



PEACHWOOD PIRATES
SWIM TEAM
PARENT HANDBOOK
2016

TABLE OF CONTENTS

SECTION 1	READ THIS FIRST!	4
	<i>Refunds</i>	4
	<i>Practice Times</i>	4
	<i>Volunteering</i>	4
	<i>Dual Meets</i>	4
	<i>Peachbowl (Gloucester County Championship Meet)</i>	5
	<i>Suburban League Championship Meet</i>	6
SECTION 2	GENERAL INFORMATION	7
	<i>PIRATES SWIM TEAM</i>	7
	<i>Eligibility And Swimmer Minimal Requirements</i>	7
	<i>Parent Participation Requirements</i>	7
SECTION 3	COACHES AND COMMITTEE INFORMATION	8
	<i>Swim Team Coaches</i>	8
	<i>Swim Team Committee</i>	10
SECTION 4	SWIM PRACTICE GUIDELINES	13
	<i>Practice Schedule</i>	13
	<i>2016 Practice Schedule (Weekdays, June 1 - June 17)</i>	13
	<i>2016 Practice Schedule (Weekdays, June 20 through end of season)</i>	13
	<i>Rules for Swimmers</i>	13
	<i>Discipline Policy</i>	14
SECTION 5	SWIM MEETS	15
	<i>League Eligibility</i>	15
	<i>Meet Attendance</i>	15
	<i>Time Trials</i>	15
	<i>Dual Meet Format</i>	15
	<i>Scoring</i>	15
	<i>Order of Finish</i>	16
	<i>Ribbons</i>	16
	<i>Event List</i>	16
	<i>Multiple Heats - Scoring and Non-scoring</i>	18
	<i>General Meet Information</i>	18
	<i>League Championships</i>	18
	<i>Peachbowl (Gloucester County Championships)</i>	19
	<i>Pirate Bowl</i>	19
	<i>Unofficial or "B" Meets</i>	19
SECTION 6	MEET OFFICIALS AND VOLUNTEERS	20
	<i>Meet Volunteers</i>	20
	<i>Meet Volunteers – Meet Checklist</i>	21
	<i>Official's Certification</i>	21
SECTION 7	FUNDRAISING ACTIVITIES	22
	<i>Snack Bar</i>	22
	<i>Pirate Spiritwear (Apparel)</i>	22
	<i>Team Sponsorships</i>	22
	<i>Fundraising</i>	22
SECTION 8	SOCIAL ACTIVITIES	23
	<i>Parent Meeting</i>	23
	<i>Friday Pre-Meet Dinners</i>	23

2016 Peachwood Pirates Swim Team Parent Handbook

<i>Picture Day and Breakfast</i>	<i>23</i>
<i>End of Season Banquet</i>	<i>23</i>
SECTION 9 COMMUNICATIONS	24
<i>Website</i>	<i>24</i>
Meet Results and Statistics	24
<i>Email Distribution</i>	<i>24</i>
<i>Cancellations and Notifications</i>	<i>24</i>
<i>Swim Team Bulletin Board</i>	<i>24</i>
<i>Mail Folder Box</i>	<i>24</i>
SECTION 10 DIRECTIONS TO AWAY MEETS	25
Aqua Barons of Burlington County	25
Collingswood Swim Team	25
Elmer Swim Club	25
Gloucester City Swim Club	25
Gloucester County Institute of Technology (GCIT)	25
Haddon Twp (Crystal Lake Pool)	25
Hammonton Swim Club	25
Lake Kandle (Washington Township)	26
Larchmont Swim Club	26
Medford Village Swim Team	26
Ramblewood Swim Club	26
Raccoon Valley Swim Club	26
Tarnsfield Swim Club	26
Vineland Swim Club	26

Section 1

READ THIS FIRST!

This section contains answers to frequently asked questions and other important facts about the team and the season. **If you read nothing else in this handbook, please read this section!**

REFUNDS

What is the Pirates refund policy?

Refunds are available on registration fees and snack bar donations only. Full refunds are available up to the first practice. 50% refunds up through the Monday following the first meet. All refund requests must be submitted via email to swimcommittee@peachwoodpirates.com. Custom caps and swimwear is not eligible for a refund, however, you may offer suits for sale to remaining team members.

PRACTICE TIMES

What happens if my child cannot make the allotted practice time? Can they attend practice with one of the other age groups?

Swimmers are expected to attend practice with their age group in the allotted time slot as their practice is structured based on the events in their age group. However, exceptions can be made based upon available space in other time slots and on swimmer ability. The coaching staff recognizes the importance of attending practice and will try to accommodate any requests.

VOLUNTEERING

Why is there such a push to find volunteers for meets and other activities?

Unlike many other sports, managing a swim team and swim meets requires a significant amount of time outside of the coaching staff. Each family should be prepared to **volunteer at least 8 hours of time over the course of the season.**

For home meets, the team needs approximately 25 volunteers to staff positions during the meet. More information on the meet requirements is provided later in this document. Beyond the meet requirements, the size of a typical swim team requires a lot of coordination and excellent communication between coaches, swimmers and parents. Assisting with team events such as team dinners, picture day, fundraisers or chaperoning at the swim team sponsored Splash Dances all count as volunteer time, so meets are not the only time to gain credit hours.

DUAL MEETS

How do the coaches determine in what events my child swims?

Determining which events your child will swim each week is not as simple as it seems. The coaches review each swimmer's abilities, their progress from week to week in each stroke, attendance and effort at practice, together with information available to them on the times posted by swimmers from the opposing team. The fastest swimmer in a given stroke does not always swim that stroke if their ability is needed in a different event. The number of events in which a swimmer can participate is limited by the league by-laws. If you have any questions on events

selected for your child, please, don't hesitate to ask the coaches. They will be happy to discuss and explain their strategy for you.

Only first place matters in meets.

FALSE! In a dual meet format for individual events, the first place finisher receives 5 points, second place 3 and third place 1. A team that takes second and third place still receives 4 points and stays close on the total score for the meet. Stress to your child that **second and third place matter** to the success of the team and that they should always work hard to swim as fast as possible.

If I don't place in the top three places (for individual events) or first place (for relay events) the team cannot earn any points.

FALSE! Sometimes swimmers placing ahead are disqualified and are not eligible to place. Swimmers placing fourth and sometimes even fifth could get a ribbon and earn points for the team! Swimmers should be encouraged to finish strong no matter where they are in the event.

My swimmer came in (1st, 2nd, or 3rd) but did not receive a ribbon. Why not?

Three reasons are possible:

- 1) While we all wish mistakes never happen, but they do. This could be an oversight by the scoring table. We will correct these anytime they are identified; or
- 2) Your child may have been disqualified by an official, allowing a ribbon to go to the next swimmer instead. If this happens, the coaches are notified as to the reason of the disqualification. Often the coaches are aware and witness the reason for the disqualification. Please check with the coaches for more information if this occurs; or
- 3) Your child may be swimming in an "unofficial" heat. Unofficial heats are extra heats that allow opportunities for swimmers to better their time in an event, even though these heats do not score points for the team.

Regardless of the heat in which they swim, any swimmer that improve their best time in any individual event will receive a Personal Best Ribbon at the next practice!

PEACHBOWL (GLOUCESTER COUNTY CHAMPIONSHIP MEET):

When and what is the Peachbowl?

The Peachbowl, also known as the Gloucester County Championship meet, is where the Gloucester County swim clubs from both area swim leagues (Suburban and Tri-County) send swimmers. There are currently 3 clubs from our league and 6 clubs that swim in the Tri-County Swim League.

Why do only some swimmers go to the Peachbowl and not the whole team?

As a multi-club event, in order to manage the length of the meet, each club is only allowed to send one swimmer per event. With a total of 66 events, even with multiple swimmers in the relays, not all swimmers will be able to participate. Typically the fastest swimmer per event participates but this may change due to availability of swimmers.

Why does my child only swim in one event at the Peachbowl?

The meet is designed to have the top swimmers from each club compete head-to-head. Since the meet is always held in the evening, time restrictions do not allow for teams to enter more than one swimmer per event. According to the rules, each swimmer may only participate in one individual event and two relays.

SUBURBAN LEAGUE CHAMPIONSHIP MEET

What and when is the League Championship meet?

The final meet of each season is the league championship meet and is held no later than the first weekend of August. For 2016, championships will be held on Saturday and Sunday, July 30th – 31st at Ramblewood Country Club.

Why is my child not going or only swimming 1 or 2 events?

As this is a championship meet, not all swimmers will be able attend. Each club may send a minimum of two swimmers per event. The championship meet has published qualifying times and if more than 2 swimmers meet the qualifying times the club may send all those that qualify. Qualifying times will be posted on swim team bulletin board and the team website prior to the first meet of the season. Swimmers that make one or more qualifying times in their age group will receive a special silver SSA Qualifier swim cap!

Section 2

General Information

PIRATES SWIM TEAM

The Peachwood Pirates Swim Team is a summer swim team program open to all club members and eligible employees of the Peachwood Recreation Club. The Peachwood Recreation Club is a private swimming and tennis club located in the Beckett section of Logan Township, NJ.

The Pirates compete in the Suburban Swim Association league, comprised of teams in divisions across Burlington, Camden, Gloucester, Salem and Cumberland Counties of Southern New Jersey.

ELIGIBILITY AND SWIMMER MINIMAL REQUIREMENTS

Swimmers between the ages of 5 and 18 by June 15th are eligible to swim on the team. Per our league rules, swimmers must be members of the club, entitled to full use of the facilities with no restrictions, or be employees of the club. This prevents teams from “recruiting” swimmers to participate on the team without becoming club members. Employees are eligible providing their employment is not based upon swim team participation.

Swim team participation is focused on improving stroke mechanics and stamina. It is not a substitute for swimming lessons. Eligible swimmers 8 years and younger must be able to swim one lap (25 meters) of the pool unassisted. Swimmers 9 and older should be able to swim two laps (50 meters) unassisted. Judgments will be made by the coaching staff. Swimmers not able to complete the minimum requirement will have one week from the start of practice to meet the requirement. Full refunds will be provided for swimmers unable to meet the requirement.

Additionally, young swimmers, typically 4 years old, who would like to join the swim team should also be able to swim one lap while doing any of the four strokes. They should be able to place their entire face underwater and use a kick-board without assistance. Swimmers should be FEARLESS and able to support themselves on the wall for extended periods of time as coaches are not always able to be in the water with a swimmer.

PARENT PARTICIPATION REQUIREMENTS

In order to host and attend swim meets, parent participation is required. It takes roughly 25 parent volunteers to host a meet, and about 12 volunteers for away meets. Meets cannot be held without the participation of parents. In addition to meets, there are many aspects of the team that require parent involvement, including planning social activities, coordinating registration and swim suit orders, equipment maintenance (starting system, stopwatches, etc.), home meet snack bar, setup and cleanup for meets, advertising and fundraising, to name a few. ***By registering your swimmer(s) for the Pirates Swim Team, you are also making the commitment as a parent to volunteer at least 8 hours time to one of more of these activities.*** Accordingly, if you cannot commit to fulfilling the volunteer responsibilities of a Pirates Swim Team parent, please do not expect that your child(ren) will be participating in swim meets. More information on volunteer activities is provided later in this handbook.

EVERYBODY SWIMS, EVERYBODY WINS!!

Section 3 *COACHES AND COMMITTEE INFORMATION*

SWIM TEAM COACHES



Head Coach

Caitlyn

Hess coachhess@peachwoodpirates.com

Caitlyn Hess is the current Kingsway Regional High School Swimming and Diving Head Coach and an Assistant Coach for the Boys and Girls Track team. She grew up summer swimming at Elmer Swim Club she is familiar with Suburban Swim League. She also swam for Our Lady of Mercy Academy in Newfield during her high school years. Caitlyn teaches Biology at Kingsway and is looking forward to mentoring Peachwood swimmers and encouraging them to swim for her once they get to Kingsway.



Assistant Coach

David Dominik

David is a former Pirate Swimmer and recently was a camp counselor where he taught swim lessons and mentored campers. David is studying towards a degree in Education and wants to follow in the footsteps of his parents to become a teacher. David has been a lifeguard at Peachwood for many years and you will also see him in the stand during the summer swim season.



Assistant Coach

Jimmy Amorebella

Jimmy is another long time Pirate swimmer. He is currently in college and looks forward to beginning his coaching career with Peachwood.



Assistant Coach

Breaghann Smith

Breaghann swam for Gibbstown growing up and was a varsity swimmer at Cabrini College. She is currently an Assistant Coach for the Cabrini swim team while working towards her Master's Degree at Temple University.

SWIM TEAM COMMITTEE

The Pirates Swim Team Committee is the backbone of our program and provides support to ensure an effective and successful program for our swimmers. The purpose of the Pirates Swim Team Committee is to manage the overall organization of the program and coordinate team activities including meets. There is no limit to the number of committee members and we are always looking to increase participation in managing the team.

The Swim Team Committee begins planning for the upcoming season starting in January and we meet every two weeks until the season begins, then as needed during the season. Committee activities include planning the team calendar, discussing selection and purchase of a team gift, planning and coordinating of team social functions and end-of-season banquet, identifying and coordinating fundraiser(s), finding volunteers for meets and other activities during the season, managing the coaching staff including hiring of new coaches, equipment maintenance and replacement, and managing our online website and registration system. We need assistance with these areas and other related tasks. We look forward to parents' participation in all facets of team activities. We hope that you will be available and excited to help out in some area.

The committee currently consists of:

- Bert and Sharon Zahniser
- Shannon Green
- Jean Miller
- Erin Pobre
- Jay Rodgers
- Ann Silvers
- Jen Smith
- Brian and Samantha Streitz
- Chris and Danielle Cordery
- Mark and Charlene Powell
- Karen Valentino

The swim committee is comprised of all volunteers assigned to following task groups.

Group and Description of Duties	Assigned To
Equipment - Stopwatches, Starting System, Backstroke Flags; lane lines, etc.	Brian & Jen
Social Events such as <ul style="list-style-type: none"> Splash Dances; Banquet; Team Dinners 	Erin and The Powells
Banners – sponsorship banners hung at the pool	Erin and Chris
Primary Fundraiser (Baseball Mania for 2016)	Bert
Advertising/Publications <ul style="list-style-type: none"> program book ads; Newtown Press articles; parent handbook updates 	Shannon
Senior Recognition - Bios for PeachBowl and SSA Champs; Final meet gifts	Sharon
Pirate Wear <ul style="list-style-type: none"> Annual apparel plus goggles, straps; caps, etc. 	Karen and Danielle
SSA League Representative <ul style="list-style-type: none"> 8-9 meetings/yr. Monthly beginning in January. Votes on issues affecting the league 	Bert and Shannon
Team Communications and Website <ul style="list-style-type: none"> Updates team website; sends out team emails; 	Danielle and Jean
Entries and Statistics <ul style="list-style-type: none"> Online meet setup and entries; entry cards created; time entry; meet reports; ribbon labels; newspaper results 	Sharon and Jean
Team Bulletin Board <ul style="list-style-type: none"> Maintains information on swim team board at pool 	Ann
Peachbowl Team Rep <ul style="list-style-type: none"> Attends 1-3 meetings on Peachbowl; Handles communication regarding meet; coordinates apparel orders as needed 	Jen and Ann
Snack Bar <ul style="list-style-type: none"> Manages snack bar for meets and social events 	Mark and Charlene
Volunteer Signup and Signoff <ul style="list-style-type: none"> Setup signup sheets and hours; confirm attendance; generate volunteer hours reports 	Colleen Fitzpatrick
Team Dinner Coordination <ul style="list-style-type: none"> Ensures dinners are planned and successful 	TBD
Treasurer <ul style="list-style-type: none"> Tracking financials; categorizing revenue/expenses 	Erin

The Swim Team Committee is always looking for new parents to learn and help with the team events. The swim team program is most successful and enjoyable for all involved when participation is from the **family**, as well as, the swimmer. Sharing the tasks together means no one group will be overburdened.

Section 4**Swim Practice Guidelines****PRACTICE SCHEDULE**

Practices are divided into three groups initially based upon age and subsequently by ability. Group mobility will occur (either upwards or downwards) at the beginning of the season and year to year due to coaches' evaluation of the athlete's commitment level, space availability in each squad, work ethics and overall progress. Swimmers should only attend practice sessions that pertain to their assigned practice group.

Parents that cannot make their child's assigned practice time should discuss alternate arrangements with the head coach. Coaches will try to accommodate all requests but will not do so to the detriment of other swimmers. Parents should understand that swimmers attending practice outside of their assigned practice group make it harder for the coaches to focus on the group as a whole.

Coaches understand that swimmers may not be able to make all practices due to vacations and parent work schedules. Swimmers should be able to make at least three practices per week however. Please discuss specific details with the coaching staff so they can plan practice sessions accordingly.

2016 Practice Schedule (Weekdays, June 1 - June 17)

Group	Time
A (8&U)	4:00 p.m. - 4:45 p.m.
B (9-12)	4:45 p.m. - 6:00 p.m.
C (13-18)	6:00 p.m. - 7:30 p.m.

2016 Practice Schedule (Weekdays, June 20 through end of season):

Group	Time
C (13-18)	7:30 a.m. – 9:00 a.m.
B (9-12)	9:00 a.m. – 10:00 a.m.
A (8&U)	10:00 a.m. – 10:45 a.m.

RULES FOR SWIMMERS

1. Swimmers should be on the pool deck, ready to swim **5 minutes before start time!** Always bring goggles & cap; Swim fins are optional but may be helpful in developing proper kick technique and increase leg strength. Check with the coaching staff if you have fins.
2. Long hair must be capped or tied back.
3. No gum while swimming. No glass containers on the pool deck. Plastic water bottles and Gatorade are allowed.
4. Let's show good sportsmanship at all times.
5. HAVE FUN!

Parents:

1. **Parents remaining at the pool should not sit on the pool deck surrounding the pool.**
Parents should be under the Pavilion or on the grassy areas off the pool deck. This allows the swimmers to focus on their swimming and on instructions given by the coaches.
2. Be sure to label all your child's belongings - goggles, cap, towels, and fins. There is a lot of equipment left behind on a regular basis!
3. Please do not speak to the coaches during practice times so they can focus on coaching. Before practice starts or after the end of practice is recommended. The coaches normally have a few minutes at the beginning of each practice time during which they can speak with you.
4. If a swimmer is on medication, let the coaches know with a written note or email from the parent, explaining the conditions and any restrictions. Verbal only information is not sufficient due to the volume of communication received.
5. If bad weather does not permit a practice, check the www.peachwoodpirates.com website. Adding your cell phone to your profile on the website will allow text messages to be delivered to your phone for last minute changes.
6. If any questions or problems arise about practice, please contact the coaching staff.

Rule infractions can lead to dismissal from the team with no refund of fees. Any major rule infractions or blatant disregard of normal behavior will be handled following the discipline policy.

DISCIPLINE POLICY

1. First Offense: Swimmer sits out the remainder of practice and email sent to the parents.
2. Second Offense: Swimmer sits out the remainder of practice with email sent to the parents and swimmer may not return to practice until parent(s) speak with the coach
3. Third Offense: Swimmer will not participate in the next meet..
4. Four Offense: Swimmer is removed from the team.

Section 5

Swim Meets

LEAGUE ELIGIBILITY

Our team swims in the Suburban Swim League of South Jersey. Swimmer's age is determined by their age as of June 15th of the current season. The league age groups are primarily divided as follows:

- 8 and under
- 9 - 10 years old
- 11 - 12 years old
- 13 - 14 years old
- 15 - 18 years old or 15 and over (or Open/Senior)
 - Note: High school seniors that previously swam with the team but are 19 are still eligible per change in league by-laws in 2015.

MEET ATTENDANCE

It cannot be stressed enough how important it is to let the coaches know if your child is not going attend a swim meet. There is nothing worse than telling three relay participants who are at the meet that they can't swim because "Susie or Johnny" didn't show up today. It is a huge ordeal for the swim coaches to redo lineups because of late vacation notices or no shows. ***Please provide our coaching staff the courtesy of notifying them in advance when your child will not be in attendance.***

All notifications of absences from meets should be made through the meet declaration area of the team website. Instructions are sent out via email prior to each meet.

On the morning of a meet, if your child is sick, a phone number to contact the coaches that morning will be provided. Notifications should be made a **minimum of 1 hour** before the start of a meet as the coaches need to make changes to the meet sheet in the event of an absence.

TIME TRIALS

Time Trials is a pre-season event where swimmers are timed in all events. The coaches then use these pre-season times as a baseline to determine event lineups for our regular season dual meets.

DUAL MEET FORMAT

A Dual Meet consists of two teams competing head-to-head with points being awarded in each event. However, not all events are counted towards the meet score as some events are considered unofficial events (such as 6 & under events).

Scoring

Scoring for events is as follows:

Individual Events*	1 st	5 points
	2 nd	3 points
	3 rd	1 point
Relay Events (Medley / Free)	1 st only	7 points

***NOTE:** A team may not sweep all three places in an individual event. Should a sweep occur, 3rd place points will be awarded to the best time of the opposing team. The 3rd place ribbon will still be awarded to the swimmer who actually finished third.

Order of Finish

If an automatic timing system is in place and functional, order of finish is determined by times.

If no automatic timing system exists or is not functioning correctly, order of finish is determined as follows:

1. When the opposing place judges¹ agree, their order of finish supersedes the result of the times.
2. When the place judges disagree, and order of official times matches one of the place judges, the official time will be used.
3. When one place judge rules a tie and the other does not, the official times shall dictate.
4. When one judge does not rule and the second judge and times match, the time shall dictate.
5. When one judge does not rule but the second judge and times do not match, the Referee shall decide.

The following table sums up the Order of Finish:

Place Judge 1	Place Judge 2	Official Times	Winner
3	3	Not checked	3
3	4	3	3
2	3	4	4
3 / 4 Tie	4	4	4
3 / 4 Tie	3	4	4
None	4	4	4
None	3	4	Referee Decides

Ribbons

Ribbons are award for 1st, 2nd and 3rd places for individual events, and 1st place for relay events.

Swimmers that improve their best time in any individual event will receive a Personal Best ribbon indicating all events in which they improved their best time.

Event List

Each swim meet will have the following events as set by our League by-laws. Additional heats and/or events may be added at the discretion of the team coaches but do not count in the scoring of the meet. The following page is a guide showing the order of events at a dual-meet. Note that there may be multiple heats of any given event.

¹ Place judges are described in the section on **Meet Officials and Volunteers**

DUAL MEET EVENT LISTING

No.	Event	Order	No.	Event	Order	No.	Event	Order	No.	Event	Order	No.	Event	Order
1	Girls 9-10 100 M IM		15	Open 13-14 200 M MR		29	Boys 8 - U 25 M Back		43	Boys 11-12 50 M Breast		57	Boys 15-18 50 M Fly	
2	Boys 9-10 100 M IM		16	Girls 15-18 200 M MR		30	Girls 9-10 25 M Back		44	Girls 13-14 50 M Breast		58	Girls 8 - Under 100 M Free Relay	
3	Girls 11-12 100 M IM		17	Open 15-18 200 M MR		31	Boys 9-10 25 M Back		45	Boys 13-14 50 M Breast		59	Boys 8 - Under 100 M Free Relay	
4	Boys 11-12 100 M IM		18	Girls 8 - U 25 M Free		32	Girls 11-12 50 M Back		46	Girls 15-18 50 M Breast		60	Girls 9-10 200 M Free Relay	
5	Girls 13-14 100 M IM		19	Boys 8 - U 25 M Free		33	Boys 11-12 50 M Back		47	Boys 15-18 50 M Breast		61	Boys 9-10 200 M Free Relay	
6	Boys 13-14 100 M IM		20	Girls 9-10 50 M Free		34	Girls 13-14 50 M Back		48	Girls 8 - U 25 M Fly		62	Girls 11-12 200 M Free Relay	
7	Girls 15-18 100 M IM		21	Boys 9-10 50 M Free		35	Boys 13-14 50 M Back		49	Boys 8 - U 25 M Fly		63	Boys 11-12 200 M Free Relay	
8	Boys 15-18 100 M IM		22	Girls 11-12 50 M Free		36	Girls 15-18 50 M Back		50	Girls 9-10 25 M Fly		64	Girls 13-14 200 M Free Relay	
9	Open 8-Under 100 M MR		23	Boys 11-12 50 M Free		37	Boys 15-18 50 M Back		51	Boys 9-10 25 M Fly		65	Open 13-14 200 M Free Relay	
10	Girls 9-10 100 M MR		24	Girls 13-14 100 M Free		38	Girls 8 - Under 25 M Breast		52	Girls 11-12 50 M Fly		66	Girls 15-18 200 M Free Relay	
11	Boys 9-10 100 M MR		25	Boys 13-14 100 M Free		39	Boys 8 - Under 25 M Breast		53	Boys 11-12 50 M Fly		67	Open 15-18 200 M Free Relay	
12	Girls 11-12 200 M MR		26	Girls 15-18 100 M Free		40	Girls 9-10 25 M Breast		54	Girls 13-14 50 M Fly		Order of Events BUTTERFLY BACK BREAST FREE BACK BREAST BUTTERFLY FREE		
13	Boys 11-12 200 M MR		27	Boys 15-18 100 M Free		41	Boys 9-10 25 M Breast		55	Boys 13-14 50 M Fly				
14	Girls 13-14 200 M MR		28	Girls 8 - Under 25 M Back		42	Girls 11-12 50 M Breast		56	Girls 15-18 50 M Fly				

Multiple Heats - Scoring and Non-scoring

Swimmers are allowed to compete in four scored events (3 individual and 1 relay OR 2 individual and 2 relays) plus the Individual Medley. Only the first heat of any given event is scored for the purpose of calculating the total team score. However, times obtained in any event do count as official times and may be used to qualify for championships.

GENERAL MEET INFORMATION

1. It is very important that you, as swimmers and parents, make every attempt to be at every meet. This is a team function. Roughly 25 adults are needed to run a HOME meet and 15 adults at an away meet. Your participation is required to ensure meets run smoothly.
2. Arrive for meets 1 hour before the meet's scheduled start time, or 15 minutes before we are to be in the water for warm-ups. Bring sweat suit or other warm clothing to wear in between swimming events in the event the weather is cooler.
3. Check in with the coaching staff upon arrival so they can make any last minute adjustments as needed.
4. Event assignments (Meet Sheets) for upcoming meets are begun one week before regular meets and two weeks before invitational meets. If a swimmer will not be able to attend an upcoming meet, it is imperative you notify the coaching staff as early as possible. The loss of an expected swimmer in a relay can cause three others to not be able to swim. Please be considerate of this fact.
5. Entry sheets will be posted on the website the night before meets and on the wall near the swimmers' staging area prior to the start of a meet. Please check the meet sheet when you arrive and if you notice a 'mistake', please notify the coaches immediately.
6. Team suits should be worn for all meets. Team caps may be available on a year to year basis. Please do not wear team suits to practice as they will deteriorate due to the chlorine in the water and may not last the entire season.
7. At a meet, the swimmers are expected to stay in the team area. If you need to leave the team area, please let one of the staging volunteers know. We need to know where swimmers are at all times to be able to stage them for upcoming events. Expected time for a meet is 3 to 4 hours, depending on team sizes.
8. Support and encourage all swimmers, including those on the other team...before, during, and after all heats. Derogatory comments or actions will not be tolerated.
9. Scoring - All Lanes are Official in a 6 lane pool, 4 are official in a 4 or 5 lane pool. Swimmers placing 1st through 3rd score points for our team and will be awarded ribbons (for regular meets). Invitational meets may modify the awards.
10. Ribbons will be given out at the next practice or put in swimmers mail box.
11. At AWAY MEETS we are guests and need to pick-up TRASH in the team and parent areas so it is neat when we leave! *Please select a location to meet your swimmer in the event of a fire alarm or emergency!*

LEAGUE CHAMPIONSHIPS

The Suburban Swim League Championships are held on the weekend following the last regular season dual meet. The host club rotates each year throughout the league. The host club makes the decision to hold the meet at their home club or at GCIT or an equivalent indoor venue. The host club also determines the timing of the meet and can select to run events on any or all of Friday evening, all day

Saturday and all day Sunday.

PEACHBOWL (GLOUCESTER COUNTY CHAMPIONSHIPS)

Gloucester County is home to eight swim clubs that participate in two leagues, the Suburban Swim League and the larger Tri-County Swim League. Each year, the eight county teams come together for a joint county-wide meet to determine the top swim team in the county. Many of the other teams are much larger than Peachwood with many more year round swimmers so this becomes more of a fun meet for Peachwood as well as a chance for our best swimmers to grab individual bragging rights. Hosting the meet is on a rotating basis between the eight county teams. Peachwood last hosted this meet in 2011 and will host again in 2019. The meet is normally held on a Tuesday evening of the week prior to our league championships.

NOTE: Due to the number of teams that participate in this meet, there are limitations on the number of swimmers that can attend. Only the top swimmers in each age group and stroke will attend. The coaching staff will make the final determination on attendance based upon existing times, participation at practices during the year, and overall potential of each swimmer.

PIRATE BOWL

The Pirate Bowl is a Peachwood only meet at which the team is divided into the red and the black teams to compete against each other in a series of fun and different events. The goal is to introduce more kids to the benefits and fun of joining a summer swim team. This is a fun meet for the kids and an annual tradition at Peachwood. This meet is normally held mid to late season, often the week before the Peachbowl. This meet is optional and may not always be held due to scheduling conflicts.

Specific details are announced each year regarding the annual Pirate Bowl format. All swimmers are expected to participate and there will be events for parents to get involved as well.

UNOFFICIAL OR “B” MEETS

“B” meets are unofficial meets that are held against clubs that we might not normally swim during a season. In the past, Peachwood has held “B” meets against Whitman Square Swim Club in Washington Township and Chestnut Run Swim Club in Woodstown as they swim in the Tri-County Swim League. We have also held “B” meets against teams in the other division of our league. “B” meets typically offer swimmers the opportunity to swim in events they may not normally swim in at a competitive meet. Different distances may be involved, and/or age groups may be combined in relays. These meets do not count in any standings and times are unofficial for the purposes of attending league championships unless run as a standard SSA meet against another SSA team. "B" meets are scheduled each year based on availability of dates during the season and ability to coordinate with other teams.

Section 6

Meet Officials and Volunteers

MEET VOLUNTEERS

To have a successful swim team requires a significant volunteer effort by the parents and guardians of swim team members. Each team must supply a number of volunteers for each meet to be held and run efficiently. This section outlines the requirements for volunteers needed at meets.

The table below outlines the volunteers needed to run a successful meet. Those listed in **BOLD** require league certification.

Position	Meet Duties
Referee	Has full authority over meet once it begins. Approves all DQ's. Ensures rules are applied fairly. Can override any other official. Signals Starter that course is clear before each event.
Starter	Upon signal from Referee, assumes control of swimmers until fair start achieved. Ensures swimmers are ready and set for legal start. May announce upcoming event if no Announcer is present. Sounds warning signal for races of 500 yards or more.
Stroke and/or Turn Judge (2)	May be combined or separate. Stroke Judge observes swimmers within jurisdiction to ensure rules related to a particular stroke are followed. Turn Judge observes swimmers within jurisdiction to ensure start, turn and finish rules related to a particular stroke are followed.
Chief Judge	Assists Referee by managing deck officials, reviewing DQs, filling in as needed.
Announcer	Announces upcoming events and optionally participants in the event by name and/or team.
Place Judge	Records the order of finish by lane number.
Head Timer (aka Chief Timer)	Responsible to check stopwatches, handle timer lane assignments and hand-out watches.
Head Lane Timer (1 per lane)	Records the times of their watch and those of the other timers in their lane.
Lane Timers (1 per lane)	One of three individuals per lane responsible for starting their watch on the start flash and stopping when swimmer touches the wall.
Runner	Collects cards from head timers and place judges, sorts in order by lane and turns them into the scorer table.
Staging (aka Clerk of Course) 3-4 Needed	Gathers swimmers and hands out cards to swimmers as their events come due.
Scorer	Works with scoring assistant and records results on the official meet sheet. Two scorers are required, one from each team, doing parallel work as a check and balance.
Scoring Assistant	Receives cards from runner; orders cards, reviews place slips, passes info to scorer
Ribbon Writer	Writes award ribbons based on results provided by Scorer
Computer Clerk	Enters times into our tracking system so we can generate reports

MEET VOLUNTEERS – MEET CHECKLIST

Each volunteer has a set of duties to ensure their position is prepared for the meet start. The table below is a checklist of requirements for each of the positions:

Position	Checklist
Referee	Coordinates all volunteer officials for meets. Ensures pool is setup correctly for meet. Overhead flags are in place. Starting blocks are secure. Lane lines are straight. Pool area is clear and safe. Manages the flow of meet and makes final decisions regarding the meet.
Starter	Day before home meet, ensure starting system is operating correctly and is being charged. Day of meet, setup starting system and test for correct operation.
Stroke and/or Turn Judge	Get DQ slips from scorer's table. Identify lane and heat of swimmer along with details on infractions when they occur.
Announcer	Ensure PA system is setup and operational.
Place Judge	Retrieve place slips from scorer's table. Identify order of finish by event and heat.
Head Timer (aka Chief Timer)	Get out all stopwatches. Check for correct operation. Hand out stopwatches to all timers. Time all events and heats in the event a lane timer needs assistance.
Head Lane Timer	Retrieve clipboard from scorer's table. Collect cards from all swimmers by event and heat. Verify swimmer name prior to start or upon exiting the pool at the conclusion of the event. Record three times per event. Circle MIDDLE time.
Lane Timer	Start watch for all events and heats at the strobe flash even when no swimmer is in your lane (nearby timers might need your watch). Stop watch when swimmer touches wall (not simply breaks plane – must touch). Report time to head timer.
Runner	Collect cards following each event and heat from timers and place judges. Sort cards by lane and deliver to scorer's table.
Staging	Stage swimmers by event to report to lane prior to their events.
Scorer	Reviews cards as delivered from runner (or from recorder) to ensure accuracy. Records times and points for both teams. Passes cards to opposing team scorer.
Scoring Assistant	Reviews cards delivered by runner. Verifies middle time on each card and circles and/or corrects if necessary. Sorts cards by place and passes on to scorer.
Ribbon Writer	One from each team. Collects cards for their team and writes out ribbons as needed.
Computer Clerk	Comfortable learning new PC software and good attention to detail.

OFFICIAL'S CERTIFICATION

Swim official's certification is needed for those who wish to be Stroke and Turn Judges, Starters and/or Referees. There are two major bodies that provide certification, USA Swimming and YMCA Swimming. There is little difference between the two and work is ongoing to merge into a single certification body. The main differences deal at the Referee level with how meets are scored. Because of this difference, any official working as a **meet referee** must be certified through SSA. Stroke-n-Turn officials that are certified through USA Swimming or YMCA Swimming will be honored by SSA by providing a copy of a current certification card prior to the beginning of each season.

SSA Officials' clinics are held each year for those who are interested in attending a certification class. It is a great way to learn the rules and regulations of swimming and have the best view of the pool during meets! A certification class takes about 2 hours. Course times are announced each May.

Section 7

Fundraising Activities

SNACK BAR

Throughout the season, the snack bar serves as our primary source of fund raising. Your help in our fundraiser is needed for a successful outcome. Monies raised support the team. Consistent help is always needed at the snack bar with set-up, selling, and clean-up.

PIRATE SPIRIT WEAR (APPAREL)

Each year the team organizes an order for team logo apparel. Orders are usually placed early in June to have items available for our regular meets. Order forms will be available from age group liaisons and on the peachwoodpirates.com website. All money is due when order forms are submitted.

TEAM SPONSORSHIPS

The Pirates sell 4'x3' banners that are hung across the tennis court fence. First year sponsorships are \$250 and include the cost of the banner. Second and Third years with the same banner are \$150. The banners are displayed fulltime through Labor Day each season.

FUNDRAISING

Registration fees do not cover our team expenses which include league fees and insurance, coach's salaries, annual equipment needs, swimmer recognition and other miscellaneous expenses. The snack bar at our home meets and any raffles we hold during meets help to offset our expenses but additional fundraisers are often required to meet our obligations. If you have suggestions for fundraising activities that could be successful, please let us know!

We will have a variety of fundraising activities planned throughout our season, including splash dances!

Section 8

Social Activities

Throughout the season a number of social activities are held based upon interest and participation. The swim committee determines the dates and appoints a sub-committee to organize each activity.

Participation is encouraged and needed for a successful outcome. Profits earned from the snack bar and other fundraising activities are used to support these social gatherings.

Some of the activities include:

PARENT MEETING

Held the first Tuesday following Memorial Day. All parents are requested to come out to learn more about team needs and hear from the coaches on the upcoming season. Forms for team apparel will be distributed and volunteer requirements discussed. The coaching staff will be available to address any questions from the parents.

FRIDAY PRE-MEET DINNERS

Usually held on the Friday nights before home meets, typically from 6pm to 8pm. Dinners may be pasta dinners, pot-luck, etc. Team dinners are scheduled each season based upon the team schedule and availability of the pool pavilion as well as interest in coordinating a dinner. If you are interested in helping to coordinate a dinner, this qualifies for volunteer time. Please contact a swim committee member if you would like to help.

PICTURE DAY AND BREAKFAST

On the morning of team pictures, all swimmers will be expected to be at the pool in the same hour. Individual pictures will be taken before and after the team picture, weather permitting. Bagels and/or other breakfast food will be served.

END OF SEASON BANQUET

This event is a gathering of all swimmers and their families for an end of the season party. The exact banquet date is set each year but is normally held either on the Sunday following league championships (when they are completed on Saturday) or the following Sunday when championships also run on Sunday. This event offers the opportunity to recognize swimmers for their accomplishments and parents for their participation and support throughout the season. If parents are satisfied with the coaches, they are encourage to contribute to the coaches' gifts which will be presented as well.

Section 9

Communications

Communication is key to ensure everyone is working together to make our team a success. Please check the locations listed below regularly to stay up on swim team information:

WEBSITE

The primary and most up-to-date resource for team communications is the team website. The team website can be accessed at <http://www.peachwoodpirates.com>. It is important to ensure your email address is correct on the site. You may add multiple email addresses as well as include your cell phone for last minute text message delivery. Text messages may be used in the event of a last minute practice or meet cancellation where swimmers may already be on the road so it is important to add this capability to your account if you have a phone that supports text messaging.

Meet Results and Statistics

Meet results along with up-to-date statistics will be available on the peachwoodpirates.com website typically within 24 hours of regular meets.

EMAIL DISTRIBUTION

All communications to team members are sent via an email distribution system on the peachwoodpirates.com website. It is important to maintain current email addresses on our website to ensure delivery of team information. Event announcements, meet deadlines and entries, etc. will all be sent via email.

CANCELLATIONS AND NOTIFICATIONS

All last minute communications such as cancellations and other notifications are made via both email and SMS messaging through the peachwoodpirates.com website. It is important to include multiple email addresses and cell phone numbers (be sure to verify) to ensure timely delivery of notices.

SWIM TEAM BULLETIN BOARD

The swim team bulletin board is located on the wall between the entrances to the restrooms. Announcements, sign-ups, qualifying times, and various statistics can often be found on this board. Please note that this board may not always have the most up-to-date information and you should rely on the peachwoodpirates.com website and team emails when in doubt.

MAIL FOLDER BOX

The Team Mail box is located on a table outside the men's restroom entrance, or may be found in the office. Each family will have a folder in the mail box and should regular check it for forms and announcements. Ribbons from the meets will be placed in the folders by Tuesday of each week, if not sooner.

Section 10

Directions to Away Meets

Aqua Barons of Burlington County

Address: Rancocas Creek Dr, Pemberton, NJ 08068

The Aqua Barons home pool is indoor at Rowan College at Burlington County Pemberton Campus. Follow Rt. 295 North to Exit 40A. Follow Rt. 38 East approximately 14 miles, crossing over Rt. 206. Continue on South Pemberton Rd (Rt. 530) for about 4.5 miles. It will turn into W. Hampton Rd. then Pemberton Bypass. Turn right onto Rancocas Creed Dr. If you reach Pemberton Browns Mill Road you have gone to far.

Collingswood Swim Team

Address: 215 Hillcrest Ave, Collingswood, New Jersey 08108

Directions: Rt. 295 North to I-76 West to Rt. 130 North for about 3 miles. Turn right onto Haddon Ave. for about ½ mile, and then left onto Hillcrest Ave. Pool will be ahead on the left. Continue to the right around the pool to the entrance.

Elmer Swim Club

Follow Route 40 East through Pole Tavern Circle into Elmer (about 3 miles past circle). Watch for Jay Fisher Pontiac on the left, then take right onto Garrison Road. About 1/2 mile to Elmer Swim Club on the left. Look for a blue and white one story building. Club sits back from the road a bit.

Gloucester City Swim Club

Take Rt. 295 North from Beckett. Merge onto I-76 North towards the Walt Whitman Bridge. Take exit 1D onto Rt. 130 North towards Collingswood. Turn left at first light off exit onto Klemm Ave. Follow Klemm around bend - it will turn into Johnson Blvd. Go past multiple sets of baseball/softball playing fields on the right. At end of Johnson bear left and pool will be immediately on the right.

Gloucester County Institute of Technology (GCIT)

Tanyard Road, Sewell, NJ. 856-468-1445 (ext. 2664). Route 55 South to Exit for 47 North. Turn left at first light onto Bankridge Rd. Follow to next light and turn left onto Tanyard Rd. GCIT is on the left about 1/4 mile.

Haddon Twp (Crystal Lake Pool)

Route 295 North to Exit 29B (Rt 30 West). Follow Rt. 30 West to Kings Highway. Turn RIGHT on Kings Highway. Continue 2 BLOCKS and turn LEFT onto Crystal Lake Ave. Continue approximately 1 mile to Hardenbergh Recreation Center, Crystal Lake Pool on the right. Club phone number is (856) 854-9229.

Hammonton Swim Club

Address: Berwyn Avenue, Hammonton, NJ 08037

Directions: Rt. 322 East to Rt. 54 North to Rt. 30 South for ¼ mile. Turn right onto Woodlawn Ave. then first left onto Berwyn Ave. Pool is on left. Parking lot is small but parking on the street is available.

Lake Kandle (Washington Township)

Rt. 322 East towards Glassboro. After crossing Route 55, about 1 mile left onto Bowie Blvd. Continue straight about 1.5 miles to T intersection and turn left onto Greentree Road. Continue 1.3 miles and turn right on Chapel Ave. Destination will be ½ mile ahead on right.

Larchmont Swim Club

Rt. 295 North to Exit #40/Rt. 38/Mt. Holly. Follow Rt. 38 East about 1 mile to Hartford Road. Turn right onto Hartford Road. Continue about ½ mile and turn left onto Union Mill Road. Less than ½ mile turn left onto Larchmont Boulevard. Club will be on the left.

Medford Village Swim Team

Address: Golf View Dr, Medford, NJ 08055

Directions: Rt. 295 North to Exit 34A, Rt. 70 East about 8 miles. Turn right onto Hartford Road for about 1 ¼ miles. Turn left onto Himmelein Road for about ½ mile then first right onto Golfview Drive. Continue to end of Golfview Drive for entrance to parking lot.

Ramblewood Swim Club

Address: 200 Country Club Parkway, Mount Laurel, NJ 08054

Rt. 295 North to Exit 36A, Rt. 73 South. Follow Rt. 73 south for 1 mile and turn left onto Church Rd. In ½ mile, turn left onto County Club Parkway. Club will be about a quarter mile on the left.

Raccoon Valley Swim Club

Address: 25 Eric Road, Mullica Hill, NJ 08062

From Swedesboro, follow Lake Ave/Franklin Street to Franklinville Rd. Turn left after 1.5 miles onto High St. Continue about 3 miles and turn left onto Eric Rd. Destination will be straight ahead.

Tarnsfield Swim Club

Route 295 North to Exit 45A. Go through the light at Irick Road. Continue past the community center and the pond on your left. Make the first LEFT after the pond onto Tallowood Drive. Continue on Tallowood Drive to the stop sign and turn RIGHT onto Greenwich Drive. Make the first RIGHT onto Tarnsfield Road. Pool will be ahead on the right.

Vineland Swim Club

Address: 1267 East Elmer Road, Vineland, New Jersey 08361.

Route 322 East to Route 55 South. Take exit 29 onto Route 552 (W Sherman Ave). Turn right off ramp and continue to 2.5 miles and turn left on S. Main Road (Rt. 555). Continue about 1 mile and turn right on E. Elmer Road. Club will be about 1/4 mile ahead on the right.