

**Lake  
Jeanette  
Lightning  
Handbook**

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## Lake Jeanette Lightning History

Pool: Lake Jeanette Swim and Tennis Club  
Team Name: Lightning  
Motto: "No Excuses. Swim Your Best."  
Pool Distance: 25 Meters  
Swim League: Community Swim Association (CSA) [www.greensborocsa.org](http://www.greensborocsa.org)  
Division: Seal League  
Seasons in league: 9 (2005 will be our 10th season)

**1996** Head coach: Kyle Trivett  
Assistant coach: Candice Walton  
Team Rep.: Denise Sweeney  
# of swimmers: 23  
Record: N/A because L.J. was only allowed to swim in Shark meets  
Storm/Shark Meet place: 18th out of 18  
City meet place: 17th out of 18

Note: Lake Jeanette's first season in the Community Swim Association

**1997** Head Coach: John McCormick  
Assistant Coaches: Candice Walton, Lisbeth Anderson  
Team rep.: Kim O'Hayer  
# of swimmers: 47  
Division: Marlin (lowest of 3 divisions)  
Record: 1-4  
Division place: 5th out of 6  
Storm/Shark Meet place: 17th out of 18  
City Meet place: 17th out of 18

Note: Lake Jeanette's first season of dual meets

**1998** Head Coach: Steve Johnson  
Assistant Coaches: Candice Walton, Lisbeth Anderson  
Team reps.: Karen Aycock, Denise Sweeney  
# of Swimmers: 98  
Division: Marlin (lowest of 3 divisions)  
Record: 4-1  
Division Place: 2nd out of 6  
Storm/Shark Meet Place: 7th out of 18  
City Meet place: 13th out of 18

Note: Lake Jeanette receives the Nancy Gentry Award for league's most improved team

**1999** Head Coach: Steve Johnson  
Assistant Coaches: Jenny Stange, Kelly Sweeney, Shelly Sexton  
Team reps.: Karen Aycock, Denise Sweeney  
# of Swimmers: 116  
Division: Marlin (lowest of 3 divisions)  
Record: 4-0  
Division Place: 1st out of 6  
Storm/Shark Meet Place: 5th out of 18  
City Meet place: 11th out of 18

Note: Lake Jeanette won the Marlin Division Championship and the CSA Bat's Night Award

**2000** Head Coach: Steve Johnson  
Assistant Coaches: Jenny Stange, Kelly Sweeney, Shelly Sexton, Talina Price  
Team reps.: Karen Aycock, Denise Sweeney, Sue McCann, Kim Craven  
# of Swimmers: 124  
Division: Seal (Middle of 3 divisions)  
Record: 3-2  
Division Place: 3rd out of 6  
Storm/Shark Meet Place: 5th out of 18  
City Meet place: 9th out of 18

Note: Lake Jeanette won Marlin Division Championship, Stancil Sportsmanship Award, and the CSA Bat's Night Award

**2001** Head Coach: Steve Johnson  
Assistant Coaches: Shelly Sexton, Talina Price, Christina Mott, Carol Ann Iglesia  
Team reps.: Karen Aycock, Kim Craven  
# of Swimmers: 136  
Division: Seal (Middle of 3 divisions)  
Record: 4-1  
Division Place: Tied for 1st out of 6  
Storm/Shark Meet Place: 1st out of 19  
City Meet place: 9th out of 19

Note: Seal League co-Champions, Champions of Storm Meet

**2002** Head Coach: Steve Johnson  
Assistant Coaches: Talina Price, Christina Mott, Lori Johnson, Audrie Bunting, Jessica Flinn  
Team rep.: Kim Craven  
# of Swimmers: 197  
Division: Seal (Middle of 3 divisions)  
Record: 5-0  
Division Place:  
Storm/Shark Meet Place: 1st out of 19  
City Meet place: 5th out of 19

Note: Lake Jeanette won the CSA Bat's Night Award

**2003** Head Coach: Matt Olmsted  
Assistant Coaches: Christina Mott, Kristina Smith, Anne Stewart, Ann Boschini, Ricky Sherwood, Amy Johnson  
Junior Coaches: Ryan Stanford, Michael Brown  
Team reps: Kim Craven, Suzanne Seeger  
Division: Dolphin (Top Division)

**2004** Head Coach: Matt Olmsted  
Assistant Coaches: Christina Mott, Kristina Smith, Ann Boschini, Amy Johnson, Talina Price  
Junior Coaches: Ryan Stanford, Michael Brown  
Team reps: Kim Craven, Suzanne Seeger  
Division: Dolphin (Top Division)

## Lightning Sportsmanship Policy

1. Have fun! Kids should be on the swim team because they want to be on the team, not because they are being forced or bribed to be on the team.
2. Swim faster than the last time! Each swimmer CAN control their personal improvement; however, they CAN'T control how fast other swimmers are. The harder you work in practice the faster you will swim in meets. It's all about personal bests!
3. Sportsmanship begins within your own team. Unsportsmanlike behavior towards teammates will not be tolerated. This especially includes "put-downs" of teammates.
4. Sportsmanship is equally important to the other team. Unsportsmanlike behavior towards the other team will not be tolerated. Lightning swimmers will not brag to or "put down" the swimmers on other teams and it is only appropriate during cheers to tell the other team that we are going to beat them. We can't control what other teams do or say; however we can control our response. If they brag to you, you can simply respond with "Good Luck."

During a race, all swimmers can show good swimming sportsmanship by waiting until all swimmers from both teams are done before getting out of the pool. Shaking hands with the swimmers in the lanes next to you is also an excellent form of sportsmanship.

5. Coaches and parents will be models of good sportsmanship. At no time during a meet should a parent speak to an official. If there is a concern, speak to a coach who will speak to the referee.

### **Review**

1. Have fun!
2. Work hard to improve.
3. Treat your teammates with respect.
4. Treat the other team with respect.
5. Follow the sportsmanship example set by your coaches and parents.

## **Lightning Season from Beginning to End**

### ***Registration/Parent's Meeting***

This is your opportunity to complete all necessary paperwork, pay your registration fee and try on and purchase swim suits. The coaches and swim team committee members will be available to answer questions and explain the various volunteer jobs needed throughout the season.

### ***Afternoon Practices***

These first practices are held after school at the end of May during the last week(s) of school. You will be notified of the times by the email address given on your registration form. These times are also posted at the clubhouse.

### ***Morning Practices***

These practices begin the day after Guilford County Schools dismiss for the summer. Practices are held at both the Lakeside and Turnstone pools depending on the age groups. You will be notified of the times and place by the email address given on your registration form. These times are also posted at the clubhouse.

### ***Time Trial***

A time trial is run similar to a meet and is the swimmer's chance to set a personal best time. The order of events will be: freestyle, backstroke, IM, breaststroke, butterfly. Each child is allowed to swim as many events as he or she would like. Time trials are held on Saturdays at the Lakeside pool. Warm-ups will be held at 7:45AM and the meet will begin at 8:00. Please let the coaches know and arrange for a coach to time your child as soon as possible if your child is unable to attend the time trial. Swimmers must have a time on record prior to the first meet.

### ***Pep Rallies***

Pep rallies are held every Monday night at 7:00PM. In the past we have used pep rallies to learn new cheers, make posters, take team pictures, etc. We will pass out the personal best ribbons at the pep rally, and have the personal best raffle! What's the personal best raffle you ask? If a swimmer swims a personal best time at the past week's meet, a raffle ticket is put in the box and a raffle is held giving away cool prizes to kids from each age group. The more personal bests a swimmer earns, the more chances that swimmer has to win the personal best raffle! Pep rallies are also when swimmers are informed about what they are swimming the next day at the dual meet.

### ***Tuesday Afternoon Movies***

Every Tuesday afternoon before a swim meet, the swim team goes to a movie as a team. The official team movie will be rated either G or PG, unless no G or PG movies are out being shown and a second movie option may be provided for the older swimmers. The movies typically begin between 11:45 and 1:00. You will be notified through email of the movie selection(s) and given instructions as to how to order tickets. All swimmers 10 and under attending the movie must be accompanied by an adult.

### ***Dual Meets***

A dual meet is a meet against another team in our division. These meets are Tuesday evenings at 5:30. Our home meets are at Lakeside Pool and our team is expected to be there at 4:30 to warm up. For away meets, we need to be at the opponent's pool by 4:45.

## **Explanation of Events**

Events for swimmers 8 & under are one lap (25 meters) across the pool except for the long freestyle event which is two laps (50 meters). Events for swimmers 9 & over are two laps (50 meters), except for the long freestyle which is four laps (100 meters).

Swimmers will only be allowed to enter an event when they have demonstrated to a coach that they can swim the stroke legally.

A medley relay team is made up of the fastest swimmers in each age group of the four strokes: backstroke, breaststroke, butterfly, and freestyle. In the 8 & under age group, each swimmer swims 25 meters of their stroke. In all other age groups, each swimmer swims 50 meters of their stroke. Each team is only allowed to enter one girl and one boy medley relay team for each age group.

An individual medley (IM) relay is an event where one swimmer swims 4 laps in each of the 4 strokes: butterfly, backstroke, breaststroke, and freestyle. Swimmers 8 years & under do not swim this event at meets.

A freestyle relay team is 4 freestyle swimmers. These are at the end of the meet and we usually are allowed to enter as many relay teams as we can assemble. If you know that you will be leaving the meet before it is over, please let the coach know before the meet so we can avoid putting your child on a relay. There's nothing more disappointing than telling a group of 8 & under swimmers that they won't be able to swim in the relay because one of their teammates left early.

## **Scoring**

Each swimmer's event is timed by three individual timers with the middle time being the official time. Once all heats are complete in a given event the swimmers' times are sorted from fastest to slowest and 1<sup>st</sup> through 10<sup>th</sup> place are assigned to the swimmers. The top three places from each team are then sorted from fastest to slowest and assigned a score (7, 5, 4, 3, 2, 1) accordingly.

## **Meet Awards**

The 10 fastest swimmers in each event are awarded a place ribbon. Keep in mind that because only three swimmers from each team can score, place ribbons may not coincide with scoring swimmers.

Personal Best ribbons are awarded to swimmers who swim faster than he or she did previously. For example if in Time Trials a swimmer's time in 25 freestyle was a 28.42, and in the first meet that swimmer swims 25 freestyle in 27.21, then that swimmer receives a personal best ribbon because the swimmer's time went down. The swimmer also will have a raffle ticket entered in the next week's personal best raffle.

## **Lightning Rules for Meets**

As Lake Jeanette has the largest team in the city, the cooperation of all swimmers, parents and spectators is **required** in order to provide ALL of our Lightning swimmers the opportunity to swim in meets. Keep in mind that many teams don't allow all of their swimmers to compete at meets. It takes a TEAM to run a meet: a team of swimmers, parents, spectators and volunteers. We all have to work together in order to provide a safe, healthy, fun, experience for our children. Please remember that our children learning to enjoy swimming and having fun is what the swim team season is all about. It is not about the parents and it is not about your child making the Olympics; it is about our children's love of swimming and having fun in the summer with our friends and neighbors.

1. All spectators (including parents) who are not working in an official volunteer job **MUST** remain in the spectator area. You can not, at our pool or any away pool, enter the Clerk of Course Area, stand behind or near the (diving) blocks, speak to, interfere with or approach Stroke and Turn Judges, approach the scorers table, ask the Timers your child's time or stand with the timers while they are timing your child. **NOBODY** is permitted to change, alter or interfere with the coaches decisions on stroke assignments, lane assignments or swimmers pink and blue cards, prior to or during a meet.
2. The "Team" area is for swimmers only! Only volunteers working that area can remain in the Team area. You may come in and go out, briefly. We will be happy to assign this job to anyone who wants to stay and help, provided you sign up prior to the meet.
3. Swim Team members must stay in the team area where acceptable behavior from all children is expected. If a swimmers behavior becomes a problem, the swimmer and their parents may be asked to leave the meet. If a swimmer is not in the team area when line ups are taking place the swimmer will miss the chance to swim their event as a swimmer can not be added to the clerk of course nor can they be added directly into a lane.
4. According to the Lake Jeanette Recreation Association Bylaws "the treatment of personnel or employees in an unacceptable manner is reason for restriction, suspension or expulsion from the Association". This will be strictly enforced.
5. If your child is sick and must leave the meet, you must notify the Head Coach before leaving.

### ***Swim for Cancer***

Each year the swim league has its annual swim-a-thon with money raised going to the American Cancer Society. Many swim leagues across the country do this event, and each year our swim league leads the nation in money earned with about \$100,000 collected each year. All swimmers obtain sponsors who agree to donate a specific amount, or an amount per lap. At a regular practice each child will swim as many laps as he or she can in an hour. There are no rules about how these laps are swam. Kick boards may be used, breaks may be taken at any time, etc. Coaches and parent volunteers record the number of laps each child swims, and prizes are provided by the American Cancer Society for those swimmers who earn specific amounts of money.

### ***Greensboro Grasshopper Nights***

This is a league-wide event, in which all teams are encouraged to attend the Greensboro Grasshopper's baseball game at a reduced price. All money collected for admission is donated to the American Cancer Society.

### ***City Meet Championships***

This meet is held at Lindley Pool at the end of the swim team season. This is the opportunity for Lake Jeanette swimmers to compete against kids from all of the other pools in the league/city.

Each team is allowed to send its 3 fastest swimmers in each event. If a swimmer swims an event in City Meet Day 1 then that swimmer is not allowed to swim that event in City Meet Day 2-3. A swimmer may swim up to 3 individual events and 2 relays between City Meet Day 1 and City Meet Day 2-3. For example, a swimmer could swim 50 free and the freestyle relay at Day 1 and 50 breast, 50 back & the Medley relay at City Meet Day 2-3. The coaches make the decision about who will be swimming at City Meet Day 2-3 and this will be posted at both Lakeside and Turnstone Pools. When deciding which meet to enter a swimmer, the coaches look at City Meet times from previous years. If a swimmer has a good chance of finishing in the top 20 in an event at City Meet, the swimmer is entered in that event. Usually, a "good chance" means that the time

would finish in the top 25 of previous years. Otherwise, the swimmer is entered in his or her best strokes at City Meet Day 1. Once this decision is posted, it can not be changed.

Each team has a designated tent outside of the fence at Lindley Pool. When not swimming, swimmers need to hang out under the tent and sleep, play cards, and pretty much anything except injure themselves! It is the parents responsibility to keep up with their swimmer so that when the swimmer is called for their event they are in the tent.

### **City Meet Day 1**

City Meet Day 1 championships are held on a Thursday starting at 11:00AM. Unlike dual meets, there are only four strokes swum at the City Meet; backstroke, breaststroke, butterfly, and short freestyle (no IM, no long freestyle). Another difference is that there is the addition of a 6 & under age group for breaststroke and butterfly events. The meet begins with freestyle relays for the various age groups and we're allowed to enter as many relays as we can put together.

For every event, swimmers that place in the top 20 in their event receive a ribbon. Swimmers that finish in the top 10 earn points for their team as well. Swimmers and relays finishing in the top 3 in their events receive a medal.

If you are not swimming in a relay in City Meet Day 2 & 3, your swim season is over until next year.

### **City Meet Day 2 and Day 3**

This is the league's final event of the season. It's a 2-day event that is held on Friday and Saturday. Warm-ups begin each morning at either 7:00 or 7:30 AM. All swimmers in the morning preliminary heats need to be ready to warm up at that time. However, if a swimmer is only swimming in the relay, then that swimmer does not need to come to the morning warm-up, but should be there for the afternoon warm-up at either 3:00 or 3:30. On Friday morning, the preliminary heats for backstroke, long freestyle, and breaststroke begin at 8:00AM. If a swimmer finishes in the top 20 (out of about 25-45 swimmers) in his or her morning heats, he or she comes back for the finals (if he or she finished in the top 10) or consolation finals (if he or she finished between 11th and 20th) that afternoon. Warm-ups for finals are held at either 3:30 or 4:00 on Friday. The finals and consolation finals begin at 4:30. Following the finals/consolation finals for backstroke, long freestyle, and breaststroke, they have the medley relays for all the teams. On Saturday, it's the same thing all over again. This time the order of events is butterfly, short freestyle, individual medley (IM). Warm-ups begin at either 3:00 or 3:30 and Finals/consolation finals again begin at 4:30, and the meet ends with the freestyle relays.

If a swimmer is in the consolation finals he or she cannot finish in the top 10. For example, one of the better swimmers in the league from the Dolphin League took it easy in the preliminary heat and finished 11th, seeding him 1st in the consolation heat that afternoon (this was a big surprise because this swimmer was thought to be one of the top 3 in his age group). In the consolation finals he came in 1st and his time was the fastest of both the consolation finals AND the finals. However, he came in 11th because that's the highest you can finish if you are in the consolation finals. That's a good reason to try your best in every race!

Swimmers receive ribbons for finishing in the top 20 and medals for finishing in the top 3. A team's final score determines their placement in the league for next season.

Typically the meet ends each day at about 8:15PM.

After City Meet is complete on Saturday night there is a big City Meet awards ceremony which all swimmers attend. At the very end, they announce the final places of City Meet.

## ***Lightning Awards Banquet***

The season will end with the Awards Banquet. At this banquet all ribbons and medals will be handed out from City Meet, participation trophies will be passed out, and any other awards decided upon by the coaches. In order to receive a trophy, a swimmer must swim in at least 3 meets (only one of which can be the time trial). The banquet location will be announced.

## **Frequently Asked Questions**

### ***Who can be on the swim team?***

The swim team is designed for children who already know how to swim and want to be on the team. It does not take the place of swim lessons! In general, 6 or 7 years old is a good time to begin on the swim team. A swimmer must be able to swim 25 meters (the length of the pool) in 50 seconds or less by the first time trial. Your child should want to be on the team- this means if 2 weeks into the season you regularly have to force your child to go to practice kicking and screaming, it would probably be best to hold off and try it again next year. Keep in mind that even at the youngest age groups for the most inexperienced swimmers, the kids swim at least 10 laps during practice. On the other end of the spectrum, you can be as old as 18 and still be on the team. In fact, if you know of someone who is 13 or older and belongs to Lake Jeanette, it is your DUTY to make him or her join the team. Finally, you must be a member of Lake Jeanette Swim & Tennis Club to be on the team.

### ***How old is a swimmer according to the swim league rules?***

The age category of a swimmer is determined by his or her birth date. According to Community Swim Association (CSA) a swimmer ages up on their date of birth. For example if a swimmer begins the season as a 9 -10, and turns 11 in June, he or her will swim as a 11 – 12 on their birthday and forward.

### ***Do we have the same bathing suits as last year?***

Yes and No, depends on when you join the team. Lake Jeanette generally has a swim suit for 2 years. If you join the team in the second year of a suit, it can still be ordered.

### ***What are the ways that coaches and team representatives communicate with parents?***

Through your email address that you provided at registration and your family folder. Family folders are located in file boxes that are out during practice times and pep rallies at Lakeside. These folders should be checked regularly.

### ***Can my child be on the team if he or she is going to miss part of the season?***

By all means sign up for the team. We had some kids who didn't miss a day of practice or any meet all season, and others who always seemed to be out of town, but showed up for team events when they were around. All are welcome!

### ***How do I notify the coaches that my child is going to be absent from practices or meets?***

There is a special form – Vacation/Camp Form – for just this purpose as this is one of the most difficult things that the coaches have to deal with during the season. Coaches request that a form is completed for EACH swimmer who will be out of town or at camp. Forms will be in one of the folders in the information box and is included in the registration packet. The earlier that we can be informed of such plans the better!

### ***What needs to be brought to practice?***

GOGGLES, GOGGLES, GOGGLES!!!!!! Every child on the team must have a tinted pair of goggles. Swimmers who are 8 years old and under tend to breathe straight up (instead of to the side) and can't see where they are going if they do not have goggles. Swimmers who are 9 years old and over tend to misjudge the distance to the wall when practicing flip turns without goggles. On sunny days, it is hard to do backstroke with clear goggles because the sun is too bright. Tight goggles are good goggles, because they don't come off when diving in. The best goggles are the ones with rubber eye pieces instead of the black foam. TYR and Nike definitely make goggles like this and Speedo and Arena probably do also. Spend the extra \$5 to get a great pair of goggles, and then put your child's name in them. Your child should bring a towel also!

### ***What should parents do during practice?***

Parents are welcome to stay at the pool and watch, or drop their child off and return in an hour. The coaches do ask that once practice has started that parents refrain from asking the coaches questions or talking to their children until practice is over. During practice the coaches are responsible for the safety of about 50 kids and don't have time to answer questions. Of course if a parent needs to take their child out of practice early, they may just come over and tell their child that it's time to leave.

### ***When can I speak to the coach about questions or concerns?***

The best time to ask questions to the coaches is at the end of the last practice, because as soon as the first practice ends, the second practice begins. Basically, the coaches are very happy to respond to all questions or concerns at all times except during practices and meets! The very best way to get in touch with the coach is through e-mail.

### ***What are starting blocks and who uses them?***

Starting blocks are raised platforms that swimmers dive off at the beginning of the race. Using the starting blocks is usually an advantage because it lets the swimmer dive out farther; however, if a swimmer does not feel comfortable diving off the starting block they can start on the deck next to the block.

### ***What do the swimmers do during the meet when they're not swimming?***

They cheer on their fellow swimmers. They stay in the team area where they can sit down and relax. They do NOT play in the showers. They do NOT go into the baby pool. They do NOT accidentally fall into the deep end. They do NOT climb on the diving board. If a swimmer needs to leave the team area to get something to eat, use the restroom, talk to their parents, etc. they should first check with a coach to make sure they are not about to swim!

### ***What should a swimmer eat before and during the meet?***

The night before the meet, a meal high in carbohydrates is recommended. Examples include spaghetti, lasagna, other pasta dishes, etc. During the meet, a swimmer should not eat sweets and candy 30 minutes before their event and Jell-O powder mix is not allowed on the pool deck.

### ***Can a swimmer sit with their parent during the meet?***

Until a swimmer has swum in his or her event, he or she needs to remain with the team in the team area. It's much too difficult for the coaches to try to find swimmers if they are not in the team area. After swimming their last event, we prefer that the kids stay in the team area to cheer on the rest of the team. However, if a family has to leave the swim meet before the meet is over, the child should let the coach know that he or she is leaving.

### ***What happens after the meet?***

At the end of the meet, we congratulate the other team, and we MAY be allowed to swim for a little while until the lifeguards close the pool for the evening. All swimmers and parents are required to clean up trash etc. from the pool deck, as this is not the responsibility of the lifeguards.

## **Social Volunteer Opportunities**

### ***Ice Cream Social Coordinator***

Organize 1 or more ice cream socials during the swim season per the swim team calendar. They will purchase the ice cream and necessary supplies if not previously purchased by swim team reps. Turn in any receipt to the Swim Team Treasurer. The coordinator will secure helpers if necessary to help serve ice cream and clean up.

### ***Team Breakfast Coordinator***

Organize pancake breakfast for the swimmers per the swim team calendar. Purchase any necessary food and supplies for the breakfast. Turn in receipts to treasurer for reimbursement. Secure helpers to set up, serve and clean up.

### ***Pep Rally Coordinator***

Organize, with the coaches, a weekly pep rally (check swim team calendar for dates). Gather and purchase necessary materials. Turn in receipts to treasurer. Be present for pep rally if necessary. Set up and clean up.

### ***Grasshopper Baseball Night Coordinator***

The CSA organizes a Grasshopper Baseball Night in which all teams in the CSA are encouraged to attend a Greensboro Grasshopper baseball game. The Lake Jeanette coordinator for this event promotes this event to our families by posting notices at the pool. They organize a registration form for families to use to sign up for this event. Collects money and registration forms for this event and turns in a check to CSA (team reps will provide this information), and then distributes tickets in family folders.

### ***Swim for Cancer Coordinator***

CSA sponsors this fundraiser for the American Cancer Society. Swimmers get neighbors, relatives, etc. to pledge a certain amount of money per lap that the swimmer is able to swim (up to 80 laps) or pledges a dollar amount. One day of practice is set aside (check calendar) for the "swim-a-thon", Swimmers swim as many laps as they can in a hour. The coordinator for this event attends the CSA sponsored Swim for Cancer luncheon. Distributes information to Lake Jeanette families via family folders, promotes participation in the event, collects forms and money. Turns in money to swim team treasurer.

### ***Emerald Point Coordinator***

Organize the Swim Team trip to Emerald Point (check the swim team calendar for date). Contact Emerald Point for group discount rates. Organize chaperones, distributes tickets and participate in event.

### ***Pasta Dinner Coordinator***

During the week of City Meet the swim team has a pasta dinner at the Lakeside Pool, (check the swim team calendar for date). The Pasta Dinner Coordinator organizes a poster to be posted at each pool reminding families of the dinner and what they need to bring. They purchase supplies if

needed, check with team reps prior to purchases. Turn in receipts to Swim Team treasurer. They also secure helper if needed for set up and clean up.

### ***Awards Banquet***

Organize the Awards Banquet at the end of the swim season (check swim team calendar for date). Organize a poster to be posted at the pools informing families about the banquet and what they may need to bring. Secure helpers for set up and clean up. Purchase supplies and/or decorations if necessary. Turn in receipts to treasurer. Participate in event.

### ***Awards Coordinator***

This parent is responsible for contacting the Head Coach for a list of the awards. They are also to secure a list of the Swim Team with the correct spelling of each swimmer's name. They will contact the local trophy store, choose a trophy (with consultation from the coaches), order trophies, double check order when it arrives, pick them up from the store, bring them to the Awards Banquet and give the bill to the Swim Team Treasurer.

### ***Movie Coordinator***

The movie coordinator, along with the coaches selects the weekly movie(s). Communicate with the movie theater to reserve advanced tickets for the number attending. Collect money for tickets. Secure chaperons. Purchase and distribute tickets in family folders.

## **Dual Meet Volunteer Opportunities**

### ***Set Up***

Set up the pool area with diving blocks and flags. Set up tables for scoring with chairs. Set up round table with starting system, sound system and referee supplies. Set up 2 chairs for place judges on the right side of the pool near diving blocks. Place cones at the top and bottom of each lane. Put lane ropes in pool. Rope off section for spectators and set up clerk of course area. Begin set up at approximately at 3:30.

### ***Announcer***

At home meets the announcer announces the different events and the swimmers swimming in each event using Lake Jeanette's public address system. No training is necessary for this position

### ***Clerk of Course***

At dual meets, the clerk of course is in charge of the area where the Lake Jeanette swimmers wait before starting the race. This parent arranges the swimmers in their correct lane and makes sure they line up behind their correct lane before they swim. Clerk of Course will be assisted by Runners to lead and stay with each 6u heat. They also will keep ALL parents out of the Clerk of Course Area. Before Home Meets: instruct and help pool staff set the pool up for meet, organize pink/blue cards, place cards for both teams on the clerk of course board in heats. Attendance at a pre-season training session is recommended for this position

### ***Newspaper contact***

At home dual meets, this person is responsible for ensuring that all meet results are reported to the CSA website by 12 noon the next day. They also report meet results to the New and Record through CSA website after each meet. No training is necessary for this position

### ***Referee***

At home dual meets, the referee is responsible for “running the meet.” The referee oversees that the meet is run according to Community Swim Association (CSA) rules. This official has final say on any questions that arise during the meet.

Attendance at a pre-season training session is required for this position

### ***Ribbon Writers***

At practice the day after a meet, the ribbon writers are responsible for placing stickers on the back of swimmer ribbons. The ribbon writers also file all ribbons in the Family Folders.

No training is necessary for this position

### ***Runner***

The runner is responsible for ensuring that all the timers have the correct time cards for each heat, and then after the race, the cards are taken to the scoring table. The runner is also to report to the clerk of course and help organize the children in heat lines.

No training is necessary for this position

### ***Scorer***

At dual meets, the scorer is responsible for keeping a running total of the team’s score as the meet progresses.

No training is necessary for this position

### ***Starter***

At home dual meets, the starter is the person who starts each race with our team’s electronic starting device.

Attendance at a pre-season training session is required for this position.

### ***Stroke and Turn Judge***

At dual meets the stroke and turn judge is responsible for determining whether or not a swimmer’s stroke and flip turn is correct. If the swimmer is not swimming correctly, this judge indicates what the swimmer’s mistake was on a disqualification slip.

Attendance at a pre-season training session is required for this position.

### ***Kid Chaperone***

At dual meets, these parents are used to help ensure that Lake Jeanette swimmers stay in our designated team area. When swimmers are being called together for events, they help find swimmers who are not easily found. They also assist the clerk of course in lining up and walking the children to their event. Kid Chaperone instructs children to clean up behind themselves.

No training is necessary for this position

### ***Timer***

At dual meets and time trials, each lane is assigned three timers who record the swimmer’s time and write it down on the swimmer’s time card. At time trials, our team is responsible for all 12 timers; at home and away dual meets, we are required to provide 6-8 timers. Lake Jeanette provides the stop watches.

No training is necessary for this position

### ***Hospitality***

At home dual meets the hospitality volunteer works with the concession coordinator to set up trays of drinks for the volunteers. This person may need to bring several trays from home. The

hospitality volunteer will serve the volunteers working the meet; don't forget the lifeguards on duty.

### ***Floater***

At dual meets, the floater provides relief to any volunteer position. The floater may fulfill untaken volunteer positions.

### ***Bake Sale Coordinator***

At home dual meets per the swim team calendar, a bake sale is held as a fund raiser for the team. Organize parents to prepare baked goods and sell the items at the meet.

### ***Take Down***

At home dual meets, take down and put away diving blocks and flags. Take down and put away clerk of course board. Put away cones, starting system, and sound system. Return all tables and chairs to pre-meet set up. Pick up trash left by others.

### ***Computer Time Data Entry***

At all dual meets enter swimmers times into the computer program immediately following each heat.

## **City Meet Volunteer Opportunities**

### ***Refreshments Coordinator***

During and before the City Meet Days 1, 2, and 3 the refreshments coordinator organizes posters to be posted at both pools asking for swim team families for snack donations for each day of the meet. The coordinator secures swim team coolers from the pool with ice and delivers to Lindley Pool. The coordinator and helpers will set up of refreshment area in our tent, replenish snacks, and clean up table daily. If necessary purchase supplies.

### ***Parade Coordinator***

The parade coordinator will organize the swim team in a Parade on Saturday of the City Meet. The coordinator will take all Lake Jeanette paraphernalia to the meet including, lays, noise makers, lightning bolts, etc. and distribute to children. Coordinator will take Lake Jeanette banner to meet. Retrieve all paraphernalia and banner and return to Lake Jeanette Swim Team storage after the parade. Post a sign at both pool reminding swimmers to wear Swim Team T-shirt to the parade.

### ***Tent Coordinator***

These age level volunteers make sure swimmers are in the tent and are ready when called to clerk of course.

### ***Clean up Coordinator***

During City Meet this volunteer makes sure that all swimmers and parents to remove trash before going home for the day.