



Lakefront Swimming Association Handbook Summer 2007

Grosse Pointe Park

Grosse Pointe City

Grosse Pointe Farms

Grosse Pointe Shores

Grosse Pointe Woods

St. Clair Shores



Lakefront Swimming Association

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Introduction

The Lakefront Swimming Association is happy to have you as part of its program. The Association is made up of at least one representative from each of the following cities: Grosse Pointe Park, Grosse Pointe City, Grosse Pointe Farms, Grosse Pointe Shores, Grosse Pointe Woods, and St. Clair Shores. The Lakefront Swimming Association is proud to consist of the following teams:

- St. Clair Shores Lakers
- Grosse Pointe City Norbs
- Grosse Pointe Park Mutants
- Grosse Pointe Shores Sharks
- Grosse Pointe Woods Warriors
- Grosse Pointe Farms Barracudas



A relay meet will be held to initiate the swim season. During the season, each team will participate in weekly dual meets on Wednesday evenings. Each team will swim against each of the other teams once. Mini meets will be held on Saturday mornings for swimmers 12 and under. Mini-meets are not scored, but coaches and swimmers use them as a tool to gauge times.

After each team swims against each other once, the Swim Team Finals culminate the season. The preliminary meet is held to determine which swimmers will compete in the final meet. At the prelims, each team submits a line-up with two swimmers and one alternate for each event. The top six swimmers for each event are then entered in the final meet.

Park Locations

- **St. Clair Shores Park**
Located at 27600 Jefferson at Eleven Mile, behind City Hall
- **Grosse Pointe Shores Park**
Located at 800 Lake Shore, just North of Vernier.
- **Grosse Pointe Farms Park**
Located at 350 Lake Shore at Moross.
- **Grosse Pointe City Park**
Located at 17150 Jefferson at Neff, just North of University
- **Grosse Pointe Park Windmill Pointe**
Located at 14920 Windmill Pointe. Take Jefferson south to Berkshire. Turn left on Berkshire. Turn right on Windmill Pointe. The street comes to a dead-end at the park.
- **Grosse Pointe Woods Lake Front Park**
Located at 23000 Jefferson, St. Clair Shores, 48080 at Marter Road

Summer Schedule

Day	Date	Time	Meets
Saturday	June 16	10:00 a.m.	Relay meet at SCS (all teams)
Wednesday	June 20	5:30 p.m.	GPP AT GPF, SCS AT GPC, GPW AT GPS
Saturday	June 23	9:00 a.m.	GPC AT GPW, GPP AT GPF
Wednesday	June 27	5:30 p.m.	GPW AT GPP, GPS AT SCS, GPF AT GPC
Saturday	June 30	9:00 a.m.	GPC AT GPS, SCS AT GPP
Tuesday	July 3	5:30 p.m.	SCS AT GPF, GPC AT GPW, GPP AT GPS
Saturday	July 7	9:00 a.m.	GPW AT GPS, GPF AT GPC
Wednesday	July 11	5:30 p.m.	GPP AT GPC, GPS AT GPF, GPW AT SCS
Saturday	July 14	9:00 a.m.	GPS AT GPF, GPW AT GPP
Wednesday	July 18	5:30 p.m.	SCS AT GPP, GPC AT GPS, GPF AT GPW
Tuesday	July 24	tba	Prelims hosted by GPW at GPW
Wednesday*	July 25	5:30 p.m.	Finals hosted by GPW at GPW
*Rain date - Thurs	July 26	5:30 p.m.	Finals hosted by GPW at GPW

Dual meets are shown in **bold**.

Rules governing swimmers

Eligibility Forms

Each swimmer must complete an eligibility form when registering for the swim team. The form shall include the swimmer's full name, age (years and months), full date of birth, and legal residence.

From the eligibility forms, each team shall supply an eligibility list to the League Secretary, or appointee, by a specified deadline. This appointee shall be responsible for maintaining an accurate list of eligible swimmers for each team. The final eligibility list is due to the appointee 24 hours before the third dual swim meet of the season. After this deadline, no additional swimmers can be added to the roster.

During the season, each swimmer must swim in the age group he/she is eligible for before June 1st. An exception is allowed if a coach places a swimmer in a higher age group as long as the maximum number of events per meet is not exceeded.

Residency

If a child's legal residence changes, he/she must compete for the city in which his/her parents or guardian(s) have legal residence established as of the first dual meet. A swimmer who competes and does not meet residency requirements will forfeit any point(s), which he/she may have earned and the meet will be re-scored. A swimmer's legal residency is defined as the residence of at least one parent, or legal guardian. Verification of legal guardianship must be provided upon request.

Swimming Requirements

Prior to the first scheduled swim practice, each team shall host a swim evaluation for new swimmers. All new swimmers 12 and under are required to do an evaluation with the coaches to determine if the swimmer qualifies for the team.

Swimmers in the 8 & under age group must be able to swim according to American Red Cross Learn to Swim requirements for Level 4.

Swimmers in the 10 & under age group must be able to swim according to American Red Cross Learn to Swim requirements for Level 5. The coaches will inform the swimmer at the evaluation if the swimmer is ready for the swim team.

Any swimmer who has passed the appropriate American Red Cross class and has verification of such may be exempt from attending the swim evaluation.

Swim practice

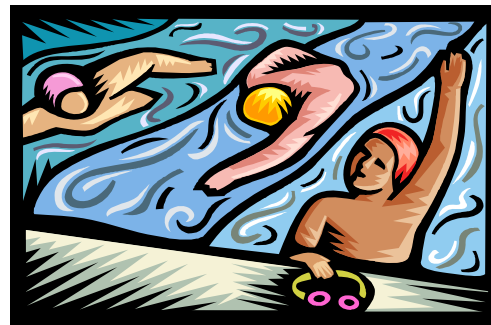
Attendance

Attendance at swim practice will be recorded for each swimmer. In order to participate in dual meets, each swimmer shall be required to attend 50% of available practice sessions prior to the dual meet. If a coach enters a swimmer in a line-up without meeting this requirement, the swimmer must be scratched from the meet. If the swimmer is not scratched, the points earned will be deducted and the meet will be re-scored.

Swimmers participating on other swim teams or clubs are not exempt from this rule.

Swimmers should arrive to practice with enough time to put on their suits and to be on the pool deck ready to swim five minutes before practice is scheduled to begin. Swimmers are required to check in with their coach upon arrival to be marked on the attendance sheet.

During practices each of the coaches will do their best to give each swimmer the time and individual help they require. The practices will be structured to improve swimmers' strokes, turns and finishes along with increasing their speed and endurance. For swimmers who may need more individualized attention, **stroke clinics may be required.**



Practice skills

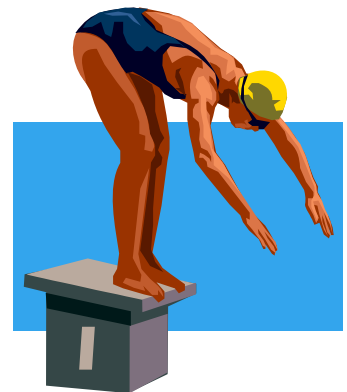
At swim practice, coaches will focus on improving technique and endurance. Coaches will group swimmers in lanes based on ability in order to keep practice moving at an acceptable pace. Swimmers are asked to swim in the assigned lanes regardless of the swimmer's preferences.

Coaches may break into smaller groups to work on skills such as starts, turns, and finishes. This may occur at the beginning or end of practice. For this reason, swimmers are asked to attend the entire practice session. **Individual teams may have specific rules regarding tardiness or leaving early.**

Swim meets

Before the Meet

At swim meets, swimmers are required to check in with their coach at least 10 minutes before warm-up is scheduled to start. Warm-ups usually begin one hour prior to the start of the meet. Each swimmer must stay on the pool deck during the meet. They must let a coach know if they need to leave the pool deck for any reason. Swimmers are expected to know what events they are in. (Some swimmers write the event numbers and lanes on their hands).



During the meet

During meets the coaches will be on the pool deck and available to the swimmers if they have questions. Any questions or comments from parents should be directed to the coach after the meet since the coaches are usually very busy before and during the meet. There will be a coach stationed behind each of the lanes in order to talk with the swimmer before and after their event.

Parent volunteers are usually responsible for gathering the swimmers prior to events and escorting the younger swimmers to their lanes. All swimmers must stay in the team area throughout the meet so they do not miss their events.

Times

Swimmers are encouraged to keep track of their swim times at meets and time trials. Coaches will have a record on the computer for meets and mini-meets. Any swimmer or parent wishing to get a copy of the times can request it from a coach.

Events

The events are separated by age group, gender and stroke.

The age groups are broken down as follows:

8 & under, 10 & under, 12 & under, 14 & under, 17 & under

Swim meets consist of 56 events. Each swimmer may only be entered in three events; no more than two relays or two individual events.

Depending on the number of swimmers in each age group, a swimmer may only be entered in one event per meet in an attempt to enter more swimmers in the meet.

Swimmers must swim in the age group according to his/her eligibility except when a coach places him/her in a higher age group. A swimmer may swim in any event when aged up, as long as the number of events is not exceeded.

A swimmer who competes and does not meet age group requirements will forfeit any points he/she may have earned and the event will be re-scored.



Scoring

Points will be given on the basis of 5-3-2-1 for the individual events and 8-4 for the relays. Ribbons will be awarded for all six places in all events.

A swimmer will be allowed one false start. Any contestant having two false starts charged against him/her shall withdraw from the race he/she is competing in as a contestant for points. He/she may not swim as an exhibition swimmer.

Exhibition Events

All dual meets will be run without any exhibition heats. Large teams who need to enter more swimmers or to get times for swimmers are encouraged to participate in mini-meets, which are scheduled on Saturday mornings.

Exhibition (non-scoring) lanes may be used at dual meets. The following list indicates the number of exhibition lanes available at each pool.

Grosse Pointe City: 9 lanes, 3 exhibition (2 home, 1 visiting)

Grosse Pointe Farms: 8 lanes, 2 exhibition (1 home, 1 visiting)

Grosse Pointe Park: 6 lanes, 0 exhibition

Grosse Pointe Shores: 6 lanes, 0 exhibition

Grosse Pointe Woods: 10 lanes, 4 exhibition (2 home, 2 visiting)

St. Clair Shores: 6 lanes, 0 exhibition



Prelims and Finals

Line up

On Thursday evening, following the last dual swim meet, the preliminary line-up will be posted. Two swimmers and one alternate will be entered into each individual event. For relays, only one set of swimmers and two alternates will be entered into the finals line-up. Relays do not swim at the prelims.

Because of the limited number of swimmers entered in the line-up, not all swimmers on the team will participate in the final swim meet. However, all swimmers are asked to attend the prelims and finals to cheer for their team and show support.

Only swimmers and alternates listed on the line-up are expected to be at the remaining practices leading up to the finals. A new practice schedule will be posted on Thursday evening for the swimmers competing in the pre-lims and finals. Some practices will be scheduled at the hosting city's pool so that the swimmers can practice with the starting blocks and touch pads.

The morning of finals, there will be a team meeting for everyone that qualified in the finals along with an opportunity to practice starting and finishing.

Scoring

For the League Championships, points will be awarded on the basis of 7-5-4-3-2-1 for the individual events, and 14-10-8-6-4-2 for the relays.

A trophy will be awarded to the park whose swimmers received the most points in an age group at the Championships.

The dual meet trophy will be given to the team, which wins the most dual meets. In the event of a tie between teams, the trophy will go to the team, which places higher in the League Championships.

For individual events, alternates may only swim if they appear in the line up.

Parent Involvement

The success of a well-run swim team depends on dedicated parents. Several volunteer positions exist within the swim team with varying levels of responsibility. It is important for parents to get involved in the swimming program. Not only will you get better acquainted with the coaches but you and your swimmer will get much more out of the program.

How to get involved

- Timing at dual and mini swim meets
- Marshalling at dual swim meets
- Joining a committee
- Volunteering at prelims and finals
- Planning for team picnics



Talk to the team coach to get more information about volunteering throughout the season.

Swimmer's Code of Conduct

The swimmers' code of conduct is designed to enhance the team experience for all participants. Each swimmer and a parent/guardian should read over the code of conduct together.

1. Swimmers are expected to be on time for each practice. Training time should be considered vital, so work hard for daily improvement. It is expected that each swimmer will try to do their best at all practices and meets.
2. Cooperation is expected with your coaches and teammates at all times.
3. Put team success before individual accomplishment. Be supportive of your teammates at practice and at meets.
4. Appropriate behavior is essential at all practices, meets and whenever you represent the team.
5. Promote and maintain all the elements of good sportsmanship and fair play.
6. The coaches are responsible for practice schedules, lane assignments and meet line-ups. These decisions must be respected by parents and swimmers.
7. The decisions of meet officials are final and not to be disputed.
8. Verbal or physical confrontation will not be tolerated in any instance.
9. Any behavior that can be construed as intimidating, humiliating, harassing, threatening or embarrassing to teammates, officials or opponents is unacceptable.
10. The coaching staff expects 100% compliance with the code of conduct. Failure to adhere to the policies may result in loss of swim meet assignments.

Grosse Pointe Woods Warriors

This section of the handbook specifically outlines the guidelines that apply to the parents and swimmers of the Grosse Pointe Woods Warriors Swim Team.

Contact Information

Grosse Pointe Woods Park Office	313-343-2470
Grosse Pointe Woods Office Fax	313-343-2600
Grosse Pointe Woods Website	www.gpwmi.us/cityservices/lfp
Woods Warrior Email	swimteam@gpwmi.us

Important dates to remember

April 30 - May 18	Mail-in registration (download forms from www.gpwmi.us)
May 21 - May 24	Registration in person at Park Office, 9 a.m. – 5 p.m.
May 24	Mandatory parent meeting, Bathhouse, 7 p.m.
May 30 & May 31	Evaluations for new swimmers, 4 – 6 p.m.
June 1	First day of pre-season practice
June 2	Meet & Greet for parents, swimmers & coaches the Bathhouse, 10 a.m. (Sweats & Stuff will be available with t-shirts and sweats for sizing and ordering) Everyone is asked to bring a snack; coffee & juice will be provided. This will be the last opportunity to order shirts and sweats.
June 15	Regular season practice begins
June 16	Relay meet at GPF, 10:00 a.m.
June 18	Parent Committee meeting, Bathhouse, 7 p.m.
July 1	Parent Committee meeting, Bathhouse, 7 p.m.
July 3	Team Pictures before meet, 3:00 individual, 3:30 team Picnic at LFP following home meet
July 12	Talent Show (tentative), Bathhouse, 7 p.m.
July 16	Parent Committee meeting, Bathhouse, 7 p.m.
July 18	Team Pictures rain date Picnic at LFP following home meet
July 23	Finals Pasta Party at LFP, 6 p.m.
July 24	Finals Preliminary meet at GPC
July 25	Finals meet at GPC
July 26	Final picnic at LFP, 6 p.m.

Wood; Warrior; Swim Practice Information

Swim Practices

During practices each of the coaches will do their best to give each swimmer the time and individual help they require. The practices will be structured to improve swimmers' strokes, turns and finishes along with increasing their speed and endurance. For swimmers who may need more individualized attention, stroke clinics will be held throughout the season. For dates and times, please contact the coaches once the season begins.

Practice Schedule

Coaches will be keeping attendance for practices to determine eligibility to swim in the meets.

During School Year			
	Weekday Morning	Weekday Afternoon	Saturday
8 & under 10 & under		5:30 – 6:30 p.m.	11:00 a.m. - 12:30 p.m.
12 & under 14 & under 17 & under		4:00 - 5:30 p.m.	9:00 - 11:00 a.m.
After School			
8 & under	11:00 a.m. - 12:30 p.m.	5:00 – 6:30 p.m.	11:00 a.m. - 12:30 p.m.
10 & under	11:00 a.m. - 12:30 p.m.	5:00 - 6:30 p.m.	11:00 a.m. - 12:30 p.m.
12 & under 14 & under 17 & under	9:00 –11:00 a.m.	3:00 – 5:00 p.m.	9:00 –11:00 a.m.

Questions or Comments

Questions and comments for coaches are always welcome before or after practice. During practice, the coaches are dedicated to the swimmers; therefore conversations with parents are discouraged. Anytime a coach is notified about a swimmer's attendance at practice or a meet, the coaches need to be notified in writing. Since the coaches talk to dozens of parents a day, it is very difficult to track attendance with verbal notification. Once the coaches leave the park, written messages can be dropped off in the office or at the lifeguard table. Also, e-mails can be sent to the coaches at swimteam@gpwmi.us. Specific concerns regarding the swim team in general can be referred to the chairpersons or vice-chairperson of the parent committee. If a determination is made that a change in the program is necessary, the committee can then refer the recommendation to the Recreation Supervisor.

Times

Coaches will track, and make available to swimmers, their times from the meets. This allows swimmers to set goals for improving their times. It also helps the coaches identify swimmers ability levels for placement in the meets.

Time trials will be held for swimmers 13 & over in the beginning, middle and end of the swim season. Swimmers 12 and under will need to attend mini-meets in order for coaches to track their times.

Team Apparel

T-Shirts

All swimmers will receive a t-shirt which is included with the registration fee. T-shirts can be picked up at the Meet & Greet.

Team Swim Suits

Team suits are available at Different Stokes Swim Shop, located at 21911 Greater Mack Ave. in St. Clair Shores. Just ask for the Woods team suit. The team suits and swim caps are not required, although they are recommended.



Caps & Goggles

Each swimmer is REQUIRED to have a pair of goggles in working condition for practices and meets. Some swimmers find it helpful to have a “back-up” pair of goggles in their bag in case one pair breaks. All girls with long hair should wear swim caps, especially during swim meets.

Additional Team Clothing

Additional t-shirts, long-sleeve t-shirts and sweatshirts are available for purchase at the time of registration. Be sure to complete the order form and turn it in with the swim team registration form. Orders will be available for pick-up at the first home swim meet.

Swim Meet Information

Meet Line-Up

The coaches will endeavor to fill every lane, including exhibition lanes, during every event, including relays. Sometimes this will involve placing swimmers in higher age groups. This placement should be considered an opportunity to be timed in a meet against the his/her personal time, not against the older swimmers. Generally, times and attendance at practice determine which swimmers swim in which meets. Line-ups for meets will generally be posted on the Monday evening before a meet on the front window of the bathhouse.

Mini Meets

All swimmers 12 and under are encouraged to participate in Mini Meets, regardless of the number of Dual Meets they have participated in. Each swimmer is able to swim any event they choose in the mini-meets. An official time will be recorded and used to evaluate swimmers' placement in future meets. Place ribbons will be given and either donuts or bagels will be provided after the meet.

Home Swim Meets

Following the home swim meets; there will be a team picnic in the park. Families planning to attend are asked to sign up on the board on the window at the bathhouse. A main dish and paper products will be provided. Families are asked to bring a side dish or dessert and their own beverages. Contact a member of the Picnic Committee for more information.

Pre-lims & Finals

There will be a Pasta Party on Monday night before the Preliminary meet for all swimmers participating in the pre-lims. It will be a pot-luck style dinner and each family attending is asked to sign-up to bring a dish.

Coach Responsibilities

Coach Assignments

There are 5 coaches for the swim team. Each coach is assigned to one of each of the age groups for the purpose of maintaining records (attendance, times, swim meet participation, etc.) for that particular age group and for designing the daily workouts for that age group. All coaches will assist during all practice times for all age groups.

Head Coach Responsibilities

Of the five coaches, there is one head coach who is responsible for pre-season information, preparing meet line-ups responding to feedback from the other coaches, correspondence with the parent committees, and parent question or comments.

Correspondence

The head coach will be responsible for checking the e-mail correspondence daily and responding to any messages.

From time to time, it is necessary for coaches to send flyers home with swimmers. When flyers are sent home, the coaches will also post the flyer on the front window of the bathhouse. When possible, they will also be posted on the GPW website or e-mailed home.

Parent Involvement

It is important for parents to get involved in our swimming program. Not only will you get better acquainted with the coaches but you and your swimmer will get much more out of the program. Some of the many ways to be involved include: timing at meets, marshalling at meets, joining a sub-committee or the Parent Committee, buying/selling ads for the finals, or helping with home meet picnics.

Parent Committee

The parent committee consists of several parents who meet throughout the year to make recommendations for the Swim Team. All meetings are open to any new or current parents of swimmers. During the swim season, several sub-committees are needed to accomplish various jobs involved with the swimming program. Listed below are the various committees along with the responsibilities of each:

Final Picnic

The chairperson will need to contact the team picnic chairperson to pick up any remaining supplies and determine what supplies will be needed for the final picnic. The chairperson then contacts the volunteers to assign responsibilities for the final picnic. Bills will be submitted to the treasurer.

Marshalling

The chairperson is responsible for verifying the attendance of at least 2 volunteers at each meet. He/she must also train the volunteers if necessary. At the meets, the volunteers are responsible for marshalling the swimmers prior to each event.

Mini-meets & Poster Party

The chairperson will be responsible for coordinating the purchase of donuts and juice for each home mini-meet along with the supplies for each poster party. Poster parties are held in the bathhouse after the evening practice on Tuesdays.

Pasta Party

The chairperson will need to contact the team picnic chairperson to pick up any remaining supplies and determine what supplies will be needed for the pasta party. The chairperson then contacts the volunteers to assign responsibilities for the event. Bills will be submitted to the treasurer.

Record Keeping

This sub-committee is responsible for assisting coaches with maintaining records such as, attendance, times, and awards. This person will also be responsible for preparing press releases following each home swim meet.

Team Activity

This sub-committee is responsible for planning an event agreed upon by the Parent Committee. Responsibilities include advertising event, handling sign-up, coordinating volunteers, and coordinating the event.

Team Picnics

The chairperson is responsible for overseeing the picnics, monitoring the amount of supplies needed, and housing additional supplies throughout the season. The chairperson notifies each of the volunteers of the specified duties for each picnic. The volunteers are responsible for cooking and/or purchasing (using swim team monies) the main dinner items for each picnic.



Team Pictures

The chairperson is responsible for contacting Jewel Photo, the company that takes the team pictures. The chairperson also picks a home meet when the pictures are to be taken. The committee then is responsible for advertising the date and collecting individual picture orders from swimmers.

Timing

The chairpersons are responsible for acquiring adequate volunteers to time each meet. They are also responsible for training any new volunteers on how to time swimmers. They will also be available as a sub if a volunteer doesn't show up.

Trophies

The chairperson is responsible for contacting Woods' Trophies to order the appropriate number of trophies for the final picnic. The bill is to be submitted to the Treasurer. The chairperson and volunteer will need to pick up the trophies and bring them to the final picnic.

T-shirts

The chairperson is responsible for designing the logo for the shirts and contacting Sweats-n-Stuff to prepare the shirts. He/she will then need to prepare an order form for the apparel and deliver it to the park office for distribution during registration. The chairperson also consults with parents and coaches to decide on a team suit to order from Different Strokes Swim Shop. Once orders are placed, the volunteer assists with packaging and distributing the apparel.

Parent Committee Contact Information*

Position	Name	Child's Name & Age	Phone	E-mail Address
Recreation Supervisor	Melissa Sharp	n/a	313-343-2470	msharp@gpwmi.us swimteam@gpwmi.us
Parent Committee Chair	Judy McKinley	Devin	313-886-0784	pughens@aol.com
Parent Committee Vice-Chairperson	Tom Hartzell	Katie, Susan	313-881-2821	thartzell@comcast.net
End-of-Season Picnic Sub-Committee Chairperson	Linda Bahr Rene Ciaramitaro	Christopher	313-881-0920	
Finals Committee Chairperson	Dave Bergeron	Megan, Eric, Matthew	313-881-7855	dbergeron@clarencville.K12.mi.us
Marshalling Sub-Committee Chairperson	Kevin Brennan	Rachel	313-881-7489	Kevin@kpbrennan.com
Mini-meets/poster parties Chairperson	Mary Speak	Alicia	313-417-9170	sspeak@msn.com
Pasta Party Sub-Committee	Sue Grimm	Dana	313-886-8164	suegrimm@yahoo.com
Scoring Chairperson	Chanel Harlan	Myles	313-417-9943	chanelriley@yahoo.com
Team Activity Sub-Committee	Jill Leone	Matthew	313-642-0775	leoneden@aol.com
Team Picnics Sub-Committee	Mary Nesom	Robert	313-884-8479	williamnesom@aol.com
Team Pictures Sub-Committee	Theresa Schaber	Ellen	313-640-4086	matteresa@aol.com
Timing Sub-Committee	Catherine Fly	Alexander & Allison	313-884-4873	Flyhouse1@aol.com
Trophies Sub-Committee	Colleen Schulte	Kelly, Annie, Christian	313-884-2690	Col611@Comcast.net
T-shirt Sub-Committee	Blair Parent	Jordyn	313-885-2624	jordynshome@yahoo.com

* Contacts subject to change after mandatory parent meeting, May 24.