

*Hurricane Swim  
Team  
2008  
HANDBOOK*

## ***Welcome to the Hurricanes Swim Team***

The mission of the Hurricanes Swim Team is to make the summer swimming program an enjoyable and constructive experience for your children. The team is a structured recreational activity where your child can learn the value of competition, sportsmanship and teamwork, as well as individual achievement, making new friends and having fun.

There are twelve teams in the Northwest Swim Circuit (NWSC). The NWSC follows accepted rules and standards of USA Swimming, as well as rules and procedures designed specifically to meet the needs of this circuit and its member teams.

The degree of competitive spirit and enthusiasm varies widely from team to team. The Hurricanes strive to attain a positive balance between healthy competition and fun. While we do not think winning is everything, it is fun to win, and that is why hard work, regular practice, and self-discipline are all goals of our summer program.

There are no "losers" on the Hurricanes. Swimmers at all levels are welcome. With a positive program made up of positive members and parents, we'll have a great season!

## ***Hurricane Constitution***

The NWSC Bylaws and our own team Constitution govern the activities of the Hurricanes Swim Team. A copy of the constitution is available to any parent or swimmer. A board member will provide you with a copy at your request.

## ***Your Swim Team Board***

The only volunteer positions that require election by the parents are those on the swim team Board. At the end of the season, a nominating committee forms a list of willing volunteers to serve as Board members for the following season. All parents are eligible. Elections take place at the end of season awards banquet. Following is a list of your Board members for the current swim season:

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
President	Kim Green	331-6940	kgreen25@austin.rr.com
Vice President	Sherie Zebrowski	246-2659	szeb1@sbcglobal.net
Treasurer	Mary Jane Tagtow	219-6780	mjtagtow@austin.rr.com
Secretary	Debbie Spell	249-5537	dspell@austin.rr.com
Computer Rep	Karen & Tom McElhinney	335-9449	tk88mce@sbcglobal.net
Circuit Rep	Isabel Nelson	335-8846	Isabel_nelson@sbcglobal.net
Meet Director	Robert Chin	659-4539	rchin@genexpressinfo.com
Asst. Meet Director	Keith Arroyo	331-1632	karroyo@snip.net
Fund Raising Chair	Trish Churchill	335-4034	jtchurch@austin.rr.com
Swimmer Rep			

Board members are available to address your questions, comments, and concerns about the swim team. Please communicate with us so we can manage the team as effectively as possible.

## ***Eligibility***

The NWSC bylaws set eligibility requirements for all swimmers and the various rules, which the Hurricanes follow. A complete set of NWSC bylaws is available for your review. The following excerpt from the bylaws sets out the rules of eligibility:

The swimmer's age on May 1 of the current swim season shall determine the age group in which the swimmer may compete for that season. Any swimmer in age groups 6 & under, 7-8, 9-10, and 11-12 who has practiced and/or competed with any other organized swimming organization within one week of the first scheduled dual meet shall not be allowed to compete with the NWSC team until approval is granted by the Circuit Board of Directors. A swimmer may compete in a maximum of three individual events and two relay events per swim meet. The maximum number of heats per event is two (2) for a 6 or 8 lane pool, and three (3) for a 4-lane pool. The Meet Directors prior to the start of the meet must approve any exceptions.

## ***Registration***

You will complete several documents during registration, all of which are required in order for your child to swim on the team. If any of the information changes during the season, please inform the Head Coach so we can revise our records. Registration documents include: Hurricane Registration Form with Release of Liability, AAU Swim Insurance Form, and Volunteer Sign-up Sheet.

## ***Fees***

Registration fees are \$110.00 each for the first 2 swimmers, \$100.00 for each additional swimmer in the same family. These fees are the primary source of team revenue and covers coaches' salaries, AAU Swim insurance, ribbons and awards, age-group photograph, individual trophy, team equipment, and administrative expenses (Board members are volunteers).

A fundraising fee of \$25 per swimmer, in a separate check, will be collected at Registration and held until the end of the season. This check is returned when the swimmer participates in fund raising for the team. If the swimmer does not participate the check will then be cashed as the fixed amount in lieu of fundraising as a member of the team.

Those swimmers who live out-of-district (NW Austin MUD#1) will be assessed an additional \$10 fee per swimmer. *This fee is waived for the 2008 season.*

An additional fee of \$100 per family will be assessed at registration in lieu of volunteer participation at the swim meets. Please be prepared to provide a separate check for this amount. The check will be returned at the end of the season if the minimum volunteer requirements are met. No partial refunds will be given.

**If a swimmer cannot legally swim one length of the pool (25 meters) in Freestyle, Backstroke, Breaststroke, or Butterfly, by the 10th practice day, which begins from the first practice, as assessed by the Head Coach, then that swimmer will be cut from the team. The Hurricane Swim Team is a recreational competitive swim team, not a swim lesson program. The Treasurer will only refund \$25 of the registration fees after documentation of the swimmer's inability to meet this requirement is received with the signature of the Head Coach. Please consider your child's swimming ability when deciding to join the swim team.**

## ***Fee Reduction Policy***

Fee reductions will only be considered for medical reasons and will require a medical practitioner's note. Fee reductions will only be considered up to the half way point of the season and will not total more than half of the total fees paid, less the out-of-district fee, volunteer fee (unless all volunteer activities are completed), fund raising fee and AAU Insurance fees. A breakdown of the fees will be provided upon request. Fee reductions are at the discretion of the Hurricane Swim Board. Decisions by the board are final and may not be contested. Acceptance of this policy is inferred by payment of the swim team fees and signature of the registration form.

## ***Equipment***

Each swimmer is required to have a team swimsuit. This cost is in addition to the registration fees. Though the swimsuit style might change from year to year, the swimmer is not required to

purchase a new suit just to accommodate the style change; however, we encourage you to use the current design as a show of team spirit. Some swimmers prefer to use one suit to practice in and another to use during meets. The team makes no requirement of this kind. We purchase our swimsuits from Lane Four Swim Shop. They will have a representative on hand during registration to take orders and purchase suits. If you plan to purchase swimsuits after registration, make sure to let the salesperson know you are with the Hurricanes so you will receive special pricing. Swimmers will also be required to purchase equipment based on their practice group assignment. Equipment may include swim paddles and fins, and a mesh bag to keep them in. A team T-shirt and latex cap is free to each team member. They will be handed out at registration and practice. Silicone caps are available for a reasonable cost. A cap is required if your swimmer has long hair. There's nothing more frustrating or painful than a swimmer with hair tangled in the ropes. If you choose to use a rubber swim cap, be sure and pack some baby powder to sprinkle inside the cap. The powder makes the cap go on much easier. Two towels of your choice. There is a lot of in-and-out of the pool during practice and meets, so swimmers need to get in the habit of carrying at least two towels. They can also come in handy providing shade to your swimmer at certain pools. LABEL EVERYTHING. Though there are many styles of suits, goggles, and towels, it's amazing how many things get mixed up during the hectic pace of a meet. Be sure and label all your belongings with a waterproof marker. It's a good idea to label caps on the outside, since it's hard to tell swimmers apart once their hair is covered and they are in the water.

## ***Swim Meets***

Regular season dual swim meets are held on Saturdays, with the site rotating among the various pools of the NWSC member teams. All Hurricane home meets are held at the Rattan Creek pool. Most meets begin at 7:30 AM sharp to insure that the meet is finished and the pool area clean and clear before it opens to neighborhood members for regular swimming. Some meets may begin at 7:00 AM so please watch for announcements. The current meet schedule is attached to the handbook and includes one pre-season meet for Hurricanes only. HOME MEETS: Swimmers must check in with their age group parent no later than 6:30 AM the morning of the meet. Warm-ups will begin at 6:45 AM for Hurricanes and must be completed in time to allow the visiting team to begin warm-ups at 7:15 AM. AWAY MEETS: Parents are responsible for providing transportation for their swimmer(s) to the away pool. Swimmers must check in with their age group parent at the away pool by 6:45 AM and be ready to begin warm-up at 7:15 AM. Maps to the various pools are included in the newsletter the week of the meet. Information is also available on the Hurricane web site (<http://www.hurricaneswimteam.org/>). Times are approximate. Make sure to check with a coach, or the weekly newsletter for check-in times.

## ***Parent Participation***

Our summer swim program could not operate without the work of all parents. It takes everyone to coordinate volunteers, provide concessions, arrange meet schedules, provide transportation for swimmers and equipment, communicate information, and conduct meets. It takes around 100 people to run each meet, so each Hurricane family is required to work a minimum of seven shifts throughout the season. **A fee of \$100.00 per family will be payable by check at the 2009 registration from those families not fulfilling volunteer responsibilities during the 2008 season.** A shift is defined as one-half of a swim meet. A more detailed description of each position is outlined in the Section – Swim Parent Volunteers. The earlier you sign up for volunteer duty, the more likely you will be able to choose the positions and times you prefer. None of the duties are difficult, and training is provided as needed. If you are new to the summer swim circuit, the jobs of team parent, timer, runner, clean-up, and scoring table are good places to start. No matter what the position, when you volunteer you'll feel like a part of the team, too.

## ***Do's and Don'ts for Hurricane Parents***

DO strive to have your swimmer at practice on time. It is important to stretch properly before getting into the water, so those first few minutes of practice are essential!

DO have your swimmer attend practice regularly. We work on different conditioning and swimming techniques each day, and your swimmer must be there to benefit.

DO understand that the coach might offer constructive criticism to your swimmer. It might be hard to see your swimmer singled out, please understand that we want each swimmer to do their best and to swim properly to avoid injury.

DO offer love and support to your swimmer. Swimming is hard work and your enthusiasm and encouragement can make all the difference.

DO provide well-balanced, nutritious meals and snacks along with plenty of rest. Food is the fuel for swimmers, and soft drinks and sugary snacks don't offer much long-term fuel. The sustained endurance required to swim is best met with a good night's sleep and proper diet.

DO bring a good book or a friend to chat with during practice. While it's very tempting to "help" by standing on the pool deck, it's important that you allow the coaches to focus with your child. If you believe your child could benefit from additional instruction or you would like tips on how to work with your child, please contact the coach before or after the practice day. We'd be glad to help you help your swimmer.

DO have realistic expectations for your swimmer. Every swimmer will have good and bad swims. At some point, your swimmer may "plateau." These are times when a parent's love and support can be critical.

DO keep a record of your swimmer's progress, but...

DON'T get caught up in the "You could have done better than that. Look at last week's swim." We are here to teach your child how to swim and how to have fun doing it.

**DON'T forget to check the website every week at: <http://www.hurricaneswimteam.org>  
*Newsletters will be available only via the web site.***

DO volunteer as often as possible at meets. The more people working a meet, the smoother it runs.

DON'T allow your swimmer to wear jewelry, or bring lots of money or expensive items to practice or meets. There is lots of activity at the pool, and it's too easy to lose precious things.

DO pick up your swimmer's ribbons at practice the week following each meet. Let your swimmer see the reward for their hard work.

DO have fun as a parent and get to know lots of other families. It's a great atmosphere to socialize!

## ***Practice***

The Hurricanes practice at the Rattan Creek neighborhood pool. The single most important rule of swim team practice is BEING THERE. Being there and being on time, every day, is how your swimmer learns self-discipline and how to be a responsible, contributing member of the team.

Please do your part to ensure your swimmer takes practice seriously. Coaches take attendance at practice and consistent swimmers are rewarded for their diligence. Daily practice is between 6:45 - 10:50 am during the summer, and are at 6:00-6:45 pm, 6:30- 7:45 pm and 7:30-9:00 pm before school is out. Swimmers practice according to ability and age groups.

We are offering an evening practice from 9:00 – 10:15 pm four days a week. Evening practices are structured for our older swimmers. Swimmers must have head coach approval to practice in the evening.

We try to accommodate family schedules and carpools as much as possible, but it's not always feasible depending on the age group or ability level of different swimmers.

**No parents, friends, non-swim team siblings of swimmers, spouses/friends/non swim team children of board members or coaches will be allowed on the pool deck during practices. This rule will be strictly enforced. Coaches or board members will ask you to leave the deck if this policy is violated. There are NO exceptions.**

## ***Northwest Swim Circuit Swimmer and Parent Code of Conduct***

The Northwest Swim Circuit was formed with the objective of helping young swimmers to develop: physical fitness, self discipline, self confidence, proficiency in competitive swimming strokes, a determination to do one's best and good sportsmanship. The expectation of the Executive Board is that both swimmers and parents will exhibit the highest standards of sportsmanship at all times while participating in all NWSC and member club affiliated events. Every participant, including swimmers, coaches, officials, board members, parents and spectators, has a responsibility to behave in a respectable manner and to comply with and support the Code of Conduct.

*While attending and/or participating in any NWSC or member club affiliated practice or event, no individual shall:*

- *At any time strike, shove, threaten to strike or lay a hand upon an official, swimmer, coach or spectator.*
- *Engage in an abusive, verbal attack upon any official, swimmer, coach or spectator on or off the pool area.*
- *Use trash talk, profane, obscene or vulgar language under any circumstances, on or off the pool area.*
- *Engage in an objectionable demonstration of dissent or unsportsmanlike conduct such as throwing equipment or any other forceful action.*
- *Refuse to abide by an officials decision*

*Any violation of the above policy will result in the following action at the discretion of the Home Meet Director:*

First Offense – Ejection of the person(s) from the meet/event by the Meet Director

Second Offense – Suspension of the person(s) from any and all meets or events for the remainder of the current swim season.

## ***Behavior and Discipline***

Swimmers are expected to be on their best behavior at practice and at meets. Normal pool rules apply: no running, no fighting, no horseplay will be observed at all times. At meets, swimmers and parents must understand that swimmers are expected to be where their coaches and age group parents need them to be. Coaches will sideline or exclude swimmers from practices and/or meets for disciplinary reasons. Such decisions may be appealed to the Hurricane Board, but the key to avoiding any of these conflicts is good behavior.

## ***Website and Newsletter***

The Hurricanes have an excellent website (<http://www.hurricaneswimteam.org>). The newsletters are available as well as weekly meet results, meet volunteer schedules, a map to the upcoming meet, and individual swimmer results. We encourage everyone to visit the website to get timely and complete information about the team. The weekly newsletter, *The Hurricane Watch* is available to read on line or download and print if a paper copy is needed. If you would like to submit an article or advertisement for the newsletter, please contact a board member.

The address for the Hurricane web site is: <http://www.hurricaneswimteam.org>

## ***Weather***

At practice: We will use common sense and the same guidelines that Rattan Creek pool uses when evaluating weather conditions to determine if practices will be held as scheduled. Practice will be cancelled if there is heavy rain or lightning, while light rain might only delay practice. If practice is cancelled, a sign will be posted on the fence outside the pool areas.

At a meet: The Home Meet Director makes the final decision whether to postpone or cancel a scheduled meet due to inclement weather. The decision will be communicated to the visiting team meet director as soon as possible. The current NWSC policy is that meets may be made up at the discretion and mutual agreement of the respective swim team meet directors.

## ***Hurricane Pride and Spirit***

All Hurricane swimmers should show team pride and spirit. Swimmers are encouraged to wear the team suit, cap and T-shirt at the meets. During the meet, all swimmers should participate in team cheers and encourage their teammates during races.

## ***When Your Child Must Miss a Meet***

Coaches decide who will swim in each event by the Wednesday before each meet and will assume that all team members will participate in the meet unless notified otherwise. "No showing" the meet is unfair to other swimmers because it causes relays to be cancelled. Our computer-generated heat sheets, which list swimmers by the events and heats they will swim, are produced on Fridays before the meet. The Meet Sign-up Sheet you fill out at registration allows you to see the entire summer schedule and inform the coaches as far in advance as possible when you will miss a meet. Additionally, weekly sign-up sheets are posted at practice in order to have the most accurate swimmer count before each meet. If you have a last-minute emergency that prevents you or your child from attending a meet, please contact the head coach, the meet director, or the assistant meet director as soon as possible so heat sheets can be updated accordingly.

## ***Pool Length and Adjusted Times***

Individual swimming pools vary in length and require a conversion factor so that official times reflect a consistent distance in the water. Stopwatch time is adjusted to the official time according to the conversion factor. Rattan Creek pool has eight lanes, while others have six or four lanes. The number of lanes available can affect the total number of swimmers allowed and/or the number of events that each swimmer may swim during a meet.

To calculate the official time, multiply stopwatch time by the adjustment factor. For example:  
25.50 (stopwatch time) X .913 (Rattan Creek pool adjustment factor) = 22.28 (official time).

<b>POOL</b>	<b>LENGTH</b>	<b>FACTOR</b>	<b># LANES</b>
Anderson Mill	75.06 ft.	.999	6
Balcones Country Club	82.38 ft.	.910	4
Block House Creek	75.00 ft	1.00	6
Brushy Creek	81.91 ft.	.916	6
Cedar Park	81.90 ft.	.915	8
Forest North	81.59 ft.	.919	6
Georgetown	75.33 ft.	.996	6
Rattan Creek	82.19 ft.	.913	8
Pflugerville	92.93 ft.	.904	8
Round Rock	75 ft.	1.0	8
Steiner Ranch	81.96 ft.	.915	6
Wells Branch	75.08 ft.	.999	6

## ***It's Meet Day!***

Your first swim meet can be confusing if you don't know what to expect. This list of frequently asked questions should help, but if you have other questions, contact a board member and we'll do our best to give you the information you need.

*When does the meet start?* All meets will begin promptly at 7:30 AM, or 8:00 AM unless you are otherwise notified.

*What time does my swimmer need to be at the pool?* For home meets, swimmers must check in with their age group parent no later than 6:30 AM at the Rattan Creek pool. For away meets, swimmers must check in with their age group parent at the away pool no later than 7:00 AM.

*Why does my swimmer need to check in so early?* To account for all swimmers, to warm-up prior to the meet, and to make final changes to the heat sheets.

*My child is nervous about swimming/the weather/diving from the blocks. What can I do?* Bring them to the meet. Let the coaches and other swimmers help them through the jitters. Most swimmers are anxious about their first few swims, especially if it's at a new pool. You know your child best, but sometimes all it takes is encouragement from someone else who has "been there" to give them the confidence they need to get into the water. The coaches will make sure that your swimmer is well cared for in and out of the water.

*How long does a meet last?* Most meets will be over by approximately 12:00-12:30. Yes, it's a long time to be there, but with lots of volunteers the time passes surprisingly fast.

*Will my child swim in all events for his/her age group?* No. The coaches place swimmers in events based on their performance at practice and other factors. Our goal is to have each child swim at least three events each meet. We encourage all swimmers to stay until the end of the meet to show their Hurricane pride.

*Where can I sit at a meet?* When you are not filling a volunteer position, you can set up a lawn chair on or near the pool deck at most pools; however, seating is usually limited, and it's hard to see your swimmer if you're sitting. The earlier you arrive at the pool, the better your chance of "staking out" a good spot. It's a good idea to bring your own chair and shade protection, since not all pools have these amenities available. There are "home" and "visitor" areas designated for each meet, so look around for familiar faces or the Hurricane signs and shirts and you'll get an idea of where to go. Portions of the pool will be roped off to allow for swimmer and official traffic. Stay clear of these areas.

*Where should I park?* Parking facilities vary widely from pool to pool. We encourage you to carpool if possible. Again, the early bird gets the best parking. Please park only in designated areas and don't block other vehicles. Spectators need to come and go at all times during the meets.

*May I take pictures or video of my swimmer?* Absolutely! Just make sure you don't impede the timers, runners, and other meet officials while you film your child. Please consider getting double prints or slides for use at the end of season banquet. We love to see the swimmers in action! Portions of the pool will be roped off to allow for swimmer and official traffic. Be sure and stay clear of these areas.

*What should I bring?* All required equipment for your swimmer, a blanket or chair to sit on, sunscreen and a hat, easy-to-eat nutritious snacks for your swimmer, WATER to drink, magazines or games for your swimmer to occupy the time between events, and a small amount of cash to purchase heat sheets and items from the concession stands. Please label everything. DO NOT BRING alcohol, glass containers, high value items, or jam boxes.

*What does my child do after he gets to the pool?* Take your child to the designated age group parent and that parent will handle the swimming part of the meet. We do not encourage you to leave cash and snacks with younger swimmers. It's usually simpler, cleaner, and less expensive to have the parents hold on to these types of items. Swimmers will stay with their age group parent, whose job it is to get the swimmers to the ready bench on time and ready to swim. However, swimmers will be coming and going constantly, so you might have to look around for your swimmer sometimes.

*What's the Ready Bench?* Essentially, the ready bench is a staging area for the swim meet. It allows the meet officials to have several heats of swimmers in order and ready to swim. This allows the meet to move along more quickly. Swimmers receive a card for their event from their age group parent, who takes them to the ready bench. At the ready bench, swimmers are placed in lane order, according to the information on their card. While one event is swimming, two or three other events are being prepared at the ready bench. When it is time for their event, swimmers are moved from the ready bench to the starting blocks. ***Unless you are working the ready bench, please stay clear of this area.***

How many events are in a dual meet? 85 different events. Age group and gender separates the events, and whether it's an individual stroke event or a relay. There are from one to four heats per event, depending on the number of lanes and swimmers entered. Events and/or heats can be combined if the number of lanes and of swimmers allow. This is a ready bench decision, and an announcement prior to each event will indicate whether heats or events are being combined.

What does the starter do? Once the swimmers are at the blocks, the starter will direct the swimmers to step onto the block, then to "take your mark." At that time, the swimmers assume a proper starting position. The race begins with a whistle or electronic tone sounded by the starter. And we're off!

What happens if there is a false start? A length of rope is stretched across the swimming lanes, approximately ten yards from the starting blocks and five feet above the surface of the water. When the starter determines a false start, the rope is dropped onto the surface of the water to alert swimmers to return to the blocks. The first false start is charged to the "field" against all swimmers. If there is a second false start, the individual swimmer is charged and is disqualified from the event.

How are ribbons and points awarded? Ribbons and points are awarded by the order of the finish to swimmers who were not disqualified for any reason during the event. Ribbons are awarded for places one through ten, and points are awarded for places one through three. "Time Improvement" ribbons are presented for individual achievement in an event that resulted in a faster time than previous swims in that event. Ribbons will be distributed at practice on Monday or Tuesday following a meet. "Heat Winner" ribbons are awarded on the spot to swimmers who win a heat within an event, regardless of qualification or final standing. While all swimmers enjoy winning awards, remember that the emphasis of the Hurricanes is on stroke improvement, improving your own time, encouraging your fellow teammates, and having a good time.

What is DQ? Disqualified--a disappointing and discouraging word, but not the end of the world. Stroke judges positioned at the sides and corners of the pool are responsible for recognizing and recording improperly done strokes turns and finishes. The DQ is a tool, not a punishment, so that all swimmers can learn from their mistakes. Although there are often tears associated with a DQ, it should not stop your swimmer from moving on to their next event. The coaches receive the DQ slips, so swimmers can go to their coach and find out what went wrong with a particular swim. There will be lots of disqualifications, especially early in the season when some of the younger children are just learning the strokes. Parents should encourage their swimmer to keep trying and then celebrate once they have achieved stroke mastery.

What happens after a meet? All swimmers and parents are expected to help clean up our age group areas, pool area, and to take down and properly store team equipment. Please lend a hand. Many swimmers go to lunch at CiCi's Pizza on McNeil after each meet. This is purely optional, but it's a fun way to wind down.

## ***Year End Championship Meets***

Our Divisional Swim Meet will be held at Pflugerville on Saturday, July 12<sup>th</sup>. All swimmers who have competed in a minimum of two dual meets during the current season are eligible to participate in this meet. Swimmers will be seeded based on their official times for each event. The sign-up for divisionals will take place during the swim season.

An Invitational Meet will be held on the afternoon of Sunday, July 13<sup>th</sup> at the UT Swim Center. This meet is open to swimmers who have met qualifying time standards established by the Northwest Swim Circuit. A swimmer must have at least one official time equal to or faster than the qualifying time for each event they enter, up to three events.

## ***Team Photos***

Each swimmer will receive one individual photo and team photo free of charge. Additional photos may be purchased separately.

## ***The Hurricane Banquet***

Our annual banquet is scheduled for 6 pm on Monday, July 14<sup>th</sup>. A committee of parents and swimmers plans the banquet during the swim season and details are announced in the newsletter. The banquet features dinner, highlights of the swim season, individual trophy awards to the swimmers, recognition of outstanding achievements, coach awards and a parent meeting to elect the next year's officers and handle any team business. We also provide a terrific slide show from the season. The event lasts about two hours, and tickets are sold to cover the banquet costs.

## ***Swim Parent Volunteers***

A typical home swim meet requires **100 Hurricane volunteers** to run smoothly. This number does not include the volunteers from the opposing team. The scheduled meets this year will require over 750 volunteer shifts. As you can see, we need your help, and we need it every week of our 10-week season. **A parent or guardian of each Hurricane family is required to volunteer a minimum of 7 shifts (1/2 a meet) per swim season. A fine of \$100.00 per family will be assessed for non-compliance.**

## ***Shifts***

Our volunteer positions are worked on a specific shift. Some volunteer positions work the entire meet (Age Group Parent), but most work half of the meet on either the first shift or second shift. First Shift (7:30 AM meet start): 7:30 AM until approximately 10:00 AM, and Second shift lasts from 10:00 AM until approximately 12:15 PM (meet completion).

## ***Volunteer Positions***

Each family must volunteer at least seven times during the course of the swim season. The Meet Director and Assistant Meet Director are the officials in charge of the swim meet. Experience with NWSC bylaws and the structure of a swim meet is required for the Meet Director position. The Section – Swim Parent Volunteers covers the volunteer information. You will be asked to sign up for seven volunteer shifts at specific swim meets at registration to begin filling these positions.

These are the descriptions of the duties for each of the volunteer positions:

**Age Group Parent:** Hurricanes swimmers sit together in their age groups during the meets and the Age Group Parent is responsible for keeping them together, and making sure they get to their events on time. The Age Group Parent will check the swimmers in initially, and work with an assigned Coach to make sure the relays are covered. The Age Group Parent will distribute Event Cards to the swimmers at the appropriate time, and assist the younger swimmers in getting to the Ready Bench area with their Event Card. The Age Group Parent will help the Meet Set Up crew with providing shade protection, and posting the Age Group Sign. *One Shift position.*

**Ready Bench:** As the swimmers line up for their events the Ready Bench Crew organizes them into their swim lanes, and makes sure the swimmer has the appropriate Event Card. Training for these positions will be provided by the Northwest Swim Circuit. *Two Shift position.*

**Lane Timer:** Timers are responsible for using a stopwatch to time the swimmers in their event and writing it on their Event Card. This position needs someone who can stand in the sun for a long time. *Two Shift position.*

**Head Timer:** Head Timer is responsible for organizing and briefing the LANE TIMERS on their duties prior to the meet, and shall be in charge of the LANE TIMERS throughout the meet, with authority to remove and replace any LANE TIMER, with the approval of the Home Meet Director. The HEAD TIMER shall run two watches for use as backups during each heat of each event should a LANE TIMER'S watch malfunction. *One Shift position.*

**Announcer:** The Announcer uses the PA system to notify the swimmers what event is being swum currently and what the next two events are. The Announcer is a critical position to our team

and we need several people trained so that the meets aren't disrupted and move quickly. *Two Shift position.*

**Starter:** The Starter announces the event about to be swam, calls the swimmers to the starting blocks, and begins the race by using a tone button starter system. This position requires certification, which is provided by training from the Team Coach, and by attending a Circuit Clinic. This is a critical position and we are looking for several volunteers to provide backup when necessary. *Two Shift position.*

**Stroke Judge:** This position watches the swimmers from both teams during the event to make sure they are swimming the strokes legally. Disqualification Forms are filled out and initialed by the stroke judge for swimmers who are not swimming legally. This position requires certification, which is provided by training from the Team Coach and from the Northwest Swim Circuit. *Two Shift position.*

**Exchange Judge:** This position makes sure the exchange between swimmers during the relays is legal. This position requires certification, which is provided by training from the Team Coach and the Northwest Swim Circuit. The relays are held at the beginning and the end of the meet. *Two Shift position, but each shift only lasts about 45 minutes.*

**Runner:** This position makes sure the Event Cards are distributed to the Timers before the event, and are picked up from the Timers after the event. They are also responsible for taking Disqualification Forms from the Stroke Judges to the Scoring Table. This is a very active position and needs someone who can be on his or her feet for a couple hours. *Two Shift position.*

**Scoring Table:** Scorers write the official time on the Event Cards, organize the cards for data entry into the computer program, and attach Disqualification Forms to the appropriate Event Cards. *Two Shift position.*

**Ribbons:** This position works with the Scorers and the Computer Representative to make sure the printed labels are attached to the appropriate Ribbons, then distributed to the team. This is a *Two Shift position*, but it starts later (about 9:00), and finishes later (about 1:00) than the other shifts.

**Concessions:** This position works at the Concession stand selling drinks and snacks to parents and swimmers. There is preparation work needed on Friday night and on Saturday morning. *Two Shift position.*

**Pep Rally Committee:** Persons on the Pep Rally Committee will prepare a family meal on the Friday prior to an away swim meet. *One Shift position.*

**Alternate:** When our scheduled Volunteers can't fulfill their responsibilities this position fills in the gaps whenever needed throughout the meet. *Two Shift position.*