.
- Stay informed of team happenings, meets, and social events.
- Support the coaching staff
- Be positive towards your child's swimming and their coach. If a problem arises, please discuss it with the coach.
- Never argue with an official at a meet. Let the coach handle any and all problems.
- Respect all meet officials. Remember, they are volunteering their time.

- Volunteer to help when you see problems or weak areas on the team.
- Most importantly, remember that the coaches are doing the best job they can do. Please understand that they have to coach over 120 swimmers.

The coaches will be helping the swimmers set some goals for the summer. Please help guide and support your child as they work toward reaching these goals.

## **End of Season Awards Banquet**

The awards banquet will be held the Thursday after Championships. All swimmers and their families will be invited to attend. More information will be provided as the time nears. Awards given at the banquet are:

### **The Lymangrover Award**

This award is bestowed in memory of Robert Lymangrover who was instrumental in the construction of Normandy Swim and Tennis Club in 1961. This honor is given to a swimmer from the 14-18 age group. The team will elect the winner based on leadership, attitude, dedication, and spirit.

### **The Paul Stewart Memorial Award**

This award was created in 1992 in memory of Paul Stewart, whose devotion to his family and the Normandy Swim team were an example to us all. The Paul Stewart award is distinguished from the Lymangrover award in that the coaches will choose the winner. Anyone can earn this award. It is based completely on attitude, dedication, love of team, and willingness to go above and beyond.

### **Coaches Award**

This award is given to a girl and boy from each age group. The criteria for this award is talent, practice attendance, attitude during all swim team functions, and team spirit.

### **Most Improved**

This award is given to a girl or boy from each age group who the coaches feel have improved not only in their swimming talent over the summer, but attended practice regularly, and have a positive attitude.