

**Maple Manor Swim & Dive Team**  
**New Athlete and Parent Handbook**  
maplemanorswimclub.org

Welcome to the Maple Manor swim and dive team family! If you are an athlete or parent that is new, here is what you need to know about summer swimming and diving at Maple Manor!

Maple Manor competes in the Colonial Swim League. There are 7 teams in the Colonial Swim League, including Fort. Washington Swim Club, Sunny Willow, Manoru, Hideaway, Maplewood and Upper Moreland.

Our coaching staff emphasizes to all swimmers the importance of proper technique, teamwork, sportsmanship, learning and most importantly - HAVING FUN!

**Important Numbers:**

Head Coach - Stu Kukla 267.210.9405

Swim Team Managers – Christie Kenney 267.342.4141, Veronica Ernesto 610.698.3824

**TeamSnap:** Communication will always be through TeamSnap, you will receive weekly updates and reminders. If anything changes in the schedule with practices, team events or meets we will update the team through this platform.. You will sometimes see updates on our Facebook page, but for the swim team this is our main form of communication. Once the roster is finalized we will send you an invite to join TeamSnap, please make sure all of your information is correct so you're receiving updates throughout the season.

**Practices:** Evening practices start after Memorial Day, and are grouped by age. New swimmers under the age of 10 and past pre-teamers must attend a screening prior to attending practice. Evening practice is held every day, Monday through Friday, rain or shine. Once the school year is over, practices switch to the mornings, and are again grouped by age. Morning practice is held every day, Monday through Friday, even on days we have meets.. The coaches recommend that swimmers attend as many practices as possible in order to obtain the maximum benefit from the season.

**Pre-Team Practice:** Pre-Team practice will begin after the swim team screening is complete and they will begin practicing once morning practices begin. Pre-Team practices are Monday, Wednesday, Thursday, 11:15-12:00.

**Refund Policy:** The refund policy is as follows:

If a swimmer withdraws before the season or within the first two weeks of practice: full refund

If a swimmer withdraws after the first two weeks of practice, but before the first meet: 50%

refund If a swimmer withdraws after the first meet: no refund

**A brief intro to summer swim meets:** Maple Manor meets are typically Tuesday or Thursday nights and Saturday mornings. There are usually six meets plus champs and a mini-meet for 8 and unders (including pre-team). Meets usually last about three hours. The meet schedule is posted on the website (maplemanorswimclub.org).

**If you cannot attend a meet:** As soon as you know that your child cannot attend one of the meets, add their name to the **'sign out'** list for that meet. The 'sign-out' list will be posted on the bulletin board at the pool. This is important for the coaches because lineups are done several days prior to the swim meet. If, on the day of the meet your child cannot attend due to illness or another reason, please contact the head coach (Stu Kukla) or one of the Team Managers immediately.

**Arrive on time for warm-ups** and have your child check-in with a coach. Tues/Thurs meets should begin by 6pm, so warm-ups will start at 5:30pm for away meets and at 5pm for home meets. Saturday morning meets will begin by 9am, so warm-ups for away meets will be at 8:30am, home meets at 8 am. Warm-up time means your child should be ready to swim at that time—so arriving 5-10 min before warm-up start is appreciated very much by our coaches.

Your child should set up “camp” with others in his/her age group near the ready bench area—not by the spectators (except pre-teammers who can hang with older siblings or parents). It is a good idea to show your child where the ready bench area is, and who the volunteers working the bench are, particularly if you know they are the type to wander. Swimmers are also not supposed to be on the volleyball court or playground area during a swim meet.

Always check what events your child is swimming—there will be an alphabetical list, by last name, at all meets that will show the events your child is swimming. Take a picture with your phone so you don’t forget. Write your child’s events on the back of their hand with a sharpie marker, so they don’t forget. An example of what to write is “50 Free 1/4”. This means they are swimming 50 meter freestyle, in the 1<sup>st</sup> heat and in lane 4.

**The ready bench:** This is where swimmers aged 12 and under get lined up before they move to the lanes to swim. Children should be in the general vicinity of the ready bench several events prior to the one they are swimming. The benches are watched by the assistant coaches and ready-bench volunteers. Having your child sit near this area makes it easier for them to not miss their events and easier for the ready-bench volunteers to find everyone. The volunteers and coaches do their best to not have a child miss their event, but it is not their responsibility to search the grounds and bathrooms for swimmers.

Make sure your child knows where to find you at the end of the meet. As a traditional show of sportsmanship, the two teams shake hands and then go home. Sometimes it can be hard to find each other in the dark—make plans to meet either at their “camp” or other designated area.

At the end of the meet, clean up your area and pick up trash. Your swimmer may take an after-meet treat when leaving the club. Individual results are posted typically within 2-3 days either in the bin next to the swim bulletin board and/or on the club website.

Suggestions for what to bring to each meet:

\*\*We recommend that you label all belongings with your name.\*\*

- A towel or two for your swimmer
- Spare goggles and cap
- Something to sit on like a blanket or extra towel or some folding chairs (sometimes clubs have enough seating, but not always). Some clubs have “members only” chairs not for our use; please be sure the kids are respectful of this property.
- Some clothes to wear when not swimming, in case it gets chilly (evening meets end around 9pm when air is cooler).
- Sunscreen
- Snacks and drinks
- Cash for snack bar or 50/50 raffle purchases
- Card games or activities to entertain between events
- A shade tent/umbrella is great to bring to clubs that have little shade or large events like B Champs or A Champs where shade is in great demand.
- Bug spray
- Flashlight for night meets
- Sharpie marker (for swimmers to write their events on the back of their hand)
- Umbrella or ponchos in car---if it rains

**Rain or Thunder/Lightning during a meet/practice:** Practice and swim meets are held RAIN OR SHINE. However, if thunder is heard or lightning is seen, swimming will be delayed for 20 minutes. If thunder/lightning occurs again, the twenty-minute count begins anew. Practice/meet cancellations will be communicated from the coaches via TeamSnap messages.

Meet Etiquette-

\* The diving portion of the meet is typically ongoing at the time swimmers arrive for warm-ups. Please be quiet during this time so as not to disturb the divers.

\* Swimmers should not leave a meet after their events are completed. Rather, they should stay at the meet, cheer for their teammates, and shake hands with the opposing team at the end of the meet.

\* Clean up after yourself during and after the meet.

**The Snake Pit** - This is an area set-up during swim meets where swimmers (and their siblings) can show their team spirit by getting MM "tattoos". The Snake Ladies draw tattoos on the swimmers' arms, legs and backs. They do use sharpie markers, but no worries, it will come off! Sunscreen and chlorine tend to remove the tattoo within a day or two.

**Big and Little Brothers/Sisters** - Before the first meet, a list will be posted with the Big Brothers/Sisters and their Little Brothers/Sisters. This program allows the younger team members to connect with a more experienced team members and learn from them. Sometimes they give each other a treat or goodie bag and wish them well on their events during the meets. While it is fun getting and giving a goodie bag, this should not be the focus of the Big-Little relationship; the Big should be more of a mentor to their Little. We encourage cheering for each other during the meets.

**Pre-Team meet participation-** Pre-teamers will get a chance to show their skills by swimming during the home and away meets. Pre-Teamers will have the opportunity to swim with their age-group in freestyle and/or backstroke events during the meets. If you pre teamer is not able to attend a particular meet, you will need to sign them out of the meet. Pre-team is considered part of our team and they will be allowed to enjoy all of the fun team events during the season, the lollipop meet is a very fun meet we hold during the season focused on the younger ages, this is a great one to attend if you have a pre-team swimmer. Pre-Teamers will also participate in a mini-meet with Fort Washington and B Champs.

**Mini-Meet:** There is one mini-meet during the season. It is held on a weekday morning between Maple Manor and Fort Washington. It is for swimmers 8 years and younger including Pre-Teamers. All swimmers are able to swim all four strokes and IM. Usually only the more experienced swimmers try the IM. It is a great opportunity for them to try it, since it is not a stroke they are able to swim in a regular meet.

**A, B and Diving Champs:** At the end of the season, all team members will have the opportunity to participate in Diving, A and/or B champs (including Pre-Teamers). The top 18 swimmers (plus alternates) from the league in each event are invited to participate in A Champs. All other swimmers can participate in B Champs. Swimmers may compete in a maximum of 4 events over both A and B Champs. Please note that the B Champs meet is typically on a Wednesday evening.

**Meet Scoring:** While coaches emphasize to swimmers to work on their individual personal performance (i.e. beating their 'Personal Best' times), our league is competitive. Points are awarded during swim meets. Only the first heat in each individual event is eligible to score points. The point schedule is as follows: (1st place = 6 points, 2nd = 4 points, 3rd = 3 points, 4th = 2 points, 5th = 1 point). For relays, only the 'A' relay team is eligible to score points (1st place = 7 points).

### Volunteer Responsibilities

**Timer:** Each lane is assigned three timers to time the swimmers with a stopwatch. This is a great way to get in on the action and see the swimmers up close.

**Writer:** Records time on lane timer sheets. The middle time is circled as the average time

**Runner:** Collects the lane timer sheets from each lane and brings these papers to the scoring table where the official times are double checked and verified for discrepancies. A good way to be close to the action and stay active during the meet!

Head Timer: Needed in case a timer misses a start and needs a back-up time.

Finish Judge/Assistant: Together these individuals record the visual finishes of the swimmers by identifying first through sixth places.

Stroke & Turn Judge: One supplied by each team to check on legal strokes and turns during a swim event. This position requires training (by attending a Stroke & Turn Clinic) prior to the start of the season.

50/50 Raffle: Responsible for selling raffle tickets to cover team expenses, particularly paying the official. Tickets are sold at \$1 each or \$5 for an arm length. This position allows you to socialize during the meet. The 50/50 raffle is an important part of our meets, as it is used to offset the cost of the official starter.

Ready Bench: Two individuals (volunteers must have approved background checks performed in advance) and assistant coaches arrange kids for an event by age group, gender, heat, and lane. This is all done to help the meet run smoothly and to minimize kids missing their events. A great way to get to know all the swimmers on the team and make sure your child doesn't miss their events.

Snake Pit: Two volunteers use sharpies to draw snake mascots, MM, tattoos, and other fun body art designs. Children of all ages can receive "artwork", but we try to limit it to two per child.

Snack Stand: First shift arrives a little before warm up, to help set up and sell items to the diving team and participants and early arriving swimmers. Second shift works a little past the end of the swim meet to help clean up the snack area and load unused snacks.

Computer: Very critical part of the meet is entering the official times of the swimmers and scoring the overall meet. Gets to sit in air conditioned upstairs and survey the meet from a great vantage point.

Score Table: Audits each runner card against finish judge results. Resolves any discrepancies as well. This person gets to sit in air conditioned upstairs and observe the meet from a great vantage point.

Announcer: Best seat of the house! Announces names of each swimmer by event, and helps keep the meet moving along. Diving Judges: One of three scoring people responsible for scoring each dive.

Diving Announcer: Announces each diver and the dive they are making, and announces each score given by judges.

Order of events at meet: All events start with the youngest age group. Events alternate between girls and boys, starting with the girls first.

#### **Order of Events Table**

<b>Girls Event #</b>	<b>Event Name</b>	<b>Boys Event #</b>
1	11 & under Diving	2
3	12-14 Diving	4
5	15 & over Diving	6
7	8 & Under 25 Mtr Backstroke	8
9	9-10 25 Mtr Backstroke	10
11	11-12 50 Mtr Backstroke	12

13	13-14 50 Mtr Backstroke	14
15	15 & over 50 Mtr Backstroke	16
17	8 & Under 25 Mtr Breaststroke	18
19	9-10 25 Mtr Breaststroke	20
21	11-12 50 Mtr Breaststroke	22
23	13-14 50 Mtr Breaststroke	24
25	15 & over 50 Mtr Breaststroke	26
27	8 & Under 25 Mtr Butterfly	28
29	9-10 25 Mtr Butterfly	30
31	11-12 50 Mtr Butterfly	32
33	13-14 50 Mtr Butterfly	34
35	39 15 & over 50 Mtr Butterfly 40	36
37	8 & Under 25 Mtr Freestyle	38
39	9-10 25 Mtr Freestyle	40
41	11-12 50 Mtr Freestyle	42
43	13-14 50 Mtr Freestyle	44
45	15 & over 100 Mtr Freestyle	46
47	9-10 100 Mtr IM	48
49	11-12 100 Mtr IM	50
51	13-14 100 Mtr IM	52
53	15 & over 100 Mtr IM	54
	<b>Freestyle Relay events are during the first half of the season. The Medley Relays are during the second half of the season. Both types of relays are at champs meets.</b>	
55	8 & under 100 Mtr Freestyle Relay	56
57	9-10 100 Mtr Freestyle Relay	58
59	11-12 200 Mtr Freestyle Relay	60
61	13-14 200 Mtr Freestyle Relay	62

63	15 & over 200 Mtr Freestyle Relay	64
	<b>Freestyle Relay events are during the first half of the season. The Medley Relays are during the second half of the season. Both types of relays are at champs meets.</b>	
65	8 & under 100 Mtr Medley Relay	66
67	9-10 100 Mtr Medley Relay	68
69	11-12 200 Mtr Medley Relay	70
71	13-14 200 Mtr Medley Relay	72
73	15 & over 200 Mtr Medley Relay	74

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**Supporting the team:** The swim team is financially independent from the swim club. We have to pay our coaches, fund the fun team activities, and pay the officials. Every swim meet will have a volunteer selling 50/50 raffle tickets. The pot is split 50 for the winner and 50 to pay the official; thus it is important to support this cause. Also, every meet will have a snack stand selling baked goods, drinks, and light meals. These profits go to supporting the fun events that the team holds throughout the season and paying our coaches.

**Show your spirit:** The sea of green! Summer swim is about having fun and showing our team spirit. Maple Manor sportswear is sold in the beginning of the swim season, and can be worn by all family members. Some typical items include sweatshirts, t-shirts, and shorts, and most kids wear these items year round to show their team pride. **"The Snake Pit"** will be in operation during all meets; this is the opportunity for the swimmers to have Maple Manor/swim-themed "tattoos" drawn on their bodies and green sprayed in their hair.

**Volunteer:** Every swim meet requires about 35 volunteers to run the meet. Timers, writers, runners, snack stand, stroke & turn judge, snake pit, 50/50 seller, score table, ready bench, etc. These volunteers are mostly supplied by the home swim team. It is very important for every family to volunteer for at least **two** swim meets in addition to a social function. Sign up for volunteers will be emailed/posted prior to all meets through sign-up genius.. Do not be afraid to try a job you have not tried before; an experienced parent will be happy to help you learn the ropes. Donations to our snack bar is very much appreciated, we supply all of the food and drinks for home meets and it's a great way to fundraise for our swim & dive team. We can always use helpers in the snack bar as well and it's a great way to fulfill your volunteer position.

### Team Social Events

Throughout the season there will be plenty of social events to become acquainted with other swimmers and their families. (Please be aware that some details of the events are subject to change from year to year.)

**Pasta Party** - usually held on a weeknight evening at the beginning of the season. It is a potluck style meal. Attendees will receive an email letting them know if they should bring a pasta dish, side dish or dessert. This event is for team members, their parents and siblings.

**Midnight Madness** - usually held on a Friday or Saturday night from 6pm-midnight. Make sure your child brings a swimsuit and warm clothes for afterward. The team provides a dinner, which includes drinks and hot dogs. Attendees are asked to bring a snack or a dessert. During this event, team members and coaches get in the pool and create a giant whirlpool. They also have fun playing games and dancing. After the sun goes down, everyone grabs a glow stick and heads down to the bonfire for tales. Parents may stay and join the festivities. We ask that children ages 8

and under have a responsible guardian stay with them during the duration of the event. Parents not staying are asked to pick up their team members by midnight.

**Lollipop Meet** - This is a mini-meet for all swim team members 10 and under. Team members 11 and older will hold the jobs usually filled by the parents and coaches. Swimmers age 10 and under will swim in traditional meet events. The swimmers earn lollipops after each event.

**Pancake Breakfast** - After each swim and dive practice, team members are treated to pancakes and bacon. This event is just for team members.

**CJ Martin Relay Carnival** - This weekday evening event is sponsored by Upper Dublin Aquatic Club (UDAC) and brings together six summer swim clubs, including Fort Washington, Manorlu, Manufacturers', Maple Manor, Oreland, and Sunny Willow. The event was named for C. J. Martin, who swam for Fort Washington and UDAC for many years and was a member of the UDHS swim team. This event features fun relays for swimmers, coaches, lifeguards, alumni and parents. **Please note that not every swimmer will be put in events for this meet! The coach will post a list of swimmers and their events on the bulletin board. Be sure to check this list so you know if your child is swimming.**

**Ice Cream Social/Tie Dye Day** - The team provides the ice cream, parents are asked to donate some of the toppings. This buffet style ice cream party is a big hit. We also combine this with our tie dye day, the kids bring t-shirts, headbands or items to tie dye in our green spirit colors.

**Pep Rally/Car Decorating/Ritas Water Ice** - Come with your cars decorated in green, streamers, balloons or however you want to celebrate your team spirit! We will provide Rita's water ice and a little pep rally to get the team excited for our big rivalry meet against Hideaway Swim Club.

**Team Day** - Held at the end of the season. This 'Field Day' style event is a big hit with everyone on the team. The team is grouped into two teams (the White team and the Green team) and move through stations competing in fun events. It's extremely important to SIGN-UP at the pool if your child would like to be put on a team and take part in Team Day.

**Banquet** - This event wraps up the regular season. It is a catered evening event. Team members are celebrated and awards are presented. This event is for team members and their families. This is a good time for the team to thank their coaches. You can choose to thank the coaches however you feel best, but even a simple note or 'thank you' is appreciated.