

Pine Ridge Swim Team Handbook

Welcome to another exciting season of swimming for Pine Ridge Team. This handbook has been prepared to introduce new parents and team members to the organization of the team and the season. Please read it carefully so that you can make the most of belonging to our swim team family.

Organization

The Pine Ridge Swim Team is a member of the Free State Swim League (FSSL) and swims competitively against other members of the league. Each team pays dues to the league. The league is responsible for determining and enforcing the rules by which the meets operates and providing meet officials. The Free State League consists of 10 teams.

Campus Cabana, Pine Ridge, Eagles Nest, Stoneleigh, Hampton,
Valley, Wiltondale, Woodcroft, York Manor

Traditionally, league meets are held on Monday and Wednesday evenings from 6 p.m. to about 9 p.m. with warm up's starting at 5 p.m. About half of meets are held at home; therefore some traveling is necessary. All of the league members are within driving distance of our club, and directions are included in this book.

Each swim team has a director with one or more assistance who are responsible for all facets of team operation from attending league meetings to raising needed funds. Each team also has one or more coaches who are responsible for conducting practices, scheduling swimmers for particular events, etc. Since our coaches have duties, "teaching" swimming is impractical. Young swimmers are encouraged to sign up for swim lessons to learn to swim and improve their strokes and endurance. Occasionally, coaches may offer stroke instructions to swim team members.

Blueprint for our Pine Ridge Swim Team

COACHES RESPONSIBILITIES

Head Coach:

- Instruct and Organize Assistant Coaches
- Directly instruct advance swimmers and swimmers with the drive to improve conditioning at a higher level
- Evaluate Swimmers and Organize Practice Structure by ability
- Coordinate Practice Swim Groups and Prepare Meet Line Ups
- Develop Relay type instruction and Team building techniques
- Schedule Time Trials to track swimmers improvement throughout season
- Track swimmer stats for internal awards
- Run an open practice/game day on Thursdays with Assistant Coaches to encourage team building.
- Observe and Reward a boy and girl swimmer of the meet at every meet.
- Gather, inform, instruct, position, cheer for and be in complete charge of any assigned groups of swimmers assigned by the head coach at meets, modeling good team sportsmanship.

Assistant Coach:

- Improve knowledge of coaching by working with head coach
- Instruct and track specific groups of swimmers assigned by head coach to improve individual skill levels.
- Teach stroke clinics under the supervision of head coach
- Gather, inform, instruct, position, cheer for and be in complete charge of any assigned groups of swimmers assigned by the head coach at meets, modeling good team sportsmanship.
- Encourage older swimmers to volunteer as Assistants. (service hours)

PRACTICES:

Until school lets out, practices will be divided by age. All groups will be evaluated for proper placement when we move to morning practices where swimmers will be divided, practice and train by ability. Division will be determined first by stroke proficiency, then speed and last by age level and comfort zone. Parental input is always welcome and will be taken into consideration to meet the needs of the child.

All coaches will instruct all swimmers and will work together as a TEAM to insure that everyone gets the level of instruction they need.

Recreational level practices will place an emphasis on starts and turns along with stroke technique. Team building activities will be incorporated to encourage friendships and the TEAM spirit.

Competitive level practice is an intense practice that is for the swimmer who is serious about the sport and brings the drive and willingness to improve their endurance and stroke techniques. This practice will push the swimmer past their limits.

MEETS:

We ask all swimmers to make every effort to swim at every meet. However, a sign out book will be available in case scheduling conflicts occur. Meets are on Mondays and Wednesdays in the afternoons. Please check in with the head coach before all meets. Parents of young children should follow meet progression so that your swimmer is available at lineup for their event.

- **Championship Meet:** The championship meet is the final meet hosted by Hillcrest where all the pools in the Free State League participate. Swimmers must compete in 4 regular meets to qualify and are entered at an extra charge. More details to come toward the end of the season.

Weather Policy: Practice and all meets will run according to the schedule unless a downpour of rain causes the surface of the water to become blurred or in the event of thunder and lightning. All attempts to delay practice and meets will be made before a complete cancellation of stoppage and reschedule takes place.

Positive Program Policy We are a TEAM!

The Pine Ridge Board members, Coaches, Directors, Committee Chairman, Volunteers, Parents and Swimmers, will do everything they can to make this a fun, yet competitive swim program by ONLY using POSITIVE REINFORCEMENT towards one another.

DO: Use words of encouragement like "we/you can"
 Complement good choices and good sportsmanship whenever the opportunity arises.
 Give praise for achieving/improving any skills whenever possible.
 Reward the promotion of teamwork
 Share and provide the ideas of improvement.
 Support the TEAM spirit.

Our TEAM employs coaches who want nothing other than to teach and succeed and are hired under that pretense. The rest of our TEAM (Board members, Coaches, Directors, Committee Chairman, Volunteers, Parents and Swimmers) must respect their goals by supporting only positive feedback and suggestions.

Coaches will work together as a TEAM, complementing each other's coaching techniques and personalities to provide a positive environment and good role models for the rest of our TEAM. Coaches will offer problem solving to improve both swimming and team building skills. They will implement team building strategies to teach and encourage swimmers to support each other by cheering, staying together during practices and meets and by sharing friendships.

Our TEAM has many volunteers, who will support the rest of the TEAM through smooth and unexpectedly rough circumstances by offering assistance when needed, providing yet another good role model for our children.

Our swimmers will ask parents questions about our TEAM, policies, incidences and differences in personalities. Please support our TEAM by teaching your child that perfection is to high an expectation. Offer them good choices and a positive spin on how to work as a team and know the guidance you give them will last a lifetime.

Volunteers!

As with all activities, we count on volunteers to make our program run. Without the support of our dedicated parents we would not be the team we have grow to be. Please sign up to volunteer. We need everyone's full assistance to have the best season possible!

OFFICIAL's TABLE VOLUNTEERS

To Include Directors, Announcers, Scorers, Recorders, Ribbon Writers, Runners and Timers:

All of the Official's Table Active Volunteers Must:

1. Be of a professional manner and stay focused on job at hand.
2. Wear appropriate, non-swimwear clothing, preferably a Polo/Sleeved Shirt & nice Shorts.
3. Keep any and all cheering to a low minimum.
4. Keep personal conversations to a minimum.
5. Must stay away from Microphone during any conversations.
6. Be the Only People at the Table during Meets, to include your swimmers and spouses.
7. Try to offer ½ Meet Shifts that change after IM.
8. Work both home Meets and away Meets with the exception of the Announcers and Runners.

Announcers:

Start meet by welcoming the visiting team.

Bring attention to flag at top of hill and ask people to stand for the Star Spangle Banner.

Read Heat Sheets as noted in this order:

Event #
Event Name
Heat Number
In Lane Order from 1 – 6:
Lane #
Name
Pool

Example:

Starting with Event #1

Girls 15-18 100 Freestyle

Heat #1 of ??

Swimming in

Lane 1, Julie Smith, Pine Ridge

Lane 2, Jane Doe, Hillcrest

Lane 3, Alice Brown, Pine Ridge

Lane 4, Sally Jones, Hillcrest

Lane 5, Lynne Twin, Pine Ridge

and in

Lane 6, Kathy Carr, Hillcrest.

Hand the Heat Sheet to the Runner immediately after Announcing.

Next Heat always gets announced just after the buzzer goes off to start the previous Heat. Do not wait as there are times where we need to see if spaces are available and this gives us that time to make adjustments if necessary. In addition, the cheering can get loud at the end of an event making it hard to hear.

Combination Heats get read as described with a "Listen carefully" before stating that there is a combination heat. If necessary, announce a quick lane and first name a second time.

"Lookouts" are to try to place a swimmer in an open spot due to a no show who is slated to swim alone in a later heat.

"Treat Heats" are labeled Heats where the winner gets a coupon to spend at the bake table. Please announce the treat heat after reading the names and instruct the winner to come to the scorers table to get their coupon.

At the End of the Individual Events, announce

"This concludes our individual events, Pine Ridge will meet at the diving board and "visiting team" will meet by the playground to get ready for the Relay portion of the Meet"

Announce the start of the relays. All relays are read simply by:

Event #

Event Name

Lane #

Team.

For Example "Starting with Event #52 Girls 100 Meter Medley Relay, in Lanes 3 & 5 is Pine Ridge and in Lane 4 is Hillcrest.

End Meet with Thanking Visiting Team for coming, Pick up any Trash in your Area. As both teams swam extremely well, we wish to congratulate _____ for winning the meet.

Speak in a clear voice.

Preview the meet with directors before starting.

Pre-read each sheet before announcing.

Do not elaborate on any swimmer, to include your own, unless requested by Directors.

Announcements are only made at the request of the Pool Manager or cleared by the Directors.

Announcers switch off after IM has concluded and the 2nd half announcer announces the first Back Stroke Heat.

Scorers:

Scorers MUST use BLACK ink only.

Scorers MUST write legibly and in simple print.

Scores are taken off of the White Heat Sheets only. Colored sheets get passed to Recorder.

Home Team is Official Scorer.

Home Team uses Official's Spread at the top of the sheet to mark 1-3rd place, but documents times as noted.

No Team can Sweep a Heat. As long as a swimmer is in the water for an opposing team, they would get 3rd place points.

Points are as follows for individual events: 1st place – 5 points, 2nd place – 3 points, 3rd place – 1 point.

BEFORE WRITING ANYTHING... Double check that Event Number on the Heat Sheet corresponds with where you are writing the information on the Score Sheet as there are some events that do not run due to no swimmers on either team.

Write Name of Swimmer with abbreviation of pool next to it for 1st, 2nd and 3rd place.

Keep score by team giving the appropriate points down the appropriate columns. Place the Event points in the upper left portion and add the accumulated total in the bottom right portion of the square.

Compare totals and information with opposing team scorer from time to time.

Relays must have all first and last name swimmers logged to be official. Winning relay gets 7 points and losing team gets 0 points. If meet is more than a 42 point spread, the relays most likely will be deemed "Unofficial" and information/documentation is not necessary.

Recorders:

All records are kept in Team Manager software by Meet under Results. Computer will be ready to go at start and automatically saves input as you go.

Confirm Event number in computer with event number in Heat sheet.

Please be sure to Double Check all Names & Entries as this information drives the results that enter each swimmer into the Championship meet.

All of our swimmers times are logged, regardless of heat or disqualification.

Time Entries are entered straight without any symbols. For example, 1 minute 29.10 seconds, written on heat sheet: 1:29:10 should be entered 012910.

Away Meets that have differing Pool Lengths will have a time conversion factor, automatically changing your input time to be 25 meter comparable, so be sure to double check your time before leaving the field.

All places should be documented by Heat.

Disqualification can be logged by clicking in the DQ field and then pressing the space bar to check the box.

When Individual events are over, the documentation is finished as the relays are not entered.

Ribbon Writers:**Home Meets:**

1st, 2nd & 3rd place – Heat 1 for both teams.

1st, 2nd & 3rd place – Heat 2 and up for our team.

Heat Winners – Heat 2 and Up for other team.

Great Swims – Our Team for those under 15 who do not place

Green WOW – All 6 & Under are handed out at water exit.

NO RELAY Ribbons are Written.

Away Meets:

1st, 2nd & 3rd place – Heat 2 and up for our team

Great Swims – Our team for those under 15 who do not place

(The other team writes for our Heat 1 placing swimmers)

Timers & Runners:**Timers:**

Stop watches are provided.

Timers and Runner typically change shift after IM.

All Timers and Runners meet at the beginning of the Meet with the officials to train and refresh rules.

Timers are assigned either a lane of the opposing team to clock or Back Up duty.

Timers start Watch at sound of buzzer and end only at swimmer's touch of wall.

Timers must call for Back Up Timer by raising their hand if any trouble exists during an active event.

Back up timers start watch at sound and proceed to a lane that holds up a hand.

At end of race, Timers are to physically show Runner the Watch and Read Time as well.

DO NOT CLEAR WATCH until the Runner has WRITTEN the time on the sheet.

Runners:

Obtain Heat Sheet from Announcer and place on provided Clip Board.

Please write in Black Ink Only.

Reading which lane you could get time from fastest first to last place, proceed to lanes and obtain time from Timers.

Read Time on Watch as well as Listen to Timers tell you the information.

Once All Active Lane times are obtained, go to the official to ask for the spread.

Spread will be given in order of place by lane numbers only which is written in the upper right hand corner of the Heat Sheet.

(IE: 4,1,6,3,2) Lane 4 came in first, regardless of the time, Lane 2 came in last, etc and there wasn't a swimmer in Lane 5.

He will also give any disqualification information. If not told, please ask why and mark it, along with "DQ" on the sheet next to that swimmer.

Heat Sheets get turned into the Home Team's Scorer to place out and process.

Return to Announcer for next Sheet.

SOCIAL EVENT INFORMATION

Kick Off Dinner Meeting:

(??)Hamburgers, (??)Hot Dogs, Pretzels, Chips, Large Jugs of Ice Tea, Lemonade & Water.
Pot Luck for Appetizers & Desserts.

Asked for Bake Table Donations per provided list from Patty.

Introductions, Distribution of Program Packet with Explanation of all Inside, Recruit Volunteers.

Ice Cream Social for 100 Swimmers & Families.

6 tubs of the 1 gallon ice cream & we had just enough.

4 containers of sprinkles

4 containers of whipped cream. (ran out and needed more)

2 containers of choc syrup.

The total is \$56.47.

Breakfasts:

Typically 1 a season following morning practice on Thursdays per schedule.

Muffins, Bagels, Fruit, Donuts, Sunny D, Apple Juice served after short practice at approx 10am.

- Obtain from the team: roll of table covering, paper plates, juice cups, napkins, forks if needed
- Make sure drinks are purchased _ Apple Juice, Sunny Delight, Hawaiian Punch
- Check to see if there is anything left from the meet the night before
- Purchase food items and prepare them ahead of time if needed (cut muffins, fruit)
- Get necessary trays and baskets from the shed
- Set up the table and replenish as the breakfast goes along
- Clean up, freeze extras, return serving trays, baskets to the shed

BAKE TABLE

- Purchase food and drink items for each meet as needed
- Prepare items ahead of time : cut lettuce, tomato, onion, veggies for dip
- Cover tables, bring out food from the shed and arrange on the table
- Make the fruit salad
- Ice down the coolers with drinks
- Hang signs with prices
- Work at the table and sell the food – replenish food and drinks as necessary
- Help Clean up and put things back in the shed at the end of the night
- Refrain from eating at the table – not sanitary

GRILL INFO

- Assigned person starts the grill at about 4:30
- One person take the food tickets, takes the plate and roll and gets the meat on the Rolland then hands the plate to the customer
- Cook the food as needed – depending on the teams, weather, etc.
- Keep an eye on condiment table and replenish as needed
- Gather all the grill tools at the end to be cleaned
- Put the blue tub with the supplies back in the garage
- Refrain from eating while cooking, not sanitary and it is not known if there will be extra until all have redeemed their tickets and the meet comes to a close – don't eat the inventory!

“Cheer Buddy Program”

If you have been looking for a great way for your child to interact with the other members of the swim team, then we have the program for you!!!

This year the Pine Ridge Swim Team is holding a “Cheer Buddy Program”. This is an opportunity for the 8 and under swimmers to be paired with one of our older swimmers for mutual encouragement, support and cheering. It is our goal for every 8and under swimmer to have a Buddy by the first meet.

As a “Cheer Buddy” we ask for the swimmers to cheer for each other at the meets, create posters that can be used during the meets, positively reinforce the goals of the coaches, as well as saying hello when seeing each other around the pool. Sitting with one another at meets is helpful, but not mandatory and helping the younger swimmers line up at meets would also be a helpful part of the program.

The goal of the program is to increase the Team’s Spirit, and foster positive appropriate relationship between older and younger participants.

For inquiries about the program, please see Colleen Sisolak during practices, or contact her at swimteam@pineridgeswimclub.com

Directions to Away Meets

Campus Cabana – Providence and Southwick Roads, 410-282-7031

From I695, take Providence Road, Exit 28. Go south on Providence Road to Southwick Road. Turn right onto Southwick Road and right again at the Royal Farms’ parking lot. Park along the fence and the gravel road. Be sure to obey all posted parking restrictions. Overflow parking can occupy the front of the bowling alley closer to Breezewick.

Features: Food and drinks, including alcohol are allowed but no glass of any kind is permitted. Has a full service snack bar operated by DePasqueli’s Italian Deli (credit cards accepted). Team operates a snack bar under the portico. The baby pool is staffed with a lifeguard but an adult is expected to accompany children 6 and under. Swimmers are discouraged from playing in the baby pool and are expected to cheer on their teammates during the meet. There are plenty of chairs and tables. The property also includes a basketball court, children’s play structure, sandbox, ping-pong table, volleyball court, and spacious bathrooms. There is a pavilion and cabana for cover to wait out rain delays. The scorers’ table is located on the far side of the pool near the flagpole. Upon leaving for the evening all swimmers and guests are asked to please clean up their areas.

Eagles Nest (Towson Golf and Country Club) – 12801 Stonehill Road, 410-252-5271

From I695, take Dulaney Valley Road North, Exit 29. Cross the Loch Raven Reservoir Bridge and bear right to remain on Dulaney Valley Road. Make your first left through the stone pillars marked TGCC onto Stone Hill Road. Follow Stone Hill up the hill about a ½ mile to the club entrance. The pool is located to the right of the clubhouse.

Features: No food or drinks may be brought in (country club rule). Snack bar and bake table are available. Chairs and tables are provided. Bathing suit cover-up and shoes are required when entering and leaving the pool grounds. Country club facilities (tennis courts, clubhouse, golf course, etc.) are off limits to non-members.

Hampton Pool – 705 Hampton Lane, 410-821-9714

From I695 take Dulaney Valley Road North, exit 27. At the end of the exit ramp, bear right onto Hampton Lane. The pool is located about one mile down on the right. Parking is residential.

Features: Food and drinks allowed. The swim team runs a grill area and bake table. Chairs are provided. Please be sure to not block driveways when parking.

Visiting team seating area: Visitors are asked to sit on the right side once you come through the gatehouse.

Pine Ridge Pool – 9230 Old Harford Road, 410-882-9729

From I695 take Perring Parkway North, Exit 30. Turn right onto Joppa Road at the first traffic light. Go to third traffic light, Old Harford Road, and turn left. Continue on Old Harford Road until you see Pine Grove Middle School on the left and St. Issac Jogues Church on the right. The Pine Ridge driveway is immediately after the parking lot entrance to Pine Grove Middle School. There is no sign. Turn left into the driveway and proceed down the road to the parking lot.

Features: Food and drink allowed. Grilled foods and bake table are available. Must bring your own chairs.

Stoneleigh Pool – Hartleigh and Tred Avon Roads, 410-377-7247

From I695 take York Road South, Exit 26. Continue on York Road past Towson University to Stevenson Lane. Go one block past Stevenson Lane and turn left on Hartleigh Road. Go ¼ mile, pool will be on the right.

Features: Parking lot is small; street parking available. Food and drink allowed. Grilled foods available. You must bring your own chairs.

Valley Swim and Tennis Club – 1512 Jeffers Road, 410-852-5020

From I695 take York Road North, Exit 26. Go to the second traffic light, Seminary Avenue, and turn left. Continue on Seminary Avenue for about 2 miles. Turn left onto Thornton Road. Follow Thornton Road under the beltway and turn left on Jeffers Road. Bear left onto Templeton Road. Valley is at the end of Templeton Road.

Features: No drinks may be brought in (club rule). No glass may be brought in. Full service snack bar and bar available. Chairs and tables provided.

Visiting team seating area: Visitors are asked to sit on the far side of the pool (near the slide).

Wiltondale Pool – 800 Sussex Road, 410-337-3631

From I695 take York Road South, Exit 26A. Make a left onto West Road. Make a right onto York Road S. Turn right onto Bosley Ave in 0.4. Travel 1 mile and make a right back onto York Road. **From York Road**, proceed 0.7 and make a left onto Sussex Road. Sussex Road ends at the pool. Once near the pool (0.4) you can make a left onto Wilton Road or Yarmouth Road. If you park on these streets you will already be headed towards York Road when you leave, therefore, no need to turn around or go back out Sussex. There is very limited parking at the pool.

Features: Coolers are allowed but food and drinks will be sold for purchase. Please bring chairs. **Carpooling strongly suggested.**

Woodcroft Swim Club – 8640 Richmond Avenue, 410-665-9846

From I695 take Harford Road North, Exit 31. Make first left onto Richmond Avenue and continue to the third street on the left. Turn left at sign for Woodcroft Swim Club and proceed into parking lot.

Features: Food and drink allowed. Snack bar and bake table are available. Chairs are provided.

Visiting team seating area: Visitors are asked to sit in the grassy area just in front of the bathhouse.

York Manor Swim Club – 38 Margate Road, 410-321-8378

From I695 take York Road North, exit 26. Turn right at the third traffic light, Margate Road. Continue on Margate until you see the pool on the left. Pool is located at the corner of Margate and Charmuth Roads. OR, take Hampton Lane to Dulaney Valley Road. Turn right on Dulaney Valley and make a quick left onto Charmuth Road (1st light). Follow Charmuth to Margate Road. Pool will be on your left.

Features: No parking lot, must park on the street. Food and drinks allowed. No alcohol allowed. Snack bar and bake table available. Chairs are provided. Baby pool is open during meet. Parental supervision required.

Visiting team seating area: Visitors are asked to sit on the grassy area and side of the pool closest to the clubhouse.