

Rollingwood Seals Parent Handbook 2025

Welcome to the Rollingwood Seals Swim Team! The Seals swim in Division II of the Central Maryland Swim League (CMSL). The CMSL is comprised of 8 Divisions with a total of 46 teams (www.cmsl.org). If this is your first time participating in a competitive Summer swim league, then there is a lot to learn and it is highly recommended that you become familiar with this handbook as well as the coaching staff and other parents.

COMMUNICATION

Much of the information for the year can be found on the swim team bulletin board (located between the girls and boys locker room at the pool) and on the [Swim Team](#) and [Swim Team Announcement](#) pages of the Rollingwood web site. Please check these pages for upcoming events/meet information, results, meet sign outs, volunteer sign ups, food donations, and other important season information.

Email communication will be utilized throughout the season to provide information regarding upcoming events and to coordinate with parents on various topics.

Each swimmer will have a swim team folder located in the swim team file box at the pool. Information and meet ribbons will be put in the folders each week as well as swim team information. Please remember to check your swimmer's folder regularly.

PRACTICE

Practice is an important part of improvement and as the season is short, we respectfully ask that parents try their best to make sure that their children attend practices as scheduled (practices will be held if it is cloudy or rainy as long as thunder and lightning are not present). Rollingwood provides evening swim practices prior to the end of BCPS closing for the summer (preseason) and provides both morning and evening swim practices following the dismissal of BCPS schools (regular season). Please note that evening practices during the regular season are intended for those families that cannot attend the morning sessions and as lanes will be limited, we ask that you please attend the morning practices if you are able. Practice schedules are listed on the website.

SWIM MEETS

There are 5 dual (two team) meets held on Saturday mornings from mid-June through the end of July. Some of the meets will be swum at Rollingwood and some of the meets will be away meets. In CMSL Division I each swimmer may only swim in 3 events including a relay.

Age Groups

The eligibility of a swimmer to compete in an age group is determined by that child's age on May 30th of the current season. It is very important that children attend the appropriate practice for their age group. The Coaching Staff works with each age group to not only build swimming skills but to also guide the swimmers for their age appropriate events.

2025 Meet Schedule

The meet schedule is posted on the swim team page of the website.

Dual Meet Duration/Arrival Times

On average a swim meet can last from 9:00 am until early afternoon, sometimes as late as 1:00 or 2:00 pm. Please plan accordingly. Swimmers should be at the pool by **7:45 am** for home meets, and no later than **8:00 am** for away meets.

Swimmers are to check in with the coaches as soon as they arrive.

Meet Sign Out

Any swimmer unable to attend a meet should sign out no later than the Tuesday before the meet. An electronic sign out sheet is posted on the swim team announcements page of the website. Lineups need to be submitted to the host teams by noon on Friday so coaches need to know who will be in attendance in order to properly strategize and increase the team's chance of scoring well at the meet.

Straehle Invitational

The Straehle Invitational is a CMSL League meet and is open to every team in the CMSL. Straehle qualifying times will be posted on the web site. For individual events, times submitted must have been swum in a dual meet during the season, and must equal or better the Straehle qualifying times. Individuals entered in the relay must have swum on an official relay in a dual meet during the season, with a recorded time that qualifies for the event. Individuals may enter no more than 3 individual events and a relay. Each team can enter only 1 relay team per relay event.

Divisional Championship Meet

Each CMSL Division has a championship meet at the end of the season called Divisionals. Rollingwood will send the top three swimmers in each event to this meet to compete against the top swimmers from the other teams in the Division. Each swimmer can only compete in 3 events, including relays. Trophies are given out for 1st through 3rd place and ribbons are given out for 4th through 8th place in each event. Coaches will notify swimmers that qualify for divisionals and tell them what

events they will be swimming. There is an entry fee that is paid by the Rollingwood Swim Team so it is imperative to sign out or let the coaches know if you cannot make the meet so that someone else can attend in your place.

Additional Swim Meet Opportunities

The following meets are not dual meets, but are meets that our team will generally enter. There is a nominal fee for each event that is swum and the Rollingwood Swim Team will pay the entry fees for these events. Therefore, if you sign up to swim in one of these meets, it is extremely important that you participate.

Andover Novice Meet (July 9): This is an invitational meet for novice swimmers. In order to qualify, swimmers must have slower than time standards for each event. This is a great meet to give a swimmer who may not qualify for Straehle or Divisionals the chance to compete in a championship type atmosphere.

Rollingwood 21228 Invitational Meet (July 16): This is a fun invitational Wednesday evening swim meet hosted by Rollingwood. Rollingwood invites teams from the Catonsville area to join us for 25m individual events and fun relay events. The event promotes team spirit and camaraderie between all age groups.

Order of Events for Summer Swim

The following table depicts the order of events for CMSL. This order of events is used for dual meets as well as the Straehle and Division Championship meets.

1. Girl 9-10 100 I.M.	21. Girl 6&U 25 Back	41. Girl 15& Over 50 Fly
2. Boy 9-10 100 I.M.	22. Boy 6&U 25 Back	42. Boy 15& Over 50 Fly
3. Girl 11-12 100 I.M.	23. Girl 8&U 25 Back	43. Girl 8&U 25 Breast
4. Boy 11-12 100 I.M.	24. Boy 8&U 25 Back	44. Boy 8&U 25 Breast
5. Girl 13-14 100 I.M.	25. Girl 9-10 25 Back	45. Girl 9-10 25 Breast
6. Boy 13-14 100 I.M.	26. Boy 9-10 25 Back	46. Boy 9-10 25 Breast
7. Girl 15& Over 100 I.M.	27. Girl 11-12 50 Back	47. Girl 11-12 50 Breast
8. Boy 15& Over 100 I.M.	28. Boy 11-12 50 Back	48. Boy 11-12 50 Breast
9. Girl 6&U 25 Free	29. Girl 13-14 50 Back	49. Girl 13-14 50 Breast
10. Boy 6&U 25 Free	30. Boy 13-14 50 Back	50. Boy 13-14 50 Breast
11. Girl 8&U 25 Free	31. Girl 15& Over 50 Back	51. Girl 15& Over 50 Breast
12. Boy 8&U 25 Free	32. Boy 15& Over 50 Back	52. Boy 15& Over 50 Breast
13. Girl 9-10 50 Free	33. Girl 8&U 25 Fly	53. Mixed 6&U 100 F.R.*
14. Boy 9-10 50 Free	34. Boy 8&U 25 Fly	54. Mixed 8&U 100 F.R.*
15. Girl 11-12 50 Free	35. Girl 9-10 25 Fly	55. Girl 9-10 200 F.R.
16. Boy 11-12 50 Free	36. Boy 9-10 25 Fly	56. Boy 9-10 200 F.R.
17. Girl 13-14 100 Free	37. Girl 11-12 50 Fly	57. Girl 11-12 200 F.R.
18. Boy 13-14 100 Free	38. Boy 11-12 50 Fly	58. Boy 11-12 200 F.R.
19. Girl 15& Over 100 Free	39. Girl 13-14 50 Fly	59. Girl 13-14 200 F.R.

20. Boy 15& Over 100 Free 40. Boy 13-14 50 Fly 60. Boy 13-14 200 F.R.
61. Mixed 15& Over 200 F.R.*

* Free Relay: Mixed relays require two (2) boys and two (2) girls.

Lineups (How do I know what I am swimming)

Swimmers will be placed into a final lineup by noon on the Friday prior to the meet. The meet program and entries by swimmer name will be distributed by email sometime Friday (could be later in the afternoon/evening). Please make sure your swimmers know their events so that they do not miss them.

Seeding and Heats

Seeding is a process where all of the swimmers for an event are grouped into heats, based on the number of lanes in the pool (For example if there are 35 swimmers in the boys 9-10 backstroke and the meet is swum at a 6 lane pool, there will be 6 heats). Lane sheets will be printed after the seeding is complete and will be used to run the meet. Swimmers are responsible for knowing their events. There are parent volunteers that will let swimmers know what event is lining up (getting ready) and that can help with the 6&Under and 8&Under swimmers. Heats are swum from slowest to fastest. The meet program, distributed on Fridays, will include the event, heat, and lane assignments.

Clerk of Course

There will be a clerk of course for all meets. The clerk is usually stationed somewhere around the starting area and the purpose is to line up swimmers by event, heat, and lane so that the meet runs smoothly. The clerk usually lines up approximately 6 additional heats behind the heat that is swimming.

When is my Event

During the meet the announcer will call out the events and instruct swimmers to report to the clerk of course. It is the responsibility of the swimmer and the parent to know their events and what events are lining up. Swimmers should go to the clerk of course at least 3 events prior to their event to be lined up. For swimmers eight years and under, a parent or coach will announce that the kids are to report to the clerk of course. Due to the large number of eight and under swimmers, this may be about 7 or 8 events prior. **It is not the responsibility of the clerk of course or other parents to find your children and line them up.** So, please pay attention and help your child get to their event in time so that your child does not miss their swims.

TEAM EVENTS

Fundraisers

Typically, the team will host one or more fundraisers during the course of the season in order to subsidize the program registration fee.

PARENT RESPONSIBILITIES

The swim team is a TOTAL volunteer effort. We require participation of EVERY PARENT to help the season run smoothly. It would be greatly appreciated if a parent from each family could work at least $\frac{1}{2}$ of each meet.

Whether you are new to competitive swimming or have years of experience, please know that the Rollingwood Swim Team wants to make this summer experience good for all who participate, and we will do our best to help everyone find the job that best suits them. There is always an experienced parent that is willing to help the new families! Just let us know! We want your help!!

Job Opportunities

CLERK OF COURSE (4 people needed each meet, 2 at a time for 1/2 of meet): At home meets, the clerk of course lines up both home and away swimmers by heat and lanes. At away meets, our clerk of course will assist the home team's clerk of course as needed.

ANNOUNCER: This is the person who announces the events at home meets.

CONCESSION STAND: 12 volunteers are needed to work the concession stand (4 people per shift). The shifts are as follows: 7:00 am - 9:00 am (set up), 9:00 am - 11:00 am, and 11:00 am - 1:00 pm. Requests for food donations are coordinated via online volunteer sign up ([All families will be asked to sign up for food donations prior to home meets](#)). This is important to our swim team as it allows us to raise money for the team.

HEAT WINNER AWARDS: At all home meets, prizes are given to the winner of each heat. Two volunteers are needed for this post to work $\frac{1}{2}$ of the meet.

RAFFLE TICKETS: We will sell 50/50 raffle tickets at each home meet. We need 2 volunteers to work 1/2 of each meet to walk around and sell the tickets.

TABLE WORKERS: There are various positions available at the scorer's table during each meet. Table workers record the meet results and keep the score.

TIMERS: Timing is fun and you are where the action is. We need between 10-12 timers each half of the meet. No experience is needed and provides a great way to become familiar with the swimmers and meet cool parents.

RIBBON WORKERS: Before each home meet at the pep rally we organize the ribbons for the following meet.

RUNNERS: At home meets (4 people needed), we need someone who will collect the swimmer's cards from the timers and deliver them to the scorer's table after each event.

STROKE AND TURN JUDGES: At each meet, we must provide at least one stroke and turn judge. Stroke and Turn judges need to be CMSL certified. CMSL requires a short online training to meet the certification requirement. YMCA or USA Swimming certification will meet the requirements of CMSL certification.

SET-UP: We need volunteers to get our pool ready for our home meets. Some set up is completed Friday night after the pep rally. Some help is also needed early in the morning on meet days - around 7am.

CLEAN UP: After each home meet, we need everyone to pitch in and help make the pool presentable for our members.

While these jobs may seem overwhelming at first glance, lots of people are there to help; it is really fun and rewarding to be part of the team. Without your help we would not be able to run the swim meets!!!

WE THANK YOU AHEAD OF TIME FOR YOUR HELP IN THESE AREAS.

IMPORTANT CONTACT INFORMATION

Bill Protzman - Swim Team Director swimteam@rollingwoodpool.org
410-788-2081

Coaches can be reached at the e-mail swimcoach@rollingwoodpool.org