

| | |
|--|----|
| INTRODUCTION..... | 3 |
| 2004-2005 COACHES, STAFF and KEY PHONE NUMBERS | 5 |
| COACHING STAFF | 5 |
| 2004-2005 OFFICERS AND COMMITTEE CHAIRPERSONS..... | 5 |
| 2004-2005 WEBSITE | 5 |
| TEAM COMMUNICATIONS..... | 6 |
| GATOR WEB SITE..... | 6 |
| COMMUNICATION BOX | 6 |
| WILLOW FORK GATOR INFORMATION PHONE LINE..... | 6 |
| 2004-2005 OFFICERS | 6 |
| EQUIPMENT | 7 |
| GATOR TEAM SUITS | 7 |
| GATOR SPIRIT WEAR..... | 7 |
| SWIM PRACTICE..... | 8 |
| LOCATION | 8 |
| SCOPE | 8 |
| PRACTICE SCHEDULE | 8 |
| MEET OF CHAMPIONS | 9 |
| LEAVING PRACTICE | 9 |
| PARKING..... | 9 |
| SUPERVISION | 9 |
| WEATHER..... | 9 |
| CANCELLED PRACTICE | 10 |
| MISSING PRACTICE | 10 |
| SWIM SEASON..... | 11 |
| TIME TRIALS..... | 11 |
| PRACTICE SWIM MEET | 11 |
| SWIM MEETS | 12 |
| ATTENDANCE | 12 |
| MEET DETAILS..... | 12 |
| WHAT TO BRING | 13 |
| WHAT NOT TO BRING | 13 |
| WHAT TO EXPECT | 14 |
| HEAT SHEETS..... | 14 |
| WHAT IS MY TIME?..... | 14 |
| MEET OF CHAMPIONS | 14 |
| WHO’S WHO – STANDING COMMITTEE CHAIRPERSONS.... | 16 |
| VOLUNTEER COORDINATOR | 16 |
| READY BENCH..... | 16 |
| JUDGES AND RIBBONS..... | 16 |

| | |
|-----------------------------|----|
| TIMERS | 17 |
| RECORDS..... | 17 |
| EQUIPMENT | 17 |
| HOSPITALITY | 17 |
| LEAGUE REPRESENTATIVE | 17 |
| PUBLICITY | 18 |
| REGISTRATION..... | 18 |
| AWARDS | 18 |
| PICTURE | 18 |
| AD HOC..... | 18 |
| AWARDS..... | 19 |
| SWIM MEET AWARDS | 19 |
| SEASON AWARDS | 19 |
| TEAM PHOTOS | 20 |
| TEAM PARTY | 20 |
| FUN DAYS | 20 |
| CLINICS | 20 |
| CLINICS FOR SWIMMERS | 20 |
| CLINICS FOR OFFICIALS..... | 20 |

INTRODUCTION

Welcome to the Willow Fork Gators! If this is your first experience with a summer swim team, we hope this booklet answers your questions and provides the information you'll need to enjoy being a Gator! And if it is not, we hope you may gain some insight of information you've always wanted to know. This document provides an overview of the Willow Fork Gator Swim Team so that everyone has an understanding of how the team is run.

We are now entering our 13th year here at Willow Fork. The Willow Fork Swim Team Board hires the coaches, sets the registration fees, organizes equipment, activities, and volunteers. They devise and execute various types of recognition; keep track of swimming times and records; and facilitate communication between the Willow Fork Country Club, coaches, swimmers and parents.

Our team is completely independent of the Willow Fork Country Club. Because of this, Willow Fork Country Club does not benefit directly from the Willow Fork Swim Team. For most teams, the registration fees go to the community or association. Willow Fork Country Club does not receive any part of our registration fees. However, since this is a private club an additional fee from those swimmers who are not members of Willow Fork Country Club is required at registration time. Willow Fork Country Club is very receptive of our team effort and enables our use of the pool, grounds and facilities within the pool area of Willow Fork Country Club.

The Willow Fork Swim Team is one of eighteen summer swim teams in the Spring Oaks Swim Conference. The Spring Oaks Swim Conference then divides up these teams into three divisions based on swim times and winning performance. The divisions, ranked from highest to lowest, are: The Red Division, The White Division and The Blue Division. Willow Fork Swim Team is currently ranked in the top division, The Red Division. This means that we swim against the best in the league. The Spring Oaks Conference organizes the summer swimming program designed to enhance the popularity of swimming and provide competition between communities within Spring Oaks.

Swimming is a healthy, competitive sport. Developing quality swimmers is only one of our goals for this program. We also strive to instill Team Pride, Sportsmanship, and Respect For Others. The goal of summer swim teams is to maximize participation by all children and provide an environment where children of all talents can have fun and feel like they have contributed to the team's success. Unless a child truly can't swim safely and needs to take additional swim lessons, everyone is invited to participate. You don't have to be fast to be on the team, you just have to want to come out and have fun.

When a child joins a swim team, so do the parents. **THIS SPORT REQUIRES PARENTS TO BE PARTICIPANTS, NOT JUST SPECTATORS.** It takes so many people to run a swim meet that there is literally a job for everyone. Training for some jobs takes only a few minutes; others require attendance at clinics. None are as scary or difficult as you might think. Please make sure that one member of your family works at least 3 jobs during the swim season. In total, approximately 60 volunteers are required to run a meet. Additional volunteers allow everyone to take breaks during the meet.

There is a strong emphasis on providing constant positive feedback to all children participating. So for example, all swimmers get “participation” ribbons at a swim meet so they feel like they have contributed to the team’s success even if they didn’t score any points. They usually go home feeling like they won a gold medal! Thus the key objectives are:

- . Gaining a Positive Self Image
- . Feeling a Sense of Community Spirit
- . Learning Self Discipline
- . Enhancing Physical Health

Swimming is a wonderful sport because it is one of those life long sports enjoyable throughout the years. It provides a total body workout without the muscular and joint stress associated with many other sports activities. Swimming provides proportional muscular development, aids in natural flexibility, increases coordination, and is the most injury-free of all children’s sports. Additionally, swimming programs are a total team effort. Everyone on the team gets to participate at every swim meet. Thus, the concepts of team spirit and cooperation are amplified.

The Willow Fork Swim Team strives to make the swim season safe, productive, and fun. To accomplish these objectives, our coaches use the first 3 weeks of practice to get back into swimming shape and for the young swimmers , time to work up to the ability to swim at least one length of the pool without grabbing onto the lane ropes. Keep in mind that the purpose of the team is NOT to provide swim lessons to those children who cannot safely swim across the pool under their own power. However, if you signed up a swimmer that was so close to doing this and felt he/she could master it during the month of May, and you were wrong, then the coach may ask that your child swim in the ½ lappers division. Fifteen minutes prior to the start of the swim meet all half lappers will have the chance to swim. Since safety is our number one concern, all half lappers will be assisted by a coach in the water and in their lane with them at all times during their swim. Upon completion, they will get to choose a ribbon of their choice.

2004-2005 COACHES, STAFF and KEY PHONE NUMBERS

COACHING STAFF

| | |
|-------------------|---|
| Head Coach | Bobby Aerkter |
| Assistant Coaches | Andrea Cloud Tara Moliner Andrea McMaster Braden Kieth |

2004-2005 OFFICERS AND COMMITTEE CHAIRPERSONS

| | | |
|--------------------------------|------------------|--------------|
| Team President | Claudia Walter | 281-647-9795 |
| 1 st Vice President | Kim Crandall | 281-693-6867 |
| 2 nd Vice President | Monica Zyskowski | 281-829-1505 |
| Secretary | Samantha Heck | 281-578-0076 |
| Treasurer | Cindy Williford | 281-599-8819 |
| Advisor | Cathy McMaster | 281-492-8680 |
| Volunteer Coordinator | Netta Prudhomme | 281-579-3103 |
| Ready Bench Chairperson | Lisa Harriman | 281-579-1961 |
| Ready Bench Chairperson | Lourdes Nat | 281-398-8469 |
| Ribbons | Joan Rozum | 281-398-5426 |
| Timers | Lisa Norling | 281-492-0760 |
| Records | Sara Summerfield | 281-398-5136 |
| Equipment | Jennifer Isola | 281-398-7401 |
| Hospitality | Dina Russell | 281-579-3687 |
| League Representatives | | |
| Publicity | Sharon Dicken | 281-579-3093 |
| Registration | Laura Russo | 281-492-7301 |
| Pictures | Marla Burns | 281-579-1980 |
| Awards/Party | Joy Gillaspia | 281-492-1565 |
| Telephone | Dana Grimes | 281-578-7466 |
| Web Site | Jeff Walter | 281-647-9794 |

2004-2005 WEBSITE

| | | |
|-----------------------|--|--|
| Web Site Designer | Jeff Walter | 281-647-9794 |
| | WalterWorks, Inc. | jwalter@walterworks.com |
| Willow Fork Swim Team | www.willowforkgators.com | |

TEAM COMMUNICATIONS

GATOR WEB SITE

We are proud to have our very own Willow Fork Gators web site up and running for the 4th year now. The Web Site contains important information. The banner on the home page keeps you up to date on the latest, click on news releases for all important information during the season, and here you can find the practice times, the schedule of events, awards given throughout the season and anything and everything else! .

www.willowforkgators.com

COMMUNICATION BOX

The Communication Box is a large black container consisting of folders. Each family has a folder with their family name on it. Our coaches have a folder too. It will be located on one of the diving boards during swim team practices. At all other times it will be placed outside the women's restroom. This is a popular news distribution mechanism, besides our website, for team information or changes to the calendar. You can slip our coaches notes in this box as well. Make sure you check your folder weekly so you know what is going on! It will include information about the upcoming meet, such as warm-up times, directions, etc. Check the front gate by the pool for the box, too.

WILLOW FORK GATOR INFORMATION PHONE LINE

Our information phone line is: 281-579-6262 ext. 155

You may want to check this information phone line for registration dates, upcoming swim meets, cancelled practices or swim meets, and any other updates during the swim season.

2004-2005 OFFICERS

If after reading this booklet, you still have questions, please talk to any of the listed board members. Please do not approach the coaches during swim practice. The time a coach spends holding a conversation with a parent during practice is time taken away from the swimmers. If you really feel the need to speak directly to a coach, wait until after workouts.

EQUIPMENT

GATOR TEAM SUITS

Team suits are not mandatory, but HIGHLY recommended. At a typical swim meet, out of approximately 300 swimmers, only 2 or 3 will not wear a team swimsuit. We really encourage the team members to look alike. To save wear and tear on your suit, swimmers should consider using a different suit for practices. The team suits this year are new. The swim suit will be available to order during on-line registration through April 16th. The suits will also be on sale during walk-in registration on April 17th. And again before the parent meeting on May 17th. The company we use is called A-Gleam. You can also go to the store directly to buy your swimsuit. Make sure you tell them you are with the Willow Fork Swim Team.

DBA A-Gleam
5228 Highway 6 North
Houston, Texas 77084
281-859-0425

GATOR SPIRIT WEAR

What's the latest fashion statement for the summer? Gator spirit wear, of course!

This year we will have **Team Shirts**. Our shirts are donated by our great team sponsors! When you register for the swim team we will ask you for your size. Moms and Dads can order too! Our Gator spirit wear is handed out the day we take team pictures.

Racing goggles are not required but go a long way toward protecting eyes from pool chemicals. The kind that is highly recommended is the Hydro Spec.

Our coach also recommends the use of **team caps**, especially for the girls. Not only does it keep hair out of faces but it also produces a psychological edge. Swim caps can be obtained through our swim team. Please contact Kim Crandall at 281-693-6867 to purchase one. We will also have them on sale at walk-in registration and out by the pool during the first few weeks of practice.

This year we will continue to have Gator items on sale. Some of our families plan on selling gator shorts which can be embroidered with your swimmer's name on it, duffle bags which can be embroidered, cool Willow Fork Gator decal for your car window and adorable Gator note cards.

20% of the profit made on any items sold to our team members goes towards the swim team. So, buy some fun Gator items and support the team!!

SWIM PRACTICE

LOCATION

All practices will be held at the Willow Fork Country Club Pool. The address is 21055 Westheimer Parkway, located between Mason and Fry Road. On the first day of practice, swimmers should report to the pool deck to meet the coaches. Swimmers will be assigned a practice lane, then meet the other swimmers. Swimmers will be placed in lanes by age and ability level. Workouts will be designed to improve technique, speed and aerobic endurance.

SCOPE

Swim practices are organized by age groups. The age of each child on May 1st of each swim season determines the age group in which he/she will swim throughout the season. **Each child must practice in their age group that they will be competing in.** If there is a conflict we ask that you get permission from the coach. Please make this request in writing.

PRACTICE SCHEDULE

Summer swim practice begins on Monday, May 2nd and continues through to Tuesday, June 21st. Swimmers who compete in the Meet of Champs will continue to practice until Friday, June 24th. During this period, we are granted exclusive use of the main pool. The schedule is as follows. A SIGN-IN BOOK FOR SWIMMERS IS ON DECK AND ALL SWIMMERS WILL BE SIGNED IN BY AN ASSISTANT COACH DURING EACH PRACTICE.

Monday – Friday

May 2nd – May 24th (after school)

3:30 – 4:30 junior and senior high school

4:30 – 5:15 ages 9 – 12

5:15 – 6:15 ages 7 – 8

6:00 – 6:30 ages 6 and under

NO WORKOUT ON MAY 25th (Graduation Day for High Schools)

May 26th – June 21st

7:30 – 8:15 ages 9 and 10

8:15 – 9:00 ages 7 and 8

9:00 – 9:30 ages 6 and under

9:30 – 10:30

ages 11 and up

For the 15 – 18 year olds, we will be flexible. If there are work or summer school conflicts, coach will consider an evening workout.

MEET OF CHAMPIONS

It is an honor to be selected to swim in the Meet of Champs. Our Coach selects the swimmers at the end of the season of who will swim in this meet to represent Willow Fork Swim Team. If you are selected **WORKOUTS WILL CONTINUE FOR THESE SWIMMERS UP UNTIL THE MEET OF CHAMPS – SAME TIME, SAME PLACE.**

LEAVING PRACTICE

Willow Fork Country Club deserves respect for allowing us to use their facilities. Please be considerate and check your area before leaving the pool. Chairs, lounges, tables, etc. must be returned to the way they were found. Remove all personal belongings and trash. During morning practices, all swimmers and families that are non-members must leave promptly at 10:30, when practice commences, so the Willow Fork Country Club members may enjoy their club.

PARKING

Parking is available in the lot outside the pool area. Please be considerate of other swim team members and park in just one spot because spaces are limited.

SUPERVISION

Only registered swimmers are allowed into the main pool during swim team practice. Gators who want to be in the water at times other than their assigned practice must obtain approval from the Head Coach. At those times when no lifeguard is on duty – **NO SWIMMER IS ALLOWED IN THE BABY POOL.** Parents are encouraged to attend practices to watch their children; however, parents will remain out of the way of the coaches at all times. This affords the coaches the maximum amount of time with the swimmers. If you need to talk to a coach, please do so after practice. **PLEASE do not disturb them during practice!**

Our coaches are responsible for coaching. They cannot babysit or chase swimmers who wander and goof around. We strongly encourage you to remain at practice or place another adult in charge of watching your child if he/she is 10 years or younger.

WEATHER

If the weather is questionable, and you wonder if there will be a swim practice, please call the Willow Fork Gator Swim Team Information Line. The number is 281-579-6262 ext. 155. A recorded message will provide the information you need. We will try to make the decision as early as possible to let everyone know of cancellations.

CANCELLED PRACTICE

Many times, practice will start and then have to be cancelled for a variety of reasons, including thunder, lightning, water contamination, or an insufficient number of coaches. If it is raining, without thunder or lightning, practice will be held. Swimmers who attend practice without an adult should know what to do if practice is suddenly called off. Please discuss this possibility with your swimmer and devise a plan. There is a telephone in the rest room for swimmers to call parents or a neighbor. A Gator Coach or Board member will stay with any swimmer who is unable to get a ride. It is the swimmer's responsibility, however, to approach the coach or board member for assistance. A swimmer who is not capable of calling the appropriate person or able to seek assistance, should not be left at practice without an adult.

MISSING PRACTICE

It is not necessary to notify coaches if you will miss practice during the first few weeks of afternoon practice. We understand that other sports and end of the year activities will overlap. However, once the season begins, we ask that all swimmers show responsibility and respect when it comes to participating in morning practices. We understand that conflicts will come up and they will be excused with prior notice. However, if your child has two unexcused absences from practice in a week, **he/she may be removed from certain events in the next meet**. Those events are the butterfly, backstroke and breaststroke, because only three swimmers per age group may participate. The coach will give preference to the dedicated swimmers in these cases, regardless of time trial results. We ask that you be considerate of this rule. However, if you know at the beginning of the swim season that your child will be out because of basketball camp, soccer camp, scout camp, a previously paid vacation, etc., please let the coach know, in writing, at the start of the season. This is imperative so that your swimmer will not be penalized. Furthermore, if a swimmer signs up for the team, but then chooses not to participate on the team, please notify the coaches and team President as soon as possible.

SWIM SEASON

Our swim season will consist of 4 time trials, 1 practice swim meet, 1 exhibition meet, 4 dual meets, and one championship meet. The practice swim meet, the time trials and dual meets are open to everyone on the team. The Meet of Champions is an honorary swim meet for swimmers who are hand picked by the coach a few days before the end of the season. Time trials are held each Monday (except the first because of Memorial Day) during the swim meet season. The swim season meet schedule is as follows:

| Date | Visitor | Home |
|-------------------|--|-------------------------|
| 5/31/05 | Practice Swim Meet | Willow Fork |
| 6/02/05 | Memorial Forest | Willow Fork |
| 6/07/05 | Willow Fork | Williamsburg Settlement |
| 6/9/05 | Willow Fork | Nottingham (Exhibition) |
| 6/16/05 | Willow Fork | Memorial Bend |
| 6/21/05 | Willow Fork | Wilchester |
| 6/25/05 & 6/26/05 | MEET OF CHAMPS at the Spring Branch Natatorium | |

TIME TRIALS

Time Trials are very important for all swimmers. An official start will be used and there will be two timers in each lane. The swimmer's time will be recorded. We will take the average of the two times and that becomes the "official" time. This is the method in which the coaches can place all swimmers, according to speed, into the proper heat for the swim meets. All 6 and unders will only be required to swim one time trial, the 25 yard freestyle. All the other age groups will swim the freestyle as well as the backstroke, butterfly and breaststroke, to get a recorded time in each event. No additional practice is held after the time trials because the time trials take up the whole amount of the designated time slots for each age group. Time trial results will be posted, by each swimmers number instead of name, in the pool area and will also be available on the internet (www.willowforkgators.com). **Our coach asks that all swimmers swim the time trials in the age group that they are competing in. If this is not possible, you must obtain permission from the coach. Please ask in writing.**

PRACTICE SWIM MEET

Our Practice Swim Meet will be held on May 31st at the Willow Fork Country Club Pool. It will start in the evening at 7:00.

The practice swim meet is critical for getting both the swimmers and families "trained" and ready for the first real meet. Only the freestyle relays and the individual freestyle events will be swum.

Since the practice meet is run very much like a real meet, it is a great chance to warm up for the season. There are no place ribbons awarded, but it will give swimmers and parents an idea of what happens at the swim meet as well as learning some basic meet rules. Everyone has a great time!

SWIM A THON

The Swim-A-Thon is a fundraiser for our team. Our Swim-A-Thon will be held on Friday, May 27th, following team pictures. At registration, you were asked to pay a \$25.00 per swimmer swim a thon fee. This fee is a deposit against your sponsors' donations.

Your child will be asked to solicit sponsors. The sponsors pay the child for each lap he swims! After the Swim-A-Thon, your \$25 deposit will be deducted from the amount due from the sponsors if you so choose.

SWIM MEETS

Competitive swim meets are held for the enjoyment of the children. The meets help to teach the children good sportsmanship and discipline while helping to develop their competitiveness. These characteristics combined together result in TEAM SPIRIT; working together for a common goal. Parental support through active participation in Willow Fork Gator meets and events helps to reinforce those life skills that the children are learning.

ATTENDANCE

We ask that all swimmers participate in every meet. We will have a sign in sheet at the entrance gate for all swimmers to check off their name as they arrive for the meet. A Check-In Clerk will be on hand to assist the swimmers. We ask all swimmers to arrive at the meet at 5:30. At 6:30, 30 minutes prior to the start of the meet, the sign in sheet will be pulled up. If your swimmer arrives past this point, he/she will be pulled from the relay events as well as the butterfly, backstroke and breaststroke events. Other swimmers present will be put in their place. However, your late swimmer may still swim in the freestyle event. If you will be late or for some last minute emergency cannot make the swim meet, **please call the coach immediately.** He needs to hear from you no later than 4:00pm. If we do not hear from you, no phone call, nothing in writing and your swimmer doesn't show up for a particular meet, he may be penalized and not be allowed to swim in the following meet. Our team stresses responsibility and respect and we will stand by this rule. If you are aware that you will have a conflict making a particular swim meet due to a pre-planned commitment, please state this in writing for the coach at the start of the season so your swimmer will not be penalized.

MEET DETAILS

Prior to each meet, the weekly flyer and our web site will provide details of warm-up and start times, directions, etc. The events each swimmer is entered will be determined by the coaches and posted on the wall, in the form of a heat sheet, by the pool area the day before each meet, then again on Thursday, at the meet. Each swimmer is limited to a maximum of three individual events. The IM and the relays do not count in the swimmer's limit. The coaches will make the decisions as to who will swim in what events.

Relays are a team event. Remember to check for both the medley and freestyle relays. 6 and unders only participate in the freestyle relays. The relay teams will be determined by the coaching staff by using a combination of swimmers that best meets the needs of the

team. As swimmers improve their times, the relay teams may change. The coaches determine relays and individual events and parents must realize that there may be factors other than times alone which determine which swimmers are in various events. We ask for the parents' support in this effort. If you have any questions, please discuss with the coaches at any time other than at practice.

EVENT SCHEDULE

A 30-minute warm-up for each team will precede the meet, with the host team swimming first. Meets start at 7:00pm and finish around 10:30pm. The event schedule will be the same each week and is as follows:

| | |
|-------------------|---|
| Individual Medley | 13-14, 15-18 |
| Four-Person Relay | 6 and under mixed |
| Medley Relay | 7-8, 9-10, 11-12, 13-14, 15-18 |
| Freestyle | 6 and under, 7-8, 9-10, 11-12, 13-14, 15-18 |
| Breaststroke | 7-8, 9-10, 11-12, 13-14, 15-18 |
| Backstroke | 7-8, 9-10, 11-12, 13-14, 15-18 |
| Butterfly | 7-8, 9-10, 11-12, 13-14, 15-18 |
| Four-Person Relay | 7-8, 9-10, 11-12, 13-14, 15-18 |

WHAT TO BRING

Getting ready for a swim meet is important. Many seasoned summer swimmers bring a tent, tarp, or large umbrella so they can get out of the sun. High on the recommended "bring list" is a cooler of drinks and snacks, as well as cards, games, coloring books, etc., to help kids pass the time. Write your name on absolutely everything you bring. The checklist below might help you pack:

- Swim Suit
- Swim Cap
- Goggles (an extra pair just in case)
- Towels (at least 3 per swimmer)
- Gator Tank Top
- Sunblock
- Tent, tarp, umbrella, etc.
- Cards, games, coloring books, etc.
- Lawn Chairs
- Money for Concessions
- Bug Spray

WHAT NOT TO BRING

Outside Food (We must respect this Country Club Rule. There will be plenty of wonderful food to purchase.)

WHAT TO EXPECT

Plan to arrive at 5:30, 30 minutes before warm-ups start. This way you can park, sign-in, get to your designated area, set up and organize your belongings and report to the coaches when the announcer calls for warm-ups. Shortly after teams have warmed up, the meet should begin. When you hear your event called over the loudspeaker, report to a Ready Bench Volunteer. This is the person who gets the swimmers in order for their event. Younger swimmers must be supervised at all times by Ready Bench Volunteers. It is important to allow your child to remain at the Ready Bench staging area alone. Parent volunteers can do their job best if they don't have to contend with extra moms and dads! If you've never attended a swim meet before, here are a few things you can expect.

- . Mud, towels and kids everywhere
- . Hot and muggy evenings
- . Extremely limited viewing space (except for deck volunteers)
- . Boredom between your kid's events if you do not volunteer for a shift (or two) of timing, recording, ready bench, etc.
- . New friends and a great time if you get involved with the team!

HEAT SHEETS

Heat Sheets are one of the most vital items to a swim meet. It lists the event number as well as the number of heats in each event. Each swimmer is listed in the event in which he/she is swimming. The swimmers also have received a designated lane in which they are to swim. Unfortunately there are always last minute changes due to a swimmers inability to make a swim meet because of an emergency or illness. So we cannot have a final copy of a heat sheet available until the evening of the swim meet. We will have the heat sheet available for sale at each swim meet for \$1.00. We strongly encourage everyone to have one. They serve as meet guidelines as well as a psyche up and later on as a memento.

WHAT IS MY TIME?

Swimmers can look up onto the website for their times from Time Trials and all the swim meets. At registration, each swimmer will be awarded a number. This number is used in place of a swimmers name when posting times. All event results will be posted on the on the web site by the next day. All event results are computerized and retained for each swimmer all season. Parents, please keep in mind that the times your swimmers receive are as accurate as possible using a hand held timer. We do not have use of electronic timing, so discrepancies will happen. Keep this in mind if you feel your swimmer was faster, or slower, than the time he was received. Remember Good Sportsmanship and Respect for Others is our team goal.

MEET OF CHAMPIONS

The Meet of Champions (Meet of Champs) is very exciting because it is the season finale. Unfortunately, the coach has a limit to the amount of participants. So, if your swimmer is picked, it is a huge honor!! The swimmers will be picked during the second

half of the season and will be notified. Each swim team is allowed one relay per age group and three individuals for each event. For the 15 – 18 age group only two individuals for each event can swim.

The rules of this swim meet are the same as in dual meets. All three of the divisions, the Red, White and Blue, will have participants. So you can expect hundreds of swimmers and their families at one pool for this Meet of Champs. Don't let this discourage you. Making the Meet of Champs is a lifetime experience.

The 2004 Meet of Champs will be held on June 25th and 26th at the Spring Branch Natatorium.

WHO'S WHO – STANDING COMMITTEE CHAIRPERSONS

VOLUNTEER COORDINATOR

The volunteer coordinator is responsible for overseeing all the volunteers that run a swim meet; shall keep a record of all such volunteers and their respective duties and provide the support and know how of all positions.

READY BENCH

The ready bench chairperson is responsible for contacting parent volunteers to serve in the ready bench area for each swim meet. Each age group has a designated ready bench volunteer. The ready bench volunteer for each particular age group organizes the seating (assists the swimmers in lining them up into the proper heats and lanes) of the swimmers and gets them to the ready bench area on time for their event. The chairman supplies heat sheets to all the ready bench volunteers before the start of the meet so they will have the seating information available to them.

JUDGES AND RIBBONS

The judges chairperson is responsible for providing a trained stroke judge, one trained touch/turn judge, three finish judges, a meet director, ribbons, a scorekeeper, a starter and an announcer for each swim meet. This is needed for the safety and supervision of the swim meets.

STROKE JUDGE – This volunteer observes the swimmers within each heat of the meet to ensure that their strokes are legal according to the SPSC swimming rules. If they see an infraction they immediately raise their hand and report to the Meet Director for the swimmer in question. Leniency in cases of “no harm” fouls or fouls among the ten and under age groups is encouraged. There are no disqualifications in the 6 and under and the 7 – 8 age groups, unless, in the opinion of the Stroke Judge or Meet Director, the swimmer has had an unfair advantage in swimming the wrong stroke.

TOUCH/TURN JUDGE – This volunteer shall be responsible for watching the stroke as they enter the turn; the turn itself, and as they exit the turn for the swimmers in their lane. They are also responsible for observing the finish touches and watch for false starts on the relay takeoffs. If they see any infraction they immediately raise their hand and report to the Meet Director for the swimmer in question.

FINISH JUDGES – The visiting team has 3 finish judges as well. They are responsible for designating 1st, 3rd and 5th places. The home team designates 2nd, 4th and 6th places. The finish judges only watch for the order of the finish. They then give a “chip” to the appropriate swimmer so they can obtain their participation ribbon.

MEET DIRECTOR – This person is in complete charge of the swim meet at their designated home meet. They will solve all disputes and have the final word in such disputes. They present a written report to the President on each disqualification.

RIBBONS – These volunteers are responsible for awarding participation ribbons after each heat is swum. They sit over at the scorer's table. The swimmers hand them a “chip” that was given to them by a finish judge so the appropriate ribbon can be awarded.

SCOREKEEPER – This individual is responsible for accurate scoring on Conference

approved score sheets. They can award individual awards and they transport all the scores to both coaches at the end of the meet. There is only one official scorer for each team.

STARTER – The starter signals the start of the heat using a starter mechanism.

ANNOUNCER – The announcer calls out the upcoming events to alert the children for their event. He/she also makes general announcements.

EVENT CARD CLERK – The event card clerk will be responsible for turning the event cards during the swim meet so that the ongoing events will be visible for all swimmers, parents and spectators. This person will work closely with the Announcer.

TIMERS

The timer's chairperson is responsible for providing timers and writers at each meet and at all time trials. The timers conduct a timing clinic to teach the volunteers on how to operate, read and record a time from a stopwatch. They must make sure that all watches are working properly at all times during usage. At the end of the season this chairperson provides the League Representative with a list of suggested timer's for the Meet of Champions.

RECORDS

This chairperson is responsible for compiling and posting pool records. They are responsible for giving the swimmers' time from the time trials and swim meets to the coach so the coach can properly seed the swimmers at the meets and select the swimmers for the Meet of Champions. They also aid in compiling the end of the year awards.

EQUIPMENT

The equipment chairperson is responsible for the inventory, purchase (as directed and approved by the board) and maintenance of all equipment necessary for the operation of the swim team. They are also responsible for getting volunteers to help with the set up for the pool area for home swim meets and they arrange for a representative at the Meet of Champions.

HOSPITALITY

The hospitality chairperson plans and provides refreshments for parent meetings, home meets and coordinates donut Fridays.

LEAGUE REPRESENTATIVE

The league representative chairperson attends or provides a representative at all Spring Oaks Conference League meetings and reports back to the board. They provide the league with the eligibility list and score totals from the swim meets throughout the season. They also coordinate the swim teams responsibilities for the Meet of Champions as stated by the league.

PUBLICITY

The publicity chairperson notifies the Katy Times, local papers and the Willow Fork Country Club of all swim meet news items for publication. They also post signs and distribute flyers wherever possible.

REGISTRATION

The registration chairperson organizes the Willow Fork Swim Team registration. They are also responsible for turning in all registration money to the Treasurer and they prepare a roster for the coaching staff.

AWARDS

The awards chairperson organizes all trophies, awards and certificates for the swimmers. Many of these are distributed at the end of the year awards night ceremony. This chairperson also organizes the team party, which follows the awards ceremony.

PICTURE

The picture chairperson makes arrangements with the photographer for a group swim team picture, individual pictures and button pictures. They also organize forms, payments and distribution of pictures.

AD HOC

This chairperson fills in as a floater for whatever needs come up during the season.

AWARDS

SWIM MEET AWARDS

Participation Ribbon – These are handed out to all swimmers after each heat is swum.

Blue Ribbon – First place
Red Ribbon - Second place
White Ribbon – Third place
Pink Ribbon – Fourth place
Yellow Ribbon – Fifth place
Green Ribbon – Sixth place

MVP of the Meet – awarded to one girl and one boy of the team who earned the most points for the team. This certificate will be awarded at the practice following the swim meet.

Swimmer of the Week – Awarded to recognize attitude, effort, attendance, etc. The coaching staff makes selection. This certificate will be awarded at the practice following the swim meet.

SEASON AWARDS

Season awards are presented at the Awards Ceremony held at the end of the year Team Party. Here are the end of the season awards:

Most Improved – awarded to the boy and girl in each age group using the following criteria. 50% based on time improvement; 25% based on attitude and effort in practices and meets; and 25% based on attendance at practices and meets.

The Great Gator – awarded to one boy and one girl swimmer who epitomize being a “Gator”.

Attendance – awarded to boys and girls who had perfect attendance throughout the swimming season

Participation – a trophy awarded to each swimmer for their participation.

TEAM PHOTOS

The entire Gator swim team will be photographed on May 28th at 7:30am. On picture day, please be on time, and wear your team suit. Please do not get wet until after your individual and team photo have been taken. We will pass out the team shirts on this day.

TEAM PARTY

To cap off the summer swimming season, the Gators will host a family party and awards celebration on Monday, June 28th. We will first meet in the Willow Fork Country Club Ballroom for an awards ceremony and other business items. (Everyone gets a participation trophy and certificate). Then we head out to the pool for an evening of swimming, pizza, drinks, relays, games and prizes. You don't want to miss this special evening. Details will be provided as the season progresses. If you do miss the awards night, please contact this chairperson to arrange a mutually convenient time to pick up your swimmer's award(s).

FUN DAYS

These days will be worked into our regular workout schedule, usually on Fridays. Not only will we have donuts, but activities such as water polo, relays or games.

CLINICS

CLINICS FOR SWIMMERS

Our coach will be holding several clinics throughout the summer season. They will be broken up by particular strokes and we hope to hold one for each of the 4 strokes. Details will be provided.

CLINICS FOR OFFICIALS

An instruction clinic, given by the Spring Oaks Conference League, will be held on May 15th at 8:30am. They will meet at the Wilchester Pool. This clinic is for all Meet officials; including Meet Directors, Stroke Judges, Touch/Turn Judges, Scorers, Finish Judges and Coaches of their duties.