

VILLAGE OTTERS

WELCOME

Welcome to the 2009 Village Otters Swim Team. Our program is one of the finest in the Kingwood area. It stresses individual development, team spirit, competitiveness at each level, and most importantly, enjoying the sport of swimming. Our strengths include spirited, talented, hardworking coaches and parents who work together to create a positive experience for each and every swimmer. The foundation and core strength of our team, however, is our swimmers.

NWAL (North West Aquatic League) is one of the largest summer sports programs in the nation, with over 90 teams. Visit their website at www.nwal.org. We are governed by their guidelines. Attached to the end of the handbook (appendix C & D) are the NWAL guidelines for Safe Kids and Parent / Coach Code of Conduct. Please read over them and if there are any questions, bring them up at the parents meeting.

Our team provides activities that the whole family may get involved in to make it an enjoyable summer experience. Your Swim Team Board and I look forward to working with all of you to make the OTTER experience in 2009 a complete success.

Sincerely,

Jennifer Knouse

Village Otters President

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Schedule for 2009 Swim Season

Registration

March 27	Friday	after school	Bear Branch Pavilion
March 28	Saturday	10:00a.m.- 12:00 noon	Elm Grove Pool
April 5	Sunday	12:00 noon- 2:00p.m.	Hunter's Ridge Pool

After May 1st- \$20 late Registration fee

Rookie Camp

Elm Grove Pool

First Time Swimmers Only

April 20 - April 24	6 and under	4:30 to 5:15
	7-8	5:15 to 6:00
	9 and up	6:00 to 6:45

Spring Practices

April 27th – June 2nd

Hunter's Ridge Pool

6 & under	4:30 – 5:15
7 – 8	5:15 – 6:00
9 – 10	6:00 – 7:00

Elm Grove Pool

11 – 12	4:30 – 5:45
13 & up	5:45 – 7:00

Summer Practices -

June 4th – June 19th

Hunter's Ridge Pool

6 and under	7:30 – 8:15 am
7 – 8	8:15 – 9:15 am
9 – 10	9:15 – 10:30 am

June 4th – June 19th

Elm Grove Pool

11 – 12	8 – 9:15 am
13 and up	9:15 – 10:30 am

Swim Meet Schedule and Other Important Dates:

April 21	Parent Meeting – Elm Grove Pool 7PM
May 2	Blast off Party- 4-7PM at Elm Grove Pool
May 9	Time Trials
May 16	Home Meet vs Oaks of Atascocita
May 23	Away Meet @ Trailwood
May 30	Home Meet vs Kings River (formally ACC)
June 6	Home Meet vs Newport
June 7-8	Summer Champs @ KHS
June 9	Schlitterbahn
June 13	Away Meet @ Bear Branch
June 20	Divisionals @ TBD
June 23	End of Year Party & Awards Ceremony
June 27-28	Invitational Meets

2009 Swim Team Board Members

E-mail address: boardmembers@villageotters.com

<u>Name</u>	<u>Home Phone</u>
Jennifer Knouse President	281-358-0878
Jenny Valcarce Vice President	832-748-7870
Karen Pickard Secretary	281-713-2494
Barb Guillemette Treasurer	713-855-5082
Diana Floyd Registrar	281-360-8358
April Leger-Walters Officials & Head Referee	281-300-8084
Peter Marucci Equipment	281-360-6895
Jeff Jackson Equipment	281-360-5709
Krystin Meyer Social	281-354-6907
Amy Meek Clerk of Course	281-360-5929
Kristen Reep Volunteer Coordinator	281-354-6281
Kelley Andrews Coaches Liason	281-359-8835
Shahab Parva Past President	281-312-5614

Gary Estopinal 281-358-1810
VGO Webmaster

Additional Contact numbers:

Elm Grove Pool
Hunter's Ridge Pool 281-359-2844
Weather and Message Line 281-319-1300

2009 Village Otters Coaching Staff

We are pleased to have 4 coaches returning for the 2009 swim season. The coaching staff this year will consist of a Head Coach and three assistant coaches.

HEAD COACH

Tyson Beaman

We are proud to have Tyson back for his 2nd year as head coach for the Otters! Tyson has previously swam and coached for the Otters. Tyson currently attends Brigham Young University in Utah.

ASSISTANT COACHES

Kim O'Connor

Kim is a former Otter Swimmer and returns as a fourth year coach for the Otters this swim season. Kim attends U of H. We are proud to have her back again this season!

Jordan Bennett

Jordan is another former Otter Swimmer and returns for his second year as an Otters coach this season. Jordan currently attends Kingwood College. We are happy to have him back this season.

Samantha Johannsen

Samantha is also a former Otter Swimmer and also is returning as a second year coach this season. She currently attends Blinn after graduating from Kingwood High School. We are happy to have her back for another swim season.

JOB DESCRIPTIONS OF COACHES

HEAD COACH

Head coach duties include, but not limited to the following:

1. Promote the Otter Team Philosophy as developed by the board.
2. Management and organization of the team and its associated practices
3. Prepare meet entry lists in accordance with NWAL rules and Village Otter Swim Team policies and procedures.
4. Represent the coaching staff at board meetings as required.
5. Responsible for assuring that the coaching staff teaches, develops, and reinforces the positive values of good sportsmanship and team spirit to all members of the swim team.

ASSISTANT COACHES

Assistant coach duties include, but not limited to the following:

1. Perform practice as designated by the head coach.
2. Maintain high level of enthusiasm for all swimmers by maintaining their own enthusiasm at practice.
3. Assist head coach with meet entry list on daily/ weekly basis.
4. Communicate and identify potential problems as necessary to the head coach

GUIDELINES FOR COACHES

1. Swimming technique is a key to progress and improvement. Sometimes this means that a coach has to get into the water to help the swimmers.
2. Coaches, when not in the water during practices should be walking the deck, instructing the swimmers.
3. Any consultations between coaches and parents will occur outside of practice times.
4. Coaches are to be at practice 15 minutes prior to the first practice.
5. Coaches are expected to be at meets 15 minutes before warm-ups.
6. Coaches are expected to participate in pep rallies and end-of-season awards ceremony and party.

Village Otters Participation Information

Who are the VILLAGE OTTERS?

The Village Otters are a summer swim team composed of children from age 4 to 18 and their parents residing in the villages of Hunter's Ridge, Elm Grove and Sherwood Trails as well as other areas not served by a neighborhood swim team. Our team is a member of the Northwest Aquatic League (NWAL) which is the governing body that determines swimming rules and regulations. The OTTERS in turn are governed by a board of directors which is elected annually. The Board is responsible for the general

direction of the Village Otters, the hiring of coaches, liaison with Community associations, hosting meets, etc.

Eligibility

Children age 4 through 18, primarily from Hunter's Ridge, Elm Grove, Sherwood Trails, and the greater Porter / New Caney area but also including any others eligible under NWAL rules, may be members of the Village Otters Swim Team. U.S. Swimming members (such as those who swim with Blue Tide) may join our team only if they do not swim in U.S.S. meets during the Summer League season. They may, however, continue to practice with their U.S.S. team if they wish.

NOTE: ANY OTTER WHO SWIMS IN A U.S.S. MEET DURING THE SUMMER LEAGUE SEASON MAY CAUSE FORFEITURE OF ALL PREVIOUS MEET RESULTS! Please check with the head coach if you are unsure of the rules.

Registration and Fees

Registration for the 2009 season begins on March 27th and continues throughout the season. **All swimmers 14 and under must be registered in person by a parent or guardian.**

Registration Fees for the 2009 swim season will be:

- \$80.00 for the first swimmer
- \$75.00 for the second swimmer
- \$70.00 for the third swimmer (your fourth, or more, swimmers are free)
- Swimmers age 15 and up pay only their age.

There will be a \$20.00 late fee per swimmer after May 1, 2009.

Fundraiser Non-Participation Fee: \$25 per family. The swim team fundraiser is a required activity.

Volunteer Participation Deposit: \$75.00 (this check is returned to you when volunteer requirement is fulfilled)

NSF Check Policy: If a check presented to the team bounces, the payer will be charged \$25.00 and be required to submit the funds in cash within 14 days of NSF notification. Following this 14 day grace period, their swimmer(s) will not be allowed to swim until the account is settled. This charge is subject to changes in bank charges. Any person/ family with a history of bounced checks to the Village Otters will be required to pay all transactions in cash.

Refunds

Refunds are rare and are made on a case by case basis. At the end of Rookie Camp, all swimmers will be evaluated by the coaches. Any swimmer who, in the coaches' opinion, is a swimmer that is a danger to himself or herself in the water, may be asked to withdraw and wait until next year. Dismissals from the team following Rookie Camp are made at the head coach's discretion. Additionally, any swimmer who is a chronic discipline problem, thus compromising the well being of other team members will be withdrawn from the team and no refund will be given. If a swimmer drops out after rookie camp, prior to May 9^h, a refund of the registration fee less \$20.00 will be made. No refund will be made after May 9th (Time Trials).

Parents' Meeting

A general membership meeting for all parents will be held at Elm Grove Pool on April 21th at 7:00 p.m. All parents are encouraged to attend this meeting, to meet the coaches and get an overview of the coming season. At least one parent should be present for each child.

Team Suits and T-shirts

Wearing a team uniform gives a child a sense of belonging to the team and also fosters team spirit. It is also easier to identify our swimmers and cheer for them during a race if they are wearing team suits.

A swim suit representative from D&J Sports will be at each pool to sell suits sometime during the first two weeks of practice. Check the newsletter for dates and times.

Team T-shirts will be available for purchase during registration. The wearing of team T-shirts by both parents and children helps to develop team spirit and team identity. We will also have swim caps and goggles available. Swims caps with other team logos on them are not allowed per NWAL rules.

Spring and Summer Practice Guidelines

Our swimming season begins with Rookie Camp.

Spring practice begins on April 27th and continues until June 2nd.

On June 4th, our Summer practice times go into effect.

Time Trials (our first swim meet) will be May 9th.

Dual meets (a meet where we swim against another team) will be held every Saturday beginning May 16th and continuing through June 13th.

We hold dual meets with the five other teams in our division. We end our season with the Divisional Meet where all six teams in the Division compete for the Championship. Two Invitational meets are held a week after Divisionals. The invitational meets (usually

Ponderosa and All Stars), which draw swimmers from all NWAL divisions, are team events for those swimmers who have made specified qualifying times.

Swimming is a TEAM as well as an individual sport. Swimmers are expected to attend daily practice sessions. We realize that there will be conflicts with end-of-school activities, scouts, other sports, and family or church activities, and there are times when your child may be ill. All of these are considered excused absences. PLEASE INFORM THE COACHES ABOUT YOUR ABSENCES - AHEAD OF TIME, IF POSSIBLE. Daily attendance will be taken.

Practice Procedures:

1. Beginning ten minutes prior to start of practice, swimmers may check-in with the on-duty Desk Parent for their age group. Parents MAY NOT drop off a child for swim practice earlier than ten minutes prior to the start of their practice.
2. Once checked in, all swimmers MUST wait inside the pool deck area sitting on their towel until invited to the practice area by the coaches. There are no exceptions unless authorized by an on-duty Desk Parent or coach.
3. Parents, siblings, friends and visitors must watch practice from outside the pool area. Also, parents should refrain from talking to or distracting swimmers or coaches in any way during practice.
4. Come prepared. Each swimmer should come to practice wearing a swimsuit with a towel, goggles and swim cap.
5. **Wear a practice suit.** Team suits should be worn only for meets; they will fade and wear out if worn to daily practice. Girls should wear one piece suits; boys should wear appropriate swim trunks. No shorts.
6. Leave valuables at home.
7. Don't eat large heavy meals before practice and try not to eat within 30 minutes prior to your practice time.
8. If you ride your bike to practice, please lock it up in the bike racks. **DO NOT BLOCK THE POOL ENTRANCE WITH YOUR BICYCLE!** Swimmers under age 10 must have a note on file with the swim team to be released unsupervised to go home after practice. A list of approved swimmers will be kept in the desk parent's binder at each pool.
9. Inside the bathroom areas there is to be no yelling, horseplay, extended showering, carrying of sand or water in or out of the bathroom, and/or climbing on stalls, sinks or toilets.
10. Inside the pool areas there is to be no running or horseplay; no roller blading or bike riding; no glass containers; no hanging around deep-end, diving board, slide or lifeguard stand; and, no climbing on gate, fence, columns or trash cans.
11. Swimmers who become behavior problems will be asked by the coach to sit out of practice.
12. Young children who accompany their parents to practice should be kept out of the pool and away from the deck area, including and especially the baby pool. Please remember the coaches are responsible for every swimmer in the pool. They cannot instruct those swimmers if they are talking to parents or small

children.

The board and coaches reserve the right to modify the above guidelines as necessary to insure the safety and comfort of swimmers and non-swimmers alike. To that extent, parents are asked to please monitor their children at all times.

Compliance with the above Practice Guidelines is monitored daily by volunteer Desk Parent(s) and coaches. One verbal warning is issued for violations and recorded for information purposes only. Subsequent infractions are recorded and reported to coaches and/or swim team board. Repeated violations will involve consequences to the individual and possibly even to the team or age group as a whole. For example, individuals who choose to disregard a verbal warning could be asked to leave the pool area entirely. Repeated non-compliance or further damage to pool area facilities could result in the age group's loss of deck privileges such as waiting inside the gate and/or bathroom access during other practice times.

Health and Safety

There are several precautions that all parents and swimmers should take to insure a safe and healthy swim season:

1. Always advise the coaches about any health problems.
2. Outer ear infections can commonly occur in swimmers if precautions are not taken. After each swim session, ear drops such as "Auro-dri" or other Swim ear solution should be used.
3. Extended exposure to chlorine can sometimes cause problems. Goggles can be worn to prevent eye irritation. ***Swim coaches often recommend a drop of milk in each eye after swimming to counteract the chlorine.*** Swimmers should shower after swimming to remove chlorine from skin and hair; special shampoos are available. Also, to prolong the life of a swim suit, it should be rinsed after each use.
4. Excellent sunscreens are available. If your child needs a sunscreen, buy the waterproof type and apply it at least 20-30 minutes before getting into the water.
5. All normal Pool Rules, such as "no running, no horseplay", etc. should be observed.

*** As with any medication or remedy, consult your physician before using any of the above listed items.***

Lost and Found

Parents, please help your swimmers keep track of their personal belongings. Please label your swimmers' belongings, especially common ones such as goggles, swim caps and team shirts.

Help Keep Our Pool Beautiful

We are grateful to the Elm Grove Village Community Association and the Hunter's Ridge Community Association for the use of their pools for our practices and meets. It is our policy that we always leave the pool areas cleaner than we found it. Please pick up the trash in your area before you leave, both after practices and after meets.

Alcohol and Tobacco Policy

There will be no alcohol at any swim function and no tobacco of any nature inside the pool area.

Pep Rallies and Social Events

Throughout the season we will hold various family-oriented activities such as pep rallies, poster contests, pizza parties, etc. We always have great times at these events so don't miss out on the fun! Read your weekly newsletter for dates and times of these activities.

Family Participation Deposit

From the Starter to the Score Keeper it takes a lot of people to put on a swim meet. ****Approximately 300 volunteer hours per meet!!!**** Parental involvement is essential if the meets are to run smoothly and finish in a timely manner. To encourage participation each family is required to leave a deposit of \$90.00 at registration. This check will be refunded when the family has participated in **six** volunteer sessions over the course of the season. Just as in past years, for every volunteer job a family member (not a swimmer) performs during the meets, a signature is received from the committee head on their volunteer card. At the end of the season, six signatures buys back the deposit check.

****BLUE / GOLD VOLUNTEER INFORMATION****

In order to make the volunteer system fair and insure that each family has the opportunity to experience several volunteer positions, we have developed the Blue and Gold valuation system for the volunteer jobs.

Each family must volunteer to work at least 2 times in a GOLD level job and 4 times in either a GOLD or BLUE level volunteer area for a total of six volunteer signatures. The different volunteer positions and their color designations are described in Appendix A at the back of this handbook. You will need to collect your signatures and turn them in **NO LATER THAN THE END OF YEAR PARTY TO HAVE THE DEPOSIT CHECK RETURNED. NO EXCEPTIONS.**

Experience has shown that the meets seem to go faster and are a lot more fun if you

participate. If you would like to volunteer but haven't been contacted, please call a Board member (not the coaches) for assistance.

Newsletters

Our newsletter, The Ottergram, is published weekly during the NWAL swim season. The Ottergram will be passed out to swimmers at both pools after practice on Wednesday. Parents can also register to receive The Ottergram online if you prefer.

These newsletters have information regarding the next meet's location, times and any other necessary information. Throughout the season it will also have news regarding OTTER parties, pep rallies, picture day, Swim-a-Long and Summer Champs.

It is your responsibility to make sure your swimmer gets one each week and to READ this information it contains.

The deadline for information to be put in the newsletter is 6:00 p.m. every Monday. If you have information that you feel should be in the newsletter, contact Karen Pickard. Please try to limit articles to necessary information only.

Funding

Our expenses each season include coaches' salaries, equipment maintenance and replacement, NWAL dues and insurance fees, swimmers' entry fees, ribbons, medals, trophies, etc. Registration fees cover only about 70% of the money we spend on each swimmer. We earn the balance through swim meet concessions - operated by parent volunteers at home meets and one Swim-a-Long fund-raiser.

Team Pictures

Team pictures and individual pictures will be taken during the season. There will not be regular practices on that date.

Schlitterbahn

The Otters will travel to Schlitterbahn in Galveston on June 9th. This is our 3rd year to go to Galveston and always a lot of fun.

End-of-the-Year Party

The OTTERS swim team holds a team party and awards night during the week following Divisionals.

The annual election of Board Members also takes place at the ceremony. A Nominating Committee will present a slate to be voted on but nominations may also be made from

the floor. All swimmers' parents or guardians may take part in the voting. This party is an enjoyable way to end the season, and we invite all of you to attend. You'll receive more information about it in your weekly newsletter.

Awards

All qualifying swimmers will receive a trophy (swimmers must attend 2 of 5 dual meets to qualify).

In addition, the OTTERS give various awards to swimmers for outstanding individual achievement and hard work during the season. Recognition of outstanding parent volunteers is also made.

Meet Information

Duration of the Meet

Dual Meets will be held every Saturday during the season.

Meets generally begin at 8:30 a.m.; however, your swimmer will have to be at the pool earlier than that for roll call and warm-ups. See your weekly newsletter for the exact warm-up times.

Meets generally end between 12:00 and 2:00. Your swimmer will have been working very hard all week to prepare for this event and this is the time he or she will be able to proudly display his or her progress and abilities to you.

Circling In

Swimmers must check in with the Clerk of Course at each meet by circling their name on the team roster on the Saturday morning of each meet by 7:30 a.m.

Swimmers should then go immediately to their age group area to be checked in by the team parent. Team parents are in charge of writing each swimmer's event numbers and relay assignments on their arm.

Swimmers who are not circled in and have not checked in with their team parent by 8:00 am will be scratched from their events.

Supervision of Swimmers During Meets

Parents, you **CANNOT** just drop your child off at a meet. You must arrange for an adult, other than the team parent, to be responsible for your child if you cannot be present during a meet.

Team parents are not baby-sitters. If a swimmer is found to be without adult supervision during a meet, consequences including but not limited to verbal warnings, monetary fines, suspension from upcoming meets (including invitationals) and/or removal from the team may be imposed.

It is the parents responsibility to make sure their swimmer is in the team area between events. Team parents will line up the swimmers and take them to the ready bench for each event, but they will NOT hunt for swimmers. If a swimmer cannot be found when their event is called he/she will miss the race.

The team area parents must have the team together in order to get the swimmers to their events at the correct times. Parents of very young swimmers are encouraged to stay in or next to the team area. Swimmers should be reminded that the team area is not the place for wild behavior or horseplay. To be at their best, swimmers should rest and stay out of the sun between events.

You will know it is time for your swimmer to line up when the announcer calls your child's event number to the Ready Bench. Parents of swimmers 10 and under are ultimately responsible for their swimmers staying in their assigned area. For swimmers 11 and older - it is the swimmer's own responsibility to report to the team area. However, if you know your older swimmer gets distracted easily - we suggest you help them get there on time to avoid disappointment.

Once the swimmers are gathered in the team area - they will be transferred to the ready bench. After final lane assignments are made on the ready bench - swimmers arriving late will already be scratched from that event and will not be seeded - as per swimming league rules.

Our team provides tarps to shade the swimmers between their events at the meets. This is called our "team area". Swimmers should bring an old blanket or spread to lie on, their team suit, goggles, cap, towel, snacks, energy bars, fruit and drinks, and dry clothing to wear on the way home. They should also bring something such as a game or book to occupy the time between their events. **SWIMMERS SHOULD REMAIN IN THE TEAM AREA AT ALL TIMES.**

As the Meet Progresses

Your child's events will be spread out over the meet. Relay swimmer substitutions happen often and sometimes at the last minute. Make sure you are aware of the last possible relay your swimmer could qualify for. Please **DO NOT** leave the swim meet before this time - **YOUR TEAM MAY NEED YOU!** Although your swimmer might be finished swimming before the meet is over, please stay for the whole meet. The other swimmers on the team need your encouragement, and it is really fun to be around when the final score is announced and we win!!! Our swimmers get to see and appreciate how their individual effort has contributed to the team score, and they can be very proud of their part in the victory. When we win, the kids really do go wild. Of

course, there are times when we will lose; then your swimmer will have the opportunity to show good sportsmanship and congratulate the winner.

Maps to the "Away" meets will be included with the Ottergram prior to the meet and posted on the team bulletin board at both Hunter's Ridge and Elm Grove Pools as well as listed on our web site.

What to Bring for the Kids -

1. Wear your team suit and shirt
2. Swim cap and goggles
3. Two towels
4. Old blanket for swimmer to lie on
6. Fruit juice, energy drinks and lots of water
7. Money for concessions
8. Snacks, lunch (see below for suggestions)
9. Cards, travel games, books, etc.
10. ASwim-ear@

CLEARLY LABEL ALL ITEMS WITH YOUR NAME

What Parents Need at a Swim Meet

1. Lawn chairs
2. Sun hats
3. Sunscreen
4. Umbrellas
5. Money
6. A Good Book

FOOD

Dinner the Night Before - High carbohydrate diet like pasta, pizza, baked potatoes and rice

Breakfast on Meet Mornings - Pancakes, French toast, muffins, toast, cereals, low-fat dairy products, fruit. Nothing with much sugar or fat. Donuts are for the adults and non-swimmers.

Lunch during Meet - Sandwich without mayonnaise or butter. Peanut butter and jelly are fine, but use less peanut butter. Low-fat luncheon meats and cheeses. Avoid fried foods, nuts or seeds. Snack on fruit juices, fresh or dried fruits, Low-fat crackers, pretzels, popcorn, fig bars or oatmeal cookies. Swimmers should avoid fats and proteins, both of which take a long time to digest.

THE LINE-UP

Signing Out

The coaches make the line-ups for each meet on the Monday before (5 days in advance). They **MUST** know who will not be attending the meet, so please let them know by signing the meet page in the blue binder at the pool by the Friday before (8 days notice.) If something unexpected happens during the week before the meet that will keep you from going, let the coaches know as soon as possible.

Be sure you have your swimmer at the pool **ON TIME FOR WARM-UPS**. Warm-ups are not only important to prepare the swimmer for the morning's races but they are also the time during which the coaches must verify attendance and make final line-up changes.

Seeding and Heats -

Swimmers are seeded according to their best time in an event. Events are swum in heats with the six slowest swimmers in the first heat of an event, the next six faster swimmers in the second heat, and so on. The last heat of an event always has the fastest swimmers in it. Scores and times will be posted during the meet.

If your swimmer is disqualified for an incorrect stroke during his(her) swim, an official will tell him as he is leaving the water.

Ribbons

There are three types of ribbons your swimmer will possibly receive:

Heat Ribbons - our division gives Heat Ribbons in each heat for those children 8 and under. These ribbons are given out at the end of each heat as the swimmers exit the water. Swimmers may also request their time after each heat.

Meet Ribbons - the six fastest swimmers in each event are awarded a Meet Ribbon. Swimmers on the winning relay teams also receive a first place ribbon. Meet Ribbons are usually handed out at the first regular practice session after the meet.

OTTER Improvement Ribbons –

Swimmers 11 and up receive improvement ribbons for any 2 second improvement over his or her previous best official time.

Swimmers 10 and under receive improvement ribbons for any 1 second improvement over his or her previous best official time. These are distributed along with the Meet Ribbons at the first practice after a meet.

Times

Times will be posted on our website after each meet. You will want to keep track of your swimmers' times so they can see their individual progress. Every child cannot always be a winner in a race but every child can be a winner in the race to improve strokes and times. You should remind your child of this quite often, and praise your swimmer when he or she has progressed.

Events -

Swimmers may participate in a total of five events in a meet. (A maximum of three individual events and two relays.)

Most 6 and under swimmers will only swim in two events. Most younger and first time swimmers may swim in fewer than five events until they are more sure in the water and comfortable with the whole meet experience.

Order of Events -

Event No.	Event/Stroke
1-2	14 & U 100 Freestyle
3-4	15-18 100 Freestyle
5-6	6 & Under Free Relay
7-16	Medley Relays
17-28	Freestyle
29-38	Breast Stroke
39-40	6 & Under Backstroke
41-48	Individual Medley
49-58	Back Stroke
59-68	Butterfly
69-78	Free Relays (except 6 & Under)

Events start with the youngest age groups in each classification and work up, alternating boys then girls.

Scoring

Scoring at Dual Meets is as follows:

1. Individual events: 5-3-1 (1st, 2nd, 3rd places, respectively).
2. Relays: 5-2 (only one place scores per team).

Scoring at the Divisional Meet (6 teams) is: 7-5-4-3-2-1 (1st through 6th places respectively).

Length of Course by Age Group (Distances would be meters at some pools)

6 & Under, 7 - 8	Free, Back - 25 yards Free Relay - 100 yards
8 and under	Breast, Fly - 25 yards Medley Relay - 100 yards
9 - 10	Free, Back, Breast, Fly - 25 yards Freestyle & Medley Relay - 100 yards
10 and under	Individual Medley - 100 yards
11&12, 13-14, 15-18	Free, Back, Breast, Fly - 50 yards Individual Medley - 100 yards Freestyle and Medley Relay - 200 yards
13-14, 15-18	Free - 100

Philosophy

The overall philosophy for the Village Otters is to promote swimming as a recreational activity and to foster both a competitive team spirit and individual improvement. Within this philosophy we have two goals:

1. The goal for the dual meets should be INDIVIDUAL IMPROVEMENT.
2. The goal for Divisionals is a TEAM WIN.

The goal for each swimmer for the season should be to get as many Best Time Ribbons as possible.

Each swimmer MUST compete in at least 2 meets to attend Divisionals.

Post Divisional Invitationals

These meets are held after the regular season ends. Swimmers qualify for participation in these meets by meeting posted qualifying times in each event. It is the policy of the Otters team to reward the swimmers that qualify by paying the registration fees for the events. Since these meets are large and represent the best swimmers in all the NWAL divisions, it is an honor for swimmers to represent our team. If your swimmer qualifies for any of the post season Invitationals, he/she will be asked to participate. Once you have made the commitment to swim, please do not back out. This will cost the team money for registration fees that it can not recover. In addition it will also cause difficulties for the coaches as they plan for relays.

Appendix A - Volunteer Positions

Meet Officials

All necessary training is provided by NWAL. Please see a board member for further information.

Clerk of Course. In charge of seeding and organizing the swimmers in the proper swimming order including on the ready bench. Experience and training is required for this position; you should be an assistant for at least one season.

Referee The official in charge of the swim meet. The Referee has the final decision regarding disputes involving rules and regulations.

Starter Starts each heat with a starting gun or horn and calls false starts for improper starts.

Stroke & Turn Judges Ensure that the swimmers perform the strokes and turns of each event correctly. Can disqualify a swimmer for using improper stroke or turn techniques.

General Meet Personnel

No experience is necessary for most of the following positions and very little training outside of "on the job" training.

Announcer Uses the PA system to announce events, scores, team and pool records, and other general meet information.

Ready Bench Sits the swimmers on the Ready Benches in the order they will be swimming. Ensures they move to the starting lanes when their heats are called. Works with the Clerk of Course.

Team Parents Stay in the team area with the swimmers and assist the coaches in getting the swimmers to the Ready Bench area in time for their events.

Ribbon Writers Sit at the scorers table and write swimmer and event information on the back of Meet Ribbons.

Runners Delivers computer generated swimmer line-ups to Scribes, Ready Bench and Clerk of Course. Delivers recorded times to Scorekeepers. Gathers and delivers laminate ready bench cards from swimmers to Clerk of Course.

Scribes Sit at the end of each lane and record the finishing times on the computer printouts for each swimmer in that lane.

Data Entry Sit at the scorers table and tabulate score after each event (enter data into the computer and check its accuracy). 10-key experience is a definite plus!

Timers Stand at the end of each lane with a stop watch and clock the swimmer's time (3 Timers per lane). Tell the finishing time to the Scribe.

Equipment Setup / Take Down Help set up and tear down the pool and team areas during home meets. Help transport and set up any team equipment at away meets. Concessions. Set up, prepare, and sell refreshments at home meets.

Swim Shop Assist board member ins selling caps, goggles, shirts and heat sheets at meets.

Other Personnel

No experience or training is required for the following positions:

Desk Parent: One parent is on duty during each age group practice. Check swimmers in as they enter pool area. Monitor pool and bathroom areas. This is a week long commitment. (See Practice Guidelines).

Parking at Meets

Parking is very limited around the Elm Grove pool and the parking lot at the pool is reserved on meet days for Village Otter board members and team coaches.

In the past our neighbors have complained that during our home meets cars block their mailboxes, access to their driveways, and generally made traffic so congested around the pool that even emergency vehicles could not easily get by.

To avoid these problems, the swim team encourages all Otters families to park at Elm Grove Elementary and walk to the pool. We have promised the community association that there will be NO STREET PARKING at the pool, in the intersection of Clear Ridge and Sweet Gum trail or in the parking lot of the apartments near the pool. FYI – THE HOMEOWNERS WILL CALL THE POLICE AND THEY WILL GIVE TICKETS TO CARS PARKED WITHIN ONE OR TWO CAR LENGTHS OF THE INTERSECTION.

The visiting team will also park in the Elm Grove Elementary parking lot.

Your cooperation with this parking policy is required to help the Otters develop and maintain good neighbor relations. Additionally, please respect the parking issues at away meets.