



SOUTH POINTE  
**SEA STARS**

*Family Handbook*

Revised February 11, 2026

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## Welcome to the South Pointe Sea Stars

The South Pointe Sea Stars swim team is a recreational swim team, providing a safe, fun, summer sport for children living in and around the South Pointe subdivision in southwest Naperville. The swim team is open to all children ages 5-18 with basic swimming ability and a desire to learn.

The South Pointe Sea Stars swim team is a member of the [Naperville Swim Conference](#), a group of 20 Naperville area teams which participate in dual meets throughout the summer season. South Pointe has been a member of the conference since 2002.

The swim season typically begins with weekday practices commencing shortly after Memorial Day and concludes with the South Pointe Sea Stars Banquet, generally scheduled the Sunday following the City Championship Meet. Our season will include an intra-squad time trial, approximately 8 dual meets, 2 age based invitationals, and the Classic and City Championship meets.

## Mission

The mission of the South Pointe Sea Stars is to create and maintain a neighborhood swim team supported by the South Pointe Homeowners Association and the Naperville Swim Conference that will provide opportunity for:

- Children to swim on a neighborhood team that promotes fun, friendly competition and camaraderie with their friends both inside and outside of their subdivision.
- The children to better their swim strokes in an environment where support, respect and courteous behavior are modeled, encouraged and expected.
- Every swimmer to have the chance to succeed both individually and in a team format in order to help build self-esteem and confidence.
- Every swimmer to better understand and appreciate the sport of swimming.
- Parents to support their children's athletic endeavors, network with current friends, and meet new ones.

## Personnel & Contacts

<b>Volunteer Parent Board</b>	Jamie Cresto	President	<a href="mailto:president@southpointeswimteam.com">president@southpointeswimteam.com</a>
	Jane Crowe	Vice President	<a href="mailto:jacrowe19@gmail.com">jacrowe19@gmail.com</a>
	Laura Fry	Secretary	<a href="mailto:lfry80@gmail.com">lfry80@gmail.com</a>
	Mandi Rozycki	Treasurer	<a href="mailto:mandi_rozycki@yahoo.com">mandi_rozycki@yahoo.com</a>

**Head Coach**                      Izzy Harder                      [headcoach@southpointeswimteam.com](mailto:headcoach@southpointeswimteam.com)

## Other Communication

**Website:** The South Pointe Sea Stars website is your direct link to the Sea Stars swim team. The website contains all the information you will need to have an enjoyable swim season, including Pool Locations and Directions, Frequently Asked Questions, and more. *All swim families will create a log in with a password for the website.* These passwords will allow us to protect the privacy of our swimmers and families from the general public. Families will be required to sign in to view meet entries and results, declare swimmers' availability for meets, sign up for parent worker assignments, and more. Please check the Sea Stars website often for valuable information and updates: [www.southpointeswimteam.com](http://www.southpointeswimteam.com)

**Email/Text:** Email will be used extensively to provide up-to-the-minute information to swim families. Emails will be sent about practice changes, meet cancellations, social activities, and more. Please make sure to provide accurate email information in your registration – *your email address also acts as your ID for the team website.* In addition, the head coach and board members will be readily available via email.

**Family File:** Soon after practices begin, a hanging file will be created for each family. These files will be available on the pool deck during practices following meets. It is the responsibility of swimmers and parents to check their folder for flyers, results, and/or ribbons from previous meets.

**Social Media and Photos:** You can follow the South Pointe Sea Stars on Facebook under South Pointe Sea Stars Swim Team and Instagram using the handle @SouthPointeSeaStars. If you have photos from team events that you'd like to share, please email them to us at [President@SouthPointeSwimTeam.com](mailto:President@SouthPointeSwimTeam.com).

## Communication with Coaching Staff

Many of you may have questions regarding your child's swim team experience throughout the summer. The coaches are more than happy to discuss any concerns or questions you may have. Please use these guidelines for communication:

- Email the Head Coach ([headcoach@southpointeswimteam.com](mailto:headcoach@southpointeswimteam.com))
- Speak directly to the coach **after** the final scheduled practice

If there is a need to communicate with any of the coaches, **please do not do it while they are on the deck coaching.** Their responsibility during practices and meets is to the swimmers in the water. Communicating with coaches during practices and meets not only compromises coaching and instruction, it creates a safety and supervision issue as well. If a problem develops between a swimmer or parent and a coach, first discuss the problem with the coach. If the problem cannot be resolved at that level, please reach out to the swim board.

[Coaching contact info](#)

## Age Groups

Swimmers are divided by age group according to their age as of **May 31 of the current year**.

At meets, age groups are divided as follows:

6 & Under	9 & 10	13 & 14
8 & Under	11 & 12	15 to 18

## Eligibility

All children ages 5-18 (summer after senior year of high school) are eligible to participate. While we are a recreational swim team with swimmers of all abilities, we are nevertheless a competitive swim team, **not a learn-to-swim program**.

**For safety reasons, if your child does not know how to swim and cannot swim one length of the pool unassisted, we strongly recommend you enroll him/her in additional swimming lessons prior to joining the swim team.** Lessons are offered here at the South Pointe pool and through providers elsewhere in the community. If you'd like recommendations, please reach out to the Head Coach for suggestions.

We are able to accommodate a limited number of swimmers aged 6 and under who require coaches' assistance in the 6 and under practice time. For swimmers aged 7+, swimming one length **independently** is a prerequisite for team membership.

## Registration Dates & Fees

### Regular Registration

Online at [www.southpointeswimteam.com](http://www.southpointeswimteam.com)

Opens March 2nd and will go through May 8, 2026.

**Full Team Registration**  
*5 morning practices/wk.*

Early Bird: \$195 for South Pointe members, \$255 for non-members  
After 4/9/26: \$210 for South Pointe members, \$270 for non-members

### Late Registration

Online registration closes at the end of the day on May 8, 2026. Please contact board president via email at: [president@southpointeswimteam.com](mailto:president@southpointeswimteam.com) to discuss if late registration is available.

### Non-Resident Registration

Children who are not members of South Pointe Swim Club are welcome to join the team! Registration with the swim team is for swim team activities only and does not provide access to the South Pointe pool other than during scheduled practices, meets, and team social activities.

## Refund Policy

A refund of registration fees (less \$25) will be issued to any swimmer who **withdraws** from the swim team **between the date of registration and May 31, 2026**. A **full refund** will be issued for any swimmer who, following an assessment by the coaching staff, **fails to qualify** for the swim team.

## Swimsuits & Apparel

All swimmers are **encouraged** to wear South Pointe Sea Stars team swimsuits and team swim caps during swim meets. Although this is not mandatory, it encourages team spirit and unity, and it makes it easier for coaches and parents to recognize our swimmers. Caps are required for girls (optional for boys). Additionally, goggles are strongly recommended for all.

[Team suits and other gear can be purchased from our official supplier, Eich's Apparel.](#) There will be a Fit Night on Monday, April 20, 2026 from 5-7pm for swimmers to try on apparel and get correct sizing. All orders received by May 8, 2026 will be delivered to the pool (if that option is chosen) and distributed to swimmers by our apparel coordinator. To place orders after the team store has closed, please contact Eich's Apparel.

**Note:** All swimmers will receive the official team tee shirt as part of their registration as long as they have registered on time.

## Parent Information Night

A parent information night is held in late April in conjunction with Fit Night in the South Pointe Clubhouse. This is an opportunity for those new to the swim team to learn about team membership, swim meets, and parent worker responsibilities as well as ask any remaining questions they may have about the team. Members of the parent board will be in attendance. This will be held on Monday, April 20, 2026 at 6:30pm.

## Meet the Coaches Night

A brief "meet the coaches" night is held in late May at the South Pointe Clubhouse. This is a great chance to come meet the coaching staff for both new and returning members. This will be on Tuesday May 26, 2026 from 7-7:45 pm.

## 2026 Season Calendar

Mon.	March 2	Registration Opens
Mon.	April 20	Info and Fit Night at South Pointe Clubhouse
Fri.	May 8	Registration Concludes
Fri.	May 8	Apparel Store Closes
Sun.	May 17	Parent Worker Sign-Up Opens ( <i>registration must be paid in full with valid CC on file</i> )
Mon.	May 25	Memorial Day
Tues.	May 26	Meet the Coaches Night / Try-outs for new swimmers
Weds.	May 27	Early Season practices begin- evening practices May 27-28, morning practices May 29-30
Mon.	June 1	Regular morning practices begin and Parent Worker Sign-Up Concludes ( <i>remaining jobs assigned by board—fee applied</i> )
Thurs.	June 4	South Pointe Time Trials
Tues.	June 9	HOME Dual Meet vs. River Run at 5:30pm (swimmers arrive at 4:30pm)
Wed.	June 10	Team/Individual Picture Day (no AM practice this day)
Sat.	June 13	HOME Dual Meet vs. Cress Creek Country Club at 8:30am (swimmers arrive at 7:30am)
Tues.	June 16	AWAY Dual Meet vs. Stillwater at 5:30pm (swimmers arrive at 4:30pm)
Thurs.	June 18	AWAY Dual Meet vs. Hobson West at 5:30pm (swimmers arrive at 4:30pm)
Tues.	June 23	HOME Dual Meet vs. Brookdale at 5:30pm (swimmers arrive at 4:30pm)
Sat.	June 27	HOME Dual Meet vs. Tall Grass at 8:30am (swimmers arrive at 4:30pm)
Thurs.	July 2	AWAY Dual Meet vs. Ashbury at 5:30pm (swimmers arrive at 4:30pm)
Tues.	July 7	AWAY Dual Meet vs. Breckenridge at 5:30pm (swimmers arrive at 4:30pm)
Thurs.	July 9	CCCC Relays at Cress Creek Country Club for 8U & 9/10 Swimmers
Tues.	July 14	Hold for make up meet if needed due to weather
Thurs.	July 16	H.S. Invitational at Naper Carriage Hill for High School Swimmers
Fri.	July 17	Last Practice for Classic Swimmers
Fri.	July 17	Team Pasta Party for all championship swimmers
Sat.	July 18	Classic Championship Meet (AM session in 2026)
Fri.	July 24	Last Day of Practice for City Swimmers
Fri.	July 24	City Championship Meet (All HS swimmers)
Sat.	July 25	City Championship Meet (8U, 9/10 AM; 11/12, 13/14 PM)
Sun.	July 26	End of Season Banquet at Southpointe Clubhouse & Pool

## Practice Schedule

### Early Season Practice:

#### Wednesday May 28 & Thursday May 29:

Early Season (Evening Practice Schedule)	
7:00-7:30pm	7/8
7:30-8:00pm	9/10
8:00-9:00pm	11& up

### Regular Season Practice (Begins Friday, May 29)

- Regular Season Practices will begin Friday, May 29, and run daily Monday-Friday throughout the season (note: practices will still be held on Tues/Thurs meet days)
- Attendance is highly encouraged to see development throughout the season, but not required.

### Beginning Friday, May 30:

Regular Season Practice Schedule (Monday - Friday)	
7:30-8:45am	11 and up
8:45-9:45am	9/10
9:45-10:30am	7/8
10:30-11am	6U

### Championship Season Practice (Begins July 13)

- Starting July 13th, only those swimmers competing in Classic or City will continue to practice, unless there is a make up meet on July 14th. The week of July 20th will **only** be for our City swimmers.

### Week of July 13 - ALL NSC Classic & City Championship Meet Swimmers

NSC Classic & City Meet Practice Schedule (ALL Classic/City Swimmers)	
8:30-10am	9/10 & Up
10-11am	All 8U

## Week of July 20 - ALL NSC City Championship Meet Swimmers

NSC City Meet Practice Schedule (ALL City Swimmers)	
9-10:30am	ALL City Swimmers

## Procedures & Expectations

Practices are held Monday through Friday, in the mornings, before the pool opens to South Pointe members. Swimmers are encouraged to attend as many practices as possible, as improvement in technique and times is strongly linked to regular attendance.

**To ensure that swimmers' attention is focused on their coaches, parents and caregivers are asked to sit on the deck under the pergola or in the concessions area while their children are swimming. Parents, caregivers, and other family visitors are not permitted on other areas of the pool deck, in the grassy areas or the kiddie pool during practice.**

### We expect that swimmers will:

- Arrive 5-10 minutes prior to their practice time. Swimmers and parents/caregivers should wait under the pergola until their practice group is called to the pool deck. Once called, swimmers should immediately head to their lane, with cap (if worn) and goggles on, ready to swim.
- Exit the pool promptly when practice is over so as not to delay the next group's practice. If a swimmer does not leave the pool immediately following practice, it is expected that he or she will remain under the pergola ***under the direct supervision of a parent or caregiver***. For the safety of our swimmers, our coaches' only responsibility is to swimmers in the water; the South Pointe Sea Stars swim team is not responsible for the safety and supervision of children at the pool outside their designated practice time.
- Understand that practices are held rain or shine. Practice in the pool will be canceled if there is a thunderstorm in the area, or if the air temperature is below 60 degrees F (the water temperature is much warmer). Please wait for communication from coaching staff or a parent board member regarding practice cancellations due to weather; you will receive email notification. Often, this will occur close to the scheduled practice start time due to ongoing monitoring of conditions. A coach will be present, or a sign will be posted outside of the entrance, if practice is canceled due to weather.

## Sea Stars Time Trial

The Sea Stars Time Trial is an intrasquad meet held immediately before the competitive season begins. During the Time Trial, every swimmer is timed in every individual event available for his or her respective age group. Results from the time trial provide coaching staff with an idea of each swimmer's ability level and help them determine the appropriateness of each child's practice placement. The times also establish a base seed time for each swimmer—one that may be used to gauge his or her personal growth over the course of the season. For

our younger swimmers and families new to competitive swimming, the time serves as a useful orientation to how a swim meet is run.

## Meet Start Times

**Swimmers are required to be at each meet one hour before the start time.** Each swimmer must check in at the Positive Check-In area upon arrival for warm-ups. At South Pointe, swimmer check-in is located along the south side of the fence along the concessions area. Check-in location at other pools will vary; locate the South Pointe coaching staff/team area upon arrival for direction. **Failure to check in before warm-ups could result in the swimmer being scratched from an event.**

**Parent workers for the meet should check-in as soon as possible following arrival at the pool—no later than 4:45 pm for weekday meets or 7:45 am for Saturday meets.** This will help ensure that you receive credit for working *and* help us establish whether we have enough workers. At home meets, volunteers should check in on the deck with our Volunteer Coordinator. At away meets, locate the South Pointe team area for direction.

Please allow enough time for travel to away meets. Parking is often limited, so it's important to plan accordingly.

### **Tuesday & Thursday Evenings Meets**

Check-in starts at 4:30 pm  
Warm-ups begin at 4:45 pm  
Meet starts at 5:30 pm

### **Saturday Morning Meets**

Check-in starts at 7:30 am  
Warm-ups begin at 7:45 am  
Meet starts at 8:30 am

## Meet Attendance

Summer is a popular time for family vacations, and many families are involved in other activities besides swimming. Because of this, we ask parents to carefully check your families' calendars, and indicate your availability to attend each dual meet. You will be **required** to indicate your availability for each meet online at [www.southpointeswimteam.com](http://www.southpointeswimteam.com) by signing in and visiting the Events page. Each event will have an "Edit Commitment" button with which you can change either "yes" or "no" for your swimmer's attendance. Swimmers who have not declared for a given meet will not be entered in any events.

We understand that children become ill and other conflicts arise; we request that any changes in swimmer availability within 5 days of a meet be communicated to the head coach *as soon as possible*. When swimmers declare for a meet but fail to show up, or when swimmers leave a meet early unbeknownst to coaches, it negatively impacts other swimmers, leaving empty lanes, or worse, leaving teammates without the necessary members of a relay team, forcing a forfeit of the event. **Please, if your child cannot keep a meet commitment, let the coaches know as soon as possible, and check out with coaches before leaving a meet.**

## Positive Check-In

Upon arrival, each swimmer must find his or her age group event list and highlight his or her name to confirm arrival. For example, on the Sample Below, Molly M. will be scratched from the meet because she did not highlight her name. These lists will be collected by the home team for lane and heat assignments. It is critical

that swimmers check in on-time (and correctly) or they may be scratched from the meet. Younger swimmers should seek check-in assistance from a coach.

**SAMPLE**

Swimmer Name	Event 3		Event 13		Event 23		Event 33		Event 43		Event 53		Event 63	
	Heat	Lane	Heat	Lane	Heat	Lane	Heat	Lane	Heat	Lane	Heat	Lane	Heat	Lane
Amy A.	1	2			3	4			2	4	1	2	1	2
Molly M.			2	4	2	2					3	2		
Susie S.	2	4			3	2							1	2

Often, swimmers find the event/heat/lane numbering system confusing. It is recommended that you and/or your swimmers write his/her event, heat, and lane assignments on the swimmer’s hand in permanent ink. It’s a good idea to bring a marker to meets for this purpose.

In the example above, Susie S. would write the following on her hand:

**Event 3      H2 L4**  
**23         H3 L2**  
**63         H1 L2**

With this information, her coaches and parent volunteers will know exactly the events in which Susie is participating and her placement in each event. Although changes are occasionally made to heat and lane assignments, coaches and bullpen workers will assist your child.

Swimmers should not leave the meet without checking out with a member of the coaching staff. This is both to ensure the safety of our swimmers and to verify that they have completed all the events in which they were entered.

## Ribbons, Bag Tags, and Time Drops

**Ribbons** are awarded at every dual swim meet to swimmers in first to sixth place in every heat. Swimmers receive their ribbons at practice usually 1-2 days following the swim meet. Swimmers should look in the file folders for ribbons. (Invitational and Championship meets will have different award standards.)

**Bag Tags** are hard plastic tags awarded to heat winners at all home meets. Swimmers enjoy collecting these tags, and many display them proudly on their swim bags. Most away meets award them as well, but not always. These are awarded for swimmers 12&under.

**Time Drop Tags** are awarded whenever swimmers improve their times in a given event. These time-drop tags will also be in the swimmer folder following meets.

**13 & up:** Ribbons and time drop tags are not awarded for our swimmers in the 13/14 and 15 & up age groups. Instead, every time drop at a dual meet will earn them an entry into a time drop raffle. After every other dual meet, a winner will be chosen and will receive a \$10 gift card to a local store (ie: starbucks, chick fil a, Andy's, etc).

## Swim Meet Rules & Regulations

All swimmers, parents/volunteers, officials, and coaches will be governed under the Naperville Swim Conference Bylaws and Rules. NSC rules are available for your review on the conference website, [www.napervilleswim.org](http://www.napervilleswim.org). It is your responsibility to familiarize yourselves with these rules, and, by signing your child/children up to compete with the South Pointe Sea Stars swim team, you agree to abide by them.

### At the meet:

- Swimmers and parents are responsible for reading and following posted guidelines of the host pool.
- There is to be no running, shoving, jumping, or any other inappropriate behavior. Pushing anyone into the pool is strictly prohibited.
- Water slide pool, zero depth area of the main pool, ponds, retention areas, or any other pools are strictly off limits to all swimmers and spectators. All swimmers should remain near their team area. In the event of a change to the line-ups, the coaches should be able to find swimmers and parents easily at all times.
- Lifeguards and/or coaches should be notified in case of emergency.
- A member of the coaching staff from each team must be poolside during warm-ups to maintain control and safety. Warm-up guidelines must be adhered to. Diving is permitted only during designated times and in designated lanes. Feet-first entry to the pool is required all other times.
- Food is allowed in designated areas only. There is no clean up staff; all are expected to do their part.
- Smoking, vaping, and the use of other tobacco products is not permitted anywhere within the South Pointe Swim Club, its concessions patio, or pool deck/locker room facilities.
- Swimmers with shoulder length hair or longer must have their hair secured and off the face.
- Have fun and always do your best!

## Inclement Weather

- If lightning is visible during a meet, any adult can and should bring it to the attention of the referee, and it is incumbent upon the referee to clear the pool for a minimum of 15 minutes. **At South Pointe**

**home meets, the referee will clear the pool for 30 minutes.** If there is no lightning or thunder during that time, the referee may resume the meet.

- In the case of the above weather, swimmers will be directed to immediately clear the water, and everyone should clear the pool deck and seek shelter in the locker rooms or in their vehicle. Please follow the direction of the referee and the pool staff/guards. Do not remain in the team spectator area or in tents, and for the safety of everyone, please do not use umbrellas.
- **Please do not leave the meet until you receive word from coaching staff or a parent board member that it has officially been cancelled. If a meet resumes after a weather delay, swimmers must be prepared to swim the original schedule.**

## Disqualification

Swimmers can be disqualified in any event for start, stroke, and touch-turn and finish violations. If a swimmer is disqualified in an event, the time does not count as an official meet time, and the swimmer does not qualify for an award for that event. When an official notes a disqualification, he/she will fill out the information regarding the reason(s) for disqualification and raise the card to notify runners for collection. Sometimes, officials do not see a stroke infraction. If this is the case, the swimmer is not disqualified.

Disqualification is common, especially for younger swimmers, in butterfly and breaststroke, and at the beginning of the season. Disqualification is part of the learning process; it has happened to every swimmer at some point. Parents should resist the temptation to coach or advise their swimmers following a disqualification. First, if a parent disagrees with a DQ, his or her assessment may be incorrect. Officials typically stand over one lane but observe three; these trained officials have a better view than spectators do. Additionally, the technique that resulted in the DQ may have been a common, age-appropriate mistake. As a result, it is likely to be included by the coach in general practice instruction. Individual discussion with the swimmer, then, is unnecessary.

Swimmers can also be disqualified or removed from a meet for sportsmanship and behavior infractions. Coaches and meet officials can remove swimmers from the meet for these offenses.

Please note that NSC officials, both home and away, are hard-working volunteers who love the sport of swimming and volunteer their time to support our kids. If a parent or swimmer has a question or concern about an official's decision, **that parent should address the matter with his or her head coach.** If the head coach cannot provide clarity, **the head coach will discuss the matter with the meet's head official.**

## Classic Championship Meet

Swimmers (aged 12 and under) who have not met the time qualifications for the City Championship Swim Meet (or who have met the time qualifications for the City Meet but choose not to swim in the City Meet) will

represent the Sea Stars in the Classic Championship Meet *for any events in which the swimmer failed to earn a city qualifying time*. The Classic Championship Meet will be held the week prior to the City Championship Meet. Many swimmers qualify for awards, and it is an exciting way to end the swim season. Please try and arrange your schedule so that your swimmer can attend this important event. **A swimmer must participate in at least three regular season meets in order to swim at Classic.**

Parents have a responsibility to work a job at this meet, in addition to their regular meet obligation, if their child is swimming.

## City Championship Meet

All swimmers aged 13 and older, and those aged 7-12 who have achieved a City qualifying time in two or more strokes, will represent the Sea Stars at the City Championship Meet. This is the final meet of the Naperville Swim Conference season and includes all 20 teams in the Conference. At the City Meet, the number of individual events in which a swimmer is eligible to compete is determined by the number of qualifying times earned. Additionally, swimmers may compete in relay events in any stroke at the coach's discretion.

If a swimmer who has achieved City qualifying times opts instead to participate in the Classic Meet, that swimmer may only swim in individual events or relay leg strokes in which he or she has not achieved a City qualifying time. A swimmer who has participated in the Classic Meet may swim in the City Meet at the coach's discretion, but only as a member of a relay team. **A swimmer must participate in at least three regular season meets in order to swim at City.**

A link to the most current City Championship Qualifying Times is posted under the "Documents" tab at [www.southpointeswimteam.com](http://www.southpointeswimteam.com)

Parents have a responsibility to work a job at this meet, in addition to their regular meet obligation, if their child is swimming.

## End-of-Season Celebration and Season Awards

On the Sunday immediately after the City Championship Meet, swimmers and their families will be invited to a celebration of our team's accomplishments at the South Pointe Clubhouse. Time and cost, as well as other details will be communicated midseason via email and on the South Pointe Sea Stars website.

## Parent Worker Obligation

Our team is a parent-driven organization. Each family is required to work a set number of regular season meets (time trials included), usually 4-6, depending on the number of families on our team. This obligation also applies to parents whose swimmers elect not to compete in meets. Parents are also required to work at *either* Classic or

City if their child is participating. Without parent workers, we would be unable to run meets in accordance with Naperville Swim Conference regulations and would be unable to offer a competitive summer swim team.

Parent Worker sign-up occurs on the team website during late May. During the week of online sign-up, parents will be able to select the meets and positions they'd most like to work. Those who sign up early will have the greatest selection. When Parent Worker sign-up closes, the remaining positions will be assigned by members of the Parent Board until all parents' obligations have been met.

## Parent Worker No-Show Fee

If a family (or their substitute/proxy) fails to complete a parent worker assignment, a \$50 "No Show" fee will be assessed to the credit card on file and a \$150 escrow check must be submitted. If a second job assignment is missed, then the escrow check will be cashed. After two missed worker assignments, dismissal from the team may occur or an additional escrow check might be required. Please note that if a family is unable to fulfill a worker obligation, it is the responsibility of that family to find a substitute or hire a proxy (not the responsibility of the volunteer Parent Board).

## Shift Trades & Proxy Workers

In the event that one parent asks another to trade parent worker shifts, the shift remains the bond obligation of the parent to whom it was initially assigned. It is the responsibility of that parent to ensure that his or her replacement knows when and where to report, knows to identify himself or herself as a substitute for the original worker, and understands the responsibilities of the job. If the substitute parent worker fails to arrive, the original parent is still responsible for failing to fulfill his/her obligation and a no-show fee is assessed accordingly.

As the swim season approaches, a list of student proxy workers will be made available by email and/or on the team website. These student workers may be hired directly by a swim parent (at a rate negotiated jointly by parent and student) and may work in the parent's place. The same expectation applies; it is the responsibility of the parent to ensure that his or her proxy knows when and where to report, knows to identify himself or herself as a proxy for the original worker, and understands the responsibilities of the job. If a parent worker chooses to hire a student proxy and that proxy fails to report for the assigned shift, the parent is still responsible for failing to fulfill his or her obligation and a no-show fee is assessed accordingly. Student workers need to be at least 14 years of age.

Please keep in mind that **some parent worker positions may only be carried out by an adult**. These have been noted in this handbook. If a parent is unable to fulfill a parent worker obligation, it is the responsibility of that parent—not the team or parent board—to find a capable replacement. Please select your subs and proxy volunteers wisely!

## Parent Worker Assignments

Given the size of our team, we need many parent workers to run a meet successfully. Usually, each family is required to work 4-6 dual meets, depending on the size of our team. Parents will also be required to work at

*either Classic or City if their child is participating. If a family cannot fulfill its obligation, that family is required to find a replacement (see *Shift Trades & Proxy Workers*).*

Parent workers for the meet should check-in as soon as possible following arrival at the pool—no later than 4:45 pm for evening meets of 7:45 am for Saturday meets. This will help ensure that they receive credit for working *and* help us establish if we have enough workers. Volunteers should check in with that days Volunteer Coordinator. Some jobs may require workers to arrive early or stay late. Parents will be notified of any special time requirements. Please note, your job is likely not over until the meet is over, even if your swimmer is done before the end of the meet. The following are brief descriptions of what each job entails. Jobs marked with an asterisk (\*) can only be performed by an adult.

**Note: Each person may only work one job per meet. Each family may work a maximum of 2 jobs per meet.**

### **Announcer\***

The Announcer welcomes both teams, introduces coaches and the national anthem, introduces each race, announces score updates throughout the meet, and makes other announcements as necessary.

### **Timer**

Timers stand behind their assigned lane and record swimmers' times in that lane. Workers use a stopwatch to record the time, check to make sure the swimmer is in the correct event and lane, and then give the time to the runners. Timers must attend a poolside Timer meeting 15 minutes before the start of the meet.

### **Backup/Relief Timer**

The Backup/Relief Timer times each race in order to provide a time to any lane in which one of the regular timers has a problem. The Backup/Relief Timer will also provide relief for any timer that needs a break.

### **Runner**

Runners collect the timer sheets and DQ cards from the timers after each event. Promptly deliver cards to the computer/scoring table. Runners must attend a poolside Runner meeting 15 minutes before the start of the meet.

### **Official\***

Officials monitor the stroke of the swimmers, determine false starts, and determine proper turns & touches. Workers must attend a training clinic prior to the swim season, and officials may only trade shifts with other NSC/USA Swimming trained officials.

While poolside, officials note any disqualifications by raising their hand & completing a swimmer DQ card. Officials must attend a poolside Officials meeting 15 minutes before the start of the meet. While working at meets, Officials should wear the Officials uniform of white shirt with khaki pants or shorts. Officials include *Referee, Starter, Stroke Judge, Turn Judge, and Backup Judge.*

### **Hospitality**

These workers will provide water and light snacks to timers, runners, computer workers, coaching staff, announcer, and officials during the meets.

### **Clerk of Course/Bullpen\***

Bullpen workers will be assigned duties & obtain heat sheets from the Clerk of Course (Committee Chairperson). Bullpen workers line South Pointe Sea Stars swimmers up according to their event & take swimmers to starting blocks.

### **Scorers**

Scorers remain near the computer/scoring table gathering DQ cards from runners, sorting & separating those cards into teams. Scorers record the results following each race and track team scores. Scorers circle the official time, attach DQ cards to the back of the timer sheets, and write the team and swimmer's name on the back of the DQ card. Work with computer personnel to review timing sheets.

### **Volunteer Coordinator/Floater**

Volunteer Coordinator is in charge of checking in parent workers and passing out their name tag. They must report any absent workers to a member of the Swim Team board. Additionally, you will be a floater and may be assigned to fill **any** vacant position at a meet. You must be flexible and willing to work in whatever positions have last minute openings.

### **Bag Tags**

The Bag tag worker will observe the finish of each heat and hand a bag tag to the first-place finisher. Home meets only.

### **Set up / Clean up\***

The set-up/clean-up crew are responsible for both set up and clean up. **They will arrive and check in with the Set-Up Coordinator no later than 7:00 AM for Saturday meets and 4:00 PM for Tuesday/Thursday meets in order to prepare the pool area for the meet to run smoothly.** Check in with the Set-Up Coordinator upon arrival for further instructions to prepare the pool area for the meet. After the meet they are responsible to return the pool area as it was when they arrived. Listen for announcement of a meeting with the Clean-Up Coordinator before the end of the meet for further instructions.

### **General Pool/Floater**

General pool workers are extra workers who may be assigned to fill **any** vacant position at a meet. You must be flexible and willing to work in whatever positions have last minute openings. After initial check-in, general pool workers must return to the check-in area 20 minutes before the start of the meet to determine where they are needed and what their job will be. **A parent worker may select a General Pool assignment only once per swim season.**

## **Appendix: Swim Meet 101**

*The following tips were developed by experienced swim coaches and parents to help make your swim team experience more enjoyable.*

### **Before the Meet**

- If attending an away meet, look up directions the night before, and allow ample time for travel (especially if it's your first time visiting a pool). Parking is sometimes limited, so plan accordingly!
- Pack adequate warm clothing. Sweatshirts are great; bring more than one, as they may get wet. If your child isn't wearing flip flops, be sure to pack extra socks. Label *all* clothing and personal belongings.
- Know your event, heat, and lane information. This information will be posted in the swimmer check-in area at home meets. It's a good idea to bring one or more permanent markers to the meet to write this information on your swimmer's hand.
- Blankets, folding "camp" chairs, sun shades/tents, and umbrellas all help to make your family's seating area more comfortable and provide a little protection from the elements.
- Bring more than one towel. Some swimmers also enjoy having a chamois, so they can dry off more quickly.
- The only swim caps that may be worn at meets are South Pointe Sea Stars caps; please be sure that you have extras on hand!
- Swim meets have lots of down time, so bring travel games, books, cards, etc. to enjoy with friends while you're not swimming. Remember, we're a team, so include your teammates when you can!
- Jewelry is grounds for disqualification from a swim meet. Earrings, bracelets, necklaces, anklets, rings, etc. should be removed before leaving home for the meet.
- Swim meets can last 3-4 hours (longer with weather delays). Bring food and drink (or money for concessions) to make sure everyone remains happy, well fed, and well hydrated.

### **During the Meet**

- Demonstrate good behavior at all times: help younger/less experienced swimmers, cheer for your teammates, listen to your coaches, and thank volunteers. Be sure to follow all posted rules and any rules set forth by your coaches.
- Arrive on time for positive check-in! Meet report/warm-up/start times and locations are listed in this manual. Directions to other NSC pools are available on the South Pointe Sea Stars website.
- Listen carefully to coaches for warm-up instructions. Swimmers will be called to warm-up by age group.
- Once called to the bullpen for your event, stay in the bullpen! If you **MUST** leave for a quick bathroom break, notify an adult bullpen volunteer. It is parents' responsibility to make sure their swimmer reports to the bullpen when called.
- Check in with your coach immediately following your swim for feedback if instructed by the coaches to do so.

- Remember to cheer for your teammates!
- Please keep food and drink in the concessions area or with your family. *Food and drink are not permitted on our (or any) pool deck!*
- Please help keep your area tidy, dispose of trash properly, and demonstrate good sportsmanship.

### **After the Meet**

- Please have your swimmer check out with a coach before leaving the meet. Not only does this help us keep swimmers safe, it allows coaches to verify that all of a swimmer's events are complete and that (s)he isn't needed for any remaining relays. Also if you are working the meet, please make sure your work commitment has been fulfilled before you leave.
- Ribbons will be available in swimmers' folders at practice 1-2 days following the meet.
- Keep swim caps in good shape by drying with a towel after use, sprinkling with a small amount of baby powder, and rubbing together. This will keep the cap from sticking to itself and make it easier to put on. Suits should be rinsed in cool, fresh water and air dried.

## **Swim Meet Glossary**

Bullpen:	Staging area where swimmers ages 10 and under are lined up prior to their events.
City Meet:	Championship meet at the end of the season with all 20 teams. Qualifying times required for swimmers aged 7-12. All swimmers 13 & older attend this meet.
Classic Meet:	Championship meet at the end of the season for all 6 and under swimmers as well as swimmers 7-12 without qualifying times. Broken into 2 sessions with 10 teams in each.
DQ:	Time and score do not count - the swimmer has been judged as not performing the stroke, turn or finish correctly.
Dual Meet:	Swimming one team against one other team.
Exhibition:	Swimming for official times but not for scoring and usually not for ribbons. Awarding ribbons in an exhibition heat is up to the home team.
Free Relay:	4 swimmers, each swimming one leg of free relay
Heat:	Each group of swimmers starting together, one swimmer per lane
IM:	Individual Medley; 4 strokes by one swimmer - Fly, Back, Breast, Free
Medley Relay:	4 swimmers, each swimming one stroke - Back, Breast, Fly, Free
Seed Time:	A swimmer's best official time in an event, used to place him/her in heats for competition