



Member Handbook

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About CAC

The Chelsea Aquatic Club (CAC) picks up where swim lessons leave off. CAC coaches swimmers ages 5 to 18 in technique and conditioning, emphasizing personal improvement, self-confidence, and having fun. Involvement in swim meets introduces swimmers to teamwork, sportsmanship, and participation.

CAC takes part in the Southeast Michigan Swim League (SMSL) during Fall and Winter seasons and the Washtenaw Interclub Swimming Conference (WISC) during Summer. While not required, all swimmers and their families are strongly encouraged to participate in meets.

CAC also takes part in USA Swimming through Michigan Swimming. This allows swimmers to compete in larger meets throughout Michigan where swimmers are able to compete at different distances for the 4 strokes and select which events that they want to participate in.

CAC is a Parent Board of Directors run organization that depends on member leadership and participation. It is a non-profit 501(c)3 and operates on club fees, concession proceeds and fundraising.

Membership

Membership is open to all children in Chelsea and surrounding communities. Team eligibility requirements for swimmers are as follows: swimmers must be able to swim a 25 yard freestyle (one length of the pool) with rhythmic breathing. Recommendations may be made to join a 'Pre-CAC' session prior to entrance into the competitive club.

All parents of children enrolled in a session of CAC are members of the club and are eligible to serve on the board after two (2) sessions, which include competitive meets. See Bylaws for further information.

Funding

CAC depends upon member leadership and participation. The club is a non-profit 501(c)3 and operates on fees, concession proceeds, fundraising and special program fees. The budget is developed in a joint process between the Board of Directors and Head Coach.

Meets

General

Swim meets allow families and friends an opportunity to see their swimmer in action and provide a forum for support and encouragement. Individual goals are important and swim meets provide an opportunity to set goals and then strive to achieve them. Developing the poise and self-confidence to get up before an audience is a valuable by-product of competition. Meets provide a means of motivation for swimmers to perform better.

Participation in meets is not required, but strongly encouraged. Being part of a team is a valuable experience, both in winning and losing. Sportsmanship is learned at meets from the very youngest swimmers to the most advanced. Awards given after meets are important to the swimmers. These awards allow the swimmers to experience both success and positive reinforcement.

Format

CAC has three competitive sessions throughout the year: Fall, Winter, and Summer. Fall session begins in September and ends in early December. Winter session begins in January and ends mid-March. Summer session begins early June and ends the last week of July.

CAC is a member of the Southern Michigan Swim League (SMSL) during the Fall and Winter sessions, and the Washtenaw Interclub Swim Conference (WISC) league in the Summer. These leagues follow the dual meet structure for team competition. Both leagues hold championship meets at the end of each session. CAC participates in five dual meets per competitive session.

The dual meet follows the following format:

Medley Relay - Four swimmers swim one leg (required distance) of back, breast, butterfly, and freestyle.

Freestyle - Each swimmer sprints the required freestyle distance.

Specialty Event - Each meet has a specified stroke, including backstroke, breaststroke, butterfly, individual medley (IM) or distance freestyle.

Freestyle Relay - Four swimmers swims one leg (required distance) of the freestyle relay.

USA Michigan Swimming is available as an adjunct to CAC for those who would like to increase performance and compete throughout the state.

Conversion Times

Beach Middle School pool is a 25 yard pool. Some pools that we compete at are meter pools and the swim times are then converted to yards using the below conversion charts. The conversion charts may be used for seed and qualifying times.

Event	Male Yard/Meter	Male Meter/Yard	Female Yard/Meter	Female Meter/Yard
200 Medley Relay	1.115	.8969	1.116	.8961
200 Freestyle	1.108	.9025	1.108	.9025
200 Individual Medley	1.111	.9001	1.110	.9009
50 Freestyle	1.119	.8937	1.115	.8969
50 Butterfly	1.114	.8977	1.111	.9001
100 Freestyle	1.111	.9001	1.112	.8993
500 Freestyle	1.110	.9091	1.100	.9091
200 Freestyle Relay	1.116	.8961	1.117	.8953
100 Backstroke	1.111	.9001	1.111	.9001
100 Breaststroke	1.110	.9009	1.112	.8993
400 Freestyle Relay	1.114	.8977	1.114	.8977

Eligibility

A swimmer must be registered with CAC in the session that the meet is held. Championship meet eligibility requires a swimmer to have participated in at least two (2) dual meets in the summer session and one (1) dual meet in each of the fall or winter sessions.

Coaches place swimmers in events. In dual meets, each swimmer may be entered in up to three events (two individual and one relay, or one individual and two relays). In championship meets, each swimmer may be entered in up to four events, with no more than three of these being individual.

Competition Age Groups

- 8 and under
- 9-10 Year Olds
- 11-12 Year Olds
- 13-15 Year Olds
- 15-18 Year Olds

Birthday Cut-Off Dates by Session

- Fall: September 1
- Winter: January 1
- Summer: June 14
- USA: Date of meet

Check In

Swimmers need to check-in and check the posted line-up sheet to see which events they are participating in for the meet. Junior coaches or a volunteer will assist in writing the swimmers events on their hands.

Warm-ups

All swimmers should be on deck and ready for warm ups at designated time, typically 45-60 minutes before the start of the meet. Warm-ups are essential for preparing them for the meet.

Ribbon Distribution

Ribbons will be available for swimmer pick up in the hanging folder basket located by the concessions stand in the days following a swim meet. CAC will only provide ribbons for home meets (for both CAC and visiting team). CAC will present the ribbons for 1st-8th place and heat winner ribbons to heat winners.

**Please note, not all teams provide ribbons to visiting teams.

Volunteerism

It takes nearly 40 people to run a successful swim meet! CAC typically hosts two or three meets each session and relies **entirely** on parents to fill the volunteer positions. Most positions require little or no experience. To ensure an adequate number of parent volunteers are available for home swim meets, CAC **requires** each family to participate in a minimum of **THREE** volunteer positions

per family. **Job sign-up lists are found under the EVENTS tab on our website.** The Board and Coaches thank you in advance for assisting with the success of our swim meets.

At the end of each session, any family with an unfulfilled volunteer position will be charged \$25 per unfulfilled commitment (maximum charge of \$75 for three unfulfilled commitments).

There are also volunteer positions required of our club to be filled for championships: these commitments count as TWO volunteer credits.

All questions regarding volunteer commitments should be directed to the CAC Meet Coordinator.

Volunteer Positions

Set Up

- 1 person needed.
- Set up the deck area before the meet begins (as directed by the board and/or coaches), including benches, lane markers and timing pads. Please only sign up for this job if you can be at the meet 60 minutes prior to the start of the meet.

Concessions

- 2 people needed (one person must remain inside the area at all times).
- Set-up, serve and clean up the concession area.
- Count and double check money with the board treasurer.
- No children allowed in concessions.

Marshaling

- 2 people needed (1 Head Marshal and 1 Marshal).
- Place swimmers in the proper order by time, fastest to slowest. Place swimmers in the appropriate heat and lane. Ensure swimmers arrive at the correct lanes at the correct times.
- Keep swimmers quiet during marshaling.

Timers

- 14 people needed.
- Timers work in pairs to time swimmers with a stopwatch at each six lanes. Stopwatch times are recorded onto a card after each heat and handed off to the Card Runner.
- In addition to the 12 lane timers, 2 backup timers will operate stopwatches in case any lane timer misses the start of a heat.

Deck Monitors

- 2 people are needed.
- Assist with keeping swimmers quiet, especially during the start of a race.
- Ensure swimmers are walking. No rough housing.
- Keep the deck dry with squeegee.

Bathroom Monitors

- 2 people are needed.
- Monitor the designated bathroom entrance signed up for. Monitors must be the same gender as the bathroom they sign up for.

Finish Judge

- 1 person needed.
- Observe swimmers' places according to the order in which they finish a heat and call the results to the Finish Writer.

Finish Writer

- 1 person needed.
- Write the finish results as called by the Finish Judge and hand them to Card Runner.

Card Runner

- 2 people needed.
- Pick up cards with the recorded times from each lane at the end of each heat, as well as the finish judge's paper and send it up to the crow's nest.

Ribbon Runner

- 1 person needed.
- Watch finish (do not depend on scoreboard) and distribute heat winner ribbons to the top finisher/relay team for each heat.

Clean Up

- 1 person needed.
- Help to clean up stands and deck (remove trash, etc.) at the end of the meet.

Responsibilities

Coaches

The coaching staff is hired by the board and is accountable to them. The board provides direction to the coaches in order to meet the club's goals, but the coaches will make coaching decisions.

The coaches' primary responsibility is in the overall development of the swimmers in the area of aquatics. This includes but is not limited to: knowledge of the sport, personal improvement, self discipline, competition and sportsmanship.

The coaches are responsible for representing CAC in a professional manner at all times. Coaches are responsible for running the swim meets from a swimmer participation perspective, including events entered for each swimmer and relay assignments. This includes the submission of a roster for championship meets.

The coaches are responsible for maintaining personal certification in the appropriate areas (WSI, lifesaving, CPR, USS, USA, etc.) as required. Additionally, coaches are expected to keep current on coaching techniques and styles.

Swimmers

Swimmers should regularly attend workouts. There is no number of required workouts, however, the more workouts that are attended, the greater the progress will be.

Swimmers are expected to be respectful of their coaches and team members. Listening to coaches will only lead to self-improvement. Fooling around during workouts is dangerous and disruptive to other swimmers and will not be tolerated.

Locker Rooms

In the locker rooms, swimmers are responsible to:

- Keep noise down.
- Turn off unused showers.
- Pick up trash.
- Turn in items left in locker rooms.
- Treat team members with consideration.
- Protect personal belongings.

Swim Meets

At swim meets, swimmers are also responsible to:

- Inform coaches if unable to attend a meet.
- Report to coaches/check-in 60 minutes prior to the start of each meet.
- Sit together and be supportive of the other team members.
- Stay quiet at the start of each race.
- No running on the pool deck.
- No rough housing.
- Stay out of the kiddie pool.
- Follow direction of Marshals and Timers.
- Show good sportsmanship and team support.

Parents

CAC is a cooperative organization, and as such requires everyone to contribute their time to make it run successfully. Parent responsibilities include:

- Paying swimming fees prior to entering the water or practicing with the team. If other financial arrangements need to be made, please contact the CAC Membership Representative or CAC President during the first week of each session.
- Attend Parent meetings and other activities during the year.
- Check the CAC website and bulletin board regularly for information including schedule, changes, meet results and participation opportunities.
- Assist with home swim meets and championships as a volunteer (see position descriptions in the Meets section of the handbook).
- Notify the coach or board member of illness or conflict which will cause your swimmer to miss several workouts or a swim meet.
- Direct general concerns or problems to the CAC President or Parent Representatives
- Support CAC coaching staff.
- Encourage swimmers to attend practice regularly, to be on time and to strive for self improvement.
- Provide transportation for your swimmer(s) to and from practices and meets.
- Provide the necessary equipment for your swimmer: swim cap, goggles, suit, etc.
- Assist in the monitoring of the locker rooms during practices and meets.
- Emphasize respect for coaches, teammates, and other people's property.
- Watch/monitor swimmer siblings and any guests during swimmer drop off, pick up and during practices/swim meets.

End of Season Celebrations

End of season celebrations often occur after each session (dependability on pool/location availability). Watch for emails from the board and events to be posted on the Team Unify team website.

Board

General

The Board of Directors is chartered with steering CAC on a day-to-day basis of operation. The main goal is that of upholding the club's philosophy. See CAC Bylaws. The CAC Board of Directors consists of a President, Vice-President, Secretary, Treasurer, Meet Coordinator, Membership Representative, Parent Liaison, and Parent Representative. These are elected positions, except for in the case of a vacant position, at which time the Board will appoint and vote someone in for the position.

Elections will be held yearly. Open positions and positions up for vote will be sent via electronic ballot through email 3 weeks prior to the end of season party in the Fall. Announcing new members will happen at the end of season party in the Fall. All CAC parent members are encouraged to vote. There is no limit to the number of years a board member may serve. Because of the substantial time commitment of the board positions, participation fees are reduced for parents holding these offices as club finances allow.

Board Meetings

Board meetings are held monthly and are open to CAC members and the general public. Parent meetings are held at the beginning of each session and are required for the club to handle necessary business. Participation by all parent members at these meetings is highly recommended.

The Chelsea Aquatic Club Handbook was first prepared in June 1980 by the CAC board.

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