

2018



MORNINGVIEW

SWIM TEAM



TEAM HANDBOOK

<https://morningview.swimtopia.com>

2018 MorningView Swim Team Key Positions

Head Coach - Lindsey Ellwanger, linzsmith143@hotmail.com

Mini Manta Coach – Alayna Lamberth

Assistant Mini Manta Coach – Sarah Grace White

Assistant Head Coaches

Hannah Jones

Joyce Kim

Assistant Coaches

Tanner Mazanetz

Turner McBrayer

Blake Fredlund

Junior Coaches

Lauren Sparks

Sean Kang

Jaimie Kang

Alex Armstrong

Board of Directors

Primary Council –Dely Anthony, delyj@yahoo.com

Secondary Council--Susan Sparks

Team Treasurer – Diane Brinkman

Head Official - Erin White

Andy Cooley

Chris Cottingem

2018 Committee Chairs

Head Bullpen – Carrie Tallent, Maria Trabazo

Head Staging – Sherrie Watson, Linh Tran

Head Starter – Jeff Baselj, baselj@gmail.com; Chris Cottengim, ccottengim@gmail.com

Head Timer – Melissa Shaffer, Melissa_shaffer@att.net

Head Scoring – Gail Anthony, gailly@bellsouth.net; Angie Mazanetz, amazanetz@bellsouth.net

Apparel – Shannon Farnham, Sharon Scarpaci

Concessions – Rachelle Maxfield, Holly Noblit

County Meet – Susan Sparks, sparks0923@gmail.com

Meet Heat Sheets – Lisa Possee

Meet Manager – Bob Albright

Parking Coordinators—Kevin Ergle, Emily Bowman

Registration – Brad Golz

Relay Coordinator – Alayna Lamberth

Ribbons – Shari Gotschall, sharigots@yahoo.com and Aishah Boodram aishah_b@hotmail.com

Social Coordinator– Mary Elizabeth Luzier

Sponsors – Andy Cooley, cooleypizza@gmail.com

Volunteer Coordinator – Lorie Davis, davis.lorie.a@gmail.com; Janet Richter, jmrichter@gmail.com

Communications and Events—Tonya Teav

The MorningView Swim Team is entering its 19th season. Over the past 18 years, the Manta Ray coaches have taught thousands of children how to swim competitively—all while having fun and displaying good sportsmanship. Additionally, we have sent hundreds of swimmers to the Gwinnett County Swim League Championships, many have received college scholarships, and some have gone on to become coaches (several of which are on our coaching staff this season). We strive to teach our swimmers integrity and help them grow into responsible, goal oriented young adults. This would not be possible without the quality and experience of our great coaching staff and the support of awesome parents.

We are proud to offer some of the best coaching in the Gwinnett County Swim League, without a doubt! This year we welcome Lindsey Smith as our Head Coach. Many of you know Lindsey from her years spent as the Mini Manta and 6U coach for the team. We are very thankful for the years of tremendous starts that she gave to our young swimmers. She has also been a part of our swim family as a parent, pre-dating her coaching years. This will be her first year as Head Coach and we are so excited to have her on board! She also brings several years of college swimming knowledge, as well as her own brand of enthusiasm and experience. We can never say enough about how much Coach Lindsey and her family mean to our MorningView swim family.

A welcomed return to our Assistant Head Coaches, Hannah Jones and Joyce Kim who have worked their way into the coaching ranks through years of swimming and coaching for the Manta Rays.

We are pleased to announce that taking Coach Lindsey's spot as the Mini Manta and 6 & Under Coach is Alayna Lamberth. Coach Alayna brings is a home-grown MorningView swimmer and coach from right in our community. We are so happy to have her take over our Mini Manta program. Joining her will be Sarah Grace White as Mini Manta Assistant Coach. Sarah Grace also has many years of MVST swim and coaching experience.

Also returning from last year's staff are Will Baselj, Tanner Mazanetz, and Turner McBrayer as Assistant Coaches; and Junior Coach Lauren Sparks. New coaches include our Junior Coaches Sean Kang, Alex Armstrong, and Jaimie Kang; and introducing our Mini Manta Junior Coaches: Madison Brown, Emma Cooley, and Aiden Smith.

As we enter our 19th year, we cannot adequately express our appreciation to the MorningView Homeowners' Association for allowing us to call their beautiful facility our home. We look forward to continuing this great relationship. Swimming is an excellent sport for increasing self-esteem. The Manta Rays have always emphasized creating a positive experience for swimmers at all levels, in a fun team environment.

We would like to take this opportunity to thank all of the parents in advance for their support. It is the amazing volunteer spirit and sense of family that sets the MorningView swim team apart. It takes many volunteers to run a swim meet successfully. Our thanks to you for helping create a positive swimming environment that consistently takes this team to the top.

We would also like to thank all of our 2018 sponsors. Their contributions will be used to offset the costs of running the team. Their contributions help keep your registration fees as low as possible, while providing a quality program. Please take a moment to thank them and support their businesses whenever possible. You will find a list of sponsors in each HOME meet heat sheet packet, on our website, on a banner at our pool, and on the back of the team shirts.

As always, we are proud to serve as the board members for the Manta Rays. However, we all have a part in making the swim season a success. Please let us know if you have suggestions, or ideas.

GO MANTA RAYS!!!

MVST Board

Communication

The dissemination of information to all members and families on the swim team and the feedback of data are important to us. The following methods are used to “get the word out”:

1. Email is our primary form of communication. It is imperative you check your email regularly for information about upcoming meets, schedule changes, etc. Problems and questions should be directed to the person who can answer it best. Questions regarding practice, stroke instruction, and swim meet entries, etc. should be directed to the coaches. All other concerns should be directed to the main email at mvrays@gmail.com
2. Coaches- you can talk to them after practice or at an appropriate time when they aren't engaged in working with swimmers
3. Team Handbook- contains useful information, for both new and older team members
4. Website- Our webpage is <https://morningview.swimtopia.com>. The site includes general team information, alerts, team records, meet and practice schedules, and other useful information.
5. Please join our Remind Group –this is our main way of communication for inclement weather during meets and for any cancellations for a meet or practice. In order to sign up for alerts, please text the code @mvst-alert to the number 81010. Or you can go to <https://www.remind.com/join/mvst-alert> to sign up.

Swim Program

Our goal is to cultivate an atmosphere which fosters good teamwork, while also allowing for personal growth and achievement. Swimmers, parents, and coaches work cooperatively to support team functions, swim meets, and fundraisers.

Coaches strive to give each swimmer a chance to improve and compete in as many events as possible. In order to qualify, a swimmer must demonstrate the ability to swim a technically correct stroke in one of the six dual meets of the season. Please understand that this may mean your swimmer is placed in an event that may not be their "best." The coaches aim to challenge our swimmer.

Team Apparel

To build team spirit, it is important for each swimmer to have a team suit and cap. A team cap and tee shirt are included in the cost of registration. Additional team apparel will also be available for purchase online and through the season. Please have your swimmer only wear the team suit during swim meets to make sure that they last the entire season. The chlorine in the water shortens suit life spans. They can wear different suits to practice.

Equipment

Each swimmer must have a swim suit and cap as discussed above. Each swimmer should also have goggles, and a water bottle to stay hydrated. Swim fins and kick boards help your swimmer gain endurance. Both are used during practice and provided by the team.

It is important your swimmers wear appropriate swim suits for practice. While swim trunks and cute suits may be fashionable for young swimmers, the drag caused by them increases the difficulty of a practice. We recommend performance swimsuits be worn for all swimmers. However, we discourage practicing in the team suit. In order to keep the team suits in good condition through the whole season, we recommend using them only for meets.

Practice Attendance and Behavior

Arrive at the pool no more than 10 minutes before the start of practice and please be there to pick up your child immediately after practice. It is imperative that the swimmers arrive on time so that the coaching staff can efficiently use the allotted time; however, it is extremely important that children not be left unsupervised at the pool prior to practice. For those 12 and under, parents are to drop off and pick up their swimmers on the pool deck. The coaching staff is not responsible for supervising athletes either prior to or following a practice session.

Announcements, if any, are usually made at the end of each practice. Parents should not interrupt their swimmer during practice. Our coaches are friendly and approachable when they are on deck, but please remember they have a job to do and need to focus on the swimmers.

If you have conflicts and cannot attend practice regularly, please contact one of our Head or assistant coaches.

Plan to attend morning practices the day of a meet. The coaches run an easier practice geared toward meet preparation, making sure that they don't overtire the swimmers.

Year around swimmers should attend 2 practices a week to promote team spirit and camaraderie.

Should a swimmer be unable to perform a particular drill or practice session, the coaches will excuse that swimmer from that drill or rest until ready to continue. If the swimmer feels they cannot continue, the swimmer will be excused from practice and the swimmer's parent or emergency contact will be called to transport the swimmer home or to an appropriate medical facility in case of illness or injury.

Practice Behavior:

- Support your teammates, work together for the benefit of all when necessary.
- Follow the Coach's instructions. Disrespectful attitudes will not be tolerated.
- Bad or abusive language, lying, stealing or vandalism will not be tolerated.
- Swimmers may leave practice only with the coach's permission. Swimmers 12 and under cannot leave the swim deck without a parent.
- Be ready to begin practice on time. Bring your stuff, everyday
- Everyone as directed by the coach must help setting up and taking down equipment.
- Start and finish at the walls
- Never interfere with the progress of another swimmer during practice.
- Swimmers and parents are responsible to find out all necessary information. Check your email/website, etc. (see communications section)
- Use of the starting blocks is prohibited unless supervised by a coach.
- All pool rules must be followed (no running, pushing, etc.)
- Don't enter the pool area unless a coach is present.
- No playing in the kid's pool or mushroom areas during practice

Parent Roles

Each team member and family agree to abide by the rules, policies, and procedures as outlined in this handbook.

To have a successful program, there must be a great amount of understanding amongst parents, swimmers and coaches. It must be clear who your swimmer should listen to on swimming matters and that is their coach. Please avoid negative talk or gossip around the pool. If you have a problem, concern or a complaint, please contact the coach or a Council member directly.

Our swim team expects parents to become active, contribute their time, and assist the team in various swimming and related activities. Parents are expected to provide the physical equipment (suits, caps, etc.); transportation to practices and meets, proper food and rest, and unconditional encouragement and interest in the child's swimming activities. Parents must meet their financial and volunteer obligations to the team.

Finally, the attitude and behavior of the parents in regard to their outlook on the sport has an important effect on your swimmer, especially the younger ones. In swimming, as in life, you cannot succeed all of the time--there will be disappointments. Every member of our team can and will gain from the swimming experience whether or not he or she ever wins or places in a race. The important thing is to keep on striving to do better next time. The secret is to produce great people who swim.

Swim Meets

The MorningView pool is our "Home Pool." Three home meets will be held there.

There are two kinds of meets: Regular meets (aka Dual Meets) and the Gwinnett County Championship Finals. Dual meets start promptly at 6pm. Swimmers should arrive at 4:30 for home meets and at 5:00 for away meets.

The results of each meet will be posted on our website. Age group/event sorted times from fastest to slowest are maintained on a weekly basis. This week by week 'top times' sheet is also available for viewing on our website.

Meet Schedule

Each season’s schedule is usually set by the end of March. We are in the “North – Conference 1” Swim League with seven other teams—the Thunderbolts (BOLT) in Duluth; Chateau Elan (CE), Daniel Park Twisters (TWST), Hamilton Mill Hammerheads (HM) in Mill Creek; the Lansmoore Lasers (LLST), Edinburgh Marlins (EDM), and Wild Timber Team Extreme (WTTE) in North Gwinnett. You can see a map of all of the GCSL teams at <http://www.gwinnettswimleague.com/Teams/index.html>.

We will have a total of six dual meets and the Gwinnett County Championship Meet, which takes place at GA Tech, July 14th & 15th. We ask that you RSVP your swimmers one week before each meet by 10:00 am so that the coaches can seed them into the Meet. This means that for most meets, you will need to RSVP for the swim meet the following week BY the morning of Meet Day.

1. Thursday, May 31 - Lansmoore (Home) - RSVP Due by 05/24
2. Thursday, June 7 - at Rivermoore - RSVP Due by 05/31
3. Thursday, June 14 - at Chateau Elan - RSVP Due by 6/7
4. Thursday, June 21 - Bolts (Home) - RSVP Due by 6/14
5. Thursday, June 28 - Hamilton Mill (Home) - RSVP Due by 6/21
6. Monday, July 2 - at Wild Timber - RSVP Due by 6/19

TIME	ACTIVITY
4:00	For Home Meets: Set up volunteers arrive to clear the pool deck and set up for the meet—report to Meet Manager, Parking Coordinator reserves spots in parking lot, stays to direct traffic, Concessions volunteers arrive to start getting concessions organized, Computer Head arrives to start Scoring Table set up
4:45	Volunteers sign in begins at the Volunteer Check-in table
5:00	All swimmers need to be settled in Bullpen area. Parents are allowed to be in Bullpen with their children, rather than keeping their swimmers on deck. It is important that swimmers remain in the Bullpen so the Bullpen volunteers are able to find them for line ups.
5:10 – 5:30	Home team warms-up
5:30	Timers/Judges check in with Head Timer/Head Official; Shift 1 volunteers check in and pick-up nametag from Volunteer Coordinator
5:30 – 5:50	Visiting team warms-up
5:30 – 5:50	Head Official/Head Timer discuss meet activities and rules with judges and timers
5:50	Mini-Manta Swim Team may race
6:00	First event starts

Meet Entries

The team coaches are responsible for deciding which meets and events swimmers should participate. The Head Coach has total discretion in making all individual and relay entries. Swimmers should attend all meets and participate in all assigned events. If a problem arises, the swimmer or parent should notify the Coaching staff as soon as possible. The coaching staff starts seeding the Friday before a meet, usually immediately after the previous meet ends. The seeding information for a Thursday meet is due to the Gwinnett County Swim League the Tuesday before the meet. Any special accommodations or absences for a meet need to be known to the coaches the week before the meet—the sooner the better

Meet Procedures

Following are some hints and suggestions for those of you who have never attended a Gwinnett County swim meet, and a reminder for those of us who have.

- Bring your own chairs. Club chairs at the pool are used for staging the swimmers.
- We expect anywhere from 300 to 500 people at the pool for swim meets. As you can imagine, parking is always a problem. Early birds get the best parking spaces. Please remember to follow parking instructions and signage at the home pool.
- Reminder, warm-up for home meets start getting organized at 5:00pm and for away meets around 5:20pm. Arrive in plenty of time for your swimmer to get in the pool and ready themselves for the meet.
- It is recommended to bring at least two towels per swimmer—one to dry off with and one to sit on, 2 pairs of goggles, a swim cap, insect repellent, and sunscreen. Believe it or not, by the end of the meet it gets a little cool. This is especially true if your swimmer is wet and during the first half of the season, so bring a sweatshirt or something warm for the swimmer to wear between events and after the meet is over. Mark EVERYTHING they bring to the bullpen with their name.
- When you arrive to the pool, there will be a volunteer check-in table set up near the entry gate. Stop there to check in for your shift if you are scheduled to work that meet. You will be told what time to begin your shift, where to go, and whom you should see for instructions.
- Heat sheets are available for purchase at all meets. The sales location is usually near the main entry or at the concessions area. The heat sheet identifies the events your children will swim. Please mark their arm as shown in the example below. The events will also be posted on the clubhouse window during Thursday morning practice, as well as sent in an email and posted on the website prior to the meet.
- Our team area for home meets (Bullpen) will be on the far right side of the pool near the slide. Parents sit on the right side of the pool, closest to the staging area. The visiting team will sit on the left side of the pool, closest to concessions. At other pools, just look for familiar faces to see which side of the pool you should be on. An email will be sent during the week with important items including directions to away meets, as well as home team/away meet information.
- Hand timers are used for scoring. There are two timers for each lane, one from each team. The official time is recorded and entered by scorekeeping personnel that are then posted as final results.
- Please keep the staging area behind the blocks free of spectators. If you want to cheer on your child, please cheer from the far end of the pool. Respect the timers and Stroke & Turn Officials. If you are asked to relocate so that someone can perform their job, please do so without argument.
- Swim meets can run as late as 11:00pm, although a smooth running meet can finish by 10:00pm. We suggest you bring entertainment (cards, electronic games, iPods, etc.) for your children to prevent boredom between events; snacks and drinks to maintain their energy level. We are not responsible for lost or damaged items.
- All events for 6 & under are held in the first half of the meet, so those swimmers will be free to leave after they have competed in their events and their parents have completed their volunteer job shift. As mentioned before, you are free to leave as soon as your swimmer has competed, but please be aware of the relay scheduling. Be sure to check with the coaches and Relay Coordinator to make sure your child is not seeded to swim in a relay. We also encourage families to stay and cheer for our team and to support the other swimmers as much as possible!

- Our Concession stand serves hot dogs, pizza, Chick-Fil-A sandwiches, chips, ice cream, candy, drinks and lots of other great stuff. You don't have to worry about eating before you come if you want to buy something at the meet. Coolers are welcome if you would like to bring snacks and drinks. NO glass containers, smoking or alcohol allowed.
- All swimmers are to remain in the bullpen! The bullpen workers will make every effort to call them for their event, but if they aren't in the Bullpen and do not hear their name, they may miss their event and their opportunity to swim in the meet. A swimmer missing an event could also cause errors in scoring. We do not have the time or personnel to go looking for swimmers that aren't in the Bullpen.
- In between races, swimmers should rest and stay warm (in the bullpen). Store up your energy for your next event or to cheer on your teammates.
- Drink and eat throughout the meet. Go easy on 'heavy' foods and avoid milk products.

*****If you know you will miss a meet, please give notification as soon as possible to the coaching staff. The coaches begin seeding for a meet the week before. Seeding is due to the County by the Tuesday before the next scheduled meet and it takes a lot of time to seed almost 200 swimmers in 86 events. The sooner they know not to seed a swimmer, the better. RSVPs for the meet are due a week before that meet, these are required whether your swimmer WILL or WILL NOT attend. If you do not RSVP for a meet, it is assumed you WILL NOT be at that meet.**

Meet Events

A swimmer can compete in a maximum of 3 Individual and 2 Relays. We will try to place your swimmer where he/she wants to swim while taking into consideration where the team needs him/her to swim. This is usually based on ability and getting times for county and is completely at the Coaches' discretion. For relays, the Coaches use a computer program that automatically selects the fastest combination of swimmers based on their individual times. However, the final relay team is at their discretion. Some swimmers do better in relays for the team than they do in individual events or have more relay experience and this may be taken into account for final selection. There are 82 events in a meet—the complete list of events in order is located on our website at <https://morningview.swimtopia.com/list-of-swim-meet-events>

Possible events for each swimmer, based on age, are:

AGE GROUP	AVAILABLE EVENTS
6 & Under	25 Freestyle 25 Backstroke
8 & Under	25 Free, 25 Back, 25 Breast, 25 Fly, Free Relay, Medley Relay, Long Free (50)
9 & 10	25 Free, 25 Back, 25 Breast, 25 Fly, Free Relay, Medley Relay, Long Free (50), Individual Medley
11 & 12	50 Free, 50 Back, 50 Breast, 50 Fly, Free Relay, Medley Relay, Long Free (100), Individual Medley
13 & 14	50 Free, 50 Back, 50 Breast, 50 Fly, Free Relay, Medley Relay, Long Free (100), Individual Medley
15 thru 18	50 Free, 50 Back, 50 Breast, 50 Fly, Free Relay, Medley Relay, Long Free (100), Individual Medley

Swimmers' meet event assignments are provided during the morning practice of the meet. The meet entry sheet will also be emailed to everyone and posted online. Bring Sharpie markers with you to the meet to write down the events on the back of your child's hand or arm if you choose to do so. This will help you and your swimmer keep track of the event numbers and heats they will be swimming in as they wait to be called for line ups in the Bullpen.

- Before the meet starts, please write on your child's arm the event (E) number, heat (H) and lane (L) with a sharpie. These numbers will correspond with the heat sheets for the meet. Example:

E	H	L
5	2	4
14	2	2
27	1	4

- Scoring for the meet is done by EVENT, not by HEAT. If your swimmer is in Heat 1 and wins, they may or may not place first in the whole event, depending on the times of the other swimmers in other heats. All heat winners do receive a prize from the hosting team. This may be candy, themed items, or in our case "Manta Money."
- If a meet is interrupted for a thunderstorm, **DO NOT GO HOME!** **FOR EVERYONE'S SAFETY, follow the Inclement Weather Instructions written in your Heat Sheet.** Many times, the meet will resume where it left off after the storm passes. The Team Representatives will meet and review the weather radar. We will do our best to get the meet in without rescheduling. If it does not resume, you will be notified of the MAKE-UP DATE, which is determined prior to the meet by both teams. For home meets, the make-up date will be the next morning or evening unless otherwise notified.
- We encourage all swimmers to stay at the meet until the end. Of course, if you have only a Mini-Manta or 6 & under, we understand. If you have older swimmers, please support the team by staying and cheering. There is a possibility that swimmers will need to swim UP an age group for relays. The coaches may not know this until the night of the meet and if your swimmer is present, they may get a chance to swim. Please do not leave without checking with the coaches and Relay Coordinator to make sure that your swimmer is not on a Relay Team.
- **ABSENCES:** Please make certain you have completed the Vacation/Swim Request Form. **IT IS THE PARENTS' RESPONSIBILITY TO UPDATE THIS FORM DURING THE SEASON WHENEVER VACATION PLANS CHANGE!** NOTE: This is also where you would let the coaches know if your child will miss morning practices but will be attending that week's meet.
- Remember, the coaches work on the meet entries **a week** before each meet. They start seeding Friday, immediately after the previous meet. The seeding information for a Thursday meet is due the Tuesday before the meet. Any special accommodations or absences for a meet need to be known to the coaches the week before the meet—the sooner the better. **If you will miss a meet**, make sure to visit the MVST website and click on the RSVP button next to the meet and add your child to the list.

Meet Behavior

- Remember, when you wear our team colors, you represent the MorningView Manta Rays. Please let your actions reflect well on your team and your community
- As a matter of courtesy and proper procedure, all questions swimmers or parents may have during a meet concerning results, an officiating call, or the conduct of a meet should be referred to a Board Member only. They in turn will pursue the matter through proper channels.
- When at an 'away' meet, leave the team area in a neat and clean condition at the conclusion of the meet. Police your own area.

Recognition

Heat Winner Ribbons

All swimmers who win a heat of an event will receive a small award. At home meets, we give a "Manta Money" coupon to heat winners in recognition of their accomplishment. Swimmers can use this coupon toward anything in the concession stand. They can also be saved for the next meet. Away teams each have their own type of token for heat winners.

Place Ribbons

- All swimmers will receive a ribbon if they place in the top 6 in any individual event at a dual meet event or top 2 in any relay. The Gwinnett County Championship Meet awards will include points, ribbons and medals for the top 30 individual finishers.

Team Scoring at Meets:

Individual Events

1st place = 7 points

2nd place = 5 points

3rd place = 4 points

4th place = 3 points

5th place = 2 points

6th place = 1 point

Relays

1st place = 7 points

2nd place = 5 points

(If the same team places first and second, then no points are awarded for second place)

In addition to ribbons for placing in an event, MVST gives out several other types of ribbons. Ribbons are awarded for first through sixth place (individual) or first and second place (relay). We also give ribbons each time a child beats their own best time (Personal Best ribbons) after the first meet, to motivate and reward the child whether he/she finishes in the first through sixth or fifteenth place. There is also a special Record Breaker ribbon if a swimmer breaks a previous MV record. All ribbons will be placed in the family file by the Monday practice after a Thursday night meet.

Season Awards—these awards are given at the end of season Supermanta party. Date and time for the party this year is tentatively scheduled for Tuesday, July 17 at 6:00pm.

Coaches Award

This award is given by the Coaches to one boy and one girl in each age group who demonstrate willingness to listen and exhibit a cooperative attitude at all times.

High Point Award

This is awarded to the boy and girl swimmer in each age group who score the most points over the dual meet season.

Team Spirit Award

This “Supermanta” award is given to one swimmer who demonstrates the highest levels of sportsmanship and team spirit.

Gwinnett County Championship Meet (July 14th & 15th)

If your swimmer is in the TOP 50 in the league for his/her age group in an event, at the end of the 6th meet, he/she is eligible to swim in the County Championship Meet held at the Georgia Tech Olympic Pool. Each team is also allowed to send 2 boys’ relays and 2 girls’ relays (1 relay each for Free and Medley) for each age group. You will be notified about the County Meet by Meet 5 or soon thereafter, if your swimmer is likely to go. You can monitor your child’s status by visiting the GCSL web site at www.gwinnettswimleague.com.

Through the last two meets of the season, the Team President and County Meet organizer will keep a close tab on the top 100 swimmers for each age group and gender to let parents know if their swimmer might be eligible for County. Even if your swimmer is not in the top 50, they might still be eligible to swim because to top 50 ranked swimmers do not always swim in their events. Like a regular dual swim meet, swimmers are allowed to swim in 3 individual events and 2 relays at the meet and sometimes swimmers qualify in more than 3 individual events. Some of the swimmers ranked 51 or higher will move into the top 50 slots based on the number of swimmers ahead of them in the rankings who decline to swim an event. For this reason, we enter every child listed in the top 100 that wants to swim in the county meet. In the past, we have had a swimmer ranked 99th at the end of the regular season get into the top 50 ranking to swim at County. In recent years we have had more than one event and age group, where the seeding dropped beyond the 85th place to make the top 50.

Once the county compiles all that information from the teams in the league and factors in the scratches, they notify teams on July 8th of the final 50 that made it into the county meet. More details about the County Meet will be given out later in the season, as we get closer to the Championships.

The schedule doesn't vary much from year to year, so last year's schedule was:

2017 SESSION ORDER

Saturday

- Morning Session: 9-10s (7:30am warm-up; 9:20am start)
- Afternoon Session: 13-14 & 15-18s (DOUBLE SESSION) (1:30 pm warm-up; 3:15pm start)

Sunday

- Morning Session: 8 & Unders (7:30am warm-up; 9:15am start)
- Afternoon Session: 11-12s (1:15pm warm-up; 3:00pm start)

Swimming Tips

Below is a listing of reasons why a swimmer may be disqualified (DQ'd) in a meet. These should be viewed as points to improve on, rather than something negative. If your swimmer does get disqualified, one of the coaches, as well as the officials at the meet, will talk with them about what they did.

Swimming is a technical sport. It is typical for swimmers to get disqualified while learning all the fundamentals of correct stroke technique. We encourage your swimmer to try new events and have fun. If your swimmer disqualifies (DQ's), he may or may not be told by the stroke and turn judge at the time of the swim, and a notation made on the timer's sheet. They will not earn a place ribbon for a disqualified race. If you have a question about your swimmers' race, please ask the coaches at a convenient time, preferably after the meet. Please remember to congratulate your swimmer's attempt at ANY event!

FREESTYLE

- Diving entry or "jumping in" – both ok
- Swimmer can touch the bottom of the pool, but may not make any forward movement or "push" from the bottom, from the start of the race until after they touch the wall at the finish
- Swimmers may bump into, or (younger kids) "hang" on the rope, but they may not make forward progress (pull themselves) on the rope
- Legally, swimmers may swim any style of stroke they want.

BACKSTROKE

- Swimmers' feet must be below the surface of the water for the start.
- Swimmers must remain on their back the entire race, until AFTER they touch the wall with their hand or (sometimes) head. The most common mistake that young swimmers make is to turn over just as they are about to touch the wall.
- Swimmer must stay primarily on their back and not lean too far over onto their side.
- If your swimmer is in the 50 Back, they can do a "flip turn," but they cannot glide once on their front and cannot take more than one arm stroke once they've turned over to make their turn. This is an advanced turn. It must be a "continual motion." And they MUST push off on their back, or not more than sideways.

BREASTSTROKE

- Start – Swimmers are allowed no more than 1 breaststroke pull and 1 breaststroke kick underwater before they surface. They can have less, but not more, and the head must surface before the beginning of the next pull or kick.
- Stroke – There is only 1 kick and 1 pull per "cycle." If swimmer does 1.5 or 2 pulls, or 2 kicks per one pull, this will be illegal. Hands must pull underwater but may recover above (this is advanced style).
- Kick – We practice FLEXED FEET a lot at practice. Feet in Breaststroke must stay on the same plane, "toes pointing outward". Kick must remain under the surface of the water. One leg cannot have a pointed foot, and the other flexed, which causes a "whip kick." It only takes one kick to be incorrect during an entire swim for the official to call an illegal kick.
- Finish/Turn – On the finish and the turn, both hands must touch the wall **simultaneously**.

BUTTERFLY

- Start – If swimmer kicks upon entering the water, they must use the dolphin or butterfly kick.
- Stroke – Both arms must recover over the water, at the same time. The “correct” stroke includes 2 kicks per cycle, one when the hands enter the water and one when the hands exit the water. We practice “Kick in – Kick out” to remember this.
- Kick – legs together, like a mermaid (or merman). Feet may separate but must kick at the same time and on the same plane.
- Finish – both hands must touch the wall **simultaneously**, as in breaststroke.

BUTTERFLY, BREASTSTROKE, and FRESSTYLE STARTS

- The starter will use the command “SWIMMERS, TAKE YOUR MARK”. When this is said, swimmers must place at least one foot (5 toes over edge) at the edge of the starting block, or the deck. Then the starter will wait until there is no movement in the swimmers (no one should stand up unless asked to by the starter. They must remain still). Then a beep or gun will go off for the start. Please remind your swimmers that if they hear a second, third gunshot or a series of beeps from the electronic starter, they should stop. This means there was a false start (someone went too early). They will all get out of the pool and start again. Once there has been a single false start the next false start will result in disqualification of that swimmer(s). The race will not be restarted.
- Use of the blocks is **OPTIONAL**. We will be helping swimmers learn the technique of diving off the block during practices. If your swimmer is afraid of the block, we will try to teach them to go off of them safely, but they can dive in from the deck if they prefer.

STROKE & TURN JUDGING

- The Stroke and Turn Judges are parents just like you. They do their best to correctly judge that the kids’ strokes and turns follow the rules for that event. They will occasionally miss a “call.” Give them a break. Frequently, people are concerned when the 6 & under kids are disqualified; however, there are very important reasons that is done:
 1. The kids learn very quickly to correct that mistake.
 2. All times, even those from the first meet, count toward the county meet.
 3. It would be wrong for a swimmer to qualify for county by doing the stroke illegally, especially since it might result in a swimmer that did do the proper stroke losing their spot.

Parent Volunteer Requirements

All Parents must work a minimum of **FOUR** shifts (half meet) during the season. This number depends on final registration numbers and may increase once registration is complete. We do our best to keep the number of volunteer shifts to a minimum. Please don't strain the system by not showing up to shifts that you have reserved. It isn't fair to other families. Parents are able to exempt volunteer shifts if they agree to be Committee Heads for the team.

All Parents that are scheduled to work at a particular meet are to report to the Volunteer Check-in Desk upon arrival at the meet. At home meets Set up, Concessions, and Parking shifts begin at 4:00 pm; volunteer check in begins at 4:45.

Swim meets and our swim team cannot function if ALL of the volunteer positions are not filled for EACH shift (half) at EACH meet. If at any point you have volunteered for a position and later feel that you cannot fulfill your duties, please promptly find a replacement using the parent roster and call the Volunteer Coordinator. **It is your responsibility to find your replacement before calling the Volunteer Coordinator.**

If you do not show up for a shift you are assigned to, we intend to assess a penalty of \$50 and your child/ren will not swim at the next meet if the penalty is not paid. This is not a one time fee. The penalty will be assessed for every volunteer shift missed. PLEASE be courteous to the other parents and fill your shift.

It is important to check in at the Volunteer Check in Table to receive your name tag and get credit for your shift. Committee Heads will also report any absences from their volunteer crews to team council.

First shift workers (EXCEPT concessions, parking, volunteer table, and set up) should report by 5:30 P.M.

Check in to receive your nametag and plan to stay until the end of Event 40. Concessions, parking/signs, and set up volunteers are to arrive at 4:00 P.M. SHARP please! Report to your Committee Head and please check in at the Volunteer table at 4:45 to get credit for your shift.

All timers and S&T Officials (first and second shifts) are to attend the 5:30 Timer-Official Meeting. There is no special meeting for second shift workers.

Second shift workers (EXCEPT concessions and take down) will begin with Event 38; check in **by 6:30** to receive your nametag and report to your Committee Head by Event 34. Take down workers should also check in by 6:30 to let us know they are present and to get credit for their shifts, but the work doesn't start until the end of the meet—Report to the Meet Manager as the meet begins to wind down. Concessions workers report at 7:30 and stay until inventory is complete.

Things to remember:

- We do not expect parents to miss their child's event because of working. However, please be courteous and tell your co-workers when you will be briefly away from your job watching your child swim.
- We need your undivided attention while you are working. Your swimmers need to be in the bullpen area. Brothers and sisters of swimmers cannot work with you and need to be supervised by an adult when you work and during the meet. Please plan accordingly.
- Depending on the need, you may be asked by the MVST Board or Volunteer Coordinator to fill in at a different position than the one you signed up for. We ask for your cooperation and understanding. Thank you in advance.

- A reminder to all adults – the consumption of alcoholic beverages prior to fulfilling your duties or while doing them is prohibited.
- Volunteers are expected to work their complete shift. If you must leave early for an urgent problem, let the people you are working with and the Volunteer Coordinator or Meet Manager know you have to leave so they can ask a back-up volunteer to replace you.

If your child qualifies, parents will be asked to volunteer for Gwinnett County Championship Meet in addition to the required regular season shifts.

Thank you for your cooperation!

Volunteer Duties

HOME MEETS ONLY:

SET UP

This job involves making the entire pool area ready for the meet. This includes, but may not be limited to setting up the starting blocks, lane ropes, and flags (these 3 tasks done by coaches usually, sometimes with parent assistance), removal of the furniture from the pool deck (please do not drag), setting up chairs for the staging area, roping off the end of the pool for the officials and timers, hanging the American Flag for the National Anthem before the meet. This team is also responsible for setting up the scoring table (in the children's wing), the starter's table, tents, and generally prepare the site for the meet. **Begin at 4:00 P.M.** on the day of meet. Report to Meet Manager for instructions.

TAKE DOWN

These volunteers are responsible for placing the pool back in its pre-meet condition after the meet. This would include returning all the furniture to the pool deck (please do not drag), cleaning up team areas of any garbage, emptying all garbage cans, removing blocks, flags and lane ropes (coaches usually do this; may need parent help), and anything else necessary to restore the pool area. As the meet draws to a close, report to Meet Manager for instructions

PARKING

On the day of the meet arrive early to reserve parking spots for coaches/board members/visiting team spots—MVST Council will provide a list. You will be responsible for directing families where to park, making sure there is no parking on grass (sprinklers get damaged), no blocking of fire lanes, and no parking in restricted areas. **Shift starts at 4:00 P.M.** until 6:30 P.M.

CONCESSIONS

First shift helps to set up the concession stand before the meet **beginning at 4:00 P.M.** then later sells food and drink until 7:30 P.M. Second shift starts at 7:15 P.M. and works until clean up and inventory is complete, usually before 10:15 or 10:30 P.M. After checking in at the volunteer desk, report to the Concessions Coordinator.

SCORING TABLE – DATA ENTRY

At the scoring table, most of your duties will be to input times into the computer. You must be fast on the keyboard and double check times to verify them. If you have never done this task before, please report to your shift 20 minutes early for some on the spot training with the Head Computer person. Report to the Head of the Scoring Table by 5:30 P.M. for Shift 1, and report by Event 38 for Shift 2.

RUNNERS

The runners collect the completed time sheets from the timers on the pool deck and take them to the scoring table. They put the timer sheets in order by event and lanes, review time sheets for any missing information, check that times (times should be consistently within .3 seconds of each other) and DQs are correctly recorded before bringing the sheets to the computer room. If something looks wrong, check with lane or judges to fix problem while issue is still fresh.

AWAY MEETS ONLY:

SCORING TABLE - VERIFICATION

At the scoring table, verify times for other team's scoring/computer reports. Compare timer sheets to data entered and let Computer Team know if there are inconsistencies. Report to scoring/computer area at 6:15 for 1st Shift and Event 42 for 2nd Shift. (Note: you will actually start to verify times in Shift 1 once they start coming in from the deck and get entered into the computers, and Shift 2 will last longer than the meet end—until all times have been entered and verified).

ALL MEETS:

JUDGES (Stroke & Turn Officials)

Stroke/turn judges must be trained and certified by the GCSL prior to working at meets. They judge the strokes during the meet. Typically, 3 officials from each team are needed for each half of the meet. Shift 1 and Shift 2 S&T Officials report to the Head Official at 5:30 P.M. for instructions.

TIMERS

Timers are responsible for timing each event. There is one timer per lane from each team. There is also a back up timer and a Head Timer. To be a timer, you do not need to be certified by the county. However, you will need to learn how to time if you have never done so before. ALL timers should be present at the Timer Meeting prior to the meet at 5:30, this includes 2nd shift timers—there is no separate meeting for second shift workers. If it is your first time volunteering to time, please let the Head Timer know. Be prepared to get your feet wet! While the job can be intense, you get the best views of the events, right up front on the deck!

In the position of timer, you are required to FOCUS on each heat because your accurate time keeping is essential to providing the kids with accurate times. IT IS CRITICAL TO ASK EACH SWIMMER FOR HIS/HER FIRST AND LAST NAME AFTER EACH SWIM TO VERIFY THE CHILD IS IN THE CORRECT LANE. You should start your watch when you see the flash from the electronic starter, NOT when you hear the sound. Stop the watch when any part of the swimmer touches the wall-lean over the water to look at the exact moment of the touch, do not wait until they put their hand on top of the pool deck. The difference between the 2 timers should be .30 or LESS. If your times are far apart, discuss which is closer with your lane partner. Cross out the other time and initial it before giving it to the runner to take to the Scoring Table.

BACK-UP VOLUNTEERS

These parents have agreed to be present at meets for a whole shift and fill in where needed when asked by the Volunteer Coordinator, Meet Manager, or Board Member. As a rule, a family cannot sign up for more than one to two back up positions in their shift requirements. Be wary of signing up for this position. While it may seem like an easy shift to fill if everyone shows, if someone doesn't or someone has to leave for an emergency you could be called on at any time during your shift to do any volunteer job that is open.

BULLPEN

This is the area where all the swimmers should gather, and where they will be organized for their upcoming events. This job entails following the Events and heat sheet (bring a pen) and informing swimmers when they need to go to the staging area. Help to monitor behavior of children in Bullpen (report unruly or inappropriate behavior to the Head of Bullpen or Meet Manager). Help to keep the Bullpen area clean and clean up after the meet. After checking in at the Volunteer Table, report to the designated Head of Bullpen for that meet by 5:30 P.M. for Shift 1 and by Event 34 for Shift 2.

RELAY VOLUNTEERS

Work with Relay Coordinator during the meet to ensure smooth relay transitions for 10 and under relays. These relays are only 100 yards, so each swimmer swims one lap. In order to make this happen, the team is split so that there are two swimmers on each end. The swimmers that swim the 1st and 3rd leg of the relay report to the main blocks, while the swimmers that swim the 2nd and 4th legs report to the opposite side of the pool. Volunteers will help line up the relays and get the children to the appropriate side of the pool. (For Medley Relay, Back & Fly to block end; Breast & Free to the other). For the 11 and up relays, each swimmer swims 50 yards and starts and ends at the starting blocks. So, all swimmers go to the regular staging area. Report to bullpen at Events 6, 28 and 69 until relay portion is complete. Regular Bullpen volunteers will resume line ups after the relay teams are sent to Staging.

STAGING

Staging volunteers are responsible for making sure that swimmers line up behind the starting blocks and are in the proper lane according to the heat sheet (bring a pen). Swimmers will be coming from each team's Bullpen area to Staging for line up; they will be arranged by event, heat, and lane. Typically there is a line for each lane that is 4-6 swimmers deep and the stagers tell each heat to move up as a heat leaves the starting blocks, filling the last spots with swimmers from the bullpen areas. It is crucial that a child swims in the proper lane otherwise he/she may be disqualified and/or the scoring tabulations will be completely messed up. At home meets, our Staging team is responsible for staging organization and the away team works with us for a smooth transition from the Bullpen to the starting blocks. At away meets, our staging team works with the home team to organize the transition from our team's bullpen to the staging area and to the starting blocks. Report to the Head of Staging at 5:30 P.M. for Shift 1 and by Event 34 for Shift 2.

Please refer to the website to sign up and view your assignments.

COMMITTEE HEAD POSITIONS:

(These positions are season long and are exempt from regular volunteer shifts) PLEASE CONTACT A BOARD MEMBER IF YOU ARE INTERESTED IN ONE OF THESE POSITIONS FOR NEXT SEASON:

STARTER

The starter runs the meet. Each team is responsible for the starters at their Home Meets. The Starter starts each heat (announces which event and heat is swimming, tells the swimmers to step up to the blocks and get on their marks, and hits the electronic starter), generally operates the heat schedule, and is responsible for announcements. The Starter controls the pace of the meet and can greatly impact the schedule and when the meet finishes. There are two starters, one for each shift at a meet. The Starter must be Stroke and Turn Certified by the Gwinnett County Swim League (GCSL) and have completed their Starter training as well.

HEAD OFFICIAL

Head Official is responsible for organization and scheduling of Stroke and Turn Judges. He or she also mediates any scoring issues and coordinates the swim side of a team's home meets.

HEAD COMPUTER PERSON

Responsible for running Hytek Meet Manager during meets, creating reports, printing results, and printing ribbon labels. Organizes and trains volunteers for data entry during the meet. Makes sure that things are running smoothly at Scoring Table and contacts a Council Member if there is a problem or discrepancy on a timer sheet. Before the meet, the Head Computer person works with the GCSL to put the meet together and create the psych sheets for the Heat Sheets Committee Head and event reports to send to parents.

MEET MANAGER

Responsible for organizing set up and take down at home meets. The Meet Manager coordinates volunteers before the meet to clear the pool deck and set up for the meet, and after the meet for clean up and to return the pool deck to order.

HEAD TIMER

The Head Timer organizes watches and time sheets for each meet. This person is also responsible for giving a timing lesson at the beginning of each home meet at 5:30. For each shift, he or she assigns timers to lanes and a back up timer position. Makes sure that first shift timers are relieved of their post at the start of second shift.

HEAD OF BULLPEN

The Head of Bullpen is responsible for organizing Bullpen volunteers and moving swimmers through the Bullpen to Staging. The Bullpen Head also gets the Bullpen Events display and bullhorns to the meets they work at and make sure the Bullpen is running smoothly. This includes talking to the Head of Staging before the meet to coordinate how swimmers will be getting to the Staging Area, training any new volunteers that have never done the job before at the beginning of shifts, keeping an eye on the Bullpen to make sure that hand off to Staging is going smoothly, and that we aren't too far ahead or falling behind on the line ups. Once the shift volunteers get things going, the Head of Bullpen needs be nearby to keep an eye on things or answer any questions from volunteers. After relays are done lining up, he or she makes sure that the regular event line ups get going again.

HEAD OF STAGING

This person organizes the Staging area at the meets, both Home and Away. This includes coordinating the Staging Volunteers to provide smooth transition from the Bullpen to the Staging area to the starting blocks. For home meets, make sure that swimmers line up behind the starting blocks and are in the proper lane according to the heat sheet. They will be arranged by event, heat, and lane. Make sure volunteers are telling swimmers to move up when it is time. At the beginning of shifts, train the volunteers and make sure things are running smoothly. It is crucial that swimmers are in the proper lane otherwise he/she may be disqualified and/or there may be an error in the scoring tabulations.

At away meets, the other team is in charge of staging; work with their staging volunteers to figure out best path to get our swimmers into the correct lanes. Talk to the Head of Bullpen before meet starts to coordinate how swimmers are moving from Bullpen to Staging and who is walking them over—a Bullpen volunteer, a Staging volunteer, or are they meeting in the middle. If the areas are adjacent, like at our pool, then this may not be required. If it's easier to have the Bullpen send the kids over in a specific order, let them know. (1-6 versus 6-1 on the heat sheet. Depending on which side of the pool we are on, the line up can be reverse from the heat sheet, so it's easier if the Bullpen sends the kids over in reverse order.) If the bullpen is running behind, send a volunteer over to see if there is a problem and try to get things moving. If the area is getting backed up, let the Bullpen know to slow it down.

APPAREL

The Apparel Team is responsible for working with the MVST Board to find the best price and design for team/coach tees and potential spirit wear, ordering team swim caps, and coordinating team swim suit orders. They work with the person organizing Team Sponsors, as the sponsor logos go on the back of the shirt, so sponsor information has a deadline associated with team shirt orders to be back in time for the first meet. They use the info collected from registration for shirt sizing to ordering team/coach shirts and this year will be working with All American Swim for our team swim suits. Once everything is ordered, they sort and deliver caps, suits, and tees to swimmers. They also order new Board and Officials shirts as required - these are dry fit polos (white for officials, blue for board members) with the MorningView logo embroidered on them. The Apparel Team will post times they are delivering team apparel at the pool and sell spirit wear at practices and meets.

CONCESSIONS

The Concessions Committee is responsible for purchase, sales, and inventory of food, drink, and snacks for home meets. They organize volunteer staff to run concessions (hot food area and candy sales) and organize food pick up/delivery for meet day (Chik Fil-A and Cooley's).

SIGNS / PARKING

These individuals are responsible for making sure that signs providing directions for the visiting team are placed around the neighborhood. Signs are placed in the parking lot to notify the other team of where to park, pool closing sign placed prior to meet, and in the neighborhood to tell visitors which side of the street to park on. These signs should be placed the night before or early morning of meet. Contact **A BOARD MEMBER** to pick up the signs before the first home meet. Organize parking volunteers to cover shifts at the pool on the day of the meet, so that someone arrives early to reserve parking spots for coaches/board members, make sure there is no parking on grass (sprinklers get damaged), blocking of fire lanes, or parking in restricted areas. Volunteer shift starts at 4:00 P.M. and continues until 6:30 P.M.

RIBBONS

At the computer scoring table, the swimmers' times are printed on labels that can be attached to the back of ribbons. The ribbon committee gets the labels from the home team Computer Head and places the labels on the ribbons. These labels are then sorted into the family folders by Monday morning practice. Ribbons include: Place ribbons (1st–6th place finishers in individual events, 1st & 2nd place for relays), Personal Best ribbons, and Record Breaker ribbons.

HEAT SHEETS

The Heat Sheets Coordinator is responsible for organizing Heat Sheets for home meets. Heat sheets include sponsor information, meet psych sheets, inclement weather instructions, and other items. The coordinator gets the psych sheets from the Head Computer person, then orders and picks up heat sheets for the meet and makes sure that they are provided to Bullpen and Staging Committee Heads, Coaches, Starters, and a Board Member, and sells them in our Concessions Area from 4:00 - 6:30 P.M.

EVENTS AND COMMUNICATIONS

The Events and Communications chair is responsible for emailing the team about special events, posting information to the website and the Facebook page. This person is also responsible for choosing and setting up theme nights and decorations and helps organize and set up fundraisers and our community service event.

SOCIAL COORDINATOR

The Social Coordinator organizes the Supermanta End of Year party for the team: food, refreshments, and volunteers. She or he also organizes the coach, senior, and team gifts and orders team awards.