

## 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 26<sup>th</sup> of the month
    - ii. Invoices are produced on the 1<sup>st</sup> 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 1<sup>st</sup> 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-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