



2009/2010
PARENT HANDBOOK

Revised October 2009

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Dear Gator Parent,

Welcome to the Gator Swim Team, the longest running swim program in Southeast Missouri. We strive to provide a professional-quality competitive swim program for your children.

The Gator Swim Team is a parent-owned team, governed by a Board of Directors elected by and from the general membership. As members of the team, every family has certain responsibilities, including fundraising and working at swim meets hosted or co-hosted by our team.

The Gator Parent Handbook contains the details and procedures you need to know, including details about:

- Coaching policies
- Meet entry procedures
- Monthly fees
- Fundraising expectations
- Volunteering requirements
- Board of Directors by-laws

Please make yourself familiar with this information so that you will know how the team works and how we all contribute to the team. If you have any questions, please feel free to contact the coaching staff or one of the Board members. Contact information is available on the team website, www.gatorswimteam.org.

Thank you,

The Gator Board of Directors

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OVERVIEW OF THE GATOR SWIM TEAM

TEAM HANDBOOK

The current version of this handbook will be available on the Gator Swim Team website, www.gatorswimteam.org. Updates of the handbook will be conducted as necessary by the Board of Directors.

ABOUT THE TEAM

Gator Swim Team is a member club of USA Swimming, the national governing body of the sport in the United States. USA Swimming is governed at the regional level by Local Swimming Committees (LSCs). Gator Swim Team is a club member of the Ozark Swimming LSC.

VISION STATEMENT

The Gator Swim Team is a regional, parent-owned, competitive swim team dedicated to teaching swimmers excellence in swimming and life through sportsmanship, discipline, teamwork and integrity.

COACHING STAFF

Excellence in swimming will require excellence in coaching. Thus, the Gator Swim Team is committed to hiring professional coaches certified by the American Swimming Coaches Association (ASCA) when possible. All prospective coaches are subject to a background check.

The coaches' job is to supervise the entire competitive swim program. The Gator coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself. For this purpose, the coaches are responsible for all matters affecting training and competition, including:

- Placing youngsters in practice groups—This is based on the age and ability level of each individual.
- Stroke instruction and the training regimen—Each group's practices are based on sound scientific principles and geared to the goals of the group.
- Decisions concerning which meets Gator swimmers may attend and which events a swimmer competes in.
- Conducting and supervising the warm-up procedures for the team during meets—After each race, the coaches will offer constructive criticism regarding the swimmer's performance (It is the parents' job to offer love and understanding regardless of their swimmers performance.)
- The building of a relay team during meets.

The Gator coaches are constantly updating and improving the program. It is the responsibility of swimmers and parents to make the most out of the excellent opportunity this program provides for success in swimming.

Coaches are always willing to discuss any problems that may arise. Parents should contact them prior to any discussion to set up a time for a meeting. Please do not talk to the coaches on the pool deck.

GATOR TRAINING GROUPS

AGE GROUP 3

This training group focuses on learning basic swimming skills such as air exchange (bobbing), streamline, floating, and kicking. Age Group 3 also introduces the competitive strokes of freestyle, backstroke, breaststroke, and butterfly.

Minimum Age: 4*.

Practice Attendance: 2 or 3 times per week.

Meet Attendance: Away meets recommended. Home meets required.

Move Up Guidelines:

- Must attend practices consistently**.
- Must be able to swim three strokes and have working knowledge of the remaining one.

AGE GROUP 2

This training group continues to reinforce the skills learned in Age Group 3. Age Group 2 focuses on basic swim skills learned in Age Group 3 as well as racing starts, strokes, turns, and basic racing skills. Age Group 2 meets 3 or more times per week for 1 1/2 hour: 15 minutes of dry land and 75 minutes of swimming**. Sessions are coached in a training group setting. While the focus is primarily on teaching stroke technique, the Age Group 2 swimmer is introduced to aerobic conditioning and dry land training.

Minimum Age: 6*.

Practice Attendance: 3 or 4 times per week.

Meet Attendance: Away meets recommended. Home meets required.

Move Up Guidelines:

- Must attend practices consistently**.
- Must be able to read a pace clock.
- Must be able to swim 10 x 100 yards on 1:30.
- Must be able to maintain a high level of intensity throughout practices.

AGE GROUP 1

At this level, practice begins leaning towards conditioning 60% to 70% with technique 30% to 40%. All aspects of competitive swimming are covered in this group from streamlining to breakdown of energy systems. This group will sometimes be asked to participate with the Senior Groups for special training sessions during weekends or vacations.

Minimum Age: 9*.

Practice Attendance: 4 to 6 practices per week.

Meet Attendance: At least one meet per month required (from the published meet schedule).

Move Up Guidelines:

- Must attend practices consistently**.
- Must commit to practice requirements of next level.
- Must be able to swim 10 x 100 yards on 1:25.
- Must be able to lead a lane throughout practice without sendoff help.
- Must be able to maintain the required level of intensity throughout practices.

SENIOR PREP

This training group is for our more advanced age group swimmers and our developing senior age swimmers. The Senior Prep training group exposes each swimmer to a full training plan including but not limited to the following: aerobic training, dry land training, full swim meet schedule, racing strategy, individual and team goal setting skills, and speed and attendance requirements. The Senior Prep group meets 6 to 7 times per week**.

Minimum Age: 11*.

Practice Attendance: 7 practices per week, including 1 morning and Saturdays.

Meet Attendance: At least one meet per month required (from the published meet schedule).

Move Up Guidelines:

- a) Must be able to swim 10 x 100 yards on 1:20 **OR** have a sectional cut in at least one event.
- b) Must desire and be prepared to increase training frequency and intensity.

SENIOR

This training group offers full time swim training for the purpose of reaching the highest levels of competition the sport has to offer. Senior members aim at 100% attendance all year long and have a full meet schedule which is required for maximum development. Select Senior members are invited by the Head Coach to attend double practices (morning and evening) which include water and weight room workouts**. The Senior group meets from 8 or more times per week (Coach's decision) for an average of two hours per session.

Minimum Age: 12*.

Practice Attendance: 8 or more practices per week, including 2 mornings and Saturdays.

Meet Attendance: At least one meet per month required (from the published meet schedule).

HIGH SCHOOL TRAINING GROUP

The team provides an opportunity for a developmental experience for swimmers involved in high school competition. A High School Training Group swimmer is a swimmer of any skill or ability who can train at any of the age group levels. The swimmer is provided with a training program to enhance the swimmer's skills for fitness, to improve scholastic swimming or to get a head start on Summer League swimming**. Swimmers in this group will be registered USA Swimming athletes and will be able to compete in USA sanctioned swim meets.

* A minimum age is just a guideline and does not mean a swimmer will be moved up to a new group at that age. It also does not mean that a younger swimmer cannot be moved up to a new group. The decision to move a swimmer up to a new group involves several other factors and is ultimately at the coaches' discretion. See "Outline of Group Advancement" below.

** Warning: failure to follow practices as recommended may result in injuries.

OUTLINE OF GROUP ADVANCEMENT

The following is a list of criteria the Head Coach will use as general guidelines when moving a swimmer into a different practice level. (These are not in order of importance.)

- **Attendance:** Has the swimmer reached recommended attendance level in his or her group? Is he willing to increase his or her commitment?
- **Technique:** Is the swimmer's technique strong enough so he can maintain it when he begins to train or when training is increased?
- **Age:** Does the swimmer fall into the age parameters of the group?
- **Pace Clock Skills:** Does the swimmer know pace clock skills to be able to perform sets properly at the next level?
- **Body Conditioning:** Is the swimmer's body in the proper condition for the appropriate swim level?
- **Maturity and Responsibility:** Is the swimmer ready to move from flexibility and dry-land training to weights without getting hurt?

- **Attitude:** Does the swimmer exhibit a good positive attitude and work ethic?
- **Physical Maturity:** Is the swimmer physically mature to handle increased training?
- **Mental Understanding:** Does the swimmer have a basic understanding of what he is accomplishing and know the importance of what he is doing? (technique, flexibility, proper nutrition, rest, etc)
- **Current Goals:** Does the swimmer need new challenges, higher goals, and stronger swimmers to train with him/her?

GENERAL POLICIES

Sportsmanship and mature conduct are qualities that will be expected of all team members in and out of the pool. Discourteous behavior, foul language, use or possession of illegal drugs, alcohol, or tobacco products, destruction of property, or any other conduct which could be interpreted as injurious to the group or individual will not be tolerated. Violations may result in suspension from one or more practices or meets or permanent dismissal from the team. Dismissal will require a vote by the Board of Directors.

MEET POLICIES

- All swimmers are to be ready to warm-up when warm-ups begin.
- The coaching staff will make all final decisions as to entries and scratches.
- All swimmers are encouraged to sit together as a team.
- Swimmers should see their coach immediately before and after each event they swim.
- Approved Gator Swim Team caps are the only caps permitted to be worn at swim meets.
- Approved Gator Swim Team swimsuits are required at all swim meets.
- Gator Swim Team t-shirts and warm-ups are encouraged for the purpose of team spirit and togetherness.
- At designated prelim-finals meets all Gator team members in attendance should plan to return and support their teammates at finals regardless of whether they are swimming in finals.

MEET ENTRY PROCESS

Swim meets are a required part of the Gator Swim Team program. Swim meets provide swimmers with the opportunity to apply what they are learning in practice. This is a vital part of any swimmer's growth. Each training group has different swim meet requirements. Prior to each meet the swimmers will be given the opportunity to sign-up to participate in a meet. This process will be handled online via the website. The meet entry form is to be provided to the swimmer and responded to prior to the announced deadline for meet entry purposes. Swimmers **will not** be entered in any away meets unless they have indicated that they want to participate **prior to** the announced deadline (all Gator swimmers are automatically entered in all home meets). Teams hosting meets set early deadlines for entries; therefore, the Gator Swim Team coaching staff must know who is going to each meet in advance. Once the meet entry is submitted and the swimmer has been entered into the meet, the swimmer's family is responsible for paying the meet entry fees unless otherwise approved by the Board of Directors. Certain meets require hotel reservations, and families are responsible for

making all travel arrangements prior to the meet. All meet information will be posted on the team website as soon as details become available.

FUNDRAISING POLICY

The Gator Swim Team supports its operation and staff through monthly fees and fundraising. The goal of the Board of Directors is to minimize the amount of time involved in fundraising, to limit sales of items as fundraisers, and to maximize the funds raised for the time invested by the swimmer's family. Funds are primarily raised through profits derived from hosting swim meets, sales of advertising for hosted swim meet programs, corporate sponsorships, and other events. With the monies derived from these efforts, the Gator Swim Team pays for pool rental and staff expenses, keeps monthly expenses at a minimum for all swimmers, and acquires the equipment necessary for the swim program.

All swimmers and their families are expected to participate in team fundraisers. Ads are sold in the heat sheets for home meets, the "Great Times Invitational" in February; "Gator Long-Course Kick-Off" in April/May; "Firecracker Frenzy" in June/July; and "Ozark Long Course Championships" in July. There may be additional meets held by the Gator Swim Team during the summer months for either USA swimming or Summer League*** participation. For each fundraising activity, the Board of Directors may set a minimum fundraising requirement for each swimmer or family. The failure to meet this requirement will result in an assessment upon the family's billing statement after the fundraising event has concluded. Involvement and support of these fundraising efforts are crucial to the continued financial stability of the Gator Swim Team.

*** See the "Gator Summer League Handbook" for more information regarding the SMSC Summer League program.

HOME MEET POLICY

- Every family is to provide one worker each session of the meet. This includes all hosted and co-hosted meets. (i.e. Great Times Meet, Long Course Kickoff, Firecracker Frenzy and Ozark Long Course Championships)
- If a family cannot attend any one of the above sessions, it is the family's responsibility to make arrangements ahead of time with the Meet Director to help with a job prior to or after the conclusion of the actual meet. The job shall be the equivalent to or in excess of the value to the team for the session missed.
- It shall be the responsibility of each worker to "sign in" properly at the registration table each session of the swim meet.
- Failure to satisfy the requirements spelled out above will result in a \$50 assessment for each session not worked.

TRAVEL MEET POLICY

On most travel meets it will be at the parents' discretion where they will stay. It is encouraged when possible to stay in the same motel or hotel as most of the team. The team does have meets that the coaches will book rooms and make them available to the team on a first come, first served basis. We also have meets that the swimmers will travel, eat and stay together (e.g. Sectionals, U.S. Open, and National Championships). In these cases, the coaches will make all travel arrangements for the team.

On meets that are coordinated by the coaches there will be chaperones of each gender to help them. Swimmers are expected to follow USA Swimming Code of Conduct on these trips. Swimmers in violation may be disciplined at the coaches' discretion.

PRACTICE POLICIES

- Practices will start at the designated time. It is to the swimmer's advantage to come early for stretching exercises.
- Restrooms should be used before and after workout.
- Swimmers will help set up and put away all equipment.
- Practice means exactly what it says; it is a time to practice skills and go through a training program.
- For practice, all swimmers need: a) any color nylon or lycra suit (not a team swim meet suit), b) a pair of goggles, c) swim cap, d) sneakers (if needed) for dry land exercises, e) towel for certain dry land exercises, f) fins (required for certain training groups), g) pool buoy (optional), h) paddles (required for certain groups, see head coach for details).
- Swimmers are expected to arrive at the pool with a "practice" attitude. Behavior that either disrupts another athlete's ability to practice or the coach's ability to conduct practice is inappropriate and will not be tolerated. Persistent disruptive behavior may result in an athlete being asked to leave the water, a parent/coach conference, and in extreme situations an athlete may be asked to leave the program.
- Practice will end on time so parents must be on time to pick up their children.
- Parents should refrain from talking to the coaching staff during scheduled practices.

GATOR TEAM FEE INFORMATION

All fees are subject to change by the Board of Directors. It is the responsibility of the family to notify the coach and/or Treasurer of intention to terminate, or cancel a team membership. Failure to notify the Treasurer will cause a member to be billed for monthly dues. If a member quits the program for overdue bills, overdue and current account balances are immediately payable in full.

USA SWIMMING CARD

All Gator Swim Team swimmers are required to have a current USA Swimming membership (excluding Summer League and High School Training group Swimmers). This membership not only supports swimming throughout the country, it also provides very important medical insurance for every swimmer and every team. Your USA Swimming membership number allows your swimmer to compete in any USA Swimming sanctioned event and Ozark competition. The USA Swimming membership card is good for one (1) year, beginning and ending December 31. Any first time membership card purchased after September 1 will be good until December 31 of the following year. Gator Swim Team renews memberships in the fall of each year.

MONTHLY FEES

The team has fixed monthly expenses and full participation from all families is expected. All monthly fees are for the calendar month and the payment is due by the last day of the month. Unless payment arrangements have been made with the Treasurer, statements not paid by the last day of the month will be assessed a \$10 late fee. Accounts that are 60 days past due (from the date of the first non-paid statement) will be suspended and the swimmer(s) will no longer be allowed to practice and attend meets until the account has been paid in full. Swimmers who swim any part of the month will be responsible for the whole month.

TRAINING GROUP FEES ****

- Age Group 3 - \$50/month
- Age Group 2 - \$65/month
- Age Group 1 - \$80/month
- Senior Prep - \$100/month
- Senior - \$110/month
- High School Training Group - \$65/month

DISCOUNTS

- **Multiple Swimmer Families.** Families that have more than one swimmer in the team will receive a \$10 deduction for the first additional swimmer in the family and a \$10 deduction for each additional swimmer thereafter.
- **Advance Payment.** For all Senior group and Age group swim families, a 10% discount can be realized if the swim family can pay for their entire swimmers' monthly fees annually in advance on or before October 1st. This discount applies only to the monthly fee and does not apply to USA and AAU registration as well as meet entry fees. Each swimmer in the swim family will be charged \$65.00 to cover the expenses of USA and AAU registration. If the swim family can pay the entire swimmers' monthly fees annually after October 1 but prior to April 1 then the swim family will receive a 5% discount. The money paid in advance will be non-refundable except for cause as determined by the Board of Directors.

OTHER FEES

- **Reactivation Fee.** Swimmers rejoining the team after a period of inactivity will be assessed a reactivation fee of \$25.
- **Meet Entry Fees.** USA Swimming meets have fees for each swimmer who enters. There is usually a surcharge for each individual as well as separate fee for each event. Each swim family will be billed for all events in which their swimmer is entered.

**** Subject to change.

COMMUNICATIONS

Important features of communication include the following:

- **Gator Website.** Check out our team web address at www.gatorswimteam.org. The Website is one of the most important sources of information. Please check it often. Also, take time to familiarize yourself with the different features of the site. Some examples include: coaching staff bios, time standards, team records, practice news, meet reports/results, meet schedules, practice schedules, contact information, and swimming links.
- **Gator File Folder.** This is located on the pool deck. Each family has a folder, where awards and paper forms will be left. Payments can be left in the Payment Folder.
- **Administrative Liaison.** An experienced Gator parent will assist the team in communication, fundraising, registration, equipment orders, etc. This parent will also help in any communication with the new team members in helping them get involved with the team.
- **Parent/Coach Meetings.** A parent/coach conference may be scheduled upon request. Please contact your child's primary coach first if that coach is not the Head Coach.

COACH COMMUNICATION AND RELATIONS

Swim Team communication gaps can occur when parents feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. This approach will never solve the problem and may lead to new problems being created. Try to keep foremost in your mind that you and the coach have the best interest of your child at heart. If you trust that the coach's goals match yours, even though his or her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue. Listed below are some guidelines for a parent raising some difficult issues with a coach.

- Schedule a conference with the coach. Do not approach the coach on deck at a swim meet or during scheduled practice. Remember, the coach is responsible for other swimmers as well as your child and cannot possibly give you the attention you deserve or the swimmers the attention they require at the same time.
- Keep in mind that the coach must balance your perspective with what is best for your child and with the needs of the team or training group with which he is training. On occasion an individual child's interest may need to be subordinate to the interests of the group; however, benefits of membership in the group will eventually compensate for any occasional short-term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines listed above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the Head Coach join the dialogue as a third party.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, encourage the parent to speak directly to the coach.
- If your discussion with the Head Coach or Assistant Coach has not been resolved to either party's satisfaction, it may be necessary to discuss the matter with the Board of Directors. Contact the president of the Board of Directors, and a meeting may be set up with you, the Coach, and the Board. This should only be used as a last step procedure.

BOARD OF DIRECTORS

The Gator Swim Team Board of Directors consists of 9 elected members. The current members' names and contact information are listed on the team website at <http://www.gatorswimteam.org>.

GLOSSARY

AGE GROUP SWIMMING - All USA registered swimmers, 18 years of age and under, who have met the qualifying time standard for specific events are eligible to participate in their age category. Age on the first day of competition shall govern the entire meet.

BLOCK - The starting block; the area from which a swimmer dives into the pool to begin a race.

BULL PEN - A place designated, at some meets, where swimmers are to report to assist the swimmers get into their proper lane assignments.

CIRCLE SWIMMING - Performed by staying in to the right of the black line when swimming in a lane, to Enable more swimmers to swim in each lane.

CUT - A time standard necessary to attend a particular meet or event.

DECK SEEDING - A procedure of assigning swimmers to proper lanes and heats immediately before each event at the ready bench on the deck. (See- psych-sheet).

DOLPHIN KICK - Used in the butterfly, and during underwater portions of freestyle and backstroke races, where the thrust of the kick comes from the hips, and the feet and legs are held together.

DQ - This is an abbreviation for the disqualification of a swimmer in the event the swimmer does an incorrect technique during the race. This is to insure that all swimmers swim the proper techniques as stated in the USA Rules. This is a way to help swimmers correct errors and help them be better swimmers.

DRAG SUIT - A second, loose-fitting suit worn in workouts and warm-ups to add weight and resistance.

DRY LAND TRAINING - Training done out of the water. Aids and enhances swimming performance. Usually includes stretching, weight training, and/or calisthenics.

FALSE START - Occurs when a swimmer either leaves the starting block or is moving on the block before the starter officially starts the race. Any swimmer starting before the starting signal will be disqualified.

FINA - The Federation Internationale de Natation is the world governing body for aquatic sports including swimming, diving, water polo and synchronized swimming. FINA sets qualifying standards and the rules for aquatic sports at the Olympic Games and World Championships.

FINALS - The session of a meet where qualifying rounds (PRELIMS) were held previously to determine the finalist (depending on the pool size and whether or not consolation finals are held). The finalists compete to determine the winner.

FLAGS - Backstroke flags placed five meters from the end of the pool. They enable backstrokers to execute a backstroke turn more efficiently by providing a mark by which to count their strokes.

FLIP TURN - Used in freestyle and backstroke races, where swimmers flip over before reaching the wall and push off with their feet, never touching the wall with their hands.

FLYOVERS - This occurs when the swimmers stay in the water after completing the race. The swimmers leave the pool after the start of the next heat takes place. On backstroke, all swimmers must exit the race after the heat so the next heat may start in proper order.

HEAT SHEET - A listing of all swimmers by event number, heat, and lane assignments in the meet. These are available at the beginning of the meet and usually cost \$5.00-\$10.00. Funds go toward offsetting the cost of running a meet.

IM - Abbreviated term for individual medley, an event in which the swimmer uses all four competitive strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

LANE LINES - The dividers used to create lanes. These are made of individual finned discs that are strung on a cable and rotate when hit by a wave. The rotating discs dissipate surface-tension waves in a competitive pool.

LAP COUNTER - A set of plastic display numbers used to keep track of laps during a distance race. Also, the person who counts for the swimmer stationed at the opposite end from the start.

LONG COURSE - A type of competitive pool, which measures either 55 yards or 50 meters in length. The standard size for all international competition and all world record swimming is the 50-meter course.

LSC - Local Swimming Committee. Governing body for swimming on a local level. Our LSC is Ozark Swimming.

MEET - Competition designed to be a learning experience by implementing what has been learned in practice. The swimmer tests himself against the clock to see how he is improving.

MEET PROGRAM - Contains pertinent information regarding event, heat and lane assignments for all participating swimmers at a meet. Parents should purchase one at the beginning of each meet.

PRELIMS - Usually are done at championship meets. These are heats held to qualify swimmers for FINALS.

PSYCH SHEET - A ranking by seeding times for all the swimmers entered in each race of a meet, sometimes used at meets in place of a heat sheet.

PULLOUT - The beginning of a breaststroke start or turn, where a swimmer is allowed one long pull and one kick with dolphin motion underwater before coming to the surface.

REFEREE - The USA official who has the authority over all other officials at the meet.

RELAY - An event in which four swimmers compete together as a team to achieve one time.

SEEDING TIMES - The time a swimmer uses to enter a meet. This time, which is written on the entry card, determines one's position and lane in the particular event.

SENIOR SWIM MEET - All USA registered swimmers who have met the qualifying time standard for a specific event(s) are eligible to compete, independent of age.

SHORT COURSE - A type of competitive pool which measures 25 yards, or 25 meters in length.

SPLIT - A per lap time that coaches often record for teaching the concept of pacing. For instance, a swimmer's time for each 25 yard leg of a 100 yard event is his or her split.

STARTER - The USA Official who is responsible for starting each heat and calling the next swimmers to the blocks.

STREAMLINE - The position used to gain maximum distance during a start and/or push off from the wall in which the swimmer's body is as tight as it can be.

STROKE JUDGE - A certified USA Official who determines the legality of swimmers' strokes and disqualifies those who do not conform to USA rules.

TAPER - The gradual process of resting in preparation for competition. During the middle of the swimming season, a swimmer might work out 10,000 to 15,000 meters (8 to 10 miles) each day. As a major competition draws near, the swimmer will "taper" off the distances each day. A perfectly designed taper will enable the swimmer to compete at the peak of his/her ability.

TIME STANDARDS - Certain qualifying times which have been set up annually by the National USA for all events in all levels of meets. This is to insure that all competitors are of reasonably the same ability. The swimmer's goal should be betterment of his or her time progressing from the "B" standard to the Nationals.

TIMERS - A person or persons who time heats during the swim meet.

TOUCH PAD - The part of an electronic timing system that rests in the water at the finishing end of each lane. Swimmers' times are electronically recorded when the pad is touched.

UNATTACHED - The status a swimmer receives when changing from one USA club to another. A swimmer must be "unattached" for 120 days from his or her last competition with their previous USA club. During this time they may compete individually, but not in relays, and may not represent any club.

USAS - Abbreviation for United States Swimming, Inc. This is the governing body for all amateur swimming in the United States. National Headquarters are in Colorado Springs, Colorado.

USAS NUMBER - The personal registration number of each athlete member in the United States Swimming. The formula for deriving the USA# is the first three letters of the first name, middle initial, first four letters of last name, followed by birth date. For example: John A. Brown was born September 1, 1973; His USAS Number is JOHABROW090173

WARM UP - Used by a swimmer prior to a main practice, set or race. Gets muscles loose and warm and gradually increases heart and respiration.

APPENDIX

BYLAWS OF THE GATOR SWIM TEAM

Adopted: June 2004

ARTICLE I: NAME

Section 1.

The name of the organization shall be the "Gator Swim Team," hereinafter referred to as GATR.

ARTICLE II: MEMBERSHIP

Section 1.

All parents or guardians of swimmers who have paid the team's assessed dues and fees shall be members of GATR. Membership shall bind each family to abide by the by-laws, rules, and policies of the team. All members are expected to:

- a) participate in activities of the Team through office, committee appointment, meet activities, and other team-related programs;
- b) participate in Team meetings with each parent having one vote on matters submitted to membership;
- c) all swimmers must have a current USA Swimming membership card; and
- d) participate 100% in team fundraising (required).

Section 2.

The purpose of the Team shall include the following:

- a) To be a full-service competitive USA Swim Team.
- b) To provide an opportunity for all children eligible for membership to engage in a wholesome, lifesaving, lifetime sport.
- c) To promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits.
- d) To provide opportunities for social, emotional, and educational development and to encourage peer and family participation.

Section 3.

The powers of the Team shall include the following:

- a) The participation in and conduction of such meets and competitions as the Board of Directors shall determine from time to time to be in the best interests of the Team.
- b) The publication and distribution of programs, newsletters, and other publications designed to promote the activities and affairs of the Team.
- c) The solicitation and sale of advertising space in such publications and obtaining of sponsorships for competitions and publications.

Section 4.

The Team shall hold a meeting of the membership three times a year for the purpose of reviewing the activities and financial affairs of the Team, electing a Board of Directors, and conducting such other business as may properly come before the meeting. The Team may also hold other special meetings of the membership as may be necessary from time to time to properly conduct the affair of the Team. All meetings of the members shall be held at a convenient time and place designated by the Board of Directors. Written notice of the meetings shall be given to all members.

- a) Voting: A quorum at any members meeting shall be a majority of those present and voting. A simple majority shall be required for the passage of any motion, or the vote on any issue.
- b) The agenda at any members meeting shall be prepared by the President in consultation with the Board.

ARTICLE III: BOARD

Section 1.

A Board of nine (9) Directors shall be elected by and from the regular members of the Team. The term of each Director shall be for 3 years. Any vacancy in the Board of Directors caused by death, resignation, or disqualification of a Director shall be filled by a majority vote of the remaining Directors until the next spring Members Meeting. Candidates for the Board, must be Members in good standing. Each family shall be limited to one adult member on the board at any time. Any member of the Board who is not a member of the team, or who does not have a child swimming on the team, for a period of four (4) consecutive months, shall resign and a replacement filled by the Board.

- a) Nominating Committee: A nominating committee consisting of the Team President, Head Coach, and a third member in good standing, which is approved by the Gator Board of Directors, shall bring forth nominations for the Board of Directors at the spring membership meeting. The third member of the nominating committee does not have to be a current member of the Board of Directors. This nominating committee will choose nominees who are in good standing with the team and have shown support through volunteer activity for the team.
- b) One-third of the board of directors shall rotate off the board each year. The outgoing team president may not rotate off the board following his or her term as team president. If the team president's three years

are fulfilled, then he will stay on as a nonvoting member of the board. This is to ensure a clean transfer of leadership.

Section 2.

The Directors shall have the power to adopt rules and regulations, and to alter and amend the same from time to time, for the conduct of the business and activities of the Team. The Board of Directors shall have the authority to conduct all of the lawful affairs of the Team, including but not limited to entering into any contracts, leases, or other agreements necessary to carry out the purposes of the Team.

Section 3.

The Board of Directors shall annually elect from the directors a president, vice-president, secretary, and treasurer. A majority vote of the Board shall be necessary for the election of officers. The Board of Directors shall also have the authority to establish committees as may be necessary to further promote the interests and activities of the Team. Such committees will be chaired by appointed Board members, and comprised of other team members. Board job responsibilities will be:

- a) President
 - i) Presides at meeting for the Board of Directors and parents.
 - ii) Develops the agenda for meetings
 - iii) Gives leadership to the board and membership
 - iv) Calls meetings of the Board of Directors and membership
 - v) Is a member of the board during his or her tenure as president, as well as the following year.
 - vi) Will see that there is a representative of the team at all Ozark LSC meetings.
 - vii) Appoints chairman for special committees.
 - viii) Locates/organizes pool availability
 - ix) Maintaining staff
 - x) Develops corporate ad sponsorship
 - xi) Counsels coaches, board members and membership
- b) Vice President
 - i) Assumes the duties of the president in the president's
 - ii) absence.
 - iii) Assumes duties and responsibilities delegated by the
 - iv) President.
 - v) Is responsible for Southeast Missouri Swim Conference affiliation.
 - vi) Is responsible for handbook
 - vii) Is in charge of team fundraising
- c) Secretary
 - i) Records and maintains the records of the team.
 - ii) Conducts team correspondence, including notice to membership of general and special meetings.
 - iii) Keep minutes of Board and membership meetings.
 - iv) Sends thank you notes

- v) Sends club mailings
- vi) Sends gifts
- vii) Writes necessary letters
- d) Treasurer
 - i) Conducts registration with USA Swimming - Coaches and Swimmers
 - ii) Maintains the financial records and accounts of the Team with the approval of the Board of Directors.
 - iii) Pays all routine and recurring expenses provided in the budget.
 - iv) Files taxes
 - v) Seeks the approval of the Board of Directors to pay variances to the Budget.
 - vi) Provides a financial report to the membership at each meeting.
 - vii) Collects fees, dues
 - viii) Publishes roster
 - ix) Maintains receipts
 - x) Chairs the Finance Committee
- e) Social
 - i) Organizes fun functions
 - ii) Organizes banquets (coordinates with team recognition and coach)
- f) Meet Director
 - i) Organizes the hosting of swim meets by the Gator Swim Team
 - ii) Organizes USA officials
- g) Communication Chair
 - i) Maintains contact with members
 - ii) Assigns group moms (coordinating choices with Head Coach)
 - iii) Writes newsletter
 - iv) Activates telephone tree
- h) Publicity Chair
 - i) Publishes meet articles (article approval by Head Coach)
 - ii) Recruits new members
 - iii) Advertises for swim meets
- i) Team Recognition Chair
 - i) Organizes clothing; shirts, sweats, parkas, and caps
 - ii) Organizes team paraphernalia
 - iii) Organizes banners
 - iv) Organizes team picture
- j) Each board member is also assisted by standing committees which are composed of parents from the team.

Section 4.

The presence of at least five (5) members of the Board of Directors shall be necessary in order to constitute a quorum for the purpose of conducting business at any meeting of the Board of Directors. The decision of a majority of the Directors present at any meeting shall be the decision of the team.

Section 5.

A special meeting of the Board of Directors shall be held on the call of the president or a majority of the directors. All members of the board shall be advised, either orally or in writing, as to the time and place of any such meeting.

ARTICLE IV

Section 1.

All contracts and agreements authorized by the Board of Directors shall unless otherwise directed by the Board of Directors, be signed by the President or Vice President of the Team. All checks and drafts issued by the Team shall be signed by the treasurer, president, or such other person as may be from time to time so authorized by the Board of Directors.

Section 2.

The financial year of the Team shall be from Sept. 1 to Aug. 31.

Section 3.

The Team shall maintain an affiliation with the Ozark Association of USA Swimming.