



2011-2012  
New Parent  
Orientation

# Swim Team Structure

- USA Swimming – [www.usaswimming.org](http://www.usaswimming.org)
  - National Governing Body for Swimming in the US
  - ALL Swimmers & Coaches must be registered with USA Swimming
- Maryland Swimming - [www.mdswim.org](http://www.mdswim.org)
  - Local Swim Committee – includes all of MD except Prince Georges & Montgomery Counties
  - Train officials, sanction meets, & hold State Championships
- Columbia Aquatics Association – [www.clippersswim.org](http://www.clippersswim.org)
  - Registered USA Swim Club within Maryland Swimming
  - Institution owned club – Columbia Association



# Columbia Aquatics Association

- Known as the Columbia Clippers
- Columbia Association funded program
- CA is responsible for the facilities and staff
  - Swim Center
  - Supreme Sports Club
  - Head Coach
  - Age Group Head Coach
  - Full & Part Time Coaches
  - Athlete Assistant Coaches
  - Team Administrator
  - Pilates & Yoga Instructor
  - Personal Trainer



# Columbia Association Financial Information

- Swim Team Fees paid to Columbia Association cover
  - Facility Usage (SC & SSC)
  - Staffing (Coaches, Team Admin, Trainers, Lifeguards and Front Desk & Office Staff)
  - Pool Rental (for CAA hosted meets)
  - Swimmer Shirt and Cap provided at beginning of the season
  - End of Season Swimmer Awards
  - Practice Equipment (Medicine Balls, Exercise Mats, Kick Boards, etc)



# Clippers Coaching Staff

- All Clippers coaches must have
  - USA Swimming Registration
  - Background Screening
  - First Aid
  - CPR
  - Swim Safety for Coaches
  - ASCA Foundations of Coaching
  - American Swim Coaches Association Membership
- All Clippers coaches receive training
  - ASCA World Coaches Clinic
  - Eastern State Swim Clinic
- The Head Coach has responsibility for the coaching staff and reports directly to the Columbia Association Aquatics Director



# CAA Parent Board

- The Parent Board serves in an administrative capacity for the team - much like a PTA or Booster Club
- Monthly meetings held at the Swim Center are announced on the website and by email
  - Chairman – Kris Woodson
  - Business Affairs – Eileen Foster
  - Administrative Chair – Marianne Solomotis
  - Communications Chair – Open
  - Social Chair – Gladys Knight
  - At Large Chair – Linda Pineo
  - Concessions Chair – Stephanie Costello



# Parent Board

## Financial Information

- Two main funding sources managed by the Parent Board
  - CAA Meets (Entry fees, and Concession & Pro Shop Sales)
  - Fundraising (Program Donations, Dedications & Ads, Cookie Dough & Pizza Sales, Restaurant Nights, Raffles and Magazine Sales)
- Parent Board funds are used for organizational and operating costs
  - Meet Equipment
  - Practice Equipment
  - Ribbons
  - Awards
  - Contribution to Practice Group Activity Fund
  - Subsidy of Team Events (Team Social, Spring Picnic, Pasta Dinners, Relay Carnival and Awards Picnic)



# Swimming Apparel

- Practice Gear (some are practice group specific, see the website for details)
  - Practice suits
  - Caps
  - Goggles
  - Water Bottle
  - Fins
  - Pull Buoys
  - Paddles
  - Shorts, Sneakers & T-shirt
- Team Gear
  - Team Suits
  - Team Shirt
  - Team Cap
  - Bags
  - Sweats
  - Warm Up Suits
  - Jackets
  - Mesh bag
- How to order
  - Fall Apparel Nights – 8/31 & 9/1 @ Swim Center 5-7pm
  - Cys Swimwear - 719 Frederick Road, Catonsville MD 21228





# Swimmer Rules

- If your hair could get in your eyes you HAVE to wear a cap at practice
- Water Bottle . . . NO EXCEPTION
- Be on deck 10 minutes before practice – stretch and get ready
- Warm up and cool down are important to good stroke technique - not play time
- Behavior should be exemplary in all facilities



# Meet Information

- CAA Meet Schedule posted on website
- CAA does not participate in all MD Swimming Sanctioned Meets
- Swimmers participate in meets based on age and qualifying times
- About one month prior to each meet, email communication with basic meet information and request for swimmer availability
- Group Coach determines events for each swimmer
- Preliminary Meet Entries are posted on the website for review
- Changes to the preliminary entries must be made by the specified deadline directly to the Head Coach
- No changes are made to final meet entries - meet fees are applied to the Escrow Accounts at this time
- For each meet, swimmers should bring - Team shirt, suit, goggles, bottle, snacks, towel, change of clothes, & folding chair
- Read Meet Notices for qualifications, schedule, directions, etc



# Meet Officials

- Certified through Maryland Swimming
- Stroke and Turn Officials
- Starter
- Referee
- Training – date listed on [mdswim.org](http://mdswim.org)



# Escrow Accounts

- Managed by the Team Administrator
- Account set up for each family – includes all swimmers in the family
- Statements are emailed every 4 to 6 weeks – balances are available online in your account information
- Charges
  - USA Swimming Registration fees – 1x annual fee in September
  - Meet fees – posted online along with meet entries
  - Travel expenses – transportation, hotel, meals, etc
  - Other – Orioles Tickets, Group Apparel, Special Orders, etc
- Deposits
  - Can be made at any time
  - Cash or check payable to Columbia Aquatics Association
  - Mail to the Aquatics Office or put in the CAA Locked Box
- All Escrow Accounts should have a credit or zero balance



# Volunteer Obligations

- Total of 4 required volunteer sessions
- Volunteer Opportunities for parents and swimmers 13 and older
- Volunteer Registration posted on Website and announced through email
- At least 2 of the required 4 volunteer sessions must be completed by the end of February
- Completed Volunteer sessions are listed online in your account information
- If Volunteer Obligations are not met
  - Swimmers may not be allowed to participate in swim meets and practice
  - Priority will not be given for the following year's registration



# Volunteer Opportunities

- Work CAA hosted swim meet sessions
  - October, February, May CAA Meets
  - Howard County High School Meet
- Team Event Coordinators
  - Team Social
  - Spring
  - Relay Carnival & Awards Picnic
  - All Star and JR All Star Pasta Dinners
- Coordinate fundraising activities
  - Restaurant Nights
  - Cookie Dough & Pizza Sales
  - Program Donations, Dedications & Ads
  - Raffles
  - Magazine Sales
- Serve as group parents
- Serve on the Parent Advisory Board



# Team Communication


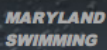


- Website – [www.clippersswim.org](http://www.clippersswim.org)
  - News Alerts & Reminders
  - Practice Information
  - Meet Schedule and Entries
  - Volunteer Information
  - Account Information
- Group & Team emails
  - Subscribe multiple email accounts
  - Only one email is used to sign in to the website
  - Families maintain subscription
- Family Folders at Swim Center
- CAA Locked Box at Swim Center
- Team Calendar
- Team Handbook – currently being updated
- Parent Board Meetings
- Group Parents
  - Conducts Practice Group Orientation
  - Liaison with Families and Group Coach
  - Coordinates Group Activities & Celebrations



# Clippers Website


[Coaches](#) [Site Map](#)

# Clippers Swim Team







   


[Home](#) [Team Information](#) [News](#) [Swimmers](#) [Parents](#) [Links](#)

[Sign In](#)  
[More Information](#)  
[Contact Us](#)



**Partners**






The Columbia Aquatics Association is a registered USA Swimming Club and a member of the Maryland Local Swim Committee. Our mission is to promote the sport of competitive swimming for all ages through positive motivation and the teaching of proper stroke technique. We strive to produce swimmers who are able to excel in competition at all levels from novice to national.

**Swim Meets & Team Functions**


[Swim Meet](#) [Team Functions](#)


 **RAC Meet**  
Oct 8 ~ 9, 2011


[Attend this Event](#)


[More...](#)


**News**

 08/30/11  
▪ [Special October benefit shirt](#)

 08/29/11  
▪ [Team Apparel Try-on Nights](#)

 08/17/11  
▪ [New Parent Orientation](#)

 08/17/11  
▪ [Welcome Back Picnic](#)

 08/15/11  
▪ [2011-2012 Season begins!](#)



# Clippers Website



- What is visible
  - Some items are for public view – do not have to be signed in
  - Some items are only for team member view – you do have to be signed in
- Sign In
  - Each Family has one email addressed used to sign in
  - Initial password set by system but can be changed after first login
- Accounts
  - Each family has a secure account with their contact information
  - Each account can have up to 4 email addresses to receive team communications
  - Each family is responsible for the information in their account and can make changes
- Members
  - Each Account has applicable members (swimmers)
  - Some of the member information can be changed by the parent and some is only changed by the Team Administrator
  - IMPORTANT – Members must have LEGAL first, middle and last name as well as date of birth listed – if incorrect email Team Administrator

# Clippers Website



- Areas of the Home Page
  - Coaches, Members, Password at the top left
  - Top Gray Bar – links to additional information
  - Sign In Box – login in and access your account/member info
  - Partners – click on the logos to access websites
  - Middle area – links to additional information
  - Swim Meets & Team Functions – lists upcoming meets and activities
  - News – lists upcoming events, updates, etc.
- Use the website to . . .
  - Review team information – practice schedules, meet information, etc
  - Update your account information – emails, phone numbers, etc
  - Submit Swimmer Availability for Meets
  - RSVP to Team Activities
  - Review Practice Schedule changes, changes to meet warm up and start time schedules

# Who do I go to with Questions?

- Coaching Staff
  - Practice
  - Meets
  - Swimmers
  - Facilities
- Parent Board
  - Fundraising
  - Team Activities
  - Volunteers
- Team Administrator
  - Registration
  - Swim Team Fees
  - Escrow Account
  - Volunteer Obligations
  - Resignation
- Group Parents
  - Group Activities

