



2018 Sibley Forest Seahorses
Swimmer & Family
Handbook

2018 Cobb Summer Swim League



Welcome to the Sibley Forest Seahorses!

For families new and old, we're thrilled to welcome all of you into the Seahorses family! Each year, we strive to create the most dynamic and unique summer swim team experience that is swimmer oriented, fun centered, and individually focused. Our goal is to craft a love and appreciation for swimming in each Seahorse while teaching them the fundamentals of sportsmanship.

As we make our final preparations for the 2018 season, we hope this season will standout! Our nearly 35-year-old program continues to promise a fun experience year after year, and we are looking forward to providing the same quality experience this season.



While this program focuses on creating a great experience for the kids, we also hope to create a positive and fun environment for parents and families. We highly encourage all parents to jump in and help out in our various volunteer positions. Our team doesn't stay afloat without you! Please feel free to contact us at any point during the season should you have questions, concerns, or suggestions; your suggestions drive many of the changes in our organization!

Please be sure to read this handbook. It is designed to familiarize you with all the dates and times of our events, be a source for general information about our team, and serve as a resource for helping you find the right person to answer your questions. It also describes new programs we plan on implementing this season.

Enjoy, and GO SEAHORSES!

Leadership Team:

Coaching Staff: *(Bios for all of our coaches and coordinators can be found on our website, sibleyseahorses.com)*

Head Coach:

Will Odum	(770) 757-0391	will@sibleyseahorses.com
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Assistant Coaches:

Katherine Barré	(678) 882-8646	katherine@sibleyseahorses.com
Katy Perkins	(404) 333-9818	katy@sibleyseahorses.com
Benjamin Barré	(678) 294-2798	benjamin@sibleyseahorses.com
Allie Alterman	(404) 290-6500	allie@sibleyseahorses.com
Coleman Thompson	(404) 345-5876	coleman@sibleyseahorses.com

NEW! *Starting for the 2018 season, we will now employ a staff of Junior Coaches to assist coaching our youngest and largest age group practices. This staff will be coordinated and supervised by Gabe Cates.*

Junior Coaching Program Supervisor:

Gabe Cates	(678) 464-7956	gabe@sibleyseahorses.com
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Coordinators:

Lead Coordinator, Volunteer Coordinator:

Erin Barré (678) 478-4841 erin@sibleyseahorses.com

Operations Coordinator, Communications Coordinator:

Brad Safalow (646) 753-0007 brad@sibleyseahorses.com

Team Treasurer:

Greg Herren (404) 314-3704 greg@sibleyseahorses.com

Sponsorships Coordinator:

Nick Faber (770) 335-3688 nick@sibleyseahorses.com

IT & Website Coordinator:

Sheila Petersen (404) 550-6574 sheila@sibleyseahorses.com

***General Questions?** Feel free to direct all general questions to our communications email address:
communications@sibleyseahorses.com

NEW! Website:

For the 2018 Season, the majority of our communication will be done through the new and improved Sibley Forest Seahorses Website:

sibleyseahorses.com ***(sibleyseahorses.swim-team.us still also works)***

FAMILY LOGINS: For your privacy, we will be providing each family their own website login so that you can access more team information on the web! After registration, you will automatically receive an email (sent to the email address(es) that you provide during registration) with instructions on how to set-up your login.

Please Note: Due to our major website renovation over the offseason, ALL PREVIOUS USER ACCOUNTS HAVE BEEN DELETED. Returning families will need to set-up a NEW account on our website to access our private information and features. We apologize for the inconvenience!

IMPORTANT: If your swimmer cannot attend any one or more of the five swim meets, please notify us by READING THE DIRECTIONS IN THE MEET SECTION OF THIS HANDBOOK and FOLLOWING THE LINKS ON THE WEBSITE to add your swimmer's name to the online Absentee List. **There is a NEW PROCESS to access the Absentee List, so please carefully review the instructions in the MEET SECTION of this handbook!** If your swimmer is going to miss a meet, PLEASE ADD YOUR SWIMMER'S NAME TO THIS LIST AT LEAST 4 DAYS PRIOR TO THE DAY OF THE MEET THAT HE/SHE WILL MISS! Thank you!

The website also provides links for online registration, the most up-to-date heat sheets to see your swimmer's events, addresses for away meet pools, and any information regarding practice or meet cancellations. We suggest checking this website for any updates daily!

Additionally, for especially important updates, the coaches and coordinators will send out emails to the email address(es) that you provided during registration.

Practices: Practices will be held every weekday from May 14th to June 25th at a time based on your child's age group. All practices will be held at the SIBLEY FOREST POOL. The Sibley Forest Pool is located at **629 Gunby Rd SE, Marietta, GA 30067-5133**.

After-School Practices- Monday, May 14th through Thursday, May 24th: We will hold practices in the afternoon through the end of the school year.

6 & Under-	4:30PM-5:00PM	*Different Grouping than Morning Practices
7-8 year-olds-	5:00PM-5:30PM	
*9-10 year-olds-	5:30PM-6:00PM	
11 & Older-	6:00PM-6:30PM	

Morning Practices- Tuesday, May 29th through Monday, June 25th: After school ends, we will change to a morning practice schedule.

6 & Under-	8:00AM-8:30AM	*Different Grouping than After-School Practices
7-8 years olds-	8:30AM-9:15AM	
*9-12 year-olds-	9:15AM-10:00AM	
13 & Older-	10:00AM-10:45AM	

Free Swim- 9:00AM-10:30AM on the Day After each Swim Meet

On the morning following each swim meet (Friday, June 1st; Tuesday, June 5th; Tuesday, June 12th; and Thursday, June 14th), we invite all the swimmers to join the coaches for a morning of fun at the pool to celebrate their hard work and great swimming! Donuts are provided by the team. This event is not mandatory; it is a FUN time for our swimmers to enjoy free play in the pool under the supervision of our coaches and to celebrate their hard work!

2018 End of Season Spectacular- Tuesday, June 26th

If you think the season is over after the five swim meets, think again! We invite swimmers, families, and friends to join their fellow swimmers and coaches at the Sibley Forest Pool for a night of swimming, commemoration, and celebration! Dinner will be provided, and participation trophies, medals, and other special awards will be presented! This year, the End of Season Spectacular will be held on Tuesday, June 26th from 6:00PM-9:00PM. We hope to see you there!

IMPORTANT!!! NO PRACTICE DATES!

As much as we hate to cancel practices, there are a few specific days this season we will give our swimmers off. Please make sure to mark your calendar for the following off days:

Wednesday, May 23rd
Friday, May 25th
Monday, May 28th (Memorial Day)

NEW! Swim Meets: *This season only, unlike seasons past, our swim meets are **NOT** all scheduled on one specific day of the week. In addition, Sibley Forest is moving UP a meet division this season and will verse all new opponents! We will host three home meets, and we will travel to two away meets. Please refer to the information below the meet schedule as to when you need to arrive to a swim meet. For addresses to away pools, refer to the "Calendar" section of the website (sibleyseahorses.com).*

2018 Meet Schedule:

- | | | | |
|----|-----------------------------|-------------|-----------------------------------|
| 1. | THURSDAY* , 5/31/18 | AWAY | Sibley Forest at Princeton Lakes |
| 2. | Monday, 6/4/18 | HOME | Chestnut Springs at Sibley Forest |
| 3. | Monday, 6/11/18 | HOME | Princeton Mill at Sibley Forest |
| 4. | WEDNESDAY* , 6/13/18 | HOME | Princeton Lakes at Sibley Forest |
| 5. | Monday, 6/25/18 | AWAY | Sibley Forest at River Forest |

**Rescheduled due to Conflict*

Meet Times:

Swim Meets, home and away, begin at 6:00PM. They usually end between 9:30PM and 10:00PM.

Home Meets- Please arrive by 4:45PM; Warm-Ups begin at 5:00PM.

Away Meets- Please arrive by 5:00PM; Warm-Ups begin at 5:30PM.

PARENT VOLUNTEERS- Report to the Volunteer Coordinator upon arrival to check-in and confirm your assignment.

Getting Your Events: *Every swimmer will receive a list of events (the specific number which corresponds to a stroke type and length of the pool to swim), heats (the order in which each swimmer swims within the event), and lanes (the lane number in which he or she will swim for the event) for each swim meet. There are 86 events in a meet, and any given swimmer may swim up to five events in one meet.*

To get your swimmer's events:

1. The heat sheet, or the document that lists who swims which events, will be emailed and posted on our website (sibleyseahorses.com) in a PDF format generally the day before the swim meet, if not earlier. You will find a list of your swimmer's events, heats, and lanes on this sheet in addition to a list of events by event order.
2. **PLEASE WRITE THESE EVENTS, HEATS, LANES, AND THE STROKE FOR EACH EVENT ON YOUR SWIMMER'S ARM WITH A SHARPIE PRIOR TO ARRIVING AT THE SWIM MEET.**
The coaches and volunteers will be available to write the events on your swimmer's arm at the meet as well, but we suggest writing it on ahead of time to minimize the rush and confusion at the meet. Instructions for this process are attached to each heat sheet.
****IMPORTANT: SUNSCREEN APPLIED EITHER BEFORE OR AFTER WILL SMUDGE AND/OR ERASE THE WRITING!**

3. You can also print a copy of the heat sheet and bring it to the meet to follow your swimmer's schedule.
4. Bullpen parents and coaches will be available during the meet to aid in getting all the swimmers to their events and in the pool on time.

Event Change Requests: *While the coaches will decide who will swim which events for the first meet, if you or your swimmer feels that one or more of his/her events are not a good fit, you can request an event change online. When we release information about our second meet, we will send a link to a form where you can request an event change. Event changes ARE NOT GUARANTEED; the coaches will review all the requests and either accept or deny each one. You will be notified if your event change request is denied.*

What to Bring and Wear to a Meet: *Please wear your team suit (that you either purchased on our NEW! Online Team Store or have from a past season) and team apparel (an SFS t-shirt is included in your registration fees)! **Please make sure that your swimmer's name is on everything!***

- Cap and Goggles
- Black Sharpie Marker
- 2 Towels
- Sibley Forest Seahorses T-Shirt
- Money for Concessions
- Bug Spray
- Small games, cards, coloring books, crayons
- Rain gear and umbrella (pop-up showers)
- Sunscreen
- Sweatshirt (nights can be cool)
- Chair (for parents)

NEW! IMPORTANT! Meet Conflicts: *Going on vacation, ill child, or family emergency? Coaches must be notified if your child is not swimming at one of the scheduled swim meets. Please notify the coaches **at least FOUR DAYS in advance (Thursday before Monday meets) if you are missing due to a vacation or a planned event.** To notify the coaches that your swimmer cannot attend a meet, please use the links on our website (sibleysehorses.com) to add your swimmer's name to our Absentee List. Here's how:*

1. Go to our team website (sibleysehorses.com), log in, and click "**Calendar**" on the top navigation bar.
2. From the list of events on the Calendar page, **find the swim meet(s) that your swimmer will be missing.** **Please Note: there are multiple pages of events on the Calendar page.
3. Click the "MEET ENTRY" button () to the right of the swim meet name.
4. Under the "Your family swim meet status" section on the next page, click the "Edit" button ()
5. From the drop-down menu next to the name of EACH swimmer missing the swim meet, select the "Not attending this meet" option.
**Please Note: You DO NOT have to declare that your swimmer IS attending the swim meet. The Coaches ONLY need to know which swimmers will NOT attend.
6. Click the "Save" button () This completes the process!

Please make sure to add your swimmer's name to this list if he or she cannot attend the swim meet; otherwise, we have to make deck changes that can get very confusing for the swimmers as well as the volunteers.

Parent Volunteer Meet Conflicts: *If you are unable to fulfill your volunteer obligation due to vacation or illness, no need to fear!*

1. If none of your swimmers can attend a meet AND you added all of their names to the online Absentee List for that meet, we will assume that you will not be available to volunteer.
2. If some or all of your swimmers CAN attend a meet, but you CANNOT, ***please contact the Volunteer Coordinator via email or text message at least FOUR DAYS IN ADVANCE of the meet that you will miss.***

Ribbons: *We like to award our swimmers for all their hard work and performance the day after each meet! During each Free Swim, we will have ribbons for each swimmer's events in our team ribbon file container. This container will be on one of the poolside tables, and it is organized by last name. For swimmers ages 5-12, we will award ribbons for all of their events. Unfortunately, we do not award ribbons to swimmers ages 13-18. Remember to pick up your swimmer's ribbons at each Free Swim!*

Patti Wilder State Qualifying Meet (Cobb County Meet) & GRPA Class "A" State Meet: *The 2018 Patti Wilder State Qualifying Meet (Cobb County Meet) will be held at **Mountain View Aquatic Center** from **June 30th-July 1st** (same weekend as last season). This is a competitive county championship in which the best swimmers from two different leagues compete for the chance to attend the GRPA Class "A" State Meet. The coaches will open up the opportunity to register your swimmer for this event mid-season... more information about this opportunity to come. Special practices will be held during the week leading up to the PWSQM for participating swimmers. If you do not swim at this event, we encourage you to go and support your fellow swimmers! If your swimmer(s) places high enough at the PWSQM, then he or she has the opportunity to compete at the GRPA Class "A" State Meet July 20th and 21st at the Cumming Aquatic Center.*

You can check out more information about these events on our website (sibleysehorses.com) by clicking "County Meet" on the top menu bar.

Communications:

- **Main Source of Communication- Website:** Our *main source* of communication with *the most* up-to-date information will be the Sibley Forest Seahorses website (sibleysehorses.com). Please check the website frequently for important information, directions to meets, schedule changes, and updates.
- **Email:** While emails will not be our primary source of communication this season, you will receive weekly emails from communications@sibleysehorses.com around time of meets and as practices pick up that share important information with the team. Please check your email periodically for this information! If you do not have email, please inform us immediately. You can also get in contact with any of the coaches or coordinators directly with the email addresses listed in the "Leadership Team" section.
For general questions, feel free to contact us using our communications email address: communications@sibleysehorses.com

NEW! Swim Suits, Apparel, and Equipment: *Starting this season, we are excited to announce the launch of our Online Sibley Forest Seahorses Team Store brought to you by SwimOutlet.com! Our Team Store can be found on our website (sibleyseahorses.com) by clicking “Team Store” on the top menu bar. On the Team Store, we will offer certain types of apparel and equipment at highly competitive prices. Listed below are some of these items and how necessary is it to purchase/use each.*

1. Swimsuits- We have a **NEW SUIT** this season that will be **EXCLUSIVELY** available for purchase on our Team Store. We invite you to visit our Team Store as soon as you register your swimmer online to purchase him or her a Team Suit. Sizing Information and pricing is available on the Team Store, and your new Team Suit will ship directly to your house after purchase. As usual, our new suit will look similar to our swim suits from seasons past, so your swimmers are also welcome to continue using older Sibley Forest Seahorses swim suits in lieu of purchasing new ones.
2. Team Shirts, Swim Caps, and Towels- We provide Team T-Shirts for all swimmers; the cost for the t-shirts is included in the registration fees. Starting this season, we also offer custom Sibley Forest Seahorses Swim Caps and Towels, which are available for purchase now on the Team Store.
3. Caps and Goggles- We strongly recommend caps and goggles for all swimmers (both are available for purchase on the Team Store). Goggles must fit snugly (one-piece construction like the Jr. Hydropex or Hydrospeck are recommended). Any swim cap can be worn during our practices and swim meets; however, **SWIM CAPS WORN DURING MEETS MUST NOT DISPLAY THE LOGO OF A YEAR ROUND TEAM OR SCHOOL. ONLY** the Sibley Forest Seahorses and brand logos can be displayed on swim caps worn during meets!

General Information:

Parent/Guardian Accompaniment and Observation: Per Georgia State Law, **ALL SWIMMERS AGES 12 & UNDER must be accompanied to ALL Sibley Forest Seahorses Functions by at least one Accountable Adult.** This “Accountable Adult” could be a parent, guardian, babysitter, friend’s parent, older sibling (if the sibling is over the age of 13), etc.

During practice, the Accountable Adults are more than welcome to watch their swimmers. **Please do not interrupt the coaches while practice is in session.** Safety is the coaches’ #1 priority while swimmers are on deck or in the water. If you have any concerns or need to discuss an issue with a coach, please either discuss it with our Operations Coordinator, wait until after practice to discuss it with that coach, or contact one of our coaches or coordinators electronically.

Inclement Weather: As a general rule, we will not hold practice if the air temperature is below 70°F or if thunder or lightning is present (we DO hold practices, though, when it ONLY rains). As soon as a decision is made to cancel practice, we will send out an email, post on our website, and post a message on the pool gate to notify team members. With regard to meets, the same applies– if you do not receive a notification, come ready to swim. The league rules are slightly different, but, if a meet is cancelled, we will try to reschedule it to make it up if possible.

Fees/WePay: Swimmer registration costs \$140 for the first child, \$100 for the second child, and \$80 for any additional child. Non-Sibley Forest Residents will pay an additional \$40 per family. After May 14th, there will be an additional \$20.00 late registration fee imposed on any late payments.

Registration fees can be paid EITHER with a credit/debit card using WePay, our new online credit card processor, OR by submitting a Check or Cash in person. When completing our online registration process, you will have the option to pay using a credit card or by submitting a check/cash. Please let us know if you have any questions!

Special Offer! Older Swimmers: For swimmers ages 15 and above, we offer a special deal on registration fees! Any swimmer above the age of 15 who registers for the Sibley Forest Seahorses will only pay a swimmer registration fee of \$25.00. For Non-Sibley Forest Residents who ONLY register swimmers above the age of 15, the Non-Sibley Resident Fee of \$40.00 per family IS WAIVED (however, if you register a swimmer above the age of 15 **AND** a swimmer below the age of 15, this fee IS NOT waived). Swimmers ages 15 and Older, WE NEED YOUR HELP!

Refund Policy: The Sibley Forest Seahorses DO NOT reimburse registration fees under any circumstances EXCEPT for any swimmer or family who withdrawals before the first swim meet on May 31st. If you need a refund, please contact the Team Treasurer.

Pool Membership: For Non-Sibley Forest Residents, membership to the Sibley Forest Seahorses permits you to use the swim facilities only during regular swim team practice hours, team events, or swim meets. Swimming at any other time without a homeowner is not permitted.

NEW! Stroke Tutorials: Our coaches will offer Stroke Tutorials every **Tuesday** at the Sibley Forest Pool starting Tuesday, May 29th. The cost will be \$10.00 per swimmer per tutorial. Each Tuesday, we will offer two (2) Stroke Tutorial sessions for you to choose from: one from 2:00PM-2:30PM and another from 2:30PM-3:00PM. At least two coaches will be present at each Tutorial, and they will divide swimmers into groups based on the stroke techniques that each swimmer would like to improve. These tutorials ARE NOT offered by a specific topic; any swimmer can request to work on any topic during a given Stroke Tutorial.

Parent Information Sessions: Calling All New or Confused Parents! If you have questions about the logistics of our 2018 season, we encourage you to attend your Swimmer's Practice on May 14th and join in on one of our Parent Information Sessions. Our coordinators and most-experienced parents will hold Parent Information Sessions during each age group's practice on the First Day of Practice (May 14th). These are OPTIONAL, poolside information sessions to familiarize newcomers and veterans with everything new to SFS for 2018 and to answer any questions!

Team Sponsorships: Do you know of a local business who would be willing to pay our team \$100-\$200 in return for their logo being displayed on our team t-shirts, banners at home swim meets, etc.? Returning this season, our team will offer a multi-platform Sponsorship Program to fundraise money from investments made by local businesses. If you know of or own a business that would be willing to sponsor our team, we want to hear from you! We highly value any investment made in our organization!! Please contact the Sponsorships Coordinator at **sponsorships@sibleyseahorses.com** for more information.

Paint Recycling Fundraiser: For all area residents who no longer have a need for used paint products (oil-based paint, latex paint, spray paint, caulk, wood preservative, wood stain), the Sibley Forest Seahorses will be sponsoring a pay-per-can Community Collection for these materials on Saturday, May 12th. More information on pricing and when/where to deliver your used paint products is available on our website (sibleyseahorses.com).

NEW! Meet Job Descriptions, Parent Volunteer Information, & Volunteer Substitution:

Parents are the lifeblood and backbone to an all-volunteer run organization like our swim team. Parents, WE NEED YOU! For a home meet, we need 60+ parent volunteers to run the meet. For an away meet, we need 40+ parent volunteers. Volunteer registration will be online this season and attached to the swimmer registration process.

For every family who registers, we need AT LEAST one volunteer!!! If it all possible, PLEASE volunteer yourself for two of the positions listed below (signing up for Bullpen counts as two positions). However, we understand that, for some of you, this could be challenging if not impossible. We are once again providing the option for any family who cannot or does not want to volunteer to opt-out of volunteering by paying an additional \$150.00 fee (\$30 per meet, \$5 increase from 2017). You can choose to opt-out during the registration process, and your volunteer substitution fee will be automatically added to your total registration fees.

Below is a listing and short description of the volunteer jobs needed to be filled by parents. Each is critical for our team to function. If you have any questions, please feel free to contact our Volunteer Coordinator. Your swimmers appreciate your volunteer support... together we are making memories for them!

1. **Timer:** Using a stopwatch provided by the team, time 1 lane of SFS swimmers. Write down the time, and give the time sheet to a runner.
2. **Place Judge:** Sits at the finishing end of the pool. Writes or calls out the order each swimmer places.
3. **Runner:** Takes the timers' time sheets and the place judges' order sheets to the scorer's table after each race.
4. **Score Keeper:** Calculates the score of the meet. Works with the opposing team's scorekeeper.
5. **Ribbon-Data Entry:** Once the score has been calculated, the timer's time sheet and the place judge's order sheet are passed on to ribbon-data entry volunteers. They are responsible for entering times and place finishes into our meet management software and making sure each swimmer who races receives a ribbon.
6. **Announcer:** For home meets only, calls out the order of events to inform swimmers of the next event.
7. **Starter:** For home meets only, calls the swimmers to the starting area and starts the race.
8. **Event Flipper:** For home meets only, changes the event number on our event board to correspond with the current event.
9. **Bullpen (counts as two volunteer positions):** Prepares swimmers for races by checking them in at the bullpen area, organizing them in order of events, and helping the younger swimmers get to the correct starting area.
10. **Concessions:** For home meets only, prepare and sell food and drink items during the swim meet. Assist with set-up and clean up as well depending on the time of your shift.
11. **Spirit Committee:** Help the swimmers make signs for Home Meets, and put up the signs in the neighborhood. Help with the planning and set-up for the End of Season Spectacular on June 26th.