

Quick Reference Items

Pool Hours: 11:00 am – 9:00 pm (Sun – Sat)

Pool Phone Number: 301-645-2851

Swim Team Address:

Smallwood Marlins Swim Team
PO Box 2473 Waldorf, MD 20604

Prince-Mont Swim League (PMSL) Website:

<http://www.princemont.org/>

SVAC Marlins Website:

<http://www.smallwoodswimclub.com/>

Swim Pro (team suits) 1-800-866-7761

Practice Times:

Marlins

May 31 – June 20	5:00 – 7:00 pm	All
June 21 & on	7:30 – 9:00 am	Advanced
	9:00 – 10:00 am	Intermediate
	10:00 – 10:45 am	Novice/Young

Jr. Marlins

June 8 – June 17	5:00 – 5:40 pm	M, W, F
June 22 – July 15	10:00 – 10:30 am	M, W, F

SMALLWOOD MARLINS SWIM TEAM 2011 Member's Handbook

Sponsored by:

YourSpace Storage at St. Charles
975 St. Nicholas Drive, Waldorf

Somethin' Special'
Theodore Green Blvd, White Plains

Three Brothers
Waldorf Marketplace, Waldorf

BAUER COMMERCIAL HVAC, Inc.
1106 Vernal St., Gambrills

From your SVAC Board of Directors

This season we are excited to have familiar faces returning to the Marlins swim team family. Lindsey Davis will be our new head coach and Josh Finkle will be the assistant coach. Both are excellent coaches and we are looking forward to an exciting season with them in their new roles.

This Handbook contains important information that SVAC swim team members like to have at their finger tips during the swim season. Included is the calendar of events for the 2011 season and your 2011 coaches and Board members names and phone numbers. We have also included the Swim Team By-Laws, Swim Team Rules and Responsibilities, a Swimmer's Log to record your swimmers' times, a meet volunteer and snack bar donation sign-up reminder page and a "Quick Reference" page with important team and pool information.

When you register you will be asked to sign up for four meet and/or snack-bar volunteer slots during the 2011 season. Please carefully consider your summer plans and the needs of the team — and then sign up. Thanks for your willingness to help. We cannot get through the swim team season without your help!

We currently have four openings on the SVAC Board of Directors and we truly need your help filling these volunteer positions. Training is available.

Rodney Peltzer, SVAC President

Table of Contents

3. Board of Directors and Coaches
4. 2011 SVAC Calendar of Events
5. Parent/Guardian Volunteer Information
6. Important Information
7. Volunteer sign-up and snack bar donation reminder page
8. SVAC Jr. Marlins Charter
9. SVAC Marlins By-Laws
11. SVAC Rules and Responsibilities
15. Swimmers Log
16. Quick Reference Items

Swimmers' Log

Swimmers Name:

Week	Event	Time	Event	Time	Event	Time	Relay	Time
TT								
TT								
1								
2								
3								
4								
5								
CC								
Div								
AS								

Swimmers Name:

Week	Event	Time	Event	Time	Event	Time	Relay	Time
TT								
TT								
1								
2								
3								
4								
5								
CC								
Div								
AS								

Swimmers Name:

Week	Event	Time	Event	Time	Event	Time	Relay	Time
TT								
TT								
1								
2								
3								
4								
5								
CC								
Div								
AS								

2. Any swimmer who voluntarily chooses not to participate in an event and/or not to swim at practice within the week of a meet will, at the coach's discretion, not be allowed to participate in that weekend's or weekdays meet.
3. Each swimmer must actively participate in a minimum of three practices to be eligible to swim in the weekly swim meet. Swimmers are expected to attend the Friday morning practice before each meet. The head coach will determine other excused absences.
4. USSWIM swimmers may practice with their USSSWIM teams in lieu of the Marlins practices with approval from the head coach. They must still attend the Friday morning practice before a meet. Swimmers who practice with their USSWIM team must still notify the head coach, in writing, by Wednesday if they will or will not be participating in the Saturday meet.
5. Each swimmer must swim in a minimum of three PMSL dual meets during the season in order to be eligible for a team award. The Guppy, "B" meets, Divisionals, All-Stars, and the Charles County Championships do not count toward this award qualification.
6. All swimmers must wear a one-piece bathing suit. All swimmers must wear the team suit or a color matching suit at meets.
7. SVAC swim team caps are preferred. No other team caps are allowed.
8. During meets, all team members will remain in the designated team area unless a coach grants permission to leave.
9. Swimmers are responsible for cleaning the designated team area during and after all meets.
10. Non-swimmers will not interfere with the orderly conduct of activities in the team area during meets.

Standing Committees: Standing committees are appointed by the Board to conduct the following activities.

- A. **Fundraising:** This committee shall conduct all fundraising activities for the team, including obtaining team sponsors.
- B. **Entertainment:** Conduct all formal team social activities, including "Meet the Coach" dinner, annual awards banquet, and other social activities as approved by the board.

Special Committees: Special committees are appointed by the Board to handle specific needs or activities and have no voting rights. The special committees are currently as follows:

- A. Awards Committee: This committee will make arrangements for all the awards at the end of the season.
- B. GUPPY Invitational Meet: This committee will conduct all the business related to holding and running the annual Guppy meet.

2011 SVAC Board of Directors

Rodney Peltzer, President*	301-934-4030
Wanda Buckley, Vice President*	240-299-1372
Tori Rozanski, Treasurer*	301-274-9031
Beverly Goodell, Secretary*	301-645-0205
Charlie Rawson, Meet Manager*	301-638-2759
Dennis Latour, General Officer*	301-645-2780
Laura Manion, League Rep*	301-274-3304
Tammy Latour, Purchasing Chair*	301-645-2759
Becky LaFontant, Clerk-of-Course	301-638-4139
Deanna Gerhart, Snack Bar/Guppy	301-645-1113
Catherine Sokol, Snack Bar/Guppy	301-645-1113
Sue Olsen, Data Manager*	301-888-2197
Susan Cox, Data Manager	301-392-5747
Frank McKenzie, Asst. Data Manager	301-870-1628
Andrea DeLuca, Ribbons Chair	301-274-3367
Maria Jameson, Entertainment Chair	240-607-2353

VACANT, General Officer	VACANT
VACANT, Fundraising Chair	VACANT
VACANT, Awards Chair	VACANT
VACANT, B-Meet Manager	VACANT

Lindsey Davis, Head Coach	207-745-3608
Josh Finkle, Assistant Coach	301-752-8163
TBD, Practice Coach	

Jonathon Young, Boys Swim Team Rep.
Kaitlyn Peltzer, Girls Swim Team Rep.

Kaitlyn Peltzer, Head Jr. Marlins Coach
Becky Olsen, Jr. Marlins Coach

*Voting Members

2011 SVAC Calendar of Events

Swim Team Registration: May 19 (6 – 8 pm), 21 (11 am – 2 pm), 25 (6 – 8 pm), 27 (6 – 8 pm), 28 (11 am – 2 pm).

May 31: Marlins evaluations and first afternoon practice, 5 – 7 pm.

June 1 – June 20: Marlins afternoon practices, M – F, 5 – 7 pm. [Practices will be divided into three 40 min. sessions using 4 lanes].

June 4: Team Social at the pool, from 5:00-9:00 pm

June 6, 8, 10: Jr. Marlins evaluations & practice, from 5–5:40 pm

June 11: PMSL Officials Training Clinic 5:30-8:30 pm @ U of MD Armory

June 11: Team-only time trials @ SVA (6 am – 1 pm)

June 13, 15, 17: Jr. Marlins practice from 5—5:40 pm

June 18: First Dual Meet, (6 am – 1 pm, **FW @ SVA**).

June 21: Marlins Morning Practices, M – F., Advanced: 7:30 – 9:00 am., Intermediate: 9:00 – 10:00 am., Novice & Young: 10:00 – 10:45 am.

June 22: Jr. Marlins morning practices, M, W, F, from 10:00 – 10:30 am.

June 25: Second Dual Meet, (6 am – 1 pm, **SVA @ RCS**).

July 2: Third Dual Meet, (6 am – 1 pm, **SVA @ RST**).

July 7: Team pictures during morning practice, 8:45 am (Rain date, July 8).

July 9: Fourth Dual meet, (6 am – 1 pm, **PR @ SVA**).

July 10: **GUPPY** fundraising meet, 10/U swimmers @ **SVA**, (6 am–1 pm).

July 13: **SWIMATHON** fundraiser during morning team practices.

July 16: Fifth Dual Meet, (6 am – 1 pm, **SVA @ NCR**).

July 16: Jr. Marlins season ends.

July 17: Charles County Championships @ **SVA**, 6 am – 1 pm.

July 23 – Divisional meet @ NCR, 6 am – 1 pm.

July 23: SVAC Awards Dinner (6 – 9 pm at the SVSC pool).

July 30: All Stars meet @ WPT, 6 am – 1 pm.

July 30: End of the Season after the All–Star meet.

Coaches' Responsibilities:

1. The coaches are responsible for the safety, training and instruction of swimmers.
2. The head coach has the authority to discipline and recommend suspensions of members for disciplinary reasons to the Board of Directors. In the event of a swimmer being dismissed from the team for disciplinary reasons, no money will be refunded.
3. The head coach will coordinate the practice times with the Board of Directors.
4. The coach(es) will conduct practices every weekday and manage the swim meets in accordance with the SVAC schedule.
5. The coaches will prepare the team for all meets including the seeding of swimmers for each event, and selection of the relay teams. The head coach is solely responsible for the seeding of meets.
6. The coaches shall be attentive to the needs of each swimmer and will strive to achieve fairness and equality to all swim team members.
7. The coach will keep all matters confidential.

Parents' Responsibilities:

1. The parents/guardians are responsible for the timely registration of all swimmers in their family.
2. Parents/guardians are responsible for the attendance of their swimmer(s) at each practice and meet. It is important that each swimmer arrives and leaves practice in a timely manner.
3. Parents/guardians must notify the head coach, in writing, no later than the close of practice on the Wednesday before each meet if their swimmer(s) will or will not be able to attend the swim meet.
4. Parents are expected to behave in a mature manner during the swim season. Parents should be aware that not all swimmers can or will swim in all events. Parents should be aware that the needs of the team in a particular meet may result in swimmers not competing in all events for which they are eligible or for which they have a preference. Attempting to gain favor for an individual swimmer will not be tolerated, as this will undermine the effectiveness of the coaching staff and the unity of the team
5. Interfering with coaches, swimmers or officials during swim meets or practices is strictly prohibited and will result in ejection from the pool area.
6. Each family is required to help at a minimum of four swim meets during the swim season.

Swimmer's Responsibilities:

1. All swimmers will be expected to swim during all practices they attend and swim in all the events designated by the coaches during a swim meet unless they are visibly injured, ill, or have obtained a doctors note.

Behavior Standard: This SVAC Swim Team philosophy is one of fun, sportsmanship, and fair play, no matter what the level of competition. The following are guidelines for good behavior and dispute resolution.

1. Any person connected with the SVAC will be subject to disciplinary action if their behaviors or actions consistently or flagrantly violate the SVAC By-Laws or the SVAC Rules & Responsibilities. When it is deemed necessary or appropriate to take disciplinary action, coordination will forward to the SVAC Board of Directors or the President of the SVAC.
2. Persons must not unduly criticize swimmers in front of other persons, or other swimmers.
3. No person connected with the SVAC shall use any physical or verbal abuse against swimmers, spectators, parents, game officials, coaches, or other members.
4. No person connected with the SVAC shall use profanity of any nature while conducting the activities or duties of the SVAC.
5. All persons concerned should accept the decisions of the swim-meet officials on the pool deck as being fair and called to the best of their ability.
6. Any disputes concerning a meet, practice or other SVAC function should be directed to the SVAC Board Of Directors. Coordinators will forward to the President of the SVAC for further action, if necessary.
7. Any additional behavior-related matters will be handled in accordance with the current USA Swimming Rules and Regulations Handbook, Rights, Privileges and Code of Conduct Section.

Responsibilities: The responsibilities of the SVAC Board of Directors, coaches, parents and swimmers are outlined in the following paragraphs. They are established to provide a **code of conduct** for all participants in the SVAC swim program. They are as follows:

Board Responsibilities:

1. The Board of Directors will govern the operations of the swim team.
2. The Board will take under consideration all matters relating to swim team operations. The Board of Directors is the final authority for decisions regarding the swim team.
3. The Board will keep all matters confidential.
4. All communication between SVAC employees and the Board is the responsibility of the President.
5. The Board of Directors will hire a head coach and coaching assistants, as needed.

Parent/Guardian Volunteer Information

To conduct a home or away swim meet, our swim team parents and guardians need to fill approximately 60 volunteer positions (less for away meets). What this means to you as parents/guardians is that you will need to volunteer to work in one of the areas listed below at least **FOUR** times during the season during the dual meets. In addition, all families should plan to work at the time trials to learn about the different volunteer positions.

Please look over the list and see what areas you can fill and look at the enclosed schedule and consider what days you can volunteer. The only paid employees are the coaches and they are not overpaid. Everyone else, including the board members, are volunteers and receive absolutely no compensation.

The PMSL will offer training for a number of these positions at the PMSL Officials Clinic on either June 4th or 11th from 5 – 9 pm at the summer meeting. If you are interested in volunteering for any of these positions during the swim season, please plan on attending the training. See any Board member for more information. ** Position now requires attendance at officials training

Lane Timer	10	On the spot training is available.
Head Timer	1	Home meets. On the spot training is available.
Referee**	1	Home meets. Training available at PMSL meeting.
Starter**	1	Away meets. Training available at PMSL meeting.
Stroke and turn judge**	2	Training available at the PMSL meeting.
Place judge	1	On-the-spot training is available.
Head Judge	1	Home Meets: On-the-spot training is available.
Team Rep	1	On the spot training is available.
Runners	2	Carry paperwork to the judges and scorers table.
Clerk of Course	6	Includes 2 people to control swimmer seeding and lane assignments and 4 people to escort swimmers.
Ribbon Writer	1	On-the-spot training is available.
Scorer	1	On the spot training is available.
Data Manager	1	Uses computer to enter meet results during the meet. This is then transferred to the league website.
Setup Team	10	Home Meets: Set up the pool. Arrive NLT 6:15 am.
Takedown Team	10	Home Meets: Restore pool to it's original configuration after the meet – and there is a time limit!
Snack Bar Team	10	Home Meets: Setup, run and take down the snack bar. Arrive NLT 6:15 am.
50/50 Raffle	1	Sell 50/50 raffle tickets during home meets

Important Information

Reminder: You must notify the coaches, in writing by the end of practice on the Wednesday before the meet if you will or will not be able to attend the upcoming Saturday meet.

Notification can be accomplished using any one of the following options.

Option 1. Check off the PRESENT/ABSENT box next to your child's name on the current week's meet participation list posted on the swim-team cart by the fence on the snack bar side of the pool.

[Preferred Option]

Option 2. Email the Head Coach [debaroth@aol.com] and she will check off the list for you. Please CC the president, rpeltzer@comcast.net.

Option 3. Leave a written note in the coaches in-box on the swim-team board.

Everyone should know at least three days in advance whether they will be able to attend the next meet. Of course we understand there are emergencies.

Please try to help the coaches because seeding a meet for ~100 swimmers is very time consuming. The result of not notifying the coaches is that your child will not be seeded and therefore will not be able to participate in the meet.

Your attention to this matter will be greatly appreciated.

Meet and Snack Bar Volunteers: Each family has signed up to help during the meets. Again, please check the Swim-Team Information Board for your assignments and remaining volunteer positions that still need to be filled.

Volunteer Official's Training: The PMSL will offer an Officials Clinic on June 11th from 5 – 9 pm at the spring meeting. We will provide the final date, time and location when the PMSL Board schedules the summer meeting. This is the only official training session left this year. This training will consist of Referee, Starter, Stroke and Turn, On-deck scoring, Data Manager, Clerk of Course, etc. PMSL officials training is required for Referee, Starter, and Stroke and Turn. Please contact Rodney Peltzer for further information regarding this training (email: rpeltzer@comcast.net, or phone: 301-934-4030).

3 Brothers' Pizza Fundraisers: This season we will receive a portion of the proceeds that are designated as supporting SVAC following each home meet. Please plan on dining-in or carrying out with the team following our home meets. The team will receive a percentage of the profits generated during these events.

writing to the Board. The Board shall consider all changes, vote and notify the membership of its decision. Changes to the by-laws will be made outside of the swim season.

Effective Date:

These by-laws were approved by a two-thirds majority vote of member present and are effective as of May 10, 2007.

SVAC RULES & RESPONSIBILITIES

Registration: Registration dates will be determined prior to each swim season and published in the SVSC pool newsletter each spring. Registration requires the completion of the registration form with the legal signature of the parents or guardians, full payment of the registration fee and the verification of the birth date. Proof of date of birth is required for all new members. Members are required to report special medical conditions or medications on their registration form. If at any time during the season a medical condition arises the Coach must be notified in writing. Medical conditions will be kept strictly confidential. New swim team applicants may not participate in swim team functions or practices until registration is complete and in order.

Membership: Qualification for membership on the swim team is at the discretion of the swim team coaches and the SVAC Board of Directors. If, after a two week time period, the coach determines that a child is not ready to participate in competitive swimming, with the approval of the Board, the child will be dismissed from the team and the registration fee will be refunded.

Refund Policy:

1. Within the registration period or prior to the first practice, a full refund of registration fees (does not include swim suits or other items purchased) will be granted if a parent/guardian of a member of the SVAC Marlins swim team submits a request for a refund in writing to the SVAC Board of Directors.
2. If during tryouts a swimmer is deemed un-skilled to swim competitively by the coaching staff a full refund of registration fees will be dispersed (does not include swim suits or other items purchased).
3. After tryouts but prior to time trials, a 50% refund of registration fees (does not include swim suits or other items purchased) will be granted if a parent/guardian of an SVAC member submits a requests for a refund in writing to the SVAC Board of Directors.
4. After time trials there are no refunds for registered SVAC team members.

All sales regarding swim suits or other items purchased are final. No refunds will be given. Exchanges will be considered only in situations where the item has not been used and will result in no cost to the SVAC.

- E. General Officers (2): Attend Board meetings and assist with the overall execution of the swim team operations. Assist the other officers, as required, in the execution of their duties.
- F. League Representative: Represent SVAC interests and obligations at all PMSL meetings and report to the Board. Fulfill the position as required by the PMSL rules. Recommend the appointment of assistants to help with duties as necessary.
- E. Meet Manager: Coordinate the organization, set-up, clean-up and management of all meets, including personnel to time each meet. They will coordinate with opposing teams as needed during the week (s) prior to the meet. Duties will follow the guidelines for the PMSL swim meets.
- F. Purchasing: Responsible for the purchase of swim team suits, caps, goggles, t-shirts, etc. Prepares the ribbon and medal order.
- G. Data Manager: Coordinate all meet-related data entry requirements with the Head Coach and the PMSL League.
- H. The Board will form Special or Standing committees to perform functions as needed.
- I. The swimmers shall choose at least two non-voting swim team representatives for the upcoming year at the awards dinner.

Meetings: The Board of Directors shall meet once a month to conduct the business of the swim team. Meetings are open to all members of the swim team, except where personnel matters may require an executive session. The Board of Directors shall make policy and contracts for the SVAC Marlins. Passage of all business requires a majority vote. Five or more elected members of the board must be present to conduct business. Each elected officer will have one vote.

V. **Responsibilities:** The responsibilities of the SVAC Marlins Board, coaches, parents and swimmers are outlined in the SVAC Marlins Rules. They are established to provide a code of conduct for all participants in the SVAC Marlins swim program.

VI. **Swim Team Rules and Regulations:** The SVAC Marlins will follow the PMSL, SVAC and SVSC rules and regulations.

VII. **Problem Resolution:** The Board of Directors shall review and resolve problems regarding the swim team in a timely manner. Whenever possible, problems should be submitted to the board in writing. Final decisions on all swim team problems rest with the Board of Directors.

VIII. **Changes to By-Laws:** Changes to these by-laws must be made by a two thirds majority vote of the Board of Directors in attendance. Any swim team member may recommend changes. Proposed changes must be submitted in

Meet volunteer and snack bar food donation sign-up reminder

Swim Meet volunteer:

I signed up for:

DATE: _____ TIME: _____ JOB: _____

DATE: _____ TIME: _____ JOB: _____

DATE: _____ TIME: _____ JOB: _____

DATE: _____ TIME: _____ JOB: _____

DATE: _____ TIME: _____ JOB: _____

Snack Bar Food Donation:

DATE: _____ FOOD ITEM: _____

DATE: _____ FOOD ITEM: _____

DATE: _____ FOOD ITEM: _____

DATE: _____ FOOD ITEM: _____

DATE: _____ FOOD ITEM: _____

SVAC Jr. Marlins Charter

Purpose: The SVAC Jr. Marlins is a special category of the SVAC Marlins swim team normally for children between the ages of 4 and 6 who wish to participate in an organized swim team program, but are not skilled or strong enough to participate with the regular swim team. Members of the Jr. Marlins are typically children who are comfortable in the water, have the basic free-style or dog-paddle swim skills, and not be afraid to put their face in the water. Children who wish to be on the Jr. Marlins team must be active members of the SVSC pool. Members of the Jr. Marlins will be considered members of the regular swim team and may participate in any of the swim team functions. This program is not designed to replace Level I, II, or III swim lessons.

Operation: The Jr. Marlins will practice for one-half hour on Monday, Wednesday and Friday at a time set by the SVAC Board of directors and the Jr. Marlins coaches. Before school ends, practice will be in the afternoon from 5:00–5:40 pm and when school ends and morning practices begin, the practice will be held between 10:00 and 10:30 am. Swimmers will practice in the shallow end of the pool (2 ½ foot section) under the supervision of their coaches. They will receive instruction on the free-style stroke and will do drills and swim laps to improve their endurance and stroke mechanics. The back stroke will be introduced if and when the swimming abilities of the swimmers progresses sufficiently. During the regular Marlins swim team home meets the Jr. Marlins will participate in a “race” across the shallow end of the pool during the break between the IM events and relays. Diving will not be permitted and the race will begin in the water with each swimmer holding the pool wall. Times will be recorded and all participants will receive a race ribbon. Jr. Marlins swimmers may also participate in the Smallwood Guppy meet.

Schedule: The Jr. Marlins will have one session that begins on the 4th of June and ends at the completion of the last Prince-Mont dual meet on July 14th. The first three practices are typically used for evaluations and tryouts. Children who join the Jr. Marlins will have their name entered on the Marlins roster that is submitted to the Prince-Mont league office. This will permit Jr. Marlins who demonstrate sufficient skill and endurance to “graduate” up to the regular Marlins team and participate in regular swim meets. (The Jr. Marlins and regular Marlins coaches have the sole authority to determine if a swimmer should move up to the regular team.)

SVAC MARLINS BY-LAWS

I. **Name:** The name of this organization is the Smallwood Village Aquatic Club (hereinafter called SVAC).

II. **Purpose:** The purpose of the SVAC Marlins is to provide a summer-league swim team for interested children who are members of the Smallwood Village Swim Club (SVSC) in Waldorf, MD in accordance with the stated purposes of the Prince-Mont Swim League (PMSL).

III. **Membership:** Swim team membership is open to all SVSC pool members who meet the PMSL eligibility requirements. The SVAC membership shall consist of the swimmers and their legal guardians. Applicants must register annually prior to each swim season. Membership shall be limited to the first 200 swimmers maximum.

IV. **Officers and Board of Directors:** The SVAC Marlins is associated with the SVSC, a private pool and tennis club. The SVAC swim team shall elect a Board of Directors to govern the operations of the swim team. This election will take place during the general membership meeting held at the conclusion of each swim season. Each swim team family will have one vote.

The elected officers are the President, Vice President, Secretary, Treasurer, two General Officers, the League Representative, the Meet Manager, the data manager, and the Purchasing Committee Chairperson. The elected officers shall serve from 1 September to 31 August of the following season. The duties of the elected officers are as follows:

- A. **President:** Call and preside over meetings; appoint, with the approval of the other elected officers, other personnel as needed; sign checks with the Treasurer.
- B. **Vice-President:** Assume the duties of the President in his/her absence; act as the second signature on checks in the absence of the President; oversee Special Committees as needed.
- C. **Treasurer:** Keep custody of all team funds. Prepare and maintain the swim team budget; provide a record of receipts and expenditures; sign checks with the President and disburse funds; maintain financial records and accounts; prepare tax data and support the SVSC Treasurer in tax preparation. Conduct swim team registration along with the Secretary.
- D. **Secretary:** Support swim team registration and maintain team membership rolls and the official team roster. Prepare and maintain records of the Board of Directors meetings, including actions; handle Board of Director correspondence. Keep custody of swim team documents and maintain files.