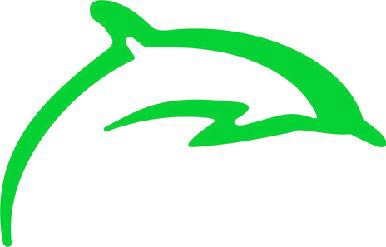
CSC

**Swim Team Handbook**



**Go Dolphins!**

Welcome to the CSC Swim Team!!! We are looking forward to another GREAT DOLPHIN season with all of our returning swimmers and new friends joining us! We have lots of team events planned and would love to see everyone join in to share team spirit!

If at any time you have any questions, suggestions or feedback, we'd LOVE to hear from you at [swim@cranbrookswimclub.com](mailto:swim@cranbrookswimclub.com) . Let's make this the best season ever!

# Swim Team Registration

# Swim Team Registration opens on April 3rd 2024. The last day to register for swim team and receive a included team shirt is May 14th.  The last day to register for swim team is June 14.  The last day to cancel your registration with a refund is June 14.

# Swim Team Pre-Requisite

For those swimmers who can swim 2 full lengths in 2 competitive strokes. It does not have to be pretty or perfect - they just have to be able to get across the pool. If they aren't ready, consider our Pre Team (“Jr. Dolphins”). **If you are not certain whether your swimmer belongs on the team or Jr. Dolphins, please have your child attend the Jr. Dolphin evaluation on May 20th and our coaches will assess and advise.** Registration for team and Jr. Dolphins are the same.

# Coaching Staff

***Head Coach - Kate Murphy***

Kate Murphy continues as our head coach for the ninth year. She teaches Social Studies at Groves High School and is an Intervention Specialist in the Social Studies Department at Berkley High School.  We are excited to have her leading our Cranbrook Dolphins!

Assistant Coaches- Betsey McLachlan and Kurt Knoper, both year round coaches and teachers who have been dedicated to our CSC Family for longer than anyone can quantify!

Junior Coaches- Lilly and Leah, CSC Alums back for their second year of coaching.

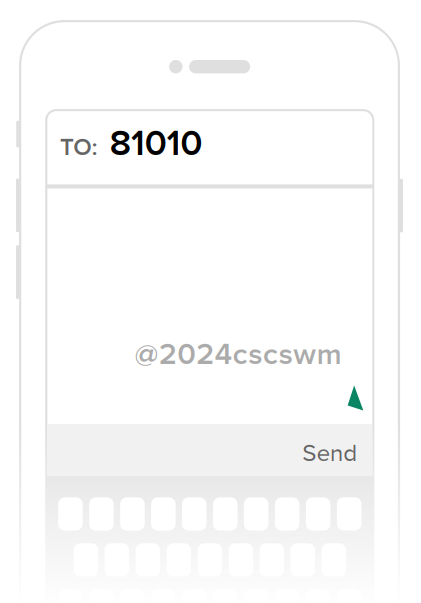
# swimmer’s Age group

The swimmer’s age group for the season is as of May 30th of that season (For example, their age for the 2024 season would be their age as of May 30, 2024)

# SWIM PracticeS

Family Membership must be in good standing with the club in order for any athlete to swim on the team. Swimmers may not participate in practices until the online registration has been completed and paid for. If you drop by June 14th you will be issued a refund.

* Practice Schedules are available online on the swim website page.
* Please arrive 10 minutes prior to the start of practice.
* **No adults are allowed on the competition pool deck during practices.** The coaches need to focus on your swimmer and likewise, the swimmers need to focus on the coaches. Please do not approach the coaches during practice. Coaches are happy to discuss your questions after practice.
* Attendance at practice is STRONGLY encouraged, but attendance is not taken. Your swimmer will benefit from attending practice regularly.
* Inappropriate behavior exhibited during practice or at meets may result in your dismissal from the team. No refunds are issued.
* Practice is cancelled if there is thunder, lightning or an issue with our pools. Coaches determine the cancellation of practices. Sometimes the Coaches will decide to do a team building exercise under the pavilion and wait out the storm. Communication regarding cancellations will be done thru Remind. Sign up for Remind:



# ADDITIONAL INSTRUCTION

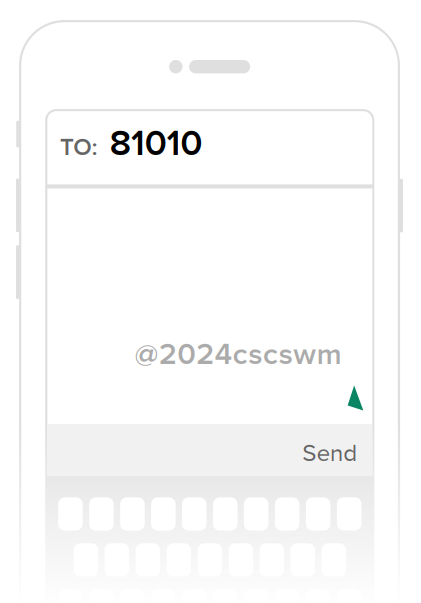
# Stroke Clinics - Coach Betsey runs stroke clinics. The stroke clinics are optional and an additional charge. The stroke clinics run Mon-Thurs, withFridays reserved as make-up rain dates except July 4th week. Sign-up sheets will be posted on our board at the club. Payment is remitted to Coach Betsey directly.

# Starts/Turns Clinics - Coach Betsey runs starts/turns clinics. The clinics are optional and an additional charge. The starts/turns clinics run on meet days. Sign-up sheets will be posted on our board at the club with times. Payment is remitted to Coach Betsey directly.

# Swim Lessons for team members - For those swim team swimmers looking for instruction beyond our stroke clinics, please consider reaching out to one of our swim Coaches. Feel free to talk directly to any of them to coordinate times and get pricing. If you have questions, send them to [swim@cranbrookswimclub.com](mailto:swim@cranbrookswimclub.com) and we can help.

# Communications

Important swim team information will be sent by email, so please add [swim@cranbrookswimclub.com](mailto:swim@cranbrookswimclub.com) to your list of allowed email addresses so that you can receive the emails. Emails will be sent to all of the email addresses indicated on the swim team registration form. We also us Remind, it used for “up to the minute” communications. Please sign up for Remind for the 2024 season: (should roll over from 2023)



# Swimsuit, Swim Cap and Team Apparel

Our 2024 Theme T-Shirt and Team Meet Caps can be secured when you register! Early registration (by May 14th) entitles you to a free T-shirt and you can elect for a free latex cap or a reduced price silicone cap ($10). Additionally you can choose to purchase a personalized silicone cap ($25).

We ask that only CSC caps may be worn during meets. If you need to purchase additional caps throughout the season, the fee is $10 for latex caps and $20 for silicone. Find a Swim Chair!

CSC gear will be available online through Varsity Shop. This is how you will purchase competition suits and additional spirit wear. Look for an email with the link to order. Swimsuits and other gear are available to be tried on at the Varsity Shop at your convenience. If you want additional 2024 Theme T-Shirts you can order them with this gear order.

**You are not required to buy new suits each year**, but we do want every swimmer in Cranbrook Dolphins suits. NSSL guidelines state that swimmers should only appear in logos that represent the team, for which they are swimming, during meets. These requirements ensure that CSC swimmers look like a team, and make it easier for coaches to identify our swimmers in the water.

Dolphin-wear for grownups is optional but strongly encouraged. It’s a great way to advertise our club!! We are asking that parents wear ROYAL BLUE when attending our meets.

# Volunteering

Our swim team **could not function** without the support of all our parent volunteers. Each family is required to volunteer minimally **three (3) times during the 2024 season**. Serving as a Season Long Volunteer Chair will fulfill your volunteer obligations and serving as Special Event Chair (planning role) is counted as two (2) volunteer positions. We are using SignUp Genius for tracking volunteering, the link to the signup sheet is on our swim page on the CSC website. This sign-up will go live on May 20th for our Parent Meeting. Additional positions may be added as the season progresses.

## \*\*\*\*Any family which does not volunteer three (3) slots before July 28th

## will be assessed a fine.\*\*\*

## Fine Schedule

## 1st Slot unfulfilled/NoShow: $50

## 2nd Slot unfulfilled/NoShow: $100

## 3rd Slot unfulfilled/NoShow: $150

***Chair Sign-Up Descriptions***

* ***Concession Chair***
  + Decides concession menu and pricing. Coordinates purchase of supplies. Coordinates concession volunteers during set-up, meet, and clean-up. Manages concession budget. Manager and Guards will set up tables for concessions.
* ***Marshaling Chair***
  + Arrive ~15 minutes before scheduled warm-up time to home and away meets. Bring sharpies, marshaling mats, and event signs to away meets. Post heat sheets and help parents and 10 and under swimmers find and write events/heats/lanes on swimmers’ hands before and after warm-up. Coordinate parent helpers in notifying 10 and under swimmers of upcoming events. Coordinate and lineup 10 and under swimmers on marshaling mats. Coordinate parent helpers in getting swimmers behind their lanes.
* ***Timer Chair***
  + Ensures all the timing equipment is functional prior to the first home meet. Coordinates timers and runner.
* ***Computer Chair***
  + Ensures all the computer equipment is functional and available prior to the first home meet. Sets up all computer equipment and coordinates all the entry of swimmer times into the computer system. This includes giving a brief tutorial to the computer assistant volunteers prior to the start of the meet. Ensures labels are printed for the ribbons.
* ***Awards Chair***
  + Arrive 30 minutes before scheduled meet start time. Manager and Guards will set up the tent and bring out the board that the "Place Ribbons" is hung from. We get two round or one long table and 7 chairs. The ribbons are divided up by the 46 individual events and the 6 relays. They are placed in Ziplock baggies with the Event number on the front to keep them straight. We also have two containers for the "Participation Ribbons", one for the Girls events and one for the Boys events. All the supplies are in a bag in the back supply room at the Club. Ribbons are ordered from the NSSL by the CSC NSSL Rep.
* ***Photography Chair***
  + Responsible taking pictures during dual meets and for giving direction to the volunteer signed up to take pictures for a meet.
  + Responsible for getting the pictures posted online and creating a slideshow for viewing at the Team Banquet.
  + Volunteer Coordinator arranges for 1 additional photo volunteer per regular meet, 2 additional volunteers for senior night, and volunteers for mini-meets, finals meets and special events.
  + If unable to attend a meet, please arrange for an additional volunteer to be in place.

***Meet Sign-Up Descriptions***

\*Note – For planning purposes, meets typically start at 5:00 though the time can vary. Warm-up starts at 3:00 pm for home and 4:00 for away. The start time will be communicated as soon as it is available.

\***Parents will be able to leave volunteer position to watch their swimmer(s).** Please coordinate with the Volunteer Chair (or if no chair for the position, find a Swim Chair) prior to leaving your volunteer responsibilities

* ***Concession Sales Shift 1***
  + This volunteer position is for home meets only. These volunteers are expected to be there at 3:30. These volunteers will help our Concession Chair with set-up of concessions and once the meet starts help with selling/stocking of concessions. The end time for this shift is 6:15 pm.
* ***Concession Sales Shift 2***
  + This volunteer position is for home meets only. These volunteers are expected to start at 6:15 pm. These volunteers will help our Concession Chair with selling/stocking of concessions. These volunteers will also help clean and close the concessions after the meet. The end time for this shift is when concessions is cleaned up.
* ***Concession Grilling Shift 1***
  + This volunteer position is available for home meets only. These volunteers will grill the hamburgers/hot dogs, etc. Shift 1 starts at 3:45 pm and ends at 6:15pm.
* ***Concession Skillet Shift***
  + This volunteer position is available for home meets only. This volunteer will warm grilled cheese and veggie burgers on the skillet, and also help with sales if needed. Shift starts at 3:45 pm and ends at 6:15
* ***Concession Grilling Shift 2***
  + This volunteer position is available for home meets only. These volunteers will grill the hamburgers/hot dogs, etc. Shift 2 starts at 6:15 pm and ends after clean-up is done.
* ***Concessions Home Food Prep***
  + This volunteer position is for home meets only.  Volunteers may collect food early in the day or come to the pool early to bag or package food prior to the meet concessions sales (generally to concessions by 3:30 for set up).  Will coordinate with concession chair people.
* ***Concession Wrapping Shift 1***
  + This volunteer position is available for home meets only. These volunteers will prep and wrap food coming off the grill to be sold for concessions. Shift 1 starts at 3:45 pm and ends at 6:15pm.
* ***Concession Wrapping Shift 2***
  + This volunteer position is available for home meets only. These volunteers will prep and wrap food coming off the grill to be sold for concessions. Shift 2 starts at 6:15 pm and ends after clean-up is done.
* ***Timer***
  + This volunteer position is available for both home and away meets. This person will record start and stop times for each swimmer in their lane. There are two timers per lane – one from our club and one from the other club. There is a brief timer meeting 30 minutes prior to the meet at which the Head Timer will ensure everyone has a Timer and stopwatch for their lane AND will assign lanes. Timers need to be at the meet for this meeting. We have two shifts for timing and typically change shifts at event number 28.
* ***Runner***
  + This volunteer position needs to be there 30 mins prior to the start of the meet and goes until the end of the meet. The Runner will collect Timer sheets after all the heats of a particular event are complete and give those sheets to the computer volunteers.
* ***Announcer***
  + This volunteer position is available for home meets only. This volunteer will make announcements throughout the meet, including announcing swimmers. This volunteer needs to be there 30 minutes prior to the start of the meet and goes until the end of the meet.
* ***Computer Assistant***
  + 1st Shift starts at 3:00, available to assist Computer Chair with setting up computer station and installing timing pads. \*This can be physically demanding\*. Support process while Chair compiles meet entries, tests systems and prints hard copies of event schedule prior to start of meet.
  + 2nd Shift volunteer position needs to be there 30 mins prior to the start of the meet and goes until the end of the meet. Assist with operation of timing counsel. Assist with entering data into the computer system. Prints labels for the ribbons.
* ***Finish Writer***
  + This volunteer position needs to be there 30 mins prior to the start of the meet and goes until the end of the meet. This person writes down, by hand, the order in which each lane finishes in each event, as told to them by the starting official, thereby confirming what the scoreboard says, or a back-up in the case of a (finish order) discrepancy. The written order is then given to the runner.
* ***Marshaling***
  + This volunteer session is for home and away meets. These volunteers are expected to be there 30 minutes **before** meet starts and stay until event 40. These volunteers before and after warm-up ages 8&under and 9-10 swimmers and their parents find and write events/heats/lanes on swimmers’ hands. These volunteers help notify 10 and under swimmers of their events, help lineup 10 and under swimmers on the marshaling mats and walk swimmers to their places behind lanes.
* ***Awards***
  + This volunteer position needs to be there 30 mins prior to the start of the meet and goes until the end of the meet. Computer Chair prints labels as soon as they are able to as events are finished. Awards volunteers will get them from the computer table and stick the label to the back of the appropriate ribbons and file them in the appropriate place for the swimmers to retrieve. When the meet is over volunteers collect all the ribbons that are left to separate them into CSC and the Visiting Club. We try to give the ribbons to the Visiting Club Coach before they leave the meet. CSC ribbons are then filed in the plastic folder at the entrance of CSC in alphabetical order for swimmers to pick up.
* ***Hydration Host***
  + Arrive half an hour before start of home meet to stage coolers with ice and water bottles, deliver to coaches, timers, officials, etc throughout the meet.
* ***Photographer***
  + Responsible for taking pictures of swimmers during warm-up and the meet, and transferring photos to our Photography Chair.

**MEET DAY**

***Who Swims? -*** Everybody is entered in two events by the coaches. Some swimmers are also chosen by coaches to be in relays. **You are entered in every meet, unless you have indicated in advance you will not be at the meet. The ONLY way we know you will not be there is if you have signed the “Coach I can’t Swim” sheet available on SignUpGenius.** The link is available on the CSC swim page website.

If your swimmer is in the final heat, he/she is swimming for points. Swimming for points just means that the place those swimmers finish in will count towards the points total for the CSC team for that meet. At the end of the meet all the points are added up and the team with the most points is announced as the winner.

All swimmers not swimming for points are swimming for exhibition. Remind your swimmer that swimming for exhibition may earn them a spot to swim for points the next meet if they get a better time in that event.

Relays are the final events of the meets. Your swimmer should have been told if they are in a relay, if not sure they should check with a coach. If you cannot stay please let the Head Coach know ASAP.

***Home Meet Concession Donations -*** This year, meet donations will be dropped off at a table near the entry to the club. An email will go out with the donations we need for the home dual meets. Thank you in advance!

***Practice -*** Everyone comes to practice in the morning. There will be bagels for the swimmers after practice. Coach Kate tells the swimmers which events they are swimming and if they are in a relay. The team then swims a meet warm-up.

***After Practice*** – Rest and relax. Eat with enough time to digest your food before you swim. Pack a bag for the meet. Include 2-3 towels (one for sitting, one for drying off), swim team cap and 2 or more pair of goggles, sweatshirt or jacket, sweatpants (it gets cool when the sun goes down, especially when wet), a golf umbrella or tent for rain or sun protection, sunscreen, and something to do (like cards or books). **Be sure your name is on everything you bring.** Each swimmer should bring a “Sharpie” marker to the meet to write events/heats/lanes on their hands.

***Travel to meets -*** Parents are responsible for taking their children to and from every meet. CSC does not provide transportation. Be sure to allow adequate time for travel and parking so that your child is on time for warm-ups.

***Meets -*** Meets last around 3-3 ½ hours and have 52 numbered events. There may be multiple heats in each event. Swimmers are seeded slowest to fastest. Only the last heat of each event is counted for points.

Swimmers are encouraged to stay until the meet is over to cheer on the relays. This is the super fun part of a swim meet – please, please stay and cheer on your teammates!! The score of the meet will be announced throughout the meet – at the end the winner of the meet will be announced.

***Meet Warm ups-*** Home meet warm ups are at 3:00 pm. Away meet warm ups typically start at 4:00 pm. Be there at least 15 minutes before the warm-up starts. This gives you time to put down your belongings and get your cap and goggles on before you get in the water. Wear your team suit to the meet if you have one.

***Volunteering*** - If parents are volunteering, please check in with your chairperson to confirm when you are needed to work.

***Marshaling -*** What is marshaling? It is a system by which you get your swimmer into their race. The marshals organize the 10 and under children by heat and lane on giant mats and take them to the blocks for their event. Watch for the number of your child’s event to be posted on the fence by the diving well at home or near the marshaling mats at an away meet. Make sure you know where the children are being marshaled at away meets because the events being marshaled are posted there. The event number will be posted well before the race. **It is your responsibility to get your child to marshaling** when the event is posted, we will not call your child over the loudspeaker, nor can we search the premises for your child. If your child is not in marshaling when the swimmers in that event go to the starting blocks, they will most likely miss their race. It gets crowded in marshaling, so please drop off your child and return to your viewing area. **Parents who are not marshaling or timing are not allowed behind the blocks.** 11 & up self-marshal and are responsible for getting themselves to the starting blocks in a timely fashion.

After warm up, all swimmers aged 10 & under should have their **parent** write their event, heat and lane (E, H, L) of each event they are swimming on their hand.

**The E** is the first thing we need to know - in which event is your swimmer swimming? Coach Kate will go over the line up with swimmers at each practice the morning of the meet.  Each number below the E corresponds to a different event such as 25 backstroke, 100 I.M. etc. Typically you will have two events plus the possibility of a relay. Always check the "heat sheets" for relays, and if they aren’t listed, check with a coach.

**The H** is for heat. There may be several swimmers in the event so they are divided up into different heats. You will not know this prior to arriving to the swim meet.  You will check the sheet and list the corresponding heat number for the event. For example, your child is swimming in heat 7 of event 8. So put a 7 next to the 8, under the H. Heat sheets may be purchased at a meet or you can find them posted near marshaling typically so you can get your swimmer squared away.

**The L** is for lane. Finally the easy part.  You will not know this prior to arriving to the swim meet.  Check the lane that your swimmer is in on the heat sheet for their heat in their event and note it under the L.

Try to keep them still and get this done before they get wet - it's easier - trust us. Your marshaling team is there to help if you get confused, as are our other experienced families. We recommend a black sharpie for your grid.   We suggest keeping a black sharpie in your swimmer's bag.

***Award Ribbons -*** Only those swimmers in the last heat are awarded place ribbons. All other swimmers receive participation ribbons in each event with their name, the event and the time swam on the back of the ribbon. You may pick up ribbons at the meet usually a few events after yours is complete. Each team has an area where they can be picked up by the event number. If you do not get them at the meet, the awards chair will make them available in the plastic folder located at the entrance of CSC.

***Morning Practice after the meet -*** It is very important that you attend practice the day **after** the meet. Coach Kate talks to the swimmers about their performance the night before. Achievements and needed corrections are discussed. Select after meet practices will also be used for team building activities.

***ADDITIONAL SWIM Team Events***

Please see the swim page on the CSC website for all of our swim team events and to register. Below is a little information on the events:

***Time Trials -*** We ask all swimmers to participate in time trials. Your child will swim all four strokes in order to establish a time in each event which will be used to seed them in our meets. Arrive with your suit on, ready to swim.

**Late Night Party -** There will be late night swimming as well as other events planned. Please mark your calendars for the date and rain-date just in case. Your swimmer will not want to miss this one! More details to come…..

***Team Pictures and Pancake Breakfast -*** Join us for Team Pictures and Pancake Breakfast. The Pancake breakfast is free to all swimmers. Parents and siblings can eat for a small charge of $5.00. Please arrive in your CSC swim team t-shirt and CSC bathing suit. Picture forms will be made available prior to the picture day to sign up for individual pictures.

***Ice Cream Social -*** After the designated meet on the calendar, there will be an ice cream social. Please stay and enjoy ice cream for all.

***Swim-a-thon and Finny Frenzy -*** The Swim-A-Thon is a fundraiser our team holds to raise money for Special Olympics. All teams in our league raise money and pool it together for a large donation that is presented at the end of the season at A Finals. The kids can ask friends and family to sponsor them, pledging to donate a specific amount per length. and then swim as many laps as they can during the session. Finny Frenzy is a power-up! Swimmers can pay $5 cash to wear fins during their swim. This money is considered a donation to the swim team.

***Mini Meets -*** Mini meets are optional meets grouped by age, dates are on our meet schedule and you need to register for this on our website, you will be emailed when registration is open – strongly encouraged!!

**Championship Meets**

All swimmers who have competed in at least two(2) dual meets are eligible and encouraged to participate. These are super fun meets for the kids and we see many Personal Best Times! All swimmers will be asked to register for the two events that they would prefer to swim at the Finals Meets, most swimmers are entered into B Finals, Coach Kate will determine which swimmers will compete in A Finals. **If you do not plan to swim either of these, please be sure to sign the “Coach I Can’t Swim” sheet.**

**B FINALS**

B Finals is held on Saturday July 20th, it is held in two sessions based on age group. More info to come.

Join us for a pasta dinner to start the carbo-load and paper plate awards the Friday evening before B Finals. We ask for a nominal cost to cover expenses. After eating, the swimmers decorate their yard sign and take them home with them.

For the swimmers who compete at B Finals, this is the end of their season!

**A FINALS**

Coach Kate will notify your swimmer if they will be participating in this meet. Generally, it is reserved for the 2 fastest team swimmers from each age group, for each event. This meet is held Saturday July 27 Preliminary Events, those who finish top 14 in each event will return Sunday July 28 for Finals. Those who placed 1-12 will race, places 13,14 are there as alternates incase another athlete cannot swim.

There are a number of events scheduled for our A Finals swimmers during A Finals weekend. It all starts with Spaghetti Shavedown which is scheduled for the Friday of A Finals. This is our carbo-load event and paper plate awards prior to A Finals. Those of you asking why it’s called the “Spaghetti Shavedown” – it’s because those that want to will have the opportunity to get their heads shaved to get ready for their fastest A Final swim. This is completely on a “want to” basis. On Saturday morning, there is a 13 & up breakfast planned at the club and on Sunday a breakfast for all final round swimmers.

All A Final swimmers practice together the last week prior to A Finals. Time TBD. Coach Kate will inform the A Final Swimmers.

**If you think your child may be considered for A Finals but cannot swim in A Finals due to other commitments (i.e. camp, vacation plans), please be sure to sign the “Coach I Can’t Swim” sheet ASAP, plan for B Finals.**

**Team Banquet**

Sunday July 28 evening, after A Finals, we have our Team Banquet back at our home pool CSC. This banquet is a celebration for all our swimmers. Swimmers’ families are invited. There is a fee for each person for dinner. There is an Raffle during the banquet to raise money for our team. Bring your suit too, we have lifeguards on duty! This is a fun end to our swim season!!

# Questions

Still have questions? Contact your Swim Chair(s) anytime at [swim@cranbrookswimclub.com](mailto:swim@cranbrookswimclub.com)