

**Heart of the Hills
SWIM TEAM
Guide
2026**



Welcome to the Heart of the Hills Swim Team!

The team handbook contains everything you need to know about the team, the season, and all the great events our team participates in.

Heart of the Hills is a member of the Northwest Suburban Swim League (NSSL) with practices and meets taking place from May through July. Visit the NSSL Website (<https://www.leaguelineup.com/welcome.asp?url=nsslswimleague>) to learn more about the league.

NSSL Team Locations

Beachwood Recreation Association: 3365 Jack Drive, Troy, MI (8.5 mi)

Note: for A Finals, parking is behind the club in a commercial space. Use 3310 W Big Beaver Troy, MI in your GPS and park in the lot north of the building.

Beechview Swim & Tennis Club: 27000 Westmeath, Farmington Hills, MI (21.3 mi)

Beverly Hills Athletic Club: 18157 Beverly Road, Beverly Hills, MI (12.7 mi)

Note: Just SW of Southfield Rd & Beverly, north of 13 Mile Rd, entrance off Beverly, our team is set up on the tennis courts with no shade.

Bloomfield Hills (SURF) Swim & Tennis: 251 E Square Lake Rd, Bloomfield Hills, MI (8.5 mi)

Note: follow parking instructions for B finals, there will be a shuttle

Cranbrook Swim Club: 30580 Evergreen Rd, Southfield, MI (14.2 mi)

Farmington Glen Aquatic Club: 33500 Freedom Road, Farmington, MI (24.5 mi)

Forest Hills Swim Club: 2410 E Lincoln St, Birmingham, MI (11.0 mi)

Huntington Woods Athletic Club: 26325 Scotia Rd, Huntington Woods, MI

Note: additional parking at Burton Elementary 26315 Scotia Rd, Huntington Woods, MI

Pleasant Ridge Community Pool: 4 Ridge Rd, Pleasant Ridge, MI 48069

Note: street parking in surrounding neighborhood

Woodbrooke Hills Swim & Tennis Club: 32050 West 13 Mile Rd, Farmington Hills, MI

Woodside Athletic Club: 22440 West 13 Mile Rd, Beverly Hills, MI 48025

Note: for 8&U Mini Meet park at Detroit Country Day Upper School 22305 W 13 Mile Rd, Beverly Hills, MI

Requirements to Swim on the Team

- Family membership must be in good standing with the club in order for an athlete to swim on the team. Team registration must be completed and paid for by **May 18, 2026** in order to swim on the team.
- Swimmers will maintain a respectful and professional manner that reflects positively on themselves, their family, and the club. Inappropriate behavior exhibited during practice or at meets may result in your dismissal from the team.
- A swimmer must be able to complete one length (25 m) of swimming a competitive stroke (butterfly, backstroke, breaststroke, or freestyle) in order to be on the team.
- Coaches will evaluate swimmers during the first week of practice if you need assistance with team placement– swimmers who cannot complete one length of the pool may participate on our pre-team.
- Parents must sign the Parental Code of Conduct in order for their swimmer to participate. Three documented violations in the Parental Code of Conduct will result in board review and dismissal of all family members from the swim team.

Mailboxes

Every swim team family has a mailbox folder to the right of the front desk. Please check your mailbox regularly for ribbons, medals, and correspondence.

Swimmer's Age Group

A swimmer's age for all dual and championship meets of a calendar year will be the contestant's age as of May 30 of that calendar year. The maximum age for competition is 18.

Team Apparel

Every swimmer will receive a team shirt and new members will receive a team cap. A team suit may be purchased through Purely Swim in Warren and additional apparel can be purchased through Squad Locker via the link on the club website (HHSCSWIM.org). Parents

will also be given the opportunity to purchase additional team shirts, in the current year's design, at the start of the season. Additional caps may be purchased throughout the year.

Parental Code of Conduct

Supporting Excellence, Community, and Respect in Swimming

The Heart of the Hills Swim Team is a community-based organization dedicated to the personal and athletic development of its swimmers. As parents, we play an integral role in fostering a positive environment where athletes can thrive. This Parental Code of Conduct establishes our shared values and expectations for behavior to ensure the best experience for swimmers, coaches, and families.

Core Values

- **Sportsmanship:** Promote respect and integrity in all interactions.
- **Encouragement:** Support the growth and development of all swimmers.
- **Community Spirit:** Foster a welcoming and inclusive environment.

Expectations of Conduct

- 1. Respect for Coaches and Officials**
 - a. Support the authority and decisions of the coaching staff and officials, trusting their expertise in guiding our athletes.
 - b. Avoid sideline coaching or offering unsolicited advice to swimmers.
 - c. Raise concerns respectfully in a private and appropriate setting.
- 2. Behavior at Practices and Meets**
 - a. Model good sportsmanship by encouraging all swimmers and applauding their efforts.
 - b. Refrain from any behavior that could be disruptive or disrespectful, such as loud criticism, arguing, or negative commentary.
 - c. Follow team and facility rules, including punctuality and respect for designated spectator areas.
- 3. Encouragement of Swimmers**
 - a. Celebrate effort, improvement, and teamwork over outcomes or rankings.
 - b. Avoid placing undue pressure on swimmers to perform beyond their ability or interest.
 - c. Encourage swimmers to communicate directly with coaches about questions or challenges to build their confidence and independence.
- 4. Support for Team Operations**
 - a. Volunteer when possible to assist with meets, team events, or organizational needs.
 - b. Participate in fundraising and community-building efforts to ensure the sustainability and success of the team.

- c. Respect the time and energy of team volunteers, recognizing their contributions to the team's operations.
5. **Conflict Resolution**
 - a. Address issues or concerns calmly, respectfully, and directly with the appropriate individual (e.g., coach, team representative).
 - b. Avoid gossip, public disputes, or behaviors that could harm the team's reputation or cohesion.
6. **Appropriate Use of Social Media**
 - a. Represent the Heart of the Hills Swim Team positively on social media platforms.
 - b. Refrain from posting negative or inflammatory comments about swimmers, coaches, families, or other teams.
 - c. Protect the privacy of all team members by avoiding the sharing of sensitive information without consent.

Commitment to Our Team

By following this Code of Conduct, parents help create an environment where athletes can grow, succeed, and enjoy the sport of swimming. Together, we ensure the Heart of the Hills Swim Team remains a positive and supportive community for all its members.

Acknowledgment

I acknowledge that I have read and agree to abide by the Parental Code of Conduct for the Heart of the Hills Swim Team.

Name: _____

Signature: _____

Date: _____

Volunteering

The day to day operations of the team, meet management, and coordination of the team events could not take place without the support of our parent volunteers. Throughout the season, we have approximately 270 volunteer positions to be filled. With approximately 80 families, we need 3 volunteer commitments from each family. This is truly nonnegotiable, but we have some flexibility with your volunteer scheduling. If you suspect that you will have difficulty fulfilling that obligation, please reach out in the first 2 weeks of the season to the volunteer coordinator or team manager, so we can help you.

Each Heart swim family is required to:

- Volunteer for a minimum of 3 team events.

- Volunteer for 1 shift at any finals events your swimmer participates in.

Failure to meet this requirement will result in a \$100 Board approved fine for each volunteer shift not fulfilled.

A volunteer signup will be posted on the club website and emailed out throughout the season.

There are several, season-long, event chair opportunities. These volunteers help organize and run events like: meet concessions, team parties, banquet, and many others. If you are interested in taking over one of those responsibilities please reach out to one of the swim reps.

Practices

- Attendance at practice is strongly encouraged, but attendance is not taken.
- A detailed practice schedule can be found on the club website.
- Your swimmer will benefit by attending practices regularly.
- Parents are asked to stay in the pavilion and off the pool deck during practice.
- Communication with coaches can be done between practices.
- Please arrive 10 minutes prior to the start of your practice.
- All swimmers should come to practice with suits on and ready to swim.
- Swimmers should bring their own water bottle to practice.
- Swimmers will still practice on days of meets.
- Practice may be canceled or delayed if there is thunder/lighting. Coaches will determine the cancellations of practices and notification will be sent out via **Instateam**. When in doubt, come to practice.
- Swimmers competing at B Finals will conclude practices on the Friday before B Finals.

Signing up for Meets

Swimmers must sign up for/opt IN to all of our swim meets via **Active.com**. Emails will be sent when meet sign ups are available, and reminders will be sent when meet sign ups are about to close. Meet sign ups close 1 week prior to the swim meet to give the coaches time to build the best line up. Please reach out to a coach or team manager if you are unable to sign up for meets or experience extenuating circumstances that we will do our best to accommodate.

In the event of illness or plans that make your swimmer unable to swim at a meet they've signed up for, please reach out to Coach Aaron, or managers Kate/Heather as soon as possible so relay teams and entries can be adjusted.

Dual Meets

- Dual Meets will last 3-3.5 hours
- Concessions are available at meets, but you may also pack snacks for your athlete
- Bring 2 towels; one to dry off with and one to sit on
- Some families bring blankets or chairs to sit on
- A pop up sun shade may also be useful as we do not always have access to shade at the meets
- Bring a permanent marker to write your swimmer's events on their hands
- There is a lot of down time at meets, pack an activity or game for your swimmer
- Relays are at the end of the meet; everyone is encouraged to stay until the end to cheer on the team.

Each NSSL team will participate in 6 dual meets (3 home & 3 away). Start times will be emailed out as soon as they become available. Locations and driving directions can be found on the league website. <https://www.leaguelineup.com/location.asp?url=nsslswimleague>

Swimming at our 6 dual meets of the season is tons of fun and a great way for your swimmer to see the progress they've made. While our meets are "scored" and being on the winning team is a nice bonus, the true wins are swimmers achieving "personal best" times and the progress our swimmers make throughout the season; and just having fun with friends! Our coaches select the events for every swimmer. Swimmers may swim in up to 2 individual events and one relay. The lineup is sometimes posted at practice the day of the meet, but they are most often shared only at the meet. Active.com will send an email with the subject line "Entries declared..." but relay information may be incomplete. Coaches will take swimmer's requests for events into consideration, but remind your swimmer that they may need to swim events that are not their favorite if their team needs them. In extenuating circumstances, where this would significantly decrease your swimmer's enjoyment of the meet, please encourage your swimmer to communicate with Coach Aaron.

Home meets - Please volunteer at as many of our home meets as possible. Many hands make light work and allow the meets to run more smoothly and be more fun!

Our parking lot is small. We respectfully request that families and guests of our team who are without mobility restrictions and who did not purchase a parking lot spot during our

pre-season fundraiser to please park at St. Irenaeus Church (just north of the club on Old Perch) during our home swim meets. This allows us to offer up the limited number of parking spots that we have to family and friends with mobility restrictions as well as the away team who is less familiar with parking near the club.

Team Warm Up - Warm up times will be emailed out before the meet but will generally be 4:30p for away meets, and 3:30p for home meets. Swimmers should be on deck and in their suits 15 minutes before warm up begins.

Marshaling - Marshaling is a system in which younger swimmers are gathered and organized by heat / lane prior to lining up behind the blocks. 11 & up swimmers are responsible for independently getting behind the blocks in time for their events. 10 & under swimmers will report to the marshaling area and volunteers will organize them and assist them in getting to their events. Parents are responsible for getting their 10 & under swimmers to the marshaling area; you should familiarize yourself at all meets so you know where that area is.

Writing Events on Swimmers Hands -

Parents are asked to write their swimmers events on their hands before the meet using a sharpie marker. Events Numbers, heats, and lanes will be posted before the meet.

The example below is the best way to mark swimmers hands:

E	H	L
8	1	2
18	2	5

Translation

This swimmer is swimming in 2 events:
Event 8, heat 1, Lane 2
Event 18, heat 2, lane 5

Swim Meet Logistics:

A “medley relay” involves 4 swimmers, each swimming a different stroke. The order of the race is 1. Backstroke 2. Breaststroke 3. Butterfly 4. Freestyle. Relay teams are made by adding the sum of all participants' ages. A “40 and under relay” may have four 10 year olds, or two 12 year olds + two 8 year olds, etc. Their ages must add up to 40 or less. “Freestyle relays” are relays where all swimmers swim freestyle.

We are only able to have 3 swimmers compete “for points” which is the final heat of each event. All other swimmers compete in exhibition heats, meaning they do not have the potential to score points. These heats are still great opportunities to race and will still

receive a ribbon. Exhibition times from previous meets will be used in determining which swimmers swim in the points heat, as well as relays and finals line ups.

False Starts and Disqualifications:

Getting disqualified or “DQed” is an inevitable experience for all swimmers. A disqualification is a learning opportunity, but it can be a tough blow for swimmers who have been working hard and are mad at themselves for making an error. Many families take a lighthearted approach where, for example, a DQ wins them a trip to Dairy Queen (DQ for a DQ), but some swimmers don’t respond the best to that sort of distraction. Focusing on what went well, and what they’ve learned can be helpful. If your swimmer is struggling to recover from a DQ or get back into a positive headspace, please bring this to Coach Aaron’s attention during or after the meet. When a swimmer is disqualified, the official generally will tell the coach why they were disqualified, but the successfulness of this communication may vary.

A false start may occur in our 9-10 or 8 and under age groups where a swimmer dives in too early at the start of the race. In most cases, the race will be stopped (sometimes by beeping the start tone a bunch of times or blowing whistles if swimmers are already in the water). Sometimes swimmers just sort of fall in. It’s ok! Just climb right out and they will try again. For 11 and older swimmers, there is not an opportunity to restart the event and the false start will simply result in a disqualification.

Awards:

Any swimmer who completes a race without getting disqualified will receive a ribbon during our dual meets. Our ribbons are available about 30 minutes after a race is completed and are available to pick up to the left of the announcer’s tent during home meets and at a designated area during away meets.

Dual Meet Order of Events

Event # Girls	Event Name	Age Group	Event # Boys
1	50 m Backstroke	11-12	2
3	100 m I.M.	13-14	4
5	50 m Breaststroke	15-18	6
7	25 m Backstroke	8 & Under	8
9	50 m Butterfly	9-10	10
11	50 m Freestyle	11-12	12
13	50 m Butterfly	13-14	14

15	50 m Backstroke	15-18	16
17	25 m Freestyle	8 & Under	18
19	50 m Breaststroke	9-10	20
21	100 m I.M.	11-12	22
23	50 m Breaststroke	13-14	24
25	100 m Freestyle	15-18	26
27	25 m Butterfly	8 & Under	28
29	50 m Backstroke	9-10	30
31	50 m Butterfly	11-12	32
33	50 m Backstroke	13-14	34
35	100 m I. M.	15-18	36
37	25 m Breaststroke	8 & Under	38
39	50 m Freestyle	9-10	40
41	50 m Breaststroke	11-12	42
43	50 m Freestyle	13-14	44
45	50 m Butterfly	15-18	46
47	Mixed 40 & Under 200 Free Relay	Relay	47
48	Mixed 40 & Under 200 Medley Relay	Relay	48
49	52 & Under 200 Medley Relay	Relay	50
51	66 & Under 200 Free Relay	Relay	52

Mini Meets

8 & Under Mini Meet
9 & 10 Mini Meet
11 & Up Relay Meet

Mini Meets are age-specific meets offered on 3 different Saturdays. Parents must mark their swimmer's availability on Active.com just like dual meets, but may be given the option of selecting events for your swimmer. Specific meet details can be found on the club website. Mini-meets incur a nominal cost (usually \$10-15) which will be billed through Member Splash.

The 8 & Under and 9-10 Mini Meets offer the unique opportunity for swimmers to only swim against kids their age— there are 5 & under, 6 year old, 7 year old, and 8 year old age groups for each event. It also gives kids an opportunity to swim distances not available to them at regular meets (25s for the 9s and 10s, 100s and 50s for the 8 & Unders). There are medals, ribbons and heat winner prizes for all events. Swimmers may choose their events for this meet.

The 11 & Up Relay Meet is a morning full of nontraditional “fun” relays and offers prizes and heat winner awards. Swimmers can expect to swim 2-3 relays at this meet, depending on the number of registered swimmers.

Championship Meets

All swimmers who have competed in at least two (2) dual meets are eligible to participate at one of the Championship Meets.

B Finals Championship Meet

B Finals is traditionally held on the second to last Saturday of July. This meet is a timed finals event with the older age groups swimming in the morning and younger age groups in the afternoon.

B Finals is a wonderful championship meet opportunity to compete against swimmers from all 12 teams in the league. The meet is open to every team swimmer EXCEPT swimmers attending A Finals (see below). There are only individual events at B Finals, no relay opportunities. Swimmers are able to swim 2 individual events of their choosing at this meet.

There will be a “resting party” the Friday before the event.

A Finals Championship Meet

A Finals is a championship meet for all 12 teams in the league where each team has 2 swimmers in each event compete in the meet. Swimmers will compete in 1-2 individual events and may also be invited to swim in one of the 6 available relays. We are allowed to have one relay per event. Two swimmers in each event will be selected by the coaching staff (and announced the week before B Finals) to compete at A Finals. A Finals traditionally take place on the last weekend of July. This meet is a prelims/finals meet that takes place over 2 days.

We will have an assigned spot for our tent, for both swimmers and spectators. Once the tent is set up the night before the meet, we will communicate the location via Facebook and InstaTeam.

On Saturday prelims, every A finals swimmer swims (13-14 and 15-18 in the morning, 8 & U, 9-10, 11-12 in the afternoon), and on Sunday the top 12 swimmers and 2 alternates from

Saturday in each event come back to swim again. Sunday's finals meet runs in the order of a regular dual meet, with 2 heats of each event, and a break for awards every 10 events. In the past, it has been confusing for some swimmers to know if they are supposed to return on Sunday. A coach will generally communicate this to your swimmer, but it is a busy meet and the parents and swimmers are ultimately responsible for knowing this information.

Beachwood's scoreboard system tends to have a lot of "soft touches" (see *Timing* section for more detailed explanation) but final results for soft touches will be updated. Final results are posted on the clubhouse wall near the end of the pool and are available on the Meet Mobile App (search "NSSL A Championships" in the app, as the "nearby swim meets" function hasn't worked in the past). If you are unable to determine if your swimmer is making it back, ask a member of the management team (Kate and Heather) or a coach who will help you determine your swimmer's results.

"Alternates" are swimmers who place 13 and 14th in the prelims race on Saturday. They are asked to return for finals on Sunday on the off chance that a swimmer in the top 12 isn't able to compete. Alternates rarely get used, but it does happen. If your swimmer is an alternate, we kindly ask that you make them available to be called upon, but also manage their expectations. Being an alternate can be stressful (and exciting!), even for experienced swimmers. In 2025, one alternate swam, but that swimmer swam a best time and got points for their team.

At finals on Sunday, there is a pause every 10 events to give out awards. Swimmers who made top 6 on Sunday should line up prior to the awards ceremony and receive their awards wearing their team shirt.

There will be a potluck resting party the Friday before the meet.

Finals Parade

Sunday morning during A finals, all swimmers (A and B finals swimmers are all welcome) have the opportunity to participate in the league parade. This is a very silly tradition that has been a part of A Finals for at least 40 years. Swimmers will dress up based on our season's theme and march around Beachwood. Our past themes have been: pizza chefs, punk rock, time/clocks, 1960s/hippies, Alice in Wonderland. If you have any costumes or props that go with the theme for your swimmer or to share, please let your team managers know—donations are appreciated!! We may ask for a nominal donation (\$1-2) to cover costs as needed.

2026's theme is Where's Waldo– Wear your beanie, stripes, carry a cane or a scroll. Round black glasses! If anyone has a blue wizard's robe, please contact Kate Turner.

Clinics & Private Lessons

Coaches offer private lessons on their own time throughout the summer. These opportunities are an additional charge beyond the swim team registration and are unaffiliated with the team, officially. Coaches will post clinic signup info on the swim team bulletin board. Private lessons are not necessary to have a great season, but many kids are interested in honing specific skills and private lessons are a great way to do that while still having fun!

Team Events

Summer swimming is a fun and exciting experience filled with lots of time in the pool, as well as several events to have fun with your teammates and time for families to socialize. We encourage everyone to attend as many of the events as you can.

- **Buddy Program:** The buddy program pairs an older swimmer with a younger swimmer and provides your swimmer an opportunity to learn from fellow teammates. Older buddies will meet with their younger buddies before meets and help with events and other questions. Additional details will be sent out as the season starts.
- **Team Pictures:** This will take place prior to one of our home swim meets– details will be sent out via email
- **Bagels:** The morning of swim meets, bagels will be provided for all swimmers in the pavilion. Upon request, we can provide allergy information. Cream cheese is also available. Bagel breakfast is intended to be inclusive to all swimmers. If your swimmer has relevant allergies, please reach out to your swim chairs so an alternative can be provided
- **Pancake Breakfast:** On the morning of the Red & White Meet, please join us for our annual pancake breakfast.
- **Resting Parties:** There will be a potluck style pasta dinner for swimmers the Friday before A and B Finals. This is a pump up dinner for the athletes and coaches and will be held in the University Hills Subdivision Pavilion. A sign up will go out 1-2 weeks before for food items. Food may be homemade or store bought.
- **Team Banquet:** All swimmers and families are invited to attend the end of year banquet following A Finals.

Volunteering Opportunities (Detailed):

This is an outline of some of the volunteer positions at the meets. More information will be added throughout the season. All families are asked to fulfill 3 volunteer opportunities. If you are concerned that your family will be unable to fulfill their volunteer requirement, please reach out to Ashley, Heather, or Kate by Friday, June 12 to discuss alternative activities to fulfill your volunteer requirement to avoid being charged a fee.

Marshaling:

Parent volunteers help the 8 & Under and 9-10 age groups get to their events. This is known as marshaling. If you have 10 & under kids and a loud commanding voice, this is a great volunteer opportunity for you. Are you a teacher? You'll love marshaling! At each meet we have a designated marshaling spot where swimmers know to report about 5-7 events prior to their swims. Swimmers then line up and walked over to the starting blocks. Marshaling is a great way to meet all the swimmers and figure out where they like to hang out during meets.

Timer:

Many new families are intimidated by volunteering as a timer, but it is a great opportunity to learn about swim meets and have a front row seat. A timers' meeting is called before the start of every meet where the meet official reviews the how-to's of timing. At home meets, we use a Dolphin timing system. Each lane has two timers. Each timer gets a boxy blue stopwatch that is synched to our computer system and scoreboard. When the official starts the race, the Dolphins will automatically start. As a timer, your job is to push the button the moment a swimmer makes contact with the wall at the end of the race.

One timer will also hold a stopwatch. The stopwatch will have to be started at the start of the race (the correct way to do this is to watch for the flash, NOT listen for the beep) and then stop it at the end of the race. If the computer system crashes mid race, the stopwatch time will be utilized.



The second timer will record the times and confirm the correct swimmer is swimming. A "runner" will grab your recording slips in between events.

Timing is a great way to be introduced to competitive swimming and it's very enjoyable to see the swimmers before and after their events. We generally divide our timing shifts up, so

our timers are only responsible for timing for half the meet. Second half timers must stay until the end of the meet to fulfill their commitment.

At away meets, we may also supply volunteer timers. Timing systems vary from club to club, but the other most common system you will run into is the touch pad system. These are considered the most accurate timing systems, but come with their own set of challenges. Instead of big blue Dolphin boxes, you will have a regular stop watch. And one person will be in charge of “the plunger” aka “the button” which is a black button plugged into the touchpad. With every finish, you click your stopwatch and the plunger button simultaneously and this ensures an accurate time for the swimmer. Many swimmers, especially our smallest and lightest, do not hit the touchpad hard enough to trigger it. This is called a “soft touch”. The computer is able to recognize soft touches, and then will go by the back up button time. If the back up button time fails, stopwatch times will be used.

Runner:

The runner collects the handwritten timing slips from each timer after each event and delivers them to the meet manager.

Awards:

Label and organize the ribbons as results become available. At the end of the meet, collect ribbons for visiting team and give to their coach at the end of the meet. Collect HHSC ribbons to be filed by lifeguards in our team mailboxes. You have a prime location, next to the announcers table, but you must stay until the end of the meet to honor your commitment.

Concessions:

Working the concession stand at home meets is generally divided into 2 shifts– set up and running the table for the first half of the meet, and completing the second half of the meet and tear down. Though you do not have a front seat to the action, you will absolutely be able to leave the stand to watch your swimmers. Job duties include sales, grilling, chopping fruits and veggies, filling coolers with drinks and ice, and making sales. You will be on your feet for the duration of your shift. Due to the hot grills and minimum space, young children are not able to accompany you at the concession stand.

Set up for the meet/clean up after the meet:

Detailed instructions will be available for set up and tear down. The lifeguards will assist in prepping the pool deck, which includes stacking lounge chairs, moving deck tables and chairs out of the way, and putting in the lane lines, and setting up the bleachers (3 bleachers on the “long side” of the pool, 2 bleachers on the end). The announcer’s tent and 2 tables will be placed near the pool deck “garage”, the scoreboards (kept in the clubhouse vestibule) will be rolled out to the back corner by the baby pool, the team tent will be placed in the grassy

area behind the grills, the awards rack (a red and white rolling shoe rack) will be placed next to the announcer's tent. Signs for reserved tables will be placed and parking signs for reserved parking spots will be placed in the parking lot along the south side of the lot. There are "reserved table" signs in the large black storage tote, those should be placed on picnic tables within the pavilion. Reserved parking signs will be placed by guards or team managers the morning of the meet.

Clean up after a meet is the same as above, but in reverse! Guards should be doing the lounge chairs, deck tables, bleachers, and emptying the trash. Parents are responsible for tents, folding tables, putting reserved table signs back in the big black tote, and rolling scoreboards back into the vestibule. The 2nd concessions shift is responsible for cleaning up their area, including their large coolers, but if they are shorthanded, please offer to help them. Please take the reserved parking signs and lean them in a corner in the clubhouse vestibule area.

