



Chesterbrook Swim Team

2018 Handbook

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ONLINE REFERENCES:

Chesterbrook Swim Team: <http://chesterbrookclub.com/swim-team-information/>

Northern Virginia Swim League (NVSL): www.mynvsl.com

SignUpGenius: <http://www.signupgenius.com/>

Introduction

The Chesterbrook Swim Team is a founding member of the Northern Virginia Swimming League (NVSL) and is proud to be celebrating its 63rd year (1956-2018) of encouraging a love of the sport of swimming. The team is comprised of over 240 swimmers ranging in age from 5 through 18. While Chesterbrook is among the more competitive teams in the NVSL, our program emphasizes team spirit, camaraderie, improving individual performance, and fun. Our swimmers vary in skill level from just being able to swim two lengths of the pool to NVSL All-Stars.

The swim season runs from mid-May through early August. Scored meets are held on consecutive Saturday mornings and unscored meets are held on consecutive Monday evenings beginning in late-June. There are division championship meets as well as all-star meets. Relay-only meets at the divisional and all-star levels are held on two consecutive Wednesdays in July.

In addition, there are weekly social activities for team members and their families such as Friday night pasta dinners, team gatherings after meets, and an awards party at the end of the season.

All are welcome! All make new friends! All experience a sense of accomplishment by the season's end!

Go Chesterbrook!

Standards of Conduct

As proud members of the NVSL, all Chesterbrook Swim Team athletes, parents, and volunteers follow the Standards of Conduct that guide swimming and conduct within the NVSL.

The following Standards of Conduct promote respect, fairness, civility, honesty, responsibility and appropriate behavior. These standards foster a positive environment at all swim meets; establish an atmosphere of respect for all participants, officials, and spectators; produce positive learning outcomes for all; build participant and team spirit; and enhance the sport of swimming.

All Athletes, Coaches, Team Representatives, Officials, Parents/Spectators, and NVSL Leadership will:

- Abide by the established rules of the NVSL.
- Respect all officials at all times, and address them in a courteous manner.
- Avoid using inappropriate language, profanity, humiliating or intimidating remarks or behavior, verbal or physical assault toward any athlete, coach, team representative, official, NVSL leadership or spectator.
- Follow applicable management, pool, and facility rules, respecting others' property always.
- Display respect, courtesy, and good manners toward athletes, coaches, team representatives, and spectators. Team representatives will assist officials in maintaining control of spectators during meets.
- Demonstrate humility in victory and courtesy in defeat.

Spectators will:

- Maintain appropriate distance from the competition area by remaining in established viewing areas and will not encroach the pool deck or interfere with any officials.
- Not engage in loud, intimidating, disrespectful, or negative behavior towards officials, athletes, other spectators, support personnel, or pool staff (including lifeguards).

Official rules can be found on the NVSL webpage under the Documents Tab

http://mynvsl.com/documents?folder_id=20536.

For your reference here is the NVSLs code of conduct

http://www.mynvsl.com/file/28671/Code_of_Conduct_pdf.

Chesterbrook Swim Team Overview

The Chesterbrook Swim Team competes in Division 1 of the NVSL. The NVSL is a summer swimming, with a separate diving, league in Northern Virginia that consists of 102 teams divided into 17 divisions, with 6 teams in each division. The league's motto is to promote "*A love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship.*" Chesterbrook Swim Team includes both the Tiger Sharks and the Little Jaws.

Chesterbrook Swim Team Eligibility

- Open to swimmers who are age 5 or older and under 19 years of age on June 1, 2018.
- Must be a current member of Chesterbrook Swim & Tennis Club. All full-time members, as well as summer members, are eligible to participate.

Tiger Sharks (Lower Pool)

The Tiger Sharks practice daily in the Lower Pool (competition pool), beginning with the opening week of pool season each May. Practices are divided by age group (8&Under, 9-10, 11-12, and 13&Over). Swimmers are invited to join the Tiger Sharks based on previous year's participation or the pre-season assessment (see additional information about new swimmer assessment process below).

Tiger Sharks are expected to be regular attendees at practices throughout the week and summer. While practice attendance is not mandatory for meet participation, it is highly recommended and advised. We recognize swimmers occasionally have conflicts, but there is an expectation they will participate to the maximum extent possible throughout the summer.

Little Jaws (Upper Pool)

The Little Jaws developmental program provides more individualized instruction and technique development for our emerging swimmers who are age 5 or older on June 1, 2018. Little Jaws swimmers are invited to participate in all Swim Team social events and activities throughout the season.

To determine whether a swimmer will be a member of the Little Jaws or Tiger Sharks, the coaches will conduct an assessment prior to the start of the season to evaluate whether a swimmer meets the minimum requirements necessary for participation in Little Jaws and/or demonstrates readiness for the Tiger Sharks. Attending the assessment is mandatory for all new swimmers 10 or younger as of June 1, 2018, and everyone who participated in Little Jaws the previous year.

Chesterbrook provides an extensive swim lesson program for those working toward meeting the eligibility requirements. For additional information go to <http://chesterbrookclub.com/youth-swim-lessons/>

Little Jaws Assessments

All new swimmers 10 years old and younger, and those swimmers that swam in Little Jaws the previous summer must be assessed. New swimmers 11 and older are typically placed into their respective Tiger Sharks age group, but parents may request an assessment if they are concerned about their child's readiness for the team. Assessments will be held in April each year and the dates will be announced on the Chesterbrook Swim & Tennis Club website.

Our Little Jaws program is the future of Chesterbrook and our goal is to make your child's experience fun and rewarding while providing top-notch instruction. While we want as many children in our program as possible, it is also important to ensure the safety of our swimmers.

Accordingly, eligibility for the Little Jaws program is based on the following requirements.

- Must be age 5 by June 1, 2018.
- Must be able to swim a full 25-meter freestyle without stopping.
- Must be able to kick on their back for a full 25-meters without stopping.
- Must enter the water within 30 seconds of their assessment starting, demonstrating a level of comfort with the water and in order to keep the schedule running on time.

We are thrilled with the popularity of our Little Jaws program, but we are only able to accommodate a finite number of members into the program, and therefore, regardless of past participation, assessments will be provided on a first come basis each year. Every effort will be made to accommodate all members interested in having their children assessed.

If you are concerned that your child may not be able to complete all of these requirements, you are still encouraged to have them assessed. Requirements are based on a review of other local area swim programs and feedback from our coaches regarding past experiences. These requirements are necessary to ensure the safety of your child as well as the safety of other swimmers on the team.

Little Jaws practices will begin in mid-June once public schools are out and swim team practices shift to the morning. There will be two separate practice times for Little Jaws each morning (your swimmer will only attend one). Practice Group I will be from 7:15 am to 8:00 am. Practice Group II will be from 8:15 am to 9:00 am. A SignUpGenius for practice time requests will be sent out following the completion of assessments. Requests for particular groups will be accepted but cannot be promised. Swimmers will be grouped in appropriate lanes according to ability and development. We hope to have no more than 7-8 swimmers per lane during each practice time.

Chesterbrook coaches reserve the right to ask any swimmer who cannot keep up in practice to take additional swim lessons. Swimmers asked to supplement their practices with lessons will still be allowed to swim in our Monday night meets.

Coaches will assess your swimmers throughout the season. In some cases, coaches will ask swimmers to move to a different lane, or in some cases, ask them to join the Tiger Sharks practices in the lower pool. Any change or recommendation from coaches will be discussed with the swimmer's parents beforehand.

Registration, Dues, and Equipment

Registration

Online registration opens in March each year.

Registration is again being run on a separate website called “Active” and will remain open until April 30th. After the regular registration period closes, swimmers will be assessed a \$25 late fee.

All new swimmers are required to be assessed by a coach before registering. **PLEASE DO NOT REGISTER** without first reaching out to the Team Reps regarding assessments. We are not able to refund registration fees if a swimmer registers and does not meet the requirements to participate.

The Active registration treats swimmers who are 18 years old as adults, so they will be required to register separately from siblings under the age of 18. If this prevents a parent from receiving the \$10 discount for multiple family members, please contact the Team Reps for a coupon code. Also, Active offers subscriptions to various magazines in the registration process. Unfortunately, we can't eliminate that section.

You will need to provide your family's Chesterbrook Swim & Tennis Club member number as part of the registration process. If you don't know your family's member number, you can find it from the secure portion of the Club website.

To register, go to <http://chesterbrookclub.com/swim-team-registration/>, and then click on “Register Here.” This link will take you to the registration page. If you were part of the team last year, please do not create a new account. Login to the registration process as a returning user. Your username is the email address you used to register with last year. If you have forgotten your password, please follow the link and your password will be reset for you. Please be sure to complete and update all fields.

Swim Team Dues

Season dues for the Chesterbrook Swim Team (including both the Tiger Sharks and Little Jaws) are posted annually with the registration link. Team dues for 2018 are \$185 for the first swimmer in your family and \$175 for additional swimmers. Dues include a team t-shirt and a non-personalized latex swim cap.

Equipment

Each swimmer should bring the following items to every practice: a swim cap, a pair of goggles (an extra pair is always a good idea as they are easily broken and/or misplaced!), and a water bottle. Please apply sunscreen to your child before practices as appropriate.

Swim Suit & Merchandise Sales

The team suit is selected prior to the start of each season. Orders can be placed online <http://chesterbrookclub.com/apparel/> and are also available for purchase at Sport Fair located at 5010 Lee Highway, 703-524-9500. Team suits are not required. Recommend a tight fitting suit for racing.

Chesterbrook merchandise will be available for purchase online. Personalized swim caps are available for purchase at this time and are helpful for both parents and coaches when trying to locate swimmers. Limited merchandise will be available for purchase at Saturday NVSL Dual Home Meets, and at Monday Night Home Meets, as well as various events throughout the summer.

For those swimmers that qualify for All-Star Relays or Individual All-Stars, an opportunity will be provided to order special All-Star Relay/All-Stars shirts and caps. More information regarding those orders will be made available during the summer in advance of those meets.

Meets

The Chesterbrook Swim Team participates in NVSL Dual Meets, Monday Night Meets, Divisional Relay Carnivals, All-Star Relays, Individual Divisionals, and Individual All-Star Meets in Division 1 of the NVSL. NVSL rules pertaining to swim strokes, disqualifications, league eligibility and procedures are published in the NVSL handbook that will be made available through links to the NVSL website from the Chesterbrook Swim Team web page.

Chesterbrook Red & Black Meet (Time Trials)

This Red & Black Meet (Time Trials) is the first meet of the swim season held in mid-June. All swimmers that are currently practicing in the lower pool must participate. The Red & Black Meet is an intra-squad meet (no other team competing!). During the Red & Black Meet, swimmers will swim all four events (freestyle, backstroke, breaststroke, and butterfly). Time Trials enable coaches to place swimmers properly in relation to other swimmers in their age group. Being placed properly will allow swimmers to compete against swimmers of comparable ability/speed. Also, this will allow coaches to get times in every stroke for all swimmers for placement in upcoming meets. This is a very important meet, as it is the only time that the coaches can get swim times for each swimmer in every stroke. The coaches use these times to plan for our first Saturday NVSL Dual Meet. If a swimmer cannot attend the Red & Black Meet, it is their responsibility to contact the Team Reps as soon as possible. Swimmers will not be entered into Saturday NVSL Dual Meets without a team-recorded time.

NVSL Dual Meets

There are five NVSL Dual Meets on Saturday mornings starting in mid-June. Chesterbrook participates in these competitive meets against other NVSL Division 1 teams. These are competitive, scored meets and Chesterbrook Swim Team's overall performance determines our standing in Division 1. There are five age groups for both boys and girls: 8&Under, 9-10, 11-12, 13-14, and 15-18. Swimmers compete in freestyle, backstroke, breaststroke, and butterfly individual events; in freestyle relays for the 8&U age group, and in medley relays for all other age groups; and in mixed age relays: one each for boys and girls, for a total 52 events in a dual meet. Chesterbrook may enter three swimmers per individual event and one relay team per relay event.

Coaches select swimmers for all NVSL Dual Meet events. Swimmers may be selected for up to two individual events, in addition to one relay event.

NVSL Saturday Meet Scoring:

- Total number of points in a NVSL Dual Meet is 420. A team must earn a majority of the points (211 in most cases) to win the meet.
- Individual events are scored: 5 points for 1st place; 3 points for 2nd place; 1 point for 3rd place. No points are awarded for 4th – 6th place.

- Relays in NVSL Dual Meets are scored: 5 points for 1st place. There are no points awarded for 2nd place.

Swimmers who are selected by the coaches to swim in Saturday NVSL Dual Meets will be notified at the Friday practice preceding the Saturday meet. In addition, a meet sheet is sent out to the email distribution list Friday afternoon. **IMPORTANT:** Entries for the Saturday meet are not finalized until Thursday evening, so we will be unable to notify you or your swimmer of their entry until Friday morning each week.

Coaches and Team Reps need to know if your swimmer will be absent for a Saturday NVSL Dual Meet as soon as possible. An email reminder will be sent out early in the week to confirm if there are any known absences for the Saturday meet. If a swimmer cannot attend an NVSL Dual Meet where they are slated to swim, please contact one of the Team Reps immediately. This is extremely important so that we can notify a substitute for an absent swimmer.

All Tiger Sharks and Little Jaws are invited and encouraged to attend Saturday NVSL Dual Meets regardless of if they are entered to swim! These meets are energetic and fun for the entire team. We pride ourselves on having the best and biggest Saturday morning Swim Team Family around!

For NVSL Dual Home Meets, swimmers are typically asked to arrive to the pool by 7:45 am so that we can begin warm-ups promptly on time around 8:00 am. Warm-up times are strictly enforced so it is important your swimmer arrive to the pool early.

For NVSL Dual Away Meets, swimmers and families meet in the Chesterbrook parking lot to caravan together to the opposing pool. Depending on the location of the opponent, the Team Reps will notify swimmers of the time to meet to caravan. For every Away meet, the Team Reps will conduct a roll call prior to departure. If you will not be meeting the Team in the parking lot to caravan, you must notify the Team Reps ahead of time. Addresses, maps, and directions are available through on the NVSL website under the Team section (<http://www.mynvsl.com/teams>).

Please note that swim meets may be delayed or rescheduled because of thunderstorms. However, swimmers should always report for the meet, regardless of weather predictions. After each NVSL Dual Meet, the results of the meet will be emailed to the Swim Team email distribution list. Results will also be available on the NVSL website (www.mynvsl.com).

Saturday meets start at 9am and end around 11:30am. After home meets there is usually a post-meet lunch meal served. After away meets the team will usually meet a designated lunch spot. Information will be distributed to the team weekly.

Monday Night Meets

In addition to Saturday NVSL Dual Meets, Chesterbrook Swim Team participates in Monday Night ("B") meets with other area pools. Monday Night Meets are open to all Swim Team members. These are developmental, unscored meets. Swimmers are awarded place and competitor ribbons. Swim times are recorded.

Swimmers may select up to two events (to include the individual medley (IM) when offered) they wish to swim at a Monday Night Meet by checking the events off on a document posted at the pool. If a swimmer scored 1st, 2nd, or 3rd place at the previous Saturday Dual Meet in a particular event, they may swim that same event at the following Monday Night Meet but will be ineligible for award or ribbon placement. The coaches are available to assist the swimmers with selecting their events. There will be as many heats as required for the swimmers in each event.

The Team Reps will send an email each week notifying swimmers and parents of the upcoming Monday Night Meet, sign-up procedures, and applicable sign-up deadlines.

Little Jaws swimmers will sign-up for events through the Little Jaws coaches. Parents will be notified via e-mail about which events their children are swimming.

Monday Night Meets start promptly at 6:00 pm. Swimmers should arrive one hour before the start of the meet to set up and participate in warm-ups. There will be NO caravan to an opposing pool for an Away Monday Night Meet. You have the option of leaving after your swimmer completes their individual events. If you are working as a volunteer, please stay until your job is complete. It is fun, too, to stay until the end to cheer on your fellow teammates.

Results of Monday night meets, the Red & Black meet, and the M&M meet are not published online. Coaches and Team Reps maintain a consolidated list of the team's current best times, by event. This list is called the "ladder" and it is updated after each meet. The team does not publish or distribute the ladder, but if parents are interested in seeing where their swimmer's times sit within an age group, they may contact the Team Reps to arrange a time to view the ladder. If a swimmer is interested in their own personal best times, they may ask a coach at any point in time and they can look them up for them. We encourage swimmers to know their best times so that can set motivational goals throughout the season!

M&M Meet

The M&M Meet is an intra-squad meet held at Chesterbrook each summer. This fun and exciting meet also has prizes for the swimmers. All swimmers are entered into a raffle for prizes, such as M&M towels. Swimmers must be present at the time of drawing to win. There is also a jar filled with M&Ms and the swimmer who guesses closest to the correct number of M&Ms wins the jar! All swimmers receive a small tube of M&M candy following their events. Swimmers will also cheer on their coaching staff as they face-off against the swimmer parents' relay during the 10 minute break at the half-way point of the meet.

NVSL Divisional Relay Carnival and All-Star Relays

Divisional Relay Carnival and All-Star Relays are on two consecutive Wednesday evenings in July. These are competitive, scored meets. Coaches select swimmers for all events. Selections are announced at Tuesday morning's practice before Divisional Relays. Both meets feature 22 relay events. Every age group will swim a freestyle relay and a medley relay. The 8&Unders, 9-10, and 11-12 age groups will swim a 100 meter relay for both Freestyle and Medley, while the 13-14 and 15-18 age groups will swim a 200 Medley Relay for both. Additionally, there will be two mixed age Freestyle relays.

Divisional Relay Carnival allows Chesterbrook relay teams to compete against the other five NVSL Division 1 Swim Teams in a six-team event. Chesterbrook may enter one relay team per relay event at the Divisional Relay Carnival. Swimmers must swim in their proper age group (no swimming up with older kids).

The Divisional Relay Carnival is scored as follows:

- 14 points for 1st place; 10 points for 2nd place; 8 points for 3rd place; 6 points for 4th place; 4 points for 5th place; and 2 points for 6th place.

The swim team with the most total points at the end of the meet is crowned the champion and presented with a team trophy.

Based on the Chesterbrook Swim Team's performance at the Divisional Relay Carnival, top performing Chesterbrook relay teams may qualify to compete at NVSL All-Star Relays. The top 18 teams across the NVSL based on results from the 17 Divisional Relay Carnivals are invited to All-Star Relays. In addition, one alternate team is selected and listed in the program for each event.

The NVSL All-Star Relays takes place the Wednesday following the Divisional Relay Carnival and is a league-wide scored meet. All-Star Relays is scored as follows:

- 1st through 18th (44 points for 1st place) 44-38-36-34-32-30-28-26-24-20-16-14-12-10-8-6-4-2.

The swim team with the most total points at the end of the meet is crowned the champion and presented with a team trophy.

NVSL Individual Divisional Meet and Individual All-Star Meet

Each year, many of our Chesterbrook swimmers qualify for the Individual Divisional Meet at the end of July. The Individual Divisional Meet allows top-performing individual swimmers to compete against other NVSL Division 1 swimmers. Individual Divisional Swimmers are selected by the coaches based on best times. Chesterbrook may enter two swimmers per individual event (Freestyle, Backstroke, Breaststroke, Butterfly, and IM) at the Individual Divisional Meet. Swimmers may only swim two events.

Top performing swimmers at the Individual Divisional Meet may qualify for the NVSL Individual All-Star Meet at the beginning of August where they compete against top-performing swimmers from the entire NVSL. The top 18 individuals across NVSL based on results from the 17 Individual Divisional Meets held across the league are invited to All-Stars. In addition, two alternate swimmers are selected and listed in the program for each event.

Saturday Dual & Relay Carnival Meet Schedule:

<http://chesterbrookclub.com/swim-team-meet-schedule/>

Saturday, June 16th	TIME TRIALS (Red & Black meet) @ CB
Saturday, June 23rd	CB @ Highlands
Saturday, June 30th	CB @ Langley
Saturday, July 7th	Tuckahoe @ CB
<i>Wednesday, July 11th</i>	<i>Divisional Relay Carnival @ CB</i>
Saturday, July 14th	CB @ McLean
<i>Wednesday, July 18th</i>	<i>All-Star Relays @ Lincolnia Park</i>
Saturday, July 21st	Overlee @ CB
Saturday, July 28th	Divisionals @ Tuckahoe
Saturday, August 4th	Individual All-Stars @ Little Rocky Run

Monday Night Meet Schedule:

Monday, June 18th	Hamlet @ CB (Lower Pool Tiger Sharks ONLY)
Monday, June 25th	Kent Gardens @ CB (First meet for Little Jaws Swimmers)
Monday, July 2nd	M&M Meet, CB Intrasquad meet @ CB
Monday, July 9th	CB @ Dunn Loring
Monday, July 16th	CB @ Highlands
Monday, July 23rd	CB @ Donaldson Run

Practices

The success of the Chesterbrook Swim Team depends on its swimmers attending practices on a regular basis. Even more important, regular attendance allows swimmers to build their skills and enjoy their Swim Team community. Swimmers are strongly encouraged to attend all practices.

- Swimmers must come prepared with goggles and swim cap, if needed, to every practice.
- Swimmers must attend their proper age group practices.
- No parents are allowed on deck during practice. The coaches will be glad to talk with you after the last morning practice session of the day or by appointment. Please do not talk with coaches or swimmers during practice. Coaches need to give their full attention to conducting a safe and productive practice.
- Any swimmer who sustains an injury of any kind during the season should immediately notify the head coach.
- USA Swimming club swimmers should discuss their summer practice schedules with coaching staff.

Practice Schedules

<http://chesterbrookclub.com/swim-team-practice/>

Tiger Sharks Pre-Season (lower pool only, no Little Jaws): May 21 – June 15, 2018

Monday – Friday

3:30 – 4:30 pm	13 & Over
4:30 – 5:15 pm	11-12
5:15 – 6:00 pm	9-10
5:45 – 6:30 pm	8 & under

Saturdays (May 26 & June 2)

8:15 – 9:00 am	8 & under
9 – 10:00 am	9-12
10 – 11:00 am	13 & Over

Tiger Sharks Regular Season (lower pool): June 18 – July 27, 2018

Monday – Friday

7:15 – 8:00 am	8 & under
8:00 – 9:00 am	9-10
9:00 – 10:00 am	11-12
10:00 – 11:00 am	13 & Over

**NOTE: If your swimmer does NOT qualify for Individual Divisionals, their last day of practice will be Tuesday, July 24th.*

Little Jaws Pre-Season:

Saturday (May 26 & June 2)

9:00 – 8:45 am	All Little Jaws Welcome
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Little Jaws Regular Season: June 18 – July 27, 2018

Monday – Friday

7:15 – 8:00 am	Session I
8:15 – 9:00 am	Session II

Memorial Day and Fourth of July: Please note that we will have practice on these days, but times may be modified based on pool activities. Practices on the Fourth typically feature some fun and festive “drills!”

Inclement Weather Protocol

Meets and practices can be delayed or canceled based on weather. The decision to delay or cancel a meet will be made in coordination with the host pool's management, the meet referee, and the Team Reps of those teams competing. The decision to delay or cancel a practice will be made by the Head Coach in coordination with Chesterbrook Swim and Tennis Club's management and Team Reps.

When it comes to weather and safety at the pool, the swim team follows the direction of the guard staff. If thunder and/or lightening occur, the pool will be closed for a minimum of 30 minutes. It is important to note that every additional clap of thunder or strike of lightening resets the clock for an additional 30 minutes. A safe rule of thumb is that if thunder occurs during a practice, that age-group practice will likely be cancelled due to time constraints. One cancelled practice does not always result in the cancellation of all age-group practices. Light rain/chilly weather does NOT cancel practices. If the coaches and lifeguards can safely monitor the swimmers in the pool, practice will occur. Information regarding delays or cancellations will be pushed out to the Swim Team as soon as possible.

Where to find weather updates:

- Check the Club's website: www.chesterbrookclub.com. Mike Coleson, the Pool Manager, posts weather related pool closings immediately.
- Join Twitter! Mike Coleson will tweet the status of the pool. The Chesterbrook pools Twitter handle is: @cst_pool.
- Coach Katherine will connect with Team Reps who will notify via Team-wide email and/or text message and by Twitter, any cancellations or weather updates ASAP. The Team Rep's Twitter handle is @cbtgrp.

Communication

Various forms of communication are used for the Chesterbrook Swim Team. Below are the types of communication and the information you can expect to find.

- **Email:** This is the primary method of communication and it is critical that the team has an up to date email address on file. Emails will contain sign-ups, dates and times of upcoming events, changes in schedule, weather updates, practice changes, heat sheets, event results and much more.
- **Text Messages:** On occasion, typically related to weather events, we will utilize a team text message to quickly notify families of changes and to provide updates. It is important that the team have up to date cell phone numbers on file.
- **Family Folders:** In the Clubhouse, across from the front desk, there is a box, which contains a file folder for each family. You should plan to check the folder throughout the season for important information. Ribbons will be distributed in family folders each week.
- **Website:** The Chesterbrook Swim Team website: <http://chesterbrookclub.com/swim-team-information/> contains the information contained within the Handbook and other helpful up to date resources.
- **Tiger Shark Times (TST):** Chesterbrook Swim Team has the best weekly newsletter in the NVSL! The TST provides highlights from the past week. Here you will also find links to interviews and photos of the team. The TST is distributed weekly via email. Limited hard copies are made available each week at the front desk.
- **Youtube:** Chesterbrook interviews, skits, lip syncs, and races can be found on Youtube.
- **Twitter:** Follow Us:
 - Chesterbrook Swim Team Reps – **@CBTMRP**
 - Chesterbrook Pool – **@CST_Pool**
- **Chesterbrook Handbook:** This Handbook is updated annually with information that will be most helpful to new swimmers joining the team. If you have anything that would be helpful to include in the future, please let the Team Reps know.

Team Events

Over the course of the summer, the Swim Team has a robust and full event schedule outside of the water! We encourage all swimmers on both the Tiger Sharks and Little Jaws to attend all events and families, parents, and friends are always invited!

Event Schedule

Sunday, May 20th	4:00 – 6:00 pm Back To Pool @ CB
Saturday, June 9th	8:00 am ALL Team Picture & Stay & Play Team Event @ CB
Friday, June 22nd	6:00 pm Pasta Party hosted by 15-18s
Friday, June 29th	Pancake Breakfast (during practices)
Friday, June 29th	6:00 pm Pasta Party hosted by 13-14s
Friday, July 6th	6:00 pm Pasta Party hosted by 11-12s
Saturday, July 7th	TBD Senior Progressive Dinner & CST Family Party
Friday, July 13th	6:00 pm Pasta Party hosted by 9-10s
Friday, July 20th	6:00 pm Pasta Party hosted by 8&Unders
Saturday, July 21st	TBD Auction & Fundraiser Evening (adults only)
Saturday, July 28th	5:30 pm End of Year Awards Party

Back To Pool

Our annual Back to Pool event is held every May (typically during the opening weekend of the Club) to welcome back our amazing swimmers and families to another fun summer! The event is an “open-house” event where families can stop by the pool to meet the coaches and Team Reps, pick up their 2018 team t-shirt and cap, and purchase a variety of awesome Chesterbrook Swim Team swag (i.e. magnets, flags, etc.). We look forward to seeing you at Back To Pool!

Team Pictures

The combined Little Jaws & Tiger Sharks Swim Team picture will be taken on Saturday, June 9th, 2018. Additional information will be circulated closer to the day. Please arrive to the pool early so that we can properly organize ourselves. Swimmers are encouraged to wear their team suits for the photo, if they have one. Individual photos (or family photos) can be purchased at this time. Order forms will be sent home via family folder the week of June 4th.

Stay & Play Team Event

On Saturday, June 9th, following the all-team picture, Chesterbrook Swim Team will once again host our annual Stay & Play event! There will be no Saturday practice on this day. Instead, kids 12&Under are invited to enjoy the pool and Club before opening hours for a morning of fun games, activities, and ice cream! We typically have “moon-bounce” slides and other games, face painting, tattoos, as well as other games. Rafts are encouraged and allowed! We will also have an ice cream food truck for all swimmers to enjoy! 13&Over swimmers are encouraged to attend and help out the coaches with all activities and games.

Pasta Party/Pep Rally

The weekly Pasta Party/Pep rally is the time for ALL swimmers and families to get together at Chesterbrook Pool. The event is held weekly on Friday evenings, beginning the Friday before the first Saturday Dual Meet and ending with the Friday before the Overlee Dual Meet. Every family is asked to contribute a pasta dish or a salad to share (think potluck!). Each week is hosted by one age group, who is responsible for additionally providing desserts and volunteers to set up, serve, and clean up following the event. This is an opportunity for the swimmers to get excited for the upcoming Saturday and Monday night meets! Pasta Parties END at 8:00 pm sharp so that everyone can leave the pool and get a good night's rest for the Saturday morning Dual Meet. In the event of inclement weather, these events may be cancelled. Dress is informal and Chesterbrook attire is always a good choice!

Each Pasta Party has a theme. One favorite theme night is the Lip Sync routines typically scheduled for the last Friday night Pasta Party. Just like when Chesterbrook is in the pool, these swimmers give it their all in everything. In the past, swimmers that have participated in the Lip Sync night have well-rehearsed choreographed routines complete with costumes. Lip syncs are limited to 1 minute and 30 seconds. There are no limits to the number of swimmers in a group, but groups are asked to sign-up in advance. Other weekly themes will be announced in advance and will include special activities organized by the coaches.

Progressive Dinner & Family Party

One of the most fun traditions for our 13&Overs is the annual Chesterbrook Swim Team Progressive Dinner. Every summer, in alignment with the Club's annual Family Party, our 13&Overs put on their best attire and spend a fun filled evening with one another outside of the water! The evening includes four stops, with families volunteering to host the first three stops, which include appetizers, the main dinner, and dessert. All 13&Over families are asked to sign up and contribute to the event, including volunteering at the generous host homes. Semi-formal summer attire is the norm, with girls typically in dresses and boys in ties, but nothing is mandatory. In the past, some of our swimmers have been quite creative and festive in their wardrobe selections! Transportation is coordinated and arranged for all swimmers. Following dessert, the swimmers and coaches head to the Club to join the Family Party for the fourth and final stop of the evening. The swimmers typically parade in and take a group picture and then proceed to dance the night away with family and friends already at the Club.

The Family Party is held the same evening as the Progressive Dinner and open to all Club members (this is NOT a Swim Team hosted event). The party is one of the highlights of the summer social season and includes a catered buffet dinner from a local establishment, an incredibly decorated pool deck, and a live DJ throughout the night with music and games. Please be on the lookout for more details, as this is a night not to be missed!

Pancake Breakfast

A long-standing tradition at Chesterbrook has been the annual Pancake Breakfast. We make and serve pancakes at a practice to the entire team, including all Little Jaws and Tiger Sharks. This event requires significant parent support and volunteers to set-up, cook, serve, and clean up the roughly 4 million pancakes it takes to feed to the team! In advance of the event, our Head (volunteer) Pancake Chef will send out a call for volunteers and organize the event.

Auction & Fundraising Evening

Every summer the Swim Team must find a way to raise additional funds to support the many activities and events that make the summer so memorable for all our kids. These additional funds are necessary to fund the Team beyond what the Club funds on an annual basis. Swim Team fundraising funds go to pay for such things as supplies to decorate the Club for meets, the Stay & Play event, to supplement the Progressive Dinner, and many other things that make the summer a success!

This year, we will be once again hosting a Swim Team Auction on Saturday evening, July 21st at the Club. The event is adults-only and the one time all summer where parents and friends can kick back and enjoy and a fun evening amongst themselves under the stars, while raising funds for our amazing team's efforts throughout the season! The event includes a catered dinner and silent auction with great items donated by families, members, and businesses. The highlight of the evening is the Live Auction that includes the most prized items and always tends to be a raucous and eventful hour!

Please be on the lookout for additional information to come and please start thinking about what you can donate to the auction now! Items in past years have included sports tickets, gift and theme baskets, sports memorabilia, excursions and vacations, and many other amazing and unique Chesterbrook items!

End of Year Awards Party

The End of Year Awards Party is for ALL swimmers and families to get together at the Club and celebrate another fun and successful season. The party is always held on the last Saturday of July and will be on July 28th this summer. It typically begins around 5:30 pm and lasts long into the night. The party includes catered dinner, awards and recognitions, farewells to graduating swimmers, individual all-star announcements, the annual slide show, and a Live DJ with music and dancing throughout the night. The Swim Team pays for the entire event but asks families to bring appetizers to share. The event is bring your own beverage. Chesterbrook enjoys celebrating in style and this is an upscale casual event. There will be no swimming this night, so leave your swimsuits at home.

Coaches' Breakfasts

Every season we provide breakfast for our hardworking coaches once we move to the morning practice schedule. Our coaches get to the pool at the crack of dawn and typically stay throughout the day. Providing them a little sustenance is not hard and it's something we can do to help them get their days started right!

More information will be provided, including a sign-up genius where you can sign-up to provide breakfast on only one morning of the summer. Breakfasts should include enough food and drink for 20 people. We like to provide a healthy breakfast, so while chocolate covered donuts are allowed, we would encourage a more healthy approach such as Greek yogurts, granola or granola bars, oatmeal, and fresh fruit. Healthy muffins, banana bread, and bagels also work when combined with yogurts and/or fresh fruit. The coaches appreciate juices and love fresh black coffee. In reality, the coaches will devour whatever is put in front of them! You will need to provide paper plates, utensils, cups, napkins and any other items that are necessary.

On the day you bring breakfast, please take it to the deck on the lower pump house and set it up by 8:00 am. You can return to pick up any leftover food and to clean up at 10:30 am. The guards need to have the pump house cleared by 11:00 am. Thank you all in advance.

Volunteers

Volunteers make the summer swim season possible.

It takes over 50 volunteers to run each meet and many, many workers to help coordinate all the fun social events and activities. As a parent of a swimmer we ask you to volunteer. If you have a swimmer participating in any event, please volunteer. We can never have too many hands on deck!

If you are new to the team or unsure about what a job requires, ask a Team Rep. They will be happy to explain the job and what it entails. Most of the jobs can be done very easily and with minimal instruction. Officials and timers are requested to wear a white shirt and blue shorts or skirts.

At the start of the season, the Team Reps will request volunteers for lead roles throughout the summer. Throughout the summer, many additional opportunities (and needs) to volunteer will be presented and we thank you all in advance for your willingness to pitch in!

The Team Reps will email requests for volunteers through online sign-up links each week before every event (<http://www.signupgenius.com/>).

Team Representatives

It's the best seat in the house, the best job at the Club, and the best title in all of sports! Team reps serve two-year terms and are members of the Chesterbrook Board of Directors (no annual dues!). Coordinate, manage, and oversee all functions of the Swim Team throughout the year. Oh, and you get reserved parking spaces at every swim team function.

Officials

Meet Referee: The meet referee is responsible for the overall conduct of swim meets. This key leader organizes and supervises all deck officials, conducts stroke and turn briefings, ensures competition begins on time, and enforces all NVSL rules to ensure fair competition. This position requires specialized training. Previous experience is also recommended.

Meet Referee: The Starter's job is to ensure all swimmers receive a fair and equitable start. He or she assumes control from the meet referee at the beginning of each race, and instructs swimmers to prepare to begin, then begin the race. The Starter and Meet Referee verify that all swimmers' starts comply with NVSL rules. This position requires specialized training.

Stroke & Turn Judges: This is a great job for those who want to learn more about the technical aspects of the sport, and be on deck with the best views of all races during meets. These important volunteers

ensure fair competition by observing swimmers to assess compliance with the rules of swimming designated for each event. Training is provided through the NVSL on two dates: June 2nd at 10:30 and June 9th at 8:00. The training session is two hours in length.

If you are interested in volunteering as an official, please contact our meet referee, Ray Spicer, at raspicer@aol.com

Meet Volunteers

Head Timer: Coordinate and lead timers on day of meet. Responsible for ensuring all lanes have functioning stopwatches and the times are recorded properly and transferred to recording table.

Timers: Time swimmers in assigned lane and record times officially on time cards provided by Head Timer.

Marshalls: Responsible for management of pool deck space, to ensure only officials and timers are on the deck during competitions, as well as ensuring swimmers and families remain in designated areas. Also responsible for encouraging all attendees to keep quiet at starts of races.

Card Runners: Responsible for collecting time cards from each lane after races and transferring them to the recording table.

Clerk of Course: Organize swimmers in the clerk of course and ensure swimmers are in the proper lane prior to walking them to the pool deck for their race. We have 2 volunteers on a Saturday Meet and 4 (or more) on a Monday Night Meet.

Table Workers: Assist in the organization and recording of times following races and in organizing and creating ribbons per results.

Tiger Shark Café Workers: Work and serve food and drink at the Tiger Shark Café during home swim meets on both Saturdays and Mondays. This year, this will not include set up, clean-up, or organization. All you literally have to do is show up and work the snack bar!

Grill Masters: Work the grills in the back cooking hamburgers, hot dogs, and chicken sandwiches on Monday Night home meets. Typically the place to be!

Data Coordinator: Responsible for maintaining team databases and generating reports for use by the team and the NVSL. Act as the Point of Contact for the team on Data related issues and work with the Division Data Coordinator to ensure results are provided timely and accurately.

Announcer: Announce the meet, including event number and description, swimmers, etc. as appropriate.

Water Coolers: Ensure all coolers around the pool deck are maintained with ice and water bottles for officials and timers at all home meets. Also ensure Team water coolers (for refilling water bottles) remain full throughout meets.

Additional Volunteer Roles

Merchandise Leads: Organize and work with vendors in the off-season to identify merchandise and clothing that the Swim Team will sell during the summer.

Relay Carnival Coordinator: In years where Chesterbrook hosts the Division 1 Relay Carnival, organize all aspects of the event including volunteers. We are hosting this year!

Awards Party Coordinator: Coordinate and organize the End of Year Awards Party!

Progressive Dinner Coordinator: Coordinate and organize the Senior Progressive Dinner, including volunteers, food sign-up, identifying host homes, and sending out invites.

Fundraising/Auction Lead: Lead fundraising efforts for the season, including organizing events such as the Auction.

Senior Send-Off Lead: Organize the Graduating Senior Send-Off that takes place at the Overlee Dual Meet this summer. This includes ordering t-shirts of the colleges where graduating seniors are headed off to and organizing the traditional "Gatorade" toast. Also includes organizing team-provided senior gifts that will be given at the End of Year Party.

Pancake Breakfast Head Chef: Coordinate and organize the annual Pancake Breakfast on June 29th.

Treasurer: In coordination and alignment with the Team Reps, manage all Swim Team financials, including budgeting, reimbursements, and working with the Club Treasurer of the Board.

Photography Lead: Lead photography efforts for the summer to ensure coaches have photos and video for the end of the season slideshow and other creative efforts!

Tiger Shark Times Editor in Chief: Create and manage the weekly production of the best newsletter in the NVSL!

Coaches Breakfast Coordinator: Coordinate and organize, including scheduling and volunteers, daily breakfast provided to the coaching staff throughout the summer during morning practices.

Post-Meet Lunch Coordinator: Organize post-meet lunches following the five Saturday Dual Meets. For home meets, this includes have lunch delivered to the Club for the team following the conclusion of the meet. For away meets, this includes identifying a restaurant for the team to meet at post-meet, as well as working with the identified restaurant as appropriate.

Age-Group Coordinators: The organizers of all things related to each age group! We need a coordinator for each age group; five total (8&U, 9-10, 11-12, 13-14, & 15-18). Responsibilities include organizing the designated pasta party for your respective age group's host week, and putting together one age group gift basket for Fundraising Auction. This basket should be themed and include contributions from families within the age group.

Recognition

Swim Team Awards

Every summer, at the End of Year Awards Party, the coaches present a number of awards to swimmers across all age groups. These awards go to swimmers that have not only accomplished great things in the water, but more important have exhibited incredibly work ethics, great sportsmanship, and a love of Chesterbrook and their teammates which we put an even greater value on.

At the Awards Party, the coaches will present awards to both female and male swimmers. These will include Swimmers of the Year, Hardest Workers, Most Improved, Most Spirited, and Coach's Awards. Awards are presented to both Tiger Sharks and Little Jaws in various categories. In the past, coaches have also been known to present on occasion unique "paper plate" awards as well.

Additionally, at the Awards Party, every member of the entire Swim Team will be presented individually with 2018 participation award (medal or trophy) and a 2018 Team Patch.

Senior Recognition

Being a member of the Chesterbrook Swim Team becomes a large part of the swimmer's summer and involves activities and friendships formed outside of the pool as well as the many hours spent at the pool for practices and meets. We recognize the importance of all of our swimmers as a part of this team. Senior recognition is a special event during the last home Saturday NVSL Dual Meet when our graduating seniors and their families are acknowledged. This summer, that will be on Saturday, July 21st at the Dual Meet vs. Overlee. This recognition will be for seniors who are active participants during the year in which they graduate from swimming for the NVSL. An active participant goes to practices, swim meets, pep rallies, and other activities that are a part of the team. A swimmer who graduates from high school but may have one more year of NVSL eligibility due to a birthday after June 1 may choose if they would like to be recognized in their high school graduation year or in their final year of NVSL eligibility if they plan to swim the summer following their freshman year of college.

Coaches' Gifts

Every season the Chesterbrook Swim Team provides gifts to our coaching staff. A parent volunteer will send out an email requesting donations via cash/check/donation website. Donations are then split among the Swim Team coaches and given to the coaches at the End of Year Party.

Team Rep Gifts

There are two Team Rep positions for Chesterbrook. The position is held for two years with one person rotating out every year. This allows for training and turnover of the position. This is one of the most time consuming and difficult parent volunteer positions at the Club – but by far the most fun and rewarding! As a thank you to the team reps, the Chesterbrook Swim Team provides gifts to both the outgoing and

remaining Reps. A parent volunteer will send out an email requesting donation via cash/check/donation website. The gifts are then presented as a thank you at the End of Year Party.

