

McAllen Swim Club

Handbook 2008

MISSION STATEMENT

As a competitive swimming organization, the McAllen Swim Club will offer a highly structured quality swim program and service to as many participants as possible, providing the opportunity for swimmers of all ages to progress and succeed while maximizing their potential.

GOALS

1. To be consistently a Top Team in the State of Texas.
2. Improve communications among the Coaching Staff and the parent support group.
3. To motivate all the athletes in such a way as to promote physical, mental, and social growth.
4. Establish and maintain communications between all swim groups.
5. To provide each athlete the most up-to-date training, stroke technique, stroke drills, and weight training supported by scientific research.
6. To develop a conscious positive self-image and self esteem within the swimming community.
7. Establish and maintain a positive profile throughout the McAllen community.

CLUB ORGANIZATION

Program content

The aquatic program consists of the following:

1. Training group sessions
2. USS Sanctioned swim meets
3. Team Bonding Activities

CLUB MANAGEMENT

The members of the Executive Board are responsible for planning, organizing, and evaluating all fund-related activities of the club. Finances include membership dues, instruction fees, meet fees, voucher responsibilities, and fundraising. Coordination of parent member activities is accomplished through the Executive Board and the Coaching staff.

OFFICERS

PRESIDENT: - Carlos Benavides 358-2587
VICE PRESIDENT- Jim Batson 874-7099
SECRETARY- Thelma Longoria 605-6301
TREASURER- Miguel Gonzalez- 994-0996
SWIM DIRECTOR- Roxanne Balducci- 380-0279

SUPPORT PERSONNEL

MEET COORINATOR- Helene Sanchez-
TIMING SYSTEM UPKEEP-
HOSPITALITY FOR MEETS-
HEAD TIMER FOR MEETS-
MEMBERSHIP/ REGISTRATION- Roseann Garza
MEET ENTRIES- Monica Santos
EQUIPMENT ORDERING- Liza Grossweiller/Sandy Overly
VOLUNTEER COORDINATOR – Trish Gonzalez
WEB MASTER / COMMUNICATIONS-
SOCIAL DIRECTOR-
SOCIAL COMMITTEE – Astrid Reyes, Cristina Te, Joan Trevino
CONCESSIONS DIRECTOR-

Meets the Club Must Run

McAllen Swim Club contracts with the City of McAllen and the McAllen Independent School District, to run TAAF, Middle School, and High School home swim meets. Failure to perform the duties required by the contract will jeopardize the clubs ability to use school or city pools.

Swimmers Responsibilities

In order to succeed as a team, we rely on each other in many ways. We encourage each swimmer to do their share to support his/her teammates. Listed below are some specific guidelines for team members:

1. Attend practice regularly and be on time.
2. Complete each drill, swim set, and workout correctly and with effort. Hard work is the key to success.
3. Attend all team meetings scheduled by your coach.
4. Attend your team meets at the coach's request for your group.
5. Be courteous and respectful in your relationships with coaches, officials, and adult volunteers.
6. Support your coach and teammates with a positive and courteous attitude.
7. Work with your coach in setting goals and working to achieve your full potential.
8. Abide by the rules and regulations of McAllen Swim Club and United States Swimming.
9. Conduct yourself properly when representing McAllen Swim Club and the sport of swimming.
10. Check the teams' website for important information.
11. Provide your own fins, pull buoy, and goggles for practice.

Discipline

Unacceptable behavior will be dealt with immediately. This could come in the form of a reprimand, temporary suspension or termination of membership. We expect all people on the team to be respectful of others and property. Following the coaches' instructions is the first key to being a well-disciplined team.

Parent's Responsibilities

Parental cooperation is necessary for the club to function. Help is always needed in telephone communications, raising funds, promoting donations through advertising in the heat sheets, and work on any of the committees doing the organizational work of the team. At our home meets, nearly fifty parents are needed for various jobs. Some specific parental responsibilities are listed below:

1. Support coaches, swimmers, and the total program with a positive attitude.
2. Acquire a total of \$100.00 per year in sponsorships for meets, clinics, banquet speaker, and other club events.
3. Positive and negative criticism needs to be directed to the head coach.
4. Participate at swim meets to fulfill voucher obligations.
5. Pay dues and meet fees on time. Monthly dues are payable at the first of each month.
6. Earn \$200.00 in profit utilizing the club's fundraiser program.
7. Read club communications and attend general membership meetings.
8. Encourage your children to keep track of their swim meet times in a logbook.
9. Be responsible for taking swimmers to the pool 10-15 minutes before workout begins, and be at the pool 5 minutes before practice ends to pick them up promptly at the end of each workout. Swimmers will not be allowed outside after dark. {Parents should use this opportunity to communicate with the coaches. Fees will be assessed for late pickups at the rate of \$10 per 5 minutes.
10. Get involved: There is always something that needs to be done.
11. Check the website regularly for important information and changes that may occur.
www.mcallenswimclub.org
12. Enter your swimmer into meets 15-20 days prior to the meet.

DUES

The financial base for the McAllen Swim Club is provided by dues and fundraising activities, which include swim meets.

FEE STRUCTURE

U.S.S. FEE SWIMMERS \$65.00

MONTHLY FEES (PER FAMILY)

Full time	1 ST SWIMMER	\$65.00
	2 ND SWIMMER	\$60.00
	3 RD SWIMMER	\$60.00

TWICE A WEEK SWIMMERS

Part time \$50.00

CONCESSION STAND \$10.00

-----OR-----
 QUARTERLY DUES FULL TIME \$220 \$220 \$120 \$120

Dues are to be paid on the 1st of the month. The club's yearly budget is based on the "on time" payment of dues. Your attention to this payment is critical to the on-going daily function of the club. The following policies apply:

1. No fee adjustments are given for a swimmer's absence.
2. Monthly membership dues are due on the first of every month.

3. Quarterly dues are due: September 1, December 1, April 1, June 1. A swimmer can only elect to be billed quarterly starting with September 1st or April 1st.
4. New swimmers who register for Swim Club Membership after the 15th of the month, will be charged \$35.00 for full time or \$30.00 for part time for that month only.
5. U.S.S. registration fee of \$65.00 is due upon registration each year. A seasonal USS registration fee of \$44.00 is available for a four-month period during the summer swimming months. If a swimmer decides to continue swimming throughout the year, the \$65.00 USS registration fee will extend from Sept. to Dec. of the following year.

Payments should be mailed, given to the membership chairperson or handed to coach. Please keep a record of all payments made to the club. No cash payments will be accepted. Make checks payable to the McAllen Swim Club. Questions concerning your accounts need to be directed to the membership chairperson.

DELINQUENCY POLICY

Fees are expected to be paid by the 1st of each month. After the 5th of the month, no matter what day of the week it is, a late fee of \$10.00 must be added to your check. Swimmers will not be allowed into the pool after the 5th of the month if the dues are not paid.

CLUB VOUCHER SYSTEM

Due to the limited participation that the club has experienced when seeking volunteer help for swim meets, it has become a necessary to seek alternative means to ensure that adequate staffing at meet occurs. It is imperative for participating families to understand that the McAllen Swim Club is totally parent run organization. In order for the club to obtain pool time quid pro quo, an agreement with the city of McAllen and the McAllen School District has been struck to run some TAAF and all of the school district's meets, this includes High School and Middle School program meets. Club meets are fundraising activities and are necessary to defray program costs. To run these meets we need the help of everyone or our monthly fees will rise substantially.

- The voucher system consists of a monetary fee system refundable through participation in club meets or other mandatory participation activities are defined by the McAllen Swim Club Board.
- Voucher fees are on a per family basis. All families are required to participate on an equal basis, regardless of the number of swimmers in the family.
- Each time the club holds a meet, each assigned family will be charged \$50 per session, unless a voucher credit has been earned.

The following conditions will apply to voucher credits

1. Full one day sessions must be worked by an adult family member (18 years or older) to earn credit. Full day is defined as working from set up to turn down of meet equipment and clean up.
2. If you sign up to work a meet and do not show up or do not arrange for a suitable replacement, your account will be fined \$25.
3. Hours worked doing meet set up activities such as computer entries, etc. will count as meet sessions when approved by the meet director.
4. Vouchers for working a session must be validated by the acting meet director. If you are unable to work your assign meet, it is your responsibility to find a replacement and notify the meet director of such.
5. Meet fines are payable at the first of the month with monthly dues. Failure to pay fines will result in a delinquent account
6. Credits are not transferable from one voucher year to another.

COMMUNICATION

The McAllen Swim Club intra-team communication is vital to our total team success. Team communication is divided into three areas: pool site bulletin boards, website, and meetings. There is a bulletin board at the pool for team announcements, meets and sign up information, and general swimming news. All swimmers and parents are responsible for information on this board. All information will be listed on our website www.mcallenswimclub.org

Coach's conferences may be scheduled with the respective coach. All parents are encouraged to schedule a conference if there are any problems or concerns that need to be discussed with the coach. Positive and negative feedback is appreciated and is essential for club growth.

Team meetings, and General Membership meetings, are held during the year for discussion of team objectives, financial, and fund raising reports, and competitor/parent activities.

With these three areas of communication offered to the competitor and parent members, it is then your responsibility to keep yourself informed.

PRATICE OBSERVATION

Sitting on the deck around the training pool is not permissible. At Rowe- parents may sit in the bleachers on the south-west side of the pool, any siblings must sit with parents in stands. At Municipal- parents may sit on the benches outside the fence area.

Parents may watch workout from an area where their presence will not disturb workout. Communication (verbal and non-verbal) with a swimmer during a training session is considered disruptive. If you need to speak with your child for some reason, please check with the coach.

Due to USS Insurance policies non-USS registered coaches and officials allowed on the deck or in the pool area.

ENTERING A SWIM MEET

ENTRY PROCEDURE

1. See meet information sheets posted on the bulletin board, in your emails and on the website. (Meet information sheets include location, time, fees, eligibility, deadline, etc.) DEADLINES are 15-20 days BEFORE meet.
2. Eligibility for the Meet – A swimmer may only enter those events which he or she has qualified by achieving or exceeding the meet cut-off time. Any unsanctioned competition cannot be used to meet the cut-off time.
3. Complete an entry form – The swimmer will fill out the form with the required information and deliver it to the pool or email entries to the entry chairperson.
4. In meets that do not require proof of time, swimmer that are “A” in any three (3) strokes, (butterfly, backstroke, breast stroke, freestyle, individual medley) may enter all offered “A” events. Swimmers that are “B” in any three (3) strokes may enter all offered “B” events. In such cases where the

swimmer does not actually have the qualifying time to swim an event, they will be entered and seeded at the qualifying time.

5. South Texas Championships, TAGS and South Texas Junior Olympics all have specific qualifying rules and times. The entries must be turned in by the deadline posted on the meet information sheet or it will not be considered.
6. A check made payable to McAllen Swim Club must be submitted or entries will not be considered. Completed entries with swimmer's time and the check for entry fees are to be given to the Meet Entry coordinator (Monica Santos).

MEET PROCEDURES----SWIMMERS

1. Arrive at the pool per coaches' instructions and report directly to the coach, which is 20 minutes prior to the designated warm-up time.
2. Team uniforms must be worn at all times.
3. Swimmers must check in with the coach before each event he/she swims.
4. Swimmers must report to the coach upon completion of his/her event.
5. Swimmers are expected to sit in the team area.
6. Swimmers are responsible for getting themselves the starting block for each event in the meet.
7. Swimmers must check with the coach before leaving a meet.

TEAM UNIFORMS

Green and black swim suit, T-shirt and a black or green cap with MSC logo must be worn at all meets. We dress uniformly at the meets for two reasons:

1. To show pride in the fact that we swim for the McAllen Swim Club.
2. So that we are easily identified by our coaches on the starting blocks at meets.

TEAM EQUIPMENT

Team uniforms and equipment can be purchased from the Equipment sales person usually at the pool two days a week, or by contacting them directly to set up a time to meet.