

Glacier Swim Club

INFORMATION HANDBOOK

September 2010 – August 2011

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READ THIS HANDBOOK OVER COMPLETELY. IF THERE IS SOMETHING YOU DON'T UNDERSTAND, PLEASE CONTACT A BOARD MEMBER OR A COACH.

Introduction

Parents and swimmers please be sure to read this handbook; it contains new information which supersedes all previous handbooks, handouts, and flyers.

Welcome to Glacier Swim Club (GSC) and USA Swimming!

GSC is a non-profit organization founded by parents of swimmers in 1973. GSC works in cooperation with Parks and Recreation to provide a year-round competitive swim program for the youth of Juneau. GSC is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues. GSC provides the remainder of the necessary funding through monthly dues and fund raising.

The sport of swimming has many benefits, including the people you and your child will meet. The camaraderie among swimmers is unique, and many swimmers and their parents become lifelong friends. Swimming as a competitive sport is second to none in fostering the development of many valuable life skills. These include work ethic, determination, goal setting, time management, self-improvement as a focus, risk taking, teamwork, sportsmanship and self-discipline. Your child will reap the benefits of swimming long after their competitive participation ends.

This handbook has been prepared to help you and your child succeed in this program. Supporting your child in swimming can be a very rewarding experience. The more involved you are, the greater the benefits will be. You may soon find yourself cheering at competitions, timing during meets, or even going on to become a USA Swimming official. Whatever your role, your child's experience has much to do with your positive support. Please ask questions of your coaches, board members, and fellow parents. We are all working towards the same goal, to provide your child with the best possible experience in swimming.

Club Goals

As a member club of USA Swimming, GSC has adopted its Mission and Vision Statements and Core Objectives as guiding principles.

Mission Statement

We are committed to excellence and the improvement of our sport.

Vision Statement

To inspire and enable our members to achieve excellence in the sport of swimming and in life.

Core Objectives

USA Swimming has adopted three core objectives. These core objectives establish the foundation of the strategic business plan for our sport. USA Swimming encourages all members to participate in the local, regional and national efforts to ensure that these objectives are accomplished.

Build the Base – We seek to expand our membership in order to share our sport with as many other people as possible. We are especially committed to sharing the values of our sport with young people who may discover that swimming is an activity they can enjoy for their entire life.

Promote the Sport – We want swimming to receive as much publicity as possible because we believe that the more people learn about our sport the more inclined they will be to join the ranks of our membership. We are proud of our sport and we seek to celebrate it whenever possible.

Achieve Competitive Success – USA has been ranked as the number one swimming nation in the world for more than 40 years. We seek to continue this tradition of competitive excellence. When our elite athletes are successful in fulfilling their Olympic dreams our society benefits from the inspiration these athletes give us.

Team Membership Eligibility

Boys and girls, ages 5 and older, are eligible to try out for the team. Swimmers must be able to swim 15 yards non-stop, on their stomach and back. It is recommended that swimmers have completed Level III or higher American Red Cross swim lessons.

Training Squad Descriptions

The Glacier Swim Club's mission is to promote excellence at all levels of competitive swimming and to encourage every individual to achieve their highest level of personal development.

GSC uses a "progressive" approach designed to nurture each swimmer physically, mentally, and emotionally in a systematic and developmentally appropriate fashion. At the entry level of the program, maximum emphasis is placed on developing environmental comfort and balance, core manipulation and awareness, the timing and sequencing of aquatic skills and love for the sport. Each swimmer's progress both physically and mentally is unique. Advancing through the program brings more demanding physical and psychological challenges as the swimmer matures and develops increasing levels of interest and commitment.

To ensure an optimal teaching and learning environment, GSC establishes training groups of swimmers who are compatible with respect to age, training and performance abilities, commitment levels and goals. There is a training group to meet the needs of all levels of swimmers. The training groups are limited in size to keep lanes from overcrowding and so that each swimmer can receive direct attention from their coach.

For each training group the placement criteria, available enrollment, attendance considerations, goals and objectives, and swim meet performance standards are stated in the GSC team handbook. It is important for parents to carefully review the standards for each training group.

GSC coaching staff believes that swimmers of like age should remain in the same training group when possible. Exceptions may occur to equalize numbers or where the coaching staff believes a particular swimmer would progress at a faster rate in a different group. It is our goal to have each training group form a unique identity over the course of each season. GSC needs your commitment as a parent to support and adhere to the training group's standards before your swimmer joins the group. The coaching staff will make final decisions on all placements after

carefully considering all relevant information. Swimmers may be moved from Novice to Developmental at the beginning of any month. All other squad changes will only take place in September, January, and May.

High School Program

These two groups consist of High School aged swimmers only. There will be two squads offered to meet the unique needs of each athlete.

National – this program is for swimmers who are dedicated to the sport and team. The National Group is the pinnacle of GSC Swimming. Not only will this group demand the most time and effort of any group, but it always requires that swimmers accept the responsibility of being leaders among the team. Competitive swimming should be the primary focus outside of family and school for these athletes. To be eligible, swimmers must have demonstrated a strong commitment to the sport, qualified or have a reasonable goal of qualifying for Age Group Sectionals or a higher level meet, and be recommended by a coach. At least 8 practices will be offered, and swimmers are required to attend ALL practices, unless approved by the National Group coach. Certain championship meets are also required for the swimmers. Swimmers who fail to meet the requirements will be moved to the senior group immediately, and must prove their commitment before they will be allowed to reapply.

Senior – this program is for swimmers who are seeking long-term improvement, or wish to maintain current level of fitness. This program will offer 5 - 8 practices a week, with an optional dryland program. In order to participate in a *championship meet*, swimmers in this group must average at least 4 practices per week for the 8 weeks prior to meet sign ups and maintain that average until the start of the meet. There are no attendance requirements for participation in time trials or invitationals.

Pre-Senior Program

The Pre-Senior Program is for swimmers who are committed to their long-term development and improvement as demonstrated with attendance habits, maturity, workout capacity and meet performances. This is our most advanced group for non-High School Swimmers. Swimmers must be at least 11 years old or at least a rising 6th grader, and have completed legal swims in 100 yards of each stroke, 200 and 500 free, and 200 and 400 IM. This program will offer 6 practice sessions a week. There will be considerable focus on training for distance and individual medley events. Swimmers are required to attend at least 5 practices per week. Saturday AM practice is mandatory. Participation in time trials is required, and championship meet participation is strongly encouraged.

Age Group Program

Age Group swimmers must have demonstrated proficiency in all four competitive strokes, completed a legal swim in all four strokes and an individual medley, have excellent attendance habits, and consistently demonstrate a passion for the sport of swimming and the team. Qualification, participation and achievement at the SE Regional, Alaska Age Groups and JO championship meet level is expected. There will be a strong emphasis on aquatic skill development and mastery with a training commitment to all four strokes, IM's and endurance

events. Swimmers who wish to participate in championship meets **MUST** maintain a 4 practice per week average for at least 8 weeks prior to the event, unless otherwise approved by the Head Age Group Coach. The group is open to swimmers who are at least 9 years old before the next advancement period.

Age Group I: Middle school age swimmers, or swimmers who are in 5th grade and have been in Age Group II for at least one year. Exceptions may be made for swimmers who are unable to attend Age Group II practice due to late release from school.

Age Group II: Elementary school age swimmers

Developmental Program

Practices shall be offered 4 times per week. Demonstrated competency in the skills developed in the Novice Program shall be required for placement in this program. While developing competence in all four strokes, starts and turns shall be the major focus of this group; there shall also be an increasing emphasis on aerobic swims that develop endurance and proper technique simultaneously. During each season there shall be an increasing emphasis on developing clock management skills and the ability to independently perform prescribed workouts. The shallow pool shall be utilized for developmental work on turns and various other aquatic skills where warmer water is beneficial for focus and comfort. Developing good attendance habits, passion for the sport and spirit for the team shall be encouraged.

Developmental I: Middle school age swimmers

Developmental II: Elementary school age swimmers

Novice Program

The Novice program shall consist of three programs. These swimmers shall develop competence in environmental adaptation, core alignment, aquatic balance, core manipulation and breath management skills. All swimmers new to GSC shall demonstrate competence in these important skills prior to placement in another program. By developing a high level of expertise with these aquatic skills, swimmers become more confident and coachable. Members of Novice I & II shall practice 3 times per week. Novice III swimmers practice only on Saturday.

Novice I – these swimmers are primarily ages 9 & up.

Novice II – these swimmers are primarily ages 8 & under.

Novice III – these swimmers are any ages, who desire a lesser time commitment than the regular Novice program. All of the same objectives exist. Swimmers in Novice III are strongly encouraged to enroll in swim lessons in addition to GSC practices.

Parent Responsibilities

Your child isn't the only one joining the team; you are, too. 😊

Parents are **essential** to keep our club functioning properly and efficiently. Without parent volunteers, GSC would not exist. The people who volunteer their time and energy to make GSC an effective organization do so in the belief that they are helping provide a positive activity for young people.

Volunteering is not optional! All swim families are obligated to fill the following club needs:

1. Housing out-of-town swimmers.
2. Willingly volunteering at meets and other activities sponsored by GSC. When called upon to serve the club, recognize your responsibility. Success depends upon participation by all club families. Most parents enjoy the club more if they participate.
3. Staying informed by reading all communication: the bulletin board at the pool; handouts that swimmers bring home; and the Splash newsletter. We utilize e-mail, so it's important we have an accurate e-mail address for your family. We also have a website: www.gsc-swim.org.
4. Attending parent meetings when scheduled.
5. Paying monthly dues and membership fees on time. They are due the first of each month.
6. Paying swim meet fees when due.
7. Supporting your coach and team with a positive attitude. If any problem exists, please discuss it with the coach or a board member.
8. Expressing positive support for your swimmer and other team members at a meet.

Where to Go For Information

Effective communication between parents, swimmers, and coaches is essential to maintaining a successful team and meeting the goals and expectations of all concerned. The GSC board and coaching staff use a variety of methods to establish and maintain communication with parents and swimmers. We always have the best intentions of keeping all members up to date and informed of all club activities. However, we sometimes fall short in our efforts to communicate with so many people. The more active a role the parents take in assuming responsibility for keeping informed, the more successful we will all be. Please ask questions! We strongly encourage veteran swim parents to reach out a helping, informed hand to newer families. Below is a list of where you can go to get more information:

- ***GSC Information Handbook.*** Be sure you read this entire handbook. If you can't find the answer to a question you have, below are other sources of information.
- ***Bulletin Board.*** This board is located on the wall at the pool by the staff lounge. On this board you'll find such information as notices of upcoming events, sign-up information for

meets, Aqualaps information, GSC Board meeting minutes, phone numbers of who you can contact for more information, a copy of the most recent Splash newsletter, pictures and information about swimmers, etc.

- **Splash Newsletter.** This newsletter is produced periodically throughout the season.
- **GSC Website.** www.gsc-swim.org. This is a great site to visit for up-to-date information on events, view activity in your account, and to see pictures of the swimmers in action!
- **Swimmer's File Folder.** Each swimmer has a hanging file folder in a rolling cart at the pool. It is usually located in the lobby during and after practice. It is the swimmer's responsibility to check his or her folder on a regular basis. Important, and often time-sensitive, information is shared via this folder method.
- **Board Members.** If you have any questions or concerns, please feel free to call any of the Board members. Their names, phone numbers and e-mail addresses are listed on the bulletin board and are also included in this handbook.
- **Ask a Coach.** The coaches are very busy during practice observing and instructing the swimmers and managing their safety. **Coaches will not engage in conversations of any nature during practice time.** Please make arrangements to speak with them when they're on deck duties are completed.

Coach/Parent Relationship

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your child makes depends to a great extent on the quality of this triangular relationship. Research has consistently documented that the leading cause of swimmer burnout is when this relationship is not cooperative and/or breaks down. It is with this in mind that we ask you to consider this section as you join GSC, or if you are a returning parent.

We appreciate and respect your role as a parent! To a great extent you have controlled the environment in which your child is growing up, and your child is a product of your values. When your child enters into athletics under the direction of a coach, the parent loses some of his/her ability to remain objective in matters concerning their training. The following guidelines will help you keep your child's development in the proper perspective and help your child reach their full potential as an athlete.

Please recognize that the coach is the Coach! We want your swimmer to relate with his or her coach as soon as possible concerning swimming matters. Respecting and encouraging this relationship between coach and swimmer produces the best results. When parents interfere with opinions as to how the swimmer should train it causes considerable, and sometimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint please contact the coach and privately resolve those issues. The parent's role is to provide the support and recognition necessary to encourage the child to work hard in practice, which will in turn give him/her the confidence to perform well in competition. It is the coach's role to set the training standards and guidelines.

Resolving Problems with the Coach

One of the traditional swim team communication gaps is that some parents feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but it often results in new problems being created.

- Keep in mind that the coach is committed to this sport and has your child's best interest in mind. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
- Remember that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 10-25 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but the long-term benefits of the entire group compensate for an occasional short-term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines noted above. If the assistant coach cannot satisfactorily resolve your concern ask the head coach to 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 other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

U.S.A. Swimming Registration

A USA Swimming registration fee of \$63.00 is required annually for each team member. Renewal takes place in September during annual registration. USA Swimming provides GSC with affordable liability insurance that protects our members and our team if an injury occurs during any GSC team function. If there is even one person participating and not registered as a member of the team at any function our insurance may be void.

Adults who wish to chaperone for an away meet or work as a USA Swimming deck official must also be a registered member of USA Swimming. The annual fee for one adult is \$46.00. The annual fee for one or more adults in the same swimming family is \$90.00.

Fund-Raising

Aqualaps is the primary fund-raising event for the club and is held annually in the spring to raise funds to support the swim team throughout the year. In February, swimmers receive pledge forms to take through their neighborhoods asking family, friends and neighbors to pledge a certain amount of money per lap (25 yards) swum, or to pledge a flat donation to the club. The coaching staff will determine the number of laps each swimmer is expected to swim.

All swimmers are required to participate. Funds raised by each family will offset the annual membership fee for the following season. ***Please see Annual Membership Fee section***

below. Families are strongly encouraged to raise more than this amount for the general benefit of the club.

The team may find it necessary to sponsor other fundraising events which may include car washes, litter pickup or other community related service opportunities in order to raise enough money to meet club needs. You will be notified of other fund-raising efforts that are undertaken as they occur. All swimmers are encouraged to attend as many fundraisers as possible.

Annual Membership Fee

Monthly dues and fundraising revenue are not enough to cover the many costs associated with running this team. As a club, we must raise the additional amount needed to pay for major club expenses such as coach's salaries, coach and swimmer travel expenses, pool rental, equipment purchases, and equipment maintenance costs. To spread out this responsibility equitably among all the swimmers, GSC charges each swimmer an annual membership fee as indicated below. The fee applies to each September through May swim season. Fees are subject to change in accordance with GSC bylaws.

- **Novice III Swimmers:** No annual membership fee.
- **Trial Membership: \$75.00.** This option is available only to new swimmers. New swimmers are defined as those who join the team after March 31 of the immediately preceding swim season, or who swam the previous season on the Novice III squad. New swimmers opting for the trial membership are not eligible for the travel discount.
- **All Other Club Members: \$350.00.** For most swimmers, this membership fee is paid through Aqualaps collections raised during the preceding swim season. Membership fee for each swimmer must be paid in full to receive the travel discount.

If a family has not covered its membership fee through Aqualaps and paying the full membership fee in one lump sum is a financial hardship they have the option of paying \$40 per month, in addition to regular month dues. Please note that the travel discount will not be available unless the full membership fee is paid in full.

Aqualaps collections are credited as follows:

- The first \$350 raised by a swimmer is applied toward that swimmer's membership fee for the following season.
- Additional Aqualaps collections by a swimmer may be applied towards the membership fee for other swimmers in the same family. (A family includes all swimmers billed on the same invoice.)

All Swimmers: If there is any balance owed at the end of the swim season in May, your swimmer will not be eligible to re-register for the next season until the balance is paid in full. If this places an undue financial hardship on any family, please contact the Treasurer to arrange a financial payment schedule or to talk about a scholarship. Please see the Scholarship section of this handbook.

Pool Privileges: Active GSC Swimmers can swim during any open swim at no additional cost. Simply check in at the front desk as a GSC swimmer; there will be an updated roster for the cashiers. This benefit is not available to summer swim league swimmers.

GSC Monthly Dues

Monthly dues are as follows:

Novice III	\$30.00
Novice I & II	\$45.00
Developmental I & II	\$50.00
Age Group	\$55.00
Senior & Pre-Senior	\$60.00
National	\$65.00

Families are strongly encouraged to utilize the credit card payment option available on the website. Login and signup information will be provided at registration. A \$3 monthly fee will be applied for credit card payments to help offset the additional bank fee incurred to provide this option.

Dues may also be mailed to:

**Glacier Swim Club
P.O. Box 20553
Juneau, AK 99802**

or left in the Treasurer's box at the pool.
(Please ask someone if you don't know where this is)

- Payments are due on the first of each month.
- Dues will be charged for any month in which a swimmer participates in club activities for one or more days. Dues will not be pro-rated for portions of a month.
- If a swimmer is not going to be practicing for one or more months, one-half of the regular dues will be charged to reserve their spot on the team. Notification of a status change must be given to the Treasurer **in advance.** If notification is not provided in advance, regular dues will be charged.
- The coaching staff will notify the Treasurer of status changes resulting from squad assignments automatically.
- Swimmers with overdue balances of 15 or more days may not sign-up for and attend swim meets (including time-trials). Swimmers with overdue balances of 60 days may not attend swim practice.
- Details of billing account history can be viewed at any time by logging into the website and going to the My Invoice/Payment area.
- Payment of monthly dues allows GSC swimmers to use the pool free of charge at any open swim.
- A 5% discount will be given if September through May dues are paid in advance at registration in September. If you pay in advance and your swimmer advances to another squad, your invoice will reflect the dues increase.
- No advance-payment discounts will be given for credit card transactions.
- Dues are subject to change in accordance with GSC bylaws.

Dues must be current to sign-up for and attend swim meets (including time-trials)!

Scholarship Fund

Scholarships to cover some or all of the costs related to GSC membership will be considered on a case-by-case basis. Applications for scholarships are confidential and available by contacting the Head Coach, President, or Treasurer.

Attendance Policy

All GSC swimmers are expected to attend practice regularly and be on time. The coaching staff reserves the right to withhold travel fund privileges and/or participation in the meet due to swimmer's low attendance or continual tardiness. There is no attendance requirement for time trials or invitationals. For championship meets, swimmers must have met the required amount of practices for at least 8 weeks prior to the meet date.

- Novice Group: 2 per week
- Developmental Group: 2.5 per week
- Age Group: 3 per week
- Presenior: 4 per week
- Senior: 4 per week
- National: 6 per week

Swim Meets

A swim meet schedule for 2010 - 2011 is located at the end of this handbook. It's a good idea to talk the schedule over with your swimmer so you can make plans for which meets your swimmer plans to attend this year.

Description of types of meets held: There are several different types and levels of competition your swimmer may participate in. Expectation for participation varies by squad. These first three types of meets are primarily for swimmers to establish new times for their competitive profile and to gain the competitive experience. The fourth type of meet are the Championship meets. These are for the more developed and competitive members of GSC. Individual and Team rank are established at this type of meet and Qualifying times are required to enter. The rewards and risks are unique at each level of competition and it is important to establish goals that agree with your personality and potential. Times attained during any of these meets are official and may qualify the participant for swimmer of the month consideration and be used as qualifying times to attend championship meets.

- **Time trial.** This is like a mini-meet and primarily involves only GSC swimmers. Time trials are generally held on a monthly basis during the school year up to five (5) times per year. Dates for the year's time trials can be found on the club calendar.
- **Invitational.** These meets may or may not have qualifying times. These meets may or may not keep track of total team points. These meets are hosted by USA Swimming clubs and take place all over the country throughout the year. An invitational may require travel and are generally three days long (Fri, Sat, and Sun). Examples of this type of meet are the October Splash, Southeast ABC, Winter Games, and the Olympic Athlete,
- **Championship.** Qualifying times are required to compete at these meets. Points are awarded for individual outcomes and are added up for the total team points, which affects the team's standing in the meet. The more swimmers attending these meets, the better our club is represented. Examples of this type of meet are: Southeast Regional, Alaska Age Group Championships, Junior Olympics, Alaska Senior Championships (Great Alaska Open), NW Sectionals (Senior and Age Group), Western Zones, and Senior Nationals.

About Qualifying times: There are unique qualifying times established for each type of championship meet. These times are determined by age, event, gender and level of competition and are generally posted on the GSC bulletin board. Qualifying times for meets can also be found at www.akswimming.org, and www.usa-swimming.org. With each step up the national ladder of competition, the more difficult the qualifying standards become to achieve. It helps to understand these times when setting individual goals and is necessary to know when signing up for certain types of meets.

Swimmer Responsibility for Meet Entries: Swimmers have the primary responsibility for filling out their entry cards. It is a swimmer's responsibility to know his/her times, and to check that they meet the qualifying standards for meets entered. Young swimmers will be provided assistance with meet entries. The coaching staff reserves the right to alter an entry form and place swimmers in events deemed more suitable for their development. It is a swimmer's responsibility to give the coach a record of all times achieved during the high school swim season or with another club, or at meets swum while unattached.

Juneau Meets: All swimmers are strongly encouraged to participate in all time trials and home meets.

GSC Travel Expenses Policy

Swimmers who meet the following criteria receive a travel discount on transportation costs when attending a GSC sponsored meet in the state of Alaska:

- (1) Must be current with monthly dues.
- (2) Annual membership fee of \$350 must be paid in full.
- (3) Chaperone fees, meet fees, and remainder of travel costs must be paid in full.
- (4) The meet is not reimbursed by another organization (ASI, Western Zone, USA Swimming, etc)

Championship Meets:

- (1) Swimmers must have at least two (2) individual qualifying times.

Invitational Meets:

- (1) There must be at least 7 other team members attending.

The above criteria are subject to coaches' discretion and may be altered on a case-by-case basis.

It is not the policy of Glacier Swim Club to ever prohibit a swimmer from attending any competition that requires travel. If swimmers choose to attend a meet for which the above requirements are not satisfied, the swimmer is responsible for the entire cost of attending the meet. This includes 100% of travel expenses, entry, chaperone and registration fees, delinquent GSC dues and the balance of annual membership fee.

The number of chaperones sent to a meet is based on a head count taken at the time of meet sign-ups; therefore, **meet/chaperone fees are not reimbursable**. Use of a GSC-purchased airline ticket is the responsibility of the swimmer after meet sign-ups. In the event that a swimmer cannot attend the meet (e.g., illness), GSC will make every effort to rearrange the ticket for a subsequent meet or for reuse by another swimmer. There is, however, no guarantee that a ticket can be reimbursed as airline rules vary, and the swimmer's family may be charged for any change fees.

If housing is needed but not available at a club sponsored meet it is the responsibility of the swimmer's family to cover hotel and meal expenses. This may occur at a championship level meet outside of Southeast Alaska where it often becomes necessary to house swimmers with their chaperone or coach. In such cases the family may be responsible for a portion of the hotel expenses and must send enough money with the chaperone to cover all meals.

If swimmers choose to attend a meet for which the club is not sponsoring travel, the swimmer is responsible for his/her own expenses and entry/registration fees. They may also invite and sponsor a coach to attend.

The following meet expenses are due at meet sign ups and will be charged to the family's account: Chaperone fee, team travel costs, team shirts or uniforms, and/or any other known expenses.

The following expenses will be billed to families AFTER the meet when exact costs are known: Entry fees, hotel costs, transportation costs, any other expenses incurred during the meet and/or travel.

Chaperones and Senior Assistants

Chaperoning provides parents an opportunity to assist the team, get to know other swimmers on the team, and to better understand swim meet procedures and events. GSC provides chaperones and senior assistants with transportation and lodging. It is an important job that must be undertaken by GSC adult members.

If you are interested in signing up to be a chaperone, you must be a registered non-athlete adult member of USA Swimming. At least one week prior to the meet sign-up date, a list will be posted for you to sign if you are interested in serving as a chaperone. After the last day of a

meet sign-up, chaperones will be selected following the procedures listed below to ensure chaperones are chosen in a fair and consistent manner:

Chaperones will be randomly drawn from the sign-up sheet that was posted on the bulletin board for the following slots:

- Head chaperone – must be an experienced chaperone (must have chaperoned a GSC swim meet at least one previous time).
- Chaperone of the opposite sex, if available.
- Senior Assistants may be chosen in lieu of a Chaperone (Head Chaperone is required). Senior Assistants will be selected from older GSC swimmers in at least 10th grade and at least 15 years old.

The swimmer-to-chaperone ratio is as follows:

# of Swimmers in need of a chaperone	# of Chaperones Assigned
8-15	1
16-25	2
26-35	3
36...	4...

A Travel Subcommittee, generally comprised of the Head Coach, Treasurer, and Chaperone Coordinator, will determine such issues as follows:

- Whether to send a chaperone to a meet attended by less than 8 swimmers.
- Whether to send additional chaperones based on the total number of participants and the ages of swimmers attending a particular meet.

The chaperone’s primary job is to be responsible for each member of his/her group of swimmers. The details of chaperoning are explained at a **mandatory** meeting held prior to every “away” meet.

Swimmers will be charged the full chaperone fee if they require ANY team assistance while traveling to, from, or while at the meet. This would include a ride to or from the airport, as well as rides to the pool. Swimmers who are traveling with family or friends will not be charged the chaperone fee and GSC will only be responsible for those swimmers while at the pool for the swim meet.

Team Suits/Swim Equipment

All swimmers are required to wear a team cap and suit, in good condition, at all meets. At the coaches discretion you may be asked to change your uniform or be removed from a meet if swim attire is thought to be unacceptable. Suits, caps, goggles, and other swimming accessories are available for purchase through the team's Swim Shop located at the pool.

According to USA Swimming rules, swimmers may only wear one suit for competition. Swimmers Suits must be made from woven fabric (no neoprene or polyurethane), may not extend past the knees, and not above the hips for boys. Accepted suits for GSC Swimmers are: (1) The team Speedo suit, (2) Speedo Aquablade, color navy or black, (3) Speedo FS-II color navy, black, black/yellow, or navy/yellow, (4) Speedo FS-Pro, color navy or black, or (5) any newly released Speedo Racing Suit that meets USA swimming regulations, color navy or black.

Packing for a Trip

Bring a sleeping bag and one suitcase or duffel bag for clothing. All swim gear must be packed in a separate backpack and remain with the swimmer during travel; it is not to be sent through checked baggage.

Remember that you must carry your own luggage, so pack lightly! An empty pillowcase or stuff bag can be handy to put odds and ends into when traveling on the ferry. You may also find a plastic bag helpful for wet swim suits, towels, etc. Spending money should be given to the chaperone in a Ziploc bag or envelope with the swimmer's name on it. The swimmer's name should be on all of his/her items. It is advisable to send a few nutritious snacks with your swimmer (e.g. bagels, pretzels/crackers, and dried fruit).

Swimmer Guidelines While Traveling

Swimmers under 12 years of age must be under their chaperones or coach's supervision at all times. They are not permitted to leave their group, unsupervised, under any circumstances. With chaperone approval, swimmers 12 years of age or older may leave their larger group, provided that they remain in groups of three and communicate clearly with their chaperone as to where they will be. Chaperones and/or coaches may deny this privilege to swimmers who do not display responsible and mature behavior.

Ferry Travel Rules

No swimmers are allowed on deck except under the following conditions:

- Ages 6-11 permitted only if accompanied by a chaperone.
- Ages 12 and over permitted in pairs at chaperone's discretion and with permission.

Swimmers 12 and over may be permitted separate study and sleep curfews at chaperone's or coach's discretion.

Housing Rules

The following rules apply to all GSC swimmers when they travel as a member of our team and to GSC families when they host other team's swimmers. Visiting teams shall submit their housing lists, including any special requests (e.g., swimmers wishing to be housed together, allergies, special diets, special medications, etc.), two weeks prior to the start of the meet. Remember to have your swimmer make their special requests during meet sign-up. Host teams shall always house at least two members of the visiting team together. Visiting teams shall abide by the housing arranged by the host team; housing arrangements shall only be changed when a special request from the visiting coach is made.

Under no circumstances shall a swimmer of any age be left unattended in homes. Swimmers housed in homes where parents work outside the home will be the responsibility of their chaperone during the working hours.

A list with names and phone numbers of hosting families shall be given to the head chaperone prior to traveling to meet.

Any serious housing problems are to be reported to the visiting team's head chaperone. All problems with either hosting homes or visiting swimmers must be submitted in writing to the housing chairperson as soon as possible for follow-up.

Helpful Hints for Housing Out-of-Town Swimmers

1. **Transportation**: You are responsible for getting the swimmers to and from the pool as well as to and from the ferry or airport unless you are assured other arrangements have been made. Be sure your swimmers know when they are required to be at the pool for warm-ups.
2. **Food**: You are responsible for providing nutritious meals for swimmers when they are at your home or at the pool during the day. Please send a sack lunch with the swimmers hosted.
3. **Sleep**: The swimmers should have their own sleeping bags. It has been shown that hard exhausted sleep is better than lying in bed awake for hours. Plan activities that tire the swimmers out so that when bedtime approaches they fall asleep easily. Most coaches require their swimmers to be in bed by a certain time; the swimmers need their sleep.
4. **Discipline**: If you treat guest swimmers as you would want a host parent to treat your child in another town and not allow behavior you do not condone with your own children, you should have no problems housing. If there are problems, please tell the child's chaperone and our housing chairperson.

5. **Communication:** Be sure the swimmers check out with their chaperone before leaving the pool.

GSC Code of Conduct

Glacier Swim Club has adopted a Code of Conduct that includes every member and their guardians. The following rules constitute the Glacier Swim Club's (GSC) Code of Conduct and are applicable to all club members and associated parents or legal guardians. Any use of the word "you" below shall be in reference to those individuals specified above.

- **Rule 1:** You shall pledge your support and commitment to the GSC mission statement and accept your role as an ambassador for GSC and USA Swimming. Any actions taken by you that are determined to not be in support of this mission shall be declared a violation of the GSC Code of Conduct.
- **Rule 2:** You shall adhere to the USA Swimming Code of Conduct.
- **Rule 3:** You shall display good sportsmanship at all times.
- **Rule 4:** You shall not engage in any behavior that presents a safety hazard to you or others.
- **Rule 5:** You shall treat coaches, club officials, board members, and other swimmers with courtesy and respect.
- **Rule 6:** You shall not use threatening behavior and foul or abusive language towards coaches, club officials, board members and other members of the club.
- **Rule 7:** You shall not engage in or support those who gossip, those who make negative and/or derogatory comments and those who encourage divisiveness concerning the current and/or proposed policies and practices of coaches, club officials, board members and other members of the club.
- **Rule 8:** You shall adhere to all published GSC travel policies.
- **Rule 9:** You shall adhere to all regulations that are established during or in support of team competitions.
- **Rule 10:** You shall refrain from seeking a coach's attention during practice or while a GSC swimmer is competing, and from walking onto the pool deck during practice or at a competition for the sole purpose of engaging in a conversation with a coach.
- **Rule 11:** You shall abide by the "24-Hour Rule" when registering a complaint and utilize the appropriate channels of communication with regards to resolving this complaint, unless there is an immediate concern for the safety of an individual. The purpose of this "24-Hour Rule" is to provide a cooling off period for concerned parties.
- **Rule 12:** Swimmers shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs or controlled substances. This prohibition shall apply at all times. (Please refer to GSC's substance abuse policy for specific disciplinary actions related to this area.)

Violations of the Glacier Swim Club's Code of Conduct will result in disciplinary action up to and including dismissal from the team. Actions taken by the Board of Directors may include, but are not limited to:

- **Written warning:** from coach/official/Board of Trustees detailing the infraction and future consequences pertaining to continued occurrence.
- **Suspension:** from club activities for an indeterminate time and a written warning from the coach/official/Board of Trustees detailing the infraction and future consequences pertaining to continued occurrence.
- **Dismissal:** from club activities, a refund of all unused dues and a written warning from the coach/official/Board of Trustees detailing the infraction and any possible actions present and/or future that may be taken by the dismissed member and/or by the club.

*****Each GSC swimmer and their legal guardian must agree to abide by the GSC Code of Conduct and have a signed copy on file with the team.*****

Justification for Rule 10

A special note regarding GSC Code of Conduct rule 10: It is the responsibility of GSC to maintain the integrity of the pool deck during all GSC functions. The coaching staff is responsible for supervising club members at all GSC functions and events. If an unfortunate accident were to ever occur, our insurance provider will do an investigation of the events leading up to the accident to determine compliance with all disclaimers. It is clearly stated in that policy that only USA Swimming registered members are permitted to be on deck and in the pool during all GSC functions and events. If a non-member was involved in a function or event where an accident occurred, our insurance coverage would be void. This includes a member or non-member distracting/diverting the attention of the responsible members of the coaching staff away from their supervision duties.

Drug, Alcohol, and Tobacco Policy

The Glacier Swim Club will strive to instill in its swimmers a commitment to abstain from the use of all illegal drugs, alcoholic beverages, tobacco products, and performance enhancing drugs. The club will maintain a wholesome and safe environment in which the swimmers can develop their athletic potential and grow into mature young adults.

Team Rules Regarding Drugs, Alcohol, and Tobacco:

1. A swimmer shall not engage in any behavior involving the illegal use of alcoholic beverages, illegal drugs, or controlled substances, which tend to bring discredit to the swimmer or the Glacier Swim Club, or knowingly remain in the presence of those engaged in such behavior(s). This prohibition shall apply at all times.
2. A swimmer shall not possess, use, or be under the influence of an alcoholic beverage during any team event.
3. A swimmer shall not possess or use a controlled substance during any team event unless it has been prescribed for the swimmer by a physician and is in the original container with the prescription label attached.
4. A swimmer shall not use, possess, be under the influence of, or distribute to another person any drug paraphernalia or any illegal drug.
5. Definitions:
 - a. **Controlled substance:** any drug for which a prescription is required.

- b. **Team Event:** Includes event or activity in which the swimmer participates as a member of the Glacier Swim Club, Southeast Alaska Swim Team, the Alaska Zone Team, or any USA National Team. Included, but not limited to, practices, meets, team travel, and banquets.
- c. **Illegal Drug:** Any drug, which is illegal under the laws of the State of Alaska and any drug or substance, which is banned, by USA Swimming, the United States Anti-Doping Agency, the International Olympic Committee, or the World Anti-Doping Agency.
- d. **Drug paraphernalia:** any device designed or used for the purpose of introducing a drug or drugs into the body.

Penalties/Consequences for Violations of the Team Rules Regarding Drugs, Alcohol and Tobacco:

1. If it is discovered that a swimmer is in possession of, using, or distributing illegal drugs, drug paraphernalia, alcoholic beverages or tobacco, a parent or legal guardian of the swimmer will be notified.
2. If the head coach determines that a swimmer has or may have violated a Team Rule, the head coach will determine the penalty/consequence for the violation after consultation with the swimmer's coach and parent or legal guardian. The penalty or consequence for a violation of the Team Rules will be at the discretion of the head coach and the Board President. The penalties or consequences may include, but are not limited to one or more of the following.
 - a. Counseling by the coach or designee
 - b. Community Service
 - c. Restriction from team events and/or swim meets*
 - d. Loss of privileges*
 - e. Probation
 - f. Suspension*
 - g. Dismissal from club**
3. Any GSC swimmer found in possession of, or under the influence of, alcohol or illegal drugs during any team event *will be* suspended or dismissed from the team.
4. Any GSC swimmer charged and/or convicted with the possession of, or illegal use of, alcohol or drugs *may be* suspended or dismissed from the team.
5. Any GSC swimmer convicted of a felony *will be* suspended or dismissed from the team.
6. Any GSC swimmer that the Head Coach has reasonable suspicion of alcohol or illegal drug use may be subject to the penalties or consequences listed above.
7. Any GSC swimmer illegally using tobacco products may be subject to the penalties or consequences listed above.
8. Any GSC swimmer illegally using performance enhancing drugs, as defined by the US anti-doping agency, may be subject to the penalties or consequences listed above.

*There will be no refund or abatement of dues.

**There will be no refund for paid fees.

Helping the swimmers is our first priority. If a swimmer is concerned about their own involvement in drugs or alcohol or that of another swimmer, the swimmer is encouraged to talk confidentially with a coach. A swimmer who voluntarily discloses to a coach their own involvement with drugs or alcohol will be given favorable consideration when it comes to any disciplinary actions. In addition, the club will seek to assist the athlete in any counseling or

rehabilitation necessary. GSC recognizes the need for sensitivity in dealing with these matters and will make every effort to ensure confidentiality is upheld and that privacy of those involved will be maintained and respected. GSC further recognizes that parents are the primary teachers of their own children. It is GSC's view however, that any behavior that tends to bring discredit to the club is a legitimate cause of concern and falls within the purview of club review.

Drug, Alcohol and Tobacco Education will be provided. From time to time, GSC will sponsor programs designed to educate the swimmers and coaching staff about the dangers of drugs, alcohol and tobacco products and to help swimmers resist peer pressure to use these products. GSC also may at any time initiate a random drug screening program. Any participation in the program will be at the approval of the athlete and the athlete's family.

Nutrition Guidelines

Team Nutrition Rules:

1. Energy Drinks (Red Bull, Amp, etc) are not allowed at the pool. This includes before, after, and/or during any GSC meet or practice.
2. From the time we depart for any travel meet, until the meet is over, swimmers may not drink any soft drink beverages, and should avoid all desserts.

One of the building blocks of quality training is good nutrition. Every swimmer and parent needs to be aware of the following two points:

1. *Food does NOT make a swimmer swim fast.*

That's right. Food does not make him swim fast. What *does* make him swim fast? Training. Training makes him swim fast.

2. *QUALITY training makes him swim fast.*

A vital part of quality training is good nutrition!

Believe it or not, your swimmer doesn't get fast during practice. In practice she might see her times improving, but her *adaptation* to training (i.e. getting faster) actually occurs while her body is at rest. Workout is the **stimulus** that causes this to happen.

Workouts are hard! They're supposed to be. They're designed to tell the body, "This is hard work for me...you better do something to enable me to do it again later." And the body actually responds by becoming more efficient – aerobically and anaerobically. During its time off, the body WILL adapt, but only if given the **proper fuels**.

- www.gssiweb.com
- www.usaswimming.org

Awards Banquet

An Awards Banquet is held each year for the swimmers. This is usually a dinner in May at which awards are presented to swimmers for a variety of achievements. The participation of all

swimmers is recognized. Parents are encouraged to accompany their children and get acquainted with the other swim parents. This is a very special evening culminating a season of hard work and achievement by the swimmers. The Awards Banquet Committee members may call upon other parents and swimmers to help before, during, and after the banquet.

An important part of the Awards Banquet is the election of new Board members and an annual membership meeting to adopt the budget for the coming fiscal year. It's important that as many families as possible be represented.

GSC Membership

Membership is available to all who subscribe to the purposes and policies of the club. Members whose dues are paid are eligible to participate in business meetings and to serve in any elective or appointed office.

The membership as a whole is invited to gather together numerous times each year. These include a potluck in the fall, a winter holiday party, family fun night to kick off our Aqualaps fundraising effort, the Awards Banquet in May, and the 4th of July parade downtown. These are fun times for everyone, so watch for announcements of these events throughout the year.

GSC Board of Trustees

The governing body of the club is the Board of Trustees. It is composed of the CBJ Director of Parks and Recreation or his/her designee, the Head Coach and eight other members elected by the general membership for two-year terms.

The GSC Board elects its officers for one-year terms. The officers are President, Vice-President, Secretary and Treasurer.

The Glacier Swim Club Board of Trustees usually meets the second Wednesday of each month (unless otherwise noted) at 5:45 p.m. in the GSC office located at 522 W. 10th St. Club members and parents are welcome to attend these meetings. Please contact a board member for additional information.

<i>Name/Position</i>	<i>Phone</i>	<i>E-Mail Address</i>
Phil Loseby, President	907.790.1721	losebyclan@alaska.com
Sean O'Brien, Vice President	907.790.0439	fivekids@gci.net
Valerie Mertz, Treasurer	907.586.2796	valeriemertz@gci.net
Michelle Umbs, Co-Secretary	907.723.9721	Michelle_A_Umbs@KeyBank.com
Joanna McDowell, Co-Secretary	907.523.9005	joannamcdowell@gci.net
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Karin Richards-Jacobi, CBJ Rep	907.586.5226	Karin_Richard-Jacobi@ci.juneau.ak.us
Evan Norman, Swimmer Rep	907.723.2650	egnorman@hotmail.com

Other Contacts

<i>Name/Position</i>	<i>Phone</i>	<i>E-Mail Address</i>
Sandy O'Brien (Meet Director)	907.586.9607	sandpile3@yahoo.com
Cathy Botelho (Swim Shop)	907.789.4270	cbotelho@ptialaska.net
Lori Norman/Michelle Norman (Travel Coordinators)	907.790.5595	lnorman@gci.net michellenorman@gci.net
Susan Krogstad	907.789.3248	krogstad@gci.net

2010-2011 Meet Schedule

Month	Date	Meet	Type	Location	Participants
September	26	Time Trial #1	Time Trial	Juneau	all
October	23-24	Ryan Downing Invite	Invitational	Whitehorse	all
November	12-14	November ABC	Invitational	Juneau	All
December	2-5	SE Champs	Championship	Sitka	SE-QT
January	21-23	Winter Games	Invitational	Haines	All
February	6	Time Trial #2	Time Trial	Juneau	All
February	18-20	Great Alaska Open	Championship	Juneau	Statewide-QT
February	25-27	Age Group Champs	Championship	Fairbanks	Statewide-QT
March	9-13	Senior Sectionals	Championship	Federal Way, WA	Northwest-QT
March	18-20	NWAG Sectionals	Championship	Federal Way, WA	Northwest-QT
April	10	Time Trial #3	Time Trial	Juneau	all
April	23-24	Yukon Invite	Invitational	Whitehorse	non-JO's
April	28-1	JO's	Championship	Anchorage	Statewide-QT
May	8	Aqualaps	Fundraiser	Juneau	all
June	26	Time Trial #4	Time Trial	Juneau	all
August	7	Blue/Gold Meet	Time Trial	Juneau	All