

# SWIM TEAM

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## Overview

All children ages 5-18 are invited to join the Forest Hill Swim Team. Forest Hill Swim Team is a member of the Central Maryland Swim League (CMSL).

In recent years, we have had 250+ swimmers on the team. As such, our practices are intended to be more general instruction, with little time for individual instruction. We will work on stroke mechanics as a group, teaching the competitive strokes through drills. Swim team is not a substitute for swim lessons. **Swimmers must be able to swim ½ the length of the pool before they join the team; and must be able to swim the entire length of the pool, without hanging on the side of the pool or a lane line by Time Trials to continue participation on the swim team.**

Historically, we have held a Pre-season Parent Meeting the Wednesday/Thursday evening prior to Memorial Day Weekend. Look on the FHS&TC website ([www.fhstc.com](http://www.fhstc.com)) for the date for this meeting and for current Registration/ Fee Information. All Practice and Meet Schedules, sign-outs, and volunteering will be done thru the Swim Team website (<https://www.teamunify.com/Home.jsp?team=reczmfhstc>).

**AAU Insurance Requirements** - AAU registration is required for every team, coach and swimmer in CMSL. You must purchase membership and provide your athlete's AAU member number when you register for swim team. **NOTE: It is an insurance requirement that all team participants be registered with AAU before they begin participating with the team, including practices!**

**Refunds** - Refunds will be given prior to the first dual meet of the season.

**Concessions** - We run a concession stand at every meet we host, as do all other teams in CMSL. All families registered for swim team are required to pay a fee for the season to cover the cost of providing concessions at home meets.

**Team Swim Suits/Caps** - We encourage all swimmers to wear a team suit for the meets. Our suits are "two year" suits, which means every other year we select a new suit for the team, with "odd" years being our new suit years. For your convenience, Cy's of Catonsville comes to FHS&TC the night of the Pre-season Parent Meeting with our team swim suits and other swimming gear for sale. Cy's gives us a 30% discount from MSRP on our suits. (You can also stop by the store in Catonsville any time to get your suit – just tell them you swim for Forest Hill.)

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Team swim caps (latex) are provided, one per swimmer. If you have not received your swim cap prior to a meet, you can get your cap at the Meet Entry Table. In addition, we purchase a limited number of silicone team swim caps each year which are available for sale at our Spirit Wear Table. (For Away Meets ONLY – you can purchase silicone caps at the FH Meet Entry Table.)

**Communication** – All communications are via e-mail. Our swim team e-mail address is swimteam@fhstc.com . Please note this address and be sure it does not get clogged in your spam mail! All critical information will also be posted to the Swim Team website.

## **General Swim Meet Schedule and Other Information**

For planning purposes, the CMSL meet schedule ends on the last Saturday in July with the Divisional Championships. The 5 Saturdays prior to that date are our dual meets. And the week prior to our first dual meet is when we hold **Time Trials** at our pool which is just FH swimmers. It is also where swimmers establish a baseline time for every stroke on which “Best Times” are calculated during the season.

Each year, the Meet Schedule will be posted on the Swim Team website. **All meets begin promptly at 9:00 a.m. Warm-ups for meets begin around 7:45 a.m. for home meets and 8:30 for away meets.**

Other meet information:

- The **Don Schaub Invitational Meet** is a Novice Meet, as only swimmers with “slower than” times can participate. It is an excellent meet for our newer and/or slower swimmers. It is a meet for swimmers who do not typically receive 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place ribbons in the dual meets. It gives these swimmers the opportunity to swim strokes they may not usually swim and to gain confidence in their abilities. This is an evening meet, usually held the Wednesday after July 4<sup>th</sup>.
- The **Straehle Individual Championship Meet** is a meet with “faster than” qualifying times. In order to participate in this meet, a swimmer must have swum in 2 dual meets during the season, as well as have swum the qualifying time. This is an all day meet, usually held the Wednesday before Divisional Championships.
- **Divisional Championship Meet** - In order to participate in the Divisional Championship Meet, a swimmer must have swum in 2 dual meets during the current season. CMSL limits the number of entries per team as follows:
  - If the meet is held at a 6 lane pool, we are limited to 3 swimmers per event.
  - If held at an 8 lane pool, 4 swimmers per event are allowed.

In addition, each swimmer can only swim 3 events, including relays. (This is the same rule that applies to dual meets.)

**NOTE:** PLEASE be sure to sign out your swimmer if your swimmer is not going to be available for this meet. **DO NOT ASSUME** your swimmer will not “qualify”. There are no qualifying times. We have gone as deep as 10<sup>th</sup> place in prior years. AND we pay entry fees for every swimmer, every event.

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## Swim Meet Process

**The first, and most critical, step in the meet process is determining what swimmers are available to swim in the upcoming meet.** The Meet Sign-Out is on-line! Please login to the Swim Team website and mark if your swimmer is unable to swim, or has to leave the meet at a certain time, or wants to swim, but will arrive late. **PLEASE** be sure the information is accurate! If we expect your swimmer to be at the meet on Saturday morning, and then your swimmer does not show up, it creates pure havoc for the coaches and team manager. Our deadline is Tuesday of each week for the current week's meet.

We totally understand that life happens. If something comes up after Tuesday for the current week's meet, please just send an e-mail to the team manager at [swimteam@fhstc.com](mailto:swimteam@fhstc.com) AS SOON AS YOU KNOW.

## Pre-Saturday Procedures

1. Tuesday - The meet sign-out is closed out and the line-up for the current week's meet is determined. The coaches determine the events swimmers will swim. They will sometimes ask swimmers if they have a preference.
  - CMSL Division I, II and III swimmers can swim up to 3 events each, including relays. They can either swim 3 individual events or 2 individual and 1 relay. Swimmers in lower divisions are allowed to swim 4 events. (FH is in Division I.)
2. Thursday - Entries are entered into the computer.
3. Friday - Entries are emailed to families.

## Saturday Procedures – For Swimmers

Please be sure to arrive at the designated pool in plenty of time to get your swimmer settled and ready to get into the water at the start of warm-ups.

1. When you arrive at the pool (Home or Away) please be sure you have checked in with the FH "Check-In" person. If you arrive at the pool before the Check-In person is in place, please go back to check-in once you have gotten settled.
2. Around 8:40 am, swimmers will go to the entry table to get their heat and lane assignments for the meet. Many swimmers then write this information on the back of his/her hand to reference during the meet. It can be listed as Event Number/Heat/Lane. (Remember: Your swimmer will know his/her Events on Friday, just not the Heat/Lane assignment.)
3. When a swimmer's Event is called, he/she will report to the clerk of course to line up for his/her event. Swimmers are seated on a bench or in chairs by heat and lane order.
  - Events are swum in "heats" with the slower swimmers swimming first, progressing to the faster swimmers swimming in the final heat of the event.
  - Your swimmer's heat and lane are listed at the entry table but the clerk of course will have a meet program and can put them in the correct spot even if they forget.
  - The clerk of course moves swimmers "forward" and then escorts them to the deck behind the correct lane as designated in the meet program.
4. After all swimmers in the heat finish the designated swim, all swimmers exit the pool at the same time.

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## Ribbons

- Swim Meets
  - Heat Winner ribbons are given out on deck to swimmers, ages 12 and younger, who finish first in their heat. They will often receive a piece of candy with the ribbon! (Note: Heat Winner ribbons are awarded by the Home Team pool.)
  - Place ribbons are awarded to swimmers for 1<sup>st</sup> – 8<sup>th</sup> place finishes for individual events and for 1<sup>st</sup> – 3<sup>rd</sup> place for relays. (All relay swimmers get the same ribbon.)
- Best Time ribbons will be given to all swimmers ages 14 and younger based on improvement over the course of the current season. The base line for the season is either Time Trials or the swimmer's first dual meet.

## Volunteers – *Lots are needed... And all families are required to volunteer a minimum of 3 times per season!*

Swim Meet Volunteers - We cannot run a meet without sufficient volunteers. The following jobs need to be filled every meet. Please also note that we are required to provide workers at the Don Schaub, Strahle and Divisional Championship meets.

- Swimmer Check-In –
  - At the “gate” job which starts at 7:30am for Home meets (7:45am for Away Meets). Check off swimmers as they enter the facility so we know if any swimmers are missing. Report missing swimmers to Team Rep by 8:20am.
- Announcer (*Home Meet Only*)
  - Announces the Events – should be familiar with swim meet process and have a strong voice
- Entry Table
  - Receives the Entry List with Heat and Lane assignments from the table around 8:40. Cut the entries into slips, by families, and sort them for distribution to swimmers before the start of the meet.
  - Hand out latex team swim caps; keep track of caps given out; sell silicone team swim caps at Away Meets (*Silicone caps are sold at the Spirit Wear table during Home Meets.*)
- Runners
  - Take time sheets from timers to the table workers at the end of every event.
- Clerk of Course
  - For Home Meets: Line up swimmers in event/heat/lane order. Move them forward as meet progresses. Escort swimmers to deck when it is time.
  - For Away Meets: Determine where the clerk of course will be located and the hosting team's procedures. Help communicate the same to our swimmers and, mostly, help get our younger swimmers to the clerk of course.
- Concessions (*Home Meet Only*)
  - Shoppers – Assist with shopping for concessions and unloading at the pool, usually Thursday or Friday before the meet.

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- Preparers – Make pasta salad (recipe provided); prepare fruit for fruit salad; prepare veggies for veggie trays; etc.
- Pick up bagels morning of the meet. Need to have bagels to pool no later than 7:45 a.m.
- Pick up doughnuts morning of the meet. Need to have doughnuts to pool no later than 7:45 a.m.
- Set up – Arrive at pool no later than 7:15 a.m. to help set up concession stand.
- Griller – Grill hot dogs, hamburgers – starting around 10:00 a.m.
- Other – Need volunteers to man the concession stand during the meet. It is ideal to have enough volunteers so you only have to work half of the meet. It is o.k. to leave the stand to go watch your swimmer swim!
- Heat Winner Awards (*Home Meet Only*)
  - On deck job – give heat winner ribbons and candy to heat winners for swimmers ages 12 and younger
- Parking Directors (*Home Meet Only*)
  - Help direct traffic -- FH families park around the back and leave the parking lot available for our visitors!
- Ribbons
  - For Home meets: Get place ribbons in order for the meet (can be done at home)
  - For Away meets: Be sure family folders go to the meet
  - During meets (Home and Away): Put place award labels on ribbons; put FH ribbons in family folders
- Swimmer Sign-In
  - At the gate job – check off swimmers as they enter the facility so we know if any swimmers are missing. This job is complete at 8:30 a.m.
- Table Workers
  - Determine Official Time for swimmers (2 people)
    - There are 3 timers on each lane, so there will be 3 times recorded on each timer sheet. You will circle the middle time which becomes the swimmer's official time for the meet. If there are only 2 times listed, you will average the 2 times to determine the official time.
    - Trade the timer sheets where you computer the official times with a table worker from the other team. (Teams may cross check each other's work before passing on to Computer Entry.)
  - Computer Entry (2 people – one is back up/relief)
  - Proof Computer report against timer sheets (1 person)
- Timers – There are 3 timers in each lane. Alternating lanes have 2 timers from one team and 1 timer from the other team.
  - 6 lane pools – 18 timers (9 for each half of the meet)
  - 8 lane pools – 24 timers (12 for each half of the meet)
  - Head Timer for Home Meets - 2 timers (1 for each half of the meet)
  - Back up Timer – 2 timers (1 for each half of the meet – in case one timer needs to step away)
- Stroke & Turn Judges (requires previous training)
- Volunteer Coordinators – 2 Needed:
  - 1 Coordinator to e-mail the volunteer needs to the team and ensure all positions are filled... This is an at home, at the computer job!

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- 1 Coordinator on day of meet to ensure that everyone who signed up is at the meet to work! If necessary, recruit bodies to fill open spots!

## Other Volunteer Opportunities

- Best Time Ribbons (can be done at home)
  - Cut ribbons (we purchase on a spool; ribbons need to be cut off spool with pinking shears)
  - Put labels on ribbons; put ribbons into family folders on Monday after the meet
- Pep Rallies
- End of Season Party
- Newsletter (time critical, but can be done at home)
- Results to Howard County Times (time critical, but can be done at home)