



PARENT/SWIMMER  
HANDBOOK 2011

## **Contact Information:**

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## Introduction

Laurel City Swim Team (LCST) is providing this handbook to familiarize swimmers and their families of information, policies and procedures important to the success of the team.

LCST is a member of the Prince-Mont Swim League which is made up of teams from Montgomery, Prince Georges, Howard, Ann Arundel and Charles Counties. We follow the PMSL philosophy: “to develop in the swimmers participating in this program, a love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship.”

LCST is a summer only league. While we are about teaching our kids the importance of aquatics and teamwork, we also want to encourage an atmosphere were kids can make friends and have fun. We emphasize friendly competition and good sportsmanship and hope all members and their families will have an enjoyable experience with LCST.

PMSL separates the teams into divisions, with the strongest teams in the “A” Division and the weakest teams in the “G” Division. For more information on how teams are separated into divisions, please refer to your PMSL Handbook.

LCST will be in the “F” Division for the 2011 season.

All swimmers, parents, coaches, officials and spectators are expected to adhere to the PMSL Code of Ethics and the PMSL rules of swimming competition, including the spirit and intent as set forth in the PMSL Handbook.

## Team Membership

All families are required to register each swimmer directly with the **City of Laurel** prior to the first swim meet in accordance with their fees structure.

All families are required to register with the swim team separately and pay the family fee of \$35 per family.

## Practice

Practice is the time for the swimmer’s training. This includes improving stroke mechanics, endurance, turns, starts, and finishes. It is an integral part of swim team participation and therefore attendance is required in order to participate in Saturday swim meets. If a swimmer has special issues regarding attendance at practice please work out an arrangement with the coaches directly.

2011 Practice schedule is as follows:

Evaluations for all swimmers (new and returning) will be held on Tuesday, May 31 from 5:30 pm – 6:30 pm for ages 10 & under and 6:30 to 7:30 pm for ages 11 & up. There will be evening practices week nights, Monday -Thursday from June 1 through June 22. Time of practice will be determined by groups set forth by coaches.

Level I : 6:00 pm to 6:30 pm  
Level II: 6:00 pm to 7:00 pm  
Level III: 7:00 pm to 8:00 pm

Time Trials will be held for all swimmers on Saturdays June 11 from 9:00 am to 11:30 am. Time Trials will be run similar to a swim meet. Volunteer parents will be needed to time swimmers. Time Trials is an opportunity to get basic times in each event for all swimmers so coaches will be able to seat the first meet appropriately. If a swimmer does not attend Time Trials there will be no initial time and therefore they may not be able to swim in a specific event.

Beginning June 23 morning practices will begin Monday - Friday. The schedule is as follows

Level I : 9:00 am to 9:30 am  
Level II: 8:00 am to 9:15 am  
Level III 7:00 am to 8:15 am

Note: Swimmers MUST attend at least 3 morning practices during the week to be eligible to swim in that Saturday's meet.

Evening Clinics will be held on Tuesday and Thursday beginning the week of June 27. From 6:30 pm to 8:00 pm. Typically Tuesday night clinics will be used to address any disqualifications from the previous weekends meet. However each clinic's focus will be subject to what the coach's feel are areas of weakness.

### Pee Wee Swimmers

Pee Wee swimmers will meet only once a week on Fridays from 8:45 to 9:15 am. The Pee Wee swim team is meant for developing swimmers (usually siblings of existing members) under the age of 8. They must currently *be enrolled in swim lessons* through the City of Laurel and on the cusp of being able to swim 25 meters by themselves.

At each Saturday meet there will be a special event for Pee Wee swimmers. They will be allowed to have an adult in the water to offer assistance if needed.

If your child has little to no skills at swimming they must enroll in swim lessons.

## Swim Meets

Approximately 30 officials/parent volunteers are required to run a swim meet. They are provided by the home and visiting teams according to the PMSL rules. The head official is the referee who is responsible for the conduct of the meet and is in charge of all other officials, including : starter, stroke and turn judges, head timer, head judge, clerk of course, timers, sweep (place) judges, announcer and scorers, as specified in the PMSL handbook. Parents of swimmers are strongly encouraged to learn the official's duties and help fund the meets. Without parent participation as officials, it is impossible for a meet to be held.

In addition to acting as officials at meet, parents will be scheduled to help the meet manager prepare the pool before the meets, usually the evening before, by assisting, for example, in removal of ladders from the pool, setting up back stroke flags, preparing the public address system, arranging the seating for the teams and spectators, and installing lane ropes, among others. Similarly, the assistance of parent volunteers will be needed for the conclusion of the meet to restore the pool for general use. It is always the responsibility of the home team to prepare the pool and to clear the pool area after the meet.

## Schedule of Swim Meets

Our schedule is as follows:

June 18	HOME	Hawthorne Country Club
June 25	AWAY	Prince George's Park & Recreation (Fairland Aquatic Ctr)
July 2	AWAY	Accokeek Swim Team (Accokeek, MD)
July 9	AWAY	Suburban Aquatic Club (Lanham, MD)
July 16	HOME	Prince George's Pool

**Divisional Swim Meet** is a championship meet made up of the top two swimmers in each event from each team in our specific division. Coaches will notify swimmers if they are swimming. This meet will be held Saturday, July 23 at Prince Georges Pool in Mt. Rainer, MD.

**All Stars Swim Meet** is a championship meet made up of the winners from each event at Divisionals from each team in the PMSL League. Coaches will notify swimmers if they are swimming. This meet will be held Saturday, July 30 at Whitehall Pool and Tennis Club in Bowie, MD

**Laurel Invitationals** is a special non league swim meet against other Laurel area teams. Swimmers must qualify for this meet. Coaches will notify swimmers if they are swimming. This meet will be held Sunday, July 10 at Fairland Aquatics Center in Laurel, MD.

### Swim Team Suits

CY's of Catonsville sells our team suit. They are located at 719 Frederick Road, Catonsville, MD (410) 747-8760. Swimmers may order their suits on line at [www.cysswim.com](http://www.cysswim.com). Go to the Products Page and where there is a drop down box for Category; scroll till you find Laurel City. Cy's will be at a evening practice on Tuesday June 14 to assist swimmers with suit size and other swimming needs.

### Team Photos

Classic Photography will be taking team and family/individual photos on Friday July 1. Group shot will be at 8:30 am. Please arrive by 8 am in order to get lined up correctly. Family/Individual shots can be taken after the group shot. There will NOT be practice on this morning in order to allow sufficient time for photos to be taken.

### Team Parties

The first team party will be held within the first few weeks. More details about this event will be forthcoming.

End Season Party will be held on Saturday, July 23. This will be a potluck dinner held at the Phelps Senior Center from 6:00 to 7:45 pm with end of the season awards being presented. Swimming party to follow from 8:00 pm to 10:00 pm at pool.

### Responsibilities of Coaches:

1. Coaches are responsible for swimmers and their training. This includes stroke mechanics, endurance, turns, starts and finishes for all swimmers on the team.
2. Coaches shall keep current records of all times swum at all meets, i.e. time trials, dual meets, special meets.
3. Coaches shall maintain proper safety standards at all practices, meet and other swim team functions.
4. Coaches will encourage the active participation of all team members at practice.
5. Coaches will prepare meet entries in accordance with PMSL rules.
6. Coaches will determine the recipients of coaches/awards and present all awards.
7. Coaches will set a good example for swimmers.
8. Because swimmers vary in skill, endurance, maturity and the ability to seek help, coaches should demonstrate sensitivity at all practices and meets. If a question or concern arises about a swimmer's feeling or attitudes, coaches should discuss the matter privately with the swimmer and the parents.

### Responsibilities of Swimmers:

1. Must be able to swim 25 meters to swim in a meet.
2. Practice is an integral part of being a member of the swim team. Swimmers with chronic unexcused absences may jeopardize their eligibility to swim.
3. Swimmers should put forth their best effort at all times.
4. Team members should be supportive of all other team members.
5. Swimmers shall treat coaches, officials, and other swimmers with respect.
6. Swimmers shall communicate **in writing**, in advance, whenever possible, any practices and/or meets that they will miss. Giving notice of missing a meet is considerate of both the coaches and other swimmers who may be able to participate due to the absence. **Swimmers must attend at least three practices a week in order to participate in a swim meet.**
7. Swimmers who have concerns about meet preparation or participation should consult first the coaches and try to reach a solution to the problems. If swimmers choose to involve their parents, parents should follow the suggestions that follow.
8. Swimmers are required to sign the participation agreement at the end of this handbook along with a parent and turn into coaches.

## Responsibilities of Parents:

1. Parents should familiarize themselves with this handbook and PMSL handbook.
2. Parents should be part of the support system that includes being available to serve as officials or support personnel at meets.
3. Parents should provide support to the swimmers by attending meets and other swim team functions as frequently as possible.
4. Parents must provide transportation to away meets.
5. Parents should seek to reconcile any concerns they have about meet preparation or participation. They should first consult with the coaches and if a satisfactory resolution cannot be achieved, the parents should meet with the Team Manager as soon as possible.
6. Parents play an integral part of the success of the swim team. Without parent volunteers a swim meet would not be able to happen. That said, it is required that at least one parent from every family participate in the running of the team and consequently each swim meet. A list of positions follows later in this handbook.
7. Required to sign participation agreement at the end of this handbook along with swimmer and turn into coaches.

NOTE: It is recommended that parents not provide advice to their child other to wish good luck after they have gone to the Clerk of Course. They will have their coaches' instructions upper most in their minds at this point and any advice given by a parent may conflict with their coaches' instructions.

## VOLUNTEER POSTIONS

**Concessions** – Organizes and runs the concession stand at home meets. Each family donates items for concessions each home meet.

**Timers** - 9-12 – Time swimmers events.

**Head Timer** – Organizes timers during home meets.

**Meet Manager** - Contacts the meet manager from the other team to make sure all positions are filled. Also hands out appropriate material the **morning of the meet**)

**“Bucket Lady/Person”** - 50/50 raffle - sells tickets during Home meets

**Head Judge** – Collects the time cards and DQ slips, organizes the cards in order of place and hands to Data Manager.

**Team Rep.** - Is responsible for handling disputes. Is the go-between between the coach and Ref.

**Data manager** – Keeps team data, enters results during meet, supplies division chairs with data for divisionals, takes results to Laurel Leader after the meets.

**Sweep Judge** - Records the 1<sup>st</sup> and 2<sup>nd</sup> place winners of all final heats in case of timing discrepancies.

**Runners(2)** - One runs cards from clerk to timers; the other runs cards from timers to head judge.

**Kid Mover** - Gets kids from Clerk of Course to positions for race.

**Clerk of Course** – Places kids in lanes for races the morning of the meet, organizes swimmers when they come up to swim.

**Ribbons** – Orders ribbons each season and puts the result labels on them during meets.

**Referee** – Oversees the meet, signals the start of the race, collects DQs, makes final decision on disputes, instructs deck officials, also monitors stroke and turns.

**Stroke and Turn Judge** – Observes swimmers strokes and turns and issues DQs.

**Kid Organizer** - gets kids to the clerk of course

**Announcer (Voice of Laurel City)** - Announces info during home meets