

**Swim Kauai Competition Schedule and Calendar
September 2008 – August 2009**

<u>Date</u>	<u>Meet/Event Course</u>	<u>Type</u>	<u>Location</u>	<u>Notes</u>
Sept 20	Swim Kauai Meet	Unclassified	Kauai YMCA	Team Effort SCY
Oct 18	SKA Swim-A-Thon	Fundraiser	Kauai YMCA	Team Effort Fun!
Oct 25-26	Bill Smith Invite	AA+	Oahu	All Qualified SCY
Nov 15	Swim Kauai Meet	Unclassified	Kauai YMCA	Team Effort SCY
Dec 6-7	Big Island Meet	Unclassified	Kona	Team Effort SCY
Dec 19-22	State Champs	Q Times	Oahu	All Qualified SCY
Jan 18	SKA Keiki Meet	Unclassified	Kauai YMCA	Team Effort SCY
Feb 28	Swim Kauai Meet	Unclassified	Kauai YMCA	Team Effort SCY
Apr 4	Swim Kauai Meet	Unclassified	Kauai YMCA	Team Effort SCY
Apr 25-26	Mamizuka Invite	AA+	Manoa, Oahu	All Qualified SCY
May 9	Swim Kauai Meet	Unclassified	Kauai YMCA	Team Effort SCY
June 6-7	AA-Max Meet	AA and under	Waimea HPA	All Qualified SCY
June 13-14	Rainbow Invite	AA+	tba	All Qualified LCM
June 20	Swim Kauai Meet	Unclassified	Kauai YMCA	Team Effort SCY
July 16-19	State Champs	Q Times	Kihei, Maui	All Qualified LCM
July 25	Hanalei Pier Swim	Open Water	Hanalei Pier	Team Effort none
Aug 4-8	Western Zones	Zone Times	VMAC, Oahu	All Qualified LCM
Aug 29-30	Kauai Classic	Unclassified	Kauai YMCA	Team Effort SCY

*Please note well that SKA will be hosting (6) meets this year.
These are considered Team Efforts for all SKA swimmers and parents.
Please mark your calendars now.



**WAIMEA
PARENT HANDBOOK**

2008-2009

SWIM KAUAI

Parent Handbook

1. Introduction

Mission Statement:

Swim Kauai was founded in 2005 as an educational entity. The purpose of the club is to teach swimming skills to children and adults. The club also encourages physical fitness through the United States Swimming organized competition as well as other water sports for children and adults.

Philosophy:

The Swim Kauai program is concerned with directing individuals toward maximum development of their talents and abilities. The Swim Kauai coaching staff endeavors to teach, train and motivate young people to achieve their ultimate potential in swimming in the belief that this experience will prove valuable to them as they grow and develop.

The Swim Kauai program strives to instill in young swimmers an understanding of and appreciation for such concepts as high self esteem, personal accountability, self discipline, goal setting and goal achievements as these ideas relate to their success in training, in competition, and in life. It is our belief that the process of achieving is as significant as realizing the achievement itself.

At each level of the Swim Kauai program, swimmers are instructed to strive for excellence. Excellence in this sense represents the achievement of that level at which you will know that you have done your utmost to become the best you are capable of becoming. This philosophy is consistent throughout the program, and every Swim Kauai swimmer, novice to elite, is encouraged to “Be the Best You Can Be.”

Objectives:

- To provide support for the competitive teams sponsored by SKA.
- To maintain facilities, in cooperation with hosting civic, county and state entities, for the use of SKA competitive teams.
- To teach the fundamentals of aquatic sports as well as enable athletes to learn, train and compete at their highest individual level of achievement.
- To continue to improve and expand the aquatics program for the island of Kauai, enrolling the greatest number of individuals possible while maintaining the highest levels of quality.
- To preserve the quality of the Swim Kauai experience through appropriate growth and development.
- To foster USA Swimming and participate in Hawaii Swimming (LSC) through the development of state, regional, national and international swimmers.
- To encourage, sponsor and promote athletes to participate in local, national and international swim meets and competition.
- To foster and encourage sportsmanlike conduct and competition.

2. Swimmer Information and Responsibilities

As the swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles, fins, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

Equipment

Workout Suit: A workout suit should be durable and comfortable. For men jammers or speedo suit recommended. Please reserve the use of the team suit for meets only.

Cap: A cap should be used during practices and races to cut down on resistance, especially with longer hair. If wearing a cap at practice in the Junior and Senior groups, it must be a SKA cap. If wearing a cap at a meet, it must be a SKA cap. Replacement or extra and caps may be purchased from coach or team swim shop.

Goggles: Goggles should be worn during practices and competition to enhance vision and protect eyes from the effects of the chemicals in the water. Goggles are available from coach or team swim shop.

Fins: Swimmers use swim fins to strengthen kick for freestyle, backstroke and butterfly, and also to give enough power to beginner swimming legs to learn better body position doing various drills that require a strong kick. (Zoomers or similar for Gold/Junior/Senior Groups, regular fins such as blue and yellow Coral Bay for younger swimmers. These need to be made of soft rubber, no hard plastic.)

Mesh Bag: Helps keep all equipment in one place!

Other equipment: Kick boards, pull buoys, and paddles, are required by some groups to isolate and work on specific swimming skills. There may be instances where additional equipment to be purchased by the swimmers will be recommended or the team may supply.

Team uniform: SKA's competition uniform includes a SKA team suit (or other coach approved suit) and SKA cap. We also have a Team Duffle Bag, Back Pack, Jacket and Sweat Pants as well as a Parka, shorts and T-shirt that are available to order through the team swim shop.

Attendance at SKA Swim Practice

The planned program of physical development for a swim practice includes programmed physical stress and recovery times. The goal is to create a workout in which the body jumps to a higher level of stress. The body will then adapt to this stress and grow stronger.

The stresses applied can be in the form of speed, distance swum, or “density” of workout. (yards per time period.) The “mix” will be different for different groups and individuals, based on their previous training.

Thus, attendance at workout is a **CRITICAL** feature in making physical progress in the program. When an athlete misses a workout, they upset the delicate balance of “how much of what” stresses they apply to their body. In worst cases, athletes attend the recovery workouts, and miss the stressful workouts and thus never apply increasing stress to their systems. In the next worst scenario, athletes miss a series of recovery workouts, and attend only the stressful workouts and thus never get the appropriate recovery stimulation, and go from “sore” to “more sore.”

This ignores, of course, the fact that the athlete has let his/her teammates down by not attending and has lost the opportunity to learn what is being taught that day.

NOTE TO SWIMMERS: If coaches allow athletes to miss practice without comment, we are saying in effect, “It doesn’t matter if you miss.” If your absence means nothing, then so does your presence. Your swimming is important to us and thus we want you to know that we care about you!

With 13 and ups, we want to press for good attendance. For 12 and under, we want to educate parents and swimmers as to its importance, while not stopping them from playing other sports as well. We want to remind everyone that in swimming, “everybody plays all the time.”

“TO ACHIEVE GREAT THINGS, FIRST SHOW UP EVERY DAY.”

4. Practice Groups, Schedules and Information

Waiimea Site Group

This group is a satellite program of the YMCA site, and has Masters and age group swimming combined. Ages, training time, yardage, and entrance requirements vary, and equipment is minimal and provided by the team. Practice times change as well, but are currently:

MON, WED, FRI 5:00-6:30 pm

Dues are \$40 per month

YMCA Bronze Group

This group is our beginner swim group that strives to introduce swimmers to basic stroke technique, individual medley concepts, drill progression and basic aerobic development.

Ages: 5 yrs and up

Daily Training: 45 minutes / day

Daily Yardage: 500 - 1000 yards / day

Entrance Requirements: Legally swim 50 yards of freestyle and backstroke. Deep water safe.

Equipment: Goggles, Swim cap, Kickboard, Soft Rubber Fins and Mesh equipment bag.

Practice Schedule / Fees

Days: MON-TUE-THU-FRI

Time: 3:30 - 4:15 PM

Membership Dues: \$40 per month

3. Parent Roles and Responsibilities

As the parent of a swimmer, your main responsibility is to provide a caring and supportive environment for your swimmer. This support will encourage your swimmer to feel good about his or her interest in swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents can contribute to the success experienced by the swimmer and his or her team. Parents serve as role models, and children often emulate their attitudes. Strive to be a positive role model. Most important, show good sportsmanship at all times toward coaches, officials, opponents, and teammates. Be enthusiastic, but remember that your child is the swimmer. Swimmers need to establish realistic goals. Parents should not impose their own standards. It is far better to set goals of improvement than goals of winning

All parents of swimmers are expected to participate in volunteer support services. There are many options ranging from participating in team organization, fundraising to volunteering at meets or becoming a trained USA Swimming swim official. A Volunteer Support Form is distributed to all families to secure preferences. In each swim season (LCM & SCY), in addition to providing timing services, SKA needs to provide refreshments for timers and officials as well as set up, break down and run the timing systems for all meets that we host. ALL meets require timers in proportion to the number of swimmers on each team. Swim Kauai sponsored meets need every family's involvement for success. We also ask that you participate in fund-raising as it occurs. It is the volunteer efforts of individual parents that allow for the existence of the club.

Communication

Our primary means of correspondence is through email. Please keep your email as well as other contact information updated with our Team Membership Coordinator.

YMCA Silver Group

The Silver group is an introduction to competitive swimming age group level. Our goal is to develop basic aerobic development. We want to maintain our solid stroke technique while beginning training for middle distance races.

Daily Training: 1 hour / day

Daily Yardage: 1500 - 3500 yards / day

Entrance Requirements:

Complete 2 of the following skills:

6 * 100's Free on 2:00

5 * 100's IM on 2:20

4 * 200's Free on 4:15

8 * 50's Kick on 1:15

Average around 50% attendance.

Enter 1 USAS swim meet per trimester.

Equipment: Goggles, Swim cap, Kickboard, Soft Rubber Fins Pull Bouy, Hand Paddles, and Mesh equipment bag.

Practice Schedule / Fees

Days: MON through FRI

Time: 4:15 – 5:15 PM

Membership Dues: \$50 per month

YMCA Gold Group

The Gold group is a competitive age group level that strives to introduce swimmers to the next level of training, competition and instruction. Our goal is to build up the aerobic level with an emphasis on middle distance races. We train all four strokes and further develop kicking strength.

Daily Training: 1.5 hour / day

Daily Yardage: 2500 - 5000 yards / day

Entrance Requirements:

Complete 2 of the following skills:

6 * 100's Free on 1:40

4 * 200's IM on 5:00

3 * 500's Free on 8:00

8 * 100's Stroke (Fly 2:00, Back 2:00, Breast 2:30)

Average 50% workout attendance.

Enter 1 USAS swim meet per trimester.

Equipment: Short Fins (Zoomers or similar), Kickboard, Hand Paddles, Buoy, Water Bottle, Mesh Equipment Bag.

Practice Schedule / Fees

Days: MON through FRI

Time: 4:15 – 5:45 PM

Membership Dues: \$60 per month

YMCA Junior Group

The Junior group is a competitive age group level. This group of swimmers get an introduction to a full commitment to the sport of swimming. Our goal is to develop a maximum aerobic base and introduce lactate training, muscular endurance and advance training techniques. This group uses both dryland and swimming training.

Daily Training: 2 hours / day

Daily Yardage: 4500 - 8000 yards / day

Entrance Requirements:

Complete 2 of the following skills:

10 * 100's Free on 1:45

5 * 200's IM on 3:40

Swim 1 USAS meet or high school equivalent meet each season.

80% swim workout attendance.

Equipment: Short Fins (Zoomers or similar), Kickboard, Hand Paddles (Strokemaker), Buoy, Water Bottle, Running Shoes and Mesh Equipment Bag.

Practice Schedule / Fees

Time (MON through FRD): 3:30 – 5:30 PM

Time (SAT): 8:00 – 10:00 AM

Membership Dues: \$65 per month

YMCA Senior Group

The Senior group is our most competitive age group level. This group of swimmers possess a full commitment to the sport of swimming. Our goal is to develop a maximum aerobic base and introduce lactate training, muscular endurance and advance training techniques. This group uses both dryland and swimming training. We also introduce nutrition to the training regiment.

Daily Training: 2.5-3 hours / day

Daily Yardage: 4500 - 8000 yards / day

Entrance Requirements:

Complete 2 of the following skills:

10 * 100's Free on 1:20

8 * 200's IM on 3:15

5 * 500's on 6:30

Swim 1 USAS meet or high school equivalent meet each season.

80% swim workout attendance.

Equipment: Short Fins (Zoomers or similar), Kickboard, Hand Paddles (Strokemaker), Buoy, Water Bottle, Running Shoes and Mesh Equipment Bag.

Practice Schedule / Fees

Time (MON through FRD): 3:30 - 6:00 PM

Time (SAT): 8:00 – 11:00 AM

Membership Dues: \$75 per month

YMCA Masters

SKA is a registered United States Masters Swim (USMS) Club. If you want to improve your physical fitness or compete in USMS sanctioned events, we invite you to participate in our coached work out Masters program. All abilities from beginners to competitive swimmers are encouraged to participate.

Practice Schedule / Fees

Time (M-F): 3:30 - 6:00 PM

Time (SAT): 8:00 – 11:00 AM

Membership Dues: \$50 per month in addition to an annual registration fee of \$50.

Note: The SKA annual masters registration fee of \$50.00 is waived for parents with children already on the team.

Membership in USMS is not required to work out, however, interested persons who wish to compete in USMS swim meets should first register by downloading from their web site: hawaiimastersswimming.org and mail the registration form to USMS with the \$35.00 annual fee.

5. Coach Information

Coaches Responsibilities

The coaches job is to supervise the entire swim program. The SKA coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself "to be the best you can be." Therefore, the coaches will be in total control in matters affecting training and competition.

1. The coaches are responsible for placing youngsters in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the SKA coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance)
4. The building of a relay team is the sole responsibility of the coaching staff.

Sometimes it is necessary for a parent or swimmer to have a conference or address a concern with the coach. The time is not during a practice or on the pool deck at a swim meet. Parent conferences are a common occurrence and can be very constructive, but please make an appointment with the coach before or after practice.

6. Meet Guidelines and Information

Meets are an important part of the swimming experience and swimmers should be willing to participate in meets when your coach believes you are ready to participate. For many new swimmers, going to their first competitive meet is a big undertaking. Our goal is for the swimmer to succeed so that the swimmer has fun and feels the sense of accomplishment and pride so they want to do it again! Off island meets are necessary for your child to advance. Swimming in sanctioned USA Swimming meets challenges their ability and helps swimmers set goals for themselves.

SKA will also host several on island meets which is a great way for swimmers to learn the rules of competition, improve themselves or try events they have never swum before. It also helps the youngest and newest swimmers prepare for USA Swimming meets. These meets also provide an opportunity for our more capable swimmers to mentor the newer swimmers. These meets are an excellent opportunity to nurture the abilities of all of our swimmers.

A calendar of all meets that SKA will attend/host for this swim year will be given to all swimmers as well as posted on the website. Watch for meet notices on the website and e-mails for updates, corrections and changes. The website for Hawaii swimming (www.hawaiiswim.org or www.hawaiianswimming.org) has the most current information. Swimmers should reserve the dates of the meets appropriate to their level of swimming. Meet entries are submitted through the club, usually one to two weeks in advance of the meet. The swimmer pays for meet entry fees for each event and all relays. Funds will be held for each swimmer to pay for meet fees. Please keep this account current.

Notice of an upcoming meet is sent by e-mail to parents. Parents are expected to reply as soon as possible, indicating whether their child will be able to attend the meet. If there is no response via email or to the coach, it will be assumed that the swimmer will not attend the meet and the swimmer will not be entered in the meet. Approximately one week before the meet date, a confirmation email will be sent to confirm entries and provide meet details. If a swimmer's plans change, the swimmer's coach should be notified

immediately. Once entries are submitted to the host team, entry fees cannot be refunded. While swimmers and parents may indicate a choice of events in which the swimmer would like to be entered, the coaching staff reserves the right to make the final decision concerning meets a swimmer may attend and events entered. As a rule, swimmers are expected to compete in all meets that are appropriate to their level of ability.

Relays: Relays are usually the liveliest events at swim meets and are swimmer favorites. Relay swimmers must be responsible. It is a great disappointment for the swimmers whose relay is scratched because their 4th swimmer is a no-show. Relay entry fees are also costly and are forfeited for relays not swum.

Things to bring to a meet: Team suit, goggles (back up pair too), swim cap, sweatshirt, towels or chamois, water bottle, healthy food and sunscreen. Also, recommended depending on the meet: a folding chair, rain gear, quiet activities (homework, books, ipod, cards, etc), highlighter to mark heat sheet, sharpies.

Meet Procedure

1. **Be prompt:** Arrive at the pool at least 15 minutes before the team's scheduled warm-up begins. Upon arrival, look for the coaches and other SKA swimmers. The team usually sets up a team area and tent.
2. **Check in:** Upon arrival find your coach and make sure that he/she checks you "in." If you've forgotten your meet notice, copy down your event numbers. Swimmers who fail to check in are scratched from the meet and will not be able to swim.
3. **Warm-up:** Report to the coaches for warm-up on time and ready to swim.
4. **Pay attention** and listen for announcements.
5. **Heat and lane assignments:** Event and heat lists called "heat sheets" are posted in designated areas shortly before the meet begins. It is your responsibility to check the sheet for your assigned heat and lane for each swim and to report to the proper lane when swimmers for the event are "called."

It is important to stay out of the way of the timers and to be quiet on the start.

6. **After the race,** ask the timers for your time. Report immediately to your coach and give him your time. Your coach will usually want to discuss your swim with you.

7. **Check out** with your coach before you leave for the day. There may have been changes in the relay lineups and you may be needed to swim a relay.

BE SURE THAT YOUR SWIMMER IS ON TIME FOR WARM-UP. Warm-up involves low-intensity swimming prior to a race or practice to get muscles loose and warm. It gradually increases the swimmer's heart rate and respiration. It is very important that your swimmer be properly warmed up at a meet

Swim meets are a lot more fun if you get actively involved. Cheer on the swimmers and volunteer to help. Generally, spectators are not allowed on the deck immediately surrounding the pool, so the best view at the meet is in a timer's chair! No experience is necessary to time. If you don't understand what's going on, ask questions of the coaches or other swim parents. Please, however, do not approach the officials on deck with questions or concerns. Their attention must be on the swimmers and they can only address concerns brought through official channels by the coaches.

Swimmers are occasionally disqualified (DQ'd) during their event for reasons ranging from a false start to performing strokes, turns and finishes incorrectly. DQs are judgments made by USA Swimming officials. The official will explain to the swimmer or coach the reason for the DQ. Swimmers should discuss any DQs with their coach.

Swim meets require a lot of manpower to run efficiently. An efficiently run meet is necessary to provide swimmers with a fair competition and a positive learning experience. The local USA SWIMMING organization and the host team arranges for meet officials and timers. Each team is required to contribute by providing volunteers for these positions; typically 1 official or timer for each 5 swimmers entered in the meet.

7. Competition Levels and Time Standards

Competition

The swim year is divided into two seasons. In Hawaii, the “short course” (SCY) season runs from July through December. The course swum at these meets is generally 25 yards (or 25 meters) in length. The “long course” (LCM) season runs from January to June and the course is 50 meters. USA SWIMMING provides competition at several levels, including local and regional age group swimming, Senior swimming, and national level meets. Masters swimming is provided by US Masters Swimming. Age group swimming is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. Each swim meet offers a variety of events and distances, depending on the swimmer's age group and classification. Nationally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18, and 15-18. Locally, Hawaii swimming meets also include events for 8 and under.

Time Standards

Time standards are a set of guidelines that are used for meet qualifying and meet entry purposes. They are derived from the previous year's meet results and are broken down by age, gender, and divisions or levels.

There are two sets of time standards used in Hawaii age group swimming. One is the Hawaiian time standards set by HAWAIIAN SWIMMING, the Hawaii LSC (Local Swimming Committee), which is responsible for administering USA SWIMMING activities in Hawaii. The other set is the National Age Group time standards set by the national USA SWIMMING governing organization. The time standards for this year are under **TIME STANDARDS** on the website for Hawaii swimming (www.hawaiiswim.org) or www.hawaiianswimming.org). All these time standards are designed to provide and permit fair, yet challenging competition on all levels.

For most Hawaii swim meets, the time standards established by Hawaii's LSC are used. Hawaii times are designated as follows:

Hawaii C
Hawaii B
Hawaii A
Hawaii AA

Q (State Champs Qualifying Time)

Z (Western Zone Champs Qualifying Time)

Time Standards and the Individual Swimmer

A swimmer's classification in any given stroke and distance is based on his or her “best time” swum to date during the current swim year. In most cases, a swimmer will have times in two or more levels. Thus, a typical swimmer may be able to swim some events at a Hawaii ABC meet and others at a Hawaii AA+ or Invitational. If your child's times for the 50 butterfly and the 100 freestyle are Hawaii B times or slower, he may swim those events at an Unclassified *or a* Classified meet. If his times for the 100 IM and the 50 freestyle are Hawaii AA times, he may swim those events at an Hawaii AA+ meet or at an Invitational meet. He may, at the same time, have a “Q” time in the 50 breaststroke and be eligible to enter that event at the State Championships.

To ensure fair competition USA SWIMMING requires that swimmers swim each event at the appropriate level. Swims “out of classification” will be voided and will result in sizable monetary fines to the club.

All swimmers should keep track of their best times. This list of best times will tell you which meets you can expect your swimmer to be entered in.

Actually, it is not as complicated as it sounds. After just a few meets, even the youngest swimmers seem to understand the levels and what they are working toward. If you think your swimmer is not being entered in all the meets he/she is qualified to enter, don't hesitate to talk to the coaches. **IF YOU HAVE QUESTIONS, ASK!**

Types of Meets

Each swim meet is designated for a certain level of swimming. This designation tells you whether your child is eligible to swim in that meet. All meet designations refer to Hawaii time standards unless otherwise specified. Meet designations in Hawaii are:

Unclassified Meets: Swimmers of all ages and levels may participate

Hawaii Classified Meet: Swimmers of all ages and levels may participate in classified meets and awards are given for the different classifications (A,B,C etc.). There are, however, certain time standard requirements set for a classified meet.

Hawaii Invitational Meet: These meets are invitational where a swimmer must have achieved generally Hawaii AA times or faster.

State Age Group Championships: At the end of each season (short course and long course), a State Championship Meet is held under the auspices of HAWAIIAN SWIMMING, which sets the qualifying time (“q times”) standards for these championship meets

Western Zone Championship: In August, a regional championship meet is held for the western United States, called the Western Zone Championships. Swimmers who qualify with zone times may elect to participate in this all-star meet as a member of Team Hawaii. The location of this meet varies from year to year.

USA Swimming Sectional Championships - Held twice a year, once during short course season and once during long course season, Sectionals is national level team championship competition. The nation is divided into 13 sections. Hawaii competes in section 12, along with Oregon, Washington, and Alaska.

8. Team Travel

The opportunity to travel off-island with the swim team is an important aspect of the swimming experience. SKA views travel meets as a privilege and a responsibility because a swimmer’s behavior reflects on the team 24 hours a day during such trips. Thus, SKA has established the following policies for the safety of the swimmers and the peace of mind of the parents, coaches, and chaperones. All swimmers who participate in off-island meets and their parents will be required to sign a *Travel Code of Conduct Contract and Emergency Form and Release of Liability*.

GENERAL GUIDE LINES OF OFF-ISLAND TEAM TRAVEL

1. A chaperone will be provided for swimmers traveling and staying with the team. Swimmers traveling and staying with the team will share the cost of hotel and ground transportation for all chaperones.
2. All swimmers under 12 must have a parent or guardian serve as their chaperone unless other arrangements have been made and approved by the SKA Board of Directors.
3. Whenever possible, coaches will not serve as chaperones since their meet responsibilities need to have their complete attention.
4. With the number of families who wish to use miles for airline travel and the availability of low cost fares, the following policy has been adopted. The travel coordinator will make flight arrangements for coaches, and any swimmers traveling without a parent upon their request. The travel coordinator will make arrangements for hotel and ground transportation for these same individuals. At that time an email will be sent to the team with the group’s flight and hotel information. Anyone else wishing to travel on the same flights or stay in the same hotel can make their own arrangements.

5. Swimmers wishing to travel with the team need to notify and confirm with the team travel coordinator 1 month prior to the start of the trip in order to be considered with the group. After that date, they will be taken with the group on an availability basis, but likely will need to make their own arrangements for airline travel, and possibly also hotel, ground transportation, and chaperones. Depending on the meet and the number of swimmers attending you may be asked to book travel arrangements such as air, room and car on your own.

6. The travel coordinator is able to estimate the cost of a team trip per swimmer. This estimate will be provided via email to all swimmers prior to booking of tickets, but as airfare changes often, it may be more at the time of booking.

7. The full cost of airline tickets booked through the team will be due one week before travel to the meet begins. The cost of remaining items such as hotel and ground transportation and any meet fees will be due one week after notification of final cost upon return from the meet. If the cost of the airline ticket is not received by the designated deadline, the participant's place may be forfeited to someone on the waiting list. In the event that final costs are not paid in a timely manner, you may be asked to book travel on your own in the future.

8. Whenever a swimmer is traveling with the team, (s)he falls under the responsibility and authority of the chaperones and coaches at all times. During meet hours, all SKA swimmers, whether they are traveling and staying with the team or not, fall under the responsibility and authority of the coaches and chaperones. Parents attending the meet but not chaperoning must defer to the authority of the chaperones and coaches and the needs of the team. Swimmers not staying with the team must check out with a coach at the end of each meet day before leaving the meet site.

9. Swimmers who travel with the team must stay with the team for the duration of the meet unless arrangements for a swimmer to join the team late or leave the trip early were made with the team travel coordinator well in advance of the trip. A swimmer who stays with the team for only a portion of the trip may be responsible for accommodation and ground transportation costs for the entire trip unless the space is occupied by a replacement. A swimmer who must leave the group early may do so only with the permission of the Head Coach or head chaperone and only into the custody of a parent or guardian as indicated on the signed medical release form. A swimmer who joins the team late must make his or her own ground transportation arrangements to join the team upon arrival at the off-island site (the team travel coordinator may be able to help with these arrangements).

10. It is the responsibility of all swimmers not traveling with the team to keep informed of all meet and team information and activities related to the meet and to make arrangements to be present at all team meetings pertaining to and during the trip. These meetings are mandatory.

11. Each swimmer must abide by all rules set forth in the *SKA Travel Code of Conduct Contract* with special attention to the following:

- Whenever a swimmer represents SKA at a swim meet, he or she is expected to behave in an exemplary manner. The reputation of SKA and its members is dependent upon each member's behavior.
- The consumption or possession of alcohol, smoking or chewing tobacco, or use of illegal drugs or substances of any kind will not be allowed at any swim team functions, including practices, swim meets, team-sponsored social events, and at any other function at which SKA is represented as a team. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from SKA.

9. Team Dues

Swim Kauai Waimea dues are \$40 per month and are collected monthly. In addition to the dues there is a \$55 registration fee per year per age group swimmer for the Waimea site Waimea Masters swimmers will need to register with US Masters Swimming, which costs \$35. Masters swimmers can register by downloading the registration form from the USMS web site:

hawaiimastersswimming.org and mail the registration form to USMS. (This annual registration fee is waived for Masters with kids on SKA.) All other dues and fees should be mailed to the team at PO Box 1296, Koloa, HI 96756.

Note: The SKA registration fee includes an annual membership to the USA Swimming program. If you are currently a member, bring in your card with the completed transfer form and you can deduct \$50 from the registration fee.

Upon sign up, registration fees plus swim dues are due.

If you would like to evaluate our program, complete a tryout form releasing SKA from any liability of injury as your child will not be insured by USA Swimming until registered with the club. You will be allowed to swim one week as a tryout swimmer. After the trial period if you decide to continue, the applicable dues and fees will be collected. This is a great opportunity to learn about our program and meet our coaching staff.

- The coaching staff may take disciplinary action at any swim team functions, including practices, swim meets, team-sponsored social events, and at any other function at which SKA is represented as a team. Any disciplinary incident will be reviewed by the SKA Board of Directors. During a trip, a major infraction of any rule may result in a swimmer being sent home immediately at the expense of the swimmer's parent(s).
- The club has an obligation to act as guests while on the grounds of the host pool and at all times during the trip. This applies to both swimmers and parents. Every member of the club needs to do everything possible to respect the privilege of team membership. Any damage to property will be the financial responsibility of the swimmer's parents.

12. Chaperones responsibilities do not include babysitting your swimmer. They are not responsible for such things as administering or keeping track of medicines, special bedtimes beyond the group lights out time, or other errands for your swimmer. They are tasked with such things as keeping the swimmers together at meets, and behaving properly, making sure the swimmers follow all rules set forth in the *SKA Travel Code of Conduct Contract* at all times, and transporting swimmers to and from the meet.

If you are unable to continue (e.g. long term illness, moving, etc.) SKA will retain the registration fees and prorate out dues according to what was utilized. Dues will be rounded out to the full month, i.e. if your child swam one day or 20 days of the month it would be the equivalent of 1 full month's dues. The balance will be refunded from the date of written notification. If your child is asked to leave for behavioral reasons (e.g. repeated disruptive behavior, aggressive actions towards another, not following rules while attending off island meets, arrest, drug violations, etc.) you will forfeit the registration fees and the entire 6 months of dues.

10. Fundraising

Fundraising is a critical part of SKA as the club can not survive on dues alone. We require all families to participate in our fundraisers to help keep our dues at a rate that enables more swimmers to participate.

Every Fall we hold a Swim-A-Thon which is a USA Swimming sanctioned event and has been used by thousands of swim clubs to raise funds for their team. This is a fun event where the swimmers can solicit pledges from friends, family members and businesses while they get to participate in an event that builds team spirit and can increase community awareness of the team. We would like to make this our one team fundraiser that supports SKA as well as the sport of swimming rather than have numerous small events requiring the swimmers to sell items. Because of this we emphasize that we need 100% participation from our team members for this to be a success!

In the past we have had the opportunity to raise additional funds by helping Lapperts Ice Cream man their ice cream booth at the Koloa Plantation Days Ho'olaulea as well as participating in beach clean ups and car washes. Older swimmers may be asked to participate in these events.

As a non-profit organization we seek Corporate Donations as well as apply for grants, especially for our annual Kauai Classic meet. We also run concessions during our swim meets to raise extra funds.

If you would like to assist in this area or know of a possible donor, please contact a board member.

11. Scholarships

Through grants and donations we are able to provide financial scholarships to swimmers. Please contact the President or Head Coach for more information if you feel you are eligible.

12. Board of Directors

Swim Kauai is a non profit, parent run organization that is overseen by a Board of Directors. SKA's Board of Directors consists of Elected Officers (President, Vice-President, Treasurer, Secretary), Member at Large/Fundraising, Member at Large/Meet Director and Head Coach

The role of the Board of Directors is to provide management of the swim club and its budget consistent with its bylaws and policies. As a non-profit entity our financial books and minutes are available to any member upon request. Individual families accounts and status as well as coaches' salaries are not discussed. Please contact any board member if you need more information, have a concern or would like to attend a board meeting.

Elected Officers are voted in by the membership at the annual membership meeting, which is usually held in March each year. An additional parent meeting is held in September

Swim Kauai Aquatics Safety Action Plan

When parents join a USA Swimming club they expect it to be safe. The coaching staff, together with the facility staff, are important elements in providing that safety.

Aquatic injury prevention is part of our daily operations and part of the Hawaii Department of Education and the County of Kauai's risk management program. At Swim Kauai Aquatics the staff is intensely involved with identifying and reducing conditions that can cause injuries and financial loss. Below is our basic checklist for making sure our facilities are safe and our emergency procedures:

CHECKLIST

1. Decks clean and free from debris
2. Fire extinguishers current
3. Stairs and ladders sturdy and functional
4. Diving blocks stable and secured
5. First Aid Kit current
6. Pace clocks free from traffic
7. All doors are operational
8. Pool chemicals balance monitored and logged daily
9. Custodial equipment safely stored
10. Bleachers free from debris and functional

EMERGENCY PROCEDURE

1. Check the scene
2. Second coach provides coverage and assumes control of the swimmers
3. First responder contacts victim and moves to safety
4. First responder checks victims' conditions
5. Second coach notifies EMS
6. Pool cleared
7. Head Coach notified
8. Witnesses interviewed by second coach
9. Report completed
10. Return to duty, staff discussion after practice

Swim Kauai Aquatics
P.O. Box 1296
Koloa, HI 96756

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swimkauai@gmail.com

Waimea Site Coach: (808) 639-0705

jeffreyjcasey@hawaii.rr.com

President: (808) 639-8792

britzmand001@hawaii.rr.com

Coaching Staff:

Billy Brown	Head Coach/Admin	497-4403
Jeff Casey	Waimea Site Coach	639-0705

Board of Directors:

Dan Britzmann	President	639-8792
Kathleen Littlefield	Vice President	652-1385
Colette Rausch	Treasurer	826-1483
Heather Hopkins	Secretary	652-7141
vacant	At-Large/Fundraising	
vacant	At-Large/Meet Director	