

**SSS Team Handbook**

**Revised March 2014**

**WELCOME!**

We’re glad you have indicated an interest in joining the **SOLDOTNA SILVER SALMON SWIM TEAM.**

The **Soldotna Silver Salmon Swim Team (SSS)** was formed in 1980 by Steve Johnson with the

purpose to make available to the families of the Soldotna area a supervised, competitive aquatic club on a non-profit basis for the physical, social, and emotional development of its members. The **Soldotna Silver Salmon Swim Team** is a registered member of USA Swimming, the national organization responsible for the supervising and training of the nation’s amateur swimmers. **USA Swimming** not only enables our young swimmers to have access to some of the best coaching and educational material available but also offers them the opportunity to compete at a level compatible with their interest and abilities. Some of our young swimmers compete on a local level traveling only to Kenai Peninsula pools, some compete on a state level and travel to other areas of the state, and others compete on a national level and may travel to other states for sanctioned **USA Swimming** meets. All meets are operated under rules adopted by **Alaska Swimming, Inc. (ASI)**, our state organization, and **USA Swimming**.

**ADMINISTRATION**

The **Soldotna Silver Salmon Swim Team** is administered by a duly elected board and, in conjunction with the coaching staff, holds regular meetings to discuss **USA Swimming** policy matters and determine future club direction. All board meetings are open to the general membership and all members are encouraged to participate actively in the decision-making process.

**REGISTATION & TRAINING FEES**

1. Financial Obligations:
	1. Annual, nonrefundable, due before the first practice
		1. Annual USA Swimming Registration Fee (currently $70)
			1. Covers liability and accident insurance during supervised swim practices and meets.
		2. Annual Team Fee of $60.00
	2. Monthly Training Fees
		1. Due on the first swimming day of each month
		2. Covers pool rentals, salaries, and other miscellaneous expenses
		3. Swimmers attending **TWO (2)** or more practices in a month will be charged the **FULL** fee for the month. Training fees will not be prorated.
		4. The first two members per family are charged full monthly fees. All other family members are ½ price.
		5. Remembering to pay is the **responsibility of the parent/guardian** of the swimmer. You are also responsible for letting the Treasurer and the coach know if you are not going to swim for a month. If your bill has not been paid for **TWO (2)** months, it will have to be paid in full before the swimmer(s) can participate in practices, meets, and other team activities.
	3. Annual Fundraiser
		1. Each swimmer is required to participate in the annual fundraiser.
		2. Each swimmer is required to raise at least $50.00.
		3. Any swimmer who fails to participate or raise the minimum amount will have the difference added to their account (maximum of $50.00 per swimmer).
		4. The fundraiser helps pay for:
			1. Travel for swimmers and coaches
			2. Equipment
			3. Team Activities
			4. Training for officials, coaches, and board members
			5. Additional Operating Costs

**COACHES’ PHILOSOPHY**

Swimming develops physical strength, endurance, and muscular coordination, as well as teaching many life lessons. It teaches goal setting, dedication, commitment, and a strong work ethic. These skills and attitudes are developed with time and practice. There is no such thing as an instant swimmer. WE CANNOT JUST ADD WATER. Swimmers will improve with time and dedication. Swimming is about doing your best and improving yourself, not just about competing against others.

It is not our philosophy to make swimmers state or national champions at a young age. We believe it is important to develop swimmers at a rate that is physically, socially, and emotionally healthy, and strive to provide a program that will allow this. It is our hope that our swimmers will enjoy competitive swimming for many years, as well as participate in swimming as a lifelong physical activity.

New swimmers will not be asked to participate in competition until the coaching staff and swimmer feel they are prepared and will be entered into events that will make their first meet a positive experience. Swimmers should focus on completing their races legally with the proper technique as fast as they can, competing against themselves and not other swimmers.

The team offers practices on a regular basis. It is not expected or necessary for swimmers to be at every practice. However, practicing on a regular basis is the fastest way to develop their swimming skills. The more practices attended, generally results in more improvement.

There are five groups on the team, each with specific requirements. The coaches will determine which group a swimmer will swim in and when a swimmer is ready to move up. Promotions are based on age, skill, performance, punctuality, attendance, and meeting the requirements of the group matrix. The groups are: Minnow, Blue, Bronze, Silver, and Gold. **ALL PROMOTIONS ARE AT THE DISCRETION OF THE COACHING STAFF.**

**TEAM EQUIPMENT**

**Team colors are blue, white, and silver.**

Team caps are required for competition. Swim caps help both the spectators and coaches identify team members. **All swim gear should be clearly marked with the swimmer’s name in permanent ink.**

Team caps, googles, and swim suits are available at the swim shop on the pool deck.

The swim team is not responsible for the loss or theft of items. Please be aware and keep track of personal belongings.

**FUND RAISING**

Since SSS is a nonprofit organization with no funding from outside sources, it is necessary for the club to raise money to pay for equipment, travel, meets, newsletters, and other club needs. There will at least one fund-raiser per year. All swimmers and their parent(s)/guardian(s) are required to participate or pay a $ 50.00 activity fee per swimmer.\*\*\*

**TRAVEL ASSISTANCE REQUIREMENTS**

**Out of State Reimbursements:**

Funding for Out of State Championship meet reimbursements comes from special fund raisers sponsored and approved by the board.

To qualify for travel reimbursements:

1. Swimmers must be year round members

2. Have qualifying times.

3. Be a member in good standing for six (6) of the twelve (12) months prior to the meet.

4. Attend practices regularly (at least 80% attendance for the prior 2 months).

5. Participate in fundraising efforts and raise at least $300 or more in donations/sponsorships for the fundraiser. \*\*\*

If a swimmer does not meet the above requirements, they may still attend the meet at their own expense.

**SWIM MEET ENTRIES**

Local meets are held every three to four weeks from November to May. Meet entries are done for each swimmer that has paid the meet entry fees prior to the entry deadline. If the swimmer fails to show at the meet you will still be charged for meet fees. Parents are required to pay meet fees one week before regular meets and 2 weeks before a championship meet, which will be Friday by 6pm. If the meet fees are not turned in on Friday by 6pm 1 week prior to the meet your swimmer(s) will not be entered in the meet NO EXCEPTIONS! Make sure to check with the coaches to verify the number of events the swimmer will be entered in. **Swimmers’ entries are at the discretion of the coach**. Coaches will inform swimmers of upcoming meets and meets will be discussed at parent/board meetings. Notifications will also be sent out via email posted on the SSS board at the pool, and posted on the team webpage and Facebook page. You can also check the Alaska Swimming, Inc. (www.akswimming.org) and SSS websites for a calendar of events. \*\*\*

**TRAINING SESSIONS**

It is important to be on time to practice; latecomers are a disruption to everyone. Regular attendance at practice is encouraged as the benefits of swimming depend upon consistent training.

Our coaches deserve the highest respect, if not given you may be asked to leave or sit on the benches for the remainder of practice.\*\*\*

Upon arrival for practice, each swimmer must suit up and then sit on the bench until the coach starts practice (no swimmer is allowed in the water until the coach gives their permission).\*\*\* Swimmers must not loiter in the locker room or other areas prior to or following practice.

Unruly conduct, horseplay, improper language, disrespect towards others, or theft may result in suspension from practice or dismissal from the team. This includes proper locker room behavior; no rough housing or yelling allowed. Inappropriate public displays of affection will not be tolerated, the swimmer(s) will be asked to leave the pool\*\*\*. Please be courteous to others using the pool facility.

Parents are invited and encouraged to attend training sessions. **Parents should stay on the benches and not talk with the swimmers or coaches during practice.**

**PARENT OBLIGATIONS/ RESPONSIBILITIES**

It is important to the swimmer’s wellbeing and continued success in swimming for parents to maintain an encouraging, supportive, and positive attitude. Parents are encouraged to attend occasional practice sessions, all the meets, and parent/board meetings. Parents also assume certain team obligations and responsibilities when their child joins the swim team. It is expected of the parents to read the emails, facebook page, the bulletin board at the pool, or talk to a board member or coach about news and important information throughout the year. It is expected that they will participate when called upon to do so. Failure to do so will jeopardize the swimmer’s participation in club activates. Parent’s responsibilities/obligations include:

1. Fund Raising

2. Parents are responsible for transportation to all meets

3. Home meets volunteering/officiating –Scoring, concessions, clean-up, other needs

4. Concessions and hospitality room for home meets – Donations and time required from each family\*\*\*.

5. Obligation to let your coach and the Treasurer know if you are not swimming for a month or more.

6. Communications – Read newsletters, bulletin board posters, email, website, etc.

7. Serve on the Board

**STATEMENT OF LIABILITY**

**USA Swimming** registered swimmers are covered with **USA Swimming** Insurance when they are under the direct supervision of a current coach member of **USA Swimming** while in practice or in a sanctioned or approved competition. **USA Swimming** Insurance is a secondary insurance carrier.

**TERMS/DEFINITIONS**

**Course** – the designated distance over which the competition is conducted. Log Course – 50 meter pool; Short Course – 25 yard pool or 25 meter pool. Most pools in Alaska are 25 yards long.

**DQ**- disqualification. A violation of USA Swimming rules, causing a swimmer to be disqualified in an event.

**Event** – any race or series of races in a given stroke or distance.

**Heats** – a division of an evenly in which there are too many swimmers to compete at one time and in which swimmers compete in groups (Usually 6 swimmers or less in 6 lane pools).

**LSC** – Local Swimming Committee – an administrative division of **USA Swimming** with supervisory responsibilities within certain geographic boundaries designated by the **USA Swimming**. Our LSC is **Alaska Swimming, Inc. (ASI)**.

**Meet Entries** – the selection of events and payment of fees for swim meets

**Member in Good Standing** – a member whose dues and other financial obligations are paid in full.

**Alaska Swimming Junior Olympic Championships (J.O.’s)** – State age group championship meet held in the spring as outlined in the Alaska Swimming Rules and Regulations Qualifying times required.

**State Summer Championship Meet** – Summer age group championship meet held the fourth weekend of July. Qualifying time required.

**Age Group Championships** – Held in the winter as outlined in the Alaska Swimming Rules and Regulations. Qualifying times required.

**Great Alaska Open (GAO)** – Held in the winter as outlined in the Alaska Swimming Rules and Regulations. Qualifying times required.

**Time Trial** – An event or series of events where swimmers may achieve or better a required time standard.

**USA Swimming – United States Swimming**. The national governing body for the sport and the organization that registers athletes, sanctions events, and conducts local, regional, and national competitions and developmental programs.

**ARTICLES OF ASSOCIATION OF THE**

**SOLDOTNA SILVER SALMON SWIM TEAM**

To further common purposes, the members agree to organize under the association.

**ARTICLE 1 – NAME**

The name of this association shall be the Soldotna Silver Salmon Swim Team.

**ARTICLE 2 – PRINCIPAL OFFICE**

The principal office of this association shall be the Kenai Peninsula Borough, State of Alaska. The association may have such other offices as may from time to time be designated by its members or its Executive Board.

**ARTICLE 3 – PURPOSES**

The purposes of this association shall be:

A. To make available to families of this area, on a non-profit basis, a supervised, competitive aquatic club for physical, social, and emotional development of its participation members

B. To do anything necessary and proper for the accomplishment of any purpose set forth in the statement of principles adopted by the founders of this club.

C. This association is organized exclusively for educational purposes within the meaning of Section 501 ( C ) (3) of the Internal Revenue Code\*

**ARTICLE 4 – POWER**

In furtherance of the objects described above, but not in limitation thereof, the club shall have the power to collect and disseminate statistics and other information, to Incur Indebtedness, engage in various aquatic activities, and to hold such property as is necessary to effectuate its purposes.

**ARTICLE 5 – MEMBERSHIP AND VOTING**

A. Any person, who can demonstrate adequate swimming skills, as determined by the coaching staff, may become a participating member of the club.

B. Any participating member who has swum in club activities during the past two months is considered active.

C. The parent or guardians of an active participating member is entitled to one vote in affairs of the club at is general parents’ meetings, providing all training fees and dues are current.

**ARTICLE 5 – ANNUAL DUES AND TRAINING FEES**

Annual dues and monthly training fees shall be established and paid as determined by the

Executive Board.

**ARTICLE 6 – PARENT MEETINGS**

A. The executive Board at the request of any member shall call for a parent meeting

B. An annual meeting shall be held to elect officers, receive reports, and transact other business.

C. Meetings shall be open to all parents and notice to these meetings shall be emailed to the last recorded address of each member at least 5 days before the time appointed for the meetings.

**ARTICLE 8 – OFFICERS AND COMMITTEES**

A. The elective officers of this club shall be president, vice-president/president elect\*\*, secretary, treasurer, registration chair, committee chair, and swim shop chair\*\*. They shall be elected every three years by ballot for a three year term. No two offices may be held by the same person. Any parent member shall be eligible for the election.

B. The club shall have an Executive Board consisting of the president, vice-president/president elect\*\*, secretary, treasurer, and registration chair.

C. In the case of vacancy of office, the Executive Board will appoint a member to complete the term. In case of a vacancy of the total Executive Board, a special parent meeting shall be called.

D. Other officials and committees may be established an appointed by the Executive

Board.

**ARTICLE 9 – AMENDMENTS OF ARTICLES**

 These articles may be amended or repealed, in whole or in part, by a majority vote of parent members present at any duly organized parent meeting of the association.

**ARTICLE 10 – BY-LAWS**

By-laws will be hereafter adopted. Such by-laws may be amended or repealed, in whole or in part, in the manner provided therein, and the amendments to the by-laws shall be binding on all

members, including those who may have voted against them.

**ARTICLE 11 – DISTRIBUTION OF PROPERTY ON DISSOLUTION**

In the event of dissolution of this club, its property shall be distributed as follows:

The property and assets of this club are irrevocably dedicated to educational purposes and no

part of this net Income or assets of this organization shall ever insure to benefit of any officer or member thereof or to the benefit of any private persons. Upon the winding up and dissolution of this association, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation which has established its tax exempt status under Section 501( C ) (3) of the Internal Revenue Code\*.

**BY-LAWS**

**BY-LAW 1 – OFFICERS AND COMMITTEES**

**\*\*A. DUTIES OF PRESIDENT** – presiding officer, appointing committees, and general supervision of club activities. The president shall preside over all meetings of the club and the Executive board and be the official club representative for all USA Swimming and Alaska Swimming business. He/she is responsible for organizing and preparing for swim meets and time-trials hosted by SSS.

**\*\*B. DUTIES OF THE VICE-PRESIDENT, PRESIDENT ELECT** – assume the duties of the president in his/her absence. He/she is responsible for running Colorado Timing System during swim meets and time-trials hosted by SSS.

**\*\*C. DUTIES OF SECRETARY** – keep a complete record of all proceedings and correspondence of the club or the Executive Board. He/she will be responsible for organizing and maintaining the SSS handbook and website.

**\*\*D. DUTIES OF TREASURER –** collect the registration, training, meet, and other swimmer fees. He/she is responsible for delivering all necessary accounting information to the bookkeeper employed to keep the books and accounts of the club and file treasurer or registration chair club and file the yearly tax return. All checks shall bear the signature of the president, treasurer.

**\*\*E. DUTIES OF REGISTRATION CHAIR** – responsible for keeping a role of the club’s active membership. He/she shall register all coaches, officers, certified officials, and swimmers with Alaska Swimming and USA Swimming. He/she shall be responsible for completing entries and results for home and away meets, and running the meet manager during home meets and time trials held by SSS

**F. DUTIES OF SWIM SHOP CHAIR** – Oversee the ordering and selling of the Swim Shop items and maintaining a record of inventory

**G**. **DUTIES OF COMMITTEE CHAIR** – Setup, oversee, and participate in the committees needed for the Silver Salmon Swim Club.

 **Article 12**

**Removal of Officers** – Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, upon a vote of two-thirds of the directors on the board of directors at any regular or special meeting of the board or, except in case of an officer chosen by the board of directors, by an officer on whom such power of removal may be conferred by the board of directors.

**BY- LAW 2 – FEES AND DUES**

Training and other fees as established by the Executive Board, shall be payable on the first of each month.

\*AMENDED: 03-13-86

\*\*AMENDED: 04-30-99

\*\*\*AMENDED: 2006/2007

\*\*\*AMENDED: 5-12-2014

