



2019 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 2019 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 any individual up to and including eighteen (18) years of age. The NWAL season for 2019 is May 4th through June 16th. The safety of each swimmer is paramount, so 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 4 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.

2019 BOARD OF DIRECTORS

PRESIDENT Olen Walton		president@scfsharks.org		281-435-5078
PRESIDENT ELECT		Vacant – Must be SCF Resident		
1 st VICE PRESIDENT		Vacant		
2 nd VICE PRESIDENT Randy Buckman		computers@scfsharks.org		
3 rd VICE PRESIDENT		Vacant		
TREASURER April Dilli		treasurer@scfsharks.org		
SECRETARY Stacy Dawson		secretary@scfsharks.org		
NWAL REPRESENTATIVE William McNutt		teamrep@scfsharks.org		480-254-4848
VOLUNTEER COORDINATOR Anne Fischer		volunteers@scfsharks.org		240-883-8319
FUNDRAISER COORDINATOR Jennifer McNutt		fundraising@scfsharks.org		480-353-9544
CONCESSION COORDINATOR				
READY BENCH COORDINATOR Alma Wood		board@scfsharks.org		
MEMBER AT LARGE Tom Buffington		Tom.Buffington@gmail.com or officials@scfsharks.org		612-578-9513

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 2019 or 2020 Board of Directors. The election will take place in conjunction with the Swim Team awards ceremony at the SCF Clubhouse at the close of the season.

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;
- Assist with volunteers at away meets and the Divisional meet;
- Manage the ready bench for home meets from beginning to end.

Member At Large

- Provides assistance as needed

III. 2019 MEMBERSHIP FEES

15-18 YEARS OLD	\$40.00 – EACH SWIMMER
14 YEARS & UNDER	\$130.00 – First Swimmer \$90.00 - Second Swimmer \$55.00 – Third Swimmer

Maximum family swimmer fees of \$275.00 (does not include non-SCF resident fee)

NON-SCF RESIDENT FEE \$25.00 PER FAMILY

(This fee is passed directly on to the SCF HOA for use of the pool during SCF Sharks functions only)

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.

Refunds will not be given if swimmer is removed from the team for disciplinary reasons.

*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 allotted assigned shifts.

Ic. 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. For the 2019 season we will be requiring each family to work a total of 21 volunteer points. Only 3 points per meet will count toward your total unless prior approval is granted by our Volunteer coordinator. **If you think you will have difficulty meeting this requirement or will miss a meet for any reason, contact and discuss with our Volunteer Coordinator early in the season.** Parents that have only 15-18-year-old swimmers are not required to volunteer but are encouraged. The following is a list of the volunteer areas in need of help. Underlined areas are required for home, away, and Divisional meets.

CONCESSIONS

Work at the concession stand during the practice meet and home meets. There are two shifts available at each home meet.

SETUP/CLEANUP

Help set up pool late Friday evening (9pm) and early Saturday morning before home 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 tear down.

TEAM PARENT

A team parent will be required to work the swimmer tents for 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 heat 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 stopwatches to time event.

g. **SWIM TEAM PRACTICE**

Practices are held after school in April - 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 coaches@scfsharks.org.

a. **2019 TENTATIVE PRACTICE SCHEDULE**

Age Group	April – May Afternoon Practices	June (after school year) – Morning Practices
Shark Pups (6 & Under)	4:20 - 5:00	TBD
7 - 10-year old’s	5:00 – 5:45	TBD
Middle School	5:45 – 6:30	TBD
High School	3:45 – 4:30	TBD

- 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 sign up 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, you must email your coaches at coaches@scfsharks.org and RSVP for the swim meet you will miss on our website www.scfsharks.org 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 may receive up to 3 warnings. After the third warning or the coach finds necessary, 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 to swim meets.
- During swim meets and practices, nobody is allowed in either the pool or baby-pool unless participating or competing in the current event.

ç. 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.

- On Thursday of meet week, each team will exchange 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.

If a swimmer is NOT checked in by 7:30, there is NO guarantee that they can swim in the meet!

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. There are some helpful hints and tips under the “links” tab on our website that will help you to be prepared.

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 80 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:

1st PLACE	7 points
2nd PLACE	5 points
3rd PLACE	4 points
4th PLACE	3 points
5th PLACE	2 points
6th PLACE	1 point

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

1st PLACE	7 points
2nd PLACE	3 points

There will be seven teams at our divisional meet this year. Points awarded for individual events, will be as follows:

1st PLACE	14 points	7th PLACE	6 points
2nd PLACE	12 points	8th PLACE	5 points
3rd PLACE	10 points	9th PLACE	4 points
4th PLACE	9 points	10th PLACE	3 points
5th PLACE	8 points	11th PLACE	2 points
6th PLACE	7 points	12th PLACE	1 point

There will be seven teams at our divisional meet this year. Points awarded for relays, will be as follows:

1st PLACE	14 points	4th PLACE	5 points
2nd PLACE	10 points	5th PLACE	3 points
3rd PLACE	7 points	6th PLACE	1 point

£ . RIBBONS AND AWARDS

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:

1st Place	Blue	4th Place	Purple
2nd Place	Red	5th Place	Green
3rd Place	White	6th Place	Yellow

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.

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.

CLUBHOUSE:

The area inside the Clubhouse is strictly **off-limits** to all swimmers and parents, this area is reserved for concession workers, official, 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.

ϸII. EQUIPMENT

- a. SWIM SUIT:** Team suits styles change every two years and are available from the Sharks preferred supplier at a discount. The team suit should 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.
- c. GOGGLES:** Goggles, tinted smoke or blue only, are recommended for outdoor use. If you purchase goggles, do not buy those with yellow or clear lenses. Those are for indoor pool use only.

ϸIII. DIVISIONAL MEET

The Divisional Meet is the culmination of all the dual meets, with all six **Yellow Division 1** 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 12 places in each event, 6 places for relays. Special medals are awarded to the top six swimmers at this meet.

IE. “PONDEROSA INVITATIONAL”, “ALL-STARs”, and “Red, White, and Blue”

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 2019 times will be communicated via email. The swimmer’s qualifying time may be established at any swim meet during this season.

IE. 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)

III. 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

Female	Male	Age	Event
1	2	10-under	Freestyle – 50m
3	4	11-14	Freestyle – 100m
5	6	15-18	Freestyle – 100m
7	8	6-under	Free Relay – 100m
9	10	8-under	Medley Relay – 100m
11	12	9-10	Medley Relay – 100m
13	14	11-12	Medley Relay – 200m
15	16	13-14	Medley Relay – 200m
17	18	15-18	Medley Relay – 200m
19	20	6-under	Freestyle – 25m
21	22	7-8	Freestyle – 25m
23	24	9-10	Freestyle – 25m
25	26	11-12	Freestyle – 50m
27	28	13-14	Freestyle – 50m
29	30	15-18	Freestyle – 50m
31	32	8-under	Breast Stroke – 25m
33	34	9-10	Breast Stroke – 25m
35	36	11-12	Breast Stroke – 50m
37	38	13-14	Breast Stroke- 50m
39	40	15-18	Breast Stroke - 50m
41	42	6-under	Back Stroke – 25m
2nd shift Volunteers			
43	44	10-under	Individual Medley – 100m
45	46	11-12	Individual Medley – 100m
47	48	13-14	Individual Medley – 100m
49	50	15-18	Individual Medley – 100m
51	52	7-8	Back Stroke – 25m
53	54	9-10	Back Stroke – 25m
55	56	11-12	Back Stroke – 50m
57	58	13-14	Back Stroke – 50m
59	60	15-18	Back Stroke – 50m
61	62	8-under	Butterfly – 25m
63	64	9-10	Butterfly - 25m
65	66	11-12	Butterfly – 50m
67	68	13-14	Butterfly – 50m
69	70	15-18	Butterfly – 50m
71	72	7-8	Free Relay – 100m
73	74	9-10	Free Relay – 100m
75	76	11-12	Free Relay – 200m
77	78	13-14	Free Relay – 200m
79	80	15-18	Free Relay – 200m