

Statesboro-Bulloch County Sharks Swim Team

Parent Information and Policy Guide

Purpose of the Organization

The purpose of this organization is to foster and promote interest in competitive swimming for the youth of Statesboro and surrounding areas, in accordance with standards and under the rules prescribed by United States of America Swimming (USA Swimming) and Georgia Recreation and Parks Association (GRPA).

USA Swimming Vision Statement

To inspire and enable our members to achieve excellence in the sport of swimming and in life.

Many Benefits to participating in the sport of Swimming

- **Meeting terrific people. Many swimming buddies become lifelong friends.**
- **Beneficial exercise for cardiovascular and overall fitness.**
- **Life skills. These include time management, self-discipline, goal setting, confidence, social skills, better mental health, and sportsmanship.**
- **Fun! Age group swimming can be fun, exciting and rewarding.**
- **Self-improvement as well as team unity can be very rewarding.**

Location

This program is held at Splash in the Boro Family Waterpark & Aquatics Center in the competition pool.

Enrollment

Children must try out at Splash in the Boro prior to registering. Prospective swimmers may try-out at to any scheduled swim practice. Once your child successfully passes his/her try-out and fees have been paid, he/she may start the program. You can register for the program at Splash in the Boro by completing a registration card and paying the monthly fees and USA fees.

Hours/Days

Practice times vary due to the time of year and county school schedule.

Registration and Attendance

Each participant must be registered through the Statesboro-Bulloch Parks and Recreation Department. When you enroll your child at Splash in the Boro you must, at that time, pay fees for the month your child is attending. You must also pay your annual fees for USA Swimming at the time of registration. Payments can either be mailed to the office at P.O. Box 408, Statesboro, GA 30459 or paid in person at Splash in the Boro by check, cash, Visa, or Mastercard (Checks only in the mail!) Fees must be paid by the 1st day of each month.

2. Arrive on time and be ready to swim on time (Cap and goggles on and equipment ready at the side of pool).
3. Circle swim.
4. Attempt everything.
5. Let your coach know ahead of time if you need to leave early.
6. Leave all belongings in pool area, not locker room or winter building.
7. Practice streamlines and turns on every wall throughout practice.
8. Perform correct touches, turns, and finishes throughout practice.
9. Leave pool promptly at the end of practice.
10. Put away all equipment.
11. Wait inside fenced area for parents.

Inclement Weather

The SBCPRD reserves the right to cancel swim practice due to inclement weather (snow, thunderstorm, hurricane, tornado, etc.) The SBCS swim team practice will not be held during these times to ensure the safety of the participants. To check on cancellation due to inclement weather, please call the following numbers for information.

Splash Winter Building	489-9089 (Voicemail will notify you if practice is cancelled)
SBCPRD Information Hotline	489-2087 and www.bullochrec.com

If practices are cancelled ahead of time for any reason, an email will be sent out to parents.

Accident or Illness

If a participant is injured at the pool, first aid will be administered. Parents will be contacted in those cases that are serious enough to warrant communication. If staff persons are unable to reach the parent, the emergency contact (which should be provided by the parent) will be called in an effort to find someone to come for the swimmer. If an illness or injury occurs that requires advanced medical treatment, 911 will be called.

If your child shows signs of illness, he/she should not be sent to practice. When a swimmer becomes ill at the facility, you will be notified of the illness. Please see the following policies on certain illnesses:

- *Fever If 100* or above, participant will be sent home
- *Ringworm must be covered in order to participate
- *Chicken Pox scabs must be dry before returning to program
- *Head Lice No live lice may be present
- *Poison Ivy must be medicated and covered to participate
- *Diarrhea participants should not practice for at least two days following any symptoms

Swim Meet Participation

Throughout the year each swimmer will have the opportunity to swim in various meets. These meets are an evaluation process to assess the individual's progress and give the swimmer an opportunity to receive recognition for his/her efforts.

A swimmer is expected to compete in meets and events as scheduled by the coaching staff. Meet sign-up sheets will be posted on the bulletin board prior to each meet. Swimmers must register for events prior to the cut-off date as set by the coaches and meet directors.

GRPA Swimming

GRPA sanctioned swim meets will be funded through the SBCPRD. The Recreation Department will cover entry fees for the state meet and all expenses for staff. (Participants must be 7 years old by June 1st to participate in State Competition.)

USA Swimming

In order for swimmers to participate in USA sanctioned swim meets, swimmers must be a member of USA Swimming. The SBCPRD will assume financial obligations regarding staff expenses (wage and lodging) as well as transportation if needed. Parents are encouraged to take their own swimmer to the meets. USA teams also host “approved” meets which are open to all swimmers.

Meets: To attend meets (USA and GRPA) a swimmer must be in good standing with all entry fees and dues. A swimmer should be in good standing with respect to his/her attendance at practice. Entry fees are to be paid in the winter building by the deadline set by the coach.

Staffing/Swim Methods

It is the responsibility of the SBCPRD to employ coaches and handle all disciplinary problems. If you have any questions, comments, or concerns regarding the coaches or swimming methods used, please notify the head coach, Martha Gaskill, immediately. If you cannot reach the head coach, you may call Kimberly Sharpe at Splash in the Boro.

All of our coaches are well trained and highly capable of running the Swim Team. They are experienced swimmers and very knowledgeable of swim team programs. We take pride in our capacity to hire such seasoned coaches. It is imperative that we work together to enhance the swim team program and ensure its success.

Martha Gaskill, Sharks Head Coach

Martha volunteered with the Sharks in the spring of 2008 to fulfill a class requirement for her minor in Exercise Science with an emphasis in coaching. She graduated from Georgia Southern in May 2008. Fall 2008 she started working towards her M.A.T. (Master of the Art of Teaching) and is aspiring to teach high school social studies and continue her coaching career as a high school swim coach. She became involved with swimming when she was in the sixth grade. She swam for her neighborhood swim team, Hanarry West, which is located in Gwinnett County. She also swam year round from 6-11th grade with Dynamo, a USA affiliated swim club. And she also swam with her high school swim team, Parkview High School, for four years and was a team captain her senior year. She coached her neighborhood swim team as an assistant coach for 2 years before taking on the head coach position for one year. Martha loves coaching and is very excited to be a part of SBCS.

Coaching Philosophy:

My coaching philosophy is for athletes to learn new skills and better their ability. It is also important to provide a safe and enjoyable atmosphere for which the athletes may practice. Swimming is an anaerobic activity. While swimming does not always have a pre-season, it is important for the athlete to be well conditioned to help prevent injury. Sprinters speeds will be influenced by mobility, strength, endurance, and technique. Distance swimmers will focus on the endurance aspect of the sport as well as the mobility, strength, and technique. It is important for athletes to attend practice consistently and to always try their hardest. I believe that it is important to balance all aspects of coaching and to avoid burnout.

Swim Groups

Age Group I (Advanced): 2 hours per scheduled practice

Swimmers should demonstrate a proper knowledge and execution of all four strokes (fly, back, breast, and free) as well as the Individual Medley, starts, turns, and finishes for all previously mentioned strokes. The advanced

group will work on continually improving strokes, speed and endurance. It is important to make sure the swimmers follow the standard rules during practices so that when they compete, they will not make any mistakes in their strokes.

Age Group II (Intermediate): 1.5 hours per scheduled practice

Swimmers should demonstrate a proper knowledge and execution of at least three of the four strokes and should be able to attempt proper starts, turns, and finishes for those strokes. They will continue to work on the three strokes as well as learn the fourth stroke and how to put the four strokes together to complete an Individual Medley. The intermediate age group will continually work on improving the four swimming strokes, starts, turns, and finishes.

Age Group III (Beginners): 1 hour per scheduled practice

Swimmers who are new to the sport should be able to swim the freestyle stroke. They will work on basic knowledge in this group and will be taught the other three strokes, starts, turns, and finishes. They will be introduced to what constitutes a disqualification.

A note for ALL Groups:

Exercise is very important and it can relieve the natural stresses of life. Swimming can help instill in athletes important life skills such as dedication, team work, social skills, sportsmanship, goal setting, and confidence. Athletes can stay physically and mentally healthy by participating in a sport and can obtain life skills they can utilize throughout their future.

Important Phone Numbers

Kimberly Sharpe - Aquatics Program Supervisor	912-489-9051 Office
	912-682-9704 Cell
Splash in the Boro Winter Building	912-489-9089
Splash in the Boro Main Number	912-489-3000
SBCPRD Administrative Office	912-764-5637

Swim Fins, Team Suits and Swim Equipment

The coaches would like for all swimmers to have a pair of fins. If you do not yet have any, please talk to your coach about the type to get. You can purchase team caps from the coaches (\$12 each). You can purchase goggles from Splash in the Boro, Target, the GSU Bookstore, and Bass Pro in Savannah. Usually, equipment can be purchased at most swim meets.

A Step-by-Step Guide to Swim Meets for New Parents & Swimmers

- Before you leave home make sure the swimmer has her/his suit, goggles and cap.
- Handy items: highlighter, sharpie, folding chairs, mat, towels, cards, small games, nutritious drinks & snacks.
- Arrive in plenty of time for the swimmer to stretch before entering the pool with the team for the warm-up swim time.
- After warm-ups: Listen and stay in touch with the progress of the meet. If a swimmer misses her/his event, in most cases there is no way for them to swim that event.

Keeping track of the meet and events:

Each event has a number. Girls events are odd numbers and boys events are even. You will need to purchase a “heat sheet” to see what heat and lane your swimmer has been assigned. Mark them with your highlighter. If they are competing in several events, it is helpful for the swimmer to write their events on their inside wrist or the top of their leg. You can organize the information like this (Event, Heat, Lane):

<u>E</u>	<u>H</u>	<u>L</u>	(distance & stroke)
33	2	6	100 free
45	1	7	50 fly

Nice to know: For most larger meets with multiple heats in an event, swimmers are grouped in heats with swimmers who have similar times in that event. A swimmer with an NT (no time entered for this event) for instance, would not be in the same heat with the fastest swimmers in the age group. This is an advantage of a larger meet. Generally, the events start with the NT or slower times in the early heats. Also, the faster swimmers for each heat are placed in the middle lanes.

As the event approaches: It is the swimmer’s responsibility to be behind the starting blocks a few heats ahead. How much in advance depends on the length of the event before your swim. The coaches will help the younger swimmers to get them in place.

→ Put your goggles in place during the heat before you will swim.

The start of a race in slow motion:

Starting Signals: As the heat before you is ending, the referee will blow a series of short whistles. This is just to get your attention so that you are prepared. Afterward, the referee will blow one long whistle. This is the signal to step up on the starting block and set your feet. Next the starter will tell the swimmers “Take your mark”. With those words, the swimmers will assume the starting position and remain completely still until the buzzer sounds signaling the start of the race. If there is any motion after the swimmers get into the starting position, the starter may ask the field to “please stand” so that everyone can get a good start. Do not take off from the block until you hear the buzzer.

For backstroke starts, the first set of short whistles gets your attention, the second whistle indicates to get in the pool and the third whistle means for you to place your feet.

At the end of the heat, remain in the pool until everyone has finished. In some cases the next heat might “dive-over” the swimmer that has just finished. The coach will let the swimmers know what to do at the end of the race depending on the procedure.

The Rules of the Game

Just like other sports (football, basketball, soccer) there are trained officials that observe the competition at each lane (at either end & on the side) to make sure that all the swims are fair and safe. If a swimmer makes an error, they will be disqualified (DQ). Mistakes can happen to anyone (even at the Olympics!) and a disqualification should be looked on as a learning experience to help that competitor become a better

**Statesboro-Bulloch Co. Sharks Parent Support Group
BY-LAWS**

SECTION A: NAME OF ORGANIZATION

The name of the organization shall be the Statesboro-Bulloch Co. Sharks Swim Team Parent Support Group.

SECTION B: PURPOSE OF ORGANIZATION

The purpose of this organization is to foster and promote interest in competitive swimming for the youth of Statesboro and surrounding areas, in accordance with the standards and under the rules prescribed by United States Swimming (USA) and Georgia Recreation and Parks Association (GRPA).

SECTION C: MEMBERSHIP

Membership of the Parent Support Group will be composed of parents/guardians of active swimmers. Each family shall have one vote. No representative or proxy. Votes must be cast in person or by approved absentee ballot.

SECTION D: STATESBORO-BULLOCH CO SWIM TEAM PARENT SUPPORT GROUP EXECUTIVE BOARD

1. Duties
 - A. The Executive Board shall be empowered to act for the organization on all matters except those otherwise provided for in the by-laws.
 - B. The Executive Board may delegate specific tasks to committees or individuals. This does not remove the Executive Board from the basic responsibility for the performance of such tasks.
2. Standing or Special Sub-Committees of the Executive Board
 - A. The Executive Board may from time to time establish or abolish such standing or special sub-committees as it may desire. No standing or special sub-committee may exercise the authority of the Executive Board, unless so delegated by the Executive Board.
 - B. Membership – Unless otherwise determined by the Executive Board, the president of the Executive Board shall appoint members to the various sub-committees with the approval of the head coach.
 - C. Purpose of each Sub-Committee – The purpose of each Sub-Committee is to draft recommendations for the Executive Board, or to carry out other specific tasks assigned in advance by the Executive Board.
 - D. Rules – Each Sub-Committee may adopt rules for its use not inconsistent with these by-laws or with rules adopted by the Executive Board.
 - E. Sub-Committee Quorum – Unless otherwise provided, a majority of the Sub-Committee shall constitute a quorum. A majority of the members present at a meeting at which a quorum is present shall have authority to act.
 - F. Vacancies – Vacancies on any standing committee or on any Sub-Committee may be filled in the same manner as the original appointment.
3. Procedures of Executive Board Meetings

- A. Regular Meetings – The Executive Board shall meet once a month subject to the discretion of the Executive Board and the Head Coach.
 - B. Special Meetings – the President shall call Special meetings.
 - C. Decisions of the Executive Board – Decisions of the Executive Board shall be made by a majority vote. The President and Head Coach shall not vote. In the event of a tie, the President shall cast the tie-breaking vote. A quorum shall consist of 6 members of the Executive Board committee.
 - D. All meetings of the Executive Board shall be open to the general membership; however, business will typically be conducted by Board Members only. Non-Board members are welcome, but they must request permission to be recognized for comment on a specific item in the agenda at least 3 working days in advance of the meeting.
4. Composition of Executive Board
- A. Membership – The Executive Board shall consist of the following members:
 - 1. President
 - 2. Vice-President
 - 3. Treasurer
 - 4. Secretary
 - 5. (6) Members at Large
 - 6. Head Coach (ex-officio)
 - B. There shall be the following standing committees:
 - 1. Fundraiser Committee
 - 2. Membership/Directory Committee
 - 3. Budget/Finance Committee
 - 4. Message Board/Monthly Calendars Committee
 - 5. Equipment and Supplies Committee
 - 6. Stats Committee
 - 7. Publicity Committee
 - 8. Swim Meet Committee
5. Duties of the Executive Board
- A. President – The President shall:
 - 1. Preside at Executive Board Meetings
 - 2. Preside at all General Membership meetings.
 - 3. Appoint all committees with approval of head coach, be an ex-officio member of all subcommittees.
 - 4. Make provisions for the discharge, pro tempore, of the necessary duties of absent members.
 - 5. Insure that the by-laws of the organization are observed.
 - 6. Appoint a Nominating Committee at least thirty days before the Annual Election Meeting.
 - 7. Establish dates for general membership meetings and executive board meetings.

B. Vice President – The Vice President shall:

1. Be an aide to the President
2. Perform, pro tempore, the duties of the President in case of his/her absence or disability.

C. Secretary – The Secretary shall:

1. Be the recording officer of the assembly and the custodian of its records with the exception of the Treasurer's books.
2. Be responsible for keeping minutes at Executive Board meetings and general membership meetings.

D. Treasurer – The Treasurer shall:

1. Draft for Board approval, the Annual budget for submission to the General Membership for their approval.
2. Prepare and present at least quarterly, a financial status report of the Swim Team's financial affairs. Included in the financial status report shall be a projection of the team's financial position at the end of the current fiscal year.

6. Election of the Executive Board

Election of the Executive Board will take place at the Summer General Membership Meeting, with the Executive Board taking office September 1.

A. Eligibility

Any member nominated for an office shall be in all respects a member in good standing. Board officials must maintain their status as members of the Parent Support Group as defined in Section C.

B. Vacancies

The Executive Board shall fill any vacancy occurring among the slate of officers during the term being served within 60 days. Officers that voluntarily resign should do so in writing so that the board has adequate time to find a replacement member.

C. Nominations

The President shall appoint a Nominating committee at least 30 days before the regular election meeting. It is to consist of Head Coach (ex-officio) and 3 members of the board.

3. The Nominating Committee shall prepare a slate of candidates for the vacancies to be filled and publish it to the membership at least two (2) weeks before the regular election meeting.

4. Nominations may be accepted from the floor.

D. Termination

Any Executive Board member who misses three consecutive regular board meetings without acceptable reason will be dropped from the Board.

E. Term Limits

In general, a member will remain on the executive board for a two-year term: the first year as a Member at Large, and the second year, if so elected, as a Board Officer. These limits are intended as a general guideline to foster new ideas and energies with some consistency. These bylaws shall not require strict adherence to these limits and exceptions may be made as needed.

Section E. General Membership Meetings

1. General Membership Meetings shall be held quarterly. In general, they will be scheduled to coincide with the needed planning and distribution of information for major events.
2. Other Meetings may be called as needed by the President upon notice to the general membership.
3. Notice of General Meetings shall be in writing and distributed no less than seven (7) calendar days prior to the meeting.
4. The Meetings shall be under the control of the President and shall conform to Robert's Rule of Order.
5. The majority of those attending any meeting shall prevail on voting matters, except changes to by-laws.

Section F. Amendments

These by-laws may be amended, repealed, or altered in the following manner:

1. Any member in good standing desiring to amend, repeal, or alter the by-laws shall present such request in writing, signed, and approved by four (4) other members to the Board at their next scheduled board meeting.
2. The Board shall research the proposal and prepare and present a pros-and-cons analysis of the suggested amendment to the membership at any General Membership Meeting properly called as prescribed within these by-laws.
3. Any such change in the by-laws shall then require approval by two-thirds (2/3) of all voting members in person or by approved absentee ballot.

Section G. Ratification

These by-laws shall be ratified by two-thirds (2/3) vote of the members of this organization.

Section E. Policies / Handbook

The Board shall maintain a Parent Handbook that contains pertinent and helpful information about the swim program, as well as a list of additional policies not specifically covered under the Bylaws. The Board shall review this handbook annually for accuracy and pertinence. Decisions to amend, appeal, or alter the policies

shall be made according to the normal Board procedures as described in Section D,3,C. Other information in the handbook may be modified by any knowledgeable individual with permission and/or direction from the board.