














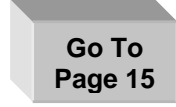
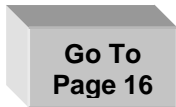
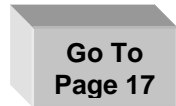

**LITTLE ROCKY RUN STINGRAY**  
**SWIM TEAM**  
**HANDBOOK**







Updated April 2006

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# 1. Introduction

**Welcome to the LRR Stingrays Swim Team.** As many of you already know, when your children join a summer swim team, the whole family gets involved. Being a swim team family is a lot of hard work...and a lot of fun! Working with the swim team is a good way to share in your children's activities and it's a good way to meet other neighbors.

The LRR swim team is a self-supporting summer swim program, sanctioned by the LRR Homeowners Association, which competes in the Northern Virginia Swim League (NVSL) and the Fairfax Area Swim Team (FAST) League. The philosophy of the LRR swim team is to foster in the children a love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship. Swimming is a competitive sport, but unlike many other sports, the competition is both individual and team-oriented. Both are equally important and rewarding to the swimmers and their parents. One of the best things about a swim team is that it can accommodate a wide range of abilities and age groups. If your child is a new swimmer, you can expect to see significant improvement in your child's swimming skills and confidence. As a child's abilities improve, he/she will have different opportunities to achieve personal goals and to contribute to the team. Parents should support and encourage their children, whatever their ability level.

Communication between home and swim team personnel is vital. This handbook has been prepared with the hope that many of your questions about the swim team and how it works will be answered. **This handbook provides guidelines that will be tempered with common sense and kindness.**

## 2. Eligibility

Only families residing in LRR (owners or renters) in good standing with the Homeowners Association may register children under the age of 19 to participate on the LRR Stingray swim team.

**All team members must demonstrate the ability to swim one stroke correctly.** Swimmers must (1) swim one length of the pool (25 meters) if eight and under or two lengths of the pool (50 meters) if nine and over using correct freestyle, backstroke, or breaststroke and (2) must demonstrate the ability to meet swim practice safety requirements. Swimming the stroke correctly includes not receiving assistance from the side walls, lane lines, or the bottom of the pool.

By the end of the third week of practice, the Head Coach and Team Representative will have completed evaluations of each swimmer to determine if a swimmer meets the above requirements. The evaluations will be conducted in an atmosphere to minimize pressure on the child. In the event that ability or safety requirements are not satisfied, the registration fee will be refunded.

### 3. Registration

#### ***Spring Parents Meeting***

Swim team registration takes place at the Spring Parents Meeting held about a month before the season starts. Parents of returning swimmers are notified by mail and the meeting is also announced in the *News on the Run*.

All parents (returning and new) should attend this meeting because the Swim Team Committee needs to present a great deal of information. With the size of the team, it is extremely time consuming to do this on an individual basis.

Parents need to bring the following information to registration:

- Completed forms that provide 2 emergency contact phone numbers and the LRR HOA account number
- Check for registration fees
- Summer Calendar to sign up for volunteer activities

#### ***Registration Fee***

A registration fee is charged for each swimmer. The fee varies from year to year depending on the coaching costs. The swim team is self-supporting--mostly through the registration fee. The registration fee covers NVSL dues, coach's salaries, insurance, awards, and other team expenses. **Swimmers may not practice until the registration fee is paid.** Copies of the swim team budget for previous years are available.

#### ***Late Registration Fee***

Swimmers are permitted to join the team at any time during the season. Late registration may be completed by contacting the Registration Coordinator. A late registration fee of \$10.00 per family will be charged for registration after the first day of practice. Practice starts the Tuesday after Memorial Day. This late fee will be waived for families that move to LRR after the Spring Parents Meeting.

#### ***Registration Fee Refunds***

Registration fees are returned ONLY under the following conditions:

- Any age swimmer who cannot meet swim practice safety requirements
- OR**
- 8 & under swimmer cannot swim 25 m using correct free, back, or breast stroke
  - 9 & older swimmer cannot swim 50 m using correct free, back, or breast stroke

OR

- Swimmer withdraws before 48 hours prior to the initial time trials

OR

- Swimmer has medical problems (refund is pro-rated).

## 4. Coaching Staff

The Swim Team Committee selects the head coach each year. The Committee looks for individuals with a philosophy consistent with the LRR swim team philosophy. The selection is based on the individual's swim coaching experience, character, leadership, and ability to work with children. Also given the large number of swimmers on the team, organizational ability is extremely important. The coaching staff is selected by the Swim Team Committee Chair (Team Rep) with input from the Head Coach and Swim Team Board. The size of the staff depends on the number of swimmers. The coaching staff is paid by the swim team families through the registration fee.

## 5. Team Communications

Communication is the most important element in any organization and the swim team is no exception. Throughout the season there are several ways to find out what is going on.

The best way is to check the **Bulletin Board** (located on the front wall at the Sandstone Way pool) or the team website at [nvsl.nvpools.com](http://nvsl.nvpools.com) for daily updates. Also, a **swim team Hotline phone number** will be distributed each season (new number each year). Please call this number for up-to-the-minute information

In addition, there is a **weekly newsletter** that gives information on such things as swim meet times and locations, changes in scheduling, and upcoming special events. The newsletters are available at the Sandstone Way pool on Fridays. Special announcements may also be sent home with your child. Ask your child frequently if they have any announcements from the swim team.

A **spring parents meeting** is held in the spring for registration, orientation and for initial communications. A meeting is held at the end of the season to elect the Swim Team Committee members. Meetings may be held during the season if it seems appropriate. The **swim team committee** holds meetings throughout the year that are open for anyone to attend.

If there are any specific questions for the **Coaches or Team Representatives**, please leave a note with your question and a phone number where you can be reached. **Parents should not ask the Coach questions during practice or during the meets.** These individuals may also be reached at the phone number(s) or email address(es) provided. Please be considerate and make calls before 9:30 p.m.

## 6. Parent Support Requirements

The swim team depends on family support and lots of it! It takes at least 40 people to run a swim meet! In addition to the meet officials, there is the concession stand to run, special events to organize, and various administrative tasks. Parents of all LRR Stingrays are expected to provide their time and talents to support the team. Except for some of the meet officials (i.e., stroke and turn judges), most of the parent assistance does not require any training or previous experience. Descriptions of these jobs are in Appendix B.

**Every family should plan to work at least four swimming events, and one special event or activity during the season.** Moms and dads (or older siblings) are welcome to assist. The activities take place at various times, so that all families should be able to find a convenient time to participate. Activities are coordinated by various Swim Team Committee members and other volunteer parents. Parents should sign-up to help in various activities at the Spring Parents Meeting. Also, parents may contact the appropriate committee chair at any time to offer assistance. Help is always welcome!

### ***Meet Officials***

Each meet requires over 40 meet officials to put swimmers in the water. Parents serve as meet officials. Meet officials are usually easily identified by white over blue clothing, which is the customary attire. The \* indicates that the official requires training:

Meet Manager (Team Representative)	1
Referee*	1
Announcer	1
Starter*	1
Stroke and Turn Judge*	4
Clerk of Course	2-4
Relay Take Off Judges*	8
Chief & Assistant Timer*	2
Timers	18
Runners	2
Head Table Worker*	1
Time Recorders	2
Scorers	2-3
Data Coordinator*	2
Ribbon/Awards Clerks	<u>2-3</u>
TOTAL	49-53

### ***NVSL Meet Officials Training***

The NVSL sponsors training classes to certify meet officials before each season. Classes



are conducted in early June before the first meet. Meet officials are urged to attend these clinics each year; however the certification is good for two years. Dates, times, and locations of the clinics are announced at the Spring Parents Meeting and are published on the website. Referees must attend referee/starter and meet official clinic.

### ***Set Up and Take Down***

At each home meet, about five volunteers are needed to set up and take down equipment. This involves setting up the PA system, lane markers, timing equipment, chairs, etc.

### ***Concessions***

At each home meet, a concession stand is operated for the convenience of families and as a fundraiser. The Concessions Coordinator will establish a schedule for volunteers assigned at every meet. Young children should not be in the concession area while their parents are working in the concessions stand.

### ***Special Events and Activities***

Being a member of the swim team involves more than swimming! The swim team sponsors many special events that are described in Section 9. At least one volunteer is needed to coordinate and organize each of these special events. The coordinator needs additional parents to assist with the special event.

### ***Administrative Functions***

**Registration** - Several volunteers are required to conduct team registration functions during the sign-up period.

**Newsletter** - One or two volunteers are needed to compile and type the weekly newsletter.

**Clothing Orders** - One or two volunteers are needed to select team suits, T-shirts, sweat shirts, goggles, etc. and the suppliers. Orders must be taken, clothing ordered, and the orders distributed.

**Personal Best Ribbons** - Several volunteers are required to write and distribute Personal Best ribbons every week.

**Team Pictures** - One or two volunteers are needed to arrange for team and individual photographs.

**Swim Team Committee** - The Swim Team Committee oversees operations of the

team. It consists of voting members typically organized as follows:

- Chairperson/Team Representative
- Assistant Chairperson/Assistant Team Representative
- Treasurer
- Secretary
- Concession Committee Chairperson
- Competition Committee Chairperson
- Officials Committee Chairperson
- Timer Coordinator
- Volunteer Coordinator
- Member At-Large

## **7. PRACTICES**

Swim team practices are designed to teach and improve the swimmer's techniques in all strokes. Your child should find practices a good mix of hard work and lots of fun.

Parents are encouraged to come and watch during practice to gain an appreciation of what the children are doing. Because the pool and deck are used by the swim team, parents must watch from outside the pool fence.

### ***Practice Schedule and Practice Groups***

Swim team practices are held every week day during the swim season. Coaches will be present at all practice sessions and assigned meets. Coaches are not required to be at the pool for additional duties any other time. 100% of their attention will be devoted to coaching during practice sessions.

While school is in session, practices are held after school.. The sessions are scheduled after the respective school dismissal times. Because of limited after school practice time, coaches assign times and frequency of practice for swimmers to maximize swimmer safety and pool use.

Once school is out, practices are held daily, in the mornings. Four practice sessions are held. Swimmers must exit the pool area within 15 minutes of the end of practice. All swimmers practice every day, even if they swim in a meet scheduled for the same evening.

Practice groups are assigned based on the swimmers' age and ability in all strokes. Generally older, more advanced swimmers are scheduled for earlier practices and younger swimmers are scheduled for later practices. Sometimes a swimmer will be asked by the head coach to participate in an older age group practice, if this better suits the level and needs of the swimmer.

The practice schedules will be available at the parents meeting and are posted on the bulletin board at the Sandstone Way pool desk. Any changes to practice schedules are posted on the bulletin board and website. **Please check the bulletin board or website daily to make sure you are informed of all swim team communications. Also, a swim team Hotline phone number will be distributed each season (new number each year). Please check this number for up-to-the-minute information.**

Every effort is made to maintain consistent times for practices so parents can make plans accordingly. Occasionally swimmers may be reassigned to a different session or group. Parental requests for practice reassignment will be considered at the discretion of the coach and Team Representative.

### ***Attendance***

Practice makes perfect. Attendance at every practice is very important. Skills taught one day might not be repeated the next and the skills build on each other.

Swimmers should check-in with their coach at every practice. Coaches track attendance for safety reasons and to help monitor swimmer interest. If a swimmer will not be attending practice for more than one day, please notify the coaching staff in writing on the absence notification forms.

### ***Cancellation of Practice***

If practice is canceled, a notice will be posted outside the pool desk area and a message will be placed on the hotline. Generally, practices are only canceled due to poor weather conditions.

Parents must have a contingency plan to pick up children in case practice is unexpectedly canceled due to weather, or a child becomes ill.

### ***Safety/Discipline***

The safety of the swim team children is a very important consideration for all swim team activities. At practice, children **must obey the coaches and pool rules at all times.**

Parents should drop off and pick up their children promptly at assigned practice times as the coaches may be involved with another practice group and unable to thoroughly supervise waiting or dismissed swimmers. If swimmers are old enough to come and go to practice on their own, they are requested to come and go to practice at the scheduled time.

It is extremely important that swim team members leave the pool promptly at the end of

each practice, and take their belongings with them. If your children intend to use the pool during regular hours, they must re-enter the pool area with a valid pool pass.

Because of the size of the swim team and the importance of safety if a child proves to be discipline problem, parents will be notified. Continued problems with discipline may, by consensus of the Swim Team Committee, be reason to discontinue the swimmer's participation on the team.

## **8. ATTIRE**

The swim team has an official swim suit and various other swimming related clothing and equipment. Every effort is made to use the same official team swim suit for 2 or more years. The only reason the suit is changed is if it is no longer available from the manufacturer.

All team members receive a team T-shirt. Any other swim team related items must be purchased. Purchase of a team swim suit is **not** required, however, swimmers should have a racing style suit to minimize their times in races.

Team swim suits and equipment may be purchased before the season starts through the Swim Team Committee. Special optional items such as team sweat shirts, sweat pants, caps, and hats are also available for purchase during suit try-ons. The Clothing Order Coordinator makes arrangements with a sporting goods store to place a large order as a team. Dates and times for try-ons and orders are announced at the Spring Parents Meeting.

### ***Required Attire***

Swimmers participating in NVSL meets are encouraged to have the official team suit and team swim cap, however any racing style swim suit is acceptable. Baggy swim suits are strongly discouraged. Swim caps worn at meets must not have team logos or names from any swim team other than LRR.

### ***Recommended Attire***

It is highly recommended that swimmers wear tinted goggles for practice and meets. Goggles protect the eyes from exposure to sun, chlorine, and other chemicals used in the pool water.

Swim caps are recommended for all swimmers in races. During meets, swimmers are prohibited from wearing caps with names or logos for any other swim team.

Any comfortable swim suit can be worn to practice.

## ***Meet Officials Attire***

All meet officials (see section 6 for who is a meet official) should wear white shirts over navy blue pants or shorts. This makes them easy to identify at a meet.

## **9. SPECIAL EVENTS**

To foster team spirit and make the swim team season fun, various social activities are held. Knowing how busy summer schedules can be, these activities are optional—but a lot of fun if you can participate. Many of these activities are designed to allow for family members to participate. Information about these social activities is provided in the weekly newsletter or special flyers sent home with the swimmers. Announcements are also usually posted on the Sandstone Way pool bulletin board. There may be a nominal fee to cover the cost of special events.

### ***Pep Rallies***

Summer swim meets have been traditionally competitive, yet fun events. Many teams plan rituals and elaborate displays of team spirit before and during meets. The LRR Stingrays are no exception! To prepare for the meets at all competitive levels, pep rallies are held at the Sandstone Way pool where everyone cheers and has fun.

### ***Other Activities***

Additional activities are planned for swim team members that vary from year to year depending on the interest of the children and parents. In the past, donut days, water slides, movie days, and other activities have been held with much success to enhance the swim team experience for the children. Parents are responsible for providing transportation for their children to these special events.

### ***Swim Team Awards Ceremony***

The Swim Team Awards Ceremony is the final team activity. All of the swim team members and their families get together to celebrate the successes of the season. Awards are presented and farewells are said to graduating team members. This is also an opportunity to thank the team coaches and the many parent volunteers who make the swim team program possible.

## **10. TIME TRIALS**

Time trials are conducted in June prior to the first NVSL meet, and are held at the Sandstone Way Pool. The purpose of these trials is to select swimmers for the first NVSL meet and to allow the meet officials to practice for the first official meet. Make-up time

trials are scheduled for swimmers who can't participate at the scheduled time trials. However, the make-up time trials will not be rescheduled in the event of poor weather.

Swimmers may also obtain official times at the Monday developmental meets and at other scheduled weekly time trials.

## **11. GENERAL SWIM MEET PROCEDURES**

The LRR summer swim season offers many meets in which swimmers can compete and/or demonstrate how much their skills have improved. The LRR Stingray goal is to provide each team member with equitable opportunities to swim in meets. Two types of meets are held:

- NVSL Meets
- FAST Meets

These meets provide a balance between the highly competitive NVSL program and the large developmental FAST program. A swimmer's participation in any meet depends on the type of meet, team needs and swimmer availability. **Swimmers may elect to not swim in any meet. However in fairness to other team members, parents should notify the team representative or meet managers, in writing on forms provided at the desk, of any planned absences from meets. Failure to do so could deny another swimmer the opportunity to participate in that meet.**

Sections 12 and 13 provide a brief description of the NVSL Meets and Developmental Meets and describe how swimmers are selected for the various meets.

### ***Procedures***

Each team is assigned a warm-up time before the scheduled meet start time. For dual meets, the home team warm-ups are usually 1 hour prior to the scheduled meet time; the visiting team usually warms up a 1/2 hour prior to the scheduled meet time. If more than two teams are involved, swimmers will be notified of the warm-up time by the coach or Team Representative.

At the meets, swimmers should remain in the team area until they have completed all events. Bathroom breaks are the exception. Snack bar visits are discouraged. Swimmers are permitted to bring radios, cards, and other games to the meets.

Approximately 10 minutes before an event, the coaches call out the individual names of the swimmers who are in the event. The swimmers are directed to the clerk of course area where they wait until their event is announced.

After completing the event, swimmers may be informed of their time by the lane timers. Swimmers should then go directly back to the team area to check in with their coach. Then, they can visit with their parents and go to the snack bar if they are finished swimming for the day. Swimmers should stay for the entire meet and support their teammates.

### ***Away Meet Caravans***

Approximately half of the Saturday and Monday meets are held at other pools. Parents must arrange transportation for these meets. It is customary for the team to caravan to the other pool. Swimmers gather before the meet to check-in, get maps, put streamers on cars, etc. A designated meeting place and time is assigned for the caravan. The meeting place is usually the Centreville High School parking lot. The meeting time depends on the location of the other pool. It is usually 1 1/2 hours before the scheduled meet start time to allow everyone to gather, check-in, drive safely to the other pool, and swimmers to warm-up.

**Swimmers who are in NVSL meets must check in with the Team Representative at the meeting site** so the Team Representative can verify that they are present and ready to swim.

**Swimmers who are not participating in the caravan must notify the Team Representative.** The Team Representative may substitute swimmers for anyone who did not provide advance notice or does not show up for the caravan.

### ***Meet Cancellation***

All meets are held as scheduled unless there is **thunder and lightning** in the area. NVSL meets will be delayed and, rarely, rescheduled. Developmental meets may be delayed, rescheduled for the next day, or canceled.

### ***Events***

Swimmers are grouped for events by sex (male or female) and age group. The typical age groups for both boys and girls are as follows:

- 6 and Under (Developmental Meets only)
- 8 and Under
- 9 and 10
- 11 and 12
- 13 and 14
- 15 through 18

Developmental meets may break up larger age groups like 8 & Under and 9-10 into 7, 8,

9, and 10 as separate age groups. Swimmers may swim in their own age group and/or higher age groups except in relay carnivals. A list of the events held in each type of meet is shown in Table 1.

Generally all events for a given stroke are swum, beginning with the youngest swimmers. Then events for the next stroke are swum.

## **Scoring**

The NVSL requires that at least 3 timers be assigned to each lane. Official times are determined as follows:

1. If the time from two watches agree, that time is the official time.
2. If all three watches disagree, the middle time is the official time.
3. If times from only two watches are available, the average of those two watches is the official time.

Individual events are scored as follows: First Place - 5 points; Second Place - 3 points; Third place - 1 point. Relay events in dual meets are scored 5 - 0.

The Divisional Relay Carnival is scored 14-10-8-6-4-2 when six teams participate and are scored 12-8-6-4-2 when five teams participate.



**Table 1****Events for Saturday NVSL Meets**

<b>Event</b>	<b>8 &amp; U</b>	<b>9 &amp; 10</b>	<b>11 &amp; 12</b>	<b>13 &amp; 14</b>	<b>15 - 18</b>	<b>Mixed Age</b>
25 M Freestyle	X					
25 M Backstroke	X					
25 M Breaststroke	X					
25 M Butterfly		X				
50 M Freestyle		X	X	X	X	
50 M Backstroke		X	X	X	X	
50 M Breaststroke		X	X	X	X	
50 M Butterfly			X	X	X	
Freestyle Relay	X					X
Medley Relay		X	X	X	X	

**Events for Monday FAST Meets**

<b>Event</b>	<b>6 &amp; U</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11 &amp; 12</b>	<b>13 &amp; 14</b>	<b>15 - 18</b>
25 M Freestyle	X	X	X					
25 M Backstroke	X	X	X					
25 M Breaststroke	X	X	X					
25 M Butterfly		X	X	X	X			
50 M Freestyle				X	X	X	X	X
50 M Backstroke				X	X	X	X	X
50 M Breaststroke				X	X	X	X	X
50 M Butterfly						X	X	X
Individual Medley				X	X	X	X	X

**Events for NVSL Divisional and All-Star Relay Carnival**

<b>Event</b>	<b>8 &amp; U</b>	<b>9 &amp; 10</b>	<b>11 &amp; 12</b>	<b>13 &amp; 14</b>	<b>15 - 18</b>	<b>Mixed Age</b>
100 M Modified Medley	X					
100 M Medley		X	X			
200 M Medley				X	X	
100 M Freestyle	X	X	X			
200 M Freestyle				X	X	X

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**Table 1 (continued)**

**Events for Divisionals and All-Star Championships**

<b>Event</b>	<b>8 &amp; U</b>	<b>9 &amp; 10</b>	<b>11 &amp; 12</b>	<b>13 &amp; 14</b>	<b>15 - 18</b>
25 M Freestyle	X				
25 M Backstroke	X				
25 M Breaststroke	X				
25 M Butterfly		X			
50 M Freestyle		X	X	X	X
50 M Backstroke		X	X	X	X
50 M Breaststroke		X	X	X	X
50 M Butterfly			X	X	X
Individual Medley		X	X	X	X

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## 12. NVSL MEETS

The NVSL is a competitive, highly structured summer swim league with over 100 swim teams and over 14,000 swimmers. It is one of at least four summer swim leagues operating in Fairfax County.

### ***NVSL Division Seeding***

All teams in the NVSL are grouped into Divisions to attain the most competitive swim meets possible. The NVSL Seeding Committee analyzes each team considering such elements as "time in water" (the amount of time a team actually spends in the water during a swim meet—the less time the faster the swimmers), the size of the team, the number of swimmers in the older age groups, the number of meets the team won the previous year, the number of graduating seniors, and other important factors. The Seeding Committee then groups the fastest and most competitive teams in Division 1, with other teams grouped consecutively until all teams are seeded. There are usually six teams per Division. Unless the total number of teams in the league is divisible by six, some Divisions may have five teams. There are currently 18 divisions in the NVSL.

### ***Meet Sheets/Swimmer Selection***

The meet sheet is the schedule of swimmers selected to swim in each event in an **NVSL Meet**. The swimmers are selected by the coaches in order to achieve the maximum number of points for the team. The Team Representative has final approval in meet sheet preparation.

The meet sheet is exchanged with the Team Representative from the opposing team at a designated time and place before the meet. **If a swimmer is not able to participate in a meet, please notify the team, in advance, using the Absence Notification Form. In the event of a last minute illness or emergency, please call the Team Representative, if possible. If a swimmer becomes ill or is unable to swim, after the meet exchange, a swimmer with a slower official time may be substituted in that event.** Otherwise, no changes can be made to the meet sheet once it has been exchanged with the other team.

The Head Coach is responsible for notifying selected swimmers on Thursday or Friday and the Meet Sheet is then posted on the swim team bulletin board at the Sandstone Way Pool. It is extremely important for swimmers on a NVSL meet sheet to make the commitment to be there and in case of illness or an emergency, notify the Team Representative as soon as possible.

## ***Saturday Dual Meets***

The NVSL Meets that are conducted on Saturday mornings are very competitive meets held with other teams in the same NVSL Division. Swimmers are selected and placed in events by the coaches based on the potential for achieving the highest possible total of team points. The events are listed in Table 1.

A swimmer may be asked to swim an event to get **team** points although he or she may have performed better individually in a different event. Each team is eligible to enter up to three swimmers in each individual event. Swimmers may not swim more than 2 individual events. However, swimmers may additionally swim in relay events as assigned by the coaches.

The Stingray philosophy for the Saturday NVSL meet is to enter swimmers to score the highest number of points. Generally, 60 to 80 swimmers participate in these meets. All team members are encouraged to attend the Saturday meets to cheer their team on and to promote team spirit. Saturday meets start at 9:00 a.m. and take two to three hours to complete.

## ***Divisional Relay Carnival***

Each NVSL Division conducts a Divisional Relay Carnival in which each team in the division has only one entry for each event. This meet is held on a Wednesday evening starting at 6:30 and takes 2 hours to complete. The events are listed in Table 1. The relay teams in each age group are selected by the coaches in order to achieve the maximum number of points for the team. The Divisional Relay Carnival is important because the teams compete for team points and the Divisional relay trophy, and this is the qualifying meet for the All-Star Relay Carnival.

## ***All-Star Relay Carnival***

The NVSL conducts an All-Star Relay Carnival in which the eighteen fastest relay teams NVSL-wide compete. The fastest teams are selected based on the results of Divisional Relay Carnivals. The next fastest team is selected for each event to serve as an alternate. Being selected to compete in this meet is quite an honor. This meet is usually held on a Wednesday afternoon and takes 5 to 6 hours to complete. For 2005 and 2006, Little Rocky Run hosts the All-Star Relay Carnival.

The events are the same as the Divisional Relay Carnival events. The scoring for the All-Star Relay Carnival is 44 – 38 – 36 – 34 – 32 – 30 – 28 – 26 – 24 – 20 – 16 – 14 – 12 – 10 – 8 – 6 – 4 – 2. The team with the most points wins the All-Star Relay Carnival and trophies are awarded to the six highest scoring teams.

## ***Divisional Championship Meet***

The Divisional Championship Meet provides the opportunity for the fastest swimmers in each NVSL Division to compete with each other. Unlike dual meets, the Divisional Championship Meet is not scored and the swimmers are competing for individual honors.

This is also the qualifying meet for the Individual All-Star Championship Meet. This meet is held on the Saturday after the division Saturday dual meets are completed. This meet takes approximately 5 to 6 hours to complete.

The Individual Medley for all age groups (except 8 and Under) and the Butterfly stroke for 8 and Under swimmers are also Divisional events. These events are not swum in the Saturday NVSL Meets. The order of events is rotated each year.

Each team is eligible to enter two swimmers per event. Generally, the swimmers with the two fastest times in each stroke are entered. However, if a swimmer has one of two fastest times in more than two strokes, that swimmer may submit, in writing, which strokes he/she would like to swim to the Team Representative by the assigned day.

Some teams may not be able to fill two slots per stroke. In that case, at the Divisional Seeding Meeting the Team Representative may bid in times of other swimmers. However, once a swimmer is placed in two strokes on the entry list submitted before the bidding, that swimmer is ineligible to be bid in for any other strokes.

## ***All-Star Championship Meet***

The All-Star Championship Meet is held after the qualifying Divisional Championship Meet. The fastest 18 times (from all NVSL meets) in each event are chosen for the All-Star Meet. Swimmers are seeded in this meet according to their times at the Divisional Championship Meet. If one or more of the eligible swimmers notifies the NVSL in advance that he/she will not be able to compete, the next ranking swimmer(s) will be eligible. Two alternates are listed for each event to fill the lanes assigned to swimmers who are unable to compete. This meet is held on the Saturday after Divisional Championship Meets and lasts all day.

## **13. FAST MEETS**

With the large size of the LRR swim team and the large percentage of new swimmers, developmental meets are an important part of the LRR Stingray Program. These meets are held on Monday evenings. The events are listed on Table 1.

The schedule of swimmer assignments for the next week is generally posted on the Sandstone Way bulletin board each Friday. **The schedule should be checked every week since swimmers are evaluated each week and may be moved between NVSL meets and developmental meets based on team needs.** This is particularly important

for new swimmers since they can achieve significant improvement during the season.

### ***Monday Dual Meets***

The Stingrays participate with other Fairfax area swim teams in inter-team developmental meets that are held on four Monday evenings. The events for these meets are shown in Table 1. The Monday meets are different from the Saturday NVSL Meets: team scores are not kept, multiple heats for certain strokes are scheduled, swimmers compete with their teammates and with swimmers from other teams to focus on individual self-improvement in a competitive environment. Since meet sheets are not exchanged, seeding for these meets is done on the deck. Ribbons are awarded for each event. Monday meets usually start at 6:00 and last from two to four hours.

#### **The following rules govern Monday developmental meet participation:**

1. Swimmers who swam two individual strokes on the previous Saturday are not eligible to swim individual strokes on Monday nights.
2. Swimmers who swam one individual stroke on the previous Saturday and have not won a first place or two second places at an NVSL meet are eligible to swim one different stroke on Monday.
3. All eight & under swimmers may swim either the butterfly or the IM.
4. All swimmers are eligible to swim the IM (see rule 3).
5. If a swimmer places in the top 3 in an NVSL meet during the current season, FAST rules limit that swimmer's participation in FAST events other than IM and 8&U Butterfly. (See rule 2 for one such limitation).

All eligible swimmers will be scheduled to swim on Monday unless they have submitted an Absence Notification Form marked for that meet.

### ***Time Trials***

A team time trial will be held every week on Tuesday. Warm-ups start at 5:30pm and the races start at 6:00pm. Swimmers can request to swim two events for official times **that he or she did not swim on the previous Saturday or Monday**. These events include all strokes and the IM.

At the conclusion of time trials, there may be events involving the entire team such as family nights or stroke clinics. Watch announcements for these special events.

## ***Relay Carnival***

The Developmental League sponsors one Relay Carnival each season. This is a fun meet which is not scored. This Relay Carnival is usually held at the same time as the IM Carnival (described below). The events are listed on Table 1. Swimmers who participated in the Divisional Relay Carnival do not compete in this meet. Medals and/or ribbons are awarded for each event. This meet lasts approximately three hours.

## ***IM Carnival (Individual Medley)***

The Developmental League sponsors one IM Carnival each season. This meet is usually held at the same time as the Relay Carnival (described above). Events for this meet are limited to the 8 & Under Butterfly and the IM event for all other age groups. Swimmers can use this meet to qualify for the IM and 8 & Under Butterfly at the Divisional Championship Meet. This meet lasts from two to three hours.

## **14. AWARDS**

### ***Meet Ribbons***

Each Stingray is given a ribbon for every event in which they swim. When there is more than one heat per event, all heats are combined to determine the final outcome. Swimmers placing 1 through 6 are awarded a place ribbon. If there were more than 6 swimmers in an event, the other swimmers are given participation ribbons.

Ribbons are given to swimmers by their coaches during practices.

### ***Personal Best Times***

Swimmers who achieve their personal best times at any meet will be awarded personal best ribbons each week.

### ***Team Participation Award***

Each Stingray receives a team participation award at the Swim Team Awards Ceremony. This is usually a medal or small trophy.

### ***Season Awards***

Additional awards may be given to recognize top scorers, dedication and leadership, and improvement by age group.

## ***Championship Awards***

Swimmers who place in the Divisional and All-Star Relay Carnival, and the Divisional and All-Star Championship Meets are provided with special awards (medals, plaques, ribbons) by the NVSL. These awards are presented to swimmers at the Swim Team Awards Ceremony. Swimmers who qualify for the All-Star Championship Meet are also announced.

## ***Division Trophies***

Each year a team trophy is awarded to the team which wins the most dual meets within its division. Ties result in duplicate trophies. A team trophy is also awarded to the winner of the Divisional Relay Carnival and the top six teams at All-Star Relay Carnival.

## ***Team Records***

The names of swimmers who hold the LRR team record for each event are posted at the Sandstone Way pool in a display case outside the locker rooms. **Team records may be set only at NVSL meets. Records for the IM and 8&Under Fly may be set at Monday Developmental meets or the Developmental League IM Carnival.**

## **15. DISQUALIFICATIONS (DQ)**

Proper stroke techniques and disqualifications (DQ) are governed by the NVSL rules which are based on the USA Swimming rules. A DQ can be called only by authorized meet officials. When an infraction is observed except for false starts or early take-offs, the meet official immediately raises one hand overhead with an open palm. All false starts must be confirmed by the referee. Violations are reported to the referee in writing on a DQ form. The Team Representative is given one copy of each DQ form. The Team Representative in turn gives the forms to coaches for review during practice.

When swimmers report to coaches after swimming an event, the coach will usually explain why the swimmer was disqualified, if appropriate. If the coach has not received the DQ form, the swimmer may be asked to check back later or to see the coach at the next practice.

It is not unusual for beginning swimmers to be disqualified as they begin competing with a newly learned stroke. Many of these strokes are not easy to learn! The coaches work with the swimmers to correct mistakes. Parents should remind their swimmers not to be discouraged and that everyone goes through this learning process.

### **General Disqualifications:**



- a. Finishing in the wrong lane
- b. Obstructing another swimmer
- c. Delaying the start by misbehavior or failure to appear at the starting platform in time for the initial start of the event (heat)
- d. False start
- e. Walking or springing from the bottom of the pool
- f. Artificial assistance (e.g., pulling on lane rope or pushing off wall)
- g. Entry by a swimmer into the pool before all swimmers have completed a race shall disqualify the swimmer from his/her next scheduled competition.

**Common Freestyle Disqualifications:**

- a. Failure to touch at the turn (Any part of the swimmer may touch the solid wall at the end of the pool; a hand touch is not required)

**Freestyle may be any desired stroke or combination of strokes; swimmers usually do the Australian Crawl.**

**Common Backstroke Disqualifications:**

- a. Non-continuous turning motion after turning past vertical onto the breast at the turn.
- b. Shoulders turn beyond vertical toward the breast before touch at the finish

**Common Breaststroke Disqualifications:**

- a. Touch not simultaneous or 1-hand touch on turns and finish
- b. Incorrect kick (sidestroke; scissors kick; flutter kick; downward butterfly kick; dolphin or flutter kick after the start or after push off at the turn)
- c. At the start or after any turn, the swimmer's head is still below the surface of the water when completing the second arm stroke
- d. Body not on breast when beginning first arm pull following start or turn
- e. Body not at or past the vertical towards the breast when the feet leave the wall after a turn
- f. Hands pulled past the hip line after the first stroke on each length

**Common Butterfly Disqualifications:**

- a. Touch not simultaneous or 1-hand touch on turns and finish
- b. Incorrect kick (scissors kick; flutter kick; breaststroke kick)
- c. Arm recovery not over the water or arms pull or recover non-simultaneously because swimmer cannot get one (or both) arms out of the water
- d. Arm recovery not over the water after pull on the turn or finish (usually characterized by beginning a pull and then stabbing forward to touch)

### **Common Relay Disqualifications:**

- a. A swimmer's feet loses touch with the deck before his/her preceding teammate touches the wall (early takeoff)
- b. Stroke violation
- c. Failure to swim proper order of strokes in medley relay
- d. Relay team member does not leave the water immediately upon finishing his/her leg, except the last swimmer
- e. Entering the water: whole team is disqualified if any member, other than the swimmer designated to swim, enters the pool before all other competitors have finished.
- f. Running when making a relay take-off

## APPENDIX A GLOSSARY

**DQ:** Disqualification.

**Early Take-off:** A relay swimmer's feet leaving contact with the wall before the previous swimmer in the relay touches the wall.

**False Start:** Starting forward before the starter's signal is given.

**FAST:** Fairfax Area Swim Teams is LRR's developmental summer league.

**Heat:** A division of an event in which there are too many swimmers to compete at one time.

**Event:** Defines the age group, distance and stroke(s).

**Individual Medley:** An event in which a swimmer swims equal distances of Butterfly, Backstroke, Breaststroke, Freestyle in that order

**Leg:** (relay) The part of a relay event that is swum by a single team member.

**Medley Relay:** A relay event including four swimmers, each swimming a different stroke. The strokes are swum in the following sequence; Backstroke, Breaststroke, Butterfly, Freestyle

**Mixed Age Relay:** A relay event including four swimmers in different age groups each swimming freestyle. The relay must swim in the following age group order: 11-12, 10 & U, 13-14, 15-18

**Modified Medley Relay:** A relay event for 8 & Unders in which four swimmers swim the following strokes; Backstroke, Breaststroke, Freestyle, Freestyle.

**NVSL:** Northern Virginia Swim League is LRR's competitive summer league

**Seeding:** The assignment of a heat and lane to each swimmer or relay according to submitted entry time. In an NVSL dual meet, swimmers from the host team are assigned to lanes 1, 3, and 5; the visiting team lanes 2, 4, and 6. It is common practice, but not required, to put the fastest swimmers in lanes 3 and 4.

**Split:** Time accomplished by just one of the swimmers in a relay.

## APPENDIX B JOB DESCRIPTIONS

**ANNOUNCER** - Before the start of each event, the announcer announces the event; the number of heats, if applicable; and the names and club affiliation of each swimmer. The announcer will also give the results of each event as provided by the scorers; the meet score as provided by the scorers; and any other official announcements required.

**ASSISTANT CHAIRPERSON** - This person(s) serves as Assistant Team Representative and assists the chairperson as necessary. Usually the Team Representative for the Developmental League.

**ASSISTANT CHIEF TIMER** - Assists chief timer.

**ASSISTANT TEAM REPRESENTATIVE** - See Assistant Chairperson.

**CLERK OF COURSE** - The clerk of course assembles the swimmers in the proper order of events and lanes, holds the swimmers ready on the deck, maintains order on the deck, ensures swimmers are adjacent to their starting positions prior to the event. At developmental meets, consolidates heats under the direction of the referee.

**CHAIRPERSON** - This person serves as the LRR Team Representative to the Division and NVSL, acts as primary liaison between Swim Team Committee and coaches, serves as coordinator for all NVSL meets, chairs all meetings of the Swim Team Committee, and coordinates activities of all other committees.

**CHIEF TIMER** - The chief timer assigns official lane timers to lanes, instructs timers, is responsible for delivering all official times and disqualifications to the scorers. The chief timer also coordinates and schedules the timers for each meet.

**MERCHANDISE COORDINATOR** - This person is responsible for ordering T-shirts, sweat shirts, etc. Also takes orders, orders clothing, and distributes clothing.

**COMPETITION CHAIRPERSON** - This person prepares, maintains, and disseminates all official competition records of the team, prepares supplies for NVSL meet table workers, recruits and trains meet table workers; member of Swim Team Committee. Also known as Table Workers Coordinator.

**CONCESSIONS CHAIRPERSON** - This person oversees concession operations at all home meets, ensures that food and supplies are purchased, schedules workers, accounts to treasurer for money collected and spent, maintains records of food and supplies used; member of Swim Team Committee.

**CONCESSION RELATED JOBS** - Food preparer provides food for meets (e.g., purchase fruit and arrange fruit cups for meets, deliver cups to meet site). All supplies and fruit paid for by the team. Food purchaser buys items as needed and deliver to the pool.

**CONCESSION WORKERS** - Early shift: sets up food to be sold and works for the first half of the meet. Late shift: sells for second half of meet and cleans up and puts supplies away. Workers can take a short break when their child is swimming an event.

**OFFICIALS COMMITTEE CHAIRPERSON** - This person coordinates officials for all swim meets and ensures that all officials are properly trained. Member of the Swim Team Committee.

**MEMBER-AT-LARGE** - This person coordinates the activities of all special sub-committees of the swim team.

**MONDAY MEET MANAGER** - This person represents the team at the Fairfax Area Swim Teams (FAST) Developmental League, registers swimmers for Monday meets based on current team rules, serves as Monday meet manager, and recruits meet workers as required.

**NEWSLETTER EDITOR** - This person compiles, edits, and publishes the weekly team newsletter.

**TEAM PICTURE COORDINATOR** - This person selects a photographer, coordinates team and individual photographs, and distributes pictures.

**REFEREE** - The referee is the final, impartial authority for the conduct of the swim meet and is responsible for enforcing all rules, ensuring that the swimmers have uniformly fair and competitive conditions. The referee arbitrates all problems and protests that involve judgmental matters concerning a swimmer's compliance with the rules governing a competitor's performance. Verifies final score of the meet.

**REGISTRATION COORDINATOR** - This person is responsible for registration at the Spring Parents Meeting, compiles the registration information, and serves as the contact person for late registration.

**RELAY TAKE OFF JUDGE** - This person judges whether the departing swimmer in a relay is in contact with the platform when the incoming swimmer touches the end of the pool.

**RIBBON/AWARDS CLERKS** - These people, based on information provided by the scorers, copy the names and times of each swimmer onto the appropriate place ribbon for each event.

**RIBBON/AWARDS COORDINATOR(S)** - Organizes ribbons and supplies for each meet and schedules ribbon/awards clerks. This involves writing information on ribbons prior to the meet.

**RUNNERS** - These people take timing cards and disqualification slips from the Chief Timer to the Scorers.

**SCORER(S)** - Scorers record the times and places of all swimmers, keep the official score for the meet, prepare official copies of the meet sheet (NVSL Dual Meet Form). One scorer reads the cards while at least 3 others make copies of the results checking carefully for accuracy.

**SECRETARY** - This person prepares, maintains, and disseminates all internal and external communications of the team except official competition records, recruits newsletter staff, provides maps for all away meets; prepares articles for *News on the Run*; member of Swim Team Committee.

**SET UP AND TAKE DOWN** - These people set up and take down equipment in the pool area before and after the meet.

**SPECIAL EVENTS COORDINATORS** - These people organize the event, publicize the activity to the team, make any prior arrangements with the facility, and collect prepayment of any fees.

**STARTER** - The starter, upon signal from the Referee, notifies swimmers of distance and event, and directs swimmers to "Take your mark." When all swimmers are motionless in a starting position, gives the starting signal.

**STROKE AND TURN JUDGE** - These meet officials ensure that the rules relating to the style of swimming designated for the event are being observed and that, when turning or finishing, the swimmer complies with the turning and finishing rules applicable to the stroke used.

**SWIM TEAM AWARD CEREMONY COORDINATOR** - This person coordinates the Swim Team Award Ceremony to include facility rental, food selection and purchase, set up, and clean up. Also known as the Banquet Coordinator.

**TEAM REPRESENTATIVE** - See Chairperson.

**TIME RECORDER** - These people determine the order of finish, note the finish order on the time cards, and record disqualifications as received from the referee.

**TIMER** - These people time swimmers during meet and record times on cards. Timers need to be alert and should not cheer or coach swimmers.

**TIMER COORDINATOR** - This person generally serves as Head Timer for NVSL meets; responsible for recruiting and training other head timers (for Developmental Meets and Time Trials); works with Volunteer Coordinator to ensure sufficient timers available for each activity; maintains team watches; member of Swim Team Committee.

**TREASURER** - This person maintains all swim team books and accounts, prepares budget, disburses funds controlled by the Swim Team Committee; member of Swim Team Committee.

**VOLUNTEER COORDINATOR** - This person oversees volunteer assignments for meet operations and all special events and activities for the team, recruits special events coordinators, accounts to treasurer for money collected and spent, keeps a file of special events activities, member of Swim Team Committee.

**WEBMASTER** - This person keeps the team website up-to-date by posting articles, documents, and photographs, maintaining team information and team records, and maintaining the online calendar.

**WEEKLY TIME TRIAL MANAGER** - This person works with the coaches to determine events to be held, registers swimmers for weekly time trials based on current team rules, serves as meet manager, recruits meet officials as necessary.