

Woodland Pond Swim Team

Team Handbook

Summer 2018



Swim Team Committee Members

Anne Ertzner ~ (804) 920-4409

Dana Keefer ~ (804) 837-3216

Lara Knowles ~ (804) 310-5599

Lisa Mansfield ~ (804) 402-1706

Dustin Munchel ~ (804) 240-7384

Janet White ~ (804) 382-7253

Head Coach:

Meredith Daley ~ Mere01@comcast.net / (804) 240-3076

Assistant Coaches:

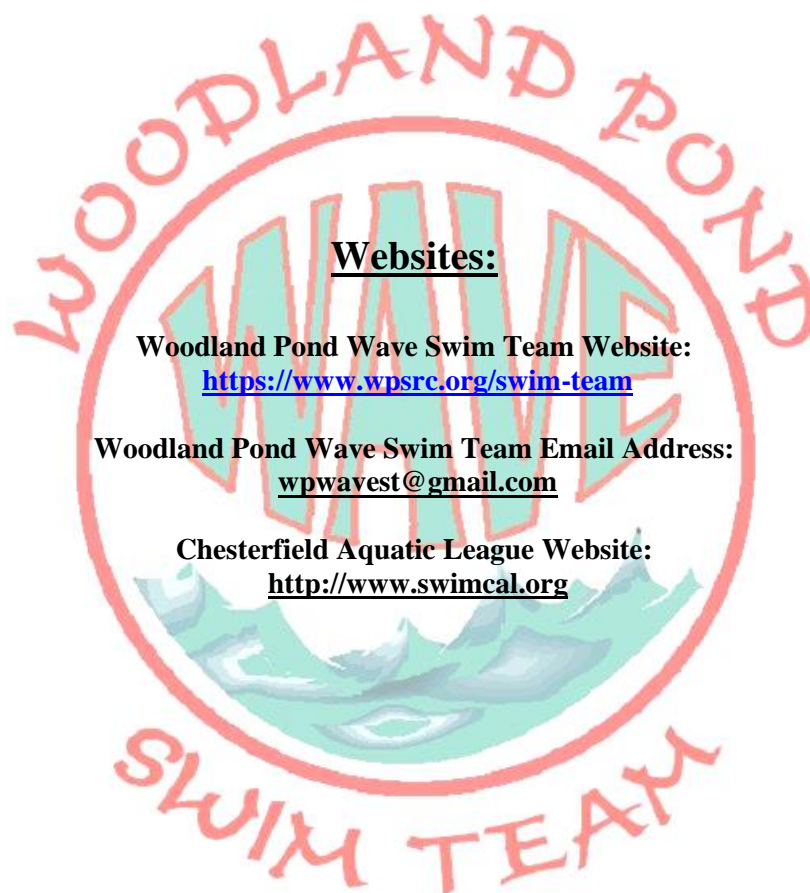
Sophie King & Jillian Butler

Junior Coaches:

Mason Garrett & Michael Senter

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2018 WPST Meet Schedule

Order Team Suit & Apparel:
www.swimandtri.com
 Team Portal Code: WPWaves

Date	Day	Team	Where	Arrival	Warm-Up	Meet Start
June 9	Saturday	Foxcreek	Away	7:15 am	7:30 am	8:00 am
June 19	Tuesday	Hallsley	Home	5:25 pm	5:40 pm	6:30 pm
June 26	Tuesday	Queensmill	Away	5:45 pm	6:00 pm	6:30 pm
July 3	Tuesday	Foxcroft	Home	5:25 pm	5:40 pm	6:30 pm
July 10	Tuesday	Salisbury	Home	5:25 pm	5:40 pm	6:30 pm
July 17	Tuesday	Summer Lake	Away	5:45 pm	6:00 pm	6:30 pm

2018 Championship Meet at Greater Richmond Aquatic Partnership:

- Thursday July 26th / Friday July 27th

2018 WPST Practice Schedule

Pre-Summer: May 21 – June 15

School In-Session Practice is Held Daily

(No Practice on Weekends, Memorial Day (May 25 & 28) and the Last Day of School June 15):

5:00 pm – 6:00 pm: Ages 9 and Up

6:00 pm – 6:30 pm: Ages 8 and Under

Summer: June 18, 2018 – July 25, 2018

Summer Practice is Held Twice Daily

(No Practice on Weekends, Independence Day, No AM practice the morning after a meet):

9:00 am – 9:45 am: Ages 8 and Under

9:45 am – 10:45 am: Ages 9 and Up

5:00 pm – 6:00 pm: Ages 9 and Up

6:00 pm – 6:30 pm: Ages 8 and Under

2018 Important Events

Open House & Registration: April 15 2:00 pm ~ 4:00 pm ~ Clubhouse

CAL Training Clinic: May 22 6:00 pm ~ Salisbury

Pre-Season Parent Meeting: May 24 6:00 pm ~ Pool Deck

Kick Off Ice Cream Party: May 21 6:30 pm – Pool Deck

Flying Squirrels Baseball Game: June 23 TBA

Spirit & Awards Dates: June 12, June 21, June 28, July 5, July 12, July 19 at 6:15 pm – Pool Deck

one practice between 5:30 – 6:15 on spirit and awards nights

Team Picture Day: June 28 4:30 pm individual / 5:30 team picture

CAL Charity Team Car Wash: July 19 6:30 pm ~ 8:00 pm ~ Parking Lot

Senior Recognition Night & Late Fun Swim: July 10 ~ End of Meet

Ice Cream Social: July 19 during Spirit and Awards

Banquet: July 28 5:00 pm

NOTE: Dates and Times can change. Check your email and the website for updates

Team Information:

Away Swim Meet Locations & Directions

Please check the CAL site for directions:

<http://swimcal.org/FacilityList.asp?n=47989&org=WEBMASTER.SWIMCAL.ORG>

WPST Team Sponsorship & Advertising **Corporate Team Sponsorship:**

- Have your business advertised at home meets and support the team.
- Contact the WPSRC Board

Personalized Banner Sponsorship: \$50 **Deadline for Personal Banner Sponsorship: June 4**

- Returning Personal Sponsors with Banner: \$25
- Show your team spirit with a personalized banner which will be hung at the 3 home meets.
- 20" x 16" Banner
- To include your personal message to the team, coach or an individual swimmer
- Will be white with a choice of three colors and three font styles
- If you have any questions, please contact Katy Nicholson, the WP Wave representative at Katynick1@gmail.com. Make Checks Payable to WPST.

CHAMPS Heat Sheet Ads:

- A great way to raise funds for both the Chesterfield Aquatic League and your swim team is through Heat Sheet Advertisements. The proceeds of all advertising earnings are split 50/50 between CAL and the team selling the ad.
- Ads can be for businesses, personal or just for fun. Many families purchase an ad to praise swimmers for their dedication during the summer, to encourage them for Champs, as a thanks to the coaches
- If you have any questions, please contact Lisa Mansfield, the WPST CAL Parent Representative at 804- 402-1706 or lw_mansfield@yahoo.com. Please make checks payable to WPST.

Spirit & Awards

Spirit & Awards will be held during the summer to recognize all of the swimmers hard work. Please attend to receive your ribbons from the meets and other special recognitions.

Odds and Ends

Swim Suits, Spirit Wear & Caps:

Please use www.swimandtri.com Portal Login WPWaves All items will be handed out at the pool. Contact Lisa Mansfield at email lw_mansfield@yahoo.com or phone 804- 402-1706

Swim Meet Volunteer Opportunities:

The parents are a critical part of a successful swim team and swim meet. There are many roles, responsibilities and job assignments necessary to run a meet. It is critical that all jobs are filled and the individuals who signed up for the jobs are there on time and complete all the responsibilities associated with the job. Teenage siblings of swim team members are able to work as well. There are many jobs appropriate for teenagers who are willing to help.

In order to have all the jobs filled appropriately, **we ask each family to work 3 full meets or 6 half meets.** This will be required of every family who has a child on the swim team. Sign up for the jobs will take place at the Open House. Families who cannot attend the Open House or have not signed up for their required number of jobs will be contacted by the Meet Coordinator with the open jobs needing to be filled. We encourage those with smaller children to focus on jobs during the first half of the meet since that is most likely when their children will be swimming. Below is a list of the jobs required and number of volunteers needed during a swim meet. Many of the jobs require multiple people in each role. Also, some of the jobs require special training or education to fulfill the responsibilities. Those roles have been marked with an *.

The meet positions will be posted and updated on the Wave website <http://www.wpsrc.org/SwimTeam.htm>. Please refer to the site prior to a meet to see if there are areas your help is needed and to confirm your volunteer position for that meet.

Please contact the Dana Keefer with questions at (804) 837-3216 or Anne Ertzner (804) 920-4409

Volunteer Coordinator*
Timing Sheet Runner
DQ Card Runner
Lead Meet Set Up*
Meet Set Up
Lead Meet Take Down
Meet Take Down
Head Timer*
Lane Timer
Heat Ribbon Presenter
Starter*
Dolphin Reset
Announcer

Referee*
Strokes and Turns Judge*
Head Clerk of Course*
Clerk of Course Seater
Computer Keyer*
Verifier*
Sorter*
Mite Parent / Seater
Concessions Set-up Manager*
Concessions Clean-up Manager*
Concessions Worker / Drink Runner
Griller

Swim Team Volunteer Opportunities:

There are also many jobs and activities that happen outside of the swim meet. If you are interested in helping with any of the following, or if you have any questions about the job roles, requirements or responsibilities please email the Swim Team committee at wpwavest@gmail.com.

Swim Team Committee Member
Swim & Racquet Club Liaison
Spirit Wear and Swim Suit Coordinator
Personal Banner Sponsorship
Team Fundraiser Coordinator
Concessions Planning
Party Planner
Computer Team

Team Volunteer Coordinator
Slide Show
Team Photo Day Planner
Bulletin Board
Car Wash Planner
Senior Acknowledgment Planner

Instructions to Swimmers: Practice & Season Information

Practice & Meet Attendance:

- Practice is ESSENTIAL for continued growth and learning in stroke technique and speed. Whether it is at practice or a meet, please be on time and ready to swim.
- You may come to morning and/or afternoon practice. The more you swim, the stronger you will be.
- Do NOT leave a meet early without telling your coach!!
- **It is crucial that you let your coach know if you will miss a meet. In addition to telling the coach, a sheet will be posted on the bulletin board at the pool that you must fill out to convey this information. More than a week of notice is requested when possible.**

How Do Meets Work?

- Meets are important to show how you are improving on a weekly basis.
- Each swimmer will be “seeded” or placed in no more than three individual and one relay event (when possible).
- For each stroke, swimmers are assigned to one of three speed categories based on the times they have achieved. When swimming an event at a meet, the competition is against the other swimmers in the same speed category. Speed categories are named Gold, Silver and Bronze.
- When the coaches are “seeding” the meet (compiling all team data to create the strategy), each swimmer will be placed into an individual and/or relay event with consideration of the swimmer’s ability. The coaches will also take into consideration their swimmer’s ability in comparison to other swimmers, on both teams, in their age and speed category who will also be participating in that meet.
- Swimmers will need to swim each stroke of an individual event at least once during the regular season in order to qualify to swim that stroke in an individual or relay event at the Championship meet. Championship meets allow for swimmers to swim 5 events which can include 2 relays. Having each swimmer perform all strokes during the regular season maximizes the strategy potential when seeding the Championship meet. A swimmer need not qualify in a stroke to participate in that stroke in a relay at the Championship meet so long as the stroke has been swum once during the regular season. Knowing this information may answer the question as to why a swimmer is scheduled to swim in a stroke that may not be their favorite or their best!
- The bronze category is broken into two parts which will appear on the meet results – “Bronze” and “Qualified”. A bronze swimmer is a swimmer whose time is slower than the time required to compete in the silver division. A “qualified” time is the speed required within the bronze division to qualify to swim that stroke at the Championship meet. A qualified swimmer is still in the bronze category – the term “qualified” only designates the minimum time needed to be eligible to swim that stroke at the Championship meet.
- TRY the events that are given to you and speak with the coach if you have any questions or concerns.
- Points and ribbons are awarded for first through sixth place in each of the gold, silver and bronze categories in individual events and first through third in relay events. Points and placement for individual swimmers and relay events are calculated and posted during the meet for your view. For swimmers who scored points in their speed category, ribbons will be awarded to them at WPST’s Spirit and Awards (see Page 4 for dates and times).
- Eat healthy and rest the day of the meet.
- Be **respectful** and show **good sportsmanship** at all times because your individual behavior reflects upon the Woodland Pond Swim Team.

Instructions to Swimmers Continued

Meet Survival List:

1. A POSITIVE ATTITUDE
2. Team Suit
3. Goggles
4. Cap
5. A minimum of two towels
6. Sweat suit or jacket and long pants if the weather is questionable
7. Bug spray
8. Healthy food and drinks / Concession Stands are available but bring your favorite snack. (sandwich, crackers, pasta, fruits, Gatorade, water etc.)
9. Beach chair

Meet Information:

1. Meets can last between three to five hours.
2. After arriving write your event numbers and possibly your lane and heat down on paper or your hand / foot with marker.
3. Prepare for warm-ups with your cap and goggles.
4. Mites and Youth (eight and under) find your mite mom. If you are in a relay you must go to your mite mom right after warm-ups.
5. Remember to participate in the team cheer!
6. Midgets, Juniors, Intermediates, and Seniors (nine and up) report to the Clerk of Course when your event number is called. **Be early, not late!** Pay attention to your event in order to not miss your heat.
7. Listen for the starter to call your heat.
8. False Start: If a swimmer moves before the starting signal, that swimmer is charged with a false start. Two false starts charged to the same swimmer results in the swimmer being disqualified in that stroke. If you are in the water and hear a double beep or blast sound from the starter, that is the false start signal and you must stop and return to the wall.
9. **HAVE FUN AND DO NOT WORRY ABOUT OTHERS...TRY YOUR BEST AND BE CONFIDENT WITH YOUR ABILITIES!**

Inclement Weather:

- Safety is our number one priority. WPST follows the National Lightening Safety Institute guidelines which makes it necessary to clear the deck for 30 minutes in a weather event involving thunder or lightening.
- For practices, we will convey any cancellation due to inclement weather via our email system. Since weather is not very predictable it is not always possible to give ample notice. If it is stormy you may call the pool for up to date information.
- We will practice and hold meets in the rain as long as the rain does not hinder visibility in the pool posing a safety issue.
- If weather becomes inclement during a meet:
 - DO NOT LEAVE - once a decision is made someone will let you know it is okay to go.
 - If the meet is postponed it is typically made up the next day. Please be sure to check the website for specific makeup dates and times.
 - If you are unable to attend the rescheduled meet let your coach know as soon as possible.

Everything You Need To Know About Your 8 year old or younger Swimmer

For many of you, this is going to be your first swim team experience and we are here to help you survive and enjoy it! With a little planning ahead of time, your child will have a wonderful swimming experience.

Please make sure you pack the following items for every meet:

SEVERAL TOWELS: preferably one for each event that your child swims because they usually don't have time to dry in between swims and it can get chilly.

CLOTHES: sweatpants and shirts are important to have on hand after the sun goes down. Always bring shoes (flip-flops or sandals are fine). Some of the pools are not barefoot friendly.

HEALTHY SNACKS: we definitely want you to patronize our concession stand because it raises a lot of money for the team, however we would like for your children to make healthy choices that won't slow them down in the water. Make sure they drink plenty of water and save the sweet treats and DELICIOUS hamburgers, hotdogs, etc. until AFTER they swim.

ACTIVITIES: please bring something to entertain your child in between their events. It's important for the kids to rest and relax so a board or video game, playing cards, books and crafts help pass the time. Bring a blanket for sitting on as there usually is a shortage of chairs and tables. PLEASE do not allow your child to go to the playground until after they have finished swimming their events for the night. Besides the fact that it really uses up valuable energy needed to swim, many times children miss their events because they could not be found. Unsupervised play on the playgrounds is not recommended especially at away meets.

SWIM GEAR: always make sure you have your child's swim cap and goggles if your child uses them. We encourage EVERYONE to wear the Woodland Pond swim cap or at least a lycra cap for children with long hair. Not all children wear goggles, however if your child ALWAYS wears them at practice PLEASE make sure you pack them. In fact, it is a good idea to have a second pair that your child is comfortable wearing. Goggles can be a very personal thing and many meltdowns have occurred because they didn't have the right pair or their favorite ones broke right before their event. You might consider keeping a spare swimsuit in the car just in case. It doesn't need to be an actual swim team suit. Just make sure it fits well and doesn't have straps that slip.

AND FOR THE PARENTS: most of our meets will occur when the sun is setting which can be hard on the eyes. Bring your sunglasses and hats for the first half of the meet and a jacket for the second half. Bringing chairs is always a good idea just in case. Please make sure you sit in the designated areas only. Don't forget your camera/camcorder to capture those exciting races! We have a wonderful concession stand at the home meets. Please plan on eating dinner at the meet, it's a great way to support the team. Please bring a Sharpie marker to write your child's events on their hand and their name on their shoulder blade. We use these to write your child's event information on his/her hand. And lastly, please bring plenty of smiles and hugs for your little swimmer. We want them to have fun and not get stressed over the competition.

What to Expect at the Meet:

- Please arrive on time for warm-ups. Warm-ups give the younger swimmers a chance to get ready for the meet. It allows them to get used to water, adjust their caps and goggles and practice diving (jumping) in. This is especially important at the away meets because each pool is set up differently.
- Make sure you know your child's events. The event numbers and strokes will be posted at every meet. Once you find your child's name, please write down their event number and stroke on their hand with a Sharpie marker. It is also helpful to write their name on their shoulder blade so the timers can confirm that the right swimmer is in the right lane. Heat sheets will be sold at the meets and will have the order of events as well as the heat number and lane your child will be swimming in.
- Know Your Mite Moms/Dads (And Become a Mite Mom/Dad Too). Each Youth and Mite event will be assigned a Mite Parent. This parent will be in charge of escorting your child and the other swimmers from that event to the Clerk of Course. The Clerk of Course is the staging area where they will get all of the swimmers lined up and ready to go. It is EXTREMELY HELPFUL if you check in with your assigned mite parent at the beginning of the meet. That way, when it's time to go to the Clerk of Course your mite mom/dad will know who and where your child is.
- If you are a Mite Mom/Dad please find where all of your youth and mites are sitting during the meet. This would be a good time to introduce yourself as their Mite Parent. So when the time comes to gather them you will know where to look for them.
- Ready, Set, Swim! When your mite mom/dad escorts your child to their event, PLEASE make sure your child has their swim cap on and has their goggles. (IF they wear goggles, it's always a good idea if you can get your child used to swimming without goggles just in case.) In the beginning, some nervous swimmers might want a parent to come with them to the staging area. We certainly understand if a child is upset, however under normal circumstances it is helpful to have the least amount of people in that area. If you just can't stay away from the excitement, we have plenty of openings for mite moms/dads. This way, you can be near your child AND help with the meet at the same time. It should be noted that some children do MUCH better without their parents "hovering" right before they swim. Please don't take it personally; you're just making them nervous!
- Hooray! They Did It! Don't forget to give your swimmer a dry towel with lots of hugs and praise. A lot of the younger swimmers only participate in one event and are finished early in the meet. We encourage you to stay around and cheer on the older swimmers. Our little ones have some of the best team spirit. It also allows them to see proper technique for strokes and starts
- **If you know you are not going to be at a meet, PLEASE let the coaches know so they don't enter your child. If your child is sick on the day of the meet, or has to leave a meet early, it is very important to let a coach and an available mite mom/dad know. This will keep us from searching endlessly for your child before their assigned event.**

If you have any questions or if you would like to volunteer as a Mite Mom/Dad please call or e-mail:

- Dana Keefer (804) 837-3216 / dana_brian@verizon.net or
- Lisa Mansfield (804) 402-1706 / lw_mansfield@yahoo.com

Chesterfield Aquatic League Information

2018 Chesterfield Aquatic League Annual College Scholarship

The Chesterfield Aquatic League will once again award \$1,000 scholarships to a graduating high school girl and a graduating high school boy. The scholarships will be awarded to the individuals that best exemplify leadership, dedication to team, educational excellence and concern for community.

Applications for the 2018 Scholarships are due no later than July 1

*Please check the CAL website for all information including eligibility requirements, instructions and an application: <http://swimcal.org/Page.asp?n=74012&org=SWIMCAL.ORG>

Submissions may be made electronically to Hope Wallin hdwallin@valassis.com or 7703 Centerbrook Court, Chesterfield VA 23832, or in person at any CAL function.

The scholarships will be presented at CHAMPS.

2018 Chesterfield Aquatic League Outreach

The Chesterfield Aquatic League will be supporting the Chesterfield Food Bank this year by raising money with the help of all league swim teams to donate to the organization. As a team we will be supporting the Chesterfield Food Bank by hosting a Charity Car Wash on July 19th in the WPSRC parking lot. Come out and help WPST raise money to donate to this great cause!

CAL Swim Meet Rules and Regulations

<http://swimcal.org/Page.asp?n=44654&org=SWIMCAL.ORG>

CAL Safety Rules Important During Meets

1. There will be no running, at any time, during the swim meet or warm-ups.
2. Glass containers will not be allowed at the swim meets.
3. At least one member of each member club's coaching staff must be certified by the American Red Cross in the areas of First Aid and Cardiopulmonary Resuscitation (CPR).
4. Safety is an important factor for our league. Anyone seeing an unsafe condition or activity around the meet venue should stop the activity immediately and report this to the Host Meet Director and the Meet Referee.
5. In the event of an accident, fill out the Accident Report. Copies are to be given to the Parent Representatives from each team and the Chair Person of the Safety Committee.

More detailed rules available at:

<http://swimcal.org/Page.asp?n=38483&org=SWIMCAL>

CAL 2018 Time Standards

Available at <http://swimcal.org/Page.asp?n=46477&org=swimcal.org>

Dual Swim Meet Events Schedule

<u>EVENT</u>	<u>AGE</u>	<u>M/F</u>	<u>DISTANCE</u>	<u>STROKE</u>
1	Mite		100	Free/Medley Relay
2	Midget	Boys	100	I.M.
3	Midget	Girls	100	I.M.
4	Junior	Boys	100	I.M.
5	Junior	Girls	100	I.M.
6	Inter	Boys	100	I.M.
7	Inter	Girls	100	I.M.
8	Senior	Boys	100	I.M.
9	Senior	Girls	100	I.M.
10	Youth	Boys	25	Free
11	Youth	Girls	25	Free
12	Mite	Boys	25	Free
13	Mite	Girls	25	Free
14	Midget	Boys	50	Free
15	Midget	Girls	50	Free
16	Junior	Boys	50	Free
17	Junior	Girls	50	Free
18	Inter	Boys	50	Free
19	Inter	Girls	50	Free
20	Senior	Boys	50	Free
21	Senior	Girls	50	Free
22	Youth	Boys	25	Back
23	Youth	Girls	25	Back
24	Mite	Boys	25	Back
25	Mite	Girls	25	Back
26	Midget	Boys	50	Back
27	Midget	Girls	50	Back
28	Junior	Boys	50	Back
29	Junior	Girls	50	Back
30	Inter	Boys	50	Back
31	Inter	Girls	50	Back
32	Senior	Boys	50	Back
33	Senior	Girls	50	Back
34	Mite	Boys	25	Butterfly
35	Mite	Girls	25	Butterfly
36	Midget	Boys	50	Butterfly
37	Midget	Girls	50	Butterfly
38	Junior	Boys	50	Butterfly
39	Junior	Girls	50	Butterfly
40	Inter	Boys	50	Butterfly
41	Inter	Girls	50	Butterfly
42	Senior	Boys	50	Butterfly
43	Senior	Girls	50	Butterfly
44	Mite	Boys	25	Breast
45	Mite	Girls	25	Breast
46	Midget	Boys	50	Breast
47	Midget	Girls	50	Breast
48	Junior	Boys	50	Breast
49	Junior	Girls	50	Breast
50	Inter	Boys	50	Breast
51	Inter	Girls	50	Breast
52	Senior	Boys	50	Breast
53	Senior	Girls	50	Breast
54	Midget		200	Free/Medley Relay
55	Junior		200	Free/Medley Relay
56	Inter		200	Free/Medley Relay
57	Senior		200	Free/Medley/Relay

Sequence for Medley Relay is Back, Breast, Butterfly, and Free.
Sequence of Individual Medley is Butterfly, Back, Breast, and Free.