

Jackson Swim Team 2011

Handbook

Coaches

Head Coach	Mason Meyer	636-675-5066
Assistant Coach	Joe Gray	573-576-6116

Swim Team Board

President	Jennifer Schneider	275-0581	jdstech@gmail.com
Vice-President	Drake Seabaugh		
Meet Manager (2 nd V.P.)	Alyssa Seabaugh		aly_ks@yahoo.com
Treasurer	Anita Reid	636-359-4991	anitatina@yahoo.com
Secretary	Sudena Lambert	382-2667	sud_ena@yahoo.com
Publicity Chairperson			

Communication

It is the goal of the board that each child grows and develops as an individual, as well as a team member through the experience offered by the Jackson Swim Team. This can only be accomplished through open communication between the coaches, parents, and swimmers. This year we will be communicating primarily by email. We feel this is the most efficient form of communication to reach each family in the shortest amount of time. There will be a weekly updates available on the team website (home page) each **Thursday** during swim season. Be sure to check out the Jackson Swim Team website at www.jacksonbarracudas.com or the Southeast Missouri Swim Conference website at www.eteamz.active.com/swimsmc/ for information on meet results, national standard swim times, pool maps, calendars, and more. If your family does not have readily available access to email, please inform a board member or coach at the time of registration.

New Swimmers —Prospective swimmers should be able to swim the length of the Jackson public pool without holding onto the sides or lane lines.

Fees

1 st Swimmer (in family)	\$125
2 nd Swimmer	\$100
3 rd Swimmer	\$75

Add \$25 late fee if paid after May 20, 2011

Registration fees include instruction from certified swim coaches, use of pool and lifeguard, AAU membership, awards banquet, and T-shirt. The fees are based on the number of swimmers in your family and are **non-refundable**. Fundraising is necessary to minimize registration fees and for purchasing new team equipment such as, lane lines, kickboards, meet software, starting blocks, etc. The fundraisers planned for the 2011 season are concession sales and swim-a-thon. Registration fees may be reduced for your swimmer(s) by acquiring sponsorship donations.

Sponsorship Donations

Sponsorship donations work this way: Get a donation from a business. Business gets free advertisement on the back of our 2011 swimteam shirts and you get half of what they donated back. For example: You get a \$50 sponsorship from company XYZ and get \$25 back from JST.

Practice Times

Monday-Friday

Advanced 6:45 am to 8:45 am

Intermediate 7:45 am to 8:45 am

Beginners 11:45 am to 12:45 pm

The 1st day of practice will be May 31st. All practices will be at the Jackson City Pool, rain or shine, only lightening will prevent us from entering the water. When the water temperature is below 75 degrees practice will be held but it may include out of the water exercising and running. It will be the coach's decision as to what level each swimmer is to practice. Parents will be asked to sign up as Deck Parents at the morning swim to assist coaches.

Requirements of Swim Team Families

Deck Parent: This involves a sitting in the pool area during practice. You might be asked to file notes or ribbons in the swim files or assist the coaches. You also need to stay until the last swimmer is picked up. This duty can be done for the full two hours or split between the advanced and intermediate times with another parent.

Timers: At each meet, we are asked to provide lane timers. This is *usually* for an hour at a time. See the Timing Section for more information.

Home Meets: We will be hosting two meets this summer. Jackson is known for running very efficient and quick meets. The only way to accomplish this is with lots of parental help. Therefore, you will be required to participate in the home meets in some capacity. The week of the meet you will receive instructions from our Meet Director.

- *The Night Before* – All parents are asked to help set-up. It takes a few hours to prepare for the meet. Just bring yourself, all the direction will be provided.
- *The Day of the Meet* – You will be asked to donate a food item for the concession stand. Please drop this off on your way into the meet. The Meet Director will have given you your job assignment, so please report to your area on time.
- *After the Meet* – We are responsible for tearing down all the equipment and returning the pool back to the city as quickly as possible. Again, this will take an hour or so.

4th of July: Each year we are asked to supply workers for 2 bouncers (sponsored by the afternoon optimist) at the 4th of July celebration in the park. All we have to do is collect the money and the swim team gets to keep all the profits. The more families that help with this fundraiser, the less time each family has to work.

Homecomers: We are asked to provide workers each night at the corndog stand provided by the evening optimist. In return, they donate money to the swim team each year.

Medical Attention

If your swimmer might require any special medicines during practice (for breathing, bee stings, etc.) make sure that they are in the concession area of the pool where the deck parent and coaches have immediate access to them. Label the medicine with your child's name and any necessary instructions. We take your child's health very serious please make sure to completely fill out the medical information on the registration form as well.

Equipment

Swim equipment that should be provided by the parent of the swimmer is a swim suit, swim goggles, swim cap, towel, clothes, tennis shoes, and a tote bag. **It is a good idea to label all equipment with the swimmer's last name.** It is important to wear tennis shoes everyday as the coach may do dry land exercises. Please do not bring toys, radios, or valuables to practice. We are not responsible for stolen, damaged, or broken items.

Check the website for a link where you can purchase a swimsuit. We will not be ordering suits as a team this year.

Behavior Guidelines

It is the intent that the Jackson Swim Team Club be a pleasant and safe experience for all participants. The coaches need to be respected and their instructions followed in order for this to occur. If there is a need for disciplinary action regarding the conduct of swimmers, the following guidelines have been adopted to address possible situations.

1. Swimmers will be warned about unacceptable behavior by the coach.
2. If the problem persists, the coach will ask the swimmer to sit at the pool's edge. An attempt will be made by the coach to inform the swimmer's parents of the situation that same day.
3. If the problem is still not corrected and the behavior persists, the swimmer will be asked to leave the pool area and the parents will be notified at this time to pick up the child.
4. Parents should bring any concerns regarding their swimmer to a coach.
5. Any concerns regarding coaching issues should be brought to the attention of a board member.

We have had very few disciplinary problems during past seasons and do not anticipate any in the future.

2011 Summer Meet Schedule

June 4 th	Perryville
June 11 th	Farmington
June 18th	Jackson
June 25 th	J.O. Qualifiers—Poplar Bluff (metals & ribbons for all swimmers at this meet.)
July 9th	Jackson
July 16 th	Perryville
July 23 th	Championships at Cape
July 24th	End of the season Picnic

*There is a mini-meet scheduled in **Cape on July 13, 8 am - until finished.** This is mid-week, and will be limited on events, but will be another meet some may want to attend. For this meet only, there are no 6 & under events and Cape will accept as many entries as they get.*

Perryville is going to try to put on a RELAY only mini meet ...but no date on this as of yet.

Meet Information/Requirements

Things to Bring:

Swim meets require a great deal of energy from the participants, therefore eating properly before and during the meets, proper rest, and lots of fluids are recommended. Also check this list for items you may want to bring to keep the children somewhat inactive during pre-swim periods:

- Wear your team shirt
- Lawn Chairs & blankets
- Books, reading and coloring
- Board Games such as, checkers, and Monopoly
- Action Figures for the little people
- Snacks – healthy like veggies, fruits, and drinks. **NO GLASS CONTAINERS.**
- Extra Towel
- Puzzles
- Hand Held Games
- Trash Bags
- Extra shirts, shoes, sweats

While some of the pools are indoor and some are outdoor, the team usually sets together outside the pool area as there is not enough around the immediate pool area. Perryville is an indoor pool, but the team will sit outside under shade trees waiting for the events to be called. Farmington is also indoor, and teams usually wait indoors in their civic center gymnasium. Sikeston is an indoor pool, but weather permitting, teams set-up outdoors along the side of the building. If you have an EZ-up tent, it may come in handy when the team sets up outdoors. The team also has a couple of these and will bring them to use as needed.

The coach will inform the swimmers during practice when the meets begin. Information regarding each meet will also be placed on the team website. Please be on time for all meets. The swimmers need to warm-up and stretch before they begin competitive swimming. Please stress fun and improvement to your swimmer(s), winning is the outcome that we get from lots of encouragement and positive reinforcement.

Requirements for Championships

- Participation in at least nine events, individual or relay(throughout the season) and three SMSC meets.
- AAU Membership (included in registration fees)

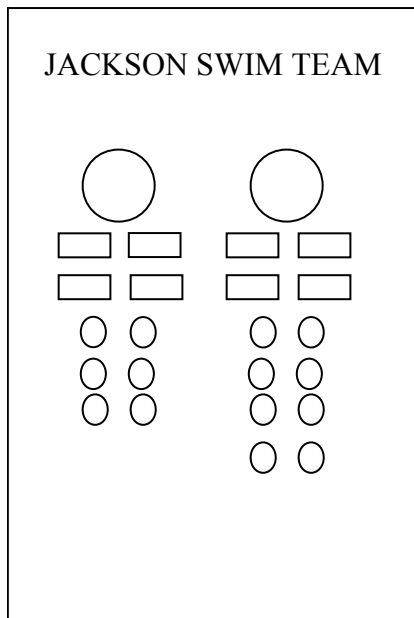
Awards

Ribbons – During the swim meets swimmers will be awarded ribbons for placing (1st thru 6th, 7th and 8th depending on the number of teams participating in the meet). These will be handed out by the coach or placed in the team file box for the next practice.

Point Patches – Points are accumulated at each meet by swimmers who place. The total points a swimmer earns for the team during the season will be given in the form of patches at the end of the season team picnic. Relay points will not be included.

Time Patches – Time patches are awarded according to national swimming times achieved (See Time Sheet Pages). These are earned in the following order: B, BB, A, AA, AAA, AAAA. These are awarded each time a new time level is achieved in short or long course (also given at the end of the season team picnic).

Towel – At the end of the summer each new member will receive a white towel with Jackson Swim Team imprinted on it. This is a trophy towel for point patches. When a swimmer achieves her/his first B time, a large blue towel is awarded for point and time patches (see diagram below for suggested patch placement).



Category 10 and under, 11-12

Freestyle, AA, AAA, AAAA

Point Patches 5,10, 25

Timing

Throughout the swim season it will be **required** of all parents to time swimmers at meets. It is very easy and really a lot of fun. Here are a few guidelines from the USA Swimming Rulebook to follow when timing.

Head Lane Timer – Is basically the timer with the clipboard writing down the times. The Head Lane Timer shall:

1. Determine whether the swimmer or relay team is present and in the correct lane, heat and event, and that relay swimmers are swimming in the order listed.
2. Determine and record manual watch times or the absence of a swimmer or the relay team seeded in that lane.
3. Assign one timer to time relay splits and initial distance times if requested by the Chief Timer.
4. Report if the swimmer has delayed in touching or has missed the touch pad at the finish, or if there is reason to believe the semi-automatic or manual times may be inaccurate.

Lane Timers – Officials assigned a Lane Timers may simultaneously operate two dissimilar devices (one watch and one button) but not two similar devices (two watches or two buttons). It is not within the Lane Timer's jurisdiction to judge if the swimmer's touch conforms to the applicable finish rules or if a relay take-off infraction has occurred unless assigned concurrent responsibility as a Lane Timer and Turn Judge or Relay Take-off Judge. Each timer shall:

1. Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal. If the visual starting signal is not observed, the watch shall be started upon hearing the sound of the starting signal.
2. Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.
3. Report the watch time to the Head Lane Timer or the designated recorder, report if a late or missed pad touch is observed; and, if requested, present the watch for inspection. Lane Timers shall not clear their watches until a command to "clear watches" is given or the Referee signals that the next heat is ready to start.

PURPOSE

The purpose of the Jackson Swim Team Inc. Parents' Club is to support the Jackson Swim Team both financially and physically. All parents of swimmers are automatically members of this organization. The organization promotes the team, raises funds to support the team, and provides the labor for hosting local meets.

BY-LAWS OF THE JACKSON SWIM TEAM INC. PARENTS' CLUB

(Article I)

The principal place of meeting shall be in the city of Jackson, Missouri.

(Article II)

Section 1. Place of Meetings. Any annual or special meeting of the general membership shall be held at a place within the city of Jackson, Missouri as designated by the Executive Board or in a notice executed by all General Members entitled to vote at such meetings. If there is a failure to designate a place for such meetings, the principal place should be convenient to all members, such as Riverside Regional Library, or any other public place open for public meetings, or in a member's home, if necessary.

Section 2. Meetings. The annual fall meeting of the general membership shall be held during the month of October and the spring during the month of May. The purpose of these meetings shall be electing officers and the transaction of such other business as may come before the meeting. Special meetings of the General Membership may be called at any time by the President or the Executive Board.

Section 3. Voting Powers. Unless otherwise provided in the By-Laws, persons of the general membership represented at the annual meeting shall constitute a majority of the membership entitled to vote. Every decision of a simple majority of such General Membership shall be valid as an organization act.

Section 4. Notice of Meetings. Notice of each meeting of the general Membership stating the place, day, and the hour of the meeting, and in case of a special meeting, the purpose of the meeting, shall be communicated under the direction of the President, or Secretary, or an officer calling the meeting by written notice to families via postcard.

Section 5. List of Voters. A complete list of all general members entitled to vote at any annual and special meeting shall be included in the Jackson Swim Team Inc. Booklet. This booklet shall be distributed to the general membership no later than the first meet of the season. Such list shall be compiled in alphabetical order with: parent name(s), address, telephone number, swimmer(s) name, birth date, and age.

Section 6. Power of the Executive Board. The Executive Board is empowered to take any action deemed necessary which cannot be tabled until the next meeting of the general membership.

Section 7. Committees. The General Membership or Executive Board by resolution may provide for such other committees as it deems necessary to serve at its pleasure and to have such powers and perform such functions as may be assigned to them. A chairperson and at least two other persons must comprise a committee. Each chairperson must report to the Executive Board.

(Article III)

Section 1. Officers and job descriptions.

President

1. Has overall responsibility for administering the activities of the parents' club and all of the committees.
2. Presides at all meetings.
3. Serves as the representative in supervising all individuals employed by the Jackson Swim Team, Inc.

4. Attends annual meetings of the Mississippi West Swim Conference along with the Jackson Swim Team coach, or shall appoint an appropriate representative from the Parent's Club.
5. Shall appoint a nomination committee of three (3) persons before the first Sunday in August. This committee shall submit a slate of officers to be considered and voted upon by the general membership at the Fall Meeting.

First Vice-President

1. Be responsible for recruitment, membership, and registration.
2. Be responsible for the preparation of the Jackson Swim Team Inc., Booklet.
3. Assists the President and presides at meetings in his or her absence.

Second Vice-President

1. Prepares and sends out the information and event sheets to invitational meets. Accepts entries and is responsible for preparation of meet sheets.
2. Serves as the Meet Director.

Secretary

1. Records the minutes for the Parents' Club meetings.
2. Takes care of the necessary correspondence, including appreciation and acknowledgements.
3. Acquires participation certificates for all swimmers which are to be awarded at the Awards Picnic in August.
4. Acquires trophies or any equal recognition symbols to be awarded to deserving swimmers at the Awards Picnic.

Assistant Secretary

1. Be responsible for the weekly newsletter which will include general information pertaining to upcoming events and forms to be used when swimmers are to be absent from practice/meets.

Treasurer

1. Receives all money.
2. Maintains an account of the receipts and expenditures.
3. Pays all bills.

Assistant Treasurer

Coordinates all fundraising.

Publicity Chairperson

1. Be responsible for all publicity of the group.
2. Prepares articles for the local newspaper on any events relating to the Jackson Swim Team.
3. Reports results of meets and other news items to proper places: radio, television, and/or newspaper.
4. Helps Assistant Treasurer in getting proper media coverage on money-making projects.

(Article IV)

Section 1. Awards Picnic. The first Sunday in August immediately following the Conference Meet shall be designated as the permanent date for the Picnic.

Section 2. Christmas Home Tour. The decision of homes on the tour shall be approved by the Executive Board and the Co-chairpersons of the Home Tour.