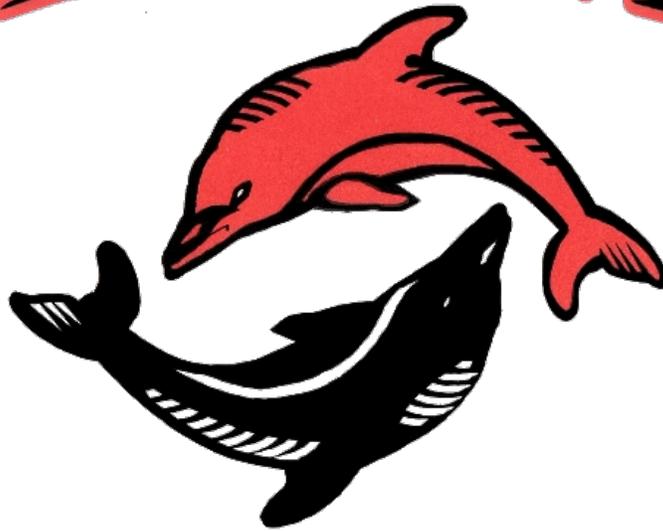


# AULEA



**Aulea Swim Club**

**Handbook**

Revised: November 22, 2011

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## **Introduction and Team Philosophy**

### ***Introduction***

Welcome to Aulea Swim Club! We strive to provide a wholesome athletic experience for swimmers of varied ages and abilities by emphasizing stroke technique and training. We develop each swimmer as an individual by stressing self-improvement, self-motivation and discipline. The team experience helps the swimmer develop teamwork and leadership skills. We sincerely hope your experience with Aulea is a rewarding one.

The purpose of this handbook is two-fold: (1) to explain to new members just what the Aulea Swim Club is and; (2) to outline various policies that affect all swimmers, year after year. All families should read this handbook to become familiar with important facts and rules of the club.

“Aulea,” translated, means “swimming together harmoniously.”

### ***General Description and Objective***

The mission of the Aulea Swim Club is to provide a comprehensive age group swimming program committed to excellence in competitive swimming and dedicated to personal improvement.

We Are Committed to:

- Development of the whole person through a team concept emphasizing positive physical, emotional, and intellectual development.
- Development of a positive self-image, personal discipline and self-motivation through individual improvement and success.
- Development of a comprehensive competitive swim program.

### ***Team Uniforms***

Team uniforms are important in helping to develop pride, commitment and unity. Team colors are red and white. Team uniforms and colors should be worn to all meets by swimmers. One of the two required items to wear in any meet is a team swim cap. This cap is red in color with “AULEA” embossed in white letters on both sides. The reason for this requirement is that each coach is responsible for 30-50 swimmers at each meet and as the Aulea cap is a unique design, unlike any other in the country, it is easily spotted by both coaches and parents alike. Most swimmers should have at least two on hand for each meet. The other required item is a team-color, black and red (or solid black) swimsuit.

We highly recommend that each swimmer’s name be placed inconspicuously on all pieces of the team uniform.

### ***Team Levels and Practice Group Assignments***

Aulea Swim Club uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. In order to emphasize long-term versus short-term results, it is important to establish training groups of swimmers who are compatible with respect to abilities, commitment levels and goals. Although not always the most convenient approach to take, it is usually the most productive.

All Aulea swimmers are assigned to appropriate practice groups by the Head Coach. Assignments are based on a swimmer's ability, attitude, attendance, and age. Each group has a level of practice designed to meet the requirements of the swimmers in that group.

Green Group-Beginner Level: Targeted to younger swimmers and swimmers new to the sport of competitive swimming. Practices are three days a week for about one hour.

Purple Group-Intermediate Beginner Level: Targeted to younger swimmers who are advancing in demonstrated skills. Practices are three to five days a week for about 1-1/4 hours.

White Group-Advanced Beginner Level: Targeted to younger swimmers who demonstrate advancing levels of stroke technique. Practices are five days a week for about 1-1/2 hours.  
CURRENTLY INACTIVE

Yellow Group-Intermediate Level: Targeted to swimmers who demonstrate advanced stroke technique in all four competitive strokes. Practices are five days a week for about 2 hours.

Red Group-Advanced Intermediate Level: Targeted to swimmers who are able to swim all four competitive strokes reasonably well. Practices are five days a week for about 2 hours.

Jr. Blue and Blue Group-Advanced Level: Targeted to swimmers who can swim all four competitive strokes very well. These swimmers have demonstrated dedication to the sport of swimming and assume leadership roles on the team. Practices are a minimum of five days a week for two hours with some additional morning practices and dry land weight training when appropriate and available.

### ***Practice Schedules***

Aulea swimmers practice at the Kailua District Park Pool. Practice is held Monday through Friday all year with breaks during Christmas (usually following the Short Course State Championship), and the summer time-frame (exact dates to be announced by the coach). There are also some holidays or pool closures that necessitate cancellation of practice. Every effort will be made to notify you in advance of any schedule changes.

The normal practice times for each individual practice group are as follows:

Group	Days	Time
Green (Beginner)	Monday-Friday	5:00-6:00 p.m.
Purple (Intermediate Beginner)	Monday-Friday	5:00-6:15 p.m.
White (Advanced Beginner)	Monday-Friday	5:00-6:30 p.m.
Yellow (Intermediate)	Monday-Friday	5:00-7:00 p.m.
Red (Advanced Intermediate)	Monday-Friday	5:00-7:00 p.m.
Jr. Blue/Blue (Advanced)	Monday-Friday	5:00-7:00 p.m.

\*Occasionally, Saturday or Sunday practices are held for designated swimmers at a time determined by the coach-in-charge.

Should you have any questions or concerns regarding your swimmer's progress the coach will be happy to arrange a conference apart from practice times.

# Training and Swimmer Responsibilities

## ***Training Sessions***

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore, it is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor. Do not waste it!

## ***Practice and Attendance Policies***

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. The expectation level of the coaches for swimmers to attend practices increases as swimmers move to higher groups.
2. For safety reasons, swimmers should arrive at the pool no earlier than 15 minutes prior to their workout and should be picked up promptly when their practice session ends. Swimmers are not allowed on the pool deck unless a coach is present.
3. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice.
4. Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.
5. Swimmers are the responsibility of the coaching staff during practice and should not leave the pool area without their coach's permission.
6. Swimmers and parents are reminded that they are guests while in the Kailua District Park and must do everything possible to respect this privilege. Any damages to park property may result in financial liability to the swimmer's parents and/or permanent expulsion from the team.
7. Parents are allowed to observe practice on the pool deck. However, please do not try to communicate with any swimmer from the observation area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach.

## **Illness and Injury**

Coaches must be informed of an illness or injury as soon as possible. Although it is always possible to find a physician (or parent) who will recommend abstaining from training, it is helpful to find a family physician who appreciates the importance of participation and who understands the repercussions associated with missed meets and training sessions.

## **Swimmer's Training Responsibilities**

Swimmers need to prepare themselves for a 100% effort each time they come to practice. Training accessories such as kickboards, pull buoys, and fins are provided by the team. However, swimmers may be required to bring additional specified training accessories when directed by the coach. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair is not an acceptable excuse to miss part of a training session.

### Code of Conduct

1. Any swimmer known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Swimmers are to treat everyone (coaches, teammates, parents, competitors, etc) with respect.
3. Posted pool rules are to be heeded at all times. In addition, running, towel snapping and other inappropriate behavior are not allowed.
4. Never interfere with the progress of another swimmer during practice or otherwise.
5. Swimmers are expected to behave in such a way that their actions reflect positively on the team at all times, in or out of the pool.
6. All members of the Club, including parents and swimmers, shall protect and improve the excellent reputation the Club has throughout the state and country.

### ***Problems with the Coach?***

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though their approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 20-30 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head age group coach or head coach join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen emphatically, but encourage the other parent to speak directly to the coach. They are the only ones who can resolve the problem.

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them after practice. They will usually make themselves available to answer questions, provide information, etc. Sending a note to the coach with your swimmer is also a good way to get information to them.

## **Organization and Team Structure**

### ***Organization***

Aulea Swim Club is a long-standing member of USA Swimming. All Aulea activities run in accordance with USA Swimming rules and regulations that allow for training and competition at all levels through both the age group program and the senior program. The USA Swimming age group swimming program is America's largest program of guided fitness activity for children.

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming staff interact with 59 Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs.

Aulea Swim Club is a non-profit organization, chartered by the State of Hawaii and recognized as a tax-exempt (501C-3) non-profit foundation by the Internal Revenue Service. Money, goods and services donated to Aulea are tax deductible. All operating expenses are financed through monthly membership fees and specially designated fund-raising events. Swimmer's expenses for swimming in meets are funded separately and are detailed in a later section.

### ***Board of Directors***

The Board of Directors is composed of six elected officers, the Head Coach and from three to nine more elected Directors. The elected positions include the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary and Treasurer. The Board's responsibility is to oversee the internal operation of the Club and to hire the Head Coach.

The Head Coach conducts practices, selects and monitors assistant coaches, provides guidance and counseling to swimmers, and is responsible for activities directly connected to competitive swimming.

### ***Standing Committees***

The Club has several committees that function to provide for the normal operation of the Club. Standing committees are:

Meet Administrators – Parent and adult swimmer volunteers who take on swim meet responsibilities including Meet Director, Meet Marshall, etc.

Meet Officials – Parent and adult swimmer volunteers who assume USA Swimming designated roles within the Hawaii Local Swim Club (Hawaii LSC) to officiate at swim meets. Roles include Referee, Starter, Line Judges, etc.

Equipment and Facilities - Acts as liaison between the coaches and the Board of Directors with regard to equipment needs. Prepares and maintains the facilities for meets and practices. Acts as liaison with the City and County concerning permits, etc. Maintains team supply of caps, swimsuits and goggles for purchase.

Entries - Responsible for reviewing and entering swimmers in the appropriate events for upcoming meets, notifies swimmers of said entries, processes entries from other swim clubs, receives via the internet and the LSC's website final results from those meets that club swimmers have participated in, distributes a summary of results for those meets hosted by Aulea no later than ten (10) days after the meet. Provide coaches and other appropriate parties with updated lists of swimmer's best times.

Awards and Incentives - Responsible for maintaining current updated records of swimmers' times in order to distribute appropriate achievement incentives. Orders certificates, jackets, bags, towels, chevrons, etc. with the team colors and designs will be done to maintain an inventory consistent with the swimmers' progressive abilities. Responsible for the timely ordering of awards, ribbons and medals for meets, arranges for personnel and coordinates the awards ceremonies at swim meets with the meet director.

Membership and Recruitment - Plans and runs membership drives in coordination with the head coach, handles applicable paperwork, receives list of qualified applicants from coaches and provides those applicants with appropriate fee schedules, applications and registration forms. Provides the treasurer with the names of the members elect, answers questions from both new and prospective members.

Volunteer Coordination – Recruits, tracks, and coordinates volunteers participating in various committees.

Publicity - Responsible for arranging annual picture taking (individual and group) including notification of swimmers and collecting payment, sends press releases and arranges for media coverage for meets, special events, and membership drives.

Fund-Raising - Solicits for and provides additional funds to purchase equipment, help swimmers pay for off-island meets, and support continuing education projects for swimmers and coaches. Coordinates communications, collections, and acknowledgments.

### ***Coaches Responsibilities***

The coaches' job is to supervise the entire competitive swim program. The Aulea Swim Club 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."

1. The coaches are responsible for placing youngsters in practice groups based on the age and ability level of each individual. When it is in the best interest of a swimmer, they 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 Aulea Swim Club coaching staff. Each group's practice sessions are based on sound scientific principles and geared to the specific goals of that group.
3. The coaching staff makes the final decision concerning which meets Aulea Swim Club competes in. The coaching staff also makes the final decision concerning which events a swimmer enters in these meets.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance.)
5. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the Aulea Swim Club program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

## **Parent's Section**

### ***Parents' Responsibilities***

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits.

1. Aulea Swim Club has a reputation of hosting swim meets of the highest caliber. Part of our operating budget is generated from the Club hosting at least three swim meets each year. One of the commitments made when you joined the Aulea Swim Club was to help work our own swim meets. Every family is expected to provide one worker per session of each Aulea hosted meet that their child is entered.

a. The Aulea Swim Club funds its activities from two main sources. The first source is from the monthly dues you have agreed to pay. The second source is the hosting of one large and 2-3 small meets each year.

b. It takes dozens of volunteers to run EACH SESSION of every meet we host at the Kailua Recreation Center Pool\* during the swim Season!! The presence and participation of EACH VOLUNTEER is ALL THAT ASSURES CONTINUANCE OF SUCCESSFUL RESULTS.  
(\*Note: There may be a few meets hosted in alternative locations.)

2. Transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by Aulea Swim Club as a purely private agreement between the parties involved and that neither Aulea Swim Club, nor the Aulea Swim Club Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

3. Parents are responsible for their swimmers once the swimmers exit the pool area. Please be prompt when picking up your swimmer after practice.

### ***Communication – [www.Aulea.org](http://www.Aulea.org)***

The majority of communication will be provided via e-mail and the website ([www.aulea.org](http://www.aulea.org)). Other items posted on the website include Aulea swim club news, upcoming events, current schedules, past meet results and pictures (when available), club rosters, new member information, and links to other useful websites.

### ***Parent Volunteers***

“Those who have the most to do and are willing to work will find the most time.”---Samuel Smiles

Parents, guardians, and sponsors are members of the organization. They are expected to support the organization financially, participate in various fund raising activities, assist in conducting meets and other Aulea activities, serve on standing/ad-hoc committees, support the Board of Directors, and most importantly, support the swimmers at home, in practice, and at meets. Swimming is a sport that requires a strong commitment by both the swimmer and the family. In order for our Club to continue enjoying the strong reputation of having an outstanding

aquatic program, we need your assistance. Like any youth program, our Club is only as strong as the parents group that supports it.

### ***Parent Participation at Meets***

Your participation is critical to the success of Aulea and Hawaii Swimming. In fact, every meet official you see on deck is a volunteer. Although Hawaiian Swimming rules and regulations specify that each participating team provide one official for every five swimmers entered in that meet, in most cases no one is assigned in advance and parents end up volunteering on an ad hoc basis just prior to the start of the meet. These volunteers are normally provided food and refreshments during the meet by the host team and, for those who become timers, have the best seat in the house! If you have young swimmers, you can usually ask another parent to look out for your kids to make sure they make their event. There are usually several clinics held throughout the year to help anyone interested in learning any of the other official jobs. You are encouraged to join a certified official on the deck to learn. Please volunteer. It helps to keep up the fine reputation of our Club!

### ***Insurance***

All Aulea Swim Club swimmers are required to have a current USA Swimming membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club.

Each swimmer is covered at any organized practice of Aulea Swim Club and every competition that is USA Swimming sanctioned. A summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet, please contact a club Officer.

USA Swimming has adopted two major insurance programs:

1. Excess Accident Medical Protection
2. Liability & Excess Liability Insurance

These two programs are intended to provide reasonable protection for USA Swimming registered athletes and clubs.

#### Excess Accident Medical Insurance

Carrier - Mutual of Omaha Insurance Company

Insured Persons - Registered athlete members of USA Swimming, Inc.

When coverage is in effect – While participating in a USA Swimming supervised, sponsored, sanctioned or approved event including:

- Competitions and meets;
- Organized practice sessions;
- Approved social and fund raising activities;
- Travel to and from competitions, meets, events, organized practice sessions, approved social and fundraising activities at the direction of a coach or club board of directors;
- OVC events for USA Swimming Officials only.

#### Liability & Excess Liability Insurance

Carrier: Lexington Insurance Company

Insured Persons – Clubs and seasonal clubs whose athletes or participants and coaches who are members of USA Swimming. USA Swimming member(s) or volunteer(s) while acting at the direction of, and within the scope of their duties for a Named Insured.

## **Swim Meets**

### ***Swim Seasons***

Aulea participates in most meets held on Oahu throughout the calendar year. A meet schedule listing the dates, type of meet and location of meet is available on the website and will normally be updated for the following season around October. Schedule changes will be posted as the season goes on.

The swim year is divided into two seasons. The short course season (meets usually held in 25-yard pools) runs from early June through December. The long course season (meets usually held in 50-meter pools) runs from January through early June and culminates with a state championship meet for swimmers who have achieved Qualifying times.

Novice swimmers usually begin with "BC" meets or Classified meets depending on their coach's judgment of their abilities. Once a swimmer makes a Hawaii "AA" or better time, they move up to the Invitational meets. The progression is as follows: C, B, A, AA, Qual, Zone, and Sectional. A table of times for each age group, girls and boys, stroke and distance is available on the website ([www.aulea.org](http://www.aulea.org)).

Generally, there is one meet for each competitive level every month. However, swimmers occasionally compete in more than one meet a month if their qualifying times for different strokes and events place them in more than one competitive category. For example, if a swimmer has a Hawaii "B" time in the 50 fly and 50 back, but has a Hawaii "A" time in the 50 free and 50 breast, then the swimmer could end up swimming in a B/C Meet and a Hawaii AA Invitational Meet in the same month. It is your responsibility to go over the meet schedule carefully and know when your child may be swimming in a meet.

Swimmers are not automatically entered in each meet, but must actively state their desire to participate by [so](#) indicating at the website. Specific guidance for each meet will be sent via e-mail and also be available on the website. If, after entering a meet, you find that your child will be unable to participate, notify the entry person and the swimmer's coach before the entry deadline to eliminate any unnecessary charges to your entry fee account. This will also assist the coaches in their planning for relays at the meets.

### ***Levels of Achievement***

There are seven different age group classifications recognized by USA Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmer's competitive age-group classification for the entire meet.

Within each age-group there are different nationally recognized levels of achievement based on times. All swimmers begin as "C" swimmers. As they improve, they advance from Hawaii C, to Hawaii B, Hawaii A, Hawaii AA, Hawaii Q (Qualifying), Western Zone, Junior National Sectional, Senior National, National BB, National A, National AA, National AAA, and ultimately National AAAA. The national qualifying times required for each ability level are published each year by USA Swimming. This permits fair, yet challenging, competition on all levels.

In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and an "A" backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

### **Types or Levels of Swim Meets**

<i>Dual Meets</i>	Aulea Swim Club occasionally competes with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.
<i>B/C Meets</i>	Designed for swimmers new to the sport of competitive swimming. Swimmers must have a Hawaii B time <u>or lower</u> in a particular event. Meets are usually on Saturdays and last 4 hours.
<i>Hawaii A/B/C Meets</i>	For swimmers who have a Hawaii A time <u>or lower</u> in a particular event. Meets last approximately 5-6 hours with a lunch break included. Meets are usually held in split sessions with certain age groups swimming in the morning session and other age groups swimming in the afternoon session.
<i>Classified Meets</i>	Open to all swimmers. Meets last approximately 5-6 hours with a lunch break included. Meets are usually held in split sessions with certain age groups swimming in the morning session and other age groups swimming in the afternoon session.
<i>Hawaii A+ Meets</i>	Rarely held for swimmers who have achieved Hawaii A or better times in particular events.
<i>Invitational Meets</i>	For more experienced swimmers who have achieved a Hawaii AA time or better in at least one event. Meets last 2 or more days with most Invitationals in Hawaii lasting 3 days (Friday Evening/Saturday/Sunday).
<i>Distance Meets</i>	Events include 200's and those over 500 yards (400 meters). Meets are usually held on Saturday or Sunday and last 4 to 6 hours.
<i>State Championship Meets</i>	Participating swimmers must have achieved a state championship qualifying time in any given event. Meets are held at the end of each season and last 4 – 4 1/2 days.
<i>Senior Meets</i>	Designed for swimmers who have a Sr A or Sr B time or better to qualify for a particular event. There are no age groups in Senior Meets, therefore, all swimmers compete with each other regardless of age. But there is a minimum age of 12 Meets are held on Friday evening, Saturday afternoon, or Sunday Morning for 2 to 3 hours.
<i>Senior Championship Meets</i>	Swimmers must attain a 15-16 state championship qualifying time to participate. Many swimmers competing in these meets are trying for Junior or Senior National qualifying times. Meet held at the end of each season lasting 4 evenings.
<i>Western Zone Championship Meets</i>	The Western Zone Championship is the highest level of national age group competition sanctioned by USA Swimming. Hawaii competes in the long course meet held in August of each year. The meet is usually held in one of the western states on the mainland but has also been held in Hawaii. Swimmers must meet minimum times set by the National Western Zone Committee.
<i>Speedo/Junior National Championships Series (Sectionals)</i>	One of the highest levels of achievement Aulea swimmers strive for is to participate in the Junior National Championships. Aulea swimmers meeting qualifying time standards for this meet travel to different locations throughout the western half of the United States to compete against the best 18-Under swimmers in the nation.
<i>Phillips 66/USA Swimming National Championships (Senior Nationals)</i>	Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USA Swimming National Championships. As with the Junior Nationals, Aulea swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

## ***How to Prepare for Swim Meets***

Swim meets are a great family experience and a place where the whole family can spend time together. Listed below are some helpful guidelines to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as possible. If you have any questions, please ask any of the more experienced parents. We all started from ground zero!

### ***Before the Meet Starts***

- 1) Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information sheet that will be sent via e-mail and also available on the website. Swimmers should also check with their coach the day before the meet to make sure the warm-up time did not change.
- 2) Upon arrival, find a place to put your swimmer's ground cover and swim bags. Aulea swimmers sit together as a team under the team tents. Swimmers should locate the coach and team members upon arrival at the pool to check in. Look for our tent and the Aulea banner!
- 3) Find the Coach and check-in.
- 4) Once "checked in," write each event-number on your swimmer's arm in ink. This helps him/her remember what events they are swimming and what event number to listen for.
- 5) Your swimmer now gets their cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team.
- 6) After warm-up, your swimmer will go back to the area where their towels are and sit there until the next event is called. This is a good time to make sure they go to the bathroom if necessary, get a drink, or just become settled in.
- 7) The meet usually starts about 15-30 minutes after the last warm-up session is over.
- 8) According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
- 9) Heat Sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool and normally sells for one to two dollars per day. For each event, heats are listed generally from slowest (heat 1) to fastest (last heat) and each specific lane assignment is noted. Championships have special seeding methods that differ from the general rule. When the team entry is sent in, each swimmer and their previous best time in that event is listed. If the swimmer is swimming an event for the first time, they will be entered as a "no-time" or "NT." A "no-time" swimmer will most likely swim in one of the first heats of the event. Write your swimmer's heat and lane on their arm next to their event-number.

### ***When the Meet Starts***

- 1) It is important for any swimmer to know what event numbers they are swimming (again, why they should have the numbers on their hand). They may swim right away after warm-up or they may have to wait awhile.
- 2) Swimmers should always report to their coach for last minute instruction and encouragement before each event. When reporting to the coach, the swimmer should tell the coach what event they are swimming, (e.g., 50 yard freestyle or 100 butterfly).
- 3) A swimmer's event number will be called, usually over the loudspeaker, and they will be asked to report to the starting area." Swimmers should report with their cap and goggles. Generally, girls events are odd-numbered and boys events are even-numbered. Example: "First Call, Event #26, 10-Under Boys, 50 freestyle."
- 4) The swimmer reports to their lane and head lane timer. Each event usually has 4-8 heats.
- 5) The swimmer swims their race.
- 6) After each swim:
  - a) Swimmers ask the timers for their time. This is an unofficial time.
  - b) Swimmers should immediately report this time to their coach who will also discuss the swim with them. Please help the coaching staff instill this discipline in your swimmer by having your child report to their coach immediately after their swim.
  - c) Generally, the coach follows these guidelines when discussing swims:
    - i) Positive comments or praise
    - ii) Suggestions for improvement
    - iii) Positive comments
- 7) Things you, as a parent, can do after each swim:
  - a) Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job they did.
  - b) If there is a warm down pool available, ensure your swimmer warms down to flush the body of lactic acid. Coaches should specify a warm down routine.
  - c) Take him/her back to the towel area and relax.
  - d) This is another good time to check out the bathrooms, get a drink or something light to eat.
  - e) The swimmer now waits until their next event is called and starts the procedure again by seeing their coach.
- 8) When a swimmer has completed all of their events they and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. They may be needed to swim "a leg" of the relay and if they leave early, three of their teammates that stayed to swim on the relay team will miss a chance to compete. Relays play a very important role in building team spirit and unity. They are also the most exciting part of a swim meet.

### What Happens If Your Child has a Disappointing Swim?

If your child has a poor race and comes out of it feeling bad, talk about the good things. The first thing you say is, "Hey, that is not like you. You're usually a top swimmer." Then you can go on and talk about the good things the child did. You never talk about the negative things.

If your child comes up to you and says, "That was a bad race, do not tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.

## ***What To Take To The Meet***

\_\_\_ Most important--Swim Suit, Aulea Cap, and goggles (if your swimmer uses them).

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\_\_\_ Towels--Realize your swimmer will be there awhile, so pack at least two.

\_\_\_ Something to sit on. Example: camping chair, ground cover, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it. A tarp is also a good item to bring because it helps keep the swimmers off the wet ground.

\_\_\_ Sweat suits (winter season) -- bring at least one. Swimmer may want to bring two because they can get wet and soggy.

\_\_\_ T-shirts--Two or three. Same reason as above.

\_\_\_ Games--travel games, coloring books, books, anything to pass the time.

\_\_\_ Food--Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time are lacking in nutrition. Liquids will ensure swimmers stay hydrated and also help to dissipate the build-up of lactic acids from earlier races. Suggested items to bring - Drinks: Water, Hi-C, Fruit juice, Gatorade, Snacks: Granola bars, fun fruits, yogurt, cereal, Jell-O cubes, sandwiches

\_\_\_ Sunscreen--lots of sunscreen!

\_\_\_ A large trash bag to keep possessions dry, just in case it rains.

Once you have attended one or two meets, this will all become very routine. Please do not hesitate to ask other Aulea Swim Club parents for help or information!

These meets are a lot of fun for the swimmers! They get to visit with their friends, play games, and meet kids from other teams. They also get to "race" and see how much they improved from all the hard work they have put in at practice.

### ***Special Parent's Note***

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly! At most meets, parents are allowed to sit with the swimmers. Parents and spectators are encouraged to prioritize space under the tent for swimmers first! The team also needs volunteer parents assisting in the tent setup, take down and storing. You do not need any special training, just pitch in and ask how you may help!

## ***How Do I Get to the Pool?***

Pool locations and directions can be found at the Aulea Swim Club website ([www.aulea.org](http://www.aulea.org)).

## **Awards and Incentives**

### ***Ribbons, Medals, Incentive Awards and Aulea Award Potlucks***

The following information describes the process of determining what kind of ribbon, medal, or incentive award a swimmer is awarded. These awards are typically available and handed out at a subsequent practice.

The most important point for parents to know is that the incentive awards are very important to our children and all the parent volunteers know that from personal experience. The process of determining who gets an award is done 'by hand' from printed information and is not without error. So if you or your child thought he or she was going to get an award and he or she did not, please do not hesitate to ask the volunteer coordinating the awards or ask any of the board members. We may not know the answer but can steer you in the right direction. And, if you are aware that an incentive award should be given, but the circumstances might make it difficult for the volunteer to be aware of this, please let them know as well.

### ***Ribbons and Medals from Swim Meets***

Ribbons and medals are given for meets based on the type of meet. The meet notice created by the hosting team describes details of the meet. The hosting team is also responsible for labeling the awards. For the purpose of awarding medals and ribbons, the swimmer is usually competing against swimmers of their same level or classification, i.e. HI-C, HI-B, HI-A, and HI-AA (listed in order of faster times). The swimmer is entered into the event based on their prior best time. For example, if the swimmer has attained a HI-B time, the swimmer is entered with that time and they compete for the ribbons against other HI-B swimmers. If the swimmer has not raced the event previously they are placed in the first division of that event. For some events HI-C is the first division, for others it is the HI-A division.

After all heats of the event are raced, the swimmers are ranked by their official finish time within the division they were entered. Because of this ranking per division, you will notice that often the fastest swimmer in the HI-C division of a given event could have placed pretty high in the HI-B or HI-A divisions, but are still awarded their place within the HI-C division. However, the next time that swimmer races, they will be ranked within a new division based on their new best time. For most meets, swimmers usually are awarded ribbons for finishing from first through eighth in their event. Medals are awarded for invitational meets and the state championship meets.

The best way to tell what place the swimmer finished in is to look at the results that are posted at the meet. You can also check the Hawaiian Swimming site at: <http://www.hawaiiswim.org>. There is usually a link to recent meet results in the middle of the main web page. There are also results of older meets in a 'results' section. There is a link from our web site to the Hawaii Swim site as well. It should also be noted that errors are sometimes found in these reports and if found are usually corrected during the following week.

For longer events HI-C or HI-B time standards are not provided. In this case the events are often ranked as two divisions - an HI-A and below division, and a HI-AA and above division. So in this case the ribbon may indicate that a swimmer competed in the HI-A division but this does not mean that the swimmer achieved an HI-A time. At Invitationals and State Championship meets there is only one division. Ranking is simply based on finish time across all heats of the same event.

One other ribbon, new to this process as of 2006, is a participation ribbon that is to be awarded to any swimmer participating in a meet that does not receive a ribbon or medal otherwise.

## ***Aulea Incentive Awards:***

Aulea Swim Club awards swimmers 'incentive' awards for reaching certain levels of achievement. These generally coincide with the Hawaiian Swimming Local Swim Committee (LSC) time standards: HI-B, HI-A, HI-AA, HI-Qual time and so forth. There are multiple purposes for the incentive awards. We wish to both award the swimmer for their accomplishment and to encourage them to strive for faster times. These incentives are given only at the awards potluck so that the swimmers may be acknowledged in front of their peers.

There are several things to know and understand about these levels and awards as there are several areas that can cause confusion. One is related to the division and time standard listed on a ribbon. As noted above, it is possible for a swimmer to compete in a meet and receive a ribbon that appears to indicate a certain time standard has been achieved when actually it has not. The second is time standards are set by our LSC and can change from year to year. The third is related to times achieved by '8 and Under' swimmers which is discussed in further detail below.

### **- 25 Yard HI-A and HI-B Awards**

Some meets have 25 yard events for the eight year old and younger swimmers. These swimmers are eligible for some special incentive awards.

A certificate is awarded to a swimmer the first time they attain a HI-B time in ANY stroke of 25 yards in length.

An Aulea team swim cap is awarded to a swimmer the first time they attain a HI-A time in ANY stroke of 25 yards in length.

### **- HI-B Time (50 yards/meters and longer)**

A certificate is awarded to a swimmer the first time they attain a HI-B time in EACH stroke of a distance 50 yards/meters or longer. Swimmers are not awarded repeatedly for each age group.

### **- HI-A Time (50 yards/meters and longer)**

A team bag is awarded to a swimmer the first time they attain a HI-A time in ANY stroke of a distance 50 yards/meters or longer. Additionally, a lesser award such as a pin, patch, or similar is awarded to the swimmer the first time they attain a HI-A time in EACH stroke of a distance of 50 yards/meters or longer. Swimmers are not awarded repeatedly for each age group.

### **- HI-AA Time**

A team jacket is awarded to a swimmer the first time they attain a HI-AA time in ANY stroke. Note that there are no HI-AA times for the 8 and Under age group. 8 and Under swimmers at this level compete in the 10 and Under age group. An eight year old swimmer will receive the award if they attain the 10 and Under time. For the first HI-AA time in each age group they are awarded a lesser award such as a pin, patch, or similar award. There is only one HI-AA time award per age group.

### **- HI-Qual Time**

The HI-Q time is the time required to compete in the State Championship Meets that are held twice each year (once each season), for long course meters, and for short course yards. The swimmer is awarded the team towel for their first qual time. For the first HI-Q time in each age group they are awarded a lesser award such as a pin, patch, or similar award. There is only one HI-Q time award per age group.

- Zone Time

A zone time is the time required to compete in the Western Regional USA Swimming Zone. This includes teams from Colorado westward. The swimmer is awarded a special team bag, larger than the standard bag. It is embroidered to indicate the swimmer has achieved a zone time. For the first zone time achieved in each new age group the swimmer is awarded a pair of Aulea sweats and then a mesh bag. There is only one zone time award per age group. For a zone time in four different age groups a plaque is awarded.

- NRT, National Reportable Time

This was formerly known as a 'top 16 time' and you may still hear it referred to as that. The intent of this time is to document the top age group times for swimmers nationwide. There is no national meet for age groups; they end at the 'zone' level. The swimmer, or members of a relay team, will be awarded a plaque that indicates they attained a NRT.

- Sectional Time

This level does not have any age associated with it. When attained, the swimmer is entitled to compete at a national level with other swimmers who have attained this time. The swimmer will be awarded a plaque that indicates they are a sectional swimmer.

- State Records

A swimmer, or members of a relay team, who break(s) a state record in an event is awarded an incentive award from the team. This could be a plaque but the incentive award can be tailored to the swimmer(s).

***Aulea Incentive Awards Program Summary (the specific item given as an incentive award may change from time to time as determined by the Board)***

25 Yard HI-B-	- Certificate for first 25 yard B time.
25 Yard HI-A	- Aulea team swim cap for first 25 yard A time.
HI-B Time (50 Y/M or longer)	- Certificate for first B time in each stroke of 50 Y/M or longer.
HI-A Time (50 Y/M or longer)	- Team bag for first A time of 50 Y/M or longer. - Pin or patch for first A time in each stroke of 50 Y/M or longer.
HI-AA Time	- Team jacket for first AA. - Pin or patch for first AA in each age group.
HI-Qual Time	- Team towel for first Qual. - Pin or patch for first Qual in each age group.
Zone Time	- Special team bag for first Zone. - A supplementary award for first Zone in each subsequent age group. - Plaque for a Zone time in four different age groups.
National Reportable Time (NRT)	- Plaque for each NRT.
Sectional Time	- Plaque for first Sectional.
State Record	- Plaque for each State Record.

## **Dues and Fees Policy**

### ***Background***

Income from dues and fees covers basic club operating expenses. Coaches' salaries, equipment, travel, education, incentive programs, and other expenses necessary to sustain a comprehensive swimming program are expensive and difficult to cover solely by fund-raising activities.

### ***Fee Schedule and Billing Procedures***

#### Monthly Dues

Monthly dues, billed on the first day of each month, are due and payable by the 15th day of the month during which the swimmer intends to swim. The current dues schedule is posted at the website.

#### Meet Entry Fees

Entry fees are paid directly by Aulea to the host club based on the number of events the swimmer has entered. Meet entry fees will be billed in the month following the meet. The entry fee schedule for each meet is listed on the meet notice.

#### USA Swimming Membership Dues

All Aulea Swim Club members participating in practice, whether or not competing in meets, must be members of USA Swimming. The current fee schedule, posted at the website, includes liability insurance for the swimmer and the bi-monthly magazine, *Splash*, published by USA Swimming. The annual renewal is billed in November.

#### Billing Procedures

Monthly invoices are posted to each family's account at the website on the first day of each month. An email reminder notice will be sent to each family indicating that the invoice is ready.

Any account not paid in full by the 15th day of the month may result in the transfer of all swimmers of the delinquent family from an active status to an involuntary inactive status. All swimmers transferred to an involuntary inactive status will remain inactive until all dues, fees, and charges are paid in full. Swimmers in an inactive status are not allowed to participate in team practice sessions or swim meets. Coaches will be provided a list of inactive swimmers and will ensure swimmers on the list are not allowed to practice until notified by the Treasurer that the swimmer's overdue balance is paid in full. The Club is aware that there are times when problems arise and payments can not be made on time. If you have problems making payments on time, please contact the Treasurer immediately to make appropriate arrangements.

#### Proration of Dues

If a swimmer participates in team practice sessions or swim meets at anytime during the month, full dues for that month are charged to the swimmer. Monthly dues are prorated only for the first month of membership for new swimmers.

## ***Membership Status***

### Active Members

Swimmers who attend practice on a regular basis, and are current with their dues and other expenses, are classified as active members.

### Inactive Status

Aulea has an Inactive Status which is primarily intended to accommodate swimmers who participate either on other team sports for part of a year or swim for their high school. Aulea pays coaching salaries, which do not fluctuate greatly. In order to pay those salaries and other expenses, Aulea needs a predictable, stable inflow of funds from dues. Unexpected, frequent or erratic changes from Active to Inactive make this difficult, so please keep this in mind.

#### Rules for Inactive Status:

- Notification must be given to the Treasurer directly prior to the first day of the month in which the inactive status is to become effective. Notification to coaches does not count.
  
- Inactive status starts on the 1st calendar day of the month and goes to the last day of the month. There are no partial months.
  
- During each whole month of Inactive status, the swimmer may not participate in any practice sessions, and will not be entered or participate in meets taking place in that month.
  
- Inactive fee is \$15 a month, and will be billed in the same manner as regular dues. Delinquency is grounds for loss of membership.
  
- Minimum Inactive status is one month with no maximum.

#### Rejoining Aulea

- Ex-Aulea swimmers who rejoin 1 to 12 months after quitting are charged a \$50 Rejoining Fee.
- Rejoining 12 full months or more after quitting is not subject to this fee (free).

This is intended to discourage short term withdrawal for the purpose of avoiding the Inactive Fee. Also, Aulea wants to encourage swimmers to be dedicated. Short term membership and withdrawal is bad for Aulea's program because it distracts coaches away from swimmers who are committed to the sport and striving to be competitive. It also discourages coaches. The provision for charging no Rejoining Fee when swimmers quit over 12 months prior is to accommodate legitimate re-entry to competitive swimming, as well as family moves out and back to the community, etc..

#### Medical Leave

- If the swimmer is legitimately injured or ill, no Dues or Inactive Fees are assessed while they are not swimming. Contact the Treasurer about specific situations.