

Maple Manor Swim Team
New Athlete and Parent Handbook
maplemanorswimclub.org

Welcome to the Maple Manor swim team family! If you are an athlete or parent that is new to swimming, here is what you need to know about summer swimming and diving at Maple Manor!

Maple Manor competes in the Colonial Swim League. There are 7 teams in the Colonial Swim League, including Ft. Washington Swim Club, Sunny Willow, Manorlu, Hideaway, Maplewood and Upper Moreland.

Our coaching staff emphasizes to all swimmers the importance of proper technique, teamwork, sportsmanship, learning and most importantly - HAVING FUN!

Important Numbers:

Head Coach - Brandon Pierce 513-312-2941

Swim Team Managers - Suzanne Netter 267-218-6252 and Bea Cubit 610-724-9486

Practices: Evening practices start after Memorial Day, and are grouped by age. New swimmers under the age of 10 and past pre-teamers must attend a screening prior to attending practice (unless they competed on a winter swim team). Evening practice is held every day, Monday through Friday, rain or shine. Once the school year is over, practices switch to the mornings, and are again grouped by age. Practice is held every day, Monday through Friday, rain or shine, even on meet days. The coaches recommend that swimmers attend as many practices as possible in order to obtain the maximum benefit from the season.

Pre-Team Practice: Pre-Team practice will begin after swim team screening is complete. Pre-Team practices are Monday-Thursday evenings. Once morning practices begin, Pre-team swimmers practice two days a week, on either a Monday/Wednesday or Tuesday/Thursday schedule. Once a swimmer is placed on the Pre-Team a sign-up will be posted and parents will have the opportunity to choose their practice days.

Refund Policy: We think all swimmers will love Maple Manor Swim Team once they start. For that reason, the refund policy is as follows:

If a swimmer withdraws before the season or within the first two weeks of practice: full refund

If a swimmer withdraws after the first two weeks of practice, but before the first meet: 50% refund

If a swimmer withdraws after the first meet: no refund

A brief intro to summer swim meets: Maple Manor swim meets are typically Tuesday or Thursday nights and Saturday mornings. There are usually six meets plus champs and a mini meet for 8 and unders (including pre-team). Meets usually last about three hours. The meet schedule is posted on the website (maplemanorswimclub.org).

If you cannot attend a swim meet: As soon as you know that your child cannot attend one of the meets, add their name to the 'sign-out' list for that meet. The 'sign-out' list will be posted on the bulletin board at the pool or available on our TeamSnap app. This is important for the coaches because lineups are done several days prior to the swim meet. If, on the day of the meet your child cannot attend due to illness or another reason, please contact the head coach (Brandon Pierce) or one of the managers immediately.

Arrive on time for warm ups and have your child check-in with a coach. Tues/Thurs meets should begin by 6pm, so warm-ups will start at 5:30pm for away meets and at 5pm for home meets. Saturday morning meets will begin by 9am, so warm-ups for away meets will be at 8:30am, home meets at 8 am. *Warm-up time means your child should be ready to swim at that time*—so arriving 5-10 min before warm-up start is appreciated very much by our coaches.

Your child should set up "camp" with others in his/her age group near the ready bench area—not by the spectators (except pre-teamers who can hang with older siblings or parents). It is a good idea to show your child where the ready bench area is, and who the volunteers working the bench are, particularly if you know they are the type to wander. Swimmers are also not supposed to be on the volleyball court or playground area during a swim meet.

Always check what events your child is swimming—there will be an alphabetical list, by last name, at all meets that will show the events your child is swimming. Take a picture with your phone so you don't forget. Write your child's events on the back of their hand with a sharpie marker, so they don't forget. An example of what to write is "50 Free 1/4". This means they are swimming 50 meter freestyle, in the 1st heat and in lane 4.

The ready bench: This is where swimmers aged 12 and under get lined up before they move to the lanes to swim. Children should be in the general vicinity of the ready bench several events prior to the one they are swimming. The benches are watched by the assistant coaches and ready-bench volunteers. Having your child sit near this area makes it easier for them to not miss their events and easier for the ready-bench volunteers to find everyone. The volunteers and coaches do their best to not have a child miss their event, but it is not their responsibility to search the grounds and bathrooms for swimmers.

Make sure your child knows where to find you at the end of the meet. As a traditional show of sportsmanship, the two teams shake hands and then go home. Sometimes it can be hard to find each other in the dark—make plans to meet either at their "camp" or other designated area.

At the end of the meet, clean up your area and pick up trash. Your swimmer may take an after-meet treat when leaving the club. Individual results are posted typically within 2-3 days either in the bin next to the swim bulletin board and/or on the club website.

Suggestions for what to bring to each meet:

****We recommend that you label all belongings with your name.****

- A towel or two for your swimmer
- Spare goggles and cap
- Something to sit on like a blanket or extra towel or some folding chairs (sometimes clubs have enough seating, but not always). Some clubs have “members only” chairs not for our use; please be sure the kids are respectful of this property.
- Some clothes to wear when not swimming, in case it gets chilly (evening meets end around 9pm when air is cooler).
- Sunscreen
- Snacks and drinks
- Cash for snack bar or 50/50 raffle purchases
- Card games or activities to entertain between events
- A shade tent/umbrella is great to bring to clubs that have little shade or large events like B Champs or A Champs where shade is in great demand.
- Bug spray
- Flashlight for night meets
- Sharpie marker (for swimmers to write their events on the back of their hand)
- Umbrella or ponchos in car---if it rains

Rain or Thunder/Lightning during a meet/practice: Practice and swim meets are held RAIN OR SHINE. However, if thunder is heard or lightning is seen, swimming will be delayed for 20 minutes. If thunder/lightning occurs again, the twenty-minute count begins anew. Practice/meet cancellations will be communicated from the coaches by text using the RainedOut program. **To sign up to receive these texts, text MAPLE to 84483.**

Meet Etiquette-

- * The diving portion of the meet is typically ongoing at the time swimmers arrive for warm-ups. Please be quiet during this time so as not to disturb the divers.
- * Swimmers should not leave a meet after their events are completed. Rather, they should stay at the meet, cheer for their teammates, and shake hands with the opposing team at the end of the meet.
- * Clean up after yourself during and after the meet.

The Snake Pit - This is an area set-up during swim meets where swimmers (and their siblings) can show their team spirit by getting MM “tattoos”. The Snake Ladies draw tattoos on the swimmers’ arms, legs and backs. They do use sharpie markers, but no worries, it will come off! Sunscreen and chlorine tend to remove the tattoo within a day or two.

Big and Little Brothers/Sisters - Before the first meet, a list will be posted with the Big Brothers/Sisters and their Little Brothers/Sisters. This program allows the younger swimmers to connect with a more experienced swimmer and learn from them. Sometimes they give each other a treat or goodie bag and wish them well on their events during the meets. While

it is fun getting and giving a goodie bag, this should not be the focus of the Big-Little relationship; the Big should be more of a mentor to their Little. We encourage cheering for each other during the meets.

Pre-Team meet participation- Pre-teamers will get a chance to show their skills by swimming during the meet. Pre-Teamers will have the opportunity to swim with their age-group in freestyle and/or backstroke events during the meets. If you pre-teamer is not able to attend a particular meet, you will need to sign them out of the meet. Alternatively, the coach may opt to have the Pre-Teamers swim one lap of freestyle during one of the meet events (usually this is during a relay event when there is an open outside lane). Pre-Teamers will also participate in a mini-meet with Fort Washington and B Champs.

Mini-Meet: There is one mini-meet during the season. It is held on a weekday morning between Maple Manor and Fort Washington. It is for swimmers 8 years and younger including Pre-Teamers. All swimmers are able to swim all four strokes and IM. Usually only the more experienced swimmers try the IM. It is a great opportunity for them to try it, since it is not a stroke they are able to swim in a regular meet.

A and B Champs: At the end of the season, all swimmers will have the opportunity to participate in A and/or B champs (including Pre-Teamers). The top 18 swimmers (plus alternates) from the league in each event are invited to participate in A Champs. All other swimmers can participate in B Champs. Swimmers may compete in a maximum of 4 events over both A and B Champs. Please note that the B Champs meet is typically on a Wednesday evening.

Meet Scoring: While coaches emphasize to swimmers to work on their individual personal performance (i.e. beating their ‘Personal Best’ times), our league is competitive. Points are awarded during swim meets. Only the first heat in each individual event is eligible to score points. The point schedule is as follows: (1st place = 6 points, 2nd = 4 points, 3rd = 3 points, 4th = 2 points, 5th = 1 point). For relays, only the ‘A’ relay team is eligible to score points (1st place = 7 points).

Order of events at meet:

Girls	Event	Boys
1	11 & under Diving	2
3	12-14 Diving	4
5	15 & over Diving	6
11	8 & Under 25 Mtr Backstroke	12
13	9-10 25 Mtr Backstroke	14
15	11-12 50 Mtr Backstroke	16
17	13-14 50 Mtr Backstroke	18
19	15 & over 50 Mtr Backstroke	20
21	8 & Under 25 Mtr Breaststroke	22
23	9-10 25 Mtr Breaststroke	24
25	11-12 50 Mtr Breaststroke	26
27	13-14 50 Mtr Breaststroke	28
29	15 & over 50 Mtr Breaststroke	30
31	8 & Under 25 Mtr Butterfly	32
33	9-10 25 Mtr Butterfly	34
35	11-12 50 Mtr Butterfly	36
37	13-14 50 Mtr Butterfly	38
39	15 & over 50 Mtr Butterfly	40
41	8 & Under 25 Mtr Freestyle	42
43	9-10 25 Mtr Freestyle	44
45	11-12 50 Mtr Freestyle	46
47	13-14 50 Mtr Freestyle	48
49	15 & over 100 Mtr Freestyle	50
53	9-10 100 Mtr IM	54
55	11-12 100 Mtr IM	56
57	13-14 100 Mtr IM	58
59	15 & over 100 Mtr IM	60
61	8 & under 100 Mtr Freestyle Relay	62
63	9-10 100 Mtr Freestyle Relay	64
65	11-12 200 Mtr Freestyle Relay	66
67	13-14 200 Mtr Freestyle Relay	68
69	15 & over 200 Mtr Freestyle Relay	70
71	8 & under 100 Mtr Medley Relay	72
73	9-10 100 Mtr Medley Relay	74
75	11-12 200 Mtr Medley Relay	76
77	13-14 200 Mtr Medley Relay	78
79	15 & over 200 Mtr Medley Relay	80

**Freestyle Relay events are during the first half of the season. The Medley Relays are during the second half of the season. Both types of relays are at champs meets.

Supporting the team: The swim team is financially independent from the swim club. We have to pay our coaches, fund the fun team activities, and pay the officials. Every swim meet will have a volunteer selling 50/50 raffle tickets. The pot is split 50 for the winner and 50 to

pay the official; thus it is important to support this cause. Also, every meet will have a snack stand selling baked goods, drinks, and light meals. These profits go to supporting the fun events that the team holds throughout the season and paying our coaches.

Show your spirit: The sea of green! Summer swim is about having fun and showing our team spirit. Maple Manor sportswear is sold in the beginning of the swim season, and can be worn by all family members. Some typical items include sweatshirts, t-shirts, and shorts, and most kids wear these items year round to show their team pride. "The Snake Pit" will be in operation during all meets; this is the opportunity for the swimmers to have Maple Manor/swim-themed "tattoos" drawn on their bodies and green sprayed in their hair.

Volunteer: Every swim meet requires about 35 volunteers to run the meet. Timers, writers, runners, snack stand, stroke & turn judge, snake pit, 50/50 seller, score table, ready bench, etc. These volunteers are mostly supplied by the home swim team. We usually host three or four home meets, and have approximately 75 families. It is very important for every family to **volunteer for at least two swim meets in addition to a social function**. Sign up for volunteers will be emailed/posted prior to all meets. Do not be afraid to try a job you have not tried before; an experienced parent will be happy to help you learn the ropes. Detailed information about volunteer opportunities are listed below.

Team Social Events

Throughout the season there will be plenty of social events to become acquainted with other swimmers and their families. (Please be aware that some details of the events are subject to change from year to year.)

Pasta Party - usually held on a weeknight evening at the beginning of the season. It is a potluck style meal. Attendees will receive an email letting them know if they should bring a pasta dish, side dish or dessert. This event is for swimmers, their parents and siblings.

Midnight Madness - usually held on a Friday or Saturday night from 6pm-midnight. Make sure your swimmer brings a swimsuit and warm clothes for afterward. The team provides a dinner, which includes drinks and hot dogs. Attendees are asked to bring a snack or a dessert. During this event, swimmers and coaches get in the pool and create a giant whirlpool. They also have fun playing games and dancing. After the sun goes down, everyone grabs a glow stick and heads down to the bonfire for tales and the 'Legend of Ooga Booga'. This tale has been passed down through generations of Maple Manor swimmers and is the cornerstone of some of the team's cheers during meets. Parents may stay and join the festivities. *We ask that children ages 8 and under have a responsible guardian stay with them during the duration of the event. Parents not staying are asked to pick up their swimmer by midnight.*

Lollipop Meet - This is a mini-meet for all team members 10 and under. Team members 11 and older will hold the jobs usually filled by the parents and coaches. Swimmers age 10 and under will swim in traditional meet events. The swimmers earn lollipops after each even

(Divers may participate in meet. There are no diving events; there are only swimming events.)

Pancake Breakfast - usually held on the morning of the CJ Martin Relay Carnival. After each swim practice, swimmers are treated to pancakes and bacon. This event is just for swimmers.

CJ Martin Relay Carnival - This weekday evening event is sponsored by Upper Dublin Aquatic Club (UDAC) and brings together six summer swim clubs, including Fort Washington, Manorlu, Manufacturers', Maple Manor, Oreland, and Sunny Willow. The event was named for C. J. Martin, who swam for Fort Washington and UDAC for many years and was a member of the UDHS swim team. This event features fun relays for swimmers, coaches, lifeguards, alumni and parents.

Lunch Bunch - held after a Friday practice. Swimmers are asked to bring a sack lunch and a t-shirt to tie-dye. Non-swim team siblings are welcome join in making their own tie-dye shirt and show their MM spirit.

Ice Cream Social - Held in conjunction with Team Day. Swim team provides the ice cream, swimmers are asked to donate the toppings. This buffet style ice cream party is a big hit among swimmers. This event is usually just for swimmers, however, younger siblings are welcome.

Team Day - Held at the end of the season. This 'Field Day' style event is a big hit with everyone on the team. The team is grouped into two teams (the White team and the Green team) and move through stations competing in fun events.

Banquet - This event wraps up the regular season. It is a catered evening event. Swimmers are celebrated and awards are presented. This event is for swimmers and their families. This is a good time for swimmers to thank their coaches. You can choose to thank the coaches however you feel best, but even a simple note or 'thank you' is appreciated.

If you have any other questions, please just ask another parent---we were all new to swimming once and are willing to help another newbie parent out!!!!

GO GREEN!!!

**This handbook is meant to be a reference for new swim parents. **

Swim Lingo:

- **Anchor** The final swimmer in a relay.
- **Backstroke** One of the four competitive racing strokes, basically any style of swimming on your back. Backstroke is swum as the first stroke in the Medley Relay and second stroke in the I.M.
- **Blocks** The starting platforms located behind each lane.
- **Breaststroke** One of the four competitive racing strokes. Breaststroke is swum as the second stroke in the Medley Relay and the third stroke in the I.M.
- **Butterfly** One of the four competitive racing strokes. Butterfly (nicknamed FLY) is swum as -the third stroke in the Medley Relay and first stroke in the I.M.
- **Circle swimming** A way of avoiding collisions when there is more than one swimmer in a lane. Swimmers stay to one side of the lane, and then swap to change direction. E.g. always staying on the right side of the lane, similar to driving.
- **Distance** How far a swimmer swims. Distances are: 25 meters (1 length), 50 meters (2 lengths), 100 meters (4 lengths), 200 meters (8 lengths).
- **Disqualified or DQ'd** A swimmer's performance is not counted because of a rules infraction.
- **Diving Well** A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-up pool for pre-teamers (with proper supervision, of course).
- **Dropped Time** When a swimmer goes faster than the previous performance they have "dropped their time."
- **Dryland** The exercises and various strength programs swimmers do out of the water
- **False Start** When a swimmer leaves the starting block before the horn or gun.
- **Flags** These are suspended over the width of each end of the pool approximately 5 meters from the wall, they allow backstroke swimmers to determine where the end of the pool is.
- **Freestyle** One of the four competitive racing strokes. Freestyle (nicknamed Free) is swum as the fourth stroke in the Medley Relay and fourth stroke in the I.M.
- **Heats** A division of an event when there are too many swimmers to compete all at the same time. If a pool has 6 lanes and 36 swimmers in an event, there will be 6 heats.
- **IM** Individual Medley. A swimming event using all four of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swum of each stroke.
- **Jump** An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
- **Kick** The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.
- **Lane** The specific area in which a swimmer is assigned to swim (i.e. Lane 1 or Lane 2). Swimmers are seeded with the fastest swimmer of the heat in the inside lanes

and slowest in the outside lanes. Even numbered lanes will be for one team and odd numbered lanes for the other team.

- Lane Lines Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.
- Lap One length of the course. Sometimes may also mean down and back (2 lengths) of the course.
- Leg The part of a relay event swum by a single team member. A single stroke in the IM.
- Line-up This is the master list of swimmers and their events. Every swimmer on the roster will be included unless signed-out prior to the meet.
- PB or Personal Best The best time a swimmer has done so far in a particular stroke/event.
- Relays A swimming event in which four swimmers participate as a team. Each swimmer completes an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. 2.) Freestyle relay - Each swimmer swims freestyle.
- Scratch To withdraw from an event after having declared an intention to participate.
- Seed Assign the swimmers heats and lanes according to their submitted or preliminary times.
- Starter The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
- Step-Down The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start.
- Stroke There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
- Stroke Judge The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.
- Timer The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events.
- Time Trials An event before the first swim meet in which swimmers are timed on all four strokes. The coaches use this information to determine the seeding for the first meet.
- Touch Out To reach the wall and finish first in a close race.

Volunteer Responsibilities

Timer: Each lane is assigned three timers to time the swimmers with a stopwatch. This is a great way to get in on the action and see the swimmers up close.

Writer: Records time on lane timer sheets. The middle time is circled as the average time.

Runner: Collects the lane timer sheets from each lane and brings these papers to the scoring table where the official times are double checked and verified for discrepancies. A good way to be close to the action and stay active during the meet!

Head Timer: Needed in case a timer misses a start and needs a back-up time.

Finish Judge/Assistant: Together these individuals record the visual finishes of the swimmer by identifying first through sixth places.

Stroke & Turn Judge: One supplied by each team to check on legal strokes and turns during swim event. **This position requires training (by attending a Stroke & Turn Clinic) prior to the start of the season.**

50/50 Raffle: Responsible for selling raffle tickets to cover team expenses, particularly paying the official. Tickets are sold at \$1 each or \$5 for an arm length. This position allows you to socialize during the meet. The 50/50 raffle is important part of our meets, as it is used to offset the cost of the official starter.

Ready Bench: Two individuals (volunteers must have approved background checks performed in advance) and assistant coaches arrange kids for an event by age group, gender, heat, and lane. This is all done to help the meet run smoothly and to minimize kids missing their events. A great way to get to know all the swimmers on the team and make sure your child doesn't miss their events.

Snake Pit: Two volunteers use sharpies to draw snake mascots, MM, tattoos, and other fun body art designs. Children of all ages can receive "artwork", but we try to limit it to two per child.

Snack Stand: First shift arrives a little before warm up, to help set up and sell items to diving team and participants and early arriving swimmers. Second shift works a little past the end of the swim meet to help clean up snack area and load unused snacks.

Computer: Very critical part of the meet is entering the official times of the swimmers and scoring the overall meet. Gets to sit in air conditioned upstairs and survey the meet from a great vantage point.

Score Table: Audits each runner card against finish judge results. Resolves any discrepancies as well. Gets to sit in air conditioned upstairs and observe the meet from a great vantage point.

Announcer: Best seat of the house! Announces names of each swimmer by event, and helps keep the meet moving along.

Diving Judges: One of three scoring people responsible for scoring each dive.

Diving Announcer: Announces each diver and the dive they are making, and announces each score given by judges.

Location of Other Swim Clubs

Hideaway Swim Club: 333 W County Line Rd, Huntingdon Vly, PA 19006

Approximate distance and travel time from Maple Manor Swim Club: 10.7 miles = 21 minutes

Maplewood: 1100 Rozel Ave, Southampton, PA 18966

Approximate distance and travel time from Maple Manor Swim Club: 9.9 miles = 20 minutes

Sunny Willow: 40 School Ln, Willow Grove, PA 19090

Approximate distance and travel time from Maple Manor Swim Club: 3.5 miles = 8 minutes

Upper Moreland: 3505 Moore Rd, Hatboro, PA 19040

Approximate distance and travel time from Maple Manor Swim Club: 6.8 miles = 14 minutes

Manorlu: 850 Twining Rd, Dresher, PA 19025

Approximate distance and travel time from Maple Manor Swim Club: 2.6 miles = 6 minutes

Fort Washington: 1003 Farm Ln, Ambler, PA 19002

Approximate distance and travel time from Maple Manor Swim Club: 2.2 miles = 6 minutes

revised 5/30/17