



2019 Cloverfields Stingrays Swim Team

A Handbook for Swim Team Families

CONTACTS

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The Swim Team

In September 2017, the Cloverfields Property Owners Association approved the establishment of a Swim Team Committee to provide:

- A safe and instructive competitive summer swim team experience to youth ages 6-18
- Coordinated fundraising for swim team activities, equipment, coaching, training officials and Delmarva Swim Association (DSA) dues
- Selection and oversight of coaching staff
- Regular reporting to the CPOA Board to ensure accountability and alignment with community interests and goals

As a standing committee of the Cloverfields Property Owners Association Board, the Swim Team Committee is composed entirely of dedicated volunteers. Committee membership is open to all Cloverfields residents. Parents of swim team members do not have to serve on the Committee in order to serve as volunteers for a variety of activities, such as fundraising or officiating at meets.

Mission and Core Values

We believe that:

- Every child in Cloverfields should have access to qualified, positive swimming instruction and the opportunity to participate on a competitive swimming team.
- Swimming is more than a sport – it is a life skill that builds critical water safety awareness, self-discipline, good sportsmanship, physical and mental health.
- Cloverfields' Swim Team adds value to the *entire* Cloverfields community, not only those families who participate in swim team.

The Coaching Staff

The Cloverfields Swim Team is fortunate to have highly experienced, professional coaches working to develop our children into better swimmers, and teaching and instilling important life skills such as time management, self-discipline, sportsmanship, loyalty, commitment, and hard work. All Cloverfields Swim Team head coaches have completed a USA Swimming background check, hold current certifications in CPR and Athlete Protection Training, and have completed coaches' education as required by USA Swimming.

Coach Mark Mangold

Coach Mark has been coaching the year-round program at the Annapolis Swim Club since 1998. He is also a Middle School Mathematics Teacher for Magothy River in Arnold. He has been involved with several summer swim team programs. He lives on Kent Island.

Coach Peggy Miller

Coach Peggy is an American Red Cross Certified Instructor for Lifeguarding and instructor for Water Safety & Waterfront. She also currently works for the Anne Arundel County Parks & Recreation as an instructor. Coach Peggy is a resident of Cloverfields.

The Delmarva Swim Association

Cloverfields Swim Team is a member of the Delmarva Swim Association (DSA), a summer competitive swimming league of 26 pools on the Delmarva Peninsula in Delaware, Maryland and Virginia. The

League existed as a loose federation of teams beginning in 1963 and was formally organized in 1976. Formal organization brought about the election of a volunteer executive board, the standardization of forms, the adoption of common rules and the assessment of dues.

Today, the League strives to help facilitate a safe environment for the athletes that participate in league organized competition, while not infringing on the structure of individual clubs. The League is open to any team which wishes to join and will subscribe to the by-laws of the League and to the Association's spirit of friendly competition.

Annual DSA membership dues are assessed based on the previous year's swim team roster as of 1 July and are paid by the Swim Team.

Delmarva Swim Association website: <http://www.delmarvaswim.org/>.

Funding and Fundraising

The Cloverfields Swim Team is entirely self-funding. The Swim Team Committee organizes fundraisers throughout the year to ensure that it has the necessary operating budget to meet our responsibilities to the team and achieve our goals.

Team Business Sponsorships are available to local businesses and organizations who support the Swim Team's mission in our community. Contact Swim Team Committee member Andrea Byrne for information about becoming a business sponsor.

Our **2019 Cloverfields Swim Team Business Sponsors** are:

- [Aqua Swimming and Training](#)
- [Weber's Bulldog Basketball Camp](#)
- [Martial Arts – Master Tom Fox](#)
- [Godwin's Painting](#)
- [Poole Accounting LLC](#)
- [Hometown Heating & Cooling](#)
- Kent Island Optimist Club

Registration

Parents/guardians who are residents of Cloverfields are eligible to register their child for Swim Team. Swimmers between the ages of 6-18 may participate in Swim Team. According to Delmarva Swim Association (DSA) bylaws, a swimmer's age as of May 31 determines their age group for the current season.

The 2019 registration fees are:

Prior to 1 April 2019:

1st Child: \$110.00
2nd Child: \$100.00
3rd Child: \$90.00

After 1 April 2019:

1st Child: \$110.00
2nd Child: \$100.00
3rd Child: \$90.00

Registration includes participation in practices, meets and team activities. Each swimmer will also receive a Cloverfields Stingrays logo swim cap.

Team t-shirts in adult (\$15) and youth (\$10) sizes are available for purchase. Contact Swim Team Committee member Jessica Clark for more information.

Parent/Guardian and Family Volunteers

Competitive swimming is a family activity and adult volunteers are the key to making the summer swim season possible! Except for the Coaches and Cloverfields pool staff, *every other person involved in Swim Team is a volunteer*. It takes over 40 volunteers to run each meet and many, many workers to help coordinate concessions, fundraising and spirit wear, manage team communications and organize fun social events and activities.

The Team Reps will ask for volunteers by email and through TeamSnap.

If you cannot commit to volunteering at swim meets, talk to the Team Reps about other options that may be done on your own time. If you are new to the team or unsure about what a job requires, ask a Team Rep. They will be happy to explain the job and what it entails. Most of the jobs can be done very easily and with minimum instruction.

THANK YOU to all the volunteers that have already committed to various roles for our 2019 season!

Key Volunteer Roles (Non-Committee)

The number of volunteers needed for each meet depends in part on whether volunteers can work the entire meet and how many volunteers are supplied by the visiting team. Many volunteer roles require little to no training and can be split between multiple people during a meet. For example, one parent could be a timer for the first half of the meet and the second parent can be a relief timer for the second half.

All Cloverfields Swim Team families are required to volunteer during the Swim Team season. The positions below require no advance training, certification or other preparation beyond a short briefing. We will use TeamSnap to request volunteers and sign up for volunteer positions. If you have questions about a specific role, please email cloverfieldsstingrays@gmail.com.

Timers (10/home meet; 5-10/away meets)

Each timer is provided a stopwatch and assigned a lane; there are three timers for each lane. All three times are recorded and the middle time becomes the official time. As a timer you must be able to stand for an extended period and enjoy being in the Splash Zone. (*Insider Tip: Being a timer gives you the best view of the pool and the swimmers during their races!*)

Angels (3-4/meet)

Angels are parents, family members or older teens who can find swimmers in a crowd and ensure that they get to the Clerk of Course, or “seeding area,” where they will line up for their meets. Previous experience herding cats is a plus.

Clerk of Course (2/meet)

The Clerk of Course uses the printed heat sheet to organize swimmers by event, heat and lane on the ready benches near the baby pool. The Clerk of Course works closely with the Angels to ensure that all swimmers who are scheduled to swim are lined up and ready with caps and goggles. Previous military, church usher, or drum major experience preferred.

Ribbon Writers (2/meet)

Ribbon writers are responsible for recording names on ribbons and sorting them into swimmers' awards folder. Perks include sitting down during the meet and learning to spell all swimmers' names.

Runner & Hospitality (2/meet – home meets only)

The runner is responsible for obtaining disqualification ("DQ" forms from the judges and delivering them to the scoring table. The runner also works with Concessions to provide ice water and snacks to the coaches and volunteers from both teams during the swim meet. This is an excellent job for an older sibling!

Concessions (3-4/meet)

Concessions workers help set up and tear down the concessions and sell food, beverages and heat sheets during the meet. We also need shoppers who know their way around Sam's Club or BJ's. Must be able to make change for a \$20 out of singles and coins.

Meet Set-up (6/meet – home meets only)

The crew will set up the pool area for the swim meet in conjunction with pool staff. Moves all deck chairs & tables, sets starting blocks, making sure lane lines are installed, help unload concession stand equipment & supplies, gets out ready benches, etc. Previous experience moving kids in and out of college dorm rooms a plus.

Meet Takedown (6/meet – home meets only)

During the last few minutes of a meet the crew begins taking down and storing items in preparation for vacating the pool immediately after the meet. Responsibilities include moving all deck chairs and tables back to the pool deck, taking down starting blocks and lane lines if necessary and putting away all concession stand equipment and supplies. Must be able to lift and move chairs, equipment and stay until after the meet. Meet takedown helpers should be prepared to stay at the pool after the meet until the Pool Manager or Committee Chair indicates that the pool area has been restored.

Socials and Team Activities Helpers (TBD)

Do you have Sign-Up Genius bookmarked on your browser? Do you know how to grease a watermelon and make a magical ice cream sundae? If so, this role is for you! We'd like to hear your ideas for fun team activities and we need volunteers to plan and produce them.

Volunteer Meet Officials are positions that require pre-season training and certification offered by the Delmarva Swim Association (DSA). Examples of positions requiring certification are starter, referee, chief judge and stroke and turn judge. There is no minimum age requirement to become an official. We need officials to run all our meets. *No prior competitive swimming experience necessary!*

If you are interested in being trained as an official, please contact Committee member/DSA parent rep Sarah MacMillan. Dates for the 2019 summer swim season clinics are posted on the Delmarva Swim Association (DSA) website: www.delmarvaswim.org (click the link marked "Officials").

2019 Cloverfields Swim Team Meet Schedule & Info

Monday, June 17	(H) "Green and White" Intrasquad Meet
Thursday, June 20	(H) Prospect Bay Swim Team (PBST) @ Cloverfields (CST)
Monday, June 24	(A) Cloverfields (CST) @ Dorchester Swim Team (DST)
Thursday, June 27	No Meet
Monday, July 1	(H) Chesapeake Spirit Swim Team (SPIR) @ Cloverfields (CST)
Thursday, July 4	No Meet (<i>No practice on July 4th</i>)
Monday, July 8	(A) Cloverfields (CST) @ Miles River Yacht Club (MRYC)
Thursday, July 11	(H) Prospect Bay Swim Team (PBST) @ Cloverfields (CST)
Monday, July 15	(A) Cloverfields (CST) @ Talbot Swim Club (TSC)
Thursday, July 18	(TBD) – Please save this date for meet rescheduled due to weather
Saturday, July 20*	(A) Miles River Yacht Club Invitational – Optional
Saturday, July 27**	(A) Championships – Optional, must have qualifying time to enter

(H) = Home (A) = Away

**Participation in Invitational meets is optional. Registration is typically user-pay by event.*

***All swimmers in individual events must have met the Championship qualifying times during that year's season at official League meets.*

Meet Start and End Times

All swimmers must be at the pool by 5:00pm for warmups. The Home Team warms up first, followed by the Away Team at 5:25pm. All swimmers must clear the pool by 5:45pm.

Typical Meet Schedule	
<i>Early arrivals get "Sharpie'd"; this continues after warm-ups</i>	
5:00pm – 5:20pm	Warm-ups for Home team; visiting team arrivals
5:25pm – 5:45pm	Warm-ups for visiting (Away) team
5:30pm	Officials briefing and timers briefing - all visiting team officials and volunteer timers check in at ribbon table for instructions and equipment
5:45pm – 6:00pm	Announcements, national anthem, team cheers, all swimmers for first six events report to Clerk of Course/seeding area.
6:00pm	Meet Starts
9:00pm	Meet Ends (meet must end by 9:15pm latest)

All meets begin at 6:00pm and will end no later than 9:00pm. The length of the meet is determined by a variety of factors, including the number of swimmers participating, their swimming speed and whether there are any meet delays.

The “Green and White” Meet – Monday, June 17

Cloverfields Swim Team will hold an intrasquad meet on Monday, June 17 at 6:00pm. Swimmers are asked to arrive by **5:00pm** for warm-ups. Swimmers will be assigned to one of two teams named after our team colors: the “Green” team or the “White” team. The purpose of the intrasquad meet is to:

- Provide swimmers and their families the opportunity to learn the structure and flow of a swimming meet, including the process for queueing up for events, using starting blocks and practicing relay takeoffs.
- Provide officials and parent volunteers a low-stress opportunity to practice running an efficient, well-organized swim meet following official USA Swimming and Delmarva Swim Association rules.
- Provide coaches with baseline event times for swimmers that can be used to seed future meets.
- Officially kick off the start of our 2019 summer swim season!

Away Meets

Each team in the Delmarva Swim Association must swim both home and away meets. **Please check TeamSnap on the day of the meet for updates regarding weather, traffic and other breaking news!** Team members must wear their team suit and cap and are asked to wear their team t-shirt for easy identification. All team members must be accompanied to away meets by a parent or designated guardian.

What To Take To Swim Meets

- ✓ **Team Suit (known as a “jammer” for boys)**
Competitive swimmers often wear two suits during warmups and then “strip down” to their team suit to feel lighter in the water. For girls, this means wearing an older, stretched out competition suit over their team suit. For boys, this could mean wearing board shorts over their team jammer.
- ✓ **Team Cap**
Unless they’re rocking a buzz cut, both boys and girls should plan to wear a cap at practices. Caps make swimmers more efficient in the water by creating a smooth surface. Caps retain heat (always good for early morning practices), keep loose hair out of swimmers’ eyes and can reduce the damage done to hair by pool chemicals. Caps are considered part of the team uniform and are required for meets.
- ✓ **Team T-Shirt**
Show your Stingrays pride! Swimmers should wear their team t-shirt to all meets. Please put your swimmer’s initials on his shirt as clothes have a tendency to get tossed in the grass before races.
- ✓ **Goggles**
Chlorine and other pool chemicals are good for germs. They’re bad for eyeballs.
- ✓ **Bottled water and a sports drink**
Your swimmer sweats and needs hydration the same way a runner or soccer player does. The American Dietetic Association recommends drinking at least two glasses of water *before* beginning a swimming session. Encourage your swimmer to drink water before, during and after the meet. Between events, Gatorade or another energy drink will help replace salt and lost electrolytes. *Please note that glass containers are NOT allowed in the pool area.*

✓ **2-3 Towels**

Your swimmer will want to dry off after warm-ups, so plan on her towel being wet *before the meet begins*. Some parents pack a “shammy,” or microfiber dry towel, for swimmers to use between events.

✓ **A black Sharpie (permanent) marker**

Using the Sharpie is the swim team equivalent of putting your kindergartener’s bus number on her shirt the first day of school. When you arrive at the meet, head to the pavilion and pick up a heat sheet. Mark the races on your child’s forearm with the Sharpie so that she can read them *and* so they can be checked by the volunteer “angels” who are rounding up swimmers for their events.



You may also want to put your child’s last name and team initials (CST) on her back so that the timers can easily confirm that she is in the right lane for her event.



Lastly, check your swimmers’ cap, goggles and team shirts – have you put your swimmers’ initials on them?

✓ **Cash for the concession stand**

Hit the easy button and plan to eat at the pool on meet nights. Funds raised at the concession stand go right back to the swim team to buy things like lane lines and ribbons. For 2019, we are planning to be able to accept plastic – but bring cash just in case!

✓ **Seating**

Bring a folding chair and you’re guaranteed to have a seat. Cloverfields Pool has a limited number of lounge chairs available for parents, swimmers and guests during meets. Please avoid using chairs marked as “reserved” for our guests from the visiting team. Stadium blankets are great landing spots for kids.

✓ **Entertainment**

Swimmers are encouraged to cheer for their teammates. However, some children with long stretches of downtime between warm-ups and their individual events may need quiet activities to help them pass the time. Considering bringing books, tablets, sketchpads and crayons, etc. Card games like Uno and Spot It! are great ways to encourage your swimmer to connect with his/her teammates. NOTE: All swim team members should stay in the pool area during meets. Please do not allow your swimmer to go to the playground in between events.

Note for Parents of Very Young Children: Cloverfields’ baby pool is not open during swim meets.

10 Tips for Swim Team Families

1. NEVER bring a hungry swimmer to practice. It's okay to feed your swimmer a light meal or healthy snack before practice. A hungry swimmer is a distracted swimmer. And tired. And grumpy.
2. Put your swimmer's name or initials on *everything*. After practice, the pool deck looks like a yard sale with a special on mirrored goggles. Good luck finding your kid's new pair in that mess.
3. Pre-meet nervousness or "jitters" is normal. However, if your child is a flight risk at practices and meets, that can signal a higher-than-normal level of anxiety. Talk to a coach about techniques that can help calm your athlete.
4. Swim caps go on more easily over wet hair than dry hair.
5. A "DQ" is a disqualification. Officials may disqualify a swimmer in a race for a variety of reasons. A DQ is not personal, and it's not punishment. If your child is swimming breaststroke in a meet for the first time, the odds are almost 100% that she will DQ. A DQ is a learning opportunity for the swimmer. DQs also ensure fair play so that swimmers who are using non-legal techniques don't have an advantage over swimmers who are using legal strokes. (NOTE: A "DQ" is also an awesome ice cream store, which is just one more reason to be on swim team!)
6. To keep your swim cap from sticking to itself, rinse it in water, pat it dry and sprinkle the inside with baby powder.
7. If your swimmer's eyes are irritated by chlorine, rinse them with milk. Yes, you read that right. Milk helps neutralize the pool chemicals and will lessen pain. Other natural remedies are tea bags (soak in *cool* water and put on closed eyelids) and cucumbers (slice raw, place on eyelids).
8. The coach/volunteer official/volunteer committee member/parent volunteer isn't getting paid enough for you to yell at him or her. Take a deep breath and let's solve this problem together.
9. NEVER let this be the first thing you say to your swimmer after a race: "What was your time?" Or this: "You came in FIRST!" Instead, try "I loved watching you swim [name of stroke]."
10. When your swimmer feels like quitting, think about why you started. #wegettodothis

"The things you learn from sports – setting goals, being part of a team, confidence – that's invaluable. It's not about trophies and ribbons. It's about being on time for practice, accepting challenges..." – Summer Sanders (USA), Olympic gold medalist

Athlete and Parent/Guardian Codes of Conduct

The purpose of a Code of Conduct is to provide a consistent set of expectations for behavior that define and support the proper role of our athletes and their supporting family members. The Code of Conduct emphasizes the overall importance of good sportsmanship as well as respect for self, others and our community. As our Swim Team develops, we will continue to develop our policies in order to help guide the organization and provide a safe and fun and instructional competitive swimming experience.

Cloverfields Swim Team Code of Conduct: Athletes

By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and swimmers from other teams at all times.
- I will be respectful of my own teammates' and other swimmers' feelings and personal space. Bullying, sexist, racist, homophobic, or otherwise inappropriate behavior is not allowed and may result in being removed from Swim Team.
- I will refrain from foul language, violence, and behavior deemed dishonest, offensive, or illegal.
- I will show respect for the Cloverfields Community Pool facilities and other property (including the clubhouse) used during practices, competitions, and team activities. This includes other teams' facilities when we are at away meets.
- I understand that becoming a better swimmer is not easy and requires hard work. I will set a good example of behavior and work ethic for my teammates of all ages and make every effort to attend team practices.
- I understand that my team needs me and values my team spirit! I will make every effort to attend meets and special activities and I will take pride in being a Cloverfields Stingray by wearing my team cap and green/black suit at meets.
- I understand that I will not always be able to pick my own races, and that I will not always win the races I swim. I will demonstrate good sportsmanship at all practices and meets.
- I will respect the meet officials. If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I understand that the purpose of swim team is to foster my love of swimming, develop my swimming skills, improve my physical and mental fitness and have fun with my neighbors in Cloverfields!

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim team's Committee. This may include my ineligibility to participate in Swim Team.

Swimmer's signature/initials

Date

Parent/Guardian's signature

Date

Cloverfields Swim Team Code of Conduct: Parents/Guardians

The purpose of a code of conduct for parents/guardians is to establish a consistent expectation for behavior. Cloverfields Swim Team is by definition our community's swim team, and we are all neighbors.

By signing this code of conduct, I agree to the following statements:

- I understand that Swim Team is a family activity, and that our Swim Team cannot be successful without family engagement. I will get involved by volunteering, supporting my swimmer's attendance at practices, meets and team activities, and providing my child with unconditional encouragement.
- I understand that as the family member/guardian of a Cloverfields Swim Team athlete, I am representing Cloverfields Swim Team and the Cloverfields community. I will model good sportsmanship and show respect and common courtesy at all times to the team members, coaches, competitors, officials, parent volunteers, and all facilities.
- I understand that criticizing, name-calling, use of abusive language or physical gestures directed toward coaches, officials, volunteers, members of other teams and/or any participating swimmer will not be tolerated.
- I understand that Delmarva Swim Association bylaws prohibit the sale or consumption of alcohol at any swim meet. No smoking is permitted indoor or outdoors in any area designated for swimmers.
- I understand that my role is that of a parent/guardian, not a coach. The Swim Team is providing experienced coaching and swimming instruction for my swimmer. I will refrain from coaching my child from the sidelines during practices or meets.
- I will respect the integrity of the officials and their commitment to fair and impartial officiating. I also understand that if my swimmer is disqualified ("DQ'd") during a race, it is the Coach's responsibility to understand why. My swimmer's Coach is responsible for explaining the reason for disqualification to my swimmer.
- I understand that during swim meets, practices and team activities, I am responsible for supervising my non-swim team children and ensuring that they do not disrupt the coaches, swimmers and team activity.
- I understand that I am responsible for reviewing the Athlete Code of Conduct with my swimmer and for ensuring that my swimmer adheres to the Code.
- If I have concerns about any aspect of Swim Team I will direct my concerns first to the Committee Co-Chairs and they will take my concern to the appropriate coach.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action, including my swimmer's removal from Swim Team.

Signature(s)

Date