



Family Handbook

Revised February 8, 2024

Table of Contents

Welcome and Mission	
Welcome	3
Mission	3
Team Communication	
Personnel & Contacts	3
Other Communication	4
Communication with Coaching Staff	4
Registration/Pre-Season	
Age Groups	5
Eligibility	5
Dates & Fees	5
Late Registration	6
Non-Resident Registration	6
Refunds	6
Swimsuits & Apparel	6
Parent Information Night	6
Swim Season	
Calendar	7
Practices	
Schedule	8
Procedures and Expectations	8-9
Starz Time Trial	9
Meet Procedures	
Start Times	9
Attendance	9-10
Positive Check-In	10
Ribbons, Bag Tags, and Stars	11
Rules & Regulations	
At the Meet	11
Inclement Weather	12
Disqualification	12
Championship Meets	
Classic Championship	12-13
City Championship	13
Season Celebration Awards	13
Parent Workers	
Parent Worker Obligation	13-14
Parent Worker No-Show Fee	14
Shift Trades & Proxy Workers	14
Parent Worker Assignments	14-16
Appendix	
Swim Meets 101	17-18

Welcome to the Stillwater Starz

The Stillwater Starz swim team is a recreational swim team, providing a safe, fun, summer sport for children living in and around Stillwater 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 Stillwater Starz 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.

The swim season typically begins with weekday practices commencing the day *after* the final day of school in District 204 and concludes with the Stillwater Starz Banquet, generally scheduled during the week following the City Championship Meet. Our season will include an intra-squad time trial, approximately 8 dual meets, an invitational, and the Classic and City Championship meets.

Mission

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

- Stillwater 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.
- Stillwater parents to support their children's athletic endeavors, network with current friends, and meet new ones.

Personnel & Contacts

Volunteer Parent Board	Lea Fortkamp	President*	lea.fortkamp@gmail.com
	Eric Jones	Vice President*	ekjones1@gmail.com
	Melissa Murphy	Secretary	mmurphy0122@gmail.com
	Mike Kram	Treasurer	kram@seldenfox.com
	Carrie Blaine	At-Large	carrie.i.blaine@gmail.com
	Shweta Malik	At-Large	shwetrasahani@gmail.com
	Katie Rosensweet	At-Large	katieladowicz@gmail.com
	Rinku Singh	At-Large	singh_rinku_2004@yahoo.com
			<i>*Also serves as NSC Representative.</i>
NSC Treasurer/Representative	Mark Fortkamp		mark.fortkamp@gmail.com
Head Coach	TBA		stillwaterheadcoach@gmail.com

Other Communication

Website: The Stillwater Starz website is your direct link to the Starz 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 be issued passwords 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 Starz website often for valuable information and updates:
www.stillwaterstarz.org

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. If you also wish to receive news (weather cancellations, etc.) via text message, you may provide a cell phone number during online registration.

Family File: Soon after practices begin, a hanging file will be created for each swimmer. These files will be available on the pool deck during practices. 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 Stillwater Starz on Facebook and Instagram using the handle @stillwaterstarz. If you have photos from team events that you'd like to share, please use the photo sharing link on the Stillwater Starz website; you'll find it under the "Resources" tab. If you take photos with your phone, you can upload images directly to our shared folder using the Google Photos app. See our website for details.

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@stillwaterstarz.org)
- Speak directly to the coach **after** scheduled practices

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.

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 swim team. Lessons are offered here at the Stillwater 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 6U morning practice group *only*. For swimmers aged 7+, swimming one length independently is a prerequisite for team membership. **Due to staffing and supervision considerations, evening practice groups are restricted to participants who can swim independently.**

Registration Dates & Fees

Early Bird Registration

Online at www.stillwaterstarz.org

Through April 30

Full Team Registration <i>5 morning practices/wk.</i>	\$225 first swimmer \$210 each additional swimmer
Evening Registration <i>2 evening practices/wk.</i>	\$150 per swimmer

Regular Registration

Online at www.stillwaterstarz.org

May 1 and after

Full Team Registration <i>5 morning practices/wk.</i>	\$250 first swimmer \$235 each additional swimmer
Evening Registration <i>2 evening practices/wk.</i>	\$175 per swimmer

Late Registration

Online registration closes at the end of the day on May 31. Please contact board president Lea Fortkamp (lea.fortkamp@gmail.com) for late registration information and fees.

Non-Resident Registration

Children who live outside of Stillwater are welcome to join the team! Non-Residents are assessed a \$30/family Non-Resident Fee in addition to the registration prices listed above. This fee is for swim team activities only and does not provide access to the Stillwater pool other than during scheduled practices, meets, and team social activities.

Additionally, for an annual fee of \$425, non-resident families can choose to add a full seasonal family membership to Stillwater Club to their swim team registration. Selecting this optional add-on will entitle ALL members of swimmer's household to full use of Stillwater Club pool, tennis/pickleball courts, sport court, and all summer social events from seasonal pool opening to close. This opportunity is limited to currently registered non-resident swim team families only.

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 the final day of Pre-Season Practice**. 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 Stillwater Starz 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. Navy blue suits are required for boys and girls at all meets. 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 Sports. Early orders will be delivered to the pool and distributed to swimmers by the coaching staff. Orders place from mid-May may be shipped directly to your home or collected at Eich's store in Plainfield. Store personnel can also help with sizing. Order online using the link on our website or call Eich's at 815-436-3771.

Note: All swimmers will receive the official team tee shirt as part of their registration.

Parent Information Night/Meet the Coaches Party

A parent information night and "Meet the Coaches" party is held in late May in the Stillwater Clubhouse. This is an opportunity for those new to 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 coaching staff and parent board will be in attendance.

2024 Season Calendar

Mon.	February 19	Early Bird Registration Opens
Tues.	April 9	Info and Fit Night at Stillwater Club
Tues.	April 30	Early Bird Registration Concludes
Weds.	May 1	Regular Registration Opens
Tues.	May 21	Meet the Coaches Pizza Party/Parent Information Night
		Parent Worker Sign-Up Opens (<i>registration must be paid in full with valid CC on file</i>)
Mon.	May 27	Memorial Day
Tues.	May 28	Parent Worker Sign-Up Concludes (<i>remaining jobs assigned by board—fee applied</i>)
		Pre-Season Evening Practice Begins (<i>all athletes</i>)
Weds.	May 29	Pre-Season Evening Practice Continues (<i>all athletes</i>)
Thurs.	May 30	Pre-Season Evening Practice Continues (<i>all athletes</i>)
Fri.	May 31	Pre-Season Evening Practice Continues (<i>all athletes</i>)
		Last Day of School, District 204 (<i>tentative</i>)
Mon.	June 3	Regular Season AM (daily) & PM (Mon./Weds.) practice begins
Sat.	June 8	Stillwater Starz Time Trials
Tues.	June 11	Stillwater at Naperville Tennis Club
Weds.	June 12	Team/Individual Picture Day (no AM practice this day)
Thurs.	June 13	White Eagle at Stillwater
Thurs.	June 20	Tall Grass at Stillwater
Sat.	June 22	Stillwater at Breckenridge
Tues.	June 25	Hobson West at Stillwater
Thurs.	June 27	South Side Invitational at Ashbury (<i>8U-13/14 eligible</i>)
Tues.	July 2	Brookdale at Stillwater
Mon.	July 8	<i>Feed My Starving Children</i> Volunteer Packing Event (tent.)
Thurs.	July 11	Stillwater at Naper Carriage Hill
Sat.	July 13	Stillwater at Cress Creek Commons
Tues.	July 16	Hold for Make-Up
Thurs.	July 18	Championship Kickoff Party and Capping
		H.S. Invitational at Naper Carriage Hill
Fri.	July 19	Last Practice/Classic Swimmers
Sat.	July 20	Classic Championship Meet
Fri.	July 26	Last Day of Practice/City Swimmers
		City Championship Meet (HS swimmers)
Sat.	July 27	City Championship Meet (8U, 9/10 AM; 11/12, 13/14 PM)
Sun.	July 28	End of Season Celebration

Practice Schedule

Pre-Season Evening Practice (May 28-31)

6:15-7:15 PM	6U, 7/8
7:00-8:00 PM	9/10, 11/12, 13/14+

Regular Season Practice (Begins June 3)

7:30-8:20 AM	11+
8:20-9:10 AM	9/10
9:20-9:50 AM	7/8
9:50-10:20 AM	6U*
10:20-10:50 AM	Team Development

Regular Season Evening Practice (Begins June 3)

6:15-7:00 PM	6U, 7/8
7:00-8:00 PM	9/10, 11+

**6U swimmers who require coaches' assistance in the water can be accommodated in the 9:50-10:20 AM practice group only, and swimming one length of the pool unsupported is a prerequisite of membership for ALL swimmers aged 7. Unfortunately, due to staffing and supervision concerns, evening practice groups are restricted to participants who can swim independently. Participants who cannot swim one length of the pool unsupported will be entered into meets at the coaches' discretion.*

Procedures & Expectations

AM practices are held Monday through Friday, in the mornings, before the pool opens to Stillwater residents. PM practices are offered two nights per week, Monday and Wednesday, as an alternative to the AM practice schedule. Swimmers are encouraged to attend as many practices as possible, as improvement in technique and times is strongly linked to regular attendance. Pre-season practices will take place in the evening for ALL swimmers prior to the end of school in District 204. Swimmers are strongly encouraged to attend pre-season practices.

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

We expect that swimmers will:

- Arrive 5-10 minutes prior to their practice time. Swimmers and parents/caregivers should wait in the concessions area 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 in the concessions area ***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 Stillwater Starz 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 a text or 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 pool locker rooms, if practice is canceled due to weather.

Starz Time Trial

The Starz Time Trial is an intrasquad meet held immediately before the competitive season begins. During the Time Trial, every swimmer is timed in every 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 Stillwater, swimmer check-in is located along the west fence. Check-in location at other pools will vary; locate the Stillwater 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 at the Stillwater Clubhouse. At away meets, locate the Stillwater 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.stillwaterstarz.org 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, as the availability varies at each pool.

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

Event 3 2-4
23 3-2
63 1-2

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 Stars

Ribbons are awarded at every dual swim meet to swimmers in first to sixth place in every heat. Swimmers receive their ribbons at the next practice 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.

Stars are awarded by the coaching staff whenever swimmers improve their times in a given event. These time-drop stars will be posted on a large chart in the concessions area, and multiple time drops will result in the awarding of concession dollars for use at home meets. The coaching staff reserves the right to change the manner in which time drops are recorded and recognized.

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. It is your responsibility to familiarize yourselves with these rules, and, by signing your child/children up to compete with the Stillwater Starz 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 Stillwater 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 Stillwater 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 Starz 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 one or more stroke, will represent the Starz 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 "Resources" tab at www.stillwaterstarz.org.

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. Time, cost, location and other details will be communicated midseason via email and on the Stillwater Starz website.

Parent Worker Obligation

Our team is a parent-driven organization. Each family is required to work between a set number of regular season meets, usually 4-5, 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 \$100 "No Show" fee will be assessed to the credit card on file. If a second job assignment is missed, a second \$100 fee will be assessed. And This process will continue until the end of the season. 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). Resources such as the Parent Job Swap group on Facebook and our proxy worker list are intended to make this easier for families.

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.

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 between 4-6 dual meets, depending on the size of our team. Parents will also be required to work at time trials and 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. This will help ensure that they receive credit for working *and* help us establish if we have enough workers. Volunteers should check in at the Stillwater Clubhouse. Some jobs may require workers to arrive early or stay late. Parents will be notified of any special time requirements. The following are brief descriptions of what each job entails. Jobs marked with an asterisk (*) can only be performed by an adult.

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.

Head Timer*: Distributes and collects stopwatches used by all timers. At home meets, the Head Timer conducts the Timers Meeting, assigns timers to lanes, ensures that all receive breaks as necessary, and supervises all timers. Previous timing experience required.

Timer: A timer stands behind his or her assigned lane and records swimmers' times in that lane throughout the meet. There are three timers per lane at every dual meet. A timer uses a stopwatch to record times, checks that swimmers are in the correct events and lanes, and provides a record of times to the runners for computer scoring. Timers must attend a poolside meeting 15 minutes before the start of the meet.

Computers*: This position requires quick and accurate entry of meet results, printing of heat sheets, processing of officials' disqualifications, and more. Pre-season training to familiarize yourself with the software and procedure will be required.

Meet Runner: Collects timer sheets and DQ cards after each event. Promptly delivers cards to the computer/scoring table. Runners must attend a poolside meeting 15 minutes before the start of the meet.

Official*: Monitors swimmers' strokes, determines false starts, and determines proper turns & touches. Officials must attend a training clinic prior to the swim season, and officials may only trade shifts with other NSC/USA Swimming trained officials. Email ekjones1@gmail.com if interested in becoming an official.

Concessions & Hospitality: Take, prepare, and/or serve food and drink orders. These workers will also assist in setting up/shutting down the concessions area before and after the meet. These workers also provide water to timers, runners, computer workers, coaching staff, announcer, and officials during the meet.

Griller*: Responsible for safely operating a gas grill and cooking burgers, hot dogs, and other grilled items to fill concessions orders. Grilled food will include beef and pork products.

Grill Helper: Help the griller with wrapping food and bringing to concession stand.

Concessions Assistant (day of/during meet): Pick up food prior to the meet and/or during the meet (pizza/doughnuts/coffee). This person will work with the concessions chairperson. They must be able to leave during the meet, if necessary, to pick up food.

Clerk of Course/Bullpen: Completes duties as assigned by the Head Bullpen Clerk (Committee Chairperson). Bullpen workers line Stillwater Starz swimmers up according to their event & take swimmers to starting blocks.

Head Bullpen Clerk*: Obtains heat sheets for use by Clerk of Course and assigns specific duties to other clerks. Previous bullpen experience and an assertive personality required to serve as Head Clerk.

Scorer: Positioned near the scoring/computer table, scorers receive DQ cards from runners, then sort the cards by team. Scorers record the results following each race and track team scores. They circle the official time, attach DQ cards to the back of timer sheets, and write the team and swimmer's name on the back of each DQ card. Scorers work closely with computer personnel to review timing sheets.

Floater: Floaters may be assigned to fill any vacant position at a meet. You must be flexible and willing to work in whatever position has a last minute opening. After initial check-in, floaters must return to the check-in area 10 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/Floater assignment only once per swim season.

Bag Tags Distributor: This worker observes the finish of each heat and hands a bag tag to the first-place finisher.

Fun Fridays: Purchase (reimbursed) and delivery of treats before the first practices every Friday morning. You will coordinate with Melissa Jones. (Signup looks like it's one Friday but it is all Fridays, split between two people.)

Championship Week Party/End of Season Banquet: Assist Social Chair Melissa Jones with food, drinks, decorations, set up/clean up for these events.

Volunteer Coordinator for Classic/City*: Print name tags for team volunteers at Classic/City and check in Stillwater volunteers at the meet site at the start of each session.

Area of Responsibility Lead-Classic/City*: Satisfies Stillwater's conference obligation at Classic/City by providing oversight for a designated area of the meet (i.e. bullpen, marshals, hospitality, etc.). A job description, training, and a full team of volunteers will be provided closer to the meet date. Please sign up for this position at the meet your child is most likely to attend, Classic or City. You will be required to be on-site.

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 meet are Stillwater Starz caps; please be sure that you have extras on hand! Every swimmer will receive one latex cap with registration, but it's wise to order extras. Both Latex and silicone are available through our online team store.
- 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. Direction to other NSC pools are available on the Stillwater Starz 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.
- Always check in with your coach immediately following your swim for feedback.
- 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.
- Ribbons will be available in swimmers' folders at the next practice 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.