



Mudpuppies Swim Team Handbook 2015

www.mudpuppyswimming.org

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INTRODUCTION

This Handbook has been prepared to provide all families interested in swimming with our team the information they need to register, participate and support the Mudpuppies throughout the season.

The Mudpuppy Mission. We are a team of more than 150 swimmers and their families who gather throughout the year to grow as swimmers, to forge and strengthen the bonds of friendship, and to build a community that fosters teamwork, camaraderie, leadership and – most of all – fun for everyone in the Mudpuppy family.

Building Great Swimmers. The Tarheel Swim Association (TSA) exists to “further interest in competitive swimming.” Inherent in this goal is team scoring of meets. While scoring meets is an integral part of the summer swim league experience – adding excitement and building team spirit – **it is important to note that our swimmers are encouraged to use their own times as benchmarks for progress, rather than comparing themselves to others.** Our Mudpuppy coaches strive to meet TSA's mission by fostering the love of swimming through games, stroke development exercises, mentorship, and technique clinics whose invited guests have included Olympic champions in swimming and water polo as well as NCAA Division I coaches.

Building Community. The Mudpuppy family prides itself on being like no other team in the area, particularly when it comes to team support and friendship. Over time, we have developed a fan base of parents, neighbors and alumni who are all passionate about the Mudpuppies. Whether you are on the pool deck encouraging swimmers, planning a team social event, or showing your pride with a “Got Pups?” car magnet (they’re everywhere!), you’ll find people who demonstrate the best of what our team has to offer.

Volunteerism. The Mudpuppies community works tirelessly to ensure that the team experience gets better each year. Like no other sport that your child may play, conducting swim practices, meets and team socials requires a small army of willing and

committed volunteers. We ask all parents to consider carefully how they can best support the team in a variety of volunteer positions described in this handbook. Your active contributions to the team demonstrate the pride you feel for your child's commitment to swimming and your willingness to be a member of the Mudpuppy community. There are many ways to be of service to the team and most require little or no training. Family volunteers – just like Mudpuppy swimmers – are always willing to dive in and help each other if you are not certain about how to help.

Non-Profit Status. Mudpuppies Swim Team Inc. (incorporated 2014) is in the process of becoming a registered 501(c)(3) tax-exempt corporation. For more information about how to make tax-deductible donations that may provide additional coaching, team equipment and other sponsorship opportunities described in this Handbook please contact Team Treasurer **Nicole Silvernail** by e-mail: nicole.silvernail@gmail.com.

Stay Connected. For daily and weekly updates, swimmer registration, volunteer sign-ups, swimmer information, practice and meet times, team calendar and more, please refer on a regular and frequent basis to the Mudpuppy Team website www.mudpuppyswimming.org. If you have questions about the website, please contact **Steve Ross** (raleighrossfamily@gmail.com) or **Nicky Dunlap** (nicky@dunlapdesigns.net). Timely messages regarding practice time changes, reminders for team social events, and weather delays will be sent by e-mail, so be sure to register with the e-mail address(es) that your family checks frequently to stay connected.

Overview: 2015 Calendar of Events***Meredith Townes Pool Membership Registration (by mail)****Returning Family Team Registration Opens** **March 10****New Family Team Registration Opens** **April 1****Swimsuit Try-On/Purchase/Pick Up** **April 11****Meet Volunteer On-Line Sign-Up** **TBA - April****Mandatory Parent-Only Pre-Season Meeting** **TBA - First Week of May**

- Meet the Coaches
- Meet the Swim Team Board
- Volunteer Overview/Descriptions

First Evening Practice **May 18****Team Time Trials / Parent Volunteer Orientation** **June 6****First Morning Practice** **June 9****Team Dinner/Social** **TBD****Meet 1** **June 16****Meet 2** **June 23****Team Dinner/Social** **TBD****Meet 3** **June 30****Meet 4** **July 7****Team Dinner/Social** **TBD****Meet 5** **July 14****Meet 6** **July 21****End of Year Banquet** **July 22****TSA Championship Meet** **July 25-26**

**All changes to our calendar will be announced by e-mail and posted on our team website throughout the season.*

Swim Team Board of Directors

Mudpuppy family members have agreed to serve on our new Board of Directors and each serves as Board Liaison to one or more of the team operations shown below. Staggered terms allow for both continuity and change over time. Current Board members will seek replacements for their Board seat in the year prior to the end of their terms.

Name/Contact Info.	Volunteer Liaison	Term
Nicky Dunlap nicky@dunlapdesigns.net	Volunteer Coordination/Website	2015 – 2018
Brian Goldman mudpupscoach@gmail.com	Head Coach	
Carol Hook hookcarol@gmail.com	Volunteer Coordination/Event Planning	2015 – 2018
Mark Hoskins hoskins.mark@gmail.com	Data Management	2015 – 2017
Charli Morris (Vice President) charli@trial-prep.com	Communications/Volunteer Coordination	2015 – 2018
Niccole Rosin (Secretary) nrosin@gmail.com	Team Apparel	2015 – 2018
Steve Ross (President) raleighrossfamily@gmail.com	Communications	2015 – 2017
Nicole Silvernail (Treasurer) nicole.silvernail@gmail.com	Team Finance	2015 – 2018
Lynne Worley-Davis wdavis@ncsu.edu	Meet Management	2015 – 2017

Pool Fees

Pool fees grant membership to the Meredith Townes Pool. The Meredith Townes Homeowners Association (through Talis Management) will communicate with all pool members directly to describe the opportunities and responsibilities associated with pool membership. Questions about pool membership, pool facilities, or pool staff should be directed to Dick Stevens (dstevens@talismgmt.com).

All families must purchase Meredith Townes family pool memberships in order to be eligible for the Mudpuppies Team. Pool fee currently includes one key fob, which is required for entrance to the pool at all times (except home swim meets). Additional key fobs are available for an additional fee. Talis Management will communicate directly with all Mudpuppy families regarding pool membership, fees, pool rules and key fobs.

TEAM INFORMATION

Team Membership: Eligibility and Fees

Based on feedback from our 2014 season-end member survey, we seek to maintain the Mudpuppy team at approximately 160 total swimmers for the 2015 season. This will allow us to work cooperatively with the Meredith Townes Homeowners Association to manage lane space at the pool for practices, and will ensure that swimmers receive adequate coaching support and attention.

Swim team members will be accepted in two phases:

- Priority Registration for all 2014 Mudpuppy swimmers **(March 10)**
- New Families First Come/First Serve **(April 1)**

All registration will be done on-line through the Mudpuppy website (mudpuppyswimming.org). You will also be able to purchase team apparel (t-shirts, sweatshirts, swim caps,) follow the team calendar, enter/opt out of swim meets, and find team communications there. Deadlines for registration, fees and the cost of team gear will be published by e-mail and posted on our team website.

Team fees provide for the many Mudpuppy team needs: coaches' salaries, equipment (kickboards, fins, etc.) meet ribbons, team management software, team meet and relay entry fees at the TSA Championship meet, and other items necessary for the management of the team.

Sponsorship opportunities now exist which may allow us to support Mudpuppy families who qualify for reduced fees. To make a request for reduced team fees (and/or assistance to purchase Mudpuppy gear), please contact Team Treasurer Nicole Silvernail for more information (nicole.silvernail@gmail.com). All requests will be considered by the Board and treated as confidential.

Age Groups

TSA regulations specify that the age group of the swimmer is determined by his/her age on June 1 of the current year. Competitions are divided according to age and gender.

The groupings are:

6 & Under Boys/Girls

7-8 Boys/Girls

9-10 Boys/Girls

11-12 Boys/Girls

13-14 Boys/Girls

15-18 Boys/Girls

Practice

Coaches will assign swimmers to practice groups by age, gender and/or ability and depending on lane availability. For complete information regarding practice, time trials, special clinics and meets please refer to the official Mudpuppy Team website (www.mudpuppyswimming.org). Changes in practice and meet times can be expected; all announcements will be posted on the website and communicated by the Board through e-mail.

Adult Supervision

Swimmers under 13 years old are required to have a parent or other designated adult present at all practices. A child who exhibits disruptive behavior at practice may be pulled from practice by a coach and, if the situation warrants, may even be asked to leave the pool. Swimmers are encouraged to attend as many practices as possible, but do not have to attend two practices on the same day. Individual conflicts with practice times should be discussed with a coach.

Bad Weather Policy

If weather causes practice to be postponed or cancelled all notifications will be posted on the team website and communicated by e-mail. When bad weather affects the pool, the decision about when the pool and/or pool deck must be cleared is made by lifeguard staff onsite and is NOT at the discretion of the team or its coaches. Please also note that weather can vary greatly by location, so decisions about cancellation or postponement of practice and/or meets are typically difficult to make well in advance of a scheduled event. Mudpuppies are – by nature – not afraid of getting wet, so a little rain (without thunder or lightning) will not keep us out of the fast lane.

Time Trials/Parent Volunteer Orientation

Time trials are held prior to the first meet to give swimmers and parent volunteers a chance to practice the routine for a meet and to allow coaches to determine how swimmers should be placed in each event for the first meet. It is very important to attend time trials so that your swimmer will have a time assigned to their strokes to allow proper placement in meets.

Parents-Only Pre-Season Meeting

Before the beginning of the swim season, a mandatory parents-only meeting will be held to allow you to meet the coaches and Board members, ask questions, and hear about the expectations for the season. Board members will be available to answer your questions and can offer support for questions concerning registration, volunteer assignments, etc. The date, time and location for the Parents-Only meeting will be distributed by e-mail and posted on the Mudpuppy website.

Communications

E-mail is the team's primary form for official communication and the primary source for team information is our website. Please make sure your registration information includes the e-mail address(es) you check most frequently. Our team website contains information about the calendar of events, team news, swimmer times, volunteer commitments and other important information.

MEET INFORMATION

Overview

Instructions for meets, including directions to away meets, parking directives, menu items available at the pool, etc. will be sent by e-mail before each meet usually Sunday evening or Monday. The TSA (Tarheel Swim Association) website www.tsanc.org is a wonderful resource to confirm directions to the meet, read up on meet rules, check on team/division standings, and even look for friends swimming on other teams.

There are 6 meets per season, all held on Tuesday evenings at 6:00 pm. For home meets, swimmers must be at the pool by 4:30 pm to check in, get race assignments and be numbered before warm-ups in the pool begin; for away meets swimmers should arrive by 5:00 pm. If a swimmer cannot arrive at those times please notify Coach Brian or another coach as soon as possible. Reminder: there is no alcohol allowed at the pool for swim meets; this is a TSA rule.

Meets are held in the rain, but not during thunder and lightning. If the weather looks uncertain please go to the meet, as weather can vary from one location to another. The TSA representatives for the two teams will decide together and announce if a meet is delayed or rescheduled. If a meet is delayed due to lightning, all swimmers and parents must clear the pool deck and wait for further instructions. Rescheduled meets are usually held on the following evening. Please make sure to register your swimmers for the rescheduled meet using the team website.

In order for the coaches to create the meet lineup parents **MUST** sign up the swimmers in the online signup form on the team website by the **Friday prior to each Tuesday meet**. Also, parents must notify the coach at once if a swimmer cannot attend a meet at the last minute, such as in the case of a sudden illness. Step-by-step instructions that show how to sign up for swim meets and meet volunteer assignments are found at the end of this handbook.

Swimmers over the age of 6 are expected to remain at the pool for the entire meet. If a swimmer must leave before his/her last relay, parents must notify the coach. This courtesy will eliminate the disappointments that occur if a swimmer is scheduled to swim in a relay and other members of the team do not get to participate because a swimmer has left early.

Assignment of Events

The Coaches will determine the team representatives in all races, both scoring and non-scoring heats. Each swimmer aged 7-18 may swim only three first heats; each may also participate in two relays and in another non-scoring individual heat. 6&Under swimmers may swim two first heats and one other non-scoring heat. 6&Under swimmers do not swim butterfly or relays unless in special circumstances and as instructed by the Coach. In some circumstances (due to lane space, team size, lighting, etc.) the Coach may need to reduce the number of races a swimmer can swim.

Age Group and Order of Events

Swimmers compete according to age and gender. The boys swim before the girls in each event. Age is determined by June 1 of the summer swimming season. The order of events is:

- Medley Relays (Age 7 +)
- Freestyle
- Backstroke
- Breaststroke
- Butterfly (Age 7 +)
- Freestyle Relay (Age 7 +)

In all events, swimmers must report promptly to “Kid Pushers” so they can take their proper positions at the pool. Your swimmer will be assigned his/her stroke for Medley Relays when they arrive at the meet. Our coaches intend for all swimmers to swim in all meets, and in as many events/heats as the rules allow. Every swimmer is essential to the success of the team and the fun of each meet.

At the Swim Meet

Even for experienced swimmers and their families, a swim meet is both an exciting and potentially chaotic event if the following expectations are not met. The best meets are those that run smoothly because parents and swimmers arrive prepared and on time. Please review these with your child before the first meet (and again if they are unsure) so they can have fun and stay focused with a minimum amount of direction needed.

What a Swimmer Should Do at the Meet

1. As a swimmer, you will arrive on time and sit with your family in the Mudpup Team area at the pool (4:30 arrival for home meets; 5:00 for away meets). You should bring a water bottle or sports drink and you may want to also bring a few healthy snacks. When you arrive you should go directly to our meet volunteers who will assist the Clerk of Course in giving each swimmer his/her event assignments and team number (written in Sharpie on the swimmers arm). Your swim number will be written on your arm or shoulder at the start of the meet so that we can line you up in the right lane for each heat; it's a good idea to get your number BEFORE applying sunscreen for the meet.
2. You will be called for your warm-ups by the coaches. It is important to be ready with your event and team number before warm-ups so that the meet can start on time and run quickly.
3. After warm-ups you will go back to sit with your family until you are called by the team coach for the team huddle. This is a good time to visit the restroom, make sure you have your swim cap and goggles ready for your first event and eat a healthy snack. At this time, parent volunteers (Kid Pushers) will assist swimmers in getting to the Clerk of Course for each event will introduce themselves to you and your family so that you know who to report to before each event. It is important for swimmers to pay attention at the meet and listen to the announcements that call for each age group so that you can

report to your Kid Pusher in advance of each event you swim.

4. Kid Pushers will be expecting you to meet them at a location near the place where you will be lined up by the Clerk of Course for each event. You may miss swimming an event if you are not easy to find or forget to meet the Kid Pushers on time.
5. When it is almost time for your event, your Kid Pusher must line you up in order and direct you to the Clerk of Course who will place you in order in the proper lane. If you are swimming a relay event, it is very important to report early for that event so you can get your stroke and lane assignment and then walk to the proper side of the pool and line up in proper order with the help of a Kid Pusher.
6. The Starter will tell you when to step up to the starting blocks and remind you which stroke you are swimming. The starter will tell you to take your mark and then sound the buzzer or blow the whistle to start your race.
7. Ribbons are awarded according to the order of finish in a heat. There is a heat winner ribbon and heat participant ribbons for swimmers under 12. There are ribbons for swimmers who swim in relays and first heat events, which can be picked up at the pool the day following the swim meet.
8. Each stroke has certain rules that your coach will explain to you in practices. If you make a mistake while you are swimming a stroke, you may be disqualified by a Stroke-and-Turn Judge. This is nothing to worry about but you should try to understand what happened so you can work on the correction at the next practice. If you are disqualified in a first heat/main event, you will not receive a ribbon and your time will not count for the event.
9. After you finish each event, go back to where you are sitting and pay attention for the Announcer to call your next event. It is your responsibility to find (or be easily found by) your Kid Pusher.

10. It is our goal for all swimmers to swim as many events as possible and as the rules allow; at times you may be asked to move to another lane or assigned to swim a different event to accomplish a successful meet.

Have Fun and Show Your Team's True Colors

At the heart of every successful team is the spirit of fair competition and the acts of good sportsmanship we show to each other and to opposing teams. After each race, congratulate the swimmers who completed the event with you. We encourage you to turn to the swimmers in adjacent lanes and shake their hands. Cheer on your teammates in every event. Offer encouragement to any swimmer who could use a boost to finish a tough race. At the end of every meet, our entire team lines up together to form a "high five line" to show our support and appreciation for the swimmers and coaches on the other team. Every single act of kindness and good sportsmanship reflects well on the Mudpuppy Team at home and away. These are also the habits we expect in everyday practices together.

How the Meet is Run

Prior to each meet, the Coach works with the Data Entry team and Clerk(s) of Course to complete the line-up for all swimmers in all events using data entered by the Data Management volunteers. The Clerk(s) of Course review(s) the line-up.

For home meets, swimmers need to arrive at 4:30 in order to check-in, get their number written on their arm and list of events, set-up poolside, and be ready for warm-ups at 5:00 pm sharp. For away meets, swimmers need to arrive at 5:00.

At approximately 5:45 pm all meet volunteers are assembled (at both home and away meets) and given instructions by the TSA Rep and/or Clerk of Course for the home team.

At 5:50 all medley relay swimmers report with their Kid Pushers to the Clerk of Course to be lined up and placed in the proper lane in the proper order.

At 6:00 pm the National Anthem is performed and the Announcer calls the start of the meet.

The Kid Pushers keep swimmers coming in order to the Clerk-of-Course throughout the meet. As a general rule, the kid pushers need to have the swimmers to the designated line-up area 3 age groups before they swim. For example, 11-12 swimmers need to be reporting to the kid pusher when the 6 and Unders are swimming.

Swimmer times are recorded by the Timers. In each main event, the Place Judges indicate the order of finish to the Recorder. If a Stroke-and-Turn Judge disqualifies a swimmer, a disqualification slip is taken by the Runner to the Scorer. After the points are recorded, the Scorer gives the event slips to the Ribbon Table workers. Ribbon table workers only write ribbons for first heat swimmers. Swimmers in all other heats are given ribbons by the heat ribbon distributor immediately following their swim.

The Scorers tally team scores and if they are in agreement the Scores are sent to the Announcer (periodically and/or at the end of each meet).

The cycle is repeated throughout the meet until all events are complete.

At the conclusion of the final relay, when Scorers from both teams are in agreement, the TSA Reps approve the score sheets and sign them. The final score is announced.

TSA Championship Meet

At the end of the regular TSA dual-meet season, a championship meet for all teams is held at Triangle Aquatic Center in Cary. This is a large meet and great experience for the swimmers. In order to participate, swimmers must sign-up by a designated time, have a completed TSA medical waiver, and pay the individual entry fees for each event in which a swimmer is entered.

VOLUNTEER OPPORTUNITIES & ASSIGNMENTS

Meet Volunteer Requirements

It takes at least 80 adults in more than 18 volunteer positions to run every swim meet and these responsibilities are shared by both teams. A greater number is required for the home team; slightly fewer for the away team. For home meets, Mudpuppy families need to provide at least 39 adult volunteers, and 34 adult volunteers for away meets. Our team's success depends on the commitment of all families to a variety of volunteer positions, each of which is described below. Carefully consider how you can contribute your time and talent in a way that makes our entire season and each meet run smoothly. You will be making your volunteer choices on a first-come/first-served basis by signing up on the website; the Mudpuppy Volunteer Coordinators will then assign positions not filled voluntarily. **It will be your responsibility to find a substitute if you cannot fulfill your volunteer position at any time.**

Meet Volunteer options will be available on our team website after TSA has determined which of our meets are at home and away. We will make the announcement to all registered families by e-mail when these positions are open and available for on-line sign-up (and directions for sign-up are provided at the end of this handbook).

Meet Volunteer Positions

A successful meet depends on parent volunteers. In order for your child to participate on the swim team we ask that each family volunteer for a minimum of **three** meets, home and/or away. Most of the volunteer positions take little or no training and we will describe each position at the Parent-Only Meeting. We have included here a brief description of each volunteer position for the meet. There will also be an opportunity to learn volunteer roles during time trials. Please sign up for the opportunities that best fit your skills and interests. The majority of positions are shared so that no one is alone in the task.

Home Meet Set-Up/Clean-Up (3-4 per home meet)

Volunteers who set up are responsible for configuring the pool deck prior to home meets, which includes the placement of lane lines, moving tables, chairs and umbrellas, putting up pool flags, staging the swimmer start area, etc. Some heavy lifting is required and volunteers must be available at least 1 hour prior to check in. A diagram of the pool will be provided at the start of the season.

Clean-Up at home meets will be designated to all team families as follows:

Meet 1: Last names A-J

Meet 2: Last names K-R

Meet 3: Last names S-Z

You must plan to stay for the entire meet designated for you or find a replacement. All swim families attending away meets can also serve as goodwill ambassadors for the Mudups by making sure that we have not left a mess behind at another team's pool.

Kid Pushers (10 per meet, home and away)

These parent volunteers round up the swimmers in each age group and stay with them to make certain swimmers are at the Clerk of Course on time and in the proper order. Kid Pushers also help swimmers line up for relay events. Kid pushers work the entire meet. There are 2 kid pushers per age group, one each for boys and girls.

Runners (2 per meet)

One runner takes the event slip from the Clerk of Course to the Recorder and then takes the event slip from the Recorder to the Scorer. The second runner takes the DQ slips from the Stroke-and-Turn Judges to the Scorer. Runners work the entire meet.

Recorder (1 per meet)

The Recorder records points on the score sheet from the place finish indicated by the Place Judges. The Recorder works the entire meet.

Scorers (2 per meet)

The Scorers calculate the points on the score sheet from the place finish recorded on the event slips. The Scorers keep a running total of points earned by each team and work alongside the other team's scorers. You will receive results for each main event and give 5 points to first place, 3 points to second, and 1 point to third (relays received points for first place only). You will use a preprinted scoring sheet that is easy to understand. You will be seated at the scoring table and written instructions for scoring will be available at each meet.

Ribbon Table Workers (2 per meet)

The Ribbon Table Workers write swimmers' names on the appropriate place ribbons for main event/first heat finishes according to slips provided by the Scorer. Completed ribbons are then delivered to the Meredith Townes pool where they are kept by age group so that swimmers can collect ribbons at the following practice.

Hospitality (1 per home meet)

Hospitality volunteers deliver drinks to volunteers working the meet.

Heat Ribbon Workers (1 per home meet)

Heat Ribbon volunteers pass out ribbons to all heat swimmers and congratulate them as they come out of the water. The winner receives a Heat Winner ribbon and all other swimmers in that heat receive a FastSwim ribbon. You will be located at the finish end of the pool. We do not distribute heat ribbons for swimmers in the main event, or to swimmers age 13 and older.

Parking Attendant (1 per home meet)

The Parking Attendant at each home meet is responsible for placing swim meet signs and traffic cones indicating no-parking zones an hour or more prior to the meet, welcoming visiting swimmers and directing them to open parking areas, ensuring that the Meredith Townes pool lot is clear for visitors at/around 4:00 pm. It is our tradition that the closest spots are open to the visiting team families. Attendant also ensures that

parking in the neighborhood lot and adjacent streets does not obstruct pedestrian crosswalks (including unmarked crosswalks at intersections). Work in this position begins 30 minutes prior to meet start, and ends shortly after the meet begins.

Timers (6 per meet)

There are two timers per lane at each meet to time our team's swimmers in all heats and record the times. Detailed instructions for timing meets will occur during a pre-season volunteer orientation at Mudpuppy team time trials.

Relief Timers (2 per meet)

Relief timers will rotate into timing positions throughout the meets as needed and upon request to provide a break for timers.

Place Judges (2 for home meets; 3 for away meets)

Place Judges observe the finish for the point-scoring heats (main events) and indicate the order of finish to the Recorder. You have no duties during the non-scoring heats. Each team supplies 3 judges for away meets, and 2 judges for home meets.

Announcer (1 *Home meets only)

The Announcer calls swimmers to report for each event to the Clerk of Course and makes all other announcements for home meets. The Announcer works the entire meet.

Starter (1 *Home Meets only)

The Starter starts each event. He/she will ask whether judges and timers are ready. He announces the age group and gender of swimmers, the distance and stroke of the upcoming race and will direct swimmers to "take your mark." Then he starts the event.

This position requires formal training at clinics offered by TSA during the season. If you are interested in learning this role, please contact one or more Swim Team Board members (listed at the front of this handbook).

Meet Central System Starter (1 *Home meets only)

In the event that we use an electronic timekeeping system (TBD), the System Starter starts the timing system. **Prior training is required.** If you are interested in learning this role, please contact **Mark Hoskins**.

Stroke-and-Turn Judge (1 per meet)

The Stroke-and-Turn Judge determines whether the proper stroke, turn and finish are executed. Stroke-and-Turn Judges work the entire meet. **This position requires formal training by attending TSA clinics.** If you are interested in learning this role, please contact Steve Ross.

Clerk(s) of Course (1-2 per meet, home and away)

The Clerk(s) of Course line(s) the swimmers up according to the event slips to ensure that swimmers are in the proper lanes for their events. The Clerk(s) of Course also work(s) closely with the Coach prior to each meet and during the meet to handle substitutions as needed. The Clerk(s) of Course work(s) the entire meet. Prior training required. If you are interested in learning this role, please contact **Lynn Worley-Davis** or **Niccole Rosin**.

Kid Catchers (age 12 and up) and Coordinator (1 adult + Mudpup Swimmers)

This is a fun and important job for our Mudpuppy swimmers (age 12 and up) to do during each 6 & Under event at home and away meets. The Coordinator will work with coaches to assign older swimmers who show commitment and dedication to the team and will then assign kid catchers to a lane for all 6 & Under races at each meet. Kid Catchers must pay close attention at meets to take their positions in the pool to keep the meet moving efficiently.

Social/Other Team Volunteer Needs

In order to be a successful team, there are some volunteer responsibilities outside of running swim meets. We are looking for people to help with a small number of non-meet related events and activities in support of the team. If you have an interest in one or more of these positions please contact **Nicky Dunlap**, **Carol Hook** or **Charli Morris**. We will attempt fill any final empty volunteer positions at the Parents-Only Meeting before the start of the season.

Team Gear (1 or 2 people)

Mudpuppy team gear includes the team swimsuit, t-shirts, swim caps and Sprint Club caps. Volunteers will assist with orders and coordinate the delivery of team gear at the start of the season, and make continuing sales throughout the season as needed.

Time Entry/Data Management (3-4 people)

If you are computer savvy and detail oriented, we can use your skills to ensure that all swimmer times are recorded and that all swimmers are entered into events at every meet. During or after each meet (or within 48 hours of meet completion), this volunteer enters all swimmer times into our database so that swimmers can check their progress and coaches can begin the process of seeding for the next meet.

Team Photography (Coordinator + 1)

Our Team Photographer will take photos at practices and meets and post to our team Shutterfly account throughout the season. A team photo is taken each year, and will be scheduled between Meet 3 and Meet 4. Photos may also be compiled for use in the year-end banquet video and photo albums presented to our coach(es) as gifts. Parents may submit up to 3 photos per child for inclusion in the video/albums at a date to be determined by the Team Photographer.

Team Spirit (Coordinator + 2)

At each home meet we need painted banners to welcome the opposing team and encourage our Mudpuppies. Banners are also useful at special clinics and other events at the pool. This is an excellent job for creative families. It requires some coordination at practice times (e.g., swimmer signatures or handprints on the banner), placement at the pool before each event, and removal/clean-up after the event.

Team Social Events (Coordinator + 4)

Social Event volunteers will be responsible for coordinating various team social events (dinners, ice cream socials, etc.) during the year, including the creation of invitations, sign-ups (as needed for set-up/clean-up) and collecting money (as needed). This is an ideal volunteer opportunity for families with small children who must be supervised during meets.

Year-End Banquet (Coordinator + 4)

The Year-end Banquet committee will work with our Event Planning Board Liaison to purchase coaches' gifts, coordinate pot-luck or catered meal, set-up, clean-up, etc. This is also an excellent opportunity for families with small children who must be supervised during meets and it is a one-time commitment that can be organized outside of swim meets.

TSA Championship Coordinator (1 person for a single event at season's end)

The Mudpuppies need a Coordinator to handle the logistics of the TSA Championship Meet. This includes emailing the meet file to TAC, collecting and delivering waivers for all swimmers entered, and communicating with swimmers and parents about meet logistics.

Musical Talent (home meets only)

We are looking for one or more talented singers or musicians who will commit to playing/singing the National Anthem at the start of each home meet.

MUDPUPIES INCORPORATED

In late 2014, the Team became a corporation (Mudpuppy Swim Team Inc.) so that we could formalize its operations and independently manage team finances. Incorporation also allows us to achieve the tax-exempt corporate designation of 501(c)(3). Upon receiving provisional status to start operating as a 501(c)(3), the Team will respectfully request and gratefully accept tax-deductible, charitable donations to facilitate Team operations and to enable the growth and progress of the Team.

Sponsorship Opportunities

One hundred percent (100%) of all proceeds received will be used exclusively for The Mudpuppies Swim Team.

If you would like to make a donation to support the team, its coaches, and all Mudpuppy families throughout the year, you may designate how you'd like your donation to be used. If you have no preference, donations will be used in the areas of greatest need.

If you desire recognition of your sponsorship and/or gifts, your name (or the name of someone you wish to honor with your gift) will be featured on the Mudpuppy team website and at our year-end Banquet.

The following sponsorship opportunities exist for the 2015 season and beyond. Charitable giving at all levels to support the Team and its Mission is encouraged and appreciated.

- Swimmer Sponsorships (e.g. pool fees, team fees and/or assistance with purchase of Mudpuppy gear)
- Mudpuppy Gear (t-shirts, caps, etc.)
- Guest Coaching/Additional Clinics

continued

- Team Practice Gear (kickboards, fins, etc.)
- Poolside Equipment for Home Meets (e.g., benches for swimmer staging, clocks, audio, etc.)
- Catered Team Dinners/Socials
- Photo albums for Coaches
- Team DVD (End of Year Banquet, 1 per family)
- Printed Team Photos (1 per swimmer, 8x10)
- Permanent Pool Lighting
- Future Site of the Sixth Lane
- The Puppy Pound – Terraced Seating on the Hill

TEAM WEBSITE

The Mudpuppy team website (www.mudpuppyswimming.org) is our central source for team registration, swimmer sign-up for meets, volunteer sign-up team calendars, team gear sales, and frequently asked questions. The information below (and on the following page) is provided to help you sign your swimmer(s) up for each meet and sign your family up for meet-related volunteer commitments (at least 3 per family is required). All returning families will have access to the site using your existing e-mail and password. If you have questions or encounter problems with the site, please contact **Steve Ross** and/or **Nicky Dunlap**.

How to Sign Up Your Swimmers for Meets (Required for all meets):

1. Sign on to www.mudpuppywimming.org with your email and password
2. Go to the "Meets/Team Events" (top navigation).
3. Find the event (swim meet) you want to enter and click on "Attend this Event".
4. Your account will show up with your swimmer's name at the bottom.
5. Click on the swimmer's name.
6. You will be taken to "Athlete Event Signup-By Day/Session"
7. Under "Sign-up" record, click on the drop down arrow on the right of box.
8. Select either "Yes, please sign (name) up for event" or No, thanks, (name) will not attend this event".
9. Click "save changes" on bottom right of page.
10. You will be asked if you really want to save changes. Click "Ok"
11. You will be brought back to event signup page and a red check will appear next to the word "Committed" next to your swimmer's name. If the red check does not appear, go back and repeat steps 3-12.
12. Repeat steps 5-12 if you have multiple swimmers to enter in a meet.

How to Sign up for Meet Volunteer Assignments (3 per family required):

1. Sign on to www.mudpuppywimming.org with your email and password
2. Go to the “Meets/Team Events” (top navigation).
3. Find the swim meet you want to volunteer for and click “JOB SIGN-UP”.
4. Once you are on the Event Sign-up page, find an empty slot and place a check mark in the box of the job you would like to volunteer for.
5. Click the SIGN-UP button on the bottom.