



## PARENT AND SWIMMER HANDBOOK 2024

Welcome to the Copperfield Crocodiles Swim Team! Our hope is that you and your child have a fun and positive experience with us this summer. Please remember that everyone on our team contributes to the team spirit and fun! We hope the information provided in this handbook will help you better understand the sport of competitive swimming and how our team works. If you have any questions, please don't hesitate to contact any board member.

Our team is part of the Man-O-War Swim Conference. We compete in 5 dual meets that are held each week on Wednesday evening beginning June 5, 2024 (this year we have a bye week on July 3). The Conference Championship meet will take place July 13-14 at Waterford.

### SWIM TEAM BOARD MEMBERS 2024

<b>President</b>	<b>Mandy Brajuha</b>
<b>Vice President</b>	<b>Jen Bailey</b>
<b>Treasurer</b>	<b>Stacey Hourigan</b>
<b>Volunteer Coordinator</b>	<b>Sarah Zeller</b>

<b>Meet Directors</b>	<b>Kerrie Brewer &amp; Kristy Maggard</b>
<b>Social Chairs</b>	<b>Bridey Lehane &amp; Allison Fain</b>
<b>Communications Chair</b>	<b>Jeff Stone</b>
<b>Contact the Board</b>	<b>copperfieldcrocs@gmail.com</b>

## 2024 COPPERFIELD CROCS INFORMATION

### COACHING STAFF

Head Coach                      Lauren Bravard                      859-492-6150                      lbravard13@gmail.com

### EARLY SEASON EVENING PRACTICES

Tentatively starting the week of May 20 (possibly earlier dates if approved)

- Mini-CROCS evaluations will be scheduled during these times – schedule TBA (\*\*Mini-CROCS begin Monday, June 10: Time 10:15-10:45am Group A M/W, Group B T/F)
- 10 & under 6:00-7:00 p.m.
- 11 & up 7:00-8:00 p.m.

### REGULAR GROUP PRACTICE TIMES - BEGINNING THURSDAY, MAY 30

	Mon-Wed & Fri	Thurs (Fun Day)	Due to insurance requirements, the pool deck is closed to parents, caregivers, and siblings until the pool opens at 11:00 am. You are welcome to watch from the outer deck area.
Ages 11 and over	8:30 am - 9:30 am	8:30 am - 9:30 am	
Ages 9 and 10	9:30 am - 10:15 am	9:30 am - 10:00 am	
Ages 7 and 8	10:15 am - 11:00 am	10:00 am - 10:30 am	
Ages 6 and under	11:00 am - 11:30 am	10:30 am - 11:00 am	
Mini-Crocs (June 10-July 5)	Group A Mon & Wed 11:30 am – 12 pm, Group B Tues & Fri. 11:30 am – 12:00 pm		

*\*\*SWIMMERS WILL BE EVALUATED DURING THE FIRST WEEK OF PRACTICE AND PLACED IN APPROPRIATE PRACTICE LANES. COACHES WILL ADJUST LANES PERIODICALLY BASED ON PROGRESS AND FOCUS. PLEASE RESPECT THE COACHES' NEED TO FOCUS ON THE SWIMMERS DURING PRACTICES.*

### 2024 MEET SCHEDULE

June 5	@ Masterson
June 12	vs. Waterford
June 19	vs. Pinnacle
June 26	@ Firebrook
July 3	BYE WEEK
July 10	vs. Keene
July 13	Conference Prelims @ Waterford (10&under in AM; 11&Up in PM)
July 14	Conference Finals @ Waterford (Top 18 + 2 alternates for each event and age group)

#### PLEASE NOTE:

Dual meets begin at 5:30/6:00 pm and end by 10:00 pm. We try to reschedule rained out meets the following Monday.

Home meet warmups: arrive between 4:00-4:30 pm. Away meet warmups: arrive between 4:30-5:00 pm.

## COPPERFIELD CROCODILES SWIM TEAM PARENT/GUARDIAN CONTRACT 2024

**REGISTRATION FEE:** **\$150.00 for each Copperfield Swim Team Swimmer, \$100.00 for mini-CROCS swimmer, additional \$25/swimmer for non-pool members.** For three or more swimmers from the same household, the registration fee will be reduced 50% for each child, after the first two. (This does NOT include mini-CROCS). Team suits, goggles, etc., and year-end banquet expenses are the parents' responsibility. **New for 2024:** There is a \$5 fee per family to assist with drinks for concessions for our home meets. This replaces having families drop off drinks during the early part of the season.

**REFUNDS:** 80% withdrawal refund before June 7. No refunds will be issued for any reason after this date. Refunds will be issued by check.

**SECURE A SPONSORSHIP PERK:** Any family that secures a "Gold Level" sponsorship (or multiple lower-level sponsorships adding up to \$500 or more) for the 2024 season will receive one free complimentary registration (\$150). Because sponsorships are processed separately from the registration, the family should register the swimmer and pay for the registration and the registration fee will be refunded to the family when the sponsorship is processed. If the family has secured the sponsorship in advance of the registration period, they will be provided with a coupon code to use at registration.

**RESPONSIBILITIES:** Swim meets run well only with the help of our families! For volunteer shifts, we determine your volunteer assignments by family, not by swimmer. Therefore, regardless of if there is one swimmer or three swimmers in the household, **each family is required to work 3 regular season volunteer shifts.** Families may choose the 'buyout option' for regular season responsibilities and pay an extra \$300 at the time of registration to be absolved of this responsibility. See below for more information on volunteer jobs.

Additionally, *all* families (even those who have chosen the buy-out option) that have a swimmer participating in the conference meet will be **assigned 1 conference volunteer assignment.** These assignments are made as early as possible based on a list of shifts assigned to the Crocs from the Man O'War Swim Conference Board. If your swimmer will not be available to swim at the conference meet, you will be asked via email in June to 'sign-out' of the conference so you are not assigned a shift.

1. Before the season begins, you will be emailed your volunteer assignments for our regular season meets. The email address used will be the one you register with.
2. Assignments are made according to the availability you have indicated during registration. As such, it is your responsibility to find a substitute if you become unavailable for any of your assignments. A list of all team members and their parental contacts is available upon request by emailing [lexcrocsvolunteer@gmail.com](mailto:lexcrocsvolunteer@gmail.com) if you'd like to request a switch with another parent. You may also ask a grandparent, neighbor or responsible teen to fill in for a shift, no experience necessary.
3. Failure to fulfill your job assignment (yourself or by finding a substitute) is unfair to other parent volunteers and will result in a charge of \$100 for each missed assignment. **\*\*The credit card placed on file at the time of registration will be automatically charged the day after the meet if a shift is not filled.**

CODE of CONDUCT: The MOWSC is founded on the ideals of community, sportsmanship, and personal growth through the promotion of safe, friendly, and fair competition. Parents/guardians, swimmers, coaches, and board members attending Copperfield Swim Team functions agree to exhibit good sportsmanship by maintaining a safe, positive, and encouraging atmosphere in which all swimmers, regardless of ability or team affiliation, may be proud of their work. Poor sportsmanship by any person associated with the Copperfield Swim Team may result in a consequence ranging from a warning to removal from the team.

LIABILITY WAIVER: I do hereby allow the children registered below to participate on the Copperfield Swim Team and agree to the above terms. To participate in swim meets, I understand the swimmer(s) must attend practices, except for illness or pre-arranged absences (camps, vacations, etc.). Furthermore, by signing this agreement, the undersigned acknowledges that there are inherent risks associated with participating in swim team activities, and in consideration for the right of the above named child/children to participate, the undersigned hereby release and hold harmless the Copperfield Swim Team and/or the Copperfield Swim Club, their agents, servants, successors and assigns, from any and all liabilities, claims, demands, actions, causes of actions, damages, costs, expenses and compensation of any kind or nature, known or unknown, foreseen or unforeseen, on account of any unintentional and/or negligent conduct resulting in any injury to the person or property of the undersigned and/or the above named child/children while competing in, officiating in, observing of or for any other purpose participating in any swim team activities, whether on or off the Copperfield Swim Club premises or property.

All terms were agreed to upon registration and will be upheld by the Copperfield Swim Team Board.

## PARENT VOLUNTEER INFORMATION

This is a parent-run conference. Parent volunteers from the home and visiting teams fill all the roles it takes to run a successful meet and conference. The volunteer coordinator will assign each family 3 job sessions throughout the season plus one job at conference. All jobs are for the full meet unless otherwise noted.

- **Lane Timers/Backup Timers**—Use a stopwatch to get and record accurate times for each race. Times must be written legibly. *Timers will work one half of the meet.*
- **Line-up Assistant** – Gathers swimmers for each event in their age group and seats them in the pre-line up tent for the clerk of course. Swimmers should be staged in the clerk's tent 2 to 3 events prior to their race.
- **Runner** – Pick up DQ slips from the stroke & turn judge on your side after each heat. Pick up timer sheets when they are complete (every 5 events). Organize and deliver papers to the scoring table.
- **Clerk of Course** – Stage all 10 and under swimmers in the pre-line up tent and escort them to the blocks at least 4 heats prior to their race. (Coaches line up relays. Clerks do 6&U, 7-8 and 9-10 freestyle, backstroke, IM, breaststroke, and butterfly.)
- **Event Board** – Responsible for updating the event board with race number and heat number.
- **Concessions Worker** – Works concessions sales booth at home swim meets. (1<sup>st</sup> half sets up and does sales until the end of the break. 2<sup>nd</sup> half does sales after the break and tears down after the meet.)
- **Heat Winner Prizes** – Provide the swimmer (swimmers for relays) who win each heat with a prize.
- **Hospitality** – Provide water and 1 snack to timers, judges, announcer, referee, starter, coaches. Offer timers restroom breaks as needed.
- **Scoring Assistant (away meets only)** – Help the home team's scorer prepare timesheets for entry and organize paperwork. This position is usually inside the clubhouse. No special training required.
- **Set-Up** – Helps get equipment ready for meet and arrange pool deck. Requires early arrival (4:00).
- **Tear-down** – Stays after the meet is finished to help put away equipment and clean the pool deck.

**IT TAKES ALL OF US PITCHING IN TO HAVE A SUCCESSFUL SEASON. THANK YOU IN ADVANCE FOR YOUR HELP!**

THE FOLLOWING VOLUNTEER POSITIONS REQUIRE TRAINING. PLEASE EMAIL US AT [COPPERFIELDCROCS@GMAIL.COM](mailto:COPPERFIELDCROCS@GMAIL.COM) IF YOU'RE INTERESTED IN BEING TRAINED.

**Scorekeeper** – Responsible for recording the official score in the computer database throughout the course of the entire meet according to the MOWSC rules. Shall separate DQ slips by team for the coaches to review. Confer with the meet directors when scoring questions arise.

**Anyone volunteering in the following positions must either have current USA Swimming Official certification or attend an Officials Clinic hosted by the MOWSC (clinics will be offered in late May or early June). Please contact Jill Cioci (859-489-9822) if you're interested.**

MOWSC participants compete under the rules and regulations of MOWSC Swimming. It is helpful if volunteers considering these positions have some understanding of competitive swimming, not to feel overwhelmed by the amount of information covered in these Clinics as it relates to the “legal” way to swim every stroke and the rules regarding “legal” starts and turns.

**Referee** – Shall have full authority over all officials and shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet. Must have complete knowledge and understanding of all rules governing competition in MOWSC including USA Swimming Rules and Regulations. Must have completed Stroke/Turn Clinic or be USS Certified with current year credentials.

**Starter** – Responsible for providing a fair start for all swimmers and is responsible for calling “false starts”. Must attend a clinic or be USS Certified with current year credentials.

**Stroke and Turn Judge** – Shall ensure that all rules relating to the style of swimming designated for the event are being observed and shall report any violations to the Referee on signed slips of paper detailing the event, the heat number, the lane number, swimmer's name, and the infraction. Must attend a clinic or be USS Certified with current year credentials.

## TEAM COMMUNICATION

### EMAIL

Please provide a good email address for your family during registration so that a database can be formed to quickly communicate any information to all parents on the team. If you are not receiving the weekly emails, please check your spam/trash folder and contact our communications director, Jeff Stone, by emailing [copperfieldcrocs@gmail.com](mailto:copperfieldcrocs@gmail.com).

Each Monday you will receive a Crocs Chronicle via email that will include important information about that week's meet and any special events. Please read it carefully.

You can also find information on the team website: <http://copperfieldcrocs.com>

### TEXT

We have group texts established, according to your child's age group, to get information to you quickly. Please take a moment and sign-up for the appropriate group.

**To sign up for our group text system, please use the numbers below:**

- For Mini Croc info, text @minicroc to 81010
- For 6 and under info, text @ages6un to 81010
- For Ages 7 & 8 info, text @ages7 to 81010

- For Ages 9 & 10 info, text @ages9 to 81010
- For Ages 11 and up info, text @ages to 81010

If you wish to unsubscribe from any future CROCS texts, please reply to this number with "unsubscribe" in the subject box. If you belong to several groups, reply with "unsubscribe @ (your group code)."

## WEATHER DELAYS DURING SWIM MEETS

As with any outdoor sport, weather can be a factor during swim meets. When there is rain or stormy weather the meet directors from both teams work with the lifeguards, the boards, and the coaches to determine how to proceed to keep the swimmers and spectators safe.

Because weather situations change quickly, it is rare for a meet to be canceled in advance even with a stormy forecast.

While each situation is unique, the following general guidelines apply:

- Any time there is thunder or lightning, the pool deck must be cleared for 30 minutes.
- While we will swim in light rain, heavy rain obstructs the judges' and lifeguards' views of the swimmers and requires a delay.
- Ultimately, the lifeguards have authority over the pool and the deck.
- A meet can be considered complete if the 3<sup>rd</sup> stroke events have been completed, although it is ideal to swim as much of a meet as possible it looks like the weather will break.
- All meets must conclude by 10:00 pm.
- Every swim team will have different procedures for where swimmers and spectators should go during a weather delay. It is common to be sent to wait in your car.

### **When weather delays occur at a home swim meet, we will use these procedures:**

The pool deck must be cleared of all spectators and swimmers quickly. You may want to bring your belongings with you as they may blow into the water. If we cancel the meet and the swim deck is closed, we CANNOT allow spectators to go onto the deck for their belongings.

### **We will use Remind texts to update you about the delay. Please check your phones.**

If we can resume the meet, please let timers, officials, and swimmers in upcoming events enter the deck first. This will allow us to get started more quickly. If we are not able to resume the meet, we try to reschedule for the following Monday (June meets only). Details will follow as soon as we have confirmed arrangements.

## MAN O'WAR SWIM CONFERENCE RULES SUMMARY

### AGE GROUPING

The eligibility of a participant to swim in a specific age group will be determined by his/her age on June 1 of the current year. However, a swimmer may swim the summer after his/her senior year REGARDLESS of age and then none thereafter.

Age groups are as follows:

Girls and Boys	6 and under
Girls and Boys	7 – 8
Girls and Boys	9 – 10
Girls and Boys	11 – 12
Girls and Boys	13 – 14
Girls and Boys	15 – 18

### DUAL MEET SCORING

The first heat of every event is considered the live heat and is the only heat that scores points based on fastest times. Times are updated after each meet and swimmers are placed in heats with swimmers of comparable times. Please remember that everyone on our swim team contributes to the team spirit and fun regardless of whether they score points for the team. We expect swimmers and parents to cheer for all our swimmers and have a positive attitude to be a successful swim team!

**Dual Meet Scoring is as follows:**

<b>Place</b>	<b>Individual</b>	<b>Relay</b>
1 <sup>st</sup>	5 points	7 points
2 <sup>nd</sup>	3 points	2 points
3 <sup>rd</sup>	1 point	

One team may not sweep an event (i.e., receive first, second, and third place points.) A team must have a swimmer in an event, in order to receive the third place point. Swimmers that are disqualified by Referee or Stroke/Turn Judge cannot receive points. In the event of a tie, the place points will be averaged and divided evenly among the swimmers.

### DUAL MEET AWARDS

All swimmers participating in a dual meet will receive a ribbon based on their place of finish in their heat. Disqualified swimmers will receive a participation ribbon. Ribbons will be placed in a swimmer's folder by Friday morning following each dual meet. Please clean out your folder weekly.

### DISQUALIFICATIONS

In dual meets and the Conference Championship, the MOWSC competes under the rules of MOWSC Swimming. MOWSC trained stroke and turn judges will provide an environment for fair competition by observing each swimmer in each heat of each event, to ensure strokes are performed in compliance with the technical requirements for each stroke. Although the MOWSC is a recreational league, it is a competitive league. The rules of disqualification must be enforced at every age level to help swimmers properly learn the stroke so they can be ready to compete at the conference championship. This provides a fair competition environment for all swimmers at all levels.



## COMPETITION EVENTS

**Distance** – All events for 10 and under swimmers, are 25 meters\* (one length of the pool), except for the 100 Meter\* Individual Medley. All events for 11 and over swimmers are 50 meters\*, except for the 100 Meter\* Individual Medley.

*\*Palomar has a yard-based pool.*

**Number of Individual Events** – Swimmers may compete in a maximum of four (4) individual events.

**Events** – Each meet will consist of five individual events: Freestyle, Backstroke, Butterfly, Breaststroke, and Individual Medley. Each meet will consist of two relay events: Medley Relay and Freestyle Relay. *Coaches enter swimmers on Monday for each Wednesday's meet based on their proficiency and work ethic. Please respect the coaches' decisions regarding entries.*

## CONFERENCE PRELIMINARIES AND FINALS: JULY 13-14 AT WATERFORD

### WHO MAY PARTICIPATE IN PRELIMINARY COMPETITION

Any registered swimmer of each team in the MOWSC that has participated in at least two (2) full meets and competed in at least four (4) individual events is eligible to participate in the preliminary competition of the MOWSC Championships (6 & under exempt from 4 total events rule if they have competed in 2 meets). Swimmers may only be entered in breaststroke, butterfly, or IM if they have a legal time from the current season on file. The preliminary competition will take place in two sessions – morning (10 & U) and afternoon (11+). There will be no relays in preliminary competition.

### SEEDING OF SWIMMERS IN PRELIMINARY COMPETITION

The swimmers in the preliminary competition will be seeded based on their fastest meter time during the current season. The last three heats of an event shall be seeded as follows: the fastest swimmer shall be placed in the third heat, next fastest in the second heat, next in the first, etc. until the 18 fastest swimmers are in the last three heats. The heat preceding the last three heats shall consist of the next fastest six swimmers, etc. until all entered swimmers are seeded.

### WHO RETURNS TO COMPETE IN FINALS

The top eighteen times from the preliminary competition will return to compete in the championship and consolation finals. A first and second alternate will be named and allowed to compete in the event if one or more qualified swimmer(s) is unable to compete in the final's competition. *It is possible that a swimmer who does not qualify for finals in an individual event would return on Sunday to swim on a relay team.*

### SEEDING OF CONSOLATION HEAT IN FINALS

Swimmers placing seventh through eighteenth in the preliminary competition will compete in B & C Finals heats of the MOWSC Championship, with the fastest time in lane three, followed by lanes four, two, five, one and six. The fastest time in the consolation final(s) will place seventh (13<sup>th</sup> in third heat) regardless of whether their time is faster than any time in a higher heat. Swimmers in the consolation heats are competing for 7-12<sup>th</sup> and 13-18<sup>th</sup> place only.

Swimmers placing first through sixth in the preliminary competition will compete in the championship heat of the MOWSC Championship. The heat will be seeded as listed above. Only swimmers in the championship heat can win the championship title. Swimmers in the championship heat are competing for 1st - 6th place.



## RELAYS

Relay events will take place in the championship finals and seeded as listed above. Each team will participate in TWO relays in the championship finals.

## SCORING IN CHAMPIONSHIP FINALS

Place	Individual Points*	Place	Individual Points*
1 <sup>st</sup>	24 points	10 <sup>th</sup>	11 points
2 <sup>nd</sup>	21 points	11 <sup>th</sup>	10 points
3 <sup>rd</sup>	20 points	12 <sup>th</sup>	9 points
4 <sup>th</sup>	19 points	13 <sup>th</sup>	7 points
5 <sup>th</sup>	18 points	14 <sup>th</sup>	5 points
6 <sup>th</sup>	17 points	15 <sup>th</sup>	4 points
7 <sup>th</sup>	15 points	16 <sup>th</sup>	3 points
8 <sup>th</sup>	13 points	17 <sup>th</sup>	2 points
9 <sup>th</sup>	12 points	18 <sup>th</sup>	1 point

\*Points double at each place for relay events

## AWARDS AT CONFERENCE CHAMPIONSHIP

Awards are given to all 1st-16th place finals finishers for each event who do not DQ. Conference event awards are distributed by the teams, usually the night of conference at their pool or at the team banquet.

A high point winner, runner-up and 2<sup>nd</sup> runner-up individual will be awarded in each age group.

A high point team will be announced for each age group. (Example: top scoring six and under boys' team, top scoring 7-8 girls' team, etc.)

Team awards – Trophies for Winner, Runner-Up, and 3<sup>rd</sup> place team.

Sportsmanship Team Award – voted on by teams for sportsmanship displayed throughout the season.

To review the complete MOWSC rules

<https://sites.google.com/site/manowarswimconf/>

For a list of board members or information on team events

<http://copperfieldlex.org/swim-team/>

**ADD PDF page of sponsorship form.**