

GRAND LEDGE SWIM CLUB "GLSC DOLPHINS"



HANDBOOK

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Grand Ledge Dolphins Swim Club Handbook

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I. GRAND LEDGE SWIM CLUB MISSION STATEMENT

GLSC is operated by a group of parents and a team of coaches with the goal of providing a setting where the basics and specifics of competitive swimming can be promoted, taught, and learned. We aim to provide a safe, fun, fair, and nurturing atmosphere for all of our athletes.

Our aim is to provide our swimmers with the skills and background necessary to achieve their individual swimming goals while promoting, learning, and developing good sportsmanship and character - two of the most important things a child can gain from participating in athletics.

Though success in the pool is important, GLSC swimmers are encouraged to value a strong work ethic, be committed to self improvement, and display respect for themselves and others.

USA Swimming Mission & Vision: www.usaswimming.org

As the National Governing Body for the sport of swimming in the United States, USA Swimming is a 300,000-member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education.

Our membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. USA Swimming is responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives: Build the base, Promote the sport, Achieve competitive success.

II. GLSC ORGANIZATION

The Grand Ledge Swim Club was founded in December 1978 by a few Grand Ledge residents who hoped to build an interest in competitive swimming among Grand Ledge area's youth. The swim team started with a small membership and two coaches. We now maintain a club size of 40-80 swimmers, ranging in ages from 5-18 years old. Many of our Grand Ledge high school swimmers have started their swimming careers with the swim club.

GLSC became incorporated in January 1993 and is governed by a Board of Directors made up of volunteer parents of swimmers. The Board, in cooperation with the coaches and general membership, makes decisions affecting the club and its future.

The Grand Ledge Swim Club has four training sessions per year – Fall, Winter, Spring, and Summer. Each session follows the GL public schools calendar. GLSC maintains a quality coaching staff and is committed to providing the best possible experience for swimmers. Our goal is to develop responsible, confident, young student athletes that demonstrate responsibility, confidence, and strong work ethic.

III. TRAINING SESSIONS

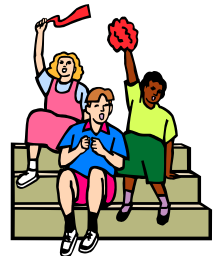
The Grand Ledge Swim Club's philosophy is one of developing a swimmer's ability to his or her fullest potential. The development of our swimmers takes place in four different training groups: Discover, Explorer, Challenger, and Comets.

A. PRACTICE EXPECTATIONS FOR SWIMMERS

1. Swimmers will train in all strokes/events. At this level, swimmers need to experience the different strokes/events and may change their "main events" several times over the course of their training.
2. Swimmers are expected to attend practices regularly, participate with a positive attitude, and give their best effort.
3. Swimmers should come prepared to swim at every practice – suits, goggles, caps, and a towel. The Comets training group will participate in dryland activities and should have stable running shoes.
4. While at the pool, swimmers should behave in a safe, responsible, and respectful manner towards the coaches and other swimmers/teammates.
5. Swimmers must be on deck, and ready to go, when practice begins.
6. If a swimmer is going to leave practice early, please have a parent notify the coaches – either in person, or writing.
7. Swimmers should NOT have gum in their mouths during practice. It is a safety concern - If you can chew it, then you are not working hard enough!
8. Have fun! While we do train hard, we also take time to laugh and have fun.

B. PRACTICE EXPECTATIONS FOR PARENTS

1. To avoid distractions to the swimmers and coaches, parents are expected to observe from the pool balcony.
2. Please be aware and respectful of practice start and end times. Do not drop swimmers off more than 15 minutes prior to the start of their practice time and expect swimmers to be ready for pick up 10 minutes after practice ends.
3. Swimmers not picked up 15 minutes after practice has ended will be charged a coaching fee of \$1.00 per minute until the swimmer is picked up. Coaches will wait until all swimmers are picked up or another method of transportation has been designated.
4. Parents are encouraged to talk with the head coach before or after practice to answer any questions or concerns. Given the instructional safety needs of the swimmers during practice, parents are asked to be respectful of this time and not interrupt. The head coach may be reached by email anytime (glscdolphinscoach@comcast.net).
5. Keep lines of communication open with your swimmer and the coaches. Swimming can be fun, exciting, and emotional - be supportive of your swimmer and all of the hard work and progress they are showing.



IV. TRAINING GROUPS

Swimmers are assigned to training groups that assemble swimmers of similar skill and ability. The Grand Ledge Swim Club consists of the following four training groups:

A. GLSC Training Level I - Discovery: Building Block Level

The Discovery group is just beginning to enter into a **competitive swimming environment**. Practice for the Discovery group is **2-3 times a week** with a strong emphasis on freestyle/backstroke technique and development while building confidence in the water. A Discovery swimmer has **completed an adequate number of swim lessons** to demonstrate comfort and strength in the water.

A **DISCOVERY** swimmer should (pre-requisite):

- Easily complete (non-stop) a 25-yard freestyle with face in water
- Demonstrates rhythmic breathing without breaking stroke rhythm
- Comfortably complete a 25-yard backstroke

A **DISCOVERY** swimmer will be introduced to and master:

- ✓ Lane etiquette and circle swimming
- ✓ Streamline positioning with head down and kicking off wall
- ✓ Proper wall push-off/start – knees up, fall back, streamline
- ✓ Resting and spacing between swims and swimmers
- ✓ Digital clock terminology – “bottom” and “top”
- ✓ Counting strokes for backstroke finishes and turns
- ✓ Basic idea of flip turns – flip, streamline
- ✓ Comfort with head-first diving entry from side of pool or blocks

A **DISCOVERY** swimmer will move on to the next group when the coach feels expectations have been met. **Discovery** swimmers are encouraged and expected to participate in all club dual meets, as well as at least one USS meet.

B. GLSC Training Level II - Explorer: Building Block Level



The Explorer group is **building** on their competitive swimming knowledge and skills from the Discovery group. Practice for the Explorer group is **2-3 times a week** with a strong emphasis on breaststroke/butterfly technique and gaining strength in the water. An **Explorer** swimmer has met *Discovery group requirements* or has completed an adequate number of swim lessons to show swimmer readiness.

An **EXPLORER** swimmer will be introduced to and master:

- ✓ Butterfly and breaststroke rules, form, and technique
- ✓ Breaststroke kick – “up, out, and around”
- ✓ Butterfly skills – both feet stay together and arms are synchronized, kick from hips
- ✓ Arms have high elbows under water for breaststroke; over water for butterfly
- ✓ 2-hand touches on finishes and open turns for fly/breast
- ✓ Digital clock understanding of a variety of intervals
- ✓ Strengthen flip turn exit with streamline position and kick
- ✓ Demonstrate standing dive from blocks with head first entry

An **EXPLORER** swimmer will move on to the next group when the coach feels expectations have been met. **Explorer** swimmers are expected to participate in all club dual meets, as well as at least one USS meet.



C. GLSC Training Level III - Challenger: Endurance and Speed Level

The **Challenger** group builds on the skills, techniques, and strength gained from *Training Levels I and II*. The Challenger group practices **2-3 times per week** with a focus on improving stroke technique, building intensity, and endurance. A **Challenger** swimmer is developing in strength and has a good understanding of all four competitive swimming strokes. This swimmer continues to focus on proper stroke technique, is building and maintaining competitive endurance levels, and is maturing as a well-rounded competitive swimmer.

A **CHALLENGER** swimmer will be introduced to and master:

- ✓ Practices for strength, speed, and building yardage
- ✓ Timed sets with intervals using the clock to determine rest
- ✓ Open turns for breast/fly with 2-hand touches and breast pull-out
- ✓ Recognizing their own best times – know their 50 free time
- ✓ Lane etiquette terminology “drafting” and “passing”
- ✓ Backstroke flag count for turns and finishes
- ✓ Fast pace into and break-out off walls and free/back turns
- ✓ Competitive diving start with streamline to flags (or beyond)



A **CHALLENGER** swimmer will move on to the next group when the coach feels expectations have been met. **Challenger** swimmers regularly compete in club dual meets and as many USS meets as possible while beginning to take notice of the USS time standards.

D. GLSC Training Level IV - Comets: Competitive Level

The **Comets** group continues to build on strength training, speed, and skills mastered in previous training levels or comparable swimming experience. The Comets practice **3-4 nights a week** and includes dry land aerobic activities, intense swimming conditioning, refining strokes/starts/turns, and maintaining an aerobic endurance level of high quality swimming.

A **Comet** swimmer comes to practice with a high level of commitment, energy, and enthusiasm for swimming. This swimmer shows dedication in practice with a positive attitude towards the sport, leadership of the team, and a desire to continually improve their abilities and times. Comet swimmers participate in USS meets and have an awareness of the USS time standards and expectations.

A **COMET** swimmer will continue practicing and developing:

- ✓ Practices for building strength and speed – increasing yardage
- ✓ Stroke technique with specific drills to meet individual needs
- ✓ Maintaining stroke strength and form for longer durations
- ✓ Distinguish training phases and expectations – building base, sprint and distance sets, tapers

- ✓ Multiple timed sets with benchmark swims: timed 500, 6x100s @ 5:00, 12x50s @ 2:00
- ✓ Turns are efficient and quick with streamlines and kicking in and out of turns
- ✓ Competitive diving starts with tight streamline beyond flags and under water kick

Comet swimmers regularly compete in club dual meets and as many USS meets as possible. Comet swimmers are aware of their best times for each events and time standards needed to reach their swimming goals.



V. COMPETITION

GLSC swimmers participate in a number of different swim meets throughout the year. The USS short course competitive season begins in October and ends in March. Swimmers may compete in Regional and/or National competitions if their times qualify for these meets.

Participation in dual meets is a great place for new swimmers to gain competitive experience, build confidence, and evaluate their progress.

A. DUAL MEETS/INTERSQUAD MEETS

Dual meets are held between GLSC and other local area clubs. Generally these meets are not scored, however, swimmers do earn ribbons for participation and placing in events. Ribbons and meet results (with swimmer times) are given to coaches at the end of the meet. Ribbons will be distributed at the next available practice and results will be posted on the GLSC bulletin board near the pool.

There is no additional fee for swimmers to participate in dual meets. There are approximately 4-5 dual meets offered for each session. Dual meets generally take just over two hours to complete. Swimmers have the opportunity to compete in individual events and relays based on designated age-groups.

Coaching staff is on deck to assist swimmers with events, encouragement before races, and provide feedback and support throughout the meet.

Most dual meets have officials to over-see stroke technique, starting procedures, and turn guidelines. Swimmers are generally not disqualified at dual meets. This type of meet is seen more as a learning opportunity and time to evaluate swimmer progress, strengths, and areas for improvement.

While attending dual meets, swimmers are expected to stay on the pool deck, acting appropriately, while representing the swim club. Swimmers should come prepared with their team suits, swim caps, goggles, t-shirt, extra towel, deck shoes, water bottles, and a small, healthy snack.

Inter-squad meets follow the same format as dual meets, however only GLSC swimmers compete in the meet. Inter-squad meets are designed to help swimmers and parent volunteers become accustomed to a meet atmosphere and expectations. An inter-squad meet will be offered during the fall and winter sessions.



B. UNITED STATES SWIMMING (USS) SANCTIONED MEETS

The Grand Ledge Swim Club is an active member of United States Swimming – Michigan. All of our swimmers are required to become members of USA-Swimming in order for the club to compete and participate in USS meets. All USS meets are governed by official rules and enforced by USS meet officials. The USS short course season begins in October and ends in March. Swimmers compete in age group divisions and work to achieve USS time standards in order to move up divisions.

USS meets are held all over the state of Michigan and are attended by many different swimmers/clubs from around the state. The head coach will determine which USS meets GLSC will participate in – approximately 2 per month will be offered. Each USS meet has an event fee plus a Michigan Swimmer fee (approximately \$4.00/event plus \$1.00 swimmer fee).

USS meet entry information will be distributed by the GLSC Meet Chairperson several weeks prior to the meet. **It is the responsibility of the parent to submit meet entries, along with payment, by the club's given due date. Entries are submitted on the due date and late entries are not accepted.**

USS meets have a 4-hour time limit per session. Swimmers may participate in designated events of their choice, on either days of the meet (usually Saturday/Sunday). Swimmers may choose to sign up for just one day of competition, or all.

Swimmers may enter up to 4 individual events and 2 relays per session (unless otherwise stated by the host club guidelines). USS meets are 'self-marshalled' and swimmers are expected to report to the starting blocks prior to the events. Swimmers that miss their events risk being eliminated from subsequent events.

USS meets are officiated and swimmers **are** disqualified for not demonstrating and executing proper stroke, start, and turn techniques. Disqualifications happen and are signaled when the official raises his or her hand. Swimmers do continue with the event, but will be informed of their disqualification, along with suggestions for improvements, after the race is completed.

Disqualifying from an event can be disappointing, however, it is a learning experience and allows both swimmers and coaches the opportunity to work on areas to improve. Disqualifications are looked at as learning experiences and opportunities for growth. Rest assured, most, if not all, swimmers have been, and will be, disqualified at some point in their career. The end result is an increased knowledge of competitive swimming strokes and techniques along with the desire to improve.



C. TIME STANDARDS

There are two time standard divisions incorporated in Michigan/USS Swimming. The first level of standards is known as A, B, and C times. Swimmer's best times are categorized into these groups – A is the fastest, followed by B and C (everyone has C times to begin with). Meets are designated as A, B, or C throughout the competitive season. A swimmer may only compete in the level of their achieved time-standard for which their best time qualifies. Qualifying times are age/stroke/event specific, so it is quite possible to have a swimmer qualify for A or B times in one event, and not others.

The second level of time standards consists of Q1, Q2, and Q3. These standards are designed for championship meets at the end of the season. Q3 times are needed to qualify for Districts, Q2 for Junior Olympics, and Q1 times are needed to compete at the State level.

VI. General Meet Information

A. Meet Date and Times

Dual meets are scheduled weeknights during regular practice times (with occasional Wednesday AWAY meets). Warm-up typically begins at 6:00 p.m. and meets begin at 6:30 p.m. Swimmers should arrive approximately 15 minutes prior to warm-up in order to allow enough time to change, check-in with coaches, and get last-minute meet information. All meet dates, times, and locations are posted on the GLSC web-site and on the GLSC bulletin board.

B. Dual Meet Entries (Event Selection)

All swimmers are expected to participate in dual meets and as many USS meets as possible. Dual meet events are decided by both swimmers and coaches. New swimmers should consult with the coach as to what events they are qualified to swim at meets. More experienced swimmers will have more flexibility in selecting events in conjunction with coaches.

C. USS Meet Entries (Event Selection)

USS event selection is done primarily by the swimmer and their family, in conjunction with the coach. There are entry limits and entry fees to consider when selecting appropriate events.

D. Meet Gear



Swimmers should come prepared to meets with their team gear. This includes: suit, cap, t-shirt, warm-ups. Swimmers should also have goggles, comfortable deck shoes, towels, a water bottle, and a light snack. Swimmers are encouraged to wear a team suit at all meets, but are not required.

Swimmers may choose to bring a lock to the locker room if they are planning to keep their personal belongings in the locker room. Keeping items in the GL locker room is NOT recommended. These lockers are used by Varsity swimmers and school staff may clean lockers and discard contents without notification.

E. Meet Awards

Awards given at USS meets are usually ribbons or medals and are awarded through places and levels determined by the host club. USS meet registration packets will give award information for specific meets. Some host clubs ask that individual swimmers pick up their awards at a designated location, while others will ask the coach to pick up the awards for the entire team at the end of the meet. During the meet, swimmer's names and event times will be posted on a results wall according to event numbers. It is important to check these postings for times, place, and disqualification information.

USS meets are the only place for a swimmer to earn and establish "official" times – unless a USS official is present during a dual meet – so we do encourage swimmers to participate in multiple meets throughout the season. GLSC follows all rules and regulations regarding competitive awards as described by United States Swimming.

GLSC dual meets award ribbons to swimmers in places 1st – 12th and also participation ribbons for swimmers who do not earn a place ribbon. Each ribbon is printed with the swimmer's name, date, event, distance, stroke, and time achieved. Ribbons will be distributed at the next practice following a dual meet.

F. Club Records

The club keeps track of best times for every event swam by the club members. Grand Ledge Swim Club records can be broken by a swimmer who is registered with the Grand Ledge Swim Club through United States Swimming for that entire year. Club records can be broken at an inter-squad meet, a club dual meet, or a USS sanctioned meet. Relay team records can be broken if all four members are registered with the club through United States Swimming.

VII. GLSC Membership Fees

Fees for membership in the Grand Ledge Swim Club vary from year-to-year, season-to-season. The actual amount of fees depends on several factors – the number of weekly practices, the training levels, and meets offered.

United States Swimming (USS) membership dues are collected **once** during the year – generally during Fall registration. USS cards will be issued and distributed for each registered swimmer as soon as they arrive at the club.

Both session fees and USS fees will be collected at registration and must be paid in full in order for swimmers to participate on the swim team.

GLSC cannot refund dues beyond the first 2 weeks of the season. A swimmer who notifies the Club Treasurer of withdrawal within the first 2 weeks will be eligible for a refund, less the USS dues paid by GLSC.

Families with two or more swimmers will receive a 10% discount for the 2nd child. A family rate is available for three or more children.

VIII. Parent Participation/Volunteerism

Parents are a vital and integral part of the success behind the Grand Ledge Swim Club. All of our Board Officers are volunteer parents. During the year we ask our parents to help with a variety of activities. We encourage and expect parents to volunteer whenever possible.

In addition, the organization and running of EVERY home meet is the responsibility of all of the parents. We need many volunteers to run each home meet and we need each family to volunteer to work a minimum of one meet each session. The Meet Coordinator(s) will provide training as necessary for specific jobs. Below is a list of jobs and descriptions for each. Also included is a sample of the "Swim Meet Volunteer Information Sheet." Each family is required to fill out this sheet at the beginning of every term.

SWIM MEET VOLUNTEER JOB DESCRIPTIONS

The following information outlines the jobs that are required to run a meet including a brief description of what the jobs entail and the time frame required. A "session" starts at the time of warm-up and ends after the last event. Please note that some jobs require that you be available before a session begins or after it ends.

Computer/Scoreboard/Announcer: Responsible for running the swim meet computer program - INCLUDES: scratches, heat lane assignments, retrieving results from the Colorado system and printing event results. Training on the computer is required; length of training is based on an individual's understanding of the program and comfort level in operating the computer at a meet. Makes all announcements include introductions, national anthem or pledge of allegiance, heats, swimmers, etc.
Time Estimate: Meet Session, pre-session preparation time and post-session completion results.

Starter: Responsible for starting swimmers from the blocks. USA Swimming registered preferred but not mandatory. Training provided by meet manager.

Time Estimate: Meet Session

Head Timer: Responsible for stopwatch and lane assignments. Also serves as "back-up" timer. **Time Estimate:** Meet Session

Timers: Responsible for operating the stopwatch to record a swimmer's time on the timer sheet. These times are used as a back-up time in case the touch pads of the Colorado Timing system do not function properly. There are 2 timers per lane. In addition to operating the stopwatch, one timer records the stopwatch times on the timer sheet and the other operates the back-up button of the Colorado Timing system.
Time Estimate: Meet Session

Runner: Responsible for distributing and retrieving timer sheets during the meet. Records times from timers as needed and delivers them to the scoreboard/computer area. **Time Estimate:** Meet Session

Comet Gatherers: Responsible for gathering swimmers and ushering them to their blocks. **Time Estimate:** Meet Session

Warm Down Area Helpers: Responsible for overseeing swimmers in the warm down area and instructing them to warm down and exit the area in a safe and efficient manner. **Time Estimate:** Meet Session

Set Up/Clean Up: Responsible for set up before and after the meet session at the direction of the Meet Coordinator. **Time Estimate:** 10-15 minutes before meet session and up to 10-15 after meet session

Concessions: Purchase and sell concession items. **Time Estimate:** 10-15 minutes before meet session and during meet session as well as time to purchase items

Ribbons: Placing times on award ribbons. **Time Estimate:** Meet Session

Popsicles and/or Water: Provide two 24-packs of popsicles and/or one 12-pack of bottled water. **Time Estimate:** Drop off in swim office freezer or refrigerator before Meet Session

Sample Volunteer Form:

Grand Ledge Swim Club

SWIM MEET VOLUNTEER INFORMATION SHEET

The organization and running of EVERY home meet is the responsibility of all of us as parents. We need many volunteers to run each home meet, and we need each family to volunteer to work a minimum of one meet. The Meet Coordinator(s) will provide training as necessary for specific jobs.

Please place a check in the box next to the jobs listed that you are able to do at HOME meets and check the meets you are able to volunteer. Job descriptions are attached. Thanks for your support!!!

Check if you can do this job	Job	Number Needed at HOME Meets
	Computer/Scoreboard/Announcer	3
	Starter	1
	Head Timer	Meet Coordinator
	Runner	Meet Coordinator
	Timers	12
	“Comet Gatherers” (gather kids to take to blocks)	2-3
	Warm Down Area Helpers (help teach kids to warm down and exit the area)	1-2
	Set Up/Clean Up	4-6
	Concessions	1-2
	Ribbons	1-2
	Popsicles and/or Water	2

Home Meets	Date	Check if you can help
Inter-Squad Meet	10/21/10	
GLSC v Mason Bullfrogs	10/28/10	
GLSC v Waverly Piranhas	11/11/10	
Homecoming Parade Float Volunteers	Date	Check if you can help
Parent volunteers are needed to supervise and assist with float building on each evening listed at the right. Please check the evenings you are available to help out. The kids have a great time with this, but we need you!	9/29/10	
	9/30/10	
	10/6/10	
	10/8/10	

Swimmer(s) Name _____	Age(s) _____
Parent /Volunteer’s Name _____	Phone #: _____
Email Address _____	

IX. Appropriate Swimmer Behavior/Expectations

Swimmers are expected to behave in a safe, responsible, and respectful manner at all times. Whether they are at practice or at a competition, they are representatives for GLSC, parents, coaches, and themselves. Being proud of themselves, their club, and the sport are most important. Bullying or harassment will not be tolerated.

If a swimmer becomes a problem to coaches or other swimmers, he or she will be asked to sit out. If inappropriate or disrespectful behaviors continue, the coaches will

ask the swimmer to call home and leave the pool deck for the remainder of practice. Continual and habitual problematic behaviors may result in removal from the club.

X. Club Officers



Board members are recommended and chosen from current swim club members. Club officers are chosen from the current Board of Directors with the following responsibilities:

President

- Facilitates Club operations; Club contact person
- Liaison with Head Coach
- Attends USA Swimming planning meetings – one day in the fall
- Registers swimmers in Club software and with USS Swim. Keeps registered swim rosters current for Head Coach.
- Prepares agendas for monthly board meetings and facilitates meetings
- Facilitates Parent Meetings for each session - coordinating with the Head Coach
- Oversees Spirit Wear Coordinator

Vice-President

- Arranges for pool use with the Grand Ledge Public School's Athletic Director and Director of Community Education
- Assists Head Coach in preparing Club practice and events calendar
- Determines fees for each swim registration session
- Communication coordinator with Club members through email; keeps email distribution lists updated
- Oversees Middle School Team Coordinator
- Oversees Bulletin Board Updates

Treasurer

- Handles all incoming and outgoing accounts, including coaching/membership fees, fundraising monies, tax withholding and membership accounts.
- Provides the Board with financial updates at the monthly meetings
- GLSC currently uses an outside firm to manage payroll for the Club; Treasurer submits hours to payroll company and distributes paychecks.
- Keeps track of any swimmer who owes money or is delinquent in fees.
- Makes bank deposits from cash box at least twice monthly

Secretary

- Accurately records, prepares and distributes meeting minutes
- Orients new members
- Supplies forms/packets at club registrations

- Compiles Volunteer Forms for new members each session
- Keeps office supplies stocked: receipt books, etc.
- Handles publicity in local newspapers, school newsletters and through Club email for upcoming registrations
- Oversees Banquet Coordinators for Middle School Team Banquet (end of January) and Club Banquet (end of March)

Meet Coordinator

- Coordinates the volunteers needed for home dual meets
- Works with the Board in areas where more volunteers are needed, such as computers, starters, head timers
- Orders ribbons for swim awards

Spirit Wear Coordinator

- Works with Head Coach on determining annual styles for team swim suit, t-shirts and warm-ups for club and middle school team swimmers
- Provides information to Club for ordering of any spirit wear

Middle School Coordinator

- Organize coaches visit to middle school prior to season
- Advertisements to school newsletter and local paper prior to season
- Work on the Middle School practice and meet schedule with Head Coach and determine fees, with board involvement.
- Team swim suit and t-shirt orders
- Organize team photo
- Facilitate parent meeting with Head Coach
- Set up communication email list. Send out info on meets with times, directions etc. This will be the first time a lot of these parents have been exposed to swimming.
- Order state meet shirts for qualifiers (swimmers have paid for these in the past) and the coaches (club has typically paid for them)
- Organize banquet at the end of the season - including certificates, coach's gifts, and determining cost of banquet or donations to cover cost.

Internet Chairperson

- Works with Head Coach and Board of Directors to design the club web site and update information regularly

Dolphin of the Month Chairperson

- Works with Head Coach to recognize a swimmer of the month for each team.
- Arranges for small tokens of appreciation for swimmers of the month

XI. Team Banquet and Awards



In celebration of the hard work, dedication, and improved swimming, the Grand Ledge Swim Club holds an annual Awards Banquet (usually late March) at the end of the short course season. Swimmers are recognized and celebrated for their progress and accomplishments. All swimmers and families are invited to attend. There is a small banquet fee that is determined by banquet organizers.

All swimmers are eligible for team recognition awards based on their participation throughout the season. Coaches make all decisions regarding team recognition awards listed below:

- A. **Most Improved:** This award is for swimmers that have shown constant improvement throughout the swimming year. The Most Improved Swimmer takes practice seriously and is always willing to listen to what the coach has to say. Their drive to improve is reflected in their times at both dual and USS meets throughout the season.
- B. **Most Enthusiastic:** Swimmer earning this award arrive at practice and meets with a positive and encouraging attitude. The Most Enthusiastic Swimmer is always on deck and ready to swim when practice begins. They are friends with everyone and seen cheering on their teammates whenever possible.
- C. **Swimmer of the Year:** This swimmer demonstrates excellence in competitive swimming. The Swimmer of the Year is constantly improving, is dedicated to the sport, a good role model, and enthusiastic about participating in both practices and meets.

Participation Awards: Swimmers who have successfully completed 5 GLSC sessions and participated in 10 meets (both USS and Dual) are entitled to earn a team jacket. The requirements are set out below. IT IS THE RESPONSIBILITY OF THE PARENT TO FILL OUT THE PAPERWORK AND ORDER THE JACKET THROUGH THE AWARDS CHAIRPERSON.

Jacket Information:

Requirements that must be fulfilled in order for your child to receive a swim club jacket are as follows:

1. The swimmer must be currently a member of United States Swimming and GLSC member in good standing.
2. The swimmer must have swum in at least 10 meets - 4 of which must be USS meets during the 5 terms. The other 6 meets can be inter-squad/dual meets or USS meets.

3. The swimmer must have completed at least five terms with GLSC and must not be a member of another swim club. Terms do NOT have to be consecutive. Middle school swimming counts as ONE term.
4. The swimmer must be actively swimming in the term we hold the banquet or enroll in the club for the next possible term and pay the appropriate registration fees for that term prior to the banquet committee placing the order for the jacket. If the registration fees are not paid, the jacket will not be ordered. The registration fee is non-refundable.
5. The jacket form must be completed and turned in by the designated date (this will be posted at the pool and on the web site).
6. If the jacket form is not completed and handed in on time, your child will not receive a jacket. There is only one jacket order a year and if the deadline is missed, the swimmer will have to submit the jacket sheet the following year.
7. If your child needs to swim in a meet during the winter term, state this on the jacket sheet and the awards chairperson will confirm with the meet entry chairperson prior to the banquet that the swimmer swam in the meets. The GLSC treasurer will advise the board on the solvency of the club before a final decision is made whether to purchase jackets

State/Zone Qualifiers: Swimmers who have earned their Q2 times are eligible to receive an award determined by Board members (ie. Deck chair).

Requirements that must be fulfilled in order for your child to be recognized for achieving a short/long course state time or relay time qualifiers are as follows:

1. This awards form must be completed and returned by the first Monday of March. If your swimmer qualifies for the state meet after this time you may contact the awards chairperson.
2. If the awards form is not completed and handed in on time your child will not be eligible to receive the incentive for achieving a state time.
3. If your child does not swim during the term that the banquet is held, it is your responsibility as a parent to contact a board member to set up a time to turn in the awards sheet.
4. If your child is close to qualifying and has to swim a meet during the winter term to qualify for states or zones, please notify the awards chairperson of the situation. It is the responsibility of the parent to notify the awards chairperson if the state or zone time is made and at which meet.

IT IS THE RESPOSNSIBILITY OF THE PARENT TO FILL OUT THE PAPERWORK WITH THE AWARD'S CHAIRPERSON.

XII. Club Activities

- **Fundraisers:** GLSC tries to have an annual fundraiser to help purchase needed training equipment, pool upgrades, supplies, and other materials to help make our club successful. Parents and swimmers are expected to help with these projects. Fundraisers are decided based on parent and swimmer interest.

Examples include, but are not limited to: Swim-a-thon, merchandise sales, car wash, bottle drive, or swim meet.

- **USS Meet Host:** USS meets can last from 2-3 days (weekend) and have many needs to run successfully. Everyone is encouraged to help in some capacity – usually in 2-4 hour shifts. The meet coordinator and coach will send out information as needed. Some ‘jobs’ include: meet entries, program/advertising, concessions, awards, timing, admissions, computer coordinator, and more.
- **Homecoming Parade:** Each year, GLSC is represented in the GL Homecoming parade. Swimmers, with the help of their families, design and decorate a float to be used in the parade. On parade day, swimmers walk with the float and distribute candy to bystanders. This is a fun and team building activity!

XIII. Inclement Weather Cancellations



Practices may be **cancelled** without notice due to circumstances beyond the club’s control. Every effort will be made to notify parents as soon as a decision is made. Do not leave your swimmer at the pool without knowing that practice is indeed going to be held.

If school has been canceled due to inclement weather, swim practice is also canceled.

If the Grand Ledge area goes into a tornado warning, practice is canceled. If the “all clear” is to expire before regular practice ends, then we will swim. If the “all clear” expires during or after practice hours, we will NOT swim. Swimmer’s safety is our main concern, if the warning is given during practice, practice will be canceled and swimmers will be moved to the locker rooms or inside hallway. Parents should pick up their swimmers as soon as possible.

Swim club families are generally very friendly, helpful people with the swimmer’s best interest at heart. You can ask for information and get guidance from other swimming families at meets or practices. It is exciting to see any young swimmer put forth an honest effort and the kids are well respected and supported by league parents, coaches, and officials.