

New Parent Meeting Outline

1. Overview of team structure
 - a. Staff and Board
 - i. Parent Board of Directors
 - ii. 4 full-time coaches, 4 part-time adults and many part-time HS assistants
 1. Coaches are USA Certified (lifeguard, CPR, coach's safety, Athlete Protection Training, Background checked and coach education)
 2. Ongoing education at clinics and staff meetings
 - b. Practice Group Structure
 - i. Novice (PCSC, Ribbon, Winter/Summer Novice)
 - ii. Age Group (Super8, Age Group Bronze, Silver, Gold, Junior)
 - iii. Senior (Senior Bronze, Silver, Sterling Silver, Gold, JV)
 - c. Seasonal Structure
 - i. Short Course Season (September-Feb/March)
 - ii. Long Course Season (April-July/Aug)
2. Parent/Family Responsibilities
 - a. Swimmer Support
 - i. Transport swimmer to and from meets and practices
 - ii. Support coaching staff objectives and coaching philosophy
 - b. Resources and Communication – Read communications from team
 - i. Email/Esplash
 - ii. Website
 - iii. Office/Phone or Appointment
 - iv. New Parent Support Mentors
 - c. Equipment and Apparel
 - i. Order required training equipment for practice group at A3 Store
 - ii. Order Team Suit and Cap (included in Club Membership) at A3 Store
 - iii. Order Personalized Team Caps (2 x a year)
 - iv. Spirit orders are done periodically 1-2 time per season, (Parkas, towels, T-shirts etc.)
 - d. Account/Invoice Etc.
 - i. Projected Invoices sent to accounts with balance after 26th of the month
 - ii. Invoices are produced on the 1st of the month – autopay will charge CC or ACH (CC is 3% Service Charge, ACH no fee to members)
 - iii. Invoices with account balances are sent shortly after the 1st of the month.
 - iv. Late charges assessed on the 16th
 - v. Account information is available online
 1. Account and member information
 2. Make/Setup Payment – ACH or CC
 3. Past Invoices
 - e. Fees, contact office with questions
 - i. Annual Club Membership (Team Suit and Cap through A3 Performance) (\$70)
 - ii. Annual USA Membership Fee – Must Register and pay through USA Swimming (\$88)
 - iii. Swim Training Fees (Group dependent)
 - iv. Seasonal Service Deposit (\$50 if AG Silver and Down, \$100 if AG Gold and up)
 - v. Meet Entry Fees (per meet – WI Splash, Facility surcharge, Ind. and Rel. Events)
 - vi. Meet Service Buyout Fees

- vii. Social Event Fees
- viii. Apparel purchases through team
- f. Fulfill Seasonal Service requirements
 - i. Seasonal Deposit
 - 1. Age Group Gold and Up, \$100
 - 2. Age Group Silver, Age Group Bronze, Super 8, JV, \$50
 - ii. Point Requirements
 - 1. Age Group Gold and up, 45 points/season
 - 2. Age Group Silver Age Group Bronze, Super 8, JV, 15 points/season
- g. Fulfill Meet worker requirements
 - i. Volunteer Meets
 - ii. Mandatory for ALL Participants
 - 1. VMAC Sprint Meet (6/10 AM)
 - iii. Mandatory for ALL Members
 - 1. SC 2023-24 Season: Fall WGLO (11/17-19) and Senior State Championship (2/23-25)

3. Meet Participation

- a. Participation requirements – all meets are important, but conflicts are understood. Championship meets are required
- b. Transportation – Family provides transportation for most meets
- c. Uniform – Team suit, team cap, apparel available on-line and with periodic group orders. Alternative Colored Tech Suits are also allowed.
- d. Meet Schedule
 - i. Phoenix Conference Meet (all swimmers Age Group and Novice swimmers are assigned to a team – families may request teams for schedule conflicts)
 - i. Must Meets (swimmer participation is expected, families must opt out or swimmer MAY be entered by staff)
 - ii. Qualification Meets (swimmer must meet time standards to enter)
 - iii. State and Championship Meets (qualified swimmers are expected to participate in championship meets)
- e. Meet Fees – Event entries, relays and surcharges.
- f. On-Line Meet Entry Steps (refer to Meet Entry and Tips handout)
 - i. Go to Current Events and select Meet
 - ii. Print/Read Meet Information
 - 1. Location, Date and Times (PM session starts estimated)
 - 2. Eligibility (LAKE practice groups, time standards)
 - 3. Awards, Fees
 - 4. Order of Events, Entry Limits
 - iii. Click on “Attend This Event”
 - 1. Yes or No
 - 2. Make Notes (day and time restrictions, why not attending)
 - 3. Select Events or Coach’s Choice
 - a. Session
 - b. Age/Gender
 - c. Distance/Stroke
 - d. Qualifying Times
 - iv. Save Changes before exiting and confirm entry before meet

- g. Meet Details Published week of meet
 - i. Check Esplash for specific meet information including updated starting times and any other important info from meet host. Check the host team's meet page for additional information.
 - ii. Heat Sheets are posted for printing for LAKE hosted meets (under Meet Info>Member Heat Sheets). They are available on-line or for purchase at meets hosted by other teams.
 - iii. Relays are announced at meet, during pre-meet meeting after warm-up.
 - iv. You may leave after your swimmer's last event, but please have them check with the coach for any relay participation expectations later in the session.
- h. Meet Day
 - i. Arrival
 - 1. Warm-up and Meet start times
 - 2. Team Meeting – meet information and relay assignments
 - 3. Injury and Illness absence
 - ii. When and Where to Race
 - 1. Heat Sheet and Event grid for swimmers
 - 2. Clerk of Course sometimes for 8-unders, swimmers must report to block for race.
 - iii. Racing
 - 1. Swimmer sees coach before race
 - 2. Swimmer goes to block area and follows event and heat sequence
 - 3. Swimmer competes
 - 4. Swimmer returns to coach for debriefing
 - 5. Swimmer free to see parents and friends until next race
 - iv. Results
 - 1. Posted
 - 2. Meet Mobile App
 - 3. Awards
 - 4. Disqualifications
- 4. Website Navigation
 - a. New Parent Information
 - b. Other Information
 - i. Event Sign-up and Purchases through Event Manager
 - ii. Meet Information/Heat Sheets
 - iii. Member Directory