

ASHTON ALLIGATOR HANDBOOK

Quick Tips:

1. READ THIS HAND BOOK!!!
2. With the number of swimmers on the team, please make sure you label everything. You would be surprised at the number of items left at pools after events. Ashton has a lost and found shelf in the baby pool area. Goggles and items of value are taken to the guard office.
3. Visit the team Web Site www.ashtonalligators.com and the team bulletin board often. **Anything and everything** will be posted at both locations.
4. Volunteer! Home meets require a minimum of 25 volunteers. No meet can run on its own. While some positions require certification and training, there are many positions that only require time and your willingness to help. We require that a family member volunteer at least 3 times through out the season. This is also a great way for Students to receive their required Student Service Hours. Sign-up sheets will be posted on the team bulletin board or you can sign up on our web site. Volunteering is the best way to gain an understanding of the sport as well as to get the front row seat in all of the action!
5. Because our season is so short and it is during many families vacation time, PLEASE NOTIFY US AS SOON AS YOU KNOW YOU WILL BE OUT OF TOWN! In general, the coaches make the A Meet line up the Thursday before the meet (Relay Carnival & Divisionals is done the Monday before). If you are scheduled to swim and do not tell us, that takes away points from the team and could potentially cause a loss. This really affects the Relay Carnival. Each relay requires 4 to 5 swimmers and if one person is missing, the relay is sunk. Coaches post line ups on the Friday Morning before the A Meet. We request that you initial next to your name so we know that you know.
6. During practice and at meets, the coaches request that you please stay out of the team area and off the deck (unless you are volunteering). Parents and family members can cause distractions. Coaches only have the swimmers for a short time during practice and they want to give them their full attention. With that being said, please make sure your swimmers arrive on time and ready to get into the water. Any questions or concerns can be handled after the practice/or meet.

We are members of the Montgomery County Swim League - www.mcsl.org which has over 80 teams from around the county in 15 divisions (A thru 0). Each division has 6 teams which compete weekly. Division assignments are based upon the previous season's team wins as well as swimmers times. The division assignments change yearly and can be found at www.mcsl.org or at www.ashtonalligators.com. For more detailed information about rules, regulations, strokes, meets, as well as county records, please go to the mcsl web site. A limited number of MCSL handbooks will be available at team sign up.

About Us - Our season runs from Memorial Day thru the end of July with a fun Relay Carnival in the middle. We also do fun things besides swimming - outings like movies, team dinners, amusement park trip to fun spirit and pool bonding events. Whether you are a first year swimmer or an old hat at it - come out and join the fun! You will do lots of fun activities, stay fit and make lots of friends! A meets are held on Saturday mornings and start at the end of the school year. B meets are held on Wednesday evenings. The season ends at the end of July with a team banquet celebrating our great swimmers. Trophies are handed out to all swimmers (even Minnows). Minnows receive a team trophy if they swam in a meet! Additional awards are handed out which are: Age Group High Point Awards, Most Improved Award, Coaches Award and Fun "Special" Awards. We have many social activities through out the season to make the season fun and lively. Please check the Ashton web site often for updated information.

Minnows Program - Our Minnows program is an integral part of the swim team and is designed to introduce young swimmers to the team. Our Minnows coaches teach breathing techniques, racing starts, rules and so forth. Our goal is to have each minnow swim in at least one meet. For the safety of all swimmers, minnows must pass a swim test before acceptance in this program – your child must be able to tread water for 30 seconds and swim the width of the diving well. The coaches will conduct this test on the first day of minnow practice to determine if your child is ready. The practice schedule for minnows is as follows - 6/17-7/15 Mon., Wed., Fri. 9:30-10:15

Practice –

While MCPS School Is In Session: (Tues May 31 – Wed June 15)

Monday - Thursday ages 10 and under 5:30 – 6:30 pm, ages 11 and up 6:30 – 7:30 pm **

Friday all ages 6:00 – 7:00 pm

Thurs June 16 – ages 10 and under 3 – 4 pm, ages 11 and up 4 – 5 pm

**** Wednesday, June 15th will be a combined practice –All Ages 5:30-6:30 pm**

After MCPS School Is Out: (Friday June 17 - Fri July 22)

11 and up 7:45 - 9 am pool time, 9 - 9:30 dry land

9-10 9 - 10 am pool time, 10 - 10:30 dry land

8 and under 10 - 10:45 am pool time (no dry land for 8 and under)

Evening practices: Mon. Tues. Thurs. all ages 6:00 – 7:00 p.m.

All Star Qualifiers: (Mon July 25 - Friday July 29) 9 – 10:30 am

Time Trials -

Time Trials are held the Saturday before the first "A" Meet. This is a team only event where all swimmers are timed in as many events as they wish to swim. Time Trials provide the coaches and swimmers with the best times for seeding purposes for the A Meets to come. It also provides the swimmers with personal goal setting for future events. Swimming is a team event and an individual event as well, allowing swimmers to beat their personal best times with every future swim.

Meets -

The coaches pick the line up for all A Meets and post the line up on the Swim Team Bulletin Board prior to the meet. Swimmers are required to be at the meet location at least 1 hour before the meet (some times the coach adjust the time accordingly). Teams are given a warm up time and the meet starts promptly at 9:00am (6:00pm for B Meets). A Meets – Swimmers can only swim 3 events plus relay and IM.

B Meets – Swimmers sign themselves up for events. There are no relays and swimmers cannot swim any event that they swam in the previous A Meet. (Ex. Swimmer swam 50 free at A Meet, swimmer cannot swim 50 free at B Meet but can swim breast, fly, back or IM).

How Meets Are Run -

There are 6 lanes in the pool for the meet. The visiting team will select their lanes first, either odds (1,3,5) or evens (2,4,6). Each lane has 3 swimmers from each team with the swimmers in the middle two lanes being the fastest swimmers. Meet sheets are created and given to the (1) VOLUNTEER CLERK OF COURSE who sits in a designated area. The (1) VOLUNTEER ANNOUNCER announces that swimmers swimming events should check in at the Clerk of Course where they are given their lane assignments. They will then head over to the pool and go to their designated lane. There are (3) VOLUNTEER TIMMERS in each lane with stop watches. There will be (2) VOLUNTEER JUDGES on either end of the pool to make sure the swimmers swim the strokes correctly. *If a stroke is not swum correct, the judge will Disqualify (DQ) the swimmer and note this on a DQ card*. There will be (1) VOLUNTEER STARTER who starts the event and (1) VOLUNTEER MEET REFEREE who makes sure the meet is being run correctly. Swimmers times are recorded on time sheets and handed to the (1) VOLUNTEER HEAD TIMER who then hands the time sheets to the (1) VOLUNTEER RUNNER. The Runner takes the time sheets to the (2) VOLUNTEER TABLE WORKERS who verify the times which are recorded by the (1) AUTOMATIONS VOLUNTEER. The automations enters the times in the computer which calculates the swimmers times as well as team points, and prints out the award sheets which are placed on the ribbons by the (1) VOLUNTEER TABLE WORKER.

Times and rankings are posted at the pool (Ashton meet results are attached to the snack bar wall).

B Meets –

B Meets are run in the same manner but team points are not calculated and generally, all swimmers receive a participation ribbon. Swimmers who participated in the previous Saturdays A Meet cannot swim any event that was swum at that A Meet. B Meets are for the most part, for swimmers who have shown that they can swim a stroke legally.

Sportsmanship –

During all team activities we believe that the swimmers and parents should adhere to the following:

At Practice – Arrive on time and be ready

Pay attention to your coaches

Exhibit proper lane courtesy

Be respectful of all coaches, volunteers and staff at the pool.

Be respectful of the pool grounds – pick up after yourself.

At Meets - All of the above plus:

Exhibit good sportsmanship to all athletes and visitors

Your actions reflect not only yourself but your team as well.

VOLUNTEER -

ALL ACTIVITIES REQUIRE VOLUNTEERS TO MAKE THINGS HAPPEN!

Listed below are the descriptions of positions:

Announcer: Keeps the meet running by announcing what is happening, calling swimmers to the clerk of course, announcing swimmers prior to the event they are swimming, announcing any all star times or pool records, as well as the final score.

Apparel Sales: Help sell the Alligator Swim Team Wear and collects divisional t-shirt orders/money as well as distribution.

Automations: Computer operator who enters the swimmers times into the Meet Manager Program; prints the ribbon labels and posts results.

Banquet: Sets up and purchases decorations, tableware, food and drink for the end of the year celebration.

Clerk of Course: Checks in swimmers before they swim their event and instruct them as to which lane they will compete in.

Concessions: Sells food and drink to the spectators and helps make money for the team.

Events Planner/Helper: Helps organize and assist any/all social activities.

Head Timer/Assistant Head Timer: Instructs timers at the start of the meet. Coordinates with the Referee to make the meet run efficiently. Runs several stopwatches for back up in case a lane timer's watch doesn't work. Collects time sheets to give to the runner.

Meet Set-Up: Helps set the stage for the home meets

Photographer/DVD: Takes pictures throughout the season and creates the DVD viewed at the end of season banquet.

Referee: Head judge and official who presides over the meet ensures all rules and regulations are being enforced and followed. The Referee has final say on all deck issues (DQ's, etc) –THIS POSITION REQUIRES CERTIFICATION

Runner: This position requires tennis shoes! Collects all time sheets and/or DQ's from the Head Timer and take them to the Automations table.

Starter: An official who has been trained to start each race using vocal cues and/or the starter equipment. THIS POSITION REQUIRES CERTIFICATION

Stroke and Turn Judge: Watches 3 lanes of swimmers to make sure that strokes, turns and wall touches are done legally. This is great for people who want to really understand stroke mechanics.
THIS POSITION REQUIRES CERTIFICATION

Timers: Assigned a lane and uses a stop watch to accurately document the time of the swim, from start to finish. Some people split meets with other volunteer. This is one of the most fun positions.

Verifier / Table Work: This person verifies that the times are entered correctly into the computer; help post results, and puts labels on the ribbons.