



Team Handbook

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Overview

Welcome to the Eichler Gators Swim Team! We are pleased that you have joined (or returned to) the team. We hope you find this swim season an enjoyable and rewarding experience for the whole family.

GOALS

The goals of the Eichler Gators swim team program are to:

1. Provide a safe environment for all swim team members.
2. Provide an enjoyable experience for all swimmers.
3. Create an environment in which all swimmers have the resources needed to improve their swimming technique and achieve their personal best.
4. Teach good sportsmanship and citizenship towards teammates, club members and opponents.
5. Develop swimming as a lifelong activity.

JUNIPERO SERRA SWIM LEAGUE (JSSL)

Eichler Gators Swim Team is a member of the Junipero Serra Swim League (JSSL).

This league was formed in the early 1970s by parents and coaches. Each team has a JSSL Liaison who represents his or her club.

Our swim team is governed by JSSL bylaws. During the swim season we swim against each of the JSSL swim teams once in a dual meet. The season culminates in a day-long Championship Meet in which all teams will compete together. All six teams in the JSSL are associated with small, neighborhood community clubs geographically similar to Eichler. They are:

Club Name Town Mascot

Brookside Club of Saratoga Saratoga Waves

Cupertino Hills Swim and Racquet Club Cupertino Sharks

Eichler Swim and Tennis Club Palo Alto Gators

Greenmeadow Community Association Palo Alto Marlins

Laurelwood Cabana Club Santa Clara Dolphins

Saratoga Woods Community Association Saratoga Dolphins

SWIM TEAM COMMITTEE

The Swim Team Committee is run by swim team parents and the swim coaches.

Committee meetings are held as needed, but the committee primarily shares information through e-mail.

ELIGIBILITY

All children ages 5 to 18 of Eichler Swim and Tennis Club members are eligible to join the swim team if they can demonstrate that they can swim. This means that they can get

their heads in the water and feet off the bottom of the pool and move forward while simultaneously kicking their legs and moving their arms.

As of June 1, swim team members must be able to swim the 25-yard length of the pool without touching the bottom, the wall, or the lane lines. Any swimmer wishing to join the swim team after June 1st is required to pass this swim requirement.

In order for a swimmer to participate in a JSSL dual meet, the swimmer must be signed up for the team at least **one** week prior to the dual meet. Each swimmer must have participated in at least **two** dual meets to swim in the Championship Meet. There are no exceptions to these JSSL rules.

AGE GROUPS & SWIMMING DISTANCE

Each swimmer's age as of May 31st determines the swimmer's age group for the full season. Children are grouped as follows:

- 6 years & under
- 7 - 8 years
- 9 - 10 years
- 11 - 12 years
- 13 - 14 years
- 15 - 18 years

Swimmers compete against members of their own sex, except for team relays, which are mixed.

For the 6 and under, 7-8, and 9-10 age groups, the swimming distance is 25 yards for individual events and 100 yards for mixed medley relays, except for the 9-10 freestyle, which is 50 yards.

The 11-12, 13-14, and 15-18 age groups all swim 50 yards for individual events and 200 yards for mixed medley relays, except the 15-18 freestyle, which is 100 yards.

SWIMSUITS AND EQUIPMENT

The Swim Team Committee chooses a new team suit every two years. Watch the Gator E-news for information about fitting, where to purchase suits, and how to get the Eichler discount. Be sure to get your suits in time for the Swim Team Photo Day.

Swimmers can wear suits from previous years if they still fit and are not too worn. Bear in mind that swimsuit material becomes very thin and loses stretch over time. If you think your swimmer can still wear a suit from a previous year, be sure to have him or her try it on and look at it carefully in strong light to make sure it still provides proper coverage.

All swimmers will need goggles, which, unfortunately, tend to get lost during the season. Try making a dot or small design with nail polish to identify your swimmer's goggles.

We recommend swim caps for girls and boys with longer hair. Caps made of silicone are more comfortable and don't pull hair as much as the latex caps. Swimmers may only

wear Eichler logo or non-logo swim caps and are strongly encouraged to wear only Eichler approved swim suits during swim meets. Professional technology swimsuits are not allowed. See Appendices Swimwear Information

Swimmers ages 8 and under need to have fins for practice. They are an integral part of practice. Older swimmers should discuss with their coaches whether swim fins would be necessary or useful as part of the coaches' practice plan. Fins will be available for sizing and ordering at the Swim Team Kick Off Brunch.

We recommend that swimmers NOT wear jewelry or watches when they swim, especially in competition.

EICHLER COLORS AND SPIRIT GEAR

Eichler Gators colors are green and white. Parents and swimmers are encouraged to wear these colors and Eichler logo gear at meets to help families locate each other and enhance team spirit and camaraderie. T-shirts, sweatshirts and other items with the Eichler Gators logo will be made available for purchase. We will be taking pre-orders at the Swim Team Kick Off Brunch. Look for information on the Eichler Gators website and the Gator E-news.

LOST AND FOUND

Every swim season, a large plastic bin fills up very quickly with belongings left behind at the pool including towels, swimsuits, flip-flops, pool toys and many other miscellaneous items. This bin is kept behind wooden gate just past the diving pool. We recommend labeling all of your personal items with your name and "Eichler Gators," so they can be returned to you whether you misplace them at the Eichler Club or at another club in our league. Check the lost and found regularly, even if you don't think you've lost anything.

Goggles left at the pool at closing time are kept in the office and set out on the lifeguard's table during swim practice.

GATORS PHOTO POLICY

Throughout the season, parent photographers take pictures and short videos of swimmers and their families at practice and during swim meets, competing, cheering for their team, or hanging out between events. It is the team's policy to include many of these photos and video clips in an end-of-season slide show presented at the Awards Night, and make the slide show available to families on DVD at a nominal cost. Photos of our swimmers are also included in memory books that are given to the coaches as gifts. Some photos are posted in the members only area of Eichler Gator website.

Parents who do not want photos of their children used in the manner above must indicate this on the registration form. Please note that this applies to individual and small group photos only. We will make every effort to accommodate your request, but cannot offer complete assurance that your child won't appear in the background of a photo or video, or as part of a large group, such as the team picture.

MEDICAL INFORMATION

If your swimmer has a medical condition that you think the coaches should know about because it might have some bearing on his or her swim team experience, you can optionally include that information on the registration form when you sign your child up for the swim team. This might include including hearing or vision impairment, chronic injury, asthma, allergies or medications. This information will be kept confidential, and only seen by the team Registrar, the Committee Chair and the coach.

Parents also have the option of speaking in private with the coach about medical issues their children have.

This is for informational purposes only. It is expected that a parent will be present at the pool or easily reached by phone at all times, and in case of emergency. The information you provide is not for medical purposes, nor is it permission to medically treat.

LOCKER ROOMS

For the comfort and privacy of all our members, parents **may not** enter the locker room of the opposite sex. If for any reason you need to contact your child in the other locker room, please find an adult of the appropriate gender to go in for you. Most people at the pool would be more than willing to help. For parents of younger children, it might be preferable to have them use the outdoor showers where you can monitor them more closely.

In an effort to minimize playing around in the locker room, this year we are instituting a policy of no showering in the locker room by boys on the swim team prior to 6:45 PM. This policy is effective April 1, 2013.



Communications

Good communication is an essential component of a well-run swim team. All parents of swimmers registered here on Swimtopia (this web site), you will also receive the Gator Communicator E-newsletter, which is sent out as needed throughout the swim season with reminders about upcoming meets and events.

NEWSLETTERS

Gator Communicator E-newsletter

Upon registration you will be required to provide an email address. At that address you will begin to receive regular e-mail communications about swim team activities. Once you are signed up, you will receive information on this swimtopia site.

If you are a member of the group and do not receive our e-mail communications, try checking your bulk mailbox or spam filter. If you still have problems, contact the Gator Communicator on the Swim Team Committee or email swimteam@eichlerclub.com.

Membership in and access to the Eichler Gators Yahoo Group is limited to current members of the swim team. The only people authorized to send out e-mail communications are the Swim Team Committee Chair, the Gator Communicator, and one or two other designees as needed.

Splash and Volley

This is a monthly publication put out by the Eichler Club with general information about the swim and tennis programs. It is sent by e-mail to all members. Printed copies are available at Eichler.

WEBSITES

Eichler Swim and Tennis Club Website

www.eichlerclub.com

This site contains general information about the Eichler Club, as well as specific information pertaining to swimming. There is a link to the Eichler Gators website.

SWIM TEAM DIRECTORY

The swim team directory is compiled from registration data and is published annually to assist swim team families in getting to know each other, coordinating mandatory parent

jobs, arranging informal social events and setting up carpools. Under no circumstances is the directory to be used for solicitation or shared with anyone outside of the swim team community.

BUDDY PROGRAM

Families new to the team are given the opportunity to pair up with a “buddy” family, who can help navigate the sometimes confusing waters, so to speak, of those first swim team experiences.

FEEDBACK AND GRIEVANCE

Members of the Swim Team Committee welcome constructive input and feedback at any time from team members or their parents in person, by phone, or e-mail. If a member has a grievance or complaint that cannot be resolved by the parties involved, the matter may be brought to the Feedback Coordinator of the Swim Team Committee. The email contact is swimteam@eichlerclub.com.



Registration

Swimmers must be registered to practice with the team. New swimmers who participate in the evaluation week should also complete a registration form. The registration fee will be refunded if a swimmer decides not to join the team after this week, if registration happens prior to swim evaluations.

REGISTRATION PACKET

The Registration Packet is available to returning members [via](#) the Yahoo Gators Group. For new members, printed copies will be available on Registration Day.

FEES

Registration fees are determined each year by the Swim Team Committee. Fees cover the following:

- Up to 5 days a week of team practice with an experienced, professional coach for the 16 week season -- 1/2 hour per day for swimmers aged 8 and under, 45 minutes for 9 year olds and up.
- Participation in the Practice Meet, five dual meets and the Championship Meet. Everyone can compete, regardless of ability.
- Food for all social events for swimmers.
- Gifts for coaches.

We keep the fees very low so that cost will not be a barrier to joining the swim team. Because there is so much value for the registration fee, **we do not prorate the amount if a swimmer does not attend all practices and meets**. Some scholarship funds are available for families for whom fees are prohibitive. For availability, parents may speak to the Swim Team Committee Chair in confidence.

The only separate expense is a fee for the Wednesday night dinners for swimmers in the 6:15 - 8:00 practice group. Dates and cost are noted on the registration form.

FAMILY INFORMATION

Swimmer Information

List swimmers' names as you want them to appear in the swim team directory as well as on ribbons, certificates and trophies they receive during the season. It is critical that swimmers' gender, birth date and age are correct. Teen dinners for swimmers in the 6:15 and 7:00 age group are optional, and can be paid for at registration time (preferred) or later if you're not sure at the time of registration.

Parent Information

Please provide all information requested. If this is a two-household family, there is space for two different addresses and phone numbers, and both sets of information will appear in the swim team directory,

Providing your e-mail address gives permission to send an invitation to join the Gator Communicator Yahoo Group. You can accept or reject the invitation by following the instructions, and you can unsubscribe from the group at any time. However, parents are urged to join the group because this is our primary means of communication about practices, meets and social events. For more information, see the COMMUNICATIONS section.

Emergency Contact

If a parent will not be at meets or practices and cannot be reached, it is essential that there be a contact person who has permission to authorize medical treatment for your swimmers in an emergency, and who can be easily reached by phone.

OPT-OUTS

Swim Team Directory

All Eichler Gator families are automatically included in the swim team directory, unless parents opt-out. If you do not want your non-emergency information included, please initial the statement at the bottom of the page. For more information, see Swim Team Directory section under COMMUNICATIONS in this manual.

Photos

If you do not want your swimmer's photo to appear in the awards night slide show or coach's memory books, please initial the opt-out statement in the Registration Packet. For more information, see Eichler Gators Photo Policy under OVERVIEW.

SWIM MEET PARENT JOB PREFERENCES

There are two columns for mandatory parent job preferences. If there are two parents who have different interests and availability for jobs, then fill out both columns. If only one parent will fulfill the entire parent job requirement or if two parents will share the same jobs, it is only necessary to complete the "Parent #1" column, and list one or two parents under "Parent Name."

WAIVER AND RELEASE OF LIABILITY

Parents must sign this page, indicating that they hold harmless the Junipero Serra Swim League and all member clubs, its officials, coaches, and representatives from any claim arising out of an injury to their child(ren).

Medical Information

This section is optional and will be shared with the coaches for information purposes only. See Medical Information under OVERVIEW for more information.

TEAM SAFETY AND DISCIPLINE POLICY

All Parents must review with their swimmers, sign and have their swimmers sign the Eichler Code of Conduct and Discipline policy.



Practice

Practices are held five days a week during regular season. The coaches recommend that for peak performance swimmers should attend at least 3 practices a week and all 5 practices whenever possible. Missing a practice may mean missing stroke drills that are not repeated for several days.

NEW SWIMMER EVALUATION CLINIC

The first week of swim practice is an evaluation clinic for new swimmers of all ages. This allows coaches to evaluate the child's readiness for swim team. Registration fees will be refunded if your child decides not to join the team at the end of the evaluation week.

PRACTICE TIMES

Practice days are Monday through Friday, according to age group, as follows:

Puddle Gator: 4:00 - 4:30 PM, Tu, Th, Fri [1-2 Lanes Only]

Pond Gator: Ages 6 & under (and new 7 year olds) - 4:30 - 5:00 PM, M-F [3-4 lanes only]

Marsh Gator: Ages 7-8 (and new 9 year olds) - 5:00pm - 5:30 PM, M-F

River Gator: Ages 9-11 -- 5:30 - 6:15 PM, M-F

Swamp Gator: Ages 11 & up -- 6:05 - 7:00 PM, M-F

There is no practice on the following days: Swim Team Photo and Ice Cream Social Day, Memorial Day and the Fourth of July. Please refer to the calendar for the actual dates.

PRACTICING WITH A DIFFERENT AGE GROUP

At the discretion or recommendation of the coaching staff, swimmers may practice with a different age group. Per JSSL rules, however, swimmers must always compete in their own age group.

SWIM LESSONS

Private swim lessons can be given by the Eichler Club Manager, any coach or lifeguard. Schedules and fees vary. If you are interested in lessons, see the "Swim Lessons" section of this website.

FALL CONDITIONING

Fall conditioning programs and other swim clinics may be offered by the Eichler Club Manager, its coaches or lifeguards. The person holding the program determines dates, fees and number of participants. The Swim Team Committee helps to publicize these events through its communication channels, but does not otherwise have a say in how these programs are operated. Questions, comments and feedback about these programs should be directed to the person conducting the program, the Club Manager or Eichler Board of Governors.

CLINICS

At their discretion, the Eichler Club Manager, any coach or lifeguard can offer a special swim clinic for a fee. The person conducting the clinic can establish the content, maximum number of swimmers, appropriate ages, and cost for the clinic, but must coordinate the date and time with the Club Manager. Information about clinics is published in the Gator E-news.



Competitions

Our season is comprised of a Scrimmage Meet, a Practice Meet, five Dual Meets (between two teams), and the Championship Meet (all teams compete). The JSSL meets each year to determine the competitive schedule.

It is important for all swimmers to attend as many meets as possible.

The following provides general information about the scrimmage, practice and dual meets. Please see the separate section for additional special information about the Championship Meet.

SCRIMMAGE MEET (Also known as the 'Fun' Meet or the Practice, Practice Meet)

The Scrimmage Meet is a much abbreviated version of a real meet. It takes place on a Friday afternoon with the aim of dusting off the timing equipment and getting the kids fired up for the upcoming competitions.

PRACTICE MEET

The Practice Meet is held at Eichler before the first competitive meet of the season. Its purpose is to get seed times for all swimmers, and to familiarize parents and swimmers, especially new families, with meet procedures. Working at the Practice Meet is a great way for new parents to learn their jobs.

DUAL MEETS

Dual meets begin at 9:00 a.m. and end at about 12:30 p.m., depending on the number of swimmers on the opposing team and other conditions. Because there are five other teams in our league, we alternate having three home meets and two away meets one year, and two home meets and three away meets the next.

WARM-UP TIMES

Warm up times are different for home and away meets. In addition to the times shown below, Eichler Gators warm ups may be subdivided by age group if we have a large team. Warm up times will be sent out by e-mail a few days before the meet.

Home Meets: 7:50 - 8:20 a.m.

Away Meets: 8:20 - 8:50 a.m.

ABSENCES FROM MEETS

Missing Gators List

If your swimmer will miss a meet, you must note this on the Missing Gators Sheet on the bulletin board near the front entrance to the club, ***no later than*** the Wednesday before the meet. If something comes up between the Wednesday deadline and the day of the meet, swimmers or their parents must notify the coach by e-mail ***no later than*** the **Thursday at 5:00PM** before the meet, this includes leaving early! Remember that parents are responsible for finding substitutes for their jobs.

Unexpected Absence the Day of the Meet

It happens. Your swimmer wakes up sick the day of a meet, or there is a household or family emergency. Please make a good faith effort to contact the Meet Job Coordinator, the coaching staff, and/or another parent who can relay the information. This will allow time for the coach to scratch your swimmer from his or her events, and for the Meet Job Coordinator to find a substitute for your job, if necessary.

Please note that this is for last-minute emergencies only. For planned absences, a parent or swimmer must notify the coach in advance and parents must find their own job substitutes.

WHAT TO BRING TO MEETS

Label all your possessions with your name and "Eichler Gators" to avoid mixing them up with other families' belongings.

Swimmers should always wear their team suits at swim meets. In addition, they should pack:

- two towels
- sweat-shirt and pants or a warm-up jacket
- blanket or extra towel to sit on
- hat
- sunscreen
- water bottle
- quiet games
- snacks

Family members may want to bring:

- folding chair
- sunscreen
- hat or visor
- a small tent, canopy or umbrella for shade
- reading material
- pen and paper to record your swimmers' times
- cash to purchase food at the concession

WHAT NOT TO BRING

JSSL rules prohibit artificial noise-makers, and signs with negative messages. JSSL rules prohibit wearing swim caps displaying team names other than Eichler, For example, PASA, Gunn, and Paly caps are no longer allowed to be worn during meets. Smoking is not allowed at meets.

CHECK-IN

Parents should check in with the Meet Job Coordinator when they arrive.

Swimmers must check in with the coach when they arrive at the meet and check the posted list for their events, heats and lane assignments. Many swimmers find it useful to write this information on their hand or arm. Swimmers must listen carefully to the Announcer, and report to the Clerk of the Course after the first announcement of their upcoming event.

Please note that swimmers of all ages, particularly in the younger groups, are prone to missing events because they are distracted and not paying close enough attention to the Announcer. This is a particular problem in relays, when one missing swimmer means that the whole lineup is scratched. It is crucial that parents and swimmers listen carefully to announcements of upcoming events and report to the Clerk of the Course immediately to avoid the inevitable disappointment to swimmers and possible loss of points to the team.

INDIVIDUAL EVENTS

Individual events take place in the following stroke order: Butterfly, Back Stroke, Breast Stroke and Freestyle. For each stroke, the order is always from the youngest age group to the oldest, with males first followed by females in each age group. Every swimmer has the opportunity to swim three different strokes in meets.

RELAYS

Relays take place immediately following all of the individual events. The coaches use a number of factors to determine who will swim the relays, and make their decision during the course of the meet. Coaches notify relay participants in each age group and post their names with the individual event assignments.

DUAL MEET SCORING

The winning team at each dual meet is determined by adding up the points given to the place finishers in each event, except in the relay events where only the first place team receives points and ribbons. Points are awarded in each event as follows:

First Place Finish 5 Points

Second Place Finish 3 Points

Third Place Finish 1 Point

First Place Relay Finish 7 Points

No team can be awarded more than 8 points in any one event. The final or 9th point will be awarded to the team having a swimmer who did not place first or second in the event. If no swimmer of the opposing team participated in the event, the 9th point will not be awarded.

In other words, no team can take first, second and third place points in an event.

PARENT RELAYS

At the conclusion of each dual swim meet there is a parent relay against the opposing team. The goals are

1. To have a lot of fun,

2. To show our kids that swimming is a life-long sport that even their parents like to do, and
3. To do our best against the other JSSL parents (most of the other teams field a relay team).

All parents are welcome to participate, and do not need to have competitive swim experience. There is no limit on the number of parents who can participate. The relays are 200 freestyle (4 person teams with each person doing a 50 yard leg). The relays are mixed gender teams, so all parents are encouraged to participate.



Championship Meet

The Championship Meet begins at 9:00 a.m. and ends at about 4:00 p.m. Each year, a different team in the league takes responsibility for running this meet, or once every six years.

The Championship Meet has its own set of rules and procedures. Watch for more information on the Eichler Gators website and the Gator E-news as we get closer to the time of the meet. Below are some important points about the Championship Meet.

PROGRAM BOOK ADS

The cost of the Championship Meet is paid for by the teams in the league as well as through sales of ads in the meet's program book. These books make great keepsakes of the swim season, and it's always great to see lots of Gator ads in the book. Ad purchase forms and instructions are sent out about a month before the meet. Feel free to forward the form to grandparents and other relatives or friends who might want to surprise your swimmer with a special note of encouragement and support.

MISSING GATORS

There is an earlier deadline for sign-ups for the Championship Meet than for dual meets. Please let the coaches know as soon as possible if you will not attend the Championship Meet, and no later than the deadline, which is announced as soon as it is available.

CHAMPIONSHIP MEET JOBS

Championship Meet jobs are divided among teams in the league according to a system of rotation that has been developed by the JSSL. Once we know which jobs the Eichler Club will be responsible for at this meet, we can publicize them and put together a schedule based on parent job preferences. For the 2011 swim season, Eichler is in charge of ribbons and DQ slips (am I missing something?).

EVENTS

Championship events follow the same order as in dual meets: individual events by stroke, age group and gender followed by mixed medley relays. However, because all six JSSL teams compete, there are more heats and more swimmers per heat.

SCORING

At the Championship Meet, points are awarded for the top 6 finishing places, as follows:

First Place Finish 9 Points

Second Place Finish 7 Points

Third Place Finish 5 Points

Fourth Place Finish 3 Points

Fifth Place Finish 2 Points

Sixth Place Finish 1 Point

First through Sixth Place Relay Finishes: 9, 7, 5, 3, 2 and 1 point(s), respectively.



Awards

GATORS RECOGNITION DURING THE SWIM SEASON

PB3 Club

Swimmers who achieve Personal Bests (PBs) in each of their three individual events at any given meet automatically become PB3 Club members. Their names are posted at the Eichler Club, and they are acknowledged with an announcement in the Gator E-news.

Ribbons

Swimmers win ribbons for placing 1st through 6th at the dual meets, although no team points are awarded for 4th through 6th place finishes. The Ribbon Sorter will place these ribbons in swimmers' folders in the swim team file box outside the manager's office. Swimmers can pick them up at practice during the week following the meet.

Swimmers win ribbons for placing 1st through 12th at the Championship Meet, although no team points are awarded for 7th through 12th place finishes. These ribbons are distributed at the end of season awards night and dinner.

For all meets, swimmers also receive ribbons for Participant (for swimmers 12 years old and younger), Heat Winner and Personal Best.

GATORS END OF SEASON AWARDS

Trophies and other awards recognizing swimmers may vary from year to year and are determined by the coaches, the Swim Team Committee and the swimmers themselves. The following awards are always presented:

Team Participation

Participation trophies are given to everyone on the team at the end of season awards night and dinner.

High Point

A trophy is awarded to the boy and girl in each age group who scored the highest number of points for the team in the dual meets.

Jim LuValle Memorial Award

This trophy is given to the Gator who best exemplifies Jim's qualities of courage, integrity, great effort, and perseverance.

LEAGUE AWARDS

Team trophies are given at the Championship Meet to the team that has the best dual meet record, and to the team with the highest number of points at the championship. "High Point" trophies are given to the boy and girl in each age group for earning the most points at the dual and Championship Meets.



Parent Responsibilities

MANDATORY PARENT JOB REQUIREMENTS

It takes a virtual army of parents to ensure a successful swim season and to maximize the quality of experience for the swimmers. Working at meets and social events is fun and provides a great opportunity to get to know other swim team parents. To fulfill your family's obligation to the team, each family must agree to work for the equivalent of nine shift credits (a swim meet shift usually lasts half of a meet), as follows:

- Two shifts at the Practice Meet, if your swimmer is participating.
- One shift at the Championship Meet, if your swimmer is participating.
- Five shifts at dual meets, PLUS:
- Two additional shift credits, which may be earned as follows
 - Additional shifts at dual meets, OR
 - Up to two credits may be earned by chairing or working at social events

Schedules and parent meet job assignments are posted on the Eichler Gators website prior to each meet.

There are two exceptions to this rule. The following parents are exempt from working at dual meets, but are still expected to work a half meet shift at both the Practice and Championship Meets if they have a child swimming.

1. Members of the Swim Team Committee and most full-season positions.
2. Parents whose youngest child has reached the 15-18 year old age group.

Of course, parents with exemptions are welcome and encouraged to help out in any way.

SUBSTITUTES

Parents who are unable to perform the jobs they are signed up to do must find their own substitutes! Parents who get substitutes must inform the Meet Job Coordinator of the change. For last-minute emergencies on the day of the meet where finding a substitute may not be possible, parents must make every effort to notify the Meet Job Coordinator or someone who can tell the coordinator before the meet starts.

PRACTICES

One parent or guardian **MUST** attend practice with swimmers in the six and under age group. Parents of all children should reinforce and model the Team Safety and Discipline Policy, Eichler Club rules, and the importance of listening to the coaches and treating lifeguards, coaches, and teammates with respect.

Friday Night Snacks

Beginning the first week of pre-season practice, families are asked to sign up to bring an after practice snack On Fridays for the children in your swimmer's age group. This is an Eichler tradition. It is not mandatory for parents to participate, but the swimmers really appreciate the snacks.

MEETS

Get Your Swimmers to the Clerk on Time!

It is very disappointing to swimmers when they miss an event, or when a relay has to be cancelled because not all swimmers are present at the start of the race. The Round-Up Clerks make every effort to locate swimmers as events are announced, but the cooperation of parents is absolutely essential in making sure that swimmers report to the Clerk of the Course in time. Starting in 2011 the swim heat order will be same as for champs; beginning with the slowest seed time and ending with the fastest seed time.

Home Meet Hospitality

Eichler has a reputation in the league for its hospitality, friendly families and welcoming atmosphere. Let's keep it that way, and set a great example for our swimmers. Remember to smile and warmly greet our opponents- swimmers, parents and coaching staff.

Home Meet Parking

Please reserve the spaces along the Eichler drive-through for our opposing team's cars on home meet days. Parents can park across the street, around the corner, or in the row of spaces in front of Palo Verde School.

Away Meets

Parents must ensure that their children pick up all of their trash and personal belongings, and leave the host club within a short time after the end of the meet. Some clubs allow visiting teams to stay and picnic or swim for an hour or two after the meet. Please do not stay unless the club offers an invitation to do so.



Swimmer Responsibilities

Although it is important to take practice and competition seriously, it is equally important that swimmers are enjoying the swim team experience. There are both competitive and social activities during the swim season. At practice and during meets swimmers are expected to be working, focusing on technique and listening to and cooperating with the coaches and adult workers. At social and spirit events swimmers can play, socialize and have fun with coaches, parents and teammates.

Swimmers should observe the following guidelines for behavior during practices and meets. Swimmers who witness inappropriate behavior on the part of teammates should report the problem to any adult at the pool, and ask that person to follow up with the coach or lifeguard.

BEHAVIOR AT PRACTICES

Be On Time and Prepared!

Swimmers should arrive in time to shower and be ready to enter the pool at the start of practice. They should always remember to bring their own towels, caps and goggles. Arriving late and not prepared disrupts the swim practice and shortens the practice time for everyone.

Be a Good Citizen of the Eichler Community

Swimmers must observe all Eichler Swim and Tennis Club rules, not only regarding pool safety but club room and locker room use as well; this includes the three (3) minute shower rule and no loud rough housing, pranks, teasing, towel games, hiding of other's clothes and gear. They must always treat club members who are using the facility during practice and Eichler property with respect. They must pick up their own clothes, towel and other belongings and throw away their own trash after practice. Return all "found items" to the Lost and Found.

BEHAVIOR AT MEETS

Be on time for warm-ups

Swimmers must arrive at the meets at the specified time so they can warm-up with the rest of the team.

Report to the Clerk of the Course on Time

Round up workers and parents can help swimmers get to the Clerk of the Course in time for their events. It is also important for swimmers to make their best effort to keep track of their own events, heat and lane assignments, and listen carefully to the Announcer. Swimmers must report to the Clerk of the Course after the first announcement of an upcoming event, or as soon as a parent or round-up worker tells them to do so.

Demonstrate Good Sportsmanship

Swimmers are expected to treat teammates and opponents with encouragement, praise and courtesy, and to act in a positive way in both winning and losing.

Practice Swimmers' Etiquette

Swimmers should stay in the water until all other swimmers have completed an event, even if members of the opposing team are getting out, and shake hands with swimmers in lanes on either side before leaving the water.

KEEP TRACK OF SWIMMER TIMES (OPTIONAL)

Some swimmers feel that it is helpful to keep a log of their race times and ribbons so that they can see their times improve over the season. If you would like to track your times, there is a Swimmer's Log Sheet for that purpose in this handbook.



Social Events

There are several social and spirit events during the swim team season. Social events allow families to get together in a fun and non-competitive setting, and help to foster good will and camaraderie between team members. The following events are the traditional events held every year. Other events and activities may be organized by the Social Co-Chairs of the Swim Team Committee.

KICK-OFF BRUNCH

This is a potluck brunch held at the beginning of the season to welcome new and returning swim team members. There are some brief announcements, and registration forms and fees will be collected.

SPIRIT DINNER

A fun get-together for swim team families during pre-season, to get everyone excited about the team and upcoming season. This event is open to all Eichler Club members.

SWIM TEAM PHOTO DAY

Individual, small group and team photos are taken, followed by a social get-together, to be determined each year by the Social Event Chairs. Swimmers should have their team suits by this day, and wear them for photos. Parents must bring checkbooks to order prints, buttons, and other photo items from the photographer.

PASTA DINNER

A pasta dinner the night before a meet early in the season. This event is open to all Eichler Club members.

WEDNESDAY NIGHT TEEN DINNERS

Wednesday night dinners are for swimmers in the 6:15 - 8:00 p.m. practice group. There are typically four or five dinners scheduled between the end of school and the Championship Meet. There is a nominal charge for the teen dinners not included in the registration fee.

KIDS' GAME NIGHT

This is an opportunity for younger swimmers to have an evening where they can play games, have some snacks and socialize.

MOONLIGHT SWIM

The moon is full (or as close to it as possible), the weather is warm, and what better way to celebrate mid-summer than bringing your supper to the club, enjoying time with old and new friends, and swimming late into the evening. This event is open to all Eichler Club members.

END OF SEASON AWARDS DINNER

This is the final event of the swim season. The chairs of this event plan a dinner and all swim team members and many of the parents are acknowledged. A highlight of the evening for the swimmers and their parents is the presentation of an outdoor slide show of the season after it gets dark. This event is open to all Eichler Club members.



Mandatory Job Descriptions

Swim Team Committee jobs are taken by one or two parents for the whole season, as are full season jobs. Most of these jobs satisfy a family's work requirement outside of the Practice and Championship meets, except where noted.

Practice Meet, Dual Meet and Championship Meet jobs are worth one shift credit per half meet worked.

Social and Spirit Event jobs are divided into chairs and workers. Chairs have a role in organizing the event, and workers do jobs as assigned by the chairs. Event chair or co-chairs get two shift credits; workers get one.

SWIM TEAM COMMITTEE

The Swim Team Committee members are identified well in advance of the swim season. ***The following jobs fulfill a family's work obligation for the season, except that all Committee members are still expected to work a half meet shift at the Practice and Championship Meets.***

We are always looking for new members to the Swim Team Committee for the following swim season. If you are interested in a Committee position, contact the Committee Chair, who will determine if that position will be open the following year, and arrange for you to observe and be trained by the person currently doing the job you are interested in.

Committee Chair

Coordinates all of the activities of the Swim Team Committee. Hires coaches for the season and negotiates salaries. Manages the swim team budget. Provides information about the swim team to the Eichler Board of Governors. ***The Committee Chair is exempt from working at any other meets during the season.***

Past Committee Chair

This is an honorary position, recognizing the high level of commitment required on the part of the Committee Chair. ***The Committee Chair is exempt from working at any other meets during the season.***

Meet Job Coordinator

Takes in parent preferences for meet jobs and assigns parent jobs for each meet accordingly. Must be available at meets to check in parent workers. Makes sure that each family fulfills the shift credit requirement for the season.

League Representative

Serves as the liaison between Eichler Gators Swim Team and the JSSL. Attends all JSSL meetings and reports back to the Swim Team Committee.

Head Data Manager

Manage all aspects of the computer system that keeps track of swimmers names, their events and times.

Head Table Manager(s)

Coordinate the flow of paper during the swim meet, oversee the averager, validator, and ribbon worker, and work with the Head Data Manager, opposing team's head table manager, the meet director, and the coaches to solve table and data problems that arise during the meet. This season (2011) Eichler will be piloting a wireless system which should eliminate the need for an averager, validator and reader for home meets.

Head Timer

Instructs timers as to how to perform their job. Runs two stop watches at each heat. Ensures that all parent timers are trained and have their own stopwatches.

Registration Coordinator

Must be available on Registration Day. Takes all registration forms and checks and enters the information into a file. Generates Swim Team Directory.

Social Chair(s)

Develop social calendar associated with swim season. Assign co-chairs for each of the social events. Purchase paper products and plastic utensils, and train co-chairs on set-up and clean-up procedures.

Head Concession Manager

Coordinates all the concession workers for home meets.

Head Stroke & Turn Judge

Manages the stroke and turn judges. Ensure that all judges have been properly trained and understand league rules for all strokes. Makes sure that there are enough trained stroke and turn judges for each meet. This job requires JSSL training.

Set-Up (Home meets only)

Arrives early to set up for all home meets.

Announcer (Home meets only)

Makes announcements as meet progresses of event numbers and heats, when timers need to move to the other end of the pool, current point total for each team, information about the parent relay, etc.

Starter (Home meets only)

Starts each event for home meets. Observes that swimmers are in lanes and ready. Watches for false starts. This job requires JSSL training.

Gator Communicator

Manages the Eichler Gators Yahoo group and website. Sends out regular e-mails about upcoming meets and other swim team activities.

Treasurer

Manages and tracks all swim team income and expenses. Coordinates reimbursement to parent workers for their purchases related to swim team events.

Feedback Coordinator

Serves as a facilitator for dealing with issues, problems or complaints among different parties within the swim team, including members, parents, coaches, and swim team management.

FULL-SEASON JOBS

The following jobs are taken by one parent for the whole season. Full season job holders are still expected to work a half meet shift at the Practice and Championship meets Shift

credits are shown next to the job title if the position does not entirely fulfill the remaining shift requirement.

Meet Director/Referee

Insure smooth operation of the swim meets according to the JSSL Bylaws. Resolve problems and controversies regarding disqualification issues raised during the swim meet. This job requires JSSL training.

Head Clean Up Coordinator

Coordinates clean up workers after meets. Documents specific clean-up activities that must take place. Ensures adequate cleaning supplies are on hand.

Parent Relay Manager (2 shift credits)

Organizes Eichler parents for competitive relays after most dual meets.

Gator Gear and Team Suits (2 shift credits)

Selects new team suit as required (every two years). Coordinates with store to make sure suits are ordered. Chooses Eichler logo gear and makes it available for purchase by team members.

PRACTICE MEET AND DUAL MEET JOBS

The following jobs are worth one shift credit per half meet.

Stroke & Turn Judge

Attend brief meeting at the start of a meet to learn location-specific rules. Judge legality of strokes & turns per league rules. **IMPORTANT: All Judges MUST attend Stroke and Turn Clinic at the beginning of the season. *One shift credits are awarded for attending this clinic.***

Round Up Clerk

Locates children primarily in the younger age groups and make sure they report to the Clerk of the Course in time for their events. This is a good job for parents who know many of the younger swimmers.

Timer

Times swimmers in one lane and gives results to Recorder. Timers MUST provide their own stopwatches.

Recorder

Write down the three times recorded for each event. Verifies that swimmer's name is correct. Legible handwriting is crucial for this job.

Runner

Coordinates DQ/Recorder sheets & results sheets by event. Makes sure heat & lane numbers as well as the signature of the stroke and turn judge is on the DQ slip.

Event Board Turner (Home meets only)

Turns event number board as swim meet progresses.

Table Workers:

- **Validator** Checks computer printouts against recorder slips for averaging and data entry accuracy (**away meets only**).
- **Averager** Averages times for each swimmer to arrive at one time per swimmer per event (**away meets only**).
- **Reader** Reads the times to the Data Entry person for input (**away meets only**).
- **Ribbon Maker** Places computer-generated labels on ribbons and files ribbons in swim team file box.

Bathroom Monitors (Male and Female - Home Meets Only)

Monitors locker rooms during meets to ensure adequate supplies of soap, paper products. Makes sure swimmers follow club rules for locker room behavior. Reports problems to the Meet Director.

Clean-up (Home Meets Only)

All families must clean up after themselves. The Clean-up workers pick up stray trash, take full garbage bags to dumpsters, wipe down tables and place chairs around tables and lounges alongside the pool.

Concessions: (Home Meets Only)

- **BBQer:** Grills meat and veggie items to sell at the concession.
- **Buyer:** Purchases food and beverages for concessions (this is done during the week) and purchasing doughnuts, ice, etc the morning of the meet.

- **Food Prep:** Prepares concession food in advance, where possible.
- **Set-up:** Sets up tables for concessions. Puts out paper products and utensils.
- **Clean-up:** Cleans up snack area. Puts away tables and washes serving dishes and BBQ tools.
- **Worker:** Collects money. Replaces items as quantities run low. Keeps snack area neat.

At Home Ribbon Sorter

For the Practice Meet, the Ribbon Sorter will update the ribbon file box, removing old folders and adding folders for new swimmers. For dual meets, the ribbon sorter takes ribbons from the most recent swim meet and places them in a file box according to swimmer's last name. Swimmers collect their own ribbons when they come to practice.

SOCIAL AND SPIRIT EVENT JOBS

Chair persons organize the event, including ordering or coordinating food, publicity, managing sign-ups, collecting money from non swim team members, organizing workers for set-up, food preparation, serving, and clean-up.

Workers help with one aspect of the event, but usually do not need to be available for the entire time. For example, clean-up workers can enjoy the entire event with their families, and help to clean up afterwards.



Team Safety, Discipline + JSSL Code of Conduct

EICHLER TEAM SAFETY AND DISCIPLINE POLICY

The Eichler Swim Team promotes respect, good sportsmanship, and responsibility to team members, coaches, the Club, and opponents from other Clubs. The team relies heavily on the good citizenship of its member families to support these qualities and to render participation on the team a fun, safe, and rewarding experience for all members.

The team's Swim Committee is responsible for the safety of our swimmers as its foremost priority. The Eichler Club and Swim Team Committee believes that it is a privilege to be on the Swim Team and if necessary will not hesitate to revoke this privilege from any team member whose behavior is such that it puts theirs or any other members' safety at risk or if this behavior is deemed to be disruptive to the performance and/or spirit of the team as a whole by the team's coaching staff.

Specifically, fighting with any other users of the Club and/or disregard of Club rules and regulations are grounds for suspension and/or expulsion from the team. The Swim Committee will make every reasonable effort to insure that any such actions are administered fairly to all parties involved and will have final authority over any such actions that it finds necessary.

Additionally, swimmers six years old and younger will only be allowed to swim at practice when accompanied by a parent or guardian who remains at the pool the duration of the practice.

JSSL CODE OF CONDUCT

Players and parents are expected to conduct themselves in a manner that shall bring credit to themselves, their team, communities, coaches and families. They shall refrain from any conduct, which degrades, baits, intimidates, or otherwise discredits their opponents or meet officials. Coaches are expected to maintain decorum by showing restraint and composure in the emotional climate of meets and to insist their players conduct themselves in a sportsmanlike manner.

The following behavior is unacceptable at all JSSL meets:

1. Berating your opponent's team/club
2. Artificial noise-makers
3. Complaining about officials' calls (verbally or in gesture), except in strict accordance with

JSSL rules and bylaws

1. Obscene cheers or gestures
2. Negative signs

JSSL Swimsuit Policy

The 2013 season of the Junipero Serra Swim League is coming up quickly, and we are all looking forward to having a great year. As swim team sign ups are imminent, the JSSL board would like to remind parents of some things concerning swimwear for JSSL meets. Please read the following so you can choose JSSL appropriate swimwear & caps for the season. If you have any questions, please see the JSSL Board Representative for your team. They are all listed at the bottom of this message.

A: It is STRONGLY ENCOURAGED that swimmers who wear swim caps in the swim meets, wear the cap that represents the JSSL team in which they are members. To keep the fun and sportsmanlike spirit of our league, please have swimmers refrain from wearing caps from other clubs they may be affiliated with (DACA, PASA, SUNN, SCSC, etc.).

B: JSSL will follow the current USA Swimming rules concerning swim suits. The general rule is as follows: (some parts have been omitted that are not applicable to JSSL, but if you wish to read the whole rule book, go to: <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1636&Alias=Rainbow&Language=en> and click on "2011 Swimming Rule Book")

102.8 SWIMWEAR

.1 Design

A: Swimwear shall include only a swimsuit, cap, and goggles. Armbands or leg bands shall not be regarded as parts of the swimsuit and are not allowed.

*B: In swimming competitions, the swimmer must wear only one swimsuit in one or two pieces, except as provided in 205.10.1.**

All swimsuits shall be made from textile materials - which is defined as materials consisting of natural and/or synthetic, individual and non-consolidated yarns used to constitute a fabric by weaving, knitting, and/or braiding. Simply put, this would generally refer to suits made only from nylon or Lycra that do not have any rubberized material such as polyurethane or neoprene;

For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee.

***(205.10 SWIMWEAR IN AGE GROUP COMPETITION**

.1 For age group competitions, it is permissible for an athlete to wear a single set of garments

underneath his or her competition swimsuit for modesty and/or privacy reasons.)

(1) Exemptions will be granted only for conflicts due to the swimmer's verified religious beliefs or verified medical conditions.

(3) No exemption to this restriction will be granted for a swimsuit that will give the swimmer a competitive advantage.

D: Swimsuits worn for competition must be non-transparent and conform to the current concept of the appropriate.

E: No swimmer is permitted to wear or use any device, substance or swimsuit to help his/her speed, pace, buoyancy or endurance during a race (such as webbed gloves, flippers, fins, etc.). Goggles may be worn, and rubdown oil applied if not considered excessive by the Referee. Any kind of tape on the body is not permitted unless approved by the Referee.

F: The Referee shall have authority to bar offenders from the competition until they comply with the rule.



JSSL Stroke + Turn Rule Policy

The following is a brief guideline to help swimmers and their families understand how strokes and turns are judged during a swim meet. There is a complete instructional handout used to train the stroke and turn judges, which is available upon request. These brief guidelines are provided for general understanding and informational purposes only.

General Rules

These rules apply to all strokes, including Freestyle.

1. The swimmer must touch the end of the pool.
2. The swimmer must not pull on the side of the pool or on the lane lines.
3. The swimmer must not push off the bottom.
4. The swimmer must start and finish the race in their assigned lane.
5. Except freestyle, the swimmer must swim the designated stroke throughout the race.

Butterfly

1. The scissors, flutter, or breaststroke ("frog") kick is not permitted. All up and down movements of the legs must be simultaneous.
2. Both arms must be brought forward over the water and pulled back simultaneously.
3. Swimmers must use a two handed touch at the finish of the race.

Backstroke

1. The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or the starting grips. The swimmer's feet including the toes shall be placed under the surface of the water.
2. The swimmer shall push off on his/her back and continue swimming on the back throughout the race.
3. Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may turn past vertical toward the breast. If the swimmer turns past vertical, such motion must be part of a continuous turning action and the swimmer must return to a position on the back before the feet leave the wall.
4. The swimmer shall have finished the race when any part of his person touches the wall at the end of the course.

Breaststroke

1. Only one pull down and one kick are permitted prior to the swimmers' head breaking the surface of the water on start or turn.
2. Swimmers must use a two handed touch at the finish of the race.
3. Swimmers may not use a scissors kick, or flutter kick at any point.