

New Parent Meeting Outline

1. Overview of team structure
 - a. Staff and Board
 - i. Parent Board of Directors
 - ii. 4 full-time coaches, 4 or more 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 – ASCA Clinic this year.
 - 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, Hartford, 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 (\$90)
 - 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, Admission 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 (6/21 AM)
 - iii. Mandatory for ALL Members
 - 1. LC 2025 Season: Summer WGLO (6/27-29)

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-under, 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