

2022 Cypress Cyclones Handbook



“A Storm is Coming !”

Cypress Cyclones Swim Team

HANDBOOK 2022

Introduction

This handbook will inform you of the background, objectives, parent volunteer requirements, coaching staff, committees, 2022 events, schedule, and other general information about the Cypress Cyclones swim team.

Philosophy

The Cypress Cyclones are a recreational team that endorses swimming as a fun and healthy way to spend time in the summer while learning good sportsmanship and proper swimming strokes and fosters community spirit at the same time. The Team (with the exception of the coaches) is **100% Volunteer Run**. The families are expected to volunteer as much as they can to keep things running smoothly.

Board of Directors

President	Laura McKneely	president@cypresscyclones.com
Vice-President	Sef Dresslar	vp@cypresscyclones.com
Team Rep	Jason Erhardt	teamrep@cypresscyclones.com
Volunteer Coordinator	Meagan Precella	volunteer@cypresscyclones.com
Treasurer	Val Morton	treasurer@cypresscyclones.com

Registration

Registration will open on January 31, 2022.

Registration Fees	
1st 14 & Under Swimmer in Family	\$120.00
2nd 14 & Under Swimmer	\$110.00
3 rd 14 & Under Swimmer	\$100.00
4 th + 14 & Under Swimmers	Free
Swimmer age 15+	\$25.00
Out-of-Neighborhood Fee (per swimmer)	\$20.00

In addition, a \$200 volunteer fee and a \$25 concessions fee are required of each swim family. The volunteer fee is payable with a check that will NOT be deposited if the family meets the volunteer hour requirements. If the hours are completed then the check will be returned at the end of the season. Families that have registered only 15 & Up swimmers are not required to provide the volunteer check.

After registration and before the first practice, withdrawal & refund requests will be granted except for a \$25 administrative/processing fee. Refund request must be received prior to or on the date of the first practice. Registration fee minus the \$25 administrative/processing fee will be refunded by check only. When requesting withdrawal & refund, send e-mail to: team@cypresscyclones.com and include your name and mailing address to where the refund check should be mailed.

Trial periods for younger swimmers during the first week of practice may be approved by the Board and Coach on a case-by-case basis. This option is intended for young and/or new swimmers who are looking to see if they would be able to participate with and would enjoy being a part of the swim team. Please contact a Board member or Coach or email team@cypresscyclones.com at the time of registration if you believe your child would like to try the first week of practice on a trial basis. Medical information and waiver forms ARE required for the trial week.

After the date of the 1st Swim Practice, and before the scheduled Time Trials (May 7), withdrawal & refund requests will be granted at 50% of total registration fee paid. Refund will be by check only. When requesting withdrawal & 50% refund, send e-mail to: team@cypresscyclones.com and include your name and mailing address to where the refund check should be mailed.

On and after the date of the Time Trials, there will be no registration refunds granted. Volunteer checks will be returned for any swimmers withdrawing through the day of the first competitive meet.

Practices

Practices begin Monday, April 4, 2022. If the water is not warm enough yet, practices will begin as soon as possible after that date.

Tentative Spring Practice Schedule: Through May 26th – Mondays through Thursdays

4:30 - 5:30 - 13 & up
5:30 - 6:15 – 8 & under
6:15 - 7:00 – 9s & 10s
7:00 - 8:00 – 11s & 12s / Open

Tentative Summer Practice Schedule: Beginning May 31st – Mondays through Thursdays

7:00 - 8:15 - 11 & up
8:15 - 8:45 - 6 & under
8:45 - 10:00 – 7-10s

Swimmers should be ready to swim five minutes prior to the start of their practice time. Please note that the practice division by ages may change depending on roster numbers.

Swim Team is not swim lessons. Each swimmer must exhibit a willingness to work with the coaches, be able to jump into the water over his/her head, and swim freestyle at a minimum. Swimmers must be able to swim the length of the pool; younger swimmers may rest for a short time on the lane rope before continuing the length of the pool.

Parents are not allowed on the pool deck proper (the area immediately around the pool) or behind the blocks at any time during practice. Please be considerate and keep conversations at a low volume level. **Please do not try to communicate with any swimmer or coach while practice is in session.** This is not only distracting and confusing to the swimmer but can also be distracting to the entire team as well as the coaches.

Please use the **COACHES' NOTEBOOK** to communicate with any of our coaches for any and all questions and concerns you have regarding your swimmer. The Coaches' Notebook is located with the family folder boxes.

No pets, smoking, or glass containers are allowed inside the pool gates.

Practice Attendance

Swimmers are expected to attend practice on a regular basis. While we encourage practicing together to foster team and community spirit, swimmers that are members of USA Swimming programs and wish to continue practicing with the year-round team during the NWAL season may do so *if approved by the coaches and the board*. NWAL allows participation in USA Swimming meets during the NWAL season but be aware there are generally at least two meet conflicts. **All Cyclones swimmers are expected to attend the divisional meet.**

Parents or a responsible party must remain present at practice for all swimmers under 13 years old. This is a Stablewood Farms Community Association rule.

No one is allowed in the baby pool during practices or meets.

Weather

In the event of inclement weather, the Coach or a Board Member will remain at the pool until all children are picked up.

Swimmers must stay out and away from the water for 15 minutes following thunder or last sighted lightning.

Parents should use their own judgment when sending their children to practice.

We will not cancel practice for impending storms or light rain. If it is thundering/lightning/heavy downpour 15 minutes before practice, assume practice is canceled.

Discipline

Behavioral problems are not anticipated, but will be dealt with in the following manner:

Verbal warning

Time out

Phone call to parent

Suspension from practice(s)

Dismissal from team (fees are not reimbursed)

Swim Team Attire

Team suits are recommended for swim meets but are not required. Suits and caps worn at meets may bear the Cyclones logo or insignia.

Swim caps for females (and males with shoulder length or longer hair) are highly recommended during practice and swim meets. This helps to keep the filter in the pool working properly and helps the swimmer's performance. Goggles are strongly suggested as the chlorine level in public pools can be high.

Communication

A weekly email will be sent to the email address provided on the registration form as well as posted on the team's website. Be sure and check your spam or bulk mail folders for e-mails from team@cypresscyclones.com. It will be the parents' and/or swimmer's responsibility to e-mail team@cypresscyclones.com with any e-mail changes or additions, and to send us an e-mail if they are NOT receiving our weekly e-mail bulletin.

There will be folders at the pool for each family. Messages, information, ribbons, etc. will be placed into each folder as necessary. There are also folders for the board members which you should use to communicate issues, absences, concerns, etc.

Please check the team's website daily for practice and/or meet changes and team related updates.

Meet Commitment

Every swimmer is required to commit to attending the meet, or they will not be entered. You will have a member account at <https://www.cypresscyclones.swimtopia.com> upon successful registration for the 2022 season. From there you can go to Schedule→Events List and commit to attending the meet and sign up for volunteer positions for the meet. Volunteering is a requirement and is expected of every family.

When committing to a meet, you may include notes regarding the swimmer's availability (e.g., will have to leave by noon, will arrive late, needs to swim a certain stroke, etc.). These notes will be considered when your child is entered into specific events at the meet.

Preparations for Home Meets

Friday Night: Set-up involves setting up canopies, starting blocks, ready benches, lane ropes, chairs, concessions, moving the diving board, etc. Setup starts at 9:00pm as the pool is open for neighborhood use on Fridays beginning in May.

Saturday After the Meet: Take Down involves removing and putting away everything that we changed Friday night. The restrooms must be cleaned, trash picked up, etc. The meet is not considered over until everything is back in order and clean.

Check-In for All Meets

Swimmers must check in at the pool with the Clerk of Course or Sign-In Volunteers at the designated time. Check in for home meets is from 6:45 am – 7:00 am. Check in for away meets is from 7:15 am – 7:30 am. Swimmers who do not check in on time may be removed from the meet.

Parents are responsible for contacting either a coach or a team rep if your swimmer is running late, sick, etc.

Procedures at The Meet

Times:

6:45–8:00am: Warm-up times vary based on home meet vs. away meet.

8:00am: Meetings for Officials and all other volunteers as needed.

8:30am: Meet starts

1:00pm (approximately): Meet ends.

All swimmers and volunteers will report to their assigned areas at the designated times.

Events occur in numerical order. The posted event number indicates the event due to the ready bench and not the event in the water. **Swimmers, with parental help, must keep track of their individual events and show up at the ready bench on time.** Showing up late can cause the swimmer to be removed from the event.

After swimming an event, the swimmer should return to the team area, age group coordinator, or parent and await their next event. Always try to keep your swimmer(s) out of the sun as much as possible and keep sunscreen applied. Swimmers should munch on healthy snacks such as apples, watermelon, energy bars, etc., but should avoid eating junk food, candy, and donuts until finished swimming all events for the day. Drink plenty of water and/or sports drinks throughout the day to stay hydrated.

Playground areas are off limits to all swimmers on our team. The coaches want the swimmers to concentrate on their events and cheer for their teammates. Bring cards, video games, board games, etc. to keep the swimmers occupied.

Enjoy the time with your family and friends. Be encouraging. Take the time to appreciate the hard work the coaches and swimmers have performed all week at practice.

Coaches must be notified in advance if a swimmer must leave a meet early so that the Coaches can make last minute relay adjustments, etc.

Swim Meet Attendance

Swimmers who are committed to and entered in a meet but who will not be attending due to unforeseen circumstances must notify the Coaches or Team as soon as possible. This can be communicated through the Coaches Notebook or by email to team@cypresscyclones.com.

For last minute emergencies, call one of the following:

Head Coach, Adria Gronsky, cell: 713-202-4577

Team Representative, Jason Erhardt, cell: 210-378-9373

Please note that we provide these cell phone numbers for emergency and meet reasons only. **Please respect their private time** and remember that standard swimming issues regarding your child can be discussed with the Coaches in between practice sessions or addressed in the Coaches Notebook.

Swim Meet Duties / Volunteers

Age Group Coordinators: There are separate coordinators for boys and girls in the age groups of 6 & under, 7 & 8's, 9 & 10's. Announces event numbers and ensures that the swimmers are heading toward the ready bench. The swimmer is responsible for being where they need to be. Herders do not have time to look for missing swimmers. If a swimmer arrives late to the ready bench, they might not be allowed to swim that event.

Ready Bench: Responsible for putting the swimmers in the proper order according to lane assignments as provided by the computer personnel.

Runners: Distribute the sheets to the deck officials and scribes to record the times of the swimmers. Collects the completed sheets and takes them to the computer personnel. Also posts the results as printed.

Timers: Three timers for each lane record the times for each swimmer swimming in their lane. It is important to be accurate and attentive.

Scribes: Records the three times for each swimmer in his/her assigned lane. Verifies the swimmer's name.

Ribbons: Place labels on the ribbons, collect and sort the ribbons for distribution the following week.

Concessions: Responsible for setting up the concession area if first shift, for taking it down if second shift. Responsible for selling heat sheets and concessions during the home meets.

Bathroom Monitor: Responsible for keeping bathrooms clean and stocked.

Trash Cans: Responsible for taking out full trash bags and making sure all trash cans have a new plastic trash bag to prevent trash cans from overflowing.

Computer Entry: Assists with computer duties during the meet.

Certified Officials – WE ALWAYS NEED MORE!!

Referee: Has full authority over the meet. Enforces all rules necessary to conduct the swim meet.

Starter: Upon signal from the Referee, assumes full control of the swimmers until a fair start has been achieved.

Stroke and Turn: Ensures that stroke and turns are legal and correct. Reports DQs to the Referee.

Volunteers – The team is run entirely by volunteers and parental help is required to ensure that a meet is run properly and that fundraiser events are successful. **A minimum of 20 volunteer hours is expected of each family.** Some of the volunteer areas are:

Swim Meet Activities: Most positions are divided into two shifts. Shift 1: events 1-40, Shift 2: events 41-80. Each "shift" gets 3 hours credited toward their required volunteer hours. Those activities not in shifts receive the hours noted.

- i. Check-in Coordinators (2, all meets, 1 volunteer hour per meet)
- ii. Timers (9 for a home meet per shift; 9 for away meet per shift)
- iii. Scribe (5 for a home meet per shift; 3 for away meet per shift)
- iv. Set-up/Takedown (6 for home meets, 1 volunteer hour per each)
- v. Ready bench (2 for home meets per shift; 1 for away meets per shift)
- vi. Runner (1 for home meets per shift)
- vii. DJ/Announcer (all home meets, 6 hours per meet)
- viii. Computer Entry (2 per shift, all meets)
- ix. Ribbons (2 per 2nd shift, all meets)
- x. Certified Officials (stroke and turn, referee, and starter)
- xi. Hospitality (1 per shift, home meets only, carries water to officials and volunteers)
- xii. Concessions (2 per shift, home meets only)
- xiii. Age Group Coordinators (6, all meets, 6 volunteer hours per meet)
- xiv. Bathrooms (1 per shift, home meets only)
- xv. Trash Cans (1 per shift, home meets only)

The Four Competitive Strokes

The four competitive strokes are freestyle, backstroke, breaststroke, and butterfly. Events are held in all competitive strokes at varying distances depending on the age group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley. Other swimming

events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly, and freestyle (medley relay).

Swim Meets

Meets are the events where our swimmers enjoy the thrill of competing. Although the swim meet takes place on Saturday, team entries for the meet must be made on Wednesday. Once entries are exchanged with the other team, they cannot be changed. Swimmers can only be scratched on Saturday; no additions or changes to entries can be made. If your swimmer cannot attend a swim meet, you must inform the coach as early as possible, but no later than the Tuesday before the meet.

Each meet consists of 80 events and can last half a Saturday or longer. In general, swimmers compete only against their own age group, but may “swim up” against another level. Each event is broken down into several heats to accommodate all entries, and all swimmers are seeded by their best times. Each swimmer can be entered in as many as 5 events – 3 individual and 2 relays. The coach will determine the event entries for all swimmers.

Things to keep in mind: In order to swim a stroke at the Divisional Meet, your swimmer must have swum the stroke legally in a competitive NWAL meet (time trials do not count). Keep an eye on the qualifying times for Invitationals (will be included in the Heat Sheets once they are released) if you want your swimmer to be able to participate. Keep the coaches up to date (through the Coaches’ Notebook) on your desires for a swimmer to swim a certain stroke to try to qualify but understand that with there only being 3 individual events allowed per meet, it may be difficult to qualify in all strokes. While we attempt to keep track of all swimmers’ progress it is ultimately the parents’ and/or swimmers’ responsibility to monitor their times with respect to invitational qualification.

Sponsors

Since the swim team is self-supporting, sponsors are greatly appreciated in helping to defray the costs. Expenses include coaches’ salaries, ribbons, trophies, medals, kick boards, equipment, etc. If you know of someone who would be interested in becoming a sponsor, please contact a team rep. Their support will be acknowledged and is greatly appreciated. Ten percent of any sponsorship brought in for the team will be credited to the family’s account to be reimbursed from their registration fees.

Recommended Swim Meet Check List

Sunscreen	Swimsuit	Towels
Hat	Swim Cap	Goggles (2 pair)
Water Jug	Team Shirt	Sandals/Shoes
Fruit	Healthy Snacks	Games/Small Toys
Sports Drinks	Canopy/Umbrella	Chairs

Awards / Swim Meets:

Points:

In individual events, places are awarded as follows:

1st = 7 points, 2nd = 5 points, 3rd = 4 points, 4th = 3 points, 5th = 2 points, 6th = 1 point

In relay events, places are awarded as follows: 1st = 7 points, 2nd = 3 points (if not a relay from the same team that won first place; if the same team comes in first and second, only first place points are awarded).

Ribbons:

Ribbons will be awarded for 1st thru 6th in individual events and 1st thru 3rd in relay events.

Heat ribbons will be given to all swimmers 8 years and younger after they swim their event. (This is in addition to the place ribbons.)

Awards / Team Swimmers:

Medals: given to any swimmer who has participated in at least two swim meets.

High Point Trophy: given to the high point male and female swimmer in each age group.

High Point Runner-Up: given to the 2nd place high point male and female swimmer in each age group.

Most Improved Trophy: given to the most improved male and female swimmer in each age group.

Five Year Award: swimmers who have swum with the Cypress Cyclones for five years.

Ten Year Award: swimmers who have swum with the Cypress Cyclones for ten years.

Cypress Cyclones need almost 50 volunteers at every meet!

Each swimmer's family is of critical importance to the team's success. Registering your child to be a member of the Cypress Cyclones carries with it the responsibility of volunteering for the team.

GO CYCLONES! GO PARENTS!

2022 Schedule of Events

TBD	Stablewood Farms Spring Event (Cyclones volunteers needed!)
May 7th	Time Trial Meet
TBD	TEAM PHOTOS individual photos beginning at 5 pm, team photo at 5:45 pm
May 14th	Home Meet vs. Kleinwood
May 21st	Away Meet at Cypress Creek
May 22nd	Potential Midseason Invitational Meet (TBD)*
May 28th	Home Meet vs. Glencairn
June 4th	Home Meet vs. Concord Bridge
June 5th-6th	Midseason Invitational Meet (Meet and Location TBD)*
June 11th	Away Meet at Prestonwood Forest
June 12th	Pentathlon Invitational Meet in Klein*
June 18th	DIVISIONAL MEET (Location TBD)
June 24th-26th	Red, White, & Blue Invitational Meet*
June 25th-26th	Ponderosa Invitational Meet*

***We participate in 4-5 invitational meets each year: Swimmers must meet qualification times to participate. A list of qualifying swimmers will be maintained on the website.**