



Swim Team
Parent Handbook

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Welcome to the Balcones Country Club Swim Team

The intent of the BCC Swim Team Board, which is comprised of parents just like you, is to make our summer swimming program an enjoyable and constructive experience for your children. We view the BCC Swim Team Program as a structured recreational activity in which your child can learn the value of clean competition, sportsmanship, and teamwork, as well as individual achievement, making new friends and having a lot of fun.

Twelve teams make up the Northwest Swim Circuit (NWSC). The circuit follows generally accepted rules, regulations, and standards of amateur swimming competition in the United States, as well as some basic rules and procedures designed specifically to meet the needs of this circuit and its member teams.

Please be advised that the degree of competitive "spirit and enthusiasm" varies from team to team. Some tend to place a stronger emphasis on "winning" and take a more serious approach to the sport than others. We at BCC want to achieve a positive balance between fun and healthy competition. We do not think "winning is everything," but it is fun and that is why hard work, regular practice, and learning self-discipline are all goals of our summer program.

Above all, we want to assure you that there is a welcome spot for every child on our team. There are no "losers" among the BCC Sharks. We ask only that your child, and you, be a positive member of our team!

The BCC Swim Team Parent Organization

Our summer swim program literally could not operate without the generous work of parent volunteers. All the work of putting together a team of volunteers, keeping within a financial budget, arranging all the schedules, providing information for parents, to actually conducting the swim meets is up to **ALL OF US**.

For this reason, we require every Shark family to work a minimum number of shifts throughout the summer. A shift is defined as ½ of the swim meet. This means we are asking each family to help in a volunteer position for half of the swim meet, a number of times throughout the season. A more detailed description of the volunteer positions are found in the section, Volunteer Committee Position Description.

None of the jobs are difficult and simple training is provided as needed but you can easily learn how to do most of the tasks in a few minutes. If you are brand new to the summer swim league, the jobs of team parent, timer, runner, meet prep, and score table are pretty good places to start. One thing to remember, as a volunteer you will definitely feel a part of the teamwork, and it actually does make the mornings go faster.

BCC Swim Team Board

The only volunteer jobs requiring election by the parents are the Swim Team Board positions. At the end of the previous season, a committee appointed by the current President nominates Board members for the next year. Any parent wishing to be a candidate for any of the Board positions may throw their hat in the ring by informing the President or any Board member.

The election of the Board members will take place during the Annual Awards Banquet, which is held at the conclusion of the summer swim season.

The BCC Board Members, their positions and phone numbers are located in the "Season Information" packet and on the team's web site

The BCC Board Members stress to all parents and guardians that their telephone numbers, as well as the Coaches', are listed to accommodate any questions, comments or concerns you may have. If you have suggestions or comments, please share them with us.

The Parent's Role in BCC Sharks

- a. It is the coach's job to offer constructive criticism of a certain performance. Parents should offer love, support, recognition, and encouragement. Parents are not coaches and our coaches are not expected to be parents or babysitters.
- b. Swimmers in practice deserve not to be distracted and to be given the opportunity to concentrate. Therefore, parents are asked to stay off the pool deck and let the coaches do their jobs.
- c. Parents are asked to provide well-balanced, nutritious meals and snacks. Food is the fuel for swimmers. Soft drinks and sweets need to be limited. Parents can benefit their swimmers by providing a good diet, plenty of rest, and a proper distribution of time for family and social activities.
- d. It is important for a swimmer's parent to have realistic expectations. Every swimmer will have high and low points. At some point in time, every swimmer will reach plateaus in both competition and training, and may be inconsistent in performance. A parent's constant love and support are crucial.
- e. Parents should keep a record of best times so their child will have a concrete idea of their progress and will be able to set realistic goals. The computer specialist will also have this information available.
- f. BCC's methods of communicating with parents are through weekly Newsletters, the Shark Web site, www.bccsharks.org, and the "*BCC Tempo*." The weekly newsletter will be available through the web site and e-mailed to parents. Meet information will be posted at each pool, available on line, e-mailed, and in print at each pool before the weekend meet.
- g. Please discourage swimmers from wearing or bringing jewelry, money or expensive items to the pool.

Registration Requirements

During registration, you were asked to complete a number of documents relating to your child's medical information and emergency contacts. This information is obviously very important for the safety of your child, though hope it will never have to be used. If any of the information changes during the course of the swimming season, please give the updated information to any Board Member so we may revise our records.

You, as the parent or guardian, were also asked to sign a Release of Liability which states you agree to hold harmless the Northwest Swim Circuit, its member teams, coaches, and representatives against all claims and liabilities resulting from any physical or mental injuries sustained by your child. Please review this statement carefully, and if you have any suggestions, please do not hesitate to ask one of the Board Members or your attorney.

We also ask you to identify any swim meets that your child will not be able to attend. We ask this at registration because there is a large amount of work that goes into the preparations for a swim meet. If we

know in advance which swimmers will be present, the meet will run faster and every child will be given the opportunity to swim. If we are expecting a child at a meet who then “no-shows”, it creates confusion and could keep other relay members from swimming. There will be Meet Attendance forms in the Sharks mailbox at both pool locations. Please complete this form and turn it in to one of the coaches by the Tuesday before the meet. PLEASE make every attempt to notify the coaching staff if your plans change after Tuesday. Any last minute changes (illness being an example) are to be called into the computer specialist as soon as possible.

Our Registration Fees

Swim Team registration fees are determined each swim season. For Non-BCC Club Members there is an additional Facility Fee charged by Balcones Country Club. These registration fees are the team's primary source of financial support.

The registration fees cover the following:

- Coach's Salaries
- AAU Swim Insurance
- Individual Sharks T-shirt
- Ribbons and Awards
- Team Photograph
- Individual Trophy
- Various Equipment as Required
- Miscellaneous Administrative Expenses
- Divisional Swim Meet Entry Fee

The cost of the swimsuit and equipment is in addition to the registration fee. Most swimmers can usually use the same suit for two years. In addition, the manufacturer may change the style and color combinations of the suits, which are standard competition swimwear, every two years. We will make every attempt to choose a suit that will be available for at least two years. We recognize the peer pressures a suit may cause with the swimmers, which we hope to minimize. You will be notified at registration who our swimsuit supplier will be for the season.

Our Practice Schedules

The single most important rule of the BCC Swim Team practice is: *Be There!*

Let's face it, getting up early on a summer morning for practice may not always seem like a great option. However, being there and on time, every time, is how individuals learn self-discipline and how to be a responsible, contributing member of a team. Please do your part and make sure your child takes practices seriously.

Our coaches are expected to and will take the practices seriously. Faced with choices for meet events, the coaches will select the swimmer who consistently participates in practice over a swimmer who "blows it off" -- no matter how gifted a swimmer he or she may be.

During practice, it is important for all swimmers to have the following items: competition style suit (not team suit), swim cap for swimmers (boys included) and goggles. You will be notified at registration as to any additional equipment needed and where to purchase it. Note: All items should be labeled with a waterproof marker for easy identification.

Balcones Swim Team has two swimming pools available for practice, which has both advantages and disadvantages. The biggest advantage is all our swimmers are able to get into the water every day. The disadvantage is we have to split our coaches to support both pools which means not all coaches will get to be with each child every day. Effort will be made, however to make sure each child is able to benefit from the experience of all the coaches by rotating the coaches between pools.

The Balcones Country Club has very graciously allowed us to use both swimming pools every morning, Monday through Friday, with no charge to the team. However, Balcones is a private club and does have a large membership to keep happy. We have been asked to keep our area clean, trash picked up, equipment put away, and be respectful of Country Club equipment, members, facilities and guest.

Swimming practices will start on the first Monday in May, providing the weather cooperates. The first three weeks of practice will be after school hours and our regular summer practice schedule will commence the first day after the school semester ends.

We will use common sense judgment in evaluating weather conditions to determine if practices will be held as scheduled. Heavy rain or lightning will result in a definite cancellation of practice, while a light rain may only delay the practice. Please use common sense with your own child. If practice has been canceled, a sign indicating such will be posted on the fence as you walk into the pool area.

The practice schedules are included at the end of this handbook, at our Web site, and posted at each pool.

The Swim Meets

Our swim meets are usually held on Saturdays, with the site rotating among the various "home pools" of the Northwest Swim Circuit member teams. All of the Sharks' "home meets" are held at the BCC pool; none at the Spicewood pool. If you know your child will be missing a meet, please fill out a "Meet Attendance Form" and put it in the Shark Mail Box at whichever pool he/she practices at by Tuesday of that week.

All regular season home swim meets are scheduled to begin promptly at 7:00 AM on the Saturday of the meet. Be forewarned that our meets start on time. That is, the starter has the swimmers in the first heat on the starting blocks at 7:00 AM sharp.

Some away meets start at 8:00am and others at 7:30am. Please refer to the season schedule at the end of this handbook and on the website, www.bccsharks.org. Meet starting times are subject to change as required by special circumstances. Sufficient advance notice will be provided in all such cases.

The BCC Swim Team Schedule is included at the end of this handbook, Web site, and at each pool.

Home Meets: All "home" meets are held at the Balcones pool. Swimmers should arrive 15 minutes before the advertised warm-up time ready to swim, caps on, goggles on, and a desire to swim fast.

Away Meets: Parents, you are responsible for providing or arranging transportation to the meets for your child. Swimmers should arrive no later than 15 minutes before the advertised warm-up time. Maps to the various pools are included at the end of this handbook.

Inclement Weather

The Home Meet Director shall make the final judgment on the postponement or cancellation of a scheduled meet due to inclement weather. Such decisions shall be communicated to the visiting team Meet Director as

soon as possible. As information becomes available, we will activate our phone tree and make every attempt to call each family.

If a swim meet has been canceled entirely, it will not be made up.

When Your Child Must Miss a Meet

We have a policy on missing meets and it is extremely important to understand.

Our coaches must start "seeding" the swimmers -- decide who will swim which event(s) -- at the beginning of each week and will assume that all team members will be participating in the Saturday meet unless notified otherwise. Simply not showing up at a meet without warning is not only just plain rude, it is unfair to other swimmers. "No shows" can and do cause relays to be canceled. Our computer-generated "heat sheets" (lists of swimmers by the events and "heats" they are swimming) are produced by Friday afternoon.

Our "heat sheets" are unofficial, but it is obviously more than helpful when they are, in fact, accurate. More importantly, absolutely no substitutions may be made later than 10 minutes before a meet starts. If one relay heat has to be scratched because of a surprise "no show", three other children will not be able to swim that event.

Each parent or guardian will be asked to complete a Meet/Practice Attendance form indicating those meets and/or practices your swimmer will be unable to attend. It is assumed the swimmer will be attending unless this form indicates otherwise. Our coaching staff will be completing the meet's "seeding" using these sign-up forms. These forms are available in the Sharks mailboxes at both clubhouses and should be turned into the coach no later than the Tuesday preceding the meet you will not be attending.

We understand that plans can change quickly and unexpectedly, and that emergencies do occasionally arise between any given Tuesday and Saturday morning. In such cases, please notify both the head coach (coach@bccsharks.org) and the Swim Team Board Computer Specialist (computer@bccsharks.org) at the earliest possible moment.

BCC Pride and Spirit

All BCC swimmers and their families should show team pride and spirit. Swimmers are encouraged to wear the team suit, cap, and T-shirt at the meets. During the meet, all swimmers should participate in team cheers and encourage their teammates during races. Family members can purchase and use Shark items and Spiritwear to show their support.

Eligibility Requirements

The Northwest Swim Circuit Bylaws dictate the eligibility of the swimmer and various rules, which BCC will follow in accordance with these bylaws. Some of these bylaws are as follows:

- a. The swimmers age on May 1 of the current swim season shall determine the age group in which the swimmer may compete for that season.
- b. Year-round swimmers age 13 and up will be allowed to compete simultaneously in the summer league program. Any year-round 12 and under may also compete simultaneously but must compete in the 13-14 age group for the NWSC meets. Swimmers 12 years or younger on May 1 may practice or compete concurrently with other organized swim clubs/swim organizations no later than one week before the first

scheduled dual meet. After that date and through the duration of the swim season (ending with the post seasonal meet), swimmers competing in age groups 6 and under, 7-8, 9-10, and 11-12 are not allowed to practice with any other organization or compete in a swim meet outside the NWSC. Swim camps are permitted. Any swimmer violating this rule shall be assumed to have resigned from the Member Club and is no longer eligible to practice with any Member Club nor to compete in a NWSC swim meet for the remainder of the season. There is an Exception process available and "swim ups" are available. Contact your head coach for information.

- c. A swimmer may compete in a maximum of three individual events and two relay events per swim meet. A swimmer may "swim-up" in an older age group but then that swimmer shall swim in that age group for each individual event in which he/she shall compete in that meet. The swimmer may still swim in their age group for relays.
- d. The maximum number of heats per event is two (2) for a 6 or 8 lane pool, and three (3) for a 4-lane pool. The Meet Directors before the start of the meet must approve any exceptions. This is usually changed to 4 or more heats per event at BCC due to the amount of swimmers. Most other pools also allow additional heats as needed to accommodate all swimmers.

Pool Lengths and Adjusted Times

The individual Circuit swimming facilities and pools vary in size and these differences require various adjustments. Our pool has four lanes, while the other pools have six or eight lanes. The number of lanes available sometimes affects the total number of swimmers and/or the number of events that can be swum in a meet.

Since the Circuit pools are different lengths, swimmers' times must be adjusted accordingly in order to have a consistent measure. The pool lengths and adjustment factors are used to determine adjusted times. The information on each of the NWSC pools is included at the end of the handbook.

What Should You Know About 'Meet Day'

Your first swim meet -- the first several, actually -- can be confusing because you don't know what to expect. This section of the *Handbook* represents an honest attempt to help prepare you for the "swim meet experience."

The first thing to remember is that it only *seems* as if everyone else knows what they're doing. Some do and others don't. So, don't be shy -- ask your fellow parents about whatever might seem confusing to you.

Our swim meets are pretty informal affairs for the spectators. They offer plenty of opportunity for visiting and chatting, even reading if you can withstand the apparent chaos around you.

However, there are a few basic rules dictated by common sense:

- No alcohol consumption
- No glass containers
- No 'jam boxes' -- for kids and adults

Arrival Time

If you want a reasonable choice of "prime" seating location get there early - at least 30-40 minutes before the meet. (Swimmers, and usually their parents, will have arrived earlier). As noted previously, meets start promptly. There will always be room for you, especially if you have your chair with you, but if you arrive late expect it to be crowded.

Most of our home meets are over by 1:00 PM. However, some pools require that the meet be concluded by noon, and if they have 6 or 8 lanes in their pool, the meet will usually be over by noon or shortly thereafter.

Parking

For home meets, the parking spaces at Balcones Country Club quickly become sparse. If you want to park anywhere near the pool, get there early. BCC has allowed us to use the parking spaces directly in front of the swimming pool entrance. Please follow these rules even if you are a BCC Club Member. We will have cones and signs designating parking areas and guides to help. Be advised there is no parking on Balcones Club Drive right in front of the tennis courts as well as where the golf carts cross the street. This parking restriction is strictly enforced! You may find yourself having to park several blocks away at some of the other pools.

In any event, please do exercise common courtesy and never block a driveway or another vehicle with your own at any of the meets. Spectators need to come and go at all times during the meets. Please park in designated areas, if possible.

Seating

The normal supplies of chairs and lounges at the BCC pool are available at meets, but there are not enough of them. Hardly any seating is available at the other pools. Most spectators are in the habit of taking their own lawn chairs to all meets. You can try spreading out on the ground with your blankets or towels, but by the time the kids get settled in their assigned areas, it's usually pretty crowded and wet.

At "home" meets at Balcones Country Club, the Sharks families sit on the east side of the pool (Club side). At other meets, look for familiar faces and Sharks' T-shirts to locate the visitors seating area.

There are specific and separate seating areas for the swimmers at all meets. There are one or more volunteer Team Parents for each age group who will be working to organize their age group and making sure the swimmers get to the ready bench on time. You can help them out by discouraging your child from milling around. It is NOT the team parent's job to leave the age-group tent in search of your child. Help out by stressing to your children that they need to stay in their tents, and if they need to leave for some reason, please inform the team parent.

All spectators must stay clear of the pool decks at all times. In fact, only swimmers are allowed on the decks at the ends of the pool when they're about to start a race or are getting out of the pool. It's hard enough for the starter, timers, stroke judges, finish judges and runners to do their jobs without additional people getting in the way.

Refreshments

The Balcones Country Club's regular snack bars and grill operate in their usual fashion during swim meets and their normal offerings are available. However, it is very common for spectators to bring their own Thermos jugs of coffee and coolers with snacks of their choice. Remember, no glass containers are allowed around the pool area.

There are no commercial food vendors operating at any of the other Circuit pools. At most meets, though, parent volunteers of the home team operate refreshment stands offering different varieties of items -- from coffee and soft drinks to doughnuts, rolls, hot dogs and, in some cases, breakfast tacos and other homemade treats.

Refreshments for the swimmers should exclude the consumption of anything resembling "junk food". Most parents provide their child with a small cooler and help them stock it with healthy selections, including fresh fruit, sandwiches, Granola bars, and drinks like fruit juice, Propel, Gatorade and the like.

And, please, **Don't Mess With Texas**. Clean up after yourself and your swimmer.

Ready Benches and Other Mysteries

There's a good reason to strongly encourage swimmers to remain where they're supposed to be during meets. It's not that hard to completely miss a race.

The Team Parents provide each swimmer with an individual card for each heat and send the correct swimmers off to the "ready benches". Another set of parent volunteers line the swimmers up in the correct order by event and heat and send them to the starting blocks for their race. The "ready benches" generally run two or three events ahead of the event being swum at the moment.

Clearly, every participant has to be paying attention for all this to work. A team parent has several charges and has no time to search for your swimmer. Your swimmer must stay in the area of their age group tent.

The Events

Dual Meets consist of 87 different events. Boy/girl, age group, and individual stroke or relay separates these events. There are from one to four or more heats per event, depending on the number of lanes and swimmers entered. The starter directs all swimmers in the heat in the following sequence:

- (1) "Swimmers on the blocks" (or in the water) - means for the swimmer to step up onto the starting blocks (or enter the water feet first).
- (2) "Swimmers take your mark"- which means to assume the starting position.
- (3) "Whistle or electronic tone sounds"- the race begins and the timers start their watches.

The swimmer must then put together the techniques of starting, correct stroke, kick, flip turn, endurance, strategy, and style to determine the end result. Remember, practice makes perfect!

Ribbons and Points

Ribbons and Points are awarded to the order of finish. Ribbons are awarded for places one through ten for individual events and places one through three for relays. Points are awarded for places one through three. "Time Improvement" ribbons will also be presented for individual achievement. Ribbons will be distributed on the Monday/Tuesday practice following the Dual Meet. We will also provide individual "Heat Winner" ribbons at our home meets. These ribbons are based on the swimmer who wins the heat they are swimming, regardless of how they did for the entire event. The ribbons are given to the heat winner immediately after the heat is finished and the swimmer has exited the water. The parents may want to collect the ribbon from their child at that time to ensure it gets home that day.

All swimmers enjoy winning awards. However, the BCC Board and coaching staff place a greater emphasis on individual improvement of times, stroke mechanics, encouraging your teammates, and having a good time.

Event Cards Tell All

The Team Parent gives "Event Cards" to the swimmers in the assigned waiting area. The swimmer carries the card to the ready bench and to the starting block. At that time a "runner" or "timer" will take the card from the swimmer. After the event, the times are recorded on the event card by each of the timers and then taken to the score table where the official time and place of finish is recorded on the card and entered in the computer.

Each event card will indicate the swimmer's name, age group, sex, event number, name of the event, heat number a lane number.

The swimmers are automatically seeded according to their best time for that event for the season. The fastest swimmers of each heat are assigned to the middle lanes of the pool and will usually swim against other swimmers of their own caliber.

The times for all heats are taken to determine the official order of finish. Therefore, if a swimmer is in the first heat and finishes third, for example, it is possible for swimmer in the second heat to beat him/her with a faster time.

Knowing the Score

One of the frustrations you may encounter is that it's kind of hard to know what the score of the meet is while still in process. You will probably be tempted to go to the score table to find out. Please resist the temptation. The people at the score table, an equal number of parent volunteers from both teams, are very busy and distractions can result in serious mistakes.

Swimmers are also asked to fight their irresistible urge to approach the score table area to get both the score totals and their individual times in a particular heat. The official results of each event are posted (on the fence by the gate at BCC) periodically during the meet. This includes all swimmers, their times, and the official place of finish.

Please be patient. When possible, the score will be announced over the public address system periodically throughout the meet.

Those "DQ" Blues

You'll hear swimmers and parents speak of the "DQ's" with emotion -- from disbelief to anger to resignation and disappointment. "DQ" means "disqualification." The stroke judges are responsible for recognizing and recording stroke and turn infractions.

The Northwest Swim Circuit has instructed all teams in the Circuit, and their stroke judges, to treat the younger swimmers the same as the older more experienced athletes. We want the children to enjoy their swimming experience and learn the correct way to swim all the strokes. The "DQ" is a learning experience that **all** swimmers, from beginners to Olympic Champions, have encountered. Swimmers should learn from their mistakes and not let it affect their upcoming events and they may need parental support to accomplish this.

The week following the swim meet, the coaching staff will be meeting individually with the swimmers who were disqualified so they will understand why they were disqualified. The parents need to remember not to get excited when their child is "DQ'ed". There will be a lot of disqualifications, especially early in the season when some of the younger children are just learning the strokes. Parents should encourage their swimmer to keep trying and then celebrate with them once they have achieved stroke mastery. This is how the swim team really pays off in self-discipline and self esteem.

Parents, if you or your child is unhappy with the events they are swimming due to their ability to compete in that stroke, please contact the Head Coach. Again, we are stressing parent / child / coach communication.

For your information, a copy of the NWSC Disqualification form is included at the end of this handbook.

Behavior and Discipline

Swimmers are expected to be "on their best behavior" at both swim meets and during practices. Considering the fact that we have more than 300 youngsters (during a meet) confined in a relatively small space for four or five hours, exemplary behavior isn't just for the gratification of grumpy adults - it is essential to the safety of all concerned and the smooth, orderly conduct of swim meets. We ask that all swimmers have a parent or a designated responsible party at each meet.

Normal pool rules -- no running, no frivolous splashing, no fighting, biting, scratching, screaming and so forth - will be observed at all times.

In addition, parents and swimmers need to understand that during meets, the swimmers must be where the coaches and volunteer "Team Parents" expect them to be.

The coaches are authorized to sideline or exclude swimmers from practices and meets for disciplinary reasons. Such decisions can be appealed to the Swim Team Board after the fact, but the simple key to avoiding such conflicts is good behavior.

After the Meet

Depending on the number of events in which your child is entered, he or she may be personally finished with their swimming well before the last event of the meet. They are encouraged to stay with the team and cheer on the remaining swimmers until the last event has been completed. However, if you do need to leave early, PLEASE notify one of the coaches before departure.

In addition, the coaches may elect to have a Team Meeting after the meet to discuss upcoming practice schedules.

The swim meets are structured so the 6 and under age group is finished at the half way point of the swim meet. They are not required to stay for the entire meet.

Finally, of course, the NWSC endorses the "Don't Mess with Texas" campaign. Please assist the children in cleaning up all litter after each meet. We want to make sure we will be invited back.

Year End Championship Meets

Divisional Championships

The Divisional Championship Swim Meet will be held at a circuit pool or other designated facility, information will be provided as to location, date, and time of meet. All swimmers who have competed in a minimum of two dual meets during the current season are eligible to participate in this meet. The swimmers will be seeded based on their official times for that event. Medals will be awarded for the first three finishes for each event and ribbons will be awarded for the next nine places.

Invitational Meet

An Invitational meet will be held on Sunday following Divisional meet. Swim Meet will be held at a circuit pool or other designated facility. Information will be provided as to location and time each swim season. The meet is open to those swimmers who have met the qualifying time standards as established by the Northwest Swim Circuit. A swimmer must have at least one official time equal to or faster than the qualifying time for each event they enter, not to exceed three individual events; there are no relay events. Sign-up for the Invitational Meet will take place during the swim season.

Annual BCC Banquet

Typically, our annual end of season banquet is held the day after the Invitational at the Balcones Country Club. This may take the form of a "sit down" buffet dinner banquet inside the club or a more informal picnic or party outside in the pool area. The Board Members will determine this each swim season.

In addition to food, the banquet features the presentation of individual trophies to the swimmers, recognition of outstanding individual and/or relay team achievements, coach speeches, and usually an informal parent meeting to elect the following year's officers and conduct any other necessary business. We usually provide some type

of multi-media show from this year's meets as well as the opportunity to purchase candid shots. The entire event lasts about two-three hours.

There will be a charge for attending the banquet in whatever amount is necessary to cover the cost of food provided.

An evaluation of all aspects of the swim program also will be conducted at the end of the season. All parents will be asked to complete a written questionnaire for this purpose and we encourage you to take the time to answer the questions. We will use your comments and suggestions to improve our program in future seasons. This would also be a good time for you to indicate the jobs you would prefer for the next year.

Volunteer Committees/Positions Descriptions

As mentioned earlier in this handbook, we ask each family to volunteer for a minimum number of jobs throughout the swim season. The various committees and positions requiring parent volunteers and a brief description of the duties involved are as follows:

Meet Director - Official in charge at swim meets. Experience with the NWSC bylaws and the structure of the swim meets is required. Meet Directors are required to attend an "Officials Clinic" (2 hours) prior to the start of the season.

Starter - Official who notifies the swimmers of the distance and stroke; starts each heat with a whistle or electronic tone and calls false starts. This individual may be trained for this position. Starters are required to attend an "Officials Clinic" (2 hours) prior to the start of the season.

Stroke Judges/Exchange Judges - Officials who determine if the swimmers are performing the strokes and turns correctly. Experience is helpful, but training is provided as necessary. Stroke Judges and Exchange Judges are required to attend an "Officials Clinic" (2 hours) prior to the start of the season.

Timers - Equipped with stopwatches, timers are assigned one lane each for every heat. There are three timers for each lane; all three times are recorded and the "middle" time becomes the official one.

Runners - Pick up event cards from timers and deliver them to the scorekeepers. The job title is very descriptive. Runners should have good tennis shoes that work well on slippery wet surfaces.

Score Table - Scorekeepers mark the official time for each swimmer in a heat; record the order of finishes; and record and keep a running total of team points. Scorekeepers work in teams -- one from each team -- on the assigned task. Results are posted during the meet. Fortunately, much of this task has been computerized over the years.

Ready Bench - Assist in lining up the swimmers each event, heat and lanes, and get them to the starting blocks in the correct order and on time.

Team Parents - Assume responsibility for keeping track - as best as they reasonably can -- of the swimmers in a certain age group while the kids aren't swimming, handing out the event cards, and getting them to the ready bench on time. This position is obviously more important for the younger swimmers. The older more experienced swimmers usually take care of themselves and only require someone to distribute the event cards.

Event Board - This individual is responsible for flipping the cards on the event board to indicate the current event and heat number.

False Start Technician - (1) Prior to the start of the meet a length of rope should be stretched across the swimming lanes approximately 10 yards from the starting blocks. This *false start rope* should be attached about five feet above the water surface. The rope should be attached so that it cannot inadvertently fall into the pool, but should be attached in such a manner that it could be purposely triggered to fall into the pool and hinder a swimmer.

(2) At the start of the race a **false start technician** should be alert. In the event of a false start as determined by the Starter, he or she should immediately drop the *false start rope* in the path of any swimmers.

Meet Preparation Crew - A team of individuals who are responsible for setting up and removing tents for the swim meet. The intent is to have a group of people responsible for setting up the tents, and a different group assigned the task to take them down.

Hospitality - These individuals are responsible for delivering refreshments, usually lemonade or ice tea, at the home meets to the swim meet workers. Responsible for organizing parents to bring treats to Friday practice.

Shark Shack - Responsible for sales of team T-shirts, towels, goggles, etc. at swim meets. Organizing orders, maintaining inventory, etc. The Swim Team Board approves designs for the T-shirts and towels.

Team Sponsorship - Approach local business and professional people to secure (relatively inexpensive) ads to be placed in our weekly heat sheets to help defray the cost of producing and duplicating them. An advertising chairperson will lead the effort in procuring these ads.

Banquet Chairperson - Responsible for organizing and conducting the annual banquet for all swimmers and their families. This can be, and usually is, a job for a full committee with a chairperson or co-chairs and committee members for different aspects.

TRAFFIC - Responsible for directing guest and home team swimmers. The Traffic individuals will be directing ALL swim meet traffic to approved parking places. They will also be responsible for operating shuttle golf carts for swim families and guest to and from the pool area.

Photo & Multimedia – Responsible for taking the official photos at the meets and other events. Also responsible for End-of-Season banquet multimedia entertainment.

Spirit Wear – To be determined by the Board