



Princeton Lakes Piranhas Swim Team

TEAM MANUAL 2019 Swim Season

Welcome to the Princeton Lakes Piranhas. We have been swimming in the Cobb Summer Swim League (CSSL) for many years. This team offers the opportunity for young residents and neighbors to improve their swimming skills and compete in meets. It also provides the opportunity for parents of swimmers to volunteer for the team, get to know your neighbors, and cheer on the Piranhas! Summer swim league is meant to be a fun, relaxed atmosphere to enjoy the sport. Please keep this in mind as the season begins and throughout the summer.

The purpose of the Team Manual is to fill you in on what to expect throughout the swim season and inform you of the expectations and rules of the team. A swim meet can be a bit overwhelming to those who have not experienced one. If you have any questions about the information in this manual, please contact the Team Coordinator(s): Gretchen Patrick at princetonlakesswim@gmail.com.

******* Parents- PLEASE READ THIS MANUAL, by printing and signing the back page you acknowledge your understanding and agreement to comply with all the policies explained. Each family must have a signed agreement to swim in the PLP summer league for 2018. Thank you for your cooperation and understanding.**

WEBSITE

<https://princetonlakesswim.swimtopia.com>

The team website is your source for all team news, practice and meet schedules. You will use the site to select volunteer shifts for each meet and RSVP your child(ren) as swimming or not for each meet. Your email address is your login. A password will be provided each season.

TEAM RULES AND EXPECTATIONS FOR SWIMMERS

AT PRACTICE

As a member of the Princeton Lakes Piranhas your conduct during practice is very important. The following are team rules, best practices, and team expectations regarding practice:

- Safety, Safety, Safety, Safety first and always
- Prepare your swim and gear bag the night before (swim suit, goggles, water, cliff bars, Gatorade, etc.)
- Be at practice at least 10 minutes before the scheduled time
- You are expected to assist and encourage your teammates at practice and during meets
- You are expected to show respect to your teammates: no teasing or horse playing
- Listen to the coaches during practice and follow their direction
- While at practice do not perform an unfamiliar skill without direction and supervision of the head coach or assistant coach
- Inform a coach when leaving the deck (bathroom break) and alert the coach when leaving practice if leaving early (Say Goodbye)
- Listen to lifeguards, facility personnel and follow facility rules
- Bullying, hazing, abusive language, lying, stealing, vandalism are grounds for immediate dismissal from the team

AT MEETS

As a member of the Princeton Lakes Piranhas your conduct during swim meets is very important. The following are team rules, best practices, and team expectations regarding practice:

- Safety, Safety, Safety, Safety first and always
- Prepare your swim and gear bag the night before (swim suit, goggles, water, cliff bars, Gatorade, extra towels, a sitting mat, etc.)

- Eat a high carb meal the evening before and a good breakfast and snack if you are competing in the PM session
- Spend at least 15 minutes the evening before the meet visualizing your race strategies and performance to prepare mentally to have a good outcome
- Arrive at the scheduled time noted for your session assignment and check in with an assistant coach or your assigned lane captain
- Make sure that you are wearing PLP spirit gear to signal you represent PLP
- During warm ups follow the coach's instructions
- Always enter the water for warm up feet first in an area cleared of other swimmers
- Follow the meet referee's instructions as well as other meet officials
- After each race report to the coach for any advice from him or her
- Inform a coach when leaving the deck (bathroom break) and alert the coach when leaving the swim meet if leaving early (Say Goodbye)
- Listen to lifeguards, facility personnel and follow facility rules
- If allowed, when eating snacks on deck clean up after yourself and the surrounding area
- Bullying, hazing, abusive language, lying, stealing, vandalism are grounds for immediate dismissal from the team

ABOUT PRACTICES

- The Practice Schedule is posted on the team website.
- Practice must start and end on time to accommodate all age groups. Please make sure your swimmer(s) are ready (cap and goggles on!) to get in the pool when their practice begins. **Goggles and caps are highly encouraged for all swimmers, Girls and Boys!
- An email notification will be sent out to the team if practice is cancelled due to inclement weather or problems with the pool.
- Swimmers are strongly encouraged to attend as many practices as possible. Their swimming skills will increase tremendously by practicing every day. In addition, the coaches may be timing swimmers during practice to help determine the line up for meets.
- If your swimmer is on a year round competitive team and needs an adjusted practice schedule, please contact the Head Coach to determine a fair and balanced commitment to the summer league.
- It is possible for swimmers to practice an age group up or down if necessary. Please coordinate that with the coaches so that they can plan accordingly.
- Swimmers that are **NOT** members of the Princeton Lakes Swim & Tennis club cannot stay after their practice.

ABOUT COACHES

- The Head Coach and Assistant Coaches have been chosen by the Team Coordinator(s).
- The Head Coach is a professional swim coach and gets paid by the team.
- The Assistant Coaches are often high school or college students, and many of them may be current or former Piranhas.
- The Head Coach is in charge of running practices and completing the line up for meets. He has the final say.
- If you have any questions or comments about the coaches, please contact the Team Coordinator(s).

ABOUT SWIM MEETS

DECLARING YOUR SWIMMER(S) FOR THE MEETS

All families **MUST RSVP** their swimmers via the team website for every meet. (See link below.) This lets let the coaches know which swimmers will be available to put in the lineup. If you **do not RSVP** for a meet, the coaches will assume you will not be there and your swimmer will not be in the lineup. Log on to the website, choose the meet on the left side of the page, and then declare each child YES or NO. It's as easy as that!

WHEN ARE THE MEETS?

There are 5 meets during the season. Our meets will be on Monday night except for our first meet which is on Thursday, May 31st.

HOW LONG DO MEETS LAST?

- Meets begin promptly at 6:00pm.
- There are 86 events in a meet. The meet is over when all events are completed. The length of the meet depends on the number of swimmers participating, as well as the volunteers. That being said, meets are typically finished around 9:30pm if there are no weather delays.
- Six and under swimmers are finished after Event 46. They do not need to stay for the remainder of the meet.
- The sign showing the current Event and Heat is located by the announcer/starter table. Keep your eye on that sign so that you won't miss your child's event!

WHAT YOU NEED TO KNOW FOR MEET DAYS....

THE POOL DECK

- No tables or chairs will be set up for spectators. Bring a folding chair.
- All pool furniture will be removed and the pool roped off for the safety of the swimmers and referee.
- THE BULL PEN
- *Swimmers ages 5 thru 8* are supposed to stay in the bull pen during meets, so that volunteers can locate them and line them up for their events. If your 5-8 year old child is not in the bullpen **you are responsible** for getting them to the blocks on time for their races.
- For home meets, the PL Bull Pen is along the back fence.

WHAT TO BRING - PARENTS

- Folding Chair(s)
- Cash for concessions
- Team Spirit!!!
- **Your own Sharpie marker** to write events on your swimmer's arm, and their name on their back

WHAT TO BRING - SWIMMERS

- Cap and goggles
- towels
- T-shirt or cover-up to wear in between events
- Reminder – no team suits or caps from other teams are allowed (high school, year round, etc.).

PARKING

Observe the NO PARKING signs that will be placed in the parking lot and neighborhood streets on meet day. The spaces directly in front of the pool by the playground are reserved for officials, coordinators and coaches. Please be prepared to walk a good distance from where you park to the pool and plan accordingly.

FOOD AND DRINKS

We have a **GREAT** concession stand at Princeton Lakes. We offer a variety of food, snacks and drinks for everyone at the meet. You are allowed to bring your own food and drinks if you prefer. **Alcoholic beverages are prohibited** at Cobb County meets. **No glass** containers are allowed on the pool deck. You will not have access to the clubhouse or kitchen.

WHEN YOU ARRIVE

- For home meets, swimmers need to arrive at 4:45pm.
- Parents, see a Volunteer Coordinator to sign in for your volunteer shift.
- Swimmers pick up your EVENT SHEETS from a coach

- PARENTS will write the events on the swimmer's arm, and then keep the event list for their swimmer(s). (See Example below.)
- If applicable get your 8 and under child settled in the bull pen with their belongings.
- Get your swimmers' cap and goggles on and listen for your coaches to call for warm ups.

HOW TO MARK EVENTS ON ARM

Here's an example of your child's event sheet:

Individual Meet Entries Report

Indian Hills 25-Jun-13 [Ageup: 5/31/2013] Yards

WOMEN			
Ella Bailey (8)			PL-13-GA
# 1	Women 7-8 50 Free	1/3	42.59Y
# 13	Women 7-8 100 Medley Relay A	1/3	Fly
# 47	Women 7-8 100 IM	1/3	1:44.56Y
# 67	Women 7-8 25 Fly	1/3	17.31Y
# 77	Women 7-8 100 Free Relay A	1/3	1

E	H	L	
1	1	3	50 Free
13	1	3	M.Relay Fly
47	1	3	IM
67	1	3	25 Fly
77	1	3	F.Relay 1st

VOLUNTEERING

Summer League Swim Meets are run 100% by parent volunteers. We need to fill between 52-56 volunteer shifts at each meet. Shifts are either first half or second half. Parents of 5-6 year olds are done swimming at the end of the first half so they should volunteer for first half only. We ask that if you have older swimmers that will be swimming in both halves of the meet, please volunteer for the second shift. This allows parents of the younger swimmers to volunteer during the first half, and then leave when they are done swimming.

The team policy is that each family must volunteer for AT LEAST FIVE SHIFTS PER SEASON or for EVERY MEET IN WHICH THEY HAVE A CHILD SWIMMING, WHICHEVER IS LESS.

We, like many other teams, are having to institute a REFUNDABLE DEPOSIT from each family to guarantee that they fulfill all of their volunteer shifts. A \$100 check will be required from each family and held in a lock box until the end of the season. If you meet all your obligations it will be shredded, if you do not it will be cashed. Please note that we will address illness or injuries on a case by case basis if these affect your ability to fulfill your volunteer spots. If you need to leave your shift early, it is your responsibility to find someone to finish your shift. **Arriving after the meet as begun or leaving a meet early without finding someone to cover your shift will result in the LOSS OF YOUR DEPOSIT.**

Volunteer sign ups will be done via the team website. You will receive specific details about this before the formal season begins. This provides the Volunteer Coordinator(s) with the ability to track who is volunteering (and who is not) as the season progresses. More importantly, it tells the VC which positions are still unfilled prior to each meet. Keep in mind...some volunteer positions get the best seats in the house for watching the events!!

Please Note: If you have a Bullpen aged swimmer (ages 5-8) you are required to serve at least 2 shifts in the Bullpen. Age 5-6 Bullpen Managers are a first half only position. 7-8 is a first or second half position.

VOLUNTEER POSITIONS:

TIMER

- You will be timing swimmers in a specific lane.
- You will be timing at either the 50 end (by the blocks) or the 25 end (the shallow end).
- You will be given a clipboard with event sheets for your lane at your end, a stopwatch and a pencil.
- You will use the stopwatch to time the swimmers in your lane.
- Record the time on the event sheets.
- Hand the completed event sheets to the runner that will come by to pick them up.

HOLDING BLOCK MANAGER

- You will be lining up swimmers in a specific lane.
- You will be given a clipboard with heat sheets listing all events for the meet and the swimmers in each event. The swimmers in your lane will be highlighted.
- All of the events start at the blocks, regardless of distance (25, 50, 100, 200) so you will always be at the end of the pool with the blocks.
- You should have swimmers lined up for about 4 or 5 races, to ensure that no one misses an event.

- A Bullpen Manager will drop off the 5-6 and 7-8 year old swimmers to you. (Older swimmers get themselves to the blocks.)
- With these little swimmers, you will remind them what stroke they are swimming, and tell them when to step up on the blocks.
- Please note: You are not allowed to touch the swimmers when they are on the blocks. They can be DQ'ed (disqualified) if a touch is misconstrued as a push off the blocks.

BULL PEN MANAGER

- You will be stationed at the Princeton Lakes bull pen area along the back fence. Away pools have an area set aside for us to use as our bullpen.
- You will be given a clipboard with heat sheets. You will highlight the swimmers events in your age group.
- You will be escorting your swimmers from the bull pen to a specific lane 4 events prior to their event.
- It's also your job to make sure the bull pen stays orderly and clean if possible.
- Please do not allow the children to decorate themselves or each other with Sharpie markers!

FINISH JUDGE

- Each lane judge will be paired with a lane judge from the other team.
- You will be given a clipboard with blank lane judge sheets, a heat sheet and a pencil.
- They will be situated in chairs at either the 25end or the 50end of the pool.
- It is your job to record the event number on the sheet, and then the order in which the swimmers finish the race. One judge will call out the lane order, and the other judge will record it.
- Hand the completed sheets to the runner that will come by to pick them up.

RUNNER

- It is your job to pick up completed time sheets and lane judge sheets, and hand them to the score keepers. This must be done for each event.
- You will be on your feet, walking around the pool for your entire shift. So, wear appropriate shoes.

CONCESSIONS

This one is simple – help out in the concession stand. Make change, assist customers and wear a SMILE ;) First half volunteers arrive at 5:00 to set up. Second half volunteers stay until the meet is over to break down.

MEET SET UP

This involves moving all of the furniture on the pool deck as required for the meet. Set up starts around 4 pm.

The more help we get, the quicker it will go.

MEET CLEAN UP

Clean up begins as soon as the meet is over. It includes cleaning up the pool deck of all garbage and items left by swimmers, and moving furniture back into place. The more help we get, the quicker it will go.

OTHER IMPORTANT INFORMATION**PICTURE DAY**

A professional photographer will be on deck to take individual photos of swimmers (optional), and also a team photo. Even if you don't plan to purchase pictures, please have your child(ren) there to be in the team photo. Additional details will be provided as the date approaches.

RIBBONS

Ribbons are awarded to each swimmer for each event in which they participate. They will be available for pick up at the fun swim the morning after the meet. They will be in the ribbon box sorted by your family's last name. If you believe there may be an error in the ribbon awarded, please let the Team Coordinator know.

Thank you for joining the Princeton Lakes Piranhas- it's going to be a GREAT season!

GO PIRANHAS!!

Princeton Lakes Piranhas Swim Team

2019 Summer Season

Parents Names:

Swimmers Names:

We understand and agree to all of the terms described in the Princeton Lakes Piranhas Team Manual and agree to comply.

Parent Signature and Date: