



**WAVES OF WESTLAKE  
(WOW)**

**WESTLAKE VILLAGE SWIM TEAM**

**SWIMMERS  
&  
PARENTS HANDBOOK**

**2010**

LAST UPDATED: 06 May 2010

## Foreword

This booklet was created to help you and your swimmer during this summer's fun. If you have any suggestions on content, structure, or scope please contact any member of the Westlake Village Swim Team Executive Board.

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## **WELCOME**

Let us take this opportunity to welcome you to the Westlake Village Swim Team (the “Waves of Westlake”). We look forward to meeting you and working with you through the summer season. The Waves offers professional coaching, competitive technique instruction for all ages and abilities, and competes in the Prince-Mont Swim League, which includes teams from Charles, Prince Georges, and Montgomery Counties, and the District of Columbia. We welcome any swimmer, ages 5-18, who can fulfill the basic requirement of swimming one length of the pool free style. Each swimmer will be placed in the workout group best suited to him/her, so that he/she may enjoy some degree of success in a relatively short period of time. The Waves look for new kids who want to become swimmers every year as we must be constantly growing and training young swimmers to maintain a well-rounded competitive squad.

This handbook will familiarize you with many facets of the Waves operation. As you read through the following pages, you will be introduced to our history and philosophy, and will find valuable information about the Waves and competitive swimming in general.

Dual Meets in Prince-Mont competition are held on Saturdays, from mid-June until the end of July, with the meets generally starting at 8:30am. Swimmers are required to report to the Host Pool at least one hour before the meet begins in order to participate in warm-ups.

There are some non-league special meets during the season, which are usually held on Sundays. The Charles County Championships is a locally organized meet between Westlake, Smallwood, Bannister, Hawthorne and Indian Head, the five teams in the County. Hosting the Championship Meet rotates among the five teams.

There are also “B” Meets during the season which are usually held on Wednesdays. These meets are specifically for those swimmers who either did not swim at the previous Dual Meet or did swim but did not place first, second or third in their event.

Due to the short and relatively “intense” season, we ask that families try to delay extended absences until the end of the season.

## **TEAM HISTORY**

In the fall of 1988, Deb Downing, along with the Lancaster Neighborhood Association Board, began laying the framework for the Lancaster Blues Swim Team. In its inaugural season, the Blues competed in the E division. A young and enthusiastic Blues team battled veteran teams and gained much experience and desire.

In 1990, the Blues competed in the F division. The Blues finished the regular season with four wins and only one loss, placing third in the Division. The Blues sent its first

entourage of seven swimmers to the All Star Meet, with Daryll Scott being the first Blues swimmer to score.

In 1991, in the E division, the Blues finished the season undefeated for the first time ever. This was made possible partly due to swimmers who swam up with older swimmers to help the team score the most points possible and from everyone's continued hard work. The Blues also went to the Bannister Relay Carnival for the first time and came home with the first place trophy. The Blues also sent a team record 12 swimmers in 22 events to the All Star Meet, placing in 6 events.

In 1992, the team competed in the D division. The Blues successfully defended their Bannister Relay title, bringing the trophy home for the second straight year. The Blues sent 9 swimmers and a relay team to the All Star Meet.

In 1993, the Blues competed in the C division. After moving up a division for the fourth year in a row, the Blues compiled another winning record (4-1), finishing second in the division. The Blues successfully defended their Bannister Relay title, bringing the trophy home for the third straight year. The Blues also won the Charles County Championships for the first time, becoming the second team to ever hold that title. The Blues sent 14 swimmers and a relay team to the All Star Meet.

In 1994, the Blues competed in the A division for the first time, swimming against the best teams in the League. The Blues finished with a 1-4 record but proved that they are one of the best teams in the League by competing well against the other teams. The Blues went to Cheverly Relays for the first time and brought home a trophy. The Blues successfully defended their Charles County Championship title, bringing home the trophy two years in a row. The Blues sent 13 swimmers and 3 relay teams to the All Star Meet, winning seven first places, three second places and six other place ribbons.

In 1995, the Blues again competed in the A Division. The Blues finished with a 2-3 record demonstrating once again the spirit of a championship team. The Blues went to Cheverly Relays and swam very well. The Blues successfully defended their Charles County Championship title in a tightly contested meet and achieved a string of three titles in a row.

In 1996, the team became a true Westlake Village team. The name of the team was changed to the Westlake Village Swim Team. The team conducted competitions for both the team name -- the Waves of Westlake -- and the team logo, depicted on the front cover of this handbook and on some team clothing. The Waves continue to offer competitive challenges and opportunities for all the children in Westlake Village. The Waves decided to rotate between the three Westlake Village Pools every two years, beginning at Dorchester Pool. The Waves competed in the B Division and swam well through a challenging season.

In 1997, the Waves competed in the C Division, finishing with a 2-3 record.

In 1998, the Waves rotated to the Hampshire Neighborhood Pool and swam in C Division, finishing with a 1-4 record.

In 1999, the Waves competed in D Division, and improved to an impressive 4-1 record.

In 2000, our pool rotation took us back to our roots at Lancaster Neighborhood Pool. We once again competed in the D Division and had a successful season with a 3-2 record.

In 2001, led by veteran swimmers Josh Smith and Jay Graham, the Waves brought home the first place trophy from Divisionals for first-year coach Kathy Ritacco. The Team finished the regular season undefeated with an impressive 5-0 record in the D Division.

In 2002, Coach Kathy Ritacco again led the Waves to another 5-0 undefeated season, this time in the B Division and once again brought home the Divisional trophy and the Charles County Championship trophy.

In 2003, Coach Kathy Ritacco was joined by former Waves swimmer Josh Smith as Assistant Coach and together they led the team to an unprecedented third undefeated season in the B division by defeating a very confident 4-0 New Carrollton team in the final regular season meet. It was one for the ages and some say it wasn't the "Waves" that hit them – it was a tsunami! The Waves hosted the Charles County Championship meet and once again brought home the first place trophy.

In 2004, again led by Coach Kathy, the Waves moved up to A division, competing against the best in Prince-Mont. We ended our dual meet victory streak going back to 2001 at 15, against a strong WST, and finished with a 2-3 dual meet record. This was a very respectable performance for our first year in A division in almost 10 years. We did continue our Charles County Championship win streak, winning our third in a row. Josh Huger set the Prince-Mont record in the boys 13-14 50 butterfly.

In 2005, our last season to date with Coach Kathy, the Waves moved back into a very competitive B division. The season was very close and we ended up with a 2-3 dual meet record and settled in for a three ride in Division B. Our Charles County Championship streak improved to four.

The 2006 season we welcomed Coach Dan to the team. The season was a real nail-biter with 3 meets slipping away late in the day with losses by less than 10 points each. The hardest loss came in week five where we lost to MC 271 to 270 after leading most of the meet. We ended a very close season 1 and 4. On a positive note our Charles County Championship streak improved to five!

In 2007, the Waves were led by Coach Whitney in a very close and very competitive division. It was a very tough season. Our kids learned a lot about themselves that year and managed to have a great time building a positive team spirit. Although we

competed well in the divisional swim meet at the end of the season, we ended our dual meets with a disappointing 0-5 record. Once again, we ended the season on a high note and won the Charles County Championship for the sixth time in a row.

In 2008, the Waves hired Seth Rose as their new coach. Unfortunately, Seth battled illness for much of the season. Assistant coach Kelly Smith did a great job filling in, as the Waves rebounded from a winless 2007 with a 3-2 record, ending the season winning B Divisionals. This win pulled the Waves even with Montpelier in the final standings, but MC won the season title based on a better regular season record.

2009

Coach Seth Rose led the Waves to an impressive and undefeated 5-0 season in B Division. Wave swimmer set team records in eleven individual events and four relay events. The Waves dominated the B Divisionals, winning the meet by over 100 points and claiming the B Division title. The Waves won the Charles County Championship for a record eighth consecutive year, with a record 451.5 points.

On to 2010 ...

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Dear WOW Swimmers and Families:

We begin a new season, as usual, with changes, swimmers who departed the area, some seasoned Waves coming home, and new swimmers who are now part of our great big family! The Waves will be swimming at the Hampshire Neighborhood Pool this season.

We begin this year as reigning Charles County champions for eight consecutive years. We've had a few very competitive years in B Division, and will be moving to A Division this season. We've got a pretty balanced team this year in terms of age and gender on the roster, which should help us stay competitive in all the events. With the team's tested and seasoned veterans, and the injection of some new talent we really expect to perform well within the division this year. But as always, we will not forget that learning, improving, competing, and having fun is the most important part of our summer season.

We look into the highlights of all our seasons to remember that all of those things that we put together four seasons ago bring the most out of us . . .

**MOTIVATION  
DISCIPLINE  
RESPECT  
GOOD SPORTSMANSHIP**

**DEDICATION  
POSTIVE ATTITUDE  
KINDNESS**

To us coaches, every swimmer is important; we need everyone to have a great season. Our Team effort will ensure we have the greatest time. Win or lose, we will do it

together. If we can accomplish that, then we will always be WINNERS!

Let's continue to go out there with a smile, work our hardest, have fun and strive to achieve personal best and team best times!

We are proud of our Waves of Westlake!!!

**Head Coach**

Seth Rose  
[srose@ccboe.com](mailto:srose@ccboe.com)

**Assistant Coaches**

Nathan Stephens  
[newcarsmell08@yahoo.com](mailto:newcarsmell08@yahoo.com)

Christine Dunleavy  
[esteem3590@yahoo.com](mailto:esteem3590@yahoo.com)

## 2010 WVST EXECUTIVE BOARD AND APPOINTED COMMITTEES

### WESTLAKE VILLAGE SWIM TEAM (WVST) BOARD:

[waves-of-westlake@googlegroups.com](mailto:waves-of-westlake@googlegroups.com) (Board and coaches)  
[waves-of-westlake-owner@googlegroups.com](mailto:waves-of-westlake-owner@googlegroups.com) (Board)

**President**

**Ron Liberi - 240-346-4324**

**Vice President**

**Gail Tarlton - 301-399-7502**

**Prince-Mont League Rep**

**Bonnie Impastato - 301-399-7502**

**Treasurer**

**Deb Essing - 301-885-8241**

**Secretary**

**Stephanie Duncan - 240-216-7356**

### WVST COMMITTEES MEMBERS (Bold names are in PMSL Handbook)

Position	Name	Position	Name	Position	Name
Snack Bar		Equipment Manager	Ron Liberi / Andy Hare	Stroke & Turn	Gregg Sato
Swimsuits	T. Cooke / K. McMillen – through Swim Pro	Announcer		Officials Chair	Rich McMillen
Swimwear	Action Accents & Café Express	Fundraising Committee	Kim McMillen	Stroke & Turn	Tom Belote Gregg Sato
Special Events	Gail Tarlton	Head Timer	John Stephens	<b>President</b>	Ron Liberi
Concessions	Jan McCool	Head Judge	Stephanie Duncan	<b>League Rep</b>	Bonnie Impastato
Website - On-line	R. McMillen / Mike Gibson	Ribbons	Grace Shirrell	<b>Meet Manger</b>	Bonnie Impastato
Newsletter		Starter / Referee	R. McMillen / G. Tarlton	<b>Data Manager</b>	Scott Decker / Steve Fisher
Trophies	K. McMillen / T. Cooke through Linda Meyers	Clerk of Course	Lisa Hasz, Melissa Tipper	<b>Team Rep</b>	Theresa Lutich

## WESTLAKE VILLAGE SWIM TEAM PHILOSOPHY

The Waves program strives to instill in swimmers an understanding and appreciation for such concepts as high self-esteem, personal accountability, constructive self-motivation, goal-setting, and goal achievement as these ideas relate to their success in training and competition. It is our belief that the process of achieving is as important as realizing the achievement itself.

### WAVES POLICIES

#### Coaching and Parenting:

We cannot stress enough the importance of the coach-swimmer relationship. We want your swimmer to relate to his/her coach in matters concerning his/her ability to swim competitively. When parents interfere with the opinions of how a swimmer should swim, considerable confusion can follow as to whom the swimmer should respect. It is the Coach's responsibility to provide constructive criticism of a swimmer's performance. In swimming, as in other endeavors, there are peaks and valleys along a long road of work, swim, and more work. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way. Coaches work best at coaching, parents at parenting.

### SWIM TEAM MEMBERSHIP GUIDELINES

#### Qualification Requirements:

- Resident of Westlake Village or have obtained written permission from the WVST Executive Board.
- Be in good health.
- Be between the ages of 5 and 18 years of age.
- Not competing on any other summer swim team.
- Be able to suitably swim (1) one length of the pool free style.
- Be willing to attend all practices and meets.
- Must purchase and wear a current team swimsuit to compete in meets. It is recommended that all swimmers purchase a team swim cap to be worn during competitions. A non Westlake team swim cap may be worn for a meet, but it cannot display another team name and/or logo.

**Note:** If at the end of the first week of practice the Coach determines that a child cannot swim one (1) length of the pool in free style, the parent(s) will be contacted, the child may be cut from the team, and a full refund of the child's registration fee will be issued.

## **Membership Attendance and Conduct Requirements:**

1. *Swimmers are expected to attend all practices and meets.* Swimmers will inform the Coach in writing by Tuesday prior to a meet of any expected absence. This way the team will be able to compensate for their absence.
2. Swimmers who miss three (3) practices in a given week without an excuse will be ineligible to participate in the following Saturday's meet. The Coach will determine any exceptions.
3. Swimmers who practice with a USS team during the summer are required to make at least one Waves practice each week. On the days they do practice with their USS club they will be excused from the Waves practice. USS practice attendance will be verified by the Coach to ensure that each and every swimmer trains for each meet.
4. Member conduct will at all times be in accordance with the pool rules and any additional rules the Coach deems necessary for the orderly operation of the swim team.
5. All swimmers are expected to follow the oral direction of any coach at any time, and at no time will disrespectful attitudes be tolerated from any swimmer. It is important that the coaching staff's relationship with the swimmers be that of direct control. When a coach is working with swimmers, it is important that he/she have the swimmer's undivided attention at all times. When a coach signals for silence, that signal is to be complied with immediately. If a child fails to demonstrate this ability of self-control, that child will be removed from the workout situation.
6. Swimmers are never to enter the swimming pool without a coach being present on the pool deck. While in the pool, swimmers are to remain against the wall, never playing in the lane. The only time a swimmer will be allowed to be away from the wall is when swimming a given distance or when instructed by a coach (i.e. practicing turns). Swimmers will not be allowed to walk on the bottom of the pool unless something is wrong (i.e. a leg cramp or a feeling of dizziness).
7. The use of profanity, verbal abuse, or physical abuse towards another person will not be tolerated at any time.
8. The Coach has final decision authority on all matters pertaining to the operation of the team. The findings of the WVST Executive Board will be final in all disputes.
9. In the event that the coach deems it necessary to remove a swimmer from the team, he/she will present the proposed action to the WVST Executive Board for approval. Upon Board approval, the swimmer and parent will be notified in writing of this action.

## **Meet Rules**

1. The Prince-Mont Swim League Handbook is the guideline for all rules and regulations concerning swim meets.
2. Each parent is responsible for arranging transportation to and from meets and is encouraged to attend with their swimmers. These meets are great fun for swimmers and parents alike and are an opportunity to participate in a special way in their young swimmer's career. The coaches are responsible for the team as a whole and cannot provide an individual's transportation needs. Therefore, please do not ask a coach to provide transportation.
3. During a meet the Waves have a "Team Area" and the team sits together as a group. This helps promote team unity and spirit. When a swimmer first arrives at a meet, he/she should locate and go to the team area.
4. As a matter of courtesy, all questions by swimmers or parents concerning event results, officiating calls or the conduct of a meet will be handled by the coaches. If you have a question or concern about your swimmer during the course of a meet, please talk to the Coach.
5. Event assignment is the responsibility of the coach. Each Waves swimmer is responsible for knowing which events he/she is swimming and is responsible for reporting to the Clerk of Course for that event. If, for some reason, a swimmer cannot compete, the coaching staff should be notified in writing ahead of time.

## **Relays**

1. Building a relay team is the responsibility of the coaching staff. In considering the make-up of the relay team membership, the coach considers many variables: the attitude of the swimmer; his/her ability to perform under pressure; the type of meet the swimmer had for that day; and finally the score of the meet. Even considering these variables, it is often very difficult to select the best relay team. Please support our Coach in his/her choices and team make-up by planning to participate throughout the entire meet.
2. If for some reason your swimmer must leave the meet early, please notify the Coach as soon as possible. In this manner the Coach can inform other swimmers and ensure we have a team for the relays.

## **Waves Uniforms**

**WVST swimmers are required to purchase and wear the team racing suit** and, if desired, a Waves swim cap in all swimming competitions. It is permissible to wear an alternate swim cap for competition, but no other swim team names and/or logos are permitted. During practices and other times, non-team suits are approved. Warm-ups and other items are suggested to keep your swimmer warm and comfortable.

## **Policing the Team Area**

As a matter of Waves pride, and also as a matter of common courtesy, leave the Team Area and pool deck in a neat and clean condition at the conclusion of each meet.

## **Eligibility for Awards**

1. *In order to be eligible for the yearly trophies, swimmers must swim in at least 3 Waves of Westlake meets.* Prince-Mont Dual Meets are held on Saturday mornings from 8:30 am through to approximately noon and B-meets are held weekday evenings.
2. To verify that a child swam in three meets, the score sheets are checked until a child's name is found on three separate score sheets.
3. In the event a child did not swim in three meets, but was in attendance at meet(s) that he/she was not in the line-up, i.e. swimmer was not in line-up due to limitations on heats, his/her attendance will be considered toward the three meet requirement.
4. Parents of children who do not meet the above requirements will be contacted before the Awards Banquet to determine if the number of meets attended is correct and to notify them of their child's' eligibility status for awards.
5. The Executive Board may include Time Trials as one of the Meets under this requirement if, in the opinion of the Executive Board, a child may not be able to meet the minimum requirements due to a limitation on heats.

## **OBJECTIVES AND GOALS**

### **Recreational, Emotional, Social and Physical Development:**

1. To provide an opportunity for all children in the area to engage in a wholesome, lifesaving, lifetime sport and recreational activity.
2. To provide the opportunity to learn sportsmanship, responsibility, dedication, self-discipline and team participation.

3. To provide training at peer and ability levels.
4. To develop a learning program that will provide the necessary background for competitive swimming to a large number of children.

See Coaches' Duties and Responsibilities for more information.

### **Head Coach Duties and Responsibilities:**

- Organize and conduct regularly scheduled practice sessions for WVST;
- Lay out and prepare all necessary practice equipment, and return same to storage upon completion of each practice session;
- Teach competitive swimming strokes and techniques to swimmers;
- Attend all practices and meets;
- Assist each swimmer to identify his or her goals for the swim season;
- Develop and implement methodologies for individual goal accomplishment;
- Prepare the line-up and event cards for each A Dual Meet and B Meet in a timely manner;
- Post seeding sheets in a conspicuous location five days prior to each Dual Meet;
- Develop, establish and implement an enforceable code of conduct;
- Establish and maintain open lines of communication with the swimmers, the parents and the Executive Board;
- Set aside time to discuss individual swimmer issues with parents, as requested;
- Coordinate and manage services of the Assistant Coach;
- Establish and/or maintain Certifications in CPR, First Aid, Professional Life Guard and Pool Care Operator;
- Assume all other duties and responsibilities ordinarily inherent in the role of Head Coach of a swim team;
- All of the above tasks and responsibilities shall be conducted with the knowledge and concurrence of the WVST Board.

### **Assistant Coach Duties and Responsibilities:**

- Organize and hold regularly scheduled practice sessions for WVST;
- Lay out and prepare all necessary practice equipment and return same to storage upon completion of each practice session;
- Teach competitive swimming strokes and techniques to swimmers;
- Attend all practices and meets;
- Assist each swimmer to identify his or her goals for the swim season;
- Develop and implement methodologies for individual goal accomplishment;
- Prepare the line-up and event cards for each A Dual Meet and B Meet in a timely manner;
- Post seeding sheets in a conspicuous location five days prior to each Dual Meet;
- Develop, establish, and implement an enforceable code of conduct;

- Establish and maintain open lines of communication with the swimmers, the parents and the Executive Board;
- Set aside time to discuss individual swimmer issues with parents, as requested;
- Follow the direction and guidance of the Head Coach;
- Establish and/or maintain Certification in CPR, First Aid, Professional Life Guard and Pool Care Operator,
- Assume all other duties and responsibilities ordinarily inherent in the role of Assistant Coach of a swim team;
- All of the above tasks and responsibilities shall be conducted with the knowledge and concurrence of the WVST Executive Board.

## **OFFICIALS CLINIC**

Every year prior to the start of the swim season the Prince-Mont League conducts an Officials Clinic to familiarize and train those volunteers working the deck at the swim meets. The positions include Referee, Starter, Head Judge, Stroke and Turn Judge, Head Timer, Scorekeeper, Ribbon Writer, Clerk of Course, Meet Manager and Announcer.

In 2009, the PMSL adopted a new rule that states, beginning with the 2010 season, ALL Referees, Starters, and Stroke and Turn Judges must have attended a clinic for their position within the previous 15 months to participate in PMSL meets.

Please! We need volunteers to work on the deck in order to run the meets smoothly. It is not difficult or complicated, and on the deck is the best seat in the house. We all owe it to our swimmers to provide a fair and equitable competitive environment. Come on out and join the fun! You'll be glad you did.

This year's clinic will be held on June 12, 2010 at 5PM, at the University of Maryland Armory in College Park. Car pools can be arranged.

## PRACTICE SCHEDULE

**Evaluation:** Evaluations and familiarization for new team members will be conducted during the first week of practice at Hampshire Pool. This time will be used to evaluate individual swimming ability and familiarize him/her with swimming techniques and drills. Soon thereafter all swimmers will be assigned to a practice group based upon age and ability.

### Evening Practices, M-F (02 June -- 17 June 10)

5:30 - 6:00pm: ages 8 and under  
6:00 - 6:45pm: ages 9 - 12  
6:45 - 7:45pm: 13 and up

### Regular Morning Practices, M-F (18 June -- 16 July 10)

7:00 - 08:30am: ages 14 and up  
8:30 - 09:30am: ages 10 and under  
9:30 - 10:30am: ages 11 through 13

### Special Events:

Throughout the season the team will be sponsoring special events for swimmers and parents, such as Pep Rallies (held the Friday evening before Home Meets) and the Awards Banquet (at the conclusion of the season). Check the Waves Newsletter and our website (<http://www.wavesofwestlake.info>) for details on events. If you have any suggestions or ideas, please contact the Special Events Manager or any member of the WVST Executive Board.

## 2010 SEASON SCHEDULE

**Swimming Events:** See <http://www.princemont.org/> for updates to pool directions.

June 12, 2010	Time Trials		(at Hampshire Pool)
June 19, 2010	1st Dual Meet	WOW @ MVP	(at Lab School Pool)
June 26, 2010	2nd Dual Meet	WOW @ TP	(at 3 <sup>rd</sup> Street Pool)
July 3, 2010	3rd Dual Meet	WOW @ SBP	(at Strathmore Bel-Pre Pool)
July 10, 2010	4th Dual Meet	TB @ WOW	(at Hampshire Pool)
July 17, 2010	5th Dual Meet	BBT @ WOW	(at Hampshire Pool)
July 18, 2010 (Sun)	**Charles County Championship		(at Bannister Pool)
July 24, 2010 **	Divisionals		(at Strathmore Bel-Pre Pool)
July 31, 2010 **	All-Stars		(at Whitehall Pool & Tennis)

\*\*For those who qualify

B Meets: To be announced

### **Other Events and Meets:**

June 12, 5:30 pm	Officials Clinics	(at Univ. of MD Armory)
July 24, 2010, 6-10 pm	End of Season Banquet	(at Hampshire)

## POOL DIRECTIONS

Here are directions to each pool as of the date this document was finalized. Check the PMSL website for updated directions, <http://www.princemont.org/directions.html> prior to each meet.

**MVP Dolphins (MVP)** 4759 Reservoir Road, NW, Washington, DC 20016

From Capital Beltway take Cabin John Parkway/Clara Barton Parkway into DC until it becomes Canal Road (at Chain Bridge), approx. 5.1 miles from the Beltway. At next traffic light left onto Arizona. Go up hill & turn right at light onto MacArthur Blvd. Go 1.1 miles to Reservoir (on right). Turn left at the light into the parking lot of Lab School.

**Strathmore Bel-Pre (SBP)** 13914 Bethpage Lane, Silver Spring, MD 20906

From Capital Beltway, take Georgia Ave. North (past Wheaton) 5 miles to Hewitt Avenue. Right on Hewitt Ave. to Bethpage Lane. Left on Bethpage to Swim Club on left.

**Takoma Park DC Swim Team (TP)** Third & Van Buren Streets, NW, Washington, DC

From US-50 West, B-W Pkwy and/or Kenilworth Ave., take US 50 W 1.2 miles to the intersection of New York Ave. and South Dakota Ave. Bear R onto South Dakota Ave. for approx. 3.8 miles to Riggs Rd. Turn L and after 3 lights, turn R onto North Capitol St. Go approx. 0.9 miles (becomes Blair Rd.). Turn L on Tuckerman St. NW. Turn R at 3rd St. Pool is on left near Coolidge High School. Parking is available on 3rd St., Van Burn St. or at the rear of the pool. **Or** From the Beltway, take Georgia Ave. S exit (towards Washington). Go past Walter Reed VA Hospital to Aspen St. and make a Left. Turn R at 5th St. Go 2 blocks to Van Burn St. Pool on the L beyond the trees and before Coolidge HS.

**Whitehall Pool And Tennis (WPT)** Box 521 Whitehall Drive, Bowie, MD 20715

From Capital Beltway, take Rt.50 E (toward Annapolis) approximately 8 miles to exit for Rt.197 (Bowie). Follow Rt. 197 N to Old Chapel Rd. at traffic light. Turn R onto Old Chapel, and go 0.4 miles to Whitehall Dr. Turn L, on Whitehall, driveway is first right off Whitehall Drive.

<b>BOYS</b>	<b>ORDER OF EVENTS</b>	<b>GIRLS</b>
1	Medley Relay – 200m (all ages - one heat)	2
3	10 & und. Butterfly - 25m	4
5	11-12 Butterfly - 50m	6
7	13-14 Butterfly - 50m	8
9	15-18 Butterfly - 50m	10
11	8 & und. Freestyle - 25m	12
13	9-10 Freestyle - 50m	14
15	11-12 Freestyle - 50m	16
17	13-14 Freestyle - 50m	18
19	15-18 Freestyle - 100m	20
21	8 & und. Breaststroke - 25m	22
23	9-10 Breaststroke - 25m	24
25	11-12 Breaststroke - 50m	26
27	13-14 Breaststroke - 50m	28
29	15-18 Breaststroke - 50m	30
31	9-10 Backstroke - 25m	32
33	11-12 Backstroke - 50m	34
35	13-14 Backstroke - 50m	36
37	15-18 Backstroke - 50m	38
39	8 & und. Backstroke - 25m	40
41	11-12 Individual Medley	42
43	13-14 Individual Medley	44
45	15-18 Individual Medley	46
47	8 and und. Mixed Freestyle Relay	47
48	Graduated Age Freestyle Relay	49

## MEN'S TEAM RECORDS

AGE	EVENT	TIME	DATE	NAME
18&Under	200M MEDLEY	2:07.69	8/01/09	MATTHEW COOKE
	RELAY			ZACHARY STEPHENS
				TREY LUTICH
				JAMIE HIBBERT
10 & Under	25M FLY	15.55	7/30/94	CHRIS GIBSON
11-12	50M FLY	31.69	7/06/02	JOSHUA HUGER
13-14	50M FLY	27.82	7/10/04	JOSHUA HUGER
15-18	50M FLY	27.72	7/26/08	JOSHUA HUGER
8&Under	25M FREE	16.74	7/25/09	ANTHONY NGUYEN
9-10	50M FREE	31.17	7/11/09	ANDREW NGUYEN
11-12	50M FREE	29.44	6/29/02	JOSHUA HUGER
13-14	50M FREE	27.99	7/29/95	SETH HALSEY
15-18	100M FREE	56.52	7/10/99	SETH HALSEY
8&Under	25M BREAST	22.76	8/01/09	ANTHONY NGUYEN
9-10	25M BREAST	19.22	8/01/09	ANDREW NGUYEN
11-12	50M BREAST	38.52	6/29/02	NATHAN STEPHENS
13-14	50M BREAST	35.29	7/31/04	NATHAN STEPHENS
15-18	50M BREAST	32.01	7/26/08	NATHAN STEPHENS
9-10	25M BACK	16.77	8/01/09	ANDREW NGUYEN
11-12	50M BACK	35.62	7/03/93	SETH HALSEY
13-14	50M BACK	31.69	7/29/95	SETH HALSEY
15-18	50M BACK	30.89	7/24/99	SETH HALSEY
8&Under	25M BACK	18.95	8/01/09	ANTHONY NGUYEN
12&U	100M IM	1:15.22	7/06/02	JOSHUA HUGER
13-14	100M IM	1:12.40	7/22/95	SETH HALSEY
15-18	100M IM	1:07.27	7/19/08	NATHAN STEPHENS
8&Under	100M FREE	1:18.27	8/01/09	MATTHEW THON
Mixed	RELAY			KATALINA MARTINEZ
				EMILY DECKER
				ANTHONY NGUYEN
Graduated	200M FREE	1:58.63	8/01/09	ANDREW NGUYEN
	RELAY			ALEXANDER NGUYEN
				COLE HOLLOMAN
				TREY LUTICH

**Team Records are those times swum by a Wave swimmer at a  
 League Certified 25 Meter Pool, at a League sanctioned Meet.  
 No 25-Yard Times - No Converted Times**

## WOMEN'S TEAM RECORDS

AGE	EVENT	TIME	DATE	NAME
18&Under	200M MEDLEY	2:20:44	8/01/09	KENDALL MCMILLEN
	RELAY			EBONY SHERRILL
				AMELIA TARLTON
				KELSEY HARE
10&Under	25M FLY	16.68	7/22/06	MCKENZIE OLUP
11-12	50M FLY	34.92	7/25/98	KATIE SMITH
13-14	50M FLY	33.56	7/25/98	DIANA RHOADES
15-18	50M FLY	32.26	7/25/09	EBONY SHERRILL
8&Under	25M FREE	17.58	7/25/09	KATALINA MARTINEZ
9-10	50M FREE	34.47	7/22/06	MCKENZIE OLUP
11-12	50M FREE	32.33	7/25/09	NOEMI ARQUERO
13-14	50M FREE	31.02	7/11/09	ABIGAIL BELOTE
15-18	100M FREE	1:03.94	7/05/03	CASSANDRA RITCHEY
8&Under	25M BREAST	24.31	7/21/01	JENNIFER SUBOCZ
9-10	25M BREAST	18.69	6/17/06	MCKENZIE OLUP
11-12	50M BREAST	40.27	7/27/96	DIANA RHOADES
13-14	50M BREAST	39.34	7/26/97	DIANA RHOADES
15-18	50M BREAST	36.27	7/26/08	CHRISTINE DUNLEAVY
9-10	25M BACK	19.44	7/30/94	DIANA RHOADES
11-12	50M BACK	37.03	7/25/09	NOEMI ARQUERO
13-14	50M BACK	35.78	6/30/01	CASSANDRA RITCHEY
15-18	50M BACK	33.78	7/05/03	CASSANDRA RITCHEY
8&Under	25M BACK	22.83	7/25/92	DIANA RHOADES
12&U	100M IM	1:19.47	7/27/96	DIANA RHOADES
13-14	100M IM	1:15.40	7/25/98	DIANA RHOADES
15-18	100M IM	1:13.15	7/24/99	DIANA RHOADES
8&Under Mixed	100M FREE RELAY	1:18.27	8/01/09	MATTHEW THON KATALINA MARTINEZ EMILY DECKER ANTHONY NGUYEN
Graduated	200M FREE RELAY	2:13.67	7/12/08	EMILY DALE ABIGAIL BELOTE KENDALL MCMILLEN CHRISTINE DUNLEAVY

**Team Records are those times swum by a Wave swimmer at a  
 League Certified 25 Meter Pool, at a League sanctioned Meet.  
 No 25-Yard Times - No Converted Times**

## MEN'S LANCASTER POOL RECORDS

AGE	EVENT	TIME	DATE	NAME	CLUB
18&Under	200M MEDLEY RELAY	N/A	N/A	N/A	N/A
10 & U	25M FLY	19.24	7/22/00	RYAN HARRIS	SSC
11-12	50M FLY	35.47	7/14/07	MICHAEL HARRIS	MC
13-14	50M FLY	31.84	6/23/07	ETHAN SMITH	BSR
15-18	50M FLY	29.52	7/14/01	JOSH SMITH	WOW
8&Under	25M FREE	17.75	7/14/07	BROWN DE COLSTOUN	MC
9-10	50M FREE	32.47	7/14/07	DYLAN BUEHLER	MC
11-12	50M FREE	32.65	7/14/07	MICHAEL HARRIS	MC
13-14	50M FREE	29.09	7/22/00	BRANDON WILSON EL	TB
15-18	100M FREE	57.47	6/23/07	ALEX SMITH	BSR
8&Under	25M BREAST	26.09	7/22/00	JOE MILLS	MC
9-10	25M BREAST	19.44	7/14/07	DYLAN BUEHLER	MC
11-12	50M BREAST	43.66	7/21/01	NATHAN STEPHENS	WOW
13-14	50M BREAST	35.91	7/14/07	CALEB HEIDEL	MC
15-18	50M BREAST	33	6/23/07	JOHN DONOVAN	BSR
9-10	25M BACK	19.18	7/14/07	DYLAN BUEHLER	MC
11-12	50M BACK	41.82	7/14/07	DALLAS LUEHE	WOW
13-14	50M BACK	36.4	7/7/07	ALEXANDER CARTRON	SS
15-18	50M BACK	31.24	6/23/07	ALEX SMITH	BSR
8&Under	25M BACK	22.81	7/14/07	BROWN DE COLSTOUN	MC
12&U	100M IM	1:25.22	7/14/07	MICHAEL HARRIS	MC
13-14	100M IM	1:10.25	6/23/07	ADAM ENOCH	BSR
15-18	100M IM	1:7.23	7/7/07	ETHAN GERLACH	SS
8&Under Mixed	100M FREE RELAY	1:30.13	7/22/00	MICHELLE GROZINSKY TIM HODGE AMELIA TARLTON NICK SCHLEGEL	WOW
Graduated	200M FREE RELAY	2:12.03	7/21/01	CHRISTIAN RITACCO JOSH HUGER ALEX PHAUP JOSH SMITH	WOW

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Record times must be swum at our home pool at a League sanctioned Meet.**

## WOMEN'S LANCASTER POOL RECORDS

AGE	EVENT	TIME	DATE	NAME	CLUB
18&Under	200M MEDLEY RELAY	N/A	N/A	N/A	N/A
10 & U	25M FLY	17.49	7/1/00	CHELSIE ADAMS	WOW
11-12	50M FLY	35.75	6/23/07	GEORDIE ENOCH	BSR
13-14	50M FLY	34.2	6/23/07	CAITLIN MAGAW	BSR
15-18	50M FLY	33.11	7/22/00	MEREDITH STAKEM	MC
8&Under	25M FREE	18.52	7/21/01	JENNIFER SUBOCZ	WOW
9-10	50M FREE	35.42	7/22/00	CHELSIE ADAMS	WOW
11-12	50M FREE	32.69	7/7/07	MCKENZIE OLUP	WOW
13-14	50M FREE	30.31	6/23/07	AMANDA BARBER	BSR
15-18	100M FREE	1:03.50	7/22/00	MEREDITH STAKEM	MC
8&Under	25M BREAST	24.31	7/21/00	JENNIFER SUBOCZ	WOW
9-10	25M BREAST	21.64	7/14/01	MAURIELLE STEWART	TB
11-12	50M BREAST	40.96	7/14/07	MCKENZIE OLUP	WOW
13-14	50M BREAST	41.2	6/23/07	NANDI ROSS	BSR
15-18	50M BREAST	37.93	7/7/07	CHRISTINE DUNLEAVY	WOW
9-10	25M BACK	18.81	7/14/01	TEMARA JORDAN	TB
11-12	50M BACK	39.62	6/17/00	ELIOTTE HENDERSON	WOW
13-14	50M BACK	36.76	7/1/00	CASSANDRA RITCHEY	WOW
15-18	50M BACK	34.59	6/23/07	CAITLIN MAGAW	BSR
8&Under	25M BACK	35.37	7/14/07	STEPHANIE BLAU	MC
12&U	100M IM	1:19.96	6/23/07	GEORDIE ENOCH	BSR
13-14	100M IM	1:19.54	7/21/01	CASSANDRA RITCHEY	WOW
15-18	100M IM	1:13.77	7/22/00	MEREDITH STAKEM	MC
8&Under Mixed	100M FREE RELAY	1:30.13	7/22/00	MICHELLE GROZINSKY TIM HODGE AMELIA TARLTON NICK SCHLEGEL	WOW
Graduated	200M FREE RELAY	2:15.66	7/14/01	TEMARA JORDAN CRYSTAL COLEY YOLANDA BAYLOR LATISHA JORDAN	TB

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## MEN'S DORCHESTER POOL RECORDS

AGE	EVENT	TIME	DATE	NAME	CLUB
18&Under	200M MEDLEY RELAY	2:06:00	7/25/09	JOE MILLS CALEB HEIDEL MICHAEL CRISCUOLI BRIAN ABDO	MC
10 & Under	25M FLY	15.91	7/26/97	CHRIS WILLIAMS	CSR
11-12	50M FLY	31.46	7/25/09	DYLAN BUEHLER	MC
13-14	50M FLY	31.35	7/26/97	JOSHUA SMITH	WOW
15-18	50M FLY	27.97	7/15/07	WILL WEBBER	BNS
8&Under	25M FREE	17.14	7/25/09	ANTHONY NGUYEN	WOW
9-10	50M FREE	31.49	7/25/09	ANDREW NGUYEN	WOW
11-12	50M FREE	29.44	6/29/02	JOSHUA HUGER	WOW
13-14	50M FREE	28.58	7/12/97	JOSHUA SMITH	WOW
15-18	100M FREE	58.15	7/26/97	SETH HALSEY	WOW
8&Under	25M BREAST	23.31	7/25/09	ANTHONY NGUYEN	WOW
9-10	25M BREAST	19.94	6/20/09	ANDREW NGUYEN	WOW
11-12	50M BREAST	38.52	6/29/02	NATHAN STEPHENS	WOW
13-14	50M BREAST	37.03	7/05/03	NATHAN STEPHENS	WOW
15-18	50M BREAST	34.49	7/13/02	ALEX FEDERLE	WOW
9-10	25M BACK	16.92	7/25/09	ANDREW NGUYEN	WOW
11-12	50M BACK	36.18	7/25/09	ALEXANDER NGUYEN	WOW
13-14	50M BACK	33.91	7/12/08	ALEXANDER CARTRON	SSST
15-18	50M BACK	30.37	7/04/09	ADAM ENOCH	BSR
8&Under	25M BACK	19.41	7/25/09	ANTHONY NGUYEN	WOW
12&U	100M IM	1:15.22	7/06/02	JOSHUA HUGER	WOW
13-14	100M IM	1:14.99	6/21/03	JOSHUA HUGER	WOW
15-18	100M IM	1:04.14	7/15/08	WILL WEBBER	BNS
8&Under Mixed	100M FREE RELAY	1:24.60	7/12/08	NAYMAN LEUNG MORGAN OEHLER CHASE PISONE MADISON PISONE	SSST
Graduated	200M FREE RELAY	2:01.37	7/04/09	ANTHONY NGUYEN ANDREW NGUYEN COLE HOLLOMAN TREY LUTICH	WOW

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## WOMEN'S DORCHESTER POOL RECORDS

AGE	EVENT	TIME	DATE	NAME	CLUB
18&Under	200M MEDLEY RELAY	2:25.05	7/4/09	KENDALL MCMILLEN EBONY SHERRILL AMELIA TARLTON KELSEY HARE	WOW
10 & Under	25M FLY	17.65	6/20/09	JAIMY WENHOLD	SSST
11-12	50M FLY	34.48	7/26/97	CARLA HAYES	KSC
13-14	50M FLY	34.86	7/26/97	DIANA RHOADES	WOW
15-18	50M FLY	31.91	6/21/08	JENNIFER KOTONIAS	GM
8&Under	25M FREE	18.89	7/20/96	MEGAN GUNZELMAN	WPT
9-10	50M FREE	34.37	6/20/09	MADISON OEHLER	SSST
11-12	50M FREE	31.28	7/20/96	ERICA LEPISTO	WPT
13-14	50M FREE	31.00	6/21/08	COURTNEY LIKE- MATHEWS	GM
15-18	100M FREE	1:03.51	6/21/08	JENNIFER KOTONIAS	GM
8&Under	25M BREAST	25.75	7/26/97	MALANIE CHAMBERS	CSR
9-10	25M BREAST	21.89	7/26/97	BAILEY WHITTAKER	MSR
11-12	50M BREAST	40.50	7/6/96	DIANA RHOADES	WOW
13-14	50M BREAST	37.09	7/04/09	GEORDIE ENOCH	BSR
15-18	50M BREAST	38.37	6/21/03	KIMBERLY MILLER	SBP
9-10	25M BACK	18.17	6/20/09	MADISON OEHLER	SSST
11-12	50M BACK	35.38	7/20/96	JULIE LILLY	WPT
13-14	50M BACK	34.53	7/04/09	GEORDIE ENOCH	BSR
15-18	50M BACK	32.91	7/6/96	SHARON RIEDLINGER	WLS
8&Under	25M BACK	22.07	7/13/02	COURTNEY LIKE- MATHEWS	GM
12&U	100M IM	1:19.24	7/26/97	CARLA HAYES	KSC
13-14	100M IM	1:11.97	7/04/97	GEORDIE ENOCH	BSR
15-18	100M IM	1:12.27	6/21/08	JENNIFER KOTONIAS	GM
8&Under Mixed	100M FREE RELAY	1:24.60	7/12/08	NAYMAN LEUNG MORGAN OEHLER CHASE PISONE MADISON PISONE	SSST
Graduated	200M FREE RELAY	2:12.41	7/12/08	MICHELLE WONG HELEN GERLACH KATIE DELANEY JANENE GERLACH	SSST

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## MENS HAMPSHIRE POOL RECORDS

AGE	EVENT	TIME	DATE	NAME	CLUB
18&Under	200M MEDLEY RELAY	N/A	N/A	N/A	N/A
10 & U	25M FLY	18.04	7/22/06	LUEHE, DALLAS	WOW
11-12	50M FLY	35.06	7/22/06	TREVOR IRISH	NCR
13-14	50M FLY	31.00	7/22/06	RICHARD ALLOWAY	MVP
15-18	50M FLY	27.32	7/23/05	MATT HARRIS	MC
8 & U	25M FREE	18.65	7/23/05	DYLAN BUEHLER	MC
9-10	50M FREE	35.38	7/22/06	MICK HARRIS	MC
11-12	50M FREE	30.72	07/22/06	TREVOR IRISH	MVP
13-14	50M FREE	27.52	7/22/06	DARELL HUNGERFORD	TB
15-18	100M FREE	56.52	7/10/99	SETH HALSEY	WOW
8 & U	25M BREAST	25.66	6/17/06	KYLE MACMILLAN	MVP
9-10	25M BREAST	21.44	7/22/06	NICK MILLS	MC
11-12	50M BREAST	38.31	6/17/06	JAMES MICHAEL	MVP
13-14	50M BREAST	33.79	7/22/06	DARELL HUNGERFORD	TB
15-18	50M BREAST	32.47	7/22/06	STEPHENS, NATHAN	WOW
9-10	25M BACK	19.55	7/22/06	DALLAS LUEHE	WOW
11-12	50M BACK	35.62	7/22/06	NICHOLAS PUGLIARESI	MVP
13-14	50M BACK	31.12	7/22/06	RICHARD ALLOWAY	MVP
15-18	50M BACK	29.87	7/22/06	MATT HARRIS	MC
8 & U	25M BACK	22.01	7/22/06	KYLE MACMILLAN	MVP
12 & U	100M IM	1:18.22	6/17/06	JAMES MICHAEL	MVP
13-14	100M IM	1:10.02	7/22/06	JOE MILLS	MC
15-18	100M IM	1:03.98	7/23/05	MATT HARRIS	MC
8 & U MIXED	100M FREE RELAY	1:21.81	7/22/06	MATTHEW MICHAEL MARYANNA EVANS KYLE MACMILLAN SOPHIA BOYER	MVP
GRAD	200M FREE RELAY	2:02.62	7/22/06	MICHAEL DUNN TREVOR IRISH DANNY SHEERIN COLTON CLIFTON	NCR

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## WOMENS HAMPSHIRE POOL RECORDS

AGE	EVENT	TIME	DATE	NAME	CLUB
18&Under	200M MEDLEY RELAY	N/A	N/A	N/A	N/A
10 & U	25M FLY	16.68	7/22/06	MCKENZIE OLUP	WOW
11-12	50M FLY	34.61	7/22/06	MAGGIE HARRIS	MC
13-14	50M FLY	31.31	7/10/99	KATHRYN GOLD	NCR
15-18	50M FLY	32.18	7/22/06	CATE SHEERIN	NCR
8 & U	25M FREE	18.91	6/26/99	JENNIFER KOTONIAS	SSST
9-10	50M FREE	34.47	7/22/06	MCKENZIE OLUP	WOW
11-12	50M FREE	32.69	6/24/06	KATIE DELANEY	NCR
13-14	50M FREE	30.25	7/22/06	BRIDGETTE SLATER	MVP
15-18	100M FREE	1:06.13	7/10/99	DIANA RHOADES	WOW
8 & U	25M BREAST	25.42	6/26/99	JENNIFER KOTONIAS	SSST
9-10	25M BREAST	18.69	6/17/06	MCKENZIE OLUP	WOW
11-12	50M BREAST	42.82	7/7/98	AMBER JARVIS	WOW
13-14	50M BREAST	39.97	7/22/06	EMMA VARNER	NCR
15-18	50M BREAST	36.97	7/22/06	STEPH GOLDBECK	NCR
9-10	25M BACK	19.72	7/22/06	HELEN GERLACH	SSST
11-12	50M BACK	36.67	7/22/06	KATIE DELANEY	NCR
13-14	50M BACK	35.54	7/10/99	KATHRYN GOLD	NCR
15-18	50M BACK	33.63	7/22/06	TEMARA JORDAN	TB
8 & U	25M BACK	22.70	7/22/06	ANNA BENNETT	SSST
12 & U	100M IM	1:19.41	7/22/06	KATIE DELANEY	NCR
13-14	100M IM	1:15.56	7/10/99	KATHRYN GOLD	NCR
15-18	100M IM	1:13.75	7/22/06	TEMARA JORDAN	TB
8 & U MIXED	100M FREE RELAY	1:21.81	7/22/06	MATTHEW MICHAEL MARYANNA EVANS KYLE MACMILLAN SOPHIA BOYER	MVP
GRAD	200M FREE RELAY	2:09.18	7/22/06	ROCHELLE PARRY KATIE DELANEY HANNAH BETMAN CATE SHEERIN	NCR

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# **WESTLAKE VILLAGE SWIM TEAM BY-LAWS**

The Westlake Village Swim Team (“WVST”) is established as a non-profit, self-governing organization for the benefit of the citizens of Westlake Village. The WVST consists of a WVST Executive Board, Appointed Committees, a Team Coach and Assistant Coach, volunteers from the general membership and members of the community interested in competitive swimming. The following By-Laws provide WVST its operating procedures and objectives.

## **ARTICLE I: NAME AND GOVERNING DIRECTIVES**

This organization is known as the Westlake Village Swim Team, hereinafter referred to as WVST. Roberts Rules of Order shall be parliamentary law in all matters not specified in the By-Laws.

## **ARTICLE II: PURPOSE**

The purpose of the WVST is to develop and preserve a non-profit swimming organization for the citizens of Westlake Village. To sponsor competitive and developmental swimming events; to develop in the members of the team a love for swimming, advanced aquatic skills, teamwork, good sportsmanship, and to compete in the Prince-Mont Swim League.

## **ARTICLE III: EXECUTIVE BOARD AND APPOINTED COMMITTEES**

The WVST Executive Board has general supervision of the affairs of the WVST and consists of elected members from the WVST team membership.

Section 1: Elected members of the WVST Executive Board shall consist of a President, Vice President, Recording Secretary, Treasurer, and League Representative. Vacancies which occur in these positions shall be filled as designated in Article V, Section 2. Each elected member shall have one vote in the operation of the WVST.

Duties of each elected member of the WVST Executive Board are described in Article VIII, Section 1.

Section 2: **Appointed Members** are members of the following committees:

Fund Raising	Equipment Manager
Snack Bar Inventory	Special Events
Meet Manager	Snack Bar Operations
Swimsuits	Ribbons & Awards

Duties of each Appointed Member are described in Article VIII, Section 2.

## **ARTICLE IV: OPERATION OF THE WVST**

Operation of WVST shall be by the Executive Board and the Appointed Committee members. The President may call a meeting of Board or of the operational groups as necessary. Each member is a representative of his/her area of responsibility. Each appointed member of a committee will keep the WVST Board and other committee members informed on items of interest and actions (proposed or past) in their area of responsibility. Any action requiring the commitment of WVST funds must be approved by a majority vote of the WVST Board. All actions of the WVST Board require a majority vote of the WVST Board. Phone polling or voting is allowed when a meeting is deemed impractical by the President.

## **ARTICLE V: ELECTIONS AND APPOINTMENTS**

**Section 1. Elections:** Elections for the WVST Executive Board shall be held annually. A majority of Swim Team parents (1 vote per family membership) present and voting shall be required to elect. If there is but one nominee for a vacancy, voting by ballot shall be dispensed with.

The WVST Executive Board positions are filled for two-year terms. The election of these positions is offset, with three positions being filled in even years and two positions being filled in odd years. This offsetting of election of board members is meant to provide some continuity on the board from year to year. Positions within the WVST Board will be determined by the newly elected Board at their first meeting. Any parent or guardian of a team member is eligible for election to the Board. Nominations for these elective offices shall be made by a Nominating Committee, or from the floor of the second general membership meeting. All nominees must give prior consent before being placed on the ballot. Voting shall occur at the second general membership meeting, which coincides with the annual Awards Banquet. Voting shall be by secret ballot with the candidates receiving the largest number of votes for the open Board positions elected to fill these vacancies. The new Board becomes responsible for the operation of the team following the conclusion of the current season, which is usually following the All-Star Meet.

**Section 2. Appointments:** Volunteers shall be solicited and appointed by the elected members of the Board to working positions. Volunteers shall be solicited throughout the year to fill these and other team positions. If there is a vacancy on the Board, the vacancy will be filled by appointment of the Board until the next regularly scheduled election.

## **ARTICLE VI: REMOVAL OF EXECUTIVE OR APPOINTED COMMITTEE MEMBER(S).**

In the event that an elected or appointed member fails to execute his/her duties to the satisfaction of a majority of the attending WVST membership, that individual may be removed from office by a majority vote of the Board. Replacements for a removed member will be filled as prescribed in Article V, Section 2.

## **ARTICLE VII: AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended only at a meeting of the General Membership through a majority vote of those in attendance.

Every year at the General Membership Meeting, the WVST Board shall distribute the By-Laws with any proposed changes to all members in attendance of the meeting for review and comment. Any member may propose By-Law changes at the Annual Meeting. Any change shall be enacted by a majority vote of those members in attendance.

## **ARTICLE VIII: DUTIES OF OFFICERS**

### **Section 1: Executive Board**

The Executive Board (hereafter referred to as the Board) shall consist of five (5) members with the following titles and duties:

- A) **President:** Shall have general supervision and control of the Board and WVST. He/she shall preside at all general meetings and serve as a liaison to all committees within the WVST. He/she shall assign duties and responsibilities to Board and Committee members to ensure the safe and efficient operation of the WVST.
- B) **Vice President:** Shall perform the duties of the President in his/her absence or inability to serve. Shall perform other duties as designated by the President.
- C) **Recording Secretary:** Shall keep a record of all meetings of the Board. Shall keep an accurate roster of the Swim Team Members, Executive Board members, and Appointed Committee members. He/she shall prepare and distribute all official correspondence of the WVST. He/she shall prepare and distribute minutes of all Board Meetings to the general membership.
- D) **Treasurer:** Shall collect all receipts of the WVST. He/she will draw all checks and disburse cash for payments of operational expenses of the WVST. Shall render statements to the WVST Board and Committees as required for the efficient operation of the WVST. He/she shall prepare an annual financial statement and present it at the annual fall meeting. The WVST Treasurer will have singular authority to issue funds from the WVST Treasury and will be responsible for accounting for all receipts. In the event the Treasurer is not available, the President or Vice-President can disburse funds.
- E) **League Representative:** Shall perform all duties as prescribed by the Prince-Mont League and other duties as required. Shall attend and participate in meetings as required to ensure all Board and Committee members are informed on all issues related to Prince-Mont. Shall serve as liaison between the WVST and the Prince-Mont League. Shall attend all Prince-Mont meetings and report any actions or obligations incurred. Any proposals to, or votes taken on behalf of WVST at a Prince-Mont League meeting shall be made with the concurrence of a majority of the WVST Executive Board.
- F) **Only one member per family at a time will be allowed to be hold an elected position.**

### **Section 2: Appointed Members**

These positions are voluntary and require appointment by the WVST Board. In the event that there is no volunteer for a position, the WVST Board shall modify the duties and responsibilities to ensure all necessary functions are accomplished during the swim season.

- A) **Fund Raising Manager:** He/she shall plan, organize, and manage all fund raising events for the Swim Team. He/she shall work in conjunction with all other members of the Board and Committees interested in participating in the raising of funds. Shall attend meetings as required with the WVST Board to ensure the approval and understanding of the Board. Shall make deposits of all funds to the WVST Treasurer.
- B) **Ribbons & Awards:** Shall procure ribbons and awards for all events for the season. Shall attend meetings as required with the WVST Board.
- C) **Swimsuits:** He/she shall research, select and advise the WVST Board of the type of swimsuit to acquire. Will sell the swimsuits for the team on a yearly basis.
- D) **Snack Bar Operations Manager:** Shall operate the Snack Bar concession at the Host Community Pool during the regular summer season. Is responsible, with assistance from the Board, to organize volunteers to staff the operation of the Snack Bar. He/she will advise the Snack Bar Inventory Manager of supply needs of the Snack Bar. He/she shall be responsible to make deposits of all sale proceeds to the WVST Treasurer. Shall attend meetings as required with the WVST Board and keep the Board apprised of the overall operation of the Snack Bar.
- E) **Snack Bar Inventory Manager:** He/she shall be responsible to ensure that the Snack Bar is adequately supplied of items for sale. Shall confer with the Snack Bar Operations Manager to ascertain what items to purchase for sale and what items will need to be restocked. He/she shall be responsible to obtain funds from the Treasurer for the purchase of all supplies for the Snack Bar. Shall attend meetings as required with the WVST Board.
- F) **Equipment Manager:** Shall be responsible to purchase all necessary equipment for the operation of swim meets at the Host Pool. He/she shall organize volunteers to set up and take down all equipment for home meets. He/she shall inventory and maintain all equipment as necessary and obtain funds from the WVST Treasurer for the purchase and repair of WVST equipment.
- G) **Meet Manager:** Shall perform all duties as prescribed by the Prince-Mont League and other duties as required. Shall attend all seeding meetings and provide the information necessary to allow the Host Chairperson to conduct the Dual, Divisional, All-Star or Charles County Championship Swim Meets in a smooth and efficient manner.
- H) **Special Events Manager:** Shall be responsible for the planning and organizing of all special events as deemed appropriate. These events will be, but not limited to; Pep Rallies (Friday night before home meets), Meet the Coach Night and the year-end Awards Banquet.

## **ARTICLE IX: SWIM TEAM MEMBERSHIP**

**A) Qualification Requirements:**

- 1) Member of Westlake Village Association or have obtained permission from the Executive Board;
- 2) Be in good health;
- 3) Be between the ages of 5 and 18 years of age;
- 4) Not competing in any other summer swim team;
- 5) Able to swim without assistance one (1) length of the pool (25 meters);
- 6) Attend all practices and meets;
- 7) Purchase and wear a current team swimsuit during competition;

**B) Annual Membership Dues**

Annual membership dues shall be set by the Executive Board each year before the Annual Meeting.

**C) Membership Attendance and Conduct Requirements:**

- 1) Members and Coaches are expected to attend all practices and meets.
- 2) Members will inform the Swim Team Coach in writing before any absence. In this manner the team will be able to compensate for their absence.
- 3) Members who miss three (3) practices in a given week without an excuse will be ineligible to participate in the following weekend's meet. The Coach will have final say as to whether the member will participate.
- 4) In the event that the Coach deems it necessary to remove an individual from the team, he/she will present the proposed action to the WVST Executive Board for approval. Upon approval, the team member will be notified in writing of this action.

**D) Member Conduct:**

- 1) Will at all times be in accordance with Pool rules and any additional rules the Coach deems necessary for the orderly operation of the swim team.
- 2) The Coach has final decision authority on all matters pertaining to the operation of the team. In the event a member disputes the decision of the Coach, he/she may formally petition a review by the WVST Board. The findings of the Board will be final in all disputes.

## **ARTICLE X: SWIM TEAM PARENTS OBLIGATIONS**

### **Transport and Support**

- 1) Parents will be responsible to transport and support their child(ren) at all meets.
- 2) Assist the various WVST Committees in the operation of Fund Raisers, Special Events, Snack Bar, and Meets. Come prepared to participate as one of the many necessary volunteers that make the meets a success.

## **ARTICLE XI: SWIM TEAM COACH**

- A) The WVST shall engage a swimming coach for the season. The coach shall be considered to be a private contractor and will receive payment for services rendered. The WVST's total obligation to the coach shall be disbursed in payments to be made in installments as determined by the negotiated contract. WVST shall not be responsible for the payment of taxes or social security costs due the government. This is considered the responsibility of the contractor [Swim Team Coach].

The salary and contract shall be negotiated by the WVST Board.

**B) Assistant Coach**

The Board may hire ~~an~~ Assistant Coaches as deemed necessary for the safe and efficient operation of the WVST. The Assistant Coach's salaries shall be negotiated in the same manner as the Coach's salary.

**C) Coach's Duties**

The Swim Team Coach will execute the following duties during his/her period of employment:

- 1) Train, coach, and seek to instill good sportsmanship in the swim team members.
- 2) Recommend to the WVST Executive Board coaching assistant to be hired. The coach will have singular responsibility for the management, discipline and attendance of the coaching assistant.
- 3) Work with the WVST Board, Committees and Officials of the Prince-Mont League as required. The coach shall be the singular point of authority between the Board and the team in all matters pertaining to the swim team coaching.
- 4) Shall call on the assistance of the Board as necessary to carry out the coaching duties.
- 5) Assess the teams performance and suggest to the Board recommendations to improve the overall efficiency of the team.
- 6) Be responsible for the conduct of the WVST members while at practice and during meets. The Coach shall have authority to discipline WVST members and if necessary will present recommendations for expulsion from the team to the WVST Board.

**D) Assistant Coach's Duties**

- 1) Perform duties as defined by the Coach.
- 2) Strive to instill good sportsmanship and discipline in the WVST.

**ARTICLE XII: GENERAL FUNDS MANAGEMENT AND DISPOSITION GUIDELINES**

As a yearly goal, seek to maintain a minimum balance of \$5,000.00 at the end of the season. This minimum balance is used to pre-order equipment and ensure adequate funds are available to hire the swim coach and any assistants required for the coming year.

The End of Year Report will be presented to the general membership at the Fall General Membership Meeting or at the Award Banquet. Copies of the report after the end of the season will be available on demand. The requestor will pay the cost of reproduction.

No individual of the general membership may incur obligation in the name of the WVST unless he/she is given that authority by approval of the WVST Board.

All funds earned from the sales, membership dues, special events, and donations will be used to ensure the efficient accomplishment of the WVST goals as expressed in Article II. In the event that there is an excess of funds at the end of the season over the minimum \$5,000.00, the Board will determine if these funds are to be held in the WVST checking account or to purchase and update equipment.

At no time will any of the money be returned in cash form to the general membership. No member of the WVST Board or Committees shall benefit from these funds except as part of the operation of the team and any special event sponsored for the team.

In the event the WVST is dissolved, all funds, after the payment of outstanding debts, shall revert to the Westlake Village Council.

### **ARTICLE XIII: GENERAL MEMBERSHIP MEETINGS**

- A) Each year the President of the WVST Board shall call to order two (2) General Membership Meetings. The first General Membership Meeting shall take place in the spring before team practices begin. The second General Membership Meeting shall take place shortly after the All Star Meet or in the alternative, at the Awards Banquet.
- B) The General Membership may call a General Membership Meeting at any time upon presentation to the WVST President of a petition for such meeting bearing the signatures of at least 10% of the General Membership. Within thirty (30) days of receipt of said petition the President shall convene a meeting of the General Membership.