



## **2011 SPRING CREEK FOREST SWIM TEAM HANDBOOK**

***All team members and/or families are responsible for reading and abiding by the guidelines established in this handbook.***

## I. SWIM TEAM INFORMATION

### a. SPRING CREEK FOREST SHARKS

We are pleased that you and your child(ren) have decided to participate in the 2011 Spring Creek Forest Sharks Swim Team. As a member of the Northwest Aquatic League (NWAL), we are able to provide children with the opportunity to experience competitive swimming during the summer. Our Swim Team's purpose is to promote competitive swimming, teamwork and good sportsmanship among the youth of our neighborhoods. Our goal is that every child will develop his/her skills to the best of their abilities; as such, each child is important to the team. Above all, participating should be fun for everyone!

### b. ELIGIBILITY FOR SWIM TEAM

The SCF swim team is a community swim team and is open to swimmers from any neighborhood that has no swim team or a club swim team. Any resident in good standing with their neighborhood who is between 5 and 18 years of age as of May 31 and a novice swimmer, is eligible to join the Swim Team. The NWAL defines a novice swimmer as anyone who has not participated in any USA swimming competition from the beginning until the end of the NWAL season. The NWAL season for 2011 is May 13th through June 27th. This means swimmers can swim in the USA practices, but may not swim in any USA meet during this time, including the "open" weekend(s), if any. Because the safety of each swimmer is paramount, it is advisable that any child joining the Swim Team be "water safe". Stroke knowledge and skills are not critical, but an ability to function in the water is of the utmost importance.

### c. SHARK PUPS

To be a Shark Pup, a child between 5 and 7 years of age must be able to swim a minimum of two lane widths of the pool, approximately 10' without stopping. Any child younger than 5 years must be water tested by the coach and approved. In-water instruction of basic strokes will take 2 to 3 weeks. **During this time a parent must be present and available for assistance.** At the conclusion of the in-water instruction, depending on the individual's ability, each child will be tested to determine his/her ability to swim on the team. **To become a Shark, a child must be able to swim the width of the deep end of the pool by the end of the second week of practice.** Should a child not pass this test and qualify as a Shark, further outside instruction will be necessary. The child is not a member of the team and cannot attend practices. A partial refund will be granted at this time. If a child qualifies and is approved by the coach at a later time during the season, he/she will immediately become a Shark swimmer and team member.

For more information, visit us on the web - [www.scfsharks.org](http://www.scfsharks.org)

# 2011 BOARD OF DIRECTORS

PRESIDENT Kevin Overton	<a href="mailto:sharksko@gmail.com">sharksko@gmail.com</a>	832-264-7200
PRESIDENT ELECT Vacant		
1 <sup>st</sup> VICE PRESIDENT Tom Buffington	<a href="mailto:tom.buffington@gmail.com">tom.buffington@gmail.com</a>	612-578-9513
2 <sup>nd</sup> VICE PRESIDENT Kym Leary	<a href="mailto:kymleary@yahoo.com">kymleary@yahoo.com</a>	281-370-7326
3 <sup>rd</sup> VICE PRESIDENT Julia Blasch	<a href="mailto:julblas@att.net">julblas@att.net</a>	281-320-2138
TREASURER David McElroy		
SECRETARY Shauna Webster	<a href="mailto:shaunakay@aol.com">shaunakay@aol.com</a>	713-594-8953
NWAL REPRESENTATIVE Trey Cowan		
VOLUNTEER COORDINATOR Deb Betts	<a href="mailto:cdcdbetts@sbcglobal.net">cdcdbetts@sbcglobal.net</a>	281-251-1871
FUNDRAISER COORDINATOR Vacant		
CONCESSION COORDINATOR Kyle Griffin		
READY BENCH COORDINATOR Natalie Vela	<a href="mailto:nvela1@kleinisd.net">nvela1@kleinisd.net</a>	281-687-2201

A notification by email will be sent out toward the end of the season for any parent interested in board membership. Please contact any board member if you would be interested in a position on the 2011 Board of Directors. The election will take place in conjunction with the Swim Team awards ceremony on July 11<sup>th</sup> at the SCF Clubhouse.

## II. OFFICERS & THEIR DUTIES:

**President** Act as spokesperson for the Association to the Spring Creek Forest subdivision; Preside at all meetings of the members, and Board of Directors; Negotiate contract(s) with the coaches(s), after approval of Board of Directors; Serve as Ex-Officio member of all committees; and serve as a member of the Budget Committee, in accordance with Article V111, Section(a).

**President-Elect** Use the term of office to become thoroughly familiar with all matters pertaining to the Association; Formulate plans for his/her term of office as President; Serve as a member of the Budget Committee, in accordance with Article V111, Section 1(a); Preside at any meetings in the absence of the President.

**First Vice-President** Preside in the absence of the President, and President-Elect  
Coordinate the following areas of responsibility: a) Set-up and clean-up of meets; b) Announcer; c) team equipment.

**Second Vice President** Preside in absence of the President, President-Elect and First Vice-President; Maintain records of swimmer's times and meet results; Coordinate the following areas of responsibility: a) Scoring of meets; b) pool and team record board; c) heat and place ribbons; d) individual and team awards/trophies.

**Third Vice-President** Preside in the absence of the President, President-Elect, First Vice-President, and Second Vice-President; maintain a current roster of members; Coordinate the following areas of responsibility: a) Clerk of Course; b) Ready Bench.

**Secretary** Give notice of all annual and special meetings of Members; Keep minutes of all meetings of Members; Keep minutes of all meetings of the Board of Directors; Keep a current roster of members with the Association's records; Distribute or post registration, nomination, election and other team information; Submit articles for publication to appropriate newsletters; Coordinate the following areas of responsibility: a) E-mail communication; b) Team newsletter, or emails.

**Treasurer** Chair the Budget Committee, in accordance with Article V111, Section 1(a); Keep the books of financial standing of the association; Disburse funds at the direction of the Board of Directors; Issue notice of fees, and collect such fees; Submit a written report of the financial condition of the Association at the annual meeting, and at other times, as directed by the Board of Directors; Coordinate the following areas of responsibility: a) Registration; b) Team Sales (swim suits, t-shirts, etc)

**NWAL Representative** Attend all NWAL and division meetings; Represent the Association at all NWAL and division meetings; Bring all NWAL correspondence, rulings and information to the attention of the Board of Directors; Submit the official roster of swimmers to NWAL; Act as meet director on behalf of the SCF Swim Team; Recruit, organize and schedule officials for meets.

**Volunteer Coordinator** Recruit coordinators for all volunteer areas; Organize schedules for all volunteer activities; Coordinate volunteers at meets; Coordinate the following areas of responsibility: a) Ribbon writers; b)Timers; c) Scribes; d) Runners; e) Team Parents

**Fundraising Chairperson** Coordinate all fundraising events; Solicit sponsorships for team activities.

**Concessions Coordinator** Coordinate concessions for all home meets and Divisionals as needed; coordinate food for Kick-Off Dinner & End of Season Party.

**Ready Bench Coordinator** Coordinate ready bench activities for all meets; responsible for helping out with volunteers at away meets and the Divisional meet; coordinator is expected to manage the ready bench for home meets from beginning to end.

### III. COACHING HISTORIES

Check <http://www.scfsharks.org> for information on the 2011 coaches.

### IV. 2010 MEMBERSHIP FEES

15-18 YEARS OLD                      \$35.00 – EACH SWIMMER

14 YEARS & UNDER                      \$120.00 – EACH SWIMMER

NON-SCF RESIDENT FEE              \$25.00 PER FAMILY

Registration remains open after the start of the season to allow new residents and others an opportunity to join the team. However, to swim in the divisional meet at the end of the season, a swimmer must have competed in at least two dual meets (a dual meet is when two teams swim against each other). A child is also required to swim in at least two dual meets to qualify for a trophy at the end of the season.

#### **REFUND POLICY**

Refunds of registration fees will be given according to the following schedule:

Up to and including the first day of practice                      100%

During the first week of practice                                      75%

During the second week of practice                                    50%

After the second week of practice                                      0%

Non-SCF Resident Fee and Late Fee are non-refundable.

\*At registration, a volunteer deposit of \$250.00 will be collected and held. Volunteer deposit checks will be returned at the end of season Awards Banquets for families who complete their 7 volunteer shifts.

## V. PARENT PARTICIPATION

A large part of our team's success depends on you, the parents. It takes hundreds of volunteer hours to make our swim season run smoothly for our children. It is essential that every parent participate in this aspect of our team so that we can have a successful and fun season. The following is a list of the volunteer areas in need of help.

### **CONCESSIONS**

Work at the concession stand during the practice meet and home meets. There are two shifts available at each home meet. Unlike previous years, each shift is only worth 1 credit this year.

### **SETUP/CLEANUP**

Help set up pool late Friday evening (9pm) and early Saturday morning before meets (time determined by 1st Vice President). Friday night counts as 1 shift. To earn Saturday shift credit, you must work both Saturday morning setup and Saturday afternoon teardown.

### **TEAM PARENT**

A team parent will be required to work the swimmer tents to swimmers under the age of 11. This duty involves sitting in the designated tents with the swimmers of a specific age group and assisting them to the ready bench when their events are called.

### **SCRIBE**

Record times on swimmers' cards and ribbons during meet.

### **READY BENCH**

Organize and guide swimmers' from the ready bench to the starting block.

### **SCORING/RIBBON WRITING**

Enter times/scores for meets and entry forms, record place/heat ribbons.

### **TIMER**

Serve on a team of three timers per lane using stop watches to time event.

### **FUNDRAISING**

Solicit sponsors for heat sheets, awards, ribbons, dinners, t-shirts, gifts, etc.

## VI. SWIM TEAM PRACTICE

Practices are held after school in May and in the mornings in June. Each swimmer is encouraged to attend all the practice sessions. Any conflicts on times should be directed in writing to the coaches, or via their email address at [scfsharkcoach@googlegroups.com](mailto:scfsharkcoach@googlegroups.com).

### a. 2011 TENTATIVE PRACTICE SCHEDULE

Age Group	April – Afternoon Practices	June – Morning Practices
Shark Pups (6 & Under)	3:45-4:15	10:15-10:45
7 & 8 year olds	4:15-5:00	9:30-10:15
9 & 10 year olds	5:00-5:45	8:45-9:30
11-18 year olds	5:45-6:30	10:45-11:45

- Exact starting dates for practices will depend on the coaches. Times and groupings are subject to change based on the final composition of our team and individual swimming abilities.
- Swimmers need to arrive for practice 10 minutes prior to start time to help the coaches make a quick transition for the next age group.
- Additional night practices will be offered after the school year ends for those who have conflicts with morning practice times. Coaches will offer private stroke instruction for a fee throughout the season. Once available, the coaches will maintain a signup at the pool. Parents are required to pay in advance for the private swim clinics directly to the coach providing the private instruction.
- Coach approval is required for changes in practice time or if a swimmer wishes to attend a second or evening practice.
- If a swimmer cannot be at a meet or will miss several practices due to illness, vacation or another conflict, please contact the 3<sup>rd</sup> Vice President as soon as possible, in writing or by email, so that your swimmer can be “scratched” from the list of competitors. This is *EXTREMELY* important in assigning the swimmers to heats and relays so that the meet runs quickly and efficiently.

## **b. PRACTICE GUIDELINES**

- Coaches will correct a swimmer's behavior if a problem should arise. The swimmer will receive 3 warnings. After the third warning the swimmer will be removed from the pool and the parent will be notified.
- Swimmers are expected and encouraged to do their best at all times. Actual skill is not as critical as the swimmer's willingness and enthusiasm.
- Parents are responsible for getting swimmers to and from practice on time. Attendance will be taken. If there is a time conflict, the coach should be notified.
- Practice sessions are **not** to be used for parent/coach discussions. Any parent wishing to talk with the coach may do so after that day's practice has been completed. Sending the coaches an email is also an effective means of communication. For the afternoon practice schedule, plan to meet with the coach after 6:30pm. During the morning practice schedule, plan to meet with the coach after 11:45am. All coaches will be strictly engaged in instruction during regular practice times.
- There will be a Lost & Found basket for all items left behind at all practice and meets. This basket can be found in the swim team supply room. Please check for these items to be displayed at the home meets. All items not claimed by the end of the swim season will be donated to charity. Label every item you take to practice and swim meets.
- During swim meets and practices, no children are allowed in pool or baby pool.

## **VII. SWIM MEET PROCEDURES**

### **a. MEET ENTRIES:**

- All team members will be entered in a maximum of five total events, with a maximum of three individual events at each meet. Coaches decide which events each swimmer will swim in order to score the most points for the team and to fulfill the needs of each child. Check with your child weekly about his/her scheduled events. If you should question a certain event, please discuss it with the coaches. Your questions not only provide answers to your concerns, but also help to avoid errors in meet or stroke entries.
- Thursday of meet week, each team exchanges information and the entries for the meets are seeded (separated into heats) for the Saturday competition. Swimmers not listed on the entry list exchanged on Thursday may not swim at the meet. On the morning of the meet, a "Scratch meeting" is held to adjust the heats for "no shows", which is why it is **VITALLY important to check in when arriving at each meet!**

## **b. MEET CHECK-IN PROCEDURES:**

A team area can be found at each meet where a table will be setup for check-in. Each swimmer will receive a slip of paper listing the events they are to swim at the meet (individual events and relays).

Please be sure to pick up this sheet by 7:30 AM!!!! This tells us your swimmer is present and we can get the meet started on time.

The slips that are not picked up are used at the Scratch Meeting. Should you arrive late, immediately inform the Team parent for your swimmer's age group so that they may inform the Clerk of Course.

## **c. WHAT TO EXPECT AT THE MEETS:**

Lots of kids, noise, heat, excitement, food and fun!!! Remember to bring something for your children to do while they wait for their events. Also bring something to sit on and of course, a towel or two. Food and drinks may be purchased at the meets or may be brought from home. The proceeds from the concession stand are a significant source of income for the team and the food is moderately priced and very good!

***LABEL ALL PERSONAL ITEMS BROUGHT TO PRACTICE OR SWIM MEETS. ITEMS THAT ARE CORRECTLY LABELED FIND THEIR WAY HOME MUCH EASIER THAN THOSE UNMARKED.***

**IT IS VERY IMPORTANT THAT SWIMMERS STAY IN THE TEAM AREA.** Swimmers are called to line up several events before they actually swim, so they need to be where they can hear the events and can be found by the Team Parents. Parents, please identify the team parent to your swimmer and encourage your child to listen closely and to follow their instructions. They are there to coordinate the team area for your child's specific age group.

The SCF Sharks website has additional information for parents new to swim team meets. Meets can start off as a very scary type of thing, but everyone gets used to the "organized chaos" after a while. To learn more about meet preparation for you and your swimmer, visit the following website - <http://www.scfsharks.org/tips.html>

### **Make your swimmer aware of these important Team Area Guidelines:**

1. No running, wrestling, throwing things, or rowdy behavior.
2. STAY IN THE TEAM AREA. If you leave the area, let the Team Parent know and return as quickly as possible. Everyone gets hungry, has to go to the restroom or watch another team member swim. What we want to avoid is scratching a swimmer from an event because we cannot locate them.
3. It is the responsibility of the swimmer and the parent to make sure that the swimmer is at the ready bench at the appropriate time your event is called. The meet will not be delayed to locate a swimmer. Please stay with your swim team members and be alert and aware of each event that you are scheduled to swim.

4. NEVER LEAVE A MEET without notifying your Coaches. You may be leaving before your last event, especially if you are participating in the Freestyle relays.
5. The baby pool, playground and lifeguard stands are off limits to everyone during the swim meets at the SCF pool.
6. PLEASE CLEAN UP YOUR AREA AFTER THE MEET!!!

**d. EVENTS DURING SWIM MEETS:**

Swim meets are held on Saturdays. Warm-ups for the swimmers begin at 7:00 a.m. for the home meets and 7:30 for away meets. The meets start promptly at 8:30 a.m. and generally end by 2:00 p.m. As outlined above, it is important for swimmers to check in upon arrival in order to compete in the swim meet.

Each meet consists of 78 events. Each event may have more than one heat (group of swimmers). An event is made up of three parts; stroke, age and gender. A swimmer may enter up to five events per meet, with the maximum number of individual events limited to three. A relay event is not an individual event.

**e. SCORING AND POINTS**

In dual meets, points are awarded for individual events by the following point system:

<b>1<sup>st</sup> PLACE</b>	5 points
<b>2<sup>nd</sup> PLACE</b>	3 points
<b>3<sup>rd</sup> PLACE</b>	1 point

In a relay event, points are only awarded to 1<sup>st</sup> and 2<sup>nd</sup> place teams.

<b>1<sup>ST</sup> PLACE</b>	5 points
<b>2<sup>nd</sup> PLACE</b>	2 points

There will be six teams at our divisional meet this year. Points awarded for all events, including relays, will be as follows:

<b>1<sup>st</sup> PLACE</b>	7 points	<b>4<sup>TH</sup> PLACE</b>	3 points
<b>2<sup>ND</sup> PLACE</b>	5 points	<b>5<sup>th</sup> PLACE</b>	2 points
<b>3<sup>rd</sup> PLACE</b>	4 points	<b>6<sup>th</sup> PLACE</b>	1 point

## **f. RIBBONS AND AWARDS**

### **i. MEET RIBBONS:**

Each swimmer has the opportunity to score points and win several awards at each meet. “Place ribbons” are given to the top six swimmers for each event. Although place ribbons may vary from meet to meet, the colors are generally as follows:

<b>1st Place</b> Blue	<b>4<sup>th</sup> Place</b> Purple
<b>2<sup>nd</sup> Place</b> Red	<b>5<sup>th</sup> Place</b> Green
<b>3<sup>rd</sup> Place</b> White	<b>6<sup>th</sup> Place</b> Yellow

### **ii. IMPROVEMENT RIBBONS**

Ribbons are awarded to each swimmer who has improved any or all of his/her individual times at a meet. Ribbons are given out by the coaches after each meet. These ribbons are called “Super Shark” awards and are highly sought by swimmers who are looking to improve each week, even if they are not winning place ribbons.

### **iii. AWARDS:**

At the end of the season, there is an awards ceremony during which High Point and Runner-Up Trophies for each age group are awarded. High Point and Runner-Up are calculated by adding the points scored for individual events at each meet. Relay events are not considered in this calculation. Scores are based on points awarded to each child who has swum in at least two meets.

## **g. CLUBHOUSE:**

The area inside the Clubhouse is strictly **off-limits** to all swimmers and parents. This area is reserved for concession workers and meet scorers. Restroom facilities are available for use by swimmers and parents adjacent to the clubhouse. Wet swimsuits make the Clubhouse floor slippery and unsafe and water is not compatible with the Clubhouse sofas and other furniture.

## **VIII. EQUIPMENT**

- a. SWIM SUIT:** Team suits are provided with your registration fees. The team suit must be worn at all swim meets. Swimmers may wear any suit to practice.
- b. CAPS:** Swim caps are mandatory for all female swimmers. Any male swimmer whose hair is long will be required to wear a swim cap as well. Swim caps will be worn during all practices and meets. A cap is provided with your registration fees.
- c. GOGGLES:** Goggles, tinted smoke or blue only, are recommended. If you purchase goggles, do not buy those with yellow or clear lenses. Those are for indoor pool use only.

## **IX. DIVISIONAL MEET**

The Divisional Meet is the culmination of all the dual meets, with all six **Central Division 3** teams competing. A child must have swum in at least two dual meets to be eligible to compete at the divisional meet. Divisional team trophies for first, second and third places are awarded based on total team points scored at this meet. Points are earned for the first six places in each event, including relays. Special medals are awarded to the top six swimmers at this meet.

## **X. “PONDEROSA INVITATIONAL” and “ALL-STAR” MEETS**

These are post season meets, held one week after the Divisional Meet. They are two-day meets. They are open to all NWAL swimmers 18 years old and younger. The only qualification is that the swimmer must meet or better the posted time for the event they wish to enter. The 2010 times will be communicated via email. The swimmer’s qualifying time may be established at any swim meet during this season.

## **XI. TIME CONVERSIONS AND POOL RECORDS**

The SCF Pool is not a standard 25 yard or 25 meter pool. Pool records are kept as the actual time swum in our pool. Team records are converted to a standard 25-yard time. Team records may be established at any meet.

Time Conversions            SCF Pool Actual Time to Yard Time=SCF time x (0.9404)  
   SCF Pool Actual Time to Meter Time=SCF Time x (1.0285)  
   Yard Time to Meter Time=Yard Time x (1.11)  
   Meter Time to Yard Time=Meter Time / (1.11)

## **XII. DISQUALIFICATION**

At some point during the season, a swimmer might be disqualified (DQ) during an event. This means that the swimmer has not started correctly or has not properly performed the stroke during the swim, on the turn, or at the finish. A DQ can be emotional, especially for a young swimmer. The Stroke and Turn Judge who DQ'd the swimmer will try to explain to the swimmer what was done incorrectly. All swimmers should be encouraged and take this as a learning experience. Even the best swimmers have DQ's at some time or another. Some common errors leading to a DQ are included in the following situations:

### **RELAYS**

- Leaving starting block before previous swimmer touches the wall
- Doing the wrong stroke
- Going in the water out of order

### **BREAST STROKE**

- Two underwater strokes during start or turn
- Not touching with both hands simultaneously at the turn or finish

### **BUTTERFLY**

- Flutter kick instead of Dolphin kick
- Not touching with both hands simultaneously at the turn or finish

### **BACK STROKE**

- Turning over onto the stomach at final touch

If your swimmer does get disqualified at a meet, make certain they check with the coaching staff to get the issue corrected before the next meet.

## ORDER OF SWIM MEET EVENTS

<b>Male</b>	<b>Age</b>	<b>Event</b>	<b>Female</b>
1	13-14	Freestyle – 100m	2
3	15-18	Freestyle – 100m	4
5	6-under	Free Relay – 100m	6
7	8-under	Medley Relay – 100m	8
9	9-10	Medley Relay – 100m	10
11	11-12	Medley Relay – 200m	12
13	13-14	Medley Relay – 200m	14
15	15-18	Medley Relay – 200m	16
17	6-under	Freestyle – 25m	18
19	7-8	Freestyle – 25m	20
21	9-10	Freestyle – 25m	22
23	11-12	Freestyle – 50 m	24
25	13-14	Freestyle – 50m	26
27	15-18	Freestyle – 50m	28
29	8-under	Breast Stroke – 25m	30
31	9-10	Breast Stroke – 25m	32
33	11-12	Breast Stroke – 50m	34
35	13-14	Breast Stroke- 50m	36
37	15-18	Breast Stroke- 50m	38
39	6-under	Back Stroke – 25m	40
<b>2<sup>nd</sup> shift Volunteers</b>			
41	10-under	Individual Medley – 100m	42
43	11-12	Individual Medley – 100m	44
45	13-14	Individual Medley – 100m	46
47	15-18	Individual Medley – 100m	48
49	7-8	Back Stroke – 25m	50
51	9-10	Back Stroke – 25m	52
53	11-12	Back Stroke – 50m	54
55	13-14	Back Stroke – 50m	56
57	15-18	Back Stroke – 50m	58
59	8-under	Butterfly – 25m	60
61	9-10	Butterfly- 25m	62
63	11-12	Butterfly – 50m	64
65	13-14	Butterfly – 50m	66
67	15-18	Butterfly – 50m	68
69	7-8	Free Relay – 100m	70
71	9-10	Free Relay – 100m	72
73	11-12	Free Relay – 200m	74
75	13-14	Free Relay – 200m	76
77	15-18	Free Relay – 200m	78