**Cedarbrook Swim Team Handbook**

Welcome to the Cedarbrook Swim Team! In this handbook you will find information that will be helpful throughout the season. Please read it carefully and refer to it throughout the season. The Cedarbrook Swim Team is a place for children to build friendships that foster a sense of community, all while becoming strong, safe swimmers. We hope your family finds the swim team a welcoming place to return to each summer.

Every child is an important part of the swim team. The parents are equally important. Please support your children by giving them lots of encouragement and by volunteering to help the program run smoothly.

**At each meet, we need at least 30 volunteers.** **Therefore, it is required that each family provides an adult to work three (3) jobs throughout the swim team season. Families with a swim team committee chair or an MCSL certified official work two (2) jobs in the swim team season in addition to their committee chair tasks.**

**Communication**

Frequent and open communication is the key to the success of our team.

There are several ways the Coaches and Swim Team Committees will communicate with families. All swim team information will be available on the Cedarbrook Swim TeamUnify site[**https://cedarbrook.swimtopia.com/**](https://cedarbrook.swimtopia.com/)including registration forms, swim team schedules, practice times, meet results, individual swimmer’s times, event information, job signups for parents and much more.

Other communication methods are via email from the Swim Team committees, a weekly newsletter with information from coaches, and the Cedarbrook Swim Team bulletin board at the pool. Please check email and the board frequently.

The coaches are available after meets and practices**, (but please, not during the meet).** They are also available throughout the day at the pool and welcome your involvement, questions, and comments. The coaches are your best resource for questions about your swimmer’s progress, event selection, etc.

In addition, you may also direct any questions or issues to the Swim Team Coordinator or the MCSL Representative listed under committee members. All issues will be discussed with the coaches or the appropriate person and a timely response will always be given. And, of course, your fellow swim team families are a helpful and knowledgeable group—from information about where to buy goggles, what kids might need at a meet, or helping each other with carpooling to meets.

Enjoy the season -- let's make it an amazing experience for all the swimmers!

**Montgomery County Swim League (MCSL)**

The Cedarbrook Swim Club is one of the original six members of the Montgomery County Swim League (MCSL). The MCSL is now made up of approximately 90 teams. They are divided into 15 divisions (A through O), with 6 teams per division. The teams are seeded into one of the 15 divisions according to the prior year's performance. Additional information for the MCSL can be found by visiting their website at [www.mcsl.org](http://www.mcsl.org).

**Swim Team (Seahawks or “Big Team”) Eligibility**

Any child of Cedarbrook Swim and Tennis Club members are eligible to join the swim team provided that he/she: (a) has passed the deep-water test at the pool (i.e., the pool management is satisfied that he/she can swim one length of the pool and tread water for one minute); (b) is no older than 18 on June 1, 2019, and; (c) can swim two lengths of the pool in two minutes or less, with a five second rest after the first length, using correct freestyle as determined by the coaches. Age and safety of the swimmer will also be a factor in determining eligibility for the team. A child may join the team at any time during the season as long as he/she can meet the above requirements.

**Developmental Team (Kiddie Hawks) Eligibility**

The Cedarbrook Kiddie Hawk Team is a developmental team for younger children (aged 8 and under) of members who would like to participate in the swim team but whose swimming skills are close to the above standards but are not developed enough to qualify for the Seahawks “big team.” The pre-team offers a high ratio of coaching staff to children to ensure that our younger swimmers receive special attention. Again, age and safety of the swimmer will be a factor in determining eligibility for the Kiddie Hawks. There is one fun meet for Kiddie Hawks,the Celine Silver Mini Meet, at Tilden Woods Pool. If you would like more information on Kiddie Hawks, please contact the Kiddie Hawk liaison listed under committee members.

**Registration and Fees**

Families are required to register their swimmers online at [**https://cedarbrook.swimtopia.com/**](https://cedarbrook.swimtopia.com/)through the website provided by Swimtopia. All information on the registration process can be located thru this link. **All families must register online. If you need help, please contact the registration committee listed under committee members.**

For the 2019 swim season, the registration fee is $130/swimmer. After the third child, the fee is reduced to $110 for the 4th swimmer, and for the 5th swimmer, the fee is $90. The fee includes a team T-shirt, team swim cap, team pep rallies, after-meet picnics, and the Swim Team Banquet at the end of the season. **Checks are to be made payable to Cedarbrook.** Drop off or mail checks to Cedarbrook Club, Inc, PO Box 111, Kensington, MD 20895. If you wish to pay by credit card, there is a $5.20 service charge PER SWIMMER when using this option. The fee is assessed at check out. Directions will be provided on the online registration.

New this year, there is a required background check for all swim team families. The fee is $5.00/parent or guardian. This is a mandatory requirement in the registration of any swimmer. For example, if there are two parents in home, both need to have a background check completed; regardless of who is to complete the volunteer job, and the fee is paid at checkout if using the credit card option. If paying by check, the additional fee will be a new line item. The board is in need of each parent’s current address and birth date to perform this simple background check.

**Team Swimsuits**:

Cedarbrook swimmers are encouraged to purchase the team swimsuit. Kiddie Hawks are welcome, but not required, to buy a team suit. Cedarbrook will have an option of ordering from Agon swim. The first round of sizing will take place in mid-April and one other opportunity will be available for families new to the team the second week of May. Additionally, any navy blue suit can be purchased at Capital Swim and Sport located at 10558 Metropolitan Avenue in Kensington, 301-949-7366. We also recommend that swimmers purchase “practice” suits (any color), which are considerably cheaper than team suits, for practice and play. The suits do fade with frequent use.

**Team Picture**

The team picture will be taken at the pool on the Friday of the first Pep Rally. Please be at the pool no later than by 5:00 PM to get organized. Team members, including Kiddie Hawks, should wear their team T-shirts, which will be given out that night.

A variety of packages will be available and order forms will be available in advance and on the day of the picture. **Please bring your checkbooks!** Photographs will be mailed directly to your home. Information about ordering will be sent via email.

**Parent Participation: Jobs**

There are many opportunities for parents to help with the swim team. The team cannot function without parent participation**. Families are required to sign up for four (3) jobs\*\*** throughout the season, including serving as timers at the meets, helping out with the picnics, pep rallies and banquet, selling food at the meets, helping with programs for the meets, etc. Parents of big team swimmers are requested to work at least one of their jobs during a swim meet. You may sign up online as soon as your swimmer’s registration and payment have been received. There will also be an opportunity to sign up for these jobs at the **Parents’ Meeting (see calendar for date). I**t is absolutely imperative for each family to do their share. The team cannot run without this joint effort and only parents of the swimmers may perform these jobs – no siblings, nannies, etc.

New this year – a Buy-Out OPTION. For a fee of $100/job, parents may choose to buy-out a job for $100, and can buy out up to two of the four jobs required. Also, a Buy-Out Option for food donations is also available for $20. These options will be made available during registration.

*\*\* Committee Chairpersons’ Families and Certified MCSL Officials’ Families work three (2) jobs in addition to their committee task. Families with only a Kiddie Hawk swimmer work only one (1) job. \*\**

Shortly following the parent meeting, your families’ lists of jobs will be available to you on your personal member account on the Cedarbrook Swim Team website. Emails will be sent reminding you of your jobs, as well as posting the schedule of job assignments at the pool. If you cannot follow through on the jobs selected, or any jobs assigned if you were not at the meeting, it will be your responsibility to switch with another family and to notify the Volunteer Coordinator as well as the “A” or “B” Meet Coordinator involved.

**Every family is also required to perform a ONE-time donation of food to be sold at a home swim meet.**  This is a profit-maker for the team and one in which our budget depends. Food sign-ups can be done online when you select your four jobs. Please note signing up for food is not considered a job. **All Seahawk families must perform 4 jobs and make 1 food donation.** (See page 3)

Families with **only** Kiddie Hawks must perform 1 job and 1 food donation.

During the season we also ask families to contribute food for the Team Breakfast, the Pasta Pep Rally, and the End of the Season Team Banquet on a volunteer basis.

We will also have several opportunities for teen volunteers. This is a great way for siblings and other Cedarbrook members who have opted out of swimming to get involved with the swim team. Look for certain jobs that are designated “Teen Volunteer.” These jobs are eligible for SSL hours. Please note these are not in place of the parent requirement.

**Certified Officials**

Every team in MCSL must provide certified officials during both “A” and “B” meets. If you are interested in becoming certified to serve as a Stroke and Turn Judge, Starter, or Referee, the Montgomery County Swim League (MCSL) provides clinics before and during the season. Our team is always in need of more officials; so if you are interested, please contact our MCSL Representative with any questions or for further information about the clinics. Information can also be found on the MCSL website at [www.mcsl.org](http://www.mcsl.org).

**Swim Meets**

Most weeks there are two meets, a Wednesday night “B” Meet and a Saturday morning “A” Meet. For those new to the swim team, the “B” meets are open to all swimmers who compete for positions to participate in the competitive “A” meets on Saturday. The age categories for both meets are as follows:

**AGE GROUP CATEGORIES FOR ALL MEETS**

Each MCSL meet (Wednesday evening or Saturday morning) is divided by gender into races for each stroke in the following age groups:

• 8 and under • 9 and 10 • 11 and 12 • 13 and 14 • 15 to 18

A swimmer’s age category is determined by the **age of the swimmer as of June 1st** of the current swim season. For example, a swimmer who turns 9 years of age on June 3rd will still swim the entire summer season in the 8 and under age group, as he/she was 8 on June 1st.

**MCSL (Montgomery County Swim League) SATURDAY MORNINGS MEETS**

The MCSL includes over 90 teams, with 15 divisions, each division having 6 teams. “A” Division is the most competitive and “O” is the least. Teams are assigned to divisions based on points scored the previous season. Our meet schedule can be found under the calendar tab.

These meets start at 9:00AM with swimmers and volunteers showing up earlier. Times will be announced and e-mailed. For away meets all swimmers MUST check in with coaches at Cedarbrook first and then the team caravans to the host pool. Check in times for away meets are announced on Friday morning practices and Pep Rallies.

Time trials for all swimmers will take place in early June (see calendar for date). It is very important for swimmers to attend and set their time in each stroke for the season.

Saturday morning lineups are based on the times that swimmers swam during time trials and subsequently in both Saturday morning and Wednesday night meets. Coaches make the final determination. For most events, the swimmers with the three fastest times in an event will swim that event on a Saturday morning meet. The one exception is freestyle where the six fastest swimmers for each freestyle event are entered. If you know your swimmer will miss a Saturday meet please let the coaches know as soon as possible.

***Saturday Meet lineups are posted by midday Thursday.***

***The line ups are determined by each swimmer’s recorded time and availability.***

**PLEASE INFORM THE COACHES WHICH MEETS (IF ANY) YOUR SWIMMER(S) WILL MISS AS SOON AS POSSIBLE via email to the coach and on your family’s Cedarbrook Swimtopia account.**

**REPORTING TO THE POOL ON TIME BEFORE MEETS**. The coaches will announce what time swimmers need to report to the pool before a meet. These times will vary depending on whether the meet is at home or away.

**It is especially important on Saturday mornings for swimmers to report on time**. Attendance is taken and if a swimmer who is scheduled to swim is not there, he or she may be scratched from the meet and another swimmer entered. Cedarbrook must follow the MCSL rules concerning “scratches.” Our team is allowed only 3 scratches per meet. If scheduled swimmers do not check in or come to the meet, we might have to swim with an empty lane, which could cost the team points and potentially affect the outcome of a meet.

If your child will not be able to participate in an “A” meet, please let the coaches know by the Wednesday before the meet. The Cedarbrook Swim Team Meet Schedule is available on the team website -https://cedarbrook.swimtopia.com/ and will be posted the team bulletin board at the pool.

A swimmer in a Saturday morning meet may swim in a maximum of five events; three individual events, and the IM and relays. (Individual strokes include Freestyle, Breaststroke, Butterfly and Backstroke). The combination may include:

• 3 individual strokes, 1 individual medley (IM), and 1 relay

• 2 individual strokes, 1 IM and 2 relays

• 3 individual strokes and 2 relays

The coaching staff will select which event a swimmer will swim and who will swim in the relays.

There will be **four** relays at each dual meet; the Boys and Girls Open Medleys (events #3 and #4) and the Boys and Girls Graduated Relays (events #45 and #46). The Open Medleys are open to the fastest swimmers regardless of age. They proceed in the following order: back, breast, fly and free. The Head Coach prior to the start of the dual meet chooses the participants. Two Graduated Relays are swum in the following order: 9-10 (25M), 11-12 (50M), 13-14 (50M), and 8 & Under (25M). The participants are chosen by the Head Coach after the dual meet in question. Normally the fastest freestyle swimmers at the dual meet in each age group will swim in the graduated relay that week.

Each individual event will be scored for the first five finishers, points scored as follows

• 6 points for 1st place

• 4 points for 2nd place

• 3 points for 3rd place

• 2 points for 4th place

• 1 point for 5th place

Medley relay events and graduated relay events will be scored for the first three finishing teams, points scored as follows:

• 8 points for 1st place

• 4 points for 2nd place

• 2 points for 3rd place

Results from these meets will be posted on the Cedarbrook Swim Team website, [www.teamunify.com/recpvcsst](http://www.teamunify.com/recpvcsst) and at the MCSL website [www.mcsl.org](http://www.mcsl.org).

**WEDNESDAY EVENING MEETS: SSSL “C” (Summer Stroker Swim League)**

Cedarbrook Seahawks swim their Wednesday night meets with a great group of MCSL teams— Regency Estates, Connecticut Belair, Old Georgetown Club, Garrett Park, and Tilden Woods. Our meet schedule can be found under the calendar tab. The Wednesday night meets provide an opportunity for all swimmers to participate in organized meets. All swimmers are eligible to swim in the Wednesday meets as long as they are “legal” in the stroke that they will swim. Coaches make the final decisions concerning event eligibility. In most Wednesday night meets, swimmers are eligible to swim three events and the Individual Medley (IM). There are, however, times that swimmers will be limited to three events total.

Eligibility at these meets is as follows:

**-Swimmers who placed 1st, 2nd, 3rd or 4th in a particular event in the preceding Saturday meet may not swim that event on the following Wednesday.**

**-Swimmers who placed 1st, 2nd, or 3rd in three or more individual events, including the I.M., in the previous Saturday meet may not swim at all in the following “B” meet.**

**Please note, there are always exceptions to these rules and the coaches maintain the authority to make the final decision.**

Swimmers wishing to swim during a Wednesday meet must sign up. Event sign-ups for the Wednesday meets will be done by the swimmers/parent. Watch for emails explaining how swimmers will sign up for their events. The deadline for meet sign up is either Monday evening or Tuesday morning, depending on whether the meet is at Cedarbrook (home) or at another pool (away). The coaches determine whether or not a swimmer is eligible to swim a particular stroke. **The coach's decision will be final.**

**EXPECTATIONS AT ALL MEETS**

Swimmers should remain in the team area during the meet. If a swimmer needs to leave the team area for any reason, the swimmer should inform one of the coaches before leaving. We do not want any swimmers to miss the check-in time for their event, or cause the coaches to have to hunt them down. Parents should not be in the team area during the meet or attempt to talk to the coaches during the meet. The coaches are very busy watching each race so that they can give swimmers feedback regarding their race.  Swimmers should NOT leave a meet for any reason without first checking with one of the coaches, as you could be scheduled to swim a relay at the end of the meet.

Parents, siblings, relatives, friends, etc. are all encouraged to watch the meets. Cheering is welcome, but spectators need to be quiet once “Quiet for the start” is announced so that swimmers can hear the starting equipment. Parents who are helping with officiating, such as timers, are not supposed to cheer as stated in the league rules, so that all officials can concentrate on officiating in a neutral manner.

The deck area around the pool and at the ends of the pool needs to be clear for officials working the meet. Please do not allow younger siblings to run up and down the side of the pool as officials need a clean line of sight along the pool to fairly judge the meet.

Please do not use flash photography during the meet, since the flash may be confused with the flash of the starting equipment. Please keep cell phones on vibrate, as any ringtones may be confused with the sound of the starting equipment.  No cell phones, cameras or non-officials are allowed behind the starting blocks at any time during the meet.

**OTHER MEETS (Please see the Calendar tab for dates)**

**“C” RELAY CARNIVAL**

The MCSL Divisional Relay Carnival consists of relay teams from each of the six teams in our division competing against each other. The first place relay team in each event competes at the end of the season at the All-Star Relay Meet, held at the Rockville Pool. The exception to this is that the best times of the Open Medley relay which can be beaten by other relay teams during other dual meets. Our coaches will determine the relay teams, based on the best possible combinations of times from previous meets. The line-ups are posted on the bulletin board the week before the meet.

**BLUE AND WHITE FUN MEET AT CEDARBROOK**

This meet is held at Cedarbrook for all swimmers, including Kiddie Hawks. This is always a highlight and promises to be the most fun-filled meet of the season. Keep on the lookout for further information.

**MINI-MEET AT TILDEN WOODS POOL Start Time is usually around 5:00PM**

This meet is held at Tilden Woods Pool and is for 8 & under and Kiddie Hawk swimmers only. Swimmers may swim a total of two events. This meet is not intended for our 8 and under swimmers who swim in “A” meets.

**Division “C” DIVISIONAL MEET – Start Time is 8:00AM**

This meet is run in much the same way as a regular dual meet, however, only the two fastest Cedarbrook swimmers in each event participate and compete against swimmers from the other five teams in our division. The meet starts earlier than our dual meets as there are 2 heats of each event.

**COACHES’ INVITATIONAL LONG COURSE AT ROCKVILLE POOL**

Held midway through the season at the Rockville Municipal Swim Center (RMSC), the eight fastest swimmers in the county in each age group compete against each other, swimming each event at double the distance of a regular meet (hence “Long Course”).

**As well as…**

**ALL-STAR RELAYS AT ROCKVILLE POOL**

Also held at RMSC, the Saturday after Divisionals, the first place relay teams from each division compete.

**INDIVIDUAL ALL-STARSAT ROCKVILLE POOL**

Held the Sunday after All Star Relays at RMSC, this meet consists of the 16 fastest swimmers in the county in each age group for every event.

**ALL-STAR NOMINATING TIMES** for each event are established by the MCSL at the start of each season and will be posted on the website. Swimmers can achieve All Star nominating times and still not swim at the All Star meet if there are 16 other swimmers with faster times throughout the county. There are frequently more than forty or fifty swimmers who achieve All Star times.

Please note the schedule for the exact dates of these meets and plan to come and cheer the Cedarbrook swimmers participating in these fun and exciting events.

Please check out the MCSL website for information about the league at [www.mcsl.org](http://www.mcsl.org). This is a great place to find out what the league is all about. You can check All-Star times, Saturday meet results, clinics, driving directions, etc.

# CEDARBROOK SWIMMER AWARDS

Every member of the Cedarbrook Swim Team is important to the overall success of the team. Every year, a few swimmers are singled out for special recognition at the **Swim Team Banquet.** The following awards are presented:

High Point – Most points scored in meets in the following categories: Junior boy and Junior girl (10 & under), Senior boy and Senior girl (11 & over).

Honor Roll – High point scorer, boy and girl, in each age group. Those swimmers who win the High Point Award are not eligible for this award.

Big “C” and Big Star, Star. Any swimmer earning at least 35 ribbon points in an “A” meet will earn a Big “C”. Subsequent years of earning 35 points will earn swimmers a Big Star. Once a Big “C” has been earned, any swimmer not qualifying for the Big Star but who earns 20 ribbon points in “A” meets will be awarded a Star. All ribbon points for above awards must be earned during “A” meets.

Little “C” and Little Star. –Any swimmer earning 20 be ribbon points in either “A” or “B” meets will be awarded a Little “C”, and then a little star in subsequent years. This applies only if the swimmer has not previously been awarded a Big “C”.

Most Improved – One boy and one girl from each of the following age groups will be designated by the coaches to win the most improved award: 8 & under, 9-10 and 11-12, 13-14 and 15-18, and one boy and one girl who swam in predominantly “B” meets. This award is based on an assessment of improvement over the course of the season and is decided by the coaches.

Seahawk Award - This award is presented to one or more swimmers who consistently demonstrate outstanding sportsmanship, hard work, effort and team spirit. It is decided upon by the coaches.

**OTHER SWIM TEAM ACTIVITIES FOR ALL SWIMMERS (Please see the calendar tab for dates)**

PEP RALLIES – Fridays

Pep Rallies occur at 6pm every Friday night during the swim season. Pizza and lemonade are served to the swimmers at the first five pep rallies. The last pep rally is a potluck pasta dinner. Look for the sign up for the last pep rally at the pool.

SWIM TEAM BREAKFAST

The swim team breakfast, for all swimmers including Kiddie Hawks, will be held at the pool after practice on a Friday. Sign up and more information will be at the pool as the date draws closer.

SWIM TEAM BANQUET

The banquet is the culminating event of the swim team season. It is a potluck affair for the entire family of all swimmers.

SWIM TEAM OUTINGS

Periodically throughout the summer there will be swim team activities scheduled. Check the website, weekly newsletter and the swim team board for information.

EAT OUT FUNDRAISERS

We will be scheduling several fundraisers at local restaurants during which the swim team will get back a portion of the sales. Dates to be determined annually.