

Long Branch Dolphins Swim Team Handbook

Summer 2021

Swimmers and Parents-

Welcome to the Long Branch 2021 season! Summer is right around the corner and I am sure you are all just as excited as I am to dive right in!

I am thrilled to be joining such a welcoming, enthusiastic, and passionate community of athletes and parents!

I come to Long Branch from a long background of swimming at all competitive levels. I have been a summer swimmer, year-round swimmer, high school, and collegiate swimmer. I have also coached a wide spectrum of abilities and ages throughout my swimming career ranging from newborns to adults. This summer I am ecstatic to be head coach of the Dolphins and share my passion for swimming with everyone. There is no sport quite like swimming, which combines individual drive with a unified team front. Summer swim fosters long-lasting friendships, provides opportunities to learn and grow, all while creating a competitive yet fun atmosphere.

Those combinations are what sum up my swimming philosophy: create long-lasting memories, have fun, and see growth from all swimmers! My greatest hope is that each swimmer makes growth of some kind, whether that be in their stroke mechanics, as a teammate, in their own individual mindset about racing, or in the water by getting faster. This summer, I want us all to be eager to learn, cheer loud, be proud, and be the most respectful swimmers/teammates around!

On the swimming side, my philosophy focuses on technique and the fundamentals of stroke/race mechanics. Summer swimming provides the opportunity to spend time focusing on the smaller things, get them correct, and then translate those mechanics to speed when racing. Our focus this season will be on improving stroke technique and teaching the fundamentals of racing.

Lastly, swimming on the Long Branch Swim Team will continue to mean having fun and being a family. From what I have heard, this is a strong community that has fostered an environment where everyone enjoys themselves, swims fast, and has support for one another and I certainly plan on continuing that tradition.

I am so looking forward to meeting and working with all of you! Go Dolphins!

Best,

Coach Ana

Ana Franzluebbers, Head Coach

Dear Long Branch Dolphin Swimmers and Parents,

We are so thrilled to be your new Team Representatives this 2021 season!

Both of us are hopeful that we will have a close to normal season and look forward to working with all of you, Coach Ana and our outstanding team of assistant coaches. The Long Branch Dolphins are members of the Northern Virginia Swim League (NVSL). This summer we are competing in Division 16 with Burke Station, Pleasant Valley, Commonwealth, Newington Forest and Lincolnia Park.

The NVSL's mission statement is to develop in the children participating in the league –

A love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship.

As team representatives, we will be your swimmer's biggest cheerleaders. You can look to us to provide guidance, answer questions, and work hard to ensure this is a positive experience for both parents and swimmers. This handbook is intended to provide general guidance about what you can expect throughout the season, team logistics, and the schedule. If you can't find the information you need, please do not hesitate to ask. We will be sending out regular updates throughout the season.

We are parent volunteers like you and recognize the value of the Dolphins swim team experience for our kids. A big thank you to everyone in advance for volunteering to work at meets, get certified as meet officials, staff our Raft Nights, and participate in our team activities and events.

Our team success depends on support from everyone. We are both deeply grateful and appreciative of your willingness and commitment to the Dolphins swim community.

Go Dolphins!

Erin St. Louis and Jennifer Gibson

Long Branch Dolphin Team Representatives

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Team Membership

The Dolphin Swim Team is a member of the Northern Virginia Swim League (NVSL), and our home pool is at the Long Branch Swim & Racquet Club (LBSRC). LBSRC owns this facility.

Dolphins swim team membership requires the following:

- Completion and submission of the team registration form
- Signed and submitted team and NVSL waiver (part of registration form)
- Submission of a LBSRC member registration form
- Payment of swim team and LBSRC membership fees

Note: Per NVSL rules, each swim team member must also be a LBSRC member to participate in the summer season.

Every year the NVSL ranks each of the member teams based primarily on swimmers' times and team performance, and then determines which teams are in each Division ranging from 1 to 17. Division 1 includes the fastest and most competitive teams.

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More information can be found about the Dolphins, LBSRC and the NVSL at these sites.

- Dolphins Swim Team: <http://www.longbranchpool.com/swim-team.html>
 - Highlights team news, information, and schedule
- Long Branch Swim & Racquet Club: <http://www.longbranchpool.com>
 - Membership information available
- NVSL: <http://www.mynvsl.com>
 - Provides league information, standards of conduct, and resources, meet scores, division schedules, and officials certification requirements and clinic schedule

Team Suit and Outfitting

The Dolphins have a competition team suit. There also are a number of spirit wear items with the team logo available for purchase too. It is encouraged for team members to wear a Dolphin competition suit during swim meets. For more information about the team suit and/or Dolphin spirit wear items, please contact the Spirit Wear Coordinator. (See *Appendix A – Key Contacts*)

Note: Swimmers cannot wear swim caps with the logo, insignia, or name of any other team except for Long Branch Dolphins during a meet.

Communications

Throughout the season, the Dolphins communicate primarily through email. All parents and/or swimmers are asked to check their email frequently for new information and updates. The Team Representatives will use the team email, [**dolphinteamrep@yahoo.com**](mailto:dolphinteamrep@yahoo.com), to distribute and share information. Please send any inquiries, comments, or concerns for the Team Representative to this email address.

If you have a specific issue or question, you can refer to *Appendix A – Key Contacts* to determine the best point of contact.

Family Folders

Each family has a folder or “mailbox” located in the covered pavilion at the pool. Competition ribbons earned by each swimmer will be distributed through these folders after each meet.

PLEASE CHECK YOUR E-MAIL AND FAMILY FOLDER FREQUENTLY!!!

In case of emergency, you can contact the Team Representatives and/or Coach by phone. See *Appendix A – Key Contacts*. Please no calls after 9:00 pm.

Swimmer Participation

NVSL teams include swimmers ranging in age from 5-18. This creates a fun learning experience for everyone with the older swimmers encouraging and supporting the younger swimmers.

Whether your child is 5 or 18, the team depends on each swimmer to attend practices and meets. In the event that a swimmer cannot be at practice or a meet, please let the coaches know with as much advance notice as possible.

The Coaches especially need to know who is available to be included in each “A” meet entry list. The Team Representatives will share with the Coaches the swimmer availability information received as part of the registration form. No shows on meet day mean the team will be adversely impacted and may not be able to include a replacement in the meet entry list.

In the event of an unexpected illness, injury, or absence the day of a meet, please notify the Coach and Team Representatives as early as possible.

Swimmers with a Disability or Special Need

Swimmers who have disabilities and/or special needs are welcome to participate on the team. The USA Swimming and NVSL rules allow for accommodation of a swimmer with a disability. If your child has a disability and/or special need, please discuss with the Coaches and Team Reps.

Little Dolphins

Swimmers (no younger than 4 years old) can participate in the Little Dolphins Program and begin learning the stroke basics. The Little Dolphins practice regularly and have the option of competing in a few meets, such as the Lollipop Races – which may be held at the beginning of the Monday night B meets. A parent or adult is expected to be present during the practices and meets. Contact the Little Dolphins’ coaches for more information. See *Appendix A – Key Contacts*.

Adult Participation

The team not only depends on the participation of every swimmer, but the Dolphins also depend on all the adults associated with the swim team family.

Most importantly, the team looks to the adults to model good sportsmanship and team spirit at all team meets and events. Please support and encourage your swimmer(s) and others on the team in a positive, courteous, and respectful manner. Cheering for our swimmers is encouraged. Cheering negatively or singling out a particular swimmer is not in accordance with good sportsmanship. Adults who do not conduct themselves appropriately will be removed from practice and meets.

Additionally, the team depends on adult volunteers for all team operations, activities, and meets. This starts with the Team Representatives, who are parent volunteers, and extends to every volunteer at the pool on meet day.

Meet Volunteers

Every swim meet requires the participation of approximately 50 adults. The adults serve in a range of roles from NVSL meet officials to computer and table workers, meet set up, and concessions.

The following officials are the minimum required to run an NVSL meet:

Quantity	Position
1	Referee* Responsible for enforcing rules, settling disputes between coaches and other officials, calls swimmers to respective blocks.
1	Starter* Manages the starting equipment, announces the race, ensures that swimmers have a fair start.
4	Stroke & Turn Judges* Trained to observe that swimmers are using appropriate technique on strokes, turns and finishes.

1	<p>Announcer*</p> <p>Calls events and announces swimmers by lane.</p>
8	<p>Relay Take Off Judges*</p> <p>Observes to ensures that a relay swimmer does not leave the starting platform before the preceding swimmer has touched the end of the pool.</p>
2	<p>Computer/Assistant Computer*</p> <p>Inputs swimmers times, works with the head coach to maintain the team ladder and create meet line ups.</p>
2	<p>Clerk of Course/ Assistant Clerk of Course*</p> <p>Lines swimmers up by lane per heat.</p>
3	<p>Table - Time Recorder and 2 Assistants</p> <p>Organizes swimmers time cards for the computer data recorders.</p>
2	<p>Table - Ribbon Writers</p>
2	<p>Chief Timer/Assistant Chief Timer*</p> <p>Conducts a timers brief before the start of the meet to train timers.</p>
18	<p>Timers</p> <p>Uses stop watches to time swim events.</p>
2	<p>Marshals</p> <p>Enforces safety rules on the swim deck. Must be on the pool deck prior to starting warm-ups.</p>

* NVSL training clinic required or recommended

Total = 46 Officials

These numbers are based on normal operations. 2021 season is subject to change based on COVID 19 state regulations.

Both the home and visiting team provide meet officials. In addition, the home team needs adults to serve as meet set up, runner, and concessions for every swim meet.

All officials are required to dress in white shirts and blue shorts/pants/skirt and are the representatives of the NVSL during the meet. If you are serving as an official, you should not wear clothing with a team logo nor cheer for a team while on deck and working.

We are recruiting adults to get trained and certified for the officials positions noted above. NVSL Clinics are required for Referees, Starters, and Stroke & Turn Judges and highly recommended for Clerk of Course, Announcer, Chief Timer, Hytek (computer) and Table Workers. A schedule of training clinics is available on the NVSL website. If you have any questions, please contact the Officials Coordinators. (See *Appendix A – Key Contacts*).

The volunteer schedule will be distributed before the first meet. Volunteers will be scheduled based on the positions they are certified for (if certification is required), availability as indicated in the registration form, and team needs. We will use time trials to facilitate on-deck training before the first A meet.

Absences: If you are not able to work a meet as scheduled, it is your responsibility to find a replacement and contact another parent to serve as a substitute. These meets cannot run without our parent volunteers.

The volunteer schedule is at *Appendix C – Meet Volunteer Schedule*. Copies will be distributed at the Parent Meeting and one will be posted on the team bulletin board in the Pavilion at the pool.

Fundraising and Concessions

LBRSC does not fund the swim team. The swim team is funded through swimmer registration fees and fundraising activities, such meet concessions and Thursday evening Raft Nights.

Our concessions are the primary means of raising funds. The concession stand is open during every home swim meet and during Thursday Raft Nights and operated by parent volunteers. Over the course of the summer, families are asked to contribute food items to be sold at the concession stand. The volunteer schedule indicates who is working concessions at the meets and responsible for bringing items to be sold. See *Appendix C – Meet Volunteer Schedule*.

Each family also is asked to participate in one Thursday Raft Night during the summer. For each Raft Night, a grill master is identified and responsible for coordinating with the others assigned to work that evening. See *Appendix E – Raft Night Schedule*.

All concession operations are overseen by our Concessions Managers. See *Appendix A – Key Contacts*. Instructions on concession set up, food preparation, and clean up will be provided to volunteers.

Practices

Schedule

The practice schedule follows:

Starting June 1: (afternoon practice after school)

- Experienced swimmers/children (/approx.11 and over) 4:00 – 5:00 pm
- Elementary/swimmers (approx.10 and under) 5:00 – 6:00 pm

Starting June 14: morning practices

- Experienced swimmers/children 11 and over 7:30 - 8:30 am
- Elementary/swimmers 10 and under 8:30 – 9:30 am
- Little Dolphins 9:30 – 10:15 am

Note:

- The coaches may ask some of the younger swimmers to practice at a different time based on skill level.
- We will not have practice on Thursday, June 11th (last day of school for FCPS).

****Picture Day practice:** Team and individual pictures will be taken on (TBD)

See *Appendix B – 2019 Summer Schedule* for the team meets, events, and activities.

Expectations and Safety

Safety is of paramount importance while on the pool deck and/or in the pool. Swimmers are to obey all pool safety rules during practice and swim meets.

Swimmers always are expected to follow the coaches' instructions during practices. Swimmers who do not follow instructions or interfere with the conduct of practices may be asked to leave the practice. It is not fair to the rest of the team for a swimmer to disrupt practice.

At Long Branch, we have not closed our practices to parents as many other swim teams have done since we have not experienced problems with parental conduct during the practice

sessions. If you have a question or concern about something that occurs at practice, either bring it to the attention of the Team Representatives or wait until practice concludes to discuss it with the coaches.

Team Friday Morning Practice and Breakfast

Once we begin morning practices, the whole team practices together on Friday mornings from 8:00 – 9:00 am. After practice, the entire team eats breakfast together, and the coaches announce the line up for the upcoming A meet as well as the “Swimmers of the Week.”

Breakfast is supplied by the age group(s) assigned for that Friday. Parents should coordinate with each other so that we do not end up with all donuts and no eggs, fruit or cereal. We are fueling up our athletes the day before a meet so healthy options are preferred over sugary ones.

The Friday Morning Breakfast Coordinator (see *Appendix A - Key Contacts*) will coordinate with each group responsible for hosting the breakfast.

A roster by age group will be distributed via email. Breakfast is served at approximately 9:00 am so if you are assigned to contribute to the breakfast, please have your contribution at the pool by 8:45 am.

This year’s schedule for Friday Morning Breakfast and age group coordinators can be found at *Appendix D – Friday Morning Team Breakfast Schedule*.

Note: Please remember that you cannot bring glass containers to the pool.

Competition

There are two types of swim meets: Saturday morning “A Meets” and Monday night “B Meets.” See *Appendix B – 2019 Schedule* for a complete list of the A Meets, B Meets and other team events.

Saturday “A Meets”

The teams in each division swim against the other five teams, one at a time on five consecutive Saturdays. Each meet consists of one heat of each of the four strokes in each of the age brackets plus relays. The age brackets for both genders are: 8 & Under, 9-10, 11-12, 13-14 and 15-18. These meets run from mid-June until the end of July. Based upon the results of these five meets, a division champion will be named.

Usually the swimmers with the best times in each stroke are selected to swim in the Saturday meets. However, since swimmers may be absent on a particular Saturday and can swim in only two events (plus relays) in any meet, you do not have to be one of the three fastest swimmers to swim in a Saturday meet. Sometimes a swimmer may be asked to swim in an older age bracket or “swim up” if we do not have swimmers to fill our lanes.

The Coaches will announce the A meet entry list during the Friday morning breakfast. The Team Representatives will also distribute the meet sheet that outlines each event and swimmer lane assignment before each A meet. Parents should consider printing out a copy of the meet sheet and bringing it with them if interested.

Events and Distances

Northern Virginia Swimming League		
“A Meet” Order of Events		
Boys	Event Name	Girls
1	8 & Under 25 Freestyle	2
3	9-10 50 Freestyle	4
5	11-12 50 Freestyle	6
7	13-14 50 Freestyle	8
9	15-18 50 Freestyle	10
11	8 & Under 25 Backstroke	12
13	9-10 50 Backstroke	14
15	11-12 50 Backstroke	16
17	13-14 50 Backstroke	18

19	15-18 50 Backstroke	20
21	8 & Under 25 Breaststroke	22
23	9-10 50 Breaststroke	24
25	11-12 50 Breaststroke	26
27	13-14 50 Breaststroke	28
29	15-18 50 Breaststroke	30
31	8 & Under 25 Butterfly	32
33	9-10 25 Butterfly	34
35	11-12 50 Butterfly	36
37	13-14 50 Butterfly	38
39	15-18 50 Butterfly	40
41	8 & Under 100 Freestyle Relay	42
43	9-10 100 Medley Relay	44
45	11-12 100 Medley Relay	46
47	13-14 100 Medley Relay	48
49	15-18 200 Medley Relay	50
51	18 & Under 200 Freestyle Mixed Age Relay	52

Seeding

At Saturday meets, the home team swims in lanes 1, 3, and 5 while the visiting team is in lanes 2, 4, and 6. The fastest swimmers are in lanes 3 and 4, the next fastest in lanes 2 and 5, and the next fastest in lanes 1 and 6. Swimmers' lane assignments are based upon their fastest times attained in prior competition.

Lane 1 is always on the far right as you stand at the starting end of the pool for 50-meter events.

Inclement Weather

Swim meets can be held if it is raining; however, a meet cannot proceed if there is lightening and/or thunder. If there is a thunderstorm, the pool deck will be cleared and all swimmers, spectators, coaches, officials and others are asked to go to their cars.

If this occurs, please do not leave the pool. Instead, everyone should remain in their cars until given further guidance.

Team Representatives will consult with the Pool Manager, Meet Manager, and Referee to make a final decision concerning the continuation of the meet. If it is possible to safely proceed with the meet after the storm passes, every attempt will be made to do so. Generally there is at least a 30-minute wait between the last occurrence of thunder and/or lightening and the possible continuation of the meet.

See Appendix F – NVSL Guidance Regarding Inclement Weather.

The Team Representative will inform the team of any official decision regarding a meet.

Disqualifications (DQs) and False Starts

A swimmer will be disqualified if he/she false starts and/or does not swim the stroke according to the rules of the stroke. The rules are the same whether a swimmer is 8 or 18. Stroke and Turn officials will determine if a swimmer is doing the stroke properly. If they disqualify a swimmer, they will fill out a slip stating the reason for the DQ. The Referee approves the DQ slip and gives a copy to the Team Representative. The coaches later receive all the DQ slips and will reference this slip to address and improve stroke and race technique.

Scoring and Results

Ribbons are awarded to the swimmers in each individual event and to the fastest relay team. (Following the meet, all ribbons will be placed in your family folder.) The team with the most points (points are awarded for first, second and third place) wins the meet.

The points are allocated as follows:

- Individual events
 - First – 5 points
 - Second – 3 points
 - Third – 1 point
- Relays
 - 5 points for the winner

There are a total of 420 possible points in a Saturday meet, and typically a team needs 211 points to win.

Race results will be announced during the meet. Meet results are posted in the Pavilion at the pool. Results also can be found on the NVSL website.

Monday Night “B Meets”

Long Branch, Ilda, Canterbury Woods, Fairfax, Truro and Rutherford pools formed the “Woodson B Meet League” to host Monday night developmental meets. The goal is to provide an opportunity for swimmers to develop their skills in all strokes and to compete.

Each B Meet consists of as many heats as necessary of the four strokes in each of the age brackets to accommodate all those who want to swim. There are no relays at the B Meets although swimmers can participate in the 100 Individual Medley (IM). The IM is a race where the swimmer completes one length of each stroke – Fly, Back, Breast and Free. Ribbons are awarded for the top 6 finishers in each event. Frequently, a B Meet begins with “lollipop races” for the Little Dolphins age swimmers. There are no meet sheets for a B Meet.

Meet and Participation Guidance:

- A swimmer may only swim in his/her age bracket on Mondays.
- Swimmers who placed first, second, or third in an individual stroke at the previous Saturday A Meet cannot swim that stroke on Monday.
- Receiving a ribbon at a B Meet event does not preclude a swimmer from competing in that event in future B Meets.
- Swimmers can only swim two strokes plus the IM.

Swimmers participating in a B meet will need to select their events the Sunday before the meet. Additional guidance will be distributed on how to register for the B Meets.

Relay Carnival

All six teams in the division compete in only relay races during this meet. These include both freestyle relays (each swimmer swims the freestyle) and medley relays (each swimmer swims a different stroke – Back, Breast, Fly Free) for all age groups.

The Coaches will determine which combination of swimmers in each age group will make the fastest relay team. No swimming-up is permitted in Relay Carnival.

In Relay Carnival, teams are not seeded. Each team's lane assignment for the first event is randomly selected, and the teams then rotate one lane to the left after each event.

The following night, the Division Coordinators select the relay teams participating in the All-Star Relay Carnival. All-Star Relay Carnival selection is based on having one of the 18 fastest times in the NVSL for each age group.

Individual Medley (IM) Carnival

The IM Carnival is an opportunity for swimmers in each age group to compete in the Individual Medley where the swimmer completes a pool length of each stroke (Fly, Back, Breast, Free). Interested swimmers can sign up for this meet like they would for other Monday B Meets. The top finishers in each age group receive a ribbon.

Divisionals

Each NVSL Division has an Individual Championship meet, commonly referred to as "Divisionals." This meet includes two heats of each stroke for each age group and IM, and each team is allowed to enter only two swimmers for each event. The event order rotates every year and there are two sessions – a morning session and an early afternoon session.

Swimmers select the events they would prefer to participate in; however, final selection is based on swimmer's times. Since only the two fastest swimmers in a stroke are entered in Divisionals, a swimmer is advised to select his/her fastest strokes when considering possible Divisionals participation. A swimmer can enter no more than two events.

The heats are then seeded with the swimmers with the fastest times in the second heat. If a team does not have two swimmers for an event, the other teams can bid in other swimmers to fill the empty lanes. In filling the empty lanes, priority is given to swimmers with the fastest times in the event. When this happens, an event could have more than two swimmers from one team. However, each swimmer is still limited to swimming in only two events.

All Stars

After Divisionals, the Division Coordinators select the swimmers participating in All-Stars. All-Stars selection is based on having one of the 18 fastest times in the NVSL for each age group.

Team Events

Throughout the season, the team has a number of events and activities. Additional information about specific events will be distributed during the season.

Pep Rallies

Throughout the season, there will be several Pep Rallies coordinated by the Assistant Coaches.

Teen Progressive Dinner

Each season our swimmers (aged 13 – 18) are invited to join in a progressive dinner. Typically appetizers are served at one family's home, the main course at another home, and then the dinner concludes with desserts are at the pool.

Team Banquet

We conclude the season with a Team Swim Banquet the same evening as the Divisionals meet. It is a time to recognize our individual and team accomplishments, acknowledge the work of our coaches and parents, and celebrate the season. And, the banquet includes a slide show featuring photos of the entire Dolphin community.

Swimmer Recognition

Team Records

Current team records for each age group and event are posted in the Pavilion at the pool. If a team record is broken during a meet, the Announcer will inform everyone and the record board will be updated.

Individual Accomplishments

Coaches may acknowledge and recognize swimmers in a variety of ways throughout the season. This includes name recognition at team practices and Friday breakfasts, “swimmer of the week,” and/or individual ribbons.

At the last home meet of the season, all the team’s seniors are individually recognized before the meet starts. Both the parents and the swimmer are invited to participate

Team Awards

At the Team Banquet, we present a number of awards.

In each age group, there are three awards:

- Outstanding Swimmer (given to the swimmer who earns the most points for the team)
- Excellent Swimmer (given to the swimmer who earns the second highest number of points)
- Most Improved

Younger swimmers will receive a participation trophy.

The coaches also may award a swimmer on the team the “Coaches Award” in recognition of exemplary performance in and out of the pool.

Appendix A - Key Contacts

Team Representatives:

Erin St.Louis 619-788-7994 – no calls after 9pm
Jennifer Gibson 361-779-0045 – no calls after 9pm
Dolphinteamrep@yahoo.com - email communication preferred

Head Coach:

Ana Franzluebbers (afranzlu@fandm.edu)

Assistant Coaches:

Caroline Grass—Head assistant
Kim McNamara
Quinn Davenhall
Abigail Schneider
Elizabeth Schneider

Little Dolphins Coaches

Quinn Davenhall– Head Coach
Ben Hawkins—volunteer
Molly Hawkins—volunteer

Officials Coordinators:

Allison Hagner (allisonhagner@gmail.com)

Volunteer Coordinator:

Raft Night Coordinator:

Cindy Guerdat (ckguerdat@gmail.com)

Friday Morning Team Breakfast:

Meg Davenhall (megdavenhall@aol.com)

Concessions Coordinators:

Nancy Grass (nancy.grass@me.com)

Spirit Wear:

Julie Janes (jm260@evansville.edu)