

Ashbury Alligator
Swim Team
2010
Handbook



ASHBURY
Alligators

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Introductory Information

Welcome to the Ashbury Alligator Swim Team

What We Are

We are a non-profit recreational swim team, with the sole purpose of providing a safe, fun, summer sport for the children of the Ashbury Subdivision. The swim team will be open to children ages 5-18 with basic swimming ability and a desire to learn.

Who We Are

The Ashbury Alligator Swim Team will be made of three integrated entities:

- The **swimmers** are the hearts, and the only real reason we do this.
- The **coaches** are the brains, providing direction for the kids.
- The **parents** are the backbone, keeping things going, and making things happen. It is only through the quality and quantity of involvement of all three groups that will make our team a success.

Our Mission

The mission of the Ashbury Alligator Swim Team is to create and maintain a neighborhood swim team supported by the Ashbury Homeowner's Association and the Naperville Park District that will provide the opportunity for:

- Ashbury children to swim on a neighborhood team that promotes fun, friendly competition and camaraderie with their friends both inside and outside of their subdivision.
- The children to better their swim strokes in an environment where support, respect and courteous behavior are modeled encouraged and expected.
- Every swimmer to have the chance to succeed both individually and in a team format in order to help build self esteem and confidence.
- Every swimmer to better understand and appreciate the sport of swimming.
- Ashbury parents to support their children's athletic endeavors and network with current friends and to meet new ones.

Ashbury Alligator Web Site

The Ashbury Alligator website is your direct link to the Alligator swim team. The website contains all the information you will need to have an enjoyable swim season. Please check the Alligator website often for valuable information and updates:

www.ashburyalligators.com.

Eligibility Requirements

Swimmers are divided by age group according to their age as of **May 31**. Age groups at a meet are divided as follows:

5 & 6	11 & 12
7 & 8	13 & 14
9 & 10	15 to 18

All children who are **able to swim one length of the pool without assistance** are eligible to participate. While we are a recreational swim team with swimmers of all abilities, we are nevertheless a competitive swim team, **not a learn-to-swim program**. If your child is able to swim one length of the pool without assistance, we'll be able to make him/her a better swimmer and teach them some of the different competitive strokes. **For safety reasons, if your child does not know how to swim and cannot swim one length of the pool unassisted, we recommend you enroll him/her in the swimming lessons offered by the pool.**

Swim Team Registration

All information and forms required for the Ashbury Alligators swim season will be available at the Ashbury Alligators website www.ashburyalligators.com. You must print your own forms. Registration packets will NOT be mailed to previous team members. Call or email the Membership Chairperson at membership@ashburyalligators.com (phone number listed on website) if you have any questions.

The website contains all the requirements, commitments and regulations you need to make a decision to join the swim team, as well as commonly asked questions and the Ashbury Alligator Swim Team Handbook.

Fees

Fees are determined each year by the Swim Team Advisory Committee (Swim Team Board). The fees cover all necessary expenses in running the swim team. Check registration forms for current fee information.

Refund Policy

A full refund will be issued to the swimmer that withdraws from the swim team prior to Time Trials. A full refund will also be issued if the swimmer fails to qualify for the swim team. After time trials, refund requests will be reviewed by the Ashbury Alligators Swim Team Advisory Committee on an individual basis. Please contact the Membership Chairperson at membership@ashburyalligators.com.

Practice Times

Pre-Season

Pre-season practice takes place when the swimmers are still attending school but the Ashbury Pool has opened for the season. Practice times are usually after school in the late afternoon or early evening. Check website and email for updates and times.

Dual-Meet Season

Regular practices are held Monday through Friday, unless notified by the coaches. Times depend upon the age group and are listed on the website under the tab Practice Schedule.

- Swimmers should arrive 5-10 minutes prior to practice time to warm up and be ready in their lane to swim at their practice time. If worn, swim cap and goggles should be on prior to entering the water, so to make the most out of your workout time.
- Please exit the pool promptly when your practice is over, so not to delay the next group's practice.
- Practices are held rain or shine. Practice in the pool will be canceled if there is a thunderstorm in the area, or if the air temperature is below 60 degrees F. Coaches may still have swimmers come to the pool wearing tennis shoes and warm clothing, so that dry land training activities can be done outside of the water. A coach will be present or a sign will be posted outside of the swimmers entrance to the Ashbury pool if practice is canceled due to weather.

Time Trials

Time Trials is a practice meet before the competitive season begins, in which every swimmer is timed on every stroke. Results from the time trials give the coaches an idea of each swimmer's ability level and help them determine your child's practice placement. This also establishes a base time for each swimmer to use to gauge his/her improvement over the course of the season. It's also a great way for us to practice running a meet.

Communication

Communication with Coaches

We are fortunate to have Head Coach Molly Mackey and all the other fantastic coaches leading our team this summer. Many of you may have questions regarding your child's swim team experience throughout the summer. The coaches are more than happy to discuss any concerns or questions you may have. Please use these guidelines for communication:

- Leave a note with your name, child's name, and phone number in coach Molly's file and she will contact you in a timely manner (please be patient)
- Email Coach Molly at CoachMolly@ashburyalligators.com
- Speak directly to the coach **after** scheduled practices

If there is a need to communicate with any of the coaches, please do not do it while they are on the deck coaching. Their responsibility is to the age group in the water at the time. This is not only from a coaching standpoint, but a safety issue as well.

During practices, the coaches ask that all parents remain off the pool deck as to not distract coach communication with the swimmers. (You do not have to stay for practice; this is only for the parents that are staying).

During meets, please do not speak with the coaches before or during the meet. If you have a problem that is not being resolved, please contact a Board member.

Other Communications

Here are the other means of communication:

- Family File: Soon after practices begin, there will be files for each family at the pool. Please check your file daily for flyers and information (it is the family's responsibility to do this). Results and/or ribbons from the previous meet(s) will also be in your family's folder.
- E-mail: Coach Molly and the Board are available via email.
- Check the web site often for current information: www.ashburyalligators.com

Swimsuits & Apparel

All swimmers are "encouraged to wear" team swimsuits and team swim caps during swim meets. Although this is not mandatory, it encourages team spirit and unity, plus it makes it easier for coaches and parents to recognize our swimmers. In 2010, the Ashbury Alligators introduced a new logo for the team. This logo will be used on caps, which will be distributed to each swimmer free of charge, and on team suits. Suits will be black suits: jammers just above the knee for boys and either thick or thin strapped racing suits for girls. These suits are available at Keifer Swim Shop, where they will put the logo on the suit. These suits will not change every two years, as in the past, so they may continue to be worn, or handed down.

Activities

The social committee is busy planning many exciting events. More information will follow. Remember to check your family folders daily for fun and exciting information.

Meets and Positive Check-In

Swimmers are required to be at each meet one hour before start time. Each swimmer must check in at the Positive Check-In area in the team area upon arrival for warm-ups. Failure to check in before warm-ups could result in the swimmer being scratched from an event. Workers for the meet should check-in at the same time as the children so that you will receive credit for working the meet and help us establish if we have enough workers.

Swim Meet Starting Times

Tuesday & Thursday Evenings Meets

- Check-in starts at 4:30 pm
- Warm-ups begin at 5:00 pm
- Meet starts at 5:30 pm

Saturday Morning Meets

- Check-in starts at 7:30 am
- Warm-ups begin at 8:00 am
- Meet starts at 8:30 am

Positive Check-In Procedures

Upon arrival, each swimmer must find their age group event list and highlight their name to confirm that they have arrived. For example, on the Sample Below, Molly M. will be scratched from the meet because she did not highlight her name. These lists will be collected by the home team for final placement of lane and heat assignments. It is critical that swimmers correctly check in on time or they might be scratched from the meet.

SAMPLE for 9/10 Year old Girls

Swimmer Name	Event 3		Event 13		Event 23		Event 33		Event 43		Event 53		Event 63	
	Heat	Lane	Heat	Lane	Heat	Lane	Heat	Lane	Heat	Lane	Heat	Lane	Heat	Lane
Amy A.	1	2			3	4			2	4	1	2	1	2
Erin E.	1	4	1	6			3	4					1	2
Molly M.			2	4	2	2					3	2		
Susie S.	2	4			3	2							1	2

Often swimmers find the event/heat/lane numbering system confusing. It is recommended that you and/or your swimmers write the event, heat and lane assignment on their hand to help them remember their events throughout the meet. It is a good idea to bring a marker to meets for this purpose, as the availability varies at each pool.

For example, Erin E. would write the following on her hand:

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Event 3    1-4
   13    1-6
   33    3-4
   63    1-2
  
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With this information, her coaches and parent volunteers will know exactly the events in

which she is participating and her placement in each event. Although changes are occasionally made to heat and lane assignments, coaches and bullpen workers will assist your child with changes.

Ribbons, Stars, & Alligators

Ribbons are awarded at every dual swim meet to swimmers in first to sixth place. Swimmers receive their ribbons at the morning practice following the swim meet. Swimmers should look in the file boxes for their ribbons.

Stars are awarded to swimmers who improve their time at a dual swim meet. Stars will be placed in the file boxes.

Alligators are awarded to swimmers who improve their time at the Classic or City Meet.

Classic Championship Meet

Swimmers who have not met the time qualifications for the City Championship Swim Meet or who have met the time qualifications for the City Meet, but choose not to swim in the City Meet, may swim in the Classic Championship Meet (note: see below for strokes City-eligible swimmers may swim if they choose to swim in the Classic Meet instead of the City Meet). Dates, times, and locations for this meet, which is at the end of the swim season, are listed on the website. The 6 and under age group may swim in this meet, where we compete with several swim teams. Many swimmers qualify for awards and it is an exciting way to end the swim season. Please try and arrange your schedule so that your swimmer can attend this important event. Parents have a responsibility to work at this meet if their child is swimming.

A pizza party at the Ashbury Clubhouse and a neighborhood parade for the swimmers swimming in the City and Classic Meets are scheduled for the Friday afternoon preceding the Classic Meet.

City Championship Meet

If a swimmer achieves a time equal to or faster than the City qualifying time in one or more stroke, they have qualified to attend the City Championship Meet. This is the final meet of the Naperville Park District Swim Conference season and includes all 23 teams in the Conference. Dates, times, and location of the City Meet will be listed on the website. At the City Meet, swimmers are eligible to swim in individual events in which they have achieved qualifying times, and additionally may compete in relay events in any stroke at the coach's discretion. If a swimmer who has achieved City qualifying times opts instead to participate in the Classic Meet, they may only swim in individual events or relay leg strokes in which they have not achieved a City qualifying time. A swimmer who has participated in the Classic Meet may swim in the City Meet at the coach's discretion, but only as a member of a relay team. Parents have a responsibility to work at this meet if their child is swimming. Swimmers aged 6 and under swim at the Classic Meet, but do not participate in the City Meet.

Swim Meet Rules and Regulations

All swimmers, parents/volunteers, officials and coaches will be governed under the Naperville Swim Conference Bylaws and Code of Ethics. These rules are available for your review on the Conference website: www.napervillepdsc.tripod.com. It is your responsibility to familiarize yourselves with this code, and by signing the Family Commitment Agreement; you agree to abide by this code.

- Team director will be in possession of and have available all swimmers' medical release forms
- There is to be no running, shoving, jumping, or any other inappropriate behavior during the meet. Pushing anyone into the pool is strictly prohibited.
- Water slide pool, zero depth area of the main pool, ponds, retention areas, or any other pools are strictly off limits to all swimmers and spectators. All swimmers should remain near their team area. In the event of a change to the line-ups, the coaches should be able to find you easily at all times.
- Lifeguards and/or coaches should be notified in case of emergency.
- A member of the coaching staff from each team must be poolside during warm-ups to maintain control and safety. Warm-up guidelines are to be adhered to. Diving is permitted only during designated times and in designated lanes. Feet first entry to the pool is required all other times.
- Food is allowed in designated areas only. There is no clean up staff, so everyone needs to do their part in clean up.
- **Jewelry of any sort is not to be worn during a meet. Any medical jewelry should be secured to the body and officials should be notified before the meet.**
- Swimmers with shoulder length hair or longer are required to have their hair secured and off the face.
- Have fun and always do your best.

Bad Weather

- If lightning is visible during a meet, any adult should bring it to the attention of the referee, and it is incumbent upon the referee to clear the pool for a minimum of 15 minutes. **At Ashbury home meets, the referee will clear the pool for 30 minutes.** If there is no lightning or thunder during that time, the referee may resume the meet.
- In the case of the above weather, swimmers will be directed to immediately clear the water and everyone should clear the pool deck and seek shelter in the locker rooms or in their vehicle. Please follow the direction of the referee and the pool staff/guards. Do not remain on the hill area or in tents, and for the safety of everyone, please do not use umbrellas. If necessary, the pool staff will open the gates at the back of the hill to facilitate faster evacuation. **Please do not leave the meet until it is definitely called off. If a meet resumes after a weather delay, swimmers must be prepared to swim the original schedule.**

These guidelines are set in order to maximize personal performance, promote team spirit, and ensure safety of all participants and spectators. Please review these regulations with all members of your family.

*****REMEMBER SAFETY COMES FIRST*****

Disqualification

Swimmers can be disqualified in any event for start, stroke, and touch-turn and finish violations. If a swimmer is disqualified in an event, the time does not count as an official meet time, and the swimmer does not qualify for an award for that event. A copy of the Disqualification Card used by Naperville Park District Officials appears below. When an official notes a disqualification, he/she will fill out the information regarding the reasons for disqualification and raise the card to notify runners for collection. Note that all references are event, heat and lane assignment. Officials do not have access to lane assignment sheets and swimmer names during the meet.

Disqualification is common in the early age groups, especially on Butterfly and Breast Stroke and especially at the beginning of the season. Please inform your new swimmers that disqualification is part of the learning process. Every swimmer has been disqualified at some point in his or her career.

Sometimes officials do not see a stroke infraction. If this is the case, the swimmer is not disqualified.

Swimmers can also be disqualified or removed from a meet for sportsmanship and behavior infractions. Coaches and meet officials can evict swimmers for these offenses.

Sample Swimmer Disqualification Notice Card used by Officials

Event: _____ Heat: _____ Lane: _____

Back

B-1	Shoulders rotated past 90 degrees
B-2	Turned over before hand or arm touch on finish
B-3	Non-continuous motion/extra stroke (new turn)
B-4	Specify

Breast

Br-1	Kick-Scissors, Flutter or Butterfly
Br-2	One hand touch – Turn or Finish
Br-3	Head under water after start of second recovery stroke
Br-4	Arm Stroke – Not recovering off the Breast
Br-5	Specify

Butterfly

BF-1	Kick-Scissor, alternating up/down or breaststroke
BF-2	One hand touch – Turn or Finish
BF-3	Improper arm movement/recovery
BF-4	Specify

Freestyle

F-1	Turn – Failure to touch the wall
F-2	Specify

Individual Medley

IM-1	Wrong Stroke
IM-2	Fly to back turn
IM-3	Back to breast turn
IM-4	Breast to final turn
IM-5	Stroke incorrect – circle code under specific stroke
IM-6	Specify

Relay

R-1	Swimmer # started before previous swimmer touched
R-2	Stroke incorrect – circle code under specific stroke
R-3	Incorrect order of stroke on Medley Relay (back, breast, fly , free)
R-4	Specify

Meet Attendance Sheet for Coaches

Summer is a time to take family vacations, and many families are involved in other activities besides swimming. Thus, we ask you to check your calendars and complete the Meet Attendance Sheet. This form is **required** of all swimmers and is to be completed and **given to Coach Molly during the first week of practice, NO EARLIER. If Coach Molly does not have this form for your child(ren), he/she will not swim in Time Trials.** You can find this form online under "Registration" at www.ashburyalligators.com. Once the season has started, we understand "things" come up, and we request that you notify Coach Molly of any missed swim meets/practices as soon as you can.

Parents' Responsibilities

The reason we are all here is for the benefit of our kids; they are the heart of the team. However, it is the parents that keep it going. It takes approximately 45 parents to run a home meet and 30 parents to run an away meet. It is the parent's responsibility to work their assigned 6 jobs. Without you, the meet cannot happen. If for any reason you are unavailable to work, it is your responsibility to trade with another family. If you are not going to be on time for the meet due to work responsibilities please find a substitute until you can arrive. A copy of the workers' schedule will be posted on our web site. If you have traded with another worker, please notify the committee chairperson as soon as possible and when checking in at the meet as a sub, state who you are subbing for to avoid the originally scheduled person being held responsible for a no-show.

If your child swims in a championship meet (City or Classic) you will be required to work a job for that meet.

*******If your substitute does not check in and let the check-in person know*****
*****about the substitution, the responsibility falls back to you, the*****
*****original person scheduled*******

If your child is not able to swim in a meet in which you are scheduled to work due to illness or otherwise, you are still responsible for finding a replacement. No exceptions!

We will charge each family \$100 escrow, in addition to registration fees, at swimmer registration. If you fail to work one of your assigned jobs, without finding a replacement, we will cash the \$100 check as a penalty. If you fail to work one of your assigned jobs, without finding a replacement, for a second time in the same season, your swimmer will be removed from the team. **WE WANT YOU TO WORK YOUR ASSIGNED JOB; WE DO NOT WANT TO CASH YOUR CHECK.** Escrow checks that have not been cashed will be destroyed at the end of the Classic and City meets.

Ashbury Alligator Worker Job Descriptions

With a team as large as ours we need a lot of volunteers to successfully run a meet. Approximately 40 volunteers are needed for each home meet, and 30 for away meets. Each family is required to volunteer for six (6) jobs throughout the season. If a parent cannot fulfill their obligation, they are required to find a replacement. Below is a brief description of what each job entails. For additional information on any of the job descriptions, please visit the Ashbury Alligator Web site at www.ashburyalligators.com.

All volunteers are expected to sign-in at the Ashbury Alligator worker sign-up table one hour prior to the start of the meet (with the exception of the Set-up/Breakdown/Marshalls who will arrive one and a half hours before the start of the meet).

Timer

Timers stand behind their assigned lane and record swimmers' times in that lane. You will use a stopwatch to record the time, check to make sure the swimmer is in the correct event and lane, and then give the time to the runners.

Runner

Runners collect the timer sheets and DQ cards from the timers after each event and then deliver them to the computer table.

Official

Officials observe swimmers for start, stroke, turn, and touch violations. You must attend an officials training clinic prior to the swim season. The training clinic counts as one of your six required jobs.

Marshall

This position monitors swimmer's/visitor's conduct and the pool grounds during the meet.

Concessions

You will work with the Belgio's Catering staff in the concessions stand area to take food orders, serve drinks and food and collect money. You will also be asked to help set-up the concessions area prior to the start of the meet, and help clean-up at the end.

Set-up/Breakdown

Set-up prior to the start of the meet and clean-up following the meet.

Ribbons

Affix labels onto home swimmer's ribbons and then file them into the swimmers' folders.

Bullpen

Check line up reports, line swimmers up for events, and take swimmers to starting blocks.

Timing Console

You will run the timing system console during the meet, and ensure accurate results are captured in the system.

Scorers

Scorers record the results following each race, and track the team scores. You will circle the official time, attach DQ cards to the back of the timer sheets, and write the team and swimmer's name on the back of the DQ card.

Floater

Floater are extra volunteers who will be assigned to fill any vacant positions as needed per meet. You must be flexible and willing to work in whatever position has last minute openings.

Bag Tags

You will stand poolside to hand out a bag tag to every heat winner. Home meets only.

Pool Locations and Directions

Pool locations can be found on our website:

<http://ashburyalligators.com/directions.html>

Frequently Asked Questions

Who can be a member?

The swim team is open to any Ashbury resident, ages 5 – 18, with the ability to swim one unaided lap (25 yd length) of free style. As a member of the team, swimmers will improve their strokes, increase self-confidence, and learn teamwork in a fun and social atmosphere.

What is the purpose of Time Trials?

Time trials enable the coaches to place your child properly in relation to swimmers in his/her age group. Being placed properly will allow your son/daughter to compete against swimmers of comparable ability/speed.

Where do I find out what my child is swimming in the meet?

They will be posted at the meet as positive check-in. Many swimmers and their families use "Sharpie" markers to write down the Event/Heat/Lane numbers on their hands when they do positive check-in.

What time do we need to be at a meet?

Evening meets (Tue/Thur) 4:30 pm Saturday meets 7:30 am

What do we need to bring to swim meets?

- Warm clothing, sweats are great. Also bring more than one towel
- Sleeping bag or a blanket to sit on
- Goggles and swim cap
- Games, books, cards, etc. (something for the swimmers to do while they wait for their next event)

What happens at the meets?

- First you will need to sign your swimmer in at the positive check-in table make note of his/her event/heat/lane numbers
- If you are volunteering you will need to sign in as well and pick up your nametag
- Mark your swimmers hand with the event #, heat# and lane
- Swimmers then must sit in the designated team area
- There will be warm ups 45 minutes prior to the start of the meet
- Swimmers 10 and under will be assisted by the Bull Pen and Junior coaches with lining up for their events. It is the parent's responsibility to make sure their swimmer is ready to line up
- Cheer for your fellow teammates!

If I am volunteering do I have to work after my swimmer is finished with his/her events?

Yes, unless you can find someone to replace you, or if your job is complete.

How long does a meet last?

Usually 3-4 hours.

How many events will my child swim?

The 6 and under age group swims in the 25yd freestyle and 25yd backstroke events. Ages 7 and older can expect to swim **at least** two events (freestyle, backstroke, butterfly, breaststroke or Individual Medley (IM)) and one relay.

When will my swimmer get his/her ribbons?

The next day at practice they will be placed in your family mailbox.