

MARTIN'S LANDING DOLPHINS

SWIM TEAM HANDBOOK

2017

Dolphins Handbook, 2017

W E L C O M E

Welcome to the Dolphins Swim Team. We are glad to have you and your child with us for our thirtieth summer of swimming. We are looking forward to another successful season. Success is measured by each swimmer learning all the strokes, the swimmer's improvement - both technique and speed - and each swimmer learning sportsmanship and team participation all while having **FUN**.

If you're newly registered, take time to review this handbook - it's our most efficient way of communicating with you and avoiding misunderstandings. If you're a returning participant, we're glad to have you back. A quick review of the booklet will also be helpful to you.

Must read information is in bold. Because we use the Martin's Landing facilities, you must be in good standing with the ML Foundation to participate on the team.

2017 DOLPHIN COACHING STAFF

The 2017 Dolphins coaching staff will consist of head coach Kristen Redmond Robbins, with assistant coaches, Rachel Taylor, Stephanie Parker, Carolyn Shipley, Joe Peak, Eemil Harkonen, and Trevor Dios. Our volunteer coaches are Will Holt, Bea Lee and Venla Harkonen.

Kristen Redmond Robbins is in her 23rd year with the Dolphins and her eighth as head coach. Kristen graduated from Clemson University where she swam on a swimming scholarship. She is currently a math teacher at Dunwoody High School.

ORGANIZATION

The swim team is run by parent volunteers who make decisions by majority rule. Proposed changes are considered based on input from all the parents whose children participate on the team. The specific responsibilities of each volunteer are identified below. Feel free to communicate with that volunteer when you need to discuss information pertinent to his or her area.

SWIM TEAM COORDINATORS: **Haruko Peak** (770)587-1723, cell phone for emergencies only (678)520-4141, **Shannon Shipley** (770) 998-6321 and **Riikka Harkonen** (678)428-6590.

ATLANTA SWIM ASSOCIATION REPRESENTATIVES: **Haruko Peak** (770)587-1723, **Shannon Shipley** (770) 998-6321 and **Riikka Harkonen** (678)428-6590. Represents the swim team at League meetings and coordinates with the League during the season.

COORDINATOR TO MARTIN'S LANDING BOARD: **Haruko Peak** (770)587-1723. Represents the swim team on all matters dealing with the Martin's Landing Board and coordinates activities for swim league.

COACHING COORDINATOR: **Haruko Peak** (770)587-1723. Directs and manages the coaches.

RECORDS COORDINATOR: **John and Shannon Shipley** (770)998-6321. Responsible for registration and administrative operation of the team. Includes computer programs for meet entries, meet results, ribbon labels, team rosters, team records, swim assignments, committee volunteer rosters, etc.. Posts new team records and weekly Most Improved during the season.

TREASURER: **Riikka Harkonen** (678)428-6590.

MEET HUMAN RESOURCES COORDINATOR: **Lisa Stamey** and **Angelika Otte**. Schedules manpower for swim meets. Includes securing volunteer timers, runners, place judges, event board and recorders.

MEET COMPUTER OPERATOR COORDINATOR: **John Shipley** and **Open**. Attend software training and operate the computer during the meets.

BULL PEN COORDINATOR: **Rieke Sullivan**. Responsible for swimmer management during the swim meet. Helps to organize and answer questions bull pen parents may have.

RECOGNITION COORDINATOR: **Callie Strain**. Coordinates the handling and distribution of awards.

CLEAN-UP COORDINATOR: **John and Stacy Jaskwich**. Coordinates clean-up during and after home meets.

TIMER COORDINATOR: **Jodi Kaplan**. Coordinates timers for the time trial and meets.

APPAREL SALES: **Amanda Wellborn**. Handles the bathing suit fitting/sales and distribution. Responsible for Dolphin T- shirt sales along with the sale of caps during the season. This position is open for next year.

BANQUET: **Kathy Beals**. Organizes the end of season banquet.

CONCESSIONS: **Danielle Morris and Jacque Sanderson**. Coordinates concessions. This is the top fundraiser for the team.

WEB SITE COORDINATOR: **Haruko Peak** (770)587-1723. Updates the swim team website.

KIDS FOR KIDS COORDINATOR: **Open**. Responsible for organizing swimmers that will attend the Kids for Kids Benefit swim meet for Children's Healthcare of Atlanta.

SPONSORSHIP COORDINATOR: **Tiffany Yearout**. Responsible for organizing the sponsorship program and finding/following up with new sponsors.

The coordinators are always receptive to your constructive criticism and suggestions. To insure effective management we urge you to direct your communications to the coordinator in charge of the function that relates to your problem/suggestion.

Our coordinators pay the same fees as all our families pay, receive no "perks" from our suppliers, and ask no reward for their participation. Our coordinators feel that their time commitment is fully rewarded by the children's growth as swimmers. We do, however, need your support and cooperation to insure the success of the swim season.

PARENT SUPPORT

Participation in a summer swim program requires a level of parental support unparalleled in other sports. **The successful operation of a swim meet requires about eighty volunteers at every swim meet!**

Please remember that everyone is required to volunteer for at least 4 assignments. Two of these must be bullpen if your child is 12 and under. This is necessary because we need multiple parents in the bullpen areas for every meet. If you have multiple children, please be aware that some age groups have more parents available to help than others and it will help everyone if you will opt to volunteer for your child's bullpen that is shorthanded.

This support usually takes the form of labor. However, in families where the provision of labor is absolutely not feasible, we will waive the labor requirement for a fee of \$100.00. You do need to clear this ahead of time since the meets cannot run without volunteers, this option is a last resort. This responsibility is not assignable. Parents who fail to execute their team support responsibility during the season will have their child dropped from the team at that point and will not be allowed to register a child to swim the following season until or unless they pay the previous year's assessment. A few jobs are available where the work can be performed in the evening or daytime.

We have estimated the number of volunteer assignments for the season based on the number of families we had last year. If there is a change in the number of families, we may have to change the number of volunteer assignments. Please understand that the number is not arbitrary and that it is possible that we may need additional help as the season goes on in order to have the meet run successfully. Thank you for your understanding and cooperation!

Parents will be asked to sign up for their volunteer positions on the website in April. Look under the Meet Sign-up section of the website. This year, the Dolphins will again be using a website called Volunteerspot to coordinate the meet volunteers. Note that you will need to enter in your email address and then check your inbox for a personal signup link in a new invitation message. If you have any questions, please contact Lisa Stamey or Danielle Morris, Volunteer Coordinators.

We will send out volunteer schedules every week, two days before the swim meet, as a reminder to parents who are assigned to volunteer at the meet.

REFUND POLICY

To receive a refund of your registration the following procedure **must** be followed. The parent must submit a **written request** for the refund. The registration fee less \$10 for each week per swimmer will be refunded. **The request must be made by the end of the second week of practice (May 26th).**

NON-SWIMMER REFUND POLICY

Safety is our primary concern, and swim team practice sessions are not one on one swim lessons. Therefore, we will require that all children be able to swim from the "T" to the side of the pool (about 6 ft) by the end of the second week. If the coaches determine that your child cannot meet this minimum requirement, you will be given a partial refund.

We are pleased to be able to offer swim lessons to those children who cannot participate on the swim team. This will be primarily for 3, 4, and 5 year olds. Our swim instructors are coaches and neighborhood teenagers who have experience teaching non-swimmers. Parents are expected to stay at the pool during the lessons. These lessons will start after school is out at times to be determined.

STROKE CLINIC

To prepare the children for competition we supplement regular swim practice with stroke clinics. If you would like your child to participate in this supplementary program, we offer it for a fee of \$25 for all four strokes. Stroke clinic is run daily. Stroke clinic will start Tuesday, May 30th. Stroke clinic is devoted to Free Style on Mondays, Backstroke on Tuesdays, Butterfly or Breaststroke on Wednesdays, Starts and Turns on Thursdays and Breaststroke or Butterfly on Fridays. There is no charge for starts and turns stroke clinic. Stroke clinic is normally for age 7 and up. If your swimmer would like to participate in stroke clinic but is not yet 7, please consult with Kristen to see if they swim well enough to participate.

SWIM PRACTICE

REQUIREMENTS:

The baby pool will be closed during practices and meets.

All Dolphins are expected to attend each scheduled practice with either their year round swim team or the Dolphin team. Failure to consistently attend practice may preclude participation in swim meets. The goal is to have fun while improving. If the swimmer doesn't come to practice he/she will not improve and therefore usually does not have fun. If previous notification is not given to the coach and the swimmer misses practice Monday and Tuesday he/she may not be in the lineup prepared on Tuesday for Thursday's meet. Note: If on vacation or at camp and returning for the meet, the swimmer will be entered if notification has been given to the head coach - preferably in writing or email. For best performance, swimmers should wear goggles and caps for practice and meets.

Parents – please do not try to discuss your child's progress with the coaches during practice. You are welcome to make arrangements to discuss any question or concerns you may have after practice or by email.

UNTIL SCHOOL DISMISSAL:

Practice is held Monday through Friday according to the following schedule. Assessment of the 6 & under swimmers will be made the second week to determine which group they should swim with and whether they are able to remain on the team.

6 & under beginners	4:15 - 5:00
7 - 11 intermediate	5:00 - 6:00
9 & over advanced	6:00 - 7:00

DURING SUMMER VACATION:

After Fulton County schools are dismissed for the summer, the morning practice schedule will be in force, as follows:

6 & under Beginners	8:45 – 9:30
Stroke Clinic	9:30 – 10:00
7 – 11 Intermediate	10:00 – 11:00
9 & Older Advanced	11:00 – 12:00

CONCLUSION:

Regular Dolphin practice will conclude on Thursday, June 29th.

PRACTICE HOLIDAYS:

There will be no swim practice when the Six Branches pool is open for public swim. Consult the Master Calendar for specific practice holidays.

PRACTICE BEHAVIOR:

Swimmers are expected to come to daily practice and work to improve. Disruptive behavior will not be tolerated before, after or during practice. **Swimmers arriving early or staying beyond their normal practice time must stay off of the pool deck, behind the posts.** Please take care of all property in and around the pool area. Failure to adhere to this rule will result in the swimmer being told to leave the pool area. Coaches are not baby-sitters and practice is for the assigned practice time only. The coaches are not responsible for children who are at the pool during non-practice time.

CANCELLATION OF PRACTICE:

When practice has been cancelled, a notice will be posted on the mailbox post at the Six Branches Pavilion. If possible, we will send out an email. We cannot be responsible for children dropped off when practice has been cancelled.

ATTENDANCE:

Attendance at daily practice is required to compete in the meets. Absence will be excused for illness, out of town vacation, conflict with other activity - game in another sport is an excuse from practice, missing practice for practice in another sport continually should be split between swimming and the other sport. Attendance at USS Swimming Clubs will excuse the swimmer from Dolphins practice.

SWIM MEETS**Time Trial:**

Our time trial meet will be held in the afternoon this year. We will hold the event on Wednesday, May 24th, and the meet will be divided by age group. The time trial helps the coaches get a feel for what the swimmers are capable of and helps the swimmers (especially new team members) get a feel for what a meet is like. This will be for 8 and unders and all new swimmers to the team who wish to participate.

GENERAL INFORMATION:

All those swimmers ages four through six who can swim freestyle or backstroke unaided by a coach for one length of the pool will be allowed to participate in swim meets providing they fulfill the other requirements set forth in this handbook. The swimmer must notify the head coach if he/she will not be at a meet (sign up board is notification). A swimmer must plan to remain for the entire meet (six and unders until the six and unders are done swimming). If you think your swimmer is done swimming and you need to leave earlier, please ask the coaches and bullpen coordinator to make sure that your swimmer is not participating in the final relays. Failure to notify when missing or leaving a meet will result in sitting out for the next meet.

Very important!!! Preparing the meet lineups is a very complex and time-consuming task. It is imperative that you let us know if your child is not going to be able to attend a meet. We must prepare the line up two days prior to each meet, so letting us know the day of a meet is too late, and requires a lot of work to re-do. Please let us know by giving the head coach written notice or using the sign up board as soon as you know that your child will be missing a meet. It is OK if they miss a meet; we just need to know about it in advance if possible.

MEET SCHEDULE:

The Atlanta Swim Association sets the meet schedule each spring. Four dual (two team) meets are scheduled for Thursday afternoons and one dual meet is on Wednesday afternoon. Generally, meets begin at 5:30 PM. The swimmers, however, are expected to be at our pool at 4:00 PM for home meets and at the host pool at 4:30 PM for away meets. **This year there has been a change to the time limit for submitting changes to the line-up. It is imperative that swimmers either arrive early or on time for meets. The parents notify Kristen or a swim team representative if they are going to be late.** Therefore, this year we are giving out a cell phone number to use for **emergencies only**. That number is (404)889-4404 – Kristen Redmond Robbins.

Swim meets generally end no earlier than 8:30 PM. Three hours are required to run the minimum 86 events or races. Meets can be longer when the team is big or the meet is delayed by weather, communication problems or other issues. The MEET SCHEDULE for this season is found within the master calendar. Specific information regarding changes for any given meet will be distributed to the swimmers the day prior to the meet. MAPS to away meets and addresses are on the website.

EXPECTATIONS

Swimmers are entered in races according to their ability, team needs, and league rules. Swimmer ability is judged by proficiency in executing the stroke according to the rules and ability to complete the distance required. Anytime a child would like to swim an event in which he or she has not participated recently, the child should submit in writing to the coach a request to swim that event. The coach will try and fulfill all requests.

The team may enter a child in events with older children to present him or her a challenge as well as meet team needs. This is called swimming up. Swimming up helps children lose their fear of the unknown and develop self-confidence and self-esteem.

League rules state that a swimmer may swim two individual and two relay scoring events only. League rules do permit a child to swim a third event to fill all legal lanes, provided all other swimmers from that team in that age group have participated in at least two individual scoring events. A swimmer may not participate in more than three events unless all other swimmers in that age group have also competed in three individual events and so on.

Your child will be told which races he or she will swim during the meet at swim practice on race day. He or she will be given a written copy of this swim assignment so you can review it with him or her at home. It is most helpful if parents write the event number, name, distance, and heat on the child's arm with ballpoint pen or Sharpie. It saves lots of confusion if the children have this information inscribed prior to their arrival for the meet (See example below). Please note, however, that circumstances beyond our control may necessitate changes in the assignment.

E	H	L	
1	1	6	Free Relay (3)
13	1	2	25 Free
23	2	4	25 Back

Translates: Event 1, Heat 1, Lane 6 freestyle relay, 3rd leg. Event 13, Heat 1, Lane 2 25 yards freestyle. And Event 23, Heat 2, Lane 4 25 yards backstroke.

Assignment of events is at the coach's discretion. Swimmers are expected to swim the events entered. Any discussion with the coach can take place Friday after practice.

MEET PREPARATION:

The coach recommends high carbohydrate meals two days prior to and the day of the meet. Pasta, rice and breads are good sources of complex carbohydrates. A fruit snack like bananas, oranges or apples is recommended between 3:00 and 4:00 on the day of the meet. Candy bars, hot dogs and the like are not suitable foods for competition and ingestion of this type of food may not only impair his or her performance but may also make the child sick.

Swimmers also need lots of LIQUIDS during the meet. You should pack children fruit juices if they will not drink the water supplied by the team. Although concession services are available at most meets, pack your child a "lunch" if you want to have either control over what your child eats or want to be sure he or she will be fed during the course of the meet.

The coach asks that the children rest quietly on meet day after plenty of rest the night before.

Please make sure the children arrive at the meet with their SWIMMING APPAREL: suits, caps, goggles and towels. To avoid losses, please put your child's name on all apparel.

Bring a portable CHAIR if you want to be sure you have a seat for the swim meet.

At home meets, please do not set up chairs on the deck until morning practice is over.

MEET RULES:

Swimmers attending practice regularly will be entered in meets automatically as long as they fulfill the other criteria previously mentioned. Entered swimmers are expected to REPORT to their bull pen parent when they arrive at the meet and any time they leave from the bull pen area during the meet. If your child prefers to be with you, it is your responsibility to notify the bullpen parent that the child is present and to get your child to the proper block for his or her race. This includes relays and being at the proper end of the pool.

Bullpen is located whenever possible (always for home meets) along the side of the pool which makes it possible for the swimmers to support and cheer for fellow teammates.

Swimmers should REMAIN at the meet until its completion since most will be participating in end-of-the-meet relays.

BEHAVIOR:

The bullpen parent will handle problems during the meet. A Coordinator will handle serious misbehavior. Note that bullpen parents are there to help but are not babysitters or miracle workers. It is very important that parents and children understand that cooperation on everyone's part is necessary for the bullpen system to work. **PARENTS OF CHILDREN 12 AND UNDER: YOU ARE REQUIRED TO SIGN UP TO VOLUNTEER AT LEAST TWO TIMES FOR BULLPEN. IF YOU ENJOY BULLPEN, WE'D LOVE TO HAVE YOU HELP FOR MORE OFTEN.**

Everyone is expected to demonstrate good sportsmanship. **NO SWIMMER OR COACH IS PERMITTED IN THE POOL AFTER THE ANNOUNCEMENT OF THE WINNER OF THE MEET---NO EXCESSIVE OR IN WATER CELEBRATION.**

AWARDS:

The children's' swimming accomplishments are recognized on Fridays after each swim meet and at the end of the season at our banquet. Swimmers who have placed first through sixth place are given ribbons by the coaches the day after a dual meet. At the end-of-the-season banquet, all children who have participated in at least one race in one dual meet are awarded trophies. Children who have participated in practice, but not in a meet will be given a participation certificate. In addition, special awards are given for both the most valuable and most improved swimmers in each age group (boy and girl). Also a special coaches award is given to one boy and girl on the team.

TEAM RECORDS:

Due to the inconsistency of hand timing, in order for a time to be officially recognized in the team records and on the team record board, the record time must be double timed (two timers) during a regular season meet with only hand timing. In order to ask to be double timed, you must have a previous time within one second of the record. Since the championship meets are automatically double timed (hand and electronic), times swum at the divisionals and finals will be recognized for team records.

WEATHER PROBLEMS:

Your full cooperation is required when THUNDERSTORMS are in the area. Pools are extremely dangerous during this weather and your immediate action when directed to evacuate the pool deck is imperative. At our pool you will be directed to return to and remain in the COVERED AREA until the storm passes. Do not let your children go to the tennis courts; they are almost as dangerous as the pool deck.

CANCELLATION/POSTPONEMENT OF MEETS:

A meet may be postponed at the discretion of the coaches. League rules state that a postponed meet will be resumed at the point of interruption or canceled depending on the score and progress of the meet at the point of interruption. **PLEASE DO NOT LEAVE A MEET UNTIL IT IS OFFICIALLY CANCELED.** Since rescheduling is so difficult, a delay of an hour would be preferred to continuing another day.

CHAMPIONSHIP MEET: The League Championship is scheduled for the Georgia Tech pool on Friday, June 30th and Saturday, July 1st. All Martin's Landing Dolphin age groups will compete in preliminary events on Friday, June 30th. Top finishers in preliminary events will compete in finals at Georgia Tech on Saturday, July 1st.

All swimmers may attend the league championship. **We must receive notification of attendance by Friday June 23rd. All children participating in the league championship meet will be required to pay a \$20 meet fee.**

League rules have AGE-CONTROL DATES for entries. Age control dates for the state qualifying meets are now age as of June 1st.

ABSENCE:

Swimmers must notify the coach if they will be unable to attend a scheduled meet. This NOTIFICATION must be made in writing no later than the MONDAY prior to a Thursday meet for planned absences, for example, VACATIONS. A vacation board will be posted in the pool area near the record board to record these planned absences. For UNFORESEEN PROBLEMS like illness, notice must be given the coach as soon as determined but hopefully no later than 1 PM on RACE DAY. Failure to cooperate with this policy impacts not only your child but as many as twelve others. Because so many are inconvenienced when this happens, your child may be required to sit out the next meet as a consequence of failing to notify the proper person of the absence.

AWAY MEETS:

Maps to away meets are on the website. Any changes affecting the conduct of the meet will be communicated by email on the day prior to the meet.

MISCELLANEOUS INFORMATION

EAR PROTECTION:

The best way to avoid "Swimmer's Ear" is to be sure the children's ears are dried thoroughly after swimming. The ears can be dried with a hair dryer using low speed or by using a commercial product like SwimEar. For children with a tendency toward infection, ear putty or plugs are recommended.

ASA RULE CHANGES:

Pool depth requirements. A pool must have a depth of at least 4 feet in order for swimmers to enter the water from the side or a block. If the pool is less than 4 feet, swimmers must start from in the water at that side of the pool. This rule applies for practices and meets, individual and relay events. The pool depth should be measured 1 meter from the wall. Our pool did not meet the 4 ft requirement in the shallow end so we cannot enter the water from the side or a block in the shallow end.

Concessions and outside food at pools - Pools with restrictions on outside food and beverages being brought in should communicate their policy to their visiting teams prior to the start of the season. Some accommodation should be allowed for athletes to bring in water or sports drinks for personal consumption during the meet.