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Handbook

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Mission Statement

The Marlins Swim Team exists to provide a safe and fun environment that promotes individual and team improvement, good sportsmanship, spirited competition and positive attitudes in an atmosphere that fosters personal growth and development.

Core Values

1. Safety

- * All children are expected to listen and respond accordingly to their coaches at all times to safety instructions.
- * All children will behave in a safe fashion.

2. Sportsmanship

- * Learning to be a gracious winner or loser, to cheer for teammates and for the opposing team is a critically important component of swim team participation.
- * Swim team members are expected to wait in the water until everyone in one's heat has finished and shake hands with their opponents and to treat all teammates and opponents with respect at all times.

3. Teamwork

- * Team members will be expected to work hard at every practice and follow coaching instructions.

4. Mentoring

- * Older swimmers should expect to support and encourage younger swimmers and set a good example of positive behavior and ethics.
- * When possible, swimmers will participate in end-of-practice relays to encourage team spirit.

5. Competitive Spirit

- * All swimmers are encouraged to improve their swimming skills and times.
- * All swimmers are encouraged to compete at their respective highest levels possible, both on an individual and team basis.

MST Rules, Requirements and Expectations:

- * Swimmers must be 5 - 18 years of age on June 1 to participate in the meets.
- * Membership Fee and Medical Release Form must be received before swimmer(s) will be allowed in the pool.
- * Swimmers should be able to swim 25 yards (length of the pool) unassisted prior to joining the swim team.
- * One T-shirt and one swim cap will be provided to each swimmer. Extras may be purchased from the MST store.

Expectations of Parents:

- * Support your child and encourage his/her efforts.
- * Participate in fundraising activities if needed. (Recruitment of sponsors - heat sheet ads)
- * Supervise your child's/children's behavior - they must stay in the pool area!
- * Respect officials, coaches and their decisions.
- * Adherence to the regulations and guidelines of the Southern Piedmont Swim Conference.
- * No siblings allowed in the pool during practice or meets. No exceptions!
- * All swimmers under 12 **must be chaperoned** at both practices and meets.
- * Be on time for practices and meets. This includes pick up times.
- * E-mail or phone the coach as soon as possible if your swimmer will not be able to attend a meet. (Preferably 1 week in advance)
- * Respect the swimmers and families from other teams. **BE A FAN NOT A FANATIC.**
- * **It is MANDATORY that parents participate in volunteer positions.**

Expectations of Swimmers:

- * Be on time for practices and meets and be ready to work.
- * Respect decisions made by officials and coaches.
- * Respect swimmers and families from other teams. **BE A GOOD SPORT.**
- * Remain inside the fenced pool area at all times.
- * If you write on your body; you must sit on a towel - if you stain a chair, you must make it right. We are just renting the pool from Rolling Hills.
- * Swimmers are **NOT** allowed in the water prior to practice or meets.
- * Always check with the coach before leaving a meet early; you may be needed for a relay.

Swimmer Behavior Policy

Disrespectful and profane language, dangerous and destructive behavior will not be tolerated. Coaches have the authority to remove any swimmer who engages in these behaviors. Repeated incidences may result in the expulsion from the swim team. This policy also applies to swimmers who repeatedly do not obey the coaches' instructions to perform drills or who consistently disrupts others during practice. Coaches also have the authority to define other behaviors during practice sessions or meets. The following is a schedule of offenses and consequences:

Behavior that is inappropriate shall include, but is not limited to:

- * Vandalism of any kind
- * Horseplay, fighting, pushing someone into the water
- * Entering the water before or after practice times
- * Smoking, consumption of alcoholic beverages, chewing tobacco, or taking drugs
- * Disrupting practice
- * Unsportsmanlike conduct at practice or during swim meets
- * Inappropriate conduct at practice or during meets
- * Any behavior that may cause harm to someone else
- * Destructive behavior - throwing equipment

Consequences:

- * **First Offense** - A warning will be given to the individual and may be asked to leave practice. The parents will be notified and the board informed.
- * **Second Offense** - The swimmer will be dismissed from practice and the parents will be notified. A meeting will be held with the coach, parents and board members to discuss the offense. Parents of the offender will be asked for assistance in correcting the behavior. Swimmer will not be able to return to practice until after the meeting has taken place.
- * **Third Offense** - Suspension or expulsion from the team at the coaches discretion and the parents will be notified.

This behavior policy is not meant as a statement of punishment but as a way to help ensure that the swimming experience is enjoyable for everyone involved. Fun is the motivation behind all of our efforts and we wish everyone an enjoyable season.

Harassment Policy:

General

A central philosophy of the Marlins Swim Team is respect for swimmers and coaches. It is our goal to provide an environment that is free of hostility, intimidation and harassment of any kind and to encourage swimmers to develop respect for themselves and for others. In keeping with these goals, the Marlins have developed a policy against harassment of any kind.

Policy

MST prohibits, and will not tolerate, harassment of any kind of any swimmer, coach or employee (lifeguard) by any swimmer, coach or employee, or other person. This policy prohibits harassment in any form, including sexual harassment. Sexual harassment includes, but is not limited to unwelcome advances, requests for sexual favors, or other verbal or physical conduct or written communication of an intimidating, hostile or offensive nature.

Any swimmer who is determined to have engaged in harassing conduct is subject to discipline, up to and including revocation of his or her membership with the Marlins. Any employee or coach who is determined to have engaged in harassing conduct is subject to discipline, up to and including immediate termination.

Procedure

- * Any swimmer who believes that he or she is being harassed should immediately report the offensive conduct to his or her coach or the board of directors.
- * Any coach or other employee who feels that he or she is being harassed should immediately report the offensive conduct either to his or her immediate superior or a member of the board.
- * Within 24 hours of receiving a report of harassment, and finding grounds the board president should be notified.
- * The board shall promptly investigate any reports of harassment. If the reported harassment involves conduct by a swimmer against another swimmer, the parents or guardians of both shall be informed as quickly as possible, but in no event less than 48 hours, after the coach and/or the board member is informed of the offensive conduct. If possible, and within the coach's discretion, the swimmer shall be separated during practice until the investigation of the alleged conduct is complete.

EMERGENCY PRODECURES

Procedure

- * Assess the situation for making a proper response
- * In the event of a life threatening situation, the lead coach will perform all life saving techniques to the extent of his/her certifications. The second coach will clear the pool and make space available for the rescue. The second person will call 911 followed by the parents. Should the injured party not recover, mouth to mouth and CPR will continue to be administered until arrival of the emergency units. Should the parent not be in attendance the coach or a board member will accompany the injured to the hospital. The other person will call off practice, notify the board president.
- * The second coach will stay with the swimmers until all swimmers have been picked up and then go to the hospital to pickup the first coach upon the arrival of the parents and/or the board president.
- * All present coaches will submit an incident report on any injury requiring medical attention. Reports should include swimmers and parents who were present.

SOUTHERN PIEDMONT SWIM CONFERENCE

Marlins Swim Team (MST)

Rolling Hills Country Club 2722 W. Roosevelt Blvd. Monroe, NC 28110 704-289-4561

From Concord Mills, I-85 South, I-485 South/West, Exit #51 B (Hwy. 74) and keep going until you see Target on the right. Turn left at the next light onto Rolling Hills Dr. Turn right into the first parking lot and follow around till the stop sign - turn left and the pool is on your left.

Cabarrus Country Club (CCC)

3247 Weddington Rd. Concord, NC 28205 704-786-8154

Hwy. 74 West to I-485 North/East, I-85 to Exit #49 (Concord Mills), turn right, at the first traffic light turn left onto Weddington Rd. Go about 5 miles, take the next right after Asheford Green Ave.

Concord Swim Club (CSC)

155 Eastcliff Dr. SE Concord, NC 28205 704-782-9413

Hwy. 74 West, I-85 North/East, I-85 North, Exit #41 (Albemarle Rd.) go East, turn left on US 601, right on Union Street, left to stay on Union St. right on Shepherd Dr. SE, left on Eastcliff Dr. and the pool is on the left. * You can also take 601 north to Union St. from Monroe.

Cabarrus YMCA Blue Dolphins (YBD)

5325 Langford Ave. Concord, NC 28027 704-795-9622

Hwy. 74 West, I-485 North/East, I-48 North, Exit #54 (Kannapolis Pkwy.) Turn right and the Cannon Memorial YMCA is the large building on the right. (Behind Backyard Burger.)

Laurel Park Sharks (LPS)

530 Georgetown Dr. Concord, NC 28205

Take Hwy. 74 West, I-485 North/East to I-85 North, Exit #54 (Kannapolis Pkwy.) Turn right and to thru the next stop light which is Poplar Tent Rd. Go .7 miles, turn left on Laurel View into the Laurel Park neighborhood. At the end of the street turn right and the parking lot is one block on the left.

Sheffield Manor Stingrays (SMS)

1480 Revolutionary Dr. Concord, NC 28027 704-796-7490

Take Hwy. 74 West to I-485 North/East, I-85 North to Exit #54 (Kannapolis Pkwy.) turn right onto George Liles Pkwy. NW and go to stop sign. Turn left onto Weddington Road and turn right into Sheffield Manor on Stohehenge Ln. NW and then left on Revolutionary Dr. NW. The pool will be in front of you at the first stop sign. Additional parking is available along the street. Please do not park on the grass.

Sports Center (SPC)

233 Country Club Dr. NE Concord, NC 28205 704-782-3000

Take Hwy. 74 West, I-485 North/East, I-84 North, Exit #58 is 29/601 South and turn right. Turn left onto Country Club Dr. NE. Sports Center will be on the left.

Salisbury Country Club (SAL)

747 Club Dr. Salisbury, NC 28144 704-636-0708

SCORING AND AWARDS

Dual Meet - Scoring and Ribbons for all events will be as follows:
(A, B, & C relays allowed, but only 2 from 1 team can score points)

1 st place:	5 points	first place ribbon
2 nd place:	3 points	second place ribbon
3 rd place:	1 point	third place ribbon
4 th place:	0 points	fourth place ribbon

- * The last heat in each event is the heat that gets the 1st - 4th place ribbons.
- * The winners of each of the previous heats will receive a heat winner ribbon.

ALL 6 AND UNDER PARTICIPANTS WILL RECEIVE A PARTICIPATION RIBBOR FOR EACH EVENT THEY SWIM.

Swimmers may pick up their ribbons at the next practice after a meet. Ribbons will not be given out at the meets.

WHAT TO DO AND EXPECT AT A DUAL MEET

Bring 2 towels, swimsuit and team swim cap, goggles, pool shoes, folding chairs
 Clothes to wear between events, nutritious snacks and bottled water
 Extra goggles, sharpie, money for a heat sheet (Usually \$2)

Arrive 15 minutes before warmups!

- * Sign in at the check in table so that the coach knows you are here.
- * Find a place for your belongings and be ready with your cap and goggles when warmups start.

During the Meet:

- * If you write on your body, please sit on a towel - marker does not come off the chairs.
- * Purchase a heat sheer and check to see what events you are scheduled in.
- * Keep an eye on the ready bench numbers, so you are there when your event number is up.
- * DO NOT LEAVE without checking with the coach first. You may be needed for a relay.
- * If lightening occurs move away from the water. DO NOT LEAVE until the meet has officially been postponed or cancelled by the officials.
- * Get your times from the timers upon exiting the pool. Times may be posted at some meets.
- * **After the Meet: Please help clean up the pool area!!**

VOLUNTEER JOBS AND DESCRIPTIONS

Age Requirements: All timers and scribes must be 16 or older. All other officials must be 18 or older. All officials must attend training before officiating.

Referee: 1 per half - Chief official at the meet provided by the home team. The referee shall review job responsibilities with the stroke and turn judges, the starter, and the timers. The referee will assist the judges with rule interpretation, disputes, and inquiries. Training required.

Starter: 1 per half - Someone from the home team who calls swimmers to the blocks and starts each heat by discharging the electronic device after the head timer signals everyone is ready. The starter also identifies false starts. Training required.

Stroke and Turn Judge: 4 per half - Observes the swimmers and watches for illegal strokes including the dive, turn and finish. Training required. This job can be stressful and takes a person with a good eye for swimming. Needed at both home and away meets.

Across the Board (ATB): 2 per half - Sits at the finish and calls the order of the swimmers as they finish each heat. Needed at both home and away meets.

Scribe: 2 per half - Sits at the finish and records the even number, heat number and finishing order of the swimmers as the ATB calls them out. If ATB is unsure of finish order, circle those lane numbers. Needed at both home and away meets.

Scorer/Clearer: 2 per half - Works near the computer and prepares the swimmers times, records DQ's and consults the ATB's for the fastest heat recorded in each event before submitting the timer sheets for data entry. Training required. In charge at home meets and assists at away meets.

Data Entry/Computer: 2 per half - Enters the times from the score sheets into the computer program, which determines the swimmers standings. Training required. In charge at home meets and assists at away meets.

Clerk of Course: 4 per half - Responsible for calling swimmers to the ready bench, lining them up correctly by event, heat, and lane and getting them to the blocks. Needed at both home and away meets.

Timers: 18 per half - Timers will stand at the finish of each event and start their stopwatch with the flash of the light. The stopwatch is to be stopped when the swimmer touches the wall. All times are reported to the head timer for the lane. This is a very important job and person must concentrate so recorded times are accurate. Work both home and away meets. Needed 3 timers per lane.

Head Timer: 1 per half - The head timer will confirm that all timers are ready and give the ready signal to the starter for the next heat. They should also keep a time as a backup. Works home meets.

Ribbons: 2 per half - Works near the computer to prepare ribbons and then file them in the box by the swimmers last name. In charge at home meets and assists at away meets.

Heat Ribbons: 2 per half - This person stands at the finish line and hands out hear winner ribbons to the winner of each heat except for the final heat in each event. One volunteer gives out participation ribbons to the 6 year and under swimmers. Home meets only.

Runner: 2 per half - This person gathers timer sheets from each land and DQ slips from the stroke and turn judges and takes the slips to the card clearer. Runners may also deliver DQ's to the coaches. The runner will do a large amount of walking. Works home and away meets.

Liaison: 2 per half - A person from each team that swimmers and parents can go to with inquiries or concerns for the referee. Works both home and away meets.

Hospitality: 1 per half - Serves beverages to volunteers at home meets. Provides help as needed. Works at home meets.

Clean up crew: 2 per half - Helps put the pool area back to the original order after the meet. Picks up trash, moves tables and chairs back and cleans bathroom, etc. Works home meets only.

Each team provides volunteers for each meet. It takes a minimum of 50 volunteers for each meet.

Note: At the conference meet, there will also be 4 relay confirmation judges to watch relay exchanges for false starts.

Please remember that the only way to run a meet smoothly is to have enough parents who are willing to volunteer. Please do your part!

(For more detailed description of each job, consult the Southern Swim Conference Guidelines.)

TIPS FOR SWIMMERS

- * When trying on swimsuits make sure the suit fits snug, they may stretch a little when wet.
- * Swimmers and/or parents need to sign in at all practices and meets
- * Bring more than one towel and something warm to put on between events. It can be chilly at night.
- * Remember to label everything you bring to the pool with a permanent marker so it can be returned if left behind.
- * If you write on your body with a marker, put a towel on the chair before sitting down. Marker is hard to get off the vinyl chairs.
- * Suits will last longer if rinsed in cool water after each use. DO NOT use soap or let stay overnight in a bag. This will keep your suit from disintegrating.
- * Rinse your caps. When caps are dry, a little baby powder will help keep them fresh.
- * FYI - Paul Mitchell III makes shampoo for swimmers. Loreal kids also has a swimmers shampoo.
- * Eat high carbohydrates before the meet - allow a couple of hours before the start time. Eat pasta and fruit. No milk or carbonated drinks - go easy on the sweets.
- * Eating bananas will reduce the possibility of having leg cramps.
- * The day of a meet, stay out of the sun as much as possible. Take a nap - the meet may run late.

Swimmers Ear?

Dry ears after swimmer and showers

Purchase an over the counter treatment at the drug store and use it.

One of the most effective remedies is to mix equal amounts of white vinegar and water. Place several drops in your child's ear and gently massage. Repeat twice daily until the symptoms have been gone for two days. Don't use rubbing alcohol if you think your child already has swimmer's ear.