



Viking Swim Club

Parent Handbook

Everything you need to know about being a parent of a
Viking Swim Club Swimmer!

Spring 2020

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Viking Swim Club Handbook

Administrative Matters

Club Profile

Purpose: Viking Swim Club, Inc. is a non-profit corporation organized under Alaska Statutes, AS 10.20 *et seq* (Nonprofit Corporations) and in compliance with Internal Revenue Code § 501©(3). The corporate purpose is to run a competitive swim program for children ages 6 to 19. The only requirement for swimmer membership is the ability to swim one length of the pool unaided (see “membership eligibility”). Swimmers compete in meets in Alaska and elsewhere. The swim program is run under the auspices of USA Swimming, and USA Swimming sanctions all meets and time trials.

Parent Involvement: VSC is a **parent-run** club and every parent/guardian are responsible to be involved in order to keep the club running and to provide the opportunity for our children to swim.

Organization:

- ❑ **USA Swimming Affiliation:** Viking Swim Club is a member of USA Swimming. All aspects of the swimming program, particularly meets and time trials, are operated under the rules and regulations of USA Swimming. The governing body of USA Swimming in Alaska is Alaska Swimming, Inc.
- ❑ **Executive Board:** The Club is governed by an executive board consisting of as many as fifteen adult members, elected biannually with staggered terms (approximately half the Board is elected each year, as prescribed in the Club’s bylaws). In addition, an athlete representative is appointed by the Head Coach to serve in an advisory position. Board members are not compensated. The Board’s primary functions are: (1) hiring and supervising a qualified, professional coach; (2) raising money to fund the swimming program, including coaches’ salaries, pool rental, travel costs; and (3) making policy decisions for the club. The Board meets once a month. In addition, the Board represents VSC at meetings of Alaska Swimming, Inc. by sending the

Head Coach and one member to the annual meeting of the House of Delegates of Alaska Swimming.

- ❑ **General Membership:** The voting general membership consists of parents or guardians of swimmers. Members are required to pay monthly dues for each swimmer. VSC's bylaws require an annual meeting in March or April of each year, and also require two general membership meetings per year (one of which is usually combined with the Annual Meeting).
- ❑ **Finances:** VSC's revenue comes primarily from fund raising events and member dues. VSC's major expenses are coach salaries, pool rental, insurance and travel to meets.

For 45 years, Viking Swim Club has operated a swimming program that imparts to the youth of the community the ideals of good sportsmanship, individual integrity and courage.

VSC was started by a group of parents interested in furthering swimming on a competitive and skill-building basis and became a reality in 1973. Viking Swim Club, Inc. is an independent organization that is not affiliated with the school.

COACHING RESPONSIBILITIES

VSC coaches are employees of the Viking Swim Club. Duties are contained in their job descriptions. A brief description follows:

Head Coach:

- Sets goals for the club and for each swimmer
- Mentors and helps guide each swimmer toward his/her goal
- Guides the team in the direction of its main objectives and goals
- Works closely with the VSC Executive Board and attends all Board meetings and sign up nights.
- Works as the point of contact between parents, swimmers and VSC
- Responsible for enforcing behavior standards to nurture a safe environment for all swimmers
- Works closely with parents to prepare master entries for meets and records of swimmers' times.

- Administrative duties: attendance tracking, maintaining swimmer registration, meet/time trial organizing, and processing entries/results in Team Unify and Meet Manager.
- Responsible for oversight of assistant coaches

Assistant Coach:

- Works under the direction of the Head Coach
- Takes on Head Coaching responsibilities whenever necessary
- Conducts practice sessions and assumes duties of head coach when the head coach is out of town (e.g., attending swim meets).
- Must understand the foundations of swimming and effectively instruct swimming technique
- Remains current with USA Swim Coach Requirements

MEMBERSHIP ELIGIBILITY

Boys and girls ages six through nineteen are eligible to join Viking Swim Club. Swimmers must be able to swim one length of the 25-yard pool without stopping. Beginning swimmers will be tested to make sure they are ready to participate fully in swim practices. The Coaches will assign each swimmer to a group for practice according to the swimmer's ability and age. This is intended to give each swimmer the attention he or she deserves. It gives the Coaches time to work with each skill level and to provide more individual attention to each swimmer.

USA SWIMMING REGISTRATION

Viking Swim Club is affiliated with USA Swimming. Therefore, each swimmer registering with VSC also registers simultaneously with USA Swimming. The registration fee is currently \$82 per year per swimmer, which must be paid before the swimmer is allowed to begin practice. This fee covers National and Alaska Swimming fees; in addition, it provides some limited insurance (described below) for your child, and a subscription to *SPLASH*, the official magazine of USA Swimming.

INSURANCE FOR VSC SWIMMERS

Through their USA Swimming affiliation, VSC members are provided with *secondary* accident and medical insurance for accident or injury that occurs during swimming related activity (practice, meets, travel to meets, etc.) This insurance is

Secondary to any other insurance applicable to the member (e.g., family, work, or other insurance); or

This secondary medical coverage begins when the registration chairman receives the swimmer's completed VSC registration form with the appropriate fee. (See USA Swimming Registration section, above). A claim for insurance coverage must be filed within 90 days of the injury. (This information is for reference only. For precise terms of this insurance coverage and information about filing claims, please contact the VSC Safety Coordinator.)

DUES

DUES SCHEDULE EFFECTIVE SEPTEMBER 2016

Monthly dues are as follows:

Group A	\$55.00
Group B	\$65.00
Group C	\$85.00
Flat rate for family with more than 2 swimmers (The Coach will assign each swimmer to a group.)	\$170.00

Dues can be increased or decreased by a vote of the membership at a general membership meeting.

Dues must be paid no later than the 6th of the month. If dues are paid later than the 6th, the swimmer will not be allowed to practice or to swim in a meet until dues are paid and current.

Dues may be adjusted each year by approval of the general membership at the annual meeting.

Dues can be paid by the semester (September – December and January – April), or in monthly installments, either by cash or check. If you pay by cash, you are responsible for obtaining the receipt.

If a swimmer pre-pays dues for the entire semester and then quits or is unable to complete the season, the treasurer will refund a pro-rated amount on a monthly basis. No refunds will be issued for partial months.

If your child is absent all or part of a month, you are still responsible for the dues for that month unless VSC is notified prior to that month starting.

VSC dues may be left in the dues box at the pool or mailed to:

VSC
Box 1257
Petersburg, Alaska 99833

Please make checks payable to **Viking Swim Club** or **VSC**. **Please note in the memo who and what month the dues are for.**

FINANCIAL ASSISTANCE FOR DUES

A portion of all fund-raising moneys collected (not more than 10%) is reserved for swimming scholarships. For those in need, financial assistance is available to help defray the cost of swimmer dues. Please ask the Coach or a Board Member if you are interested in assistance, or if you wish to recommend a swimmer who might benefit from such assistance. A written request form is necessary for funding, and these requests are kept confidential.

At least one parent/guardian of scholarship recipient must participate in all fund-raising activities, must work at all home meets, and the swimmers must participate in Laps for Loot. USA Swimming registration annual fee is not covered by scholarships; however, it may be possible to apply to USA Swimming for a reduced annual registration fee. Also, this program does not cover travel costs.

BEHAVIOR RULES

All VSC swimmers and parents will be required to sign a *Viking Swim Club Athlete Participation Agreement* that outlines what types of behavior will not be tolerated (including but not limited to profanity, fighting, theft, and malicious mischief) and what the consequences of those actions will be if a swimmer chooses to act inappropriately.

SUBSTANCE ABUSE POLICY

VSC recognizes that use of illegal drugs and alcohol threatens the development of human potential and talent. It is our position that illegal drugs, alcohol, and tobacco products have no place in athletics. Our goal is to provide a drug-free and alcohol-free environment. We also recognize that illicit use of tobacco and alcohol by our athletes is a violation of state law and therefore cannot be tolerated.

If a swimmer is found using drugs, using tobacco, or drinking alcohol, this is what will happen:

1. **FIRST OFFENSE:** Practice will be suspended for one (1) week and denial from participating in the next swim meet.
2. **SECOND OFFENSE:** Practice will be suspended for one (1) month and denial of all future swim meets for one (1) year.
3. **THIRD OFFENSE:** Denial of participation on the team indefinitely.

TEAM SUITS

All swimmers are strongly encouraged to purchase a VSC team suit, but it is not required to participate in a meet. Team suits should *not* be worn at practice sessions because the more they are worn; the faster they fade and wear out.

SWIM SHOP

Parent volunteers run the Swim Shop. Team suits, practice suits, goggles and other accessories may be purchased. Hours and location for the Swim Shop vary and will be announced. The coaches can sell caps and goggles, but will **not do so during practice**. If you absolutely need goggles or caps, please arrange to purchase them before or after practice.

OUR WEBSITE (OUR MAIN COMMUNICATION TOOL)

[HTTP://WWW.VIKINGSWIMCLUB.ORG](http://www.vikingswimclub.org) OR
[HTTPS://WWW.TEAMUNIFY.COM/HOME.JSP?TEAM=ASPVSC](https://www.teamunify.com/home.jsp?team=aspvsc)

VSC is managed entirely through our website. Our website is managed by *Team Unify* and is especially designed for use by swim clubs. Our homepage is used to:

- List upcoming events
- Post practice schedules
- Post special Viking news

- Provide links to Alaska Swimming Home Page and USA Swimming home page
- Provide contact information
- Provide our handbook (and bylaws) in an electronic format

In addition the website is designed for you to use to:

- Provide you a way to update your contact information
- Sign up your swimmers for events
- Sign up yourself to help work at events
- Look up your swimmer's times achieved
- Look up time standards needed by your swimmer to swim in competitive events

It is very important for you to become familiar with the website so that you and your swimmer can have the best experience possible.

If you require assistance in learning how to use the website, please contact a board member.

Regular Practice Structure

Swimmers are placed in specific training groups for practices, depending on age and ability.

Group A

This group is learning to swim comfortably with no assistance. The coach gets in the water to assist these swimmers often, but mostly early in the season. These swimmers work on improving stroke technique and endurance and learn to do racing starts and turns.

Swimmers should be at least 6 years old and be able to swim 25 yards. Competition is available when the swimmer is ready.

Group B

This group is proficient in all 4 strokes. This group continues to learn the fundamentals of competitive swimming and begins to refine their strokes and racing skills. Endurance training is introduced, and swimmers are challenged more as they build strength and endurance.

Group C

In this group, physical conditioning will receive more emphasis. The swimmers must have the ability to train longer and with more intensity. The training environment will often be challenging and more goal oriented. Swimmers in this group should plan to attend all practices in order to achieve consistent improvement.

In addition to our regular training program, the Viking Swim Club competes in a full schedule of swim meets from October through May. USA Swimming meets average 3 days in length. Participation in meets is encouraged, as the experience is typically fun as well as instructive. Practice schedules are posted by the coach on our website and at the pool.

Viking Swim Club Handbook

Parent Responsibility Fundraising, Hospitality and Meets

PARENT RESPONSIBILITY

VSC thrives when swimmers, parents and coaches all work together. The hardest part for new parents is “where to start, or what to do.” The most important parent responsibility to the team is to find a way you can help. There are many tasks requiring a wide variety of talents to keep VSC functioning at peak performance. Parents are expected to help VSC with:

- ❑ Fund raising
- ❑ Hospitality - Housing out-of-town swimmers and Chaperone Away Meets
- ❑ Running Meets - Helping at home meets

MANY OPTIONS ARE LISTED ON THE FOLLOWING PAGES, AND THERE ARE ALWAYS NEW WAYS TO HELP. PLEASE CONTACT A COACH OR BOARD MEMBER TO VOLUNTEER. FIND YOUR WAY TO HELP VSC WORK TOGETHER

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FUND RAISING

VSC has three main fundraisers per year. The money raised is used for the entire operation of the club, and for travel costs and for equipment

purchases. Dues alone do not cover coaches' salaries and pool rental—we must rely on fundraisers to make up the difference and to pay for travel, equipment, accounting, and anything else that comes up.

RAFFLE:

Our first fund-raiser of the year is the fall raffle. Traditionally, VSC raffles Alaska Airlines tickets and two other prizes, selling a limited number of tickets. **Swimmers are expected to sell these tickets for VSC.**

AUCTION:

Every fall, VSC has an auction.. Items for this auction are donated by **VSC families** and by local businesses. The Fundraising Chair (a Board position) oversees the auction, assisted by VSC parents who chair auction committees. There are innumerable jobs associated with this event, and **you will be contacted to donate goods or services, as well as work on one of the committees and/or auction night jobs.** The auction is our biggest fund-raiser, and it is important that every family contribute to its success.

Laps for Loot

Early in the second semester, all swimmers are expected to participate in the Laps for Loot by collecting pledges. This is also a major fund-raiser for VSC, and there are also jobs that parents can help with in organizing this event.

Optional Fund Raising for Alaska Age Groups and NW Sectional Age Group Meets: Because these meets are much more expensive than meets within Southeast, swimmers and parents will be given the opportunity to participate in extra fundraising activities to help defray the swimmers' portion of travel costs. These fundraisers will be conducted under the auspices of VSC, as follows:

- Swimmers may participate only after all required minimum fundraising levels have been met for VSC regular fundraisers.
- All of the money raised under these special fund raisers will be turned in to VSC, and swimmers will be allowed to apply one-half the net proceeds (money collected minus costs) to their own share of travel expenses for these meets.

- This special fund-raising provision will not apply to Alaska Age Groups when that meet is held in Southeast Alaska, and it does not apply to JO's, which has a travel equalization fund that reimburses swimmers for travel costs.
- Money raised under this program is not transferable to other swimmers and cannot be carried over to other meets. Exceptions might be made, by approval of the Board, if the swimmer is unable to attend a planned meet because of illness or injury, or another unforeseen emergency. (Poor school performance does not constitute grounds for an exception.)
- Any money raised by an individual swimmer over and above that swimmer's cost of a meet will be applied to chaperone and coach expenses for that meet.
- This program will be operated separately from the other VSC fundraisers and will be managed by volunteer parents of swimmers participating in this fundraiser. The parent in charge of this program will arrange for the activity, collect and deposit money, and report to the Travel Coordinator the amount to be credited to each swimmer. This activity will not be part of the Fund Raising Chair's responsibility, nor will swimmers who are not attending these meets be required to participate.

Hospitality

House visiting swimmers and Chaperone Away Meets

Hospitality duties include making out of town teams comfortable in Petersburg and taking care of our swimmers when they are at out of town meets. Besides providing buffet food for the coaches and officials at home meets, the hospitality volunteers house visiting teams as well as chaperone our swimmers at away meets.

HOUSING VISITING TEAMS

Each VSC family is expected to house swimmers from visiting teams. out-of-town swimmers are housed in groups of at least two per VSC family. When visiting teams choose not to group house, group housing may mean staying in a church basement, or sharing a room or

suite of rooms in a hotel. Here is what is expected of VSC housing families:

- ❑ **Transportation:** You are responsible for getting the swimmers to and from the pool, as well as to and from the airport or ferry terminal, unless you are assured by the VSC housing coordinator that other arrangements have been made.
- ❑ **Information:** Each visiting swimmer will have a piece of paper listing (a) home phone number and parents' names; (b) name, location and phone contact for his/her chaperone, (c) curfew times, and (d) any special rules.
- ❑ **Supervision:** *In no instance may any swimmer of any age be left unattended in host homes.* That means an adult must be present at all times when the swimmers are present in the home. Swimmers housed in homes where parents work outside the home will be responsibility of the chaperones during the working day. Please be sure to communicate to the swimmers' chaperone if you work and will not be home during the day.
- ❑ **Food:** You are responsible for breakfast, sack lunch, and dinner for the visiting swimmers.
- ❑ **Sleep:** The swimmer should have his/her own sleeping bag. Most coaches require that their swimmers be in bed by a certain time—this will be on the information sheet. All competing swimmers need their sleep.
- ❑ **Discipline:** Guest swimmers are expected to follow your house rules. If there is a problem, please call the child's chaperone and the VSC Housing Coordinator.
- ❑ **Communication:** Be sure the swimmers check out with their chaperones before leaving the pool, airport, or ferry terminal so that no one need worry about "lost" children.
- ❑ **Problems:** Any housing problems are to be reported to the housing coordinator, who will confer with the visiting head chaperone.

AWAY MEETS—CHAPERONE DUTIES

Parents are encouraged to volunteer to chaperone out-of-town meets. VSC pays the chaperone's ferry or airfare. Usually, the chaperone(s) will group house with the swimmers. Group housing may mean staying in a church basement, or sharing a room or suite of rooms in a hotel. In every case, adequate (100%) chaperone supervision is provided and as much accommodation as possible is made for privacy. When swimmers are housed out, half the double occupancy rate per hotel night will be paid by VSC. No housing money is paid if you stay with friends or relatives. VSC also pays \$15.00 per day towards the chaperone's food costs. The Travel Coordinator will make group housing or hotel reservations for chaperones. Chaperone assignments are rotated so that as many parents as possible are able to serve as chaperones. One chaperone is assigned for every 10 swimmers attending a meet. All chaperones are required to meet USA Swimming Safe Sport policies, which includes completing the Minor Athlete Abuse Prevention Training.

The **head chaperone** for each trip will be an experienced VSC chaperone (at least one previous trip). The Travel Coordinator assigns the head chaperone. His/her duties include:

- ❑ Informing chaperones of their duties.
- ❑ Helping chaperones to settle problems with swimmers.
- ❑ Working with the Coach in any disciplinary action.
- ❑ Taking charge of medical release/permission forms for each child.

The **chaperones'** jobs include:

- ❑ Informing parents that she/he will be the chaperone for their child during the trip. The chaperone will also inform parents about arrival and departure times, what to bring, and how and where to reach the chaperone during the out-of-town meet.
- ❑ Responsibility for carrying each swimmer's spending money. (Chaperones do not make decisions for the swimmers on how to use their spending money.)
- ❑ Having immediate access to each swimmer's permission/medical release slip (carried by head chaperone).
- ❑ Knowing where their assigned swimmers are. Making sure all are off the ferry or plane safely and with their parents or housing parents before leaving.
- ❑ Making sure they have the names and phone numbers of each of the swimmer's housing families if applicable.
- ❑ Chaperones attend all workouts, warm-ups, and events.
- ❑ Any swimmer in the vicinity of the chaperone is his/her responsibility at the time they are nearby. In other words, chaperones have authority and responsibility for all VSC swimmers — even those assigned to other chaperones.
- ❑ Making sure all children are picked up by the housing parents and adequately housed before leaving the pool if housing out

- ❑ Ensuring all children are transported to and from the pool to the group house.
- ❑ If group housing at a church there is normally group meals (dinner/breakfast) that are prepared with the help of the chaperones.
- ❑ Finding out what the housing parents' daily schedule involves, so they will know whether or not the swimmers in that home will need to be brought to the chaperone's hotel room.

- ❑ Making contact with swimmers each evening after they return home.
- ❑ Making a sweep of the host team’s lost-and-found before returning home, to retrieve any identifiable VSC items. (This is a courtesy to VSC parents—it is the swimmer’s responsibility to keep track of his/her own belongings.)
- ❑ Reporting any problems the swimmer may have to the Coach.
- ❑ Reporting any rule infraction to parents, either in person or by phone as soon as possible.
- ❑ All chaperones must refrain from drinking alcoholic beverages or smoking in the presence of the swimmers.

RUNNING MEETS - HELPING AT HOME MEETS

Meet Director is a Board position: the meet director oversees planning and running our home meets. Some years we have just one meet; other years we may have two. Each meet requires involvement from every VSC family. Here are just some of the ways you can help:

On-Deck:

Officials: If you are interested in being a meet official, you can participate in training to become a stroke-and-turn judge, referee, or starter. More is better—sharing this job makes life easier for everyone. Must meet USA Swimming Safe Sport policies, which includes completing the Minor Athlete Abuse Prevention Training.

<p>Timers per lane, plus a head timer. you don’t need to be certified. Some say timers have the best job—you can see all the swimmers and you can sit! Also, at least two across-the-board judges are needed for each meet.</p>	<p>Every meet needs two timers Timing is easy to learn, and you can see all the swimmers and you can sit! Also, at least two across-the-board judges are needed for each meet.</p>
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Off-Deck:

Hospitality: VSC provides a hospitality room for visiting coaches and chaperones—they don't have time to run downtown for lunch, so we provide food for them, as they do for us when we visit their town.

Safety Coordinator: This person is available to answer questions, to oversee the office, and to patrol the locker rooms, lobbies, etc. Must meet USA Swimming Safe Sport policies, which includes completing the Minor Athlete Abuse Prevention Training.

Ribbons/Awards: As results are tallied, two or more people prepare the ribbons for our team and for visiting teams, using the labels supplied by the computer people. We generally try to have ribbons ready for the visiting teams before they leave.

Setup and Cleanup: Parent volunteers are needed before the meet starts to set up, and after the meet ends to clean up.

Concessions: For the past several years, VSC has “out-sourced” concessions to various groups in town.

Housing: In addition to working one of the jobs above, each VSC family is expected to house visiting swimmers, if the visiting team chooses not to group house, as your swimmers may be housed with host families in other towns.

BOARD POSITIONS:

The Board oversees the entire program, including hiring and supervising coaches, filing corporate and income tax returns, overseeing meets, and raising money to pay for the whole thing. The Board currently meets once a month. The Board has staggered terms, with roughly half of its members elected in odd years, and half in even years. Elections happen at the Spring annual meeting. If you are interested in serving on the Board, contact any Board member prior to the Spring annual meeting.

Viking Swim Club Handbook Swim Meets Requirements and Rules

SIGN-UP NIGHTS

Swimmers are expected to register for all meets on our website. In addition, before every VSC meet, whether it is a home meet or an away meet, there will be a sign-up night. At sign-up night, you will be expected to:

- ❑ Confirm your child is signed up for the events he/she will be swimming, with guidance from the coach.
- ❑ Sign permission slips for travel, if applicable.
- ❑ Pay all costs associated with the meet (meet fees, travel costs, chaperone fees). In addition, all dues must be current.
- ❑ For away meets, sign up for housing or inform Travel Coordinator what housing arrangements you have made for your swimmer.

Because of the extensive and complicated arrangements that are involved in preparing for an out-of-town meet, we cannot allow anyone to sign up late for a meet. Travel arrangements are tight, paperwork needs to be submitted to the meet officials in advance, and there just is not time to make changes. **You must sign up on time!** If you can't make it to sign-up night, you can still sign up if you contact the travel coordinator or records keeper *before* sign-up night. If you are unable to attend Sign-Up Night and you have not made prior arrangements, your swimmer will not be allowed to participate in the meet.

HOME MEETS

Swimmers are encouraged to attend all home meets. If swimmers are unable to swim in a meet, they must notify the Coach at least seven days prior to the meet or at the earliest possible time if due to illness or injury. Swimmers participating in the meet should plan to arrive about one hour early for warm-up, or as directed by the Coaches.

Each swimmer pays meet fees for home meets, and these fees are not refundable if the swimmer does not participate.

OUT-OF-TOWN MEETS—REQUIREMENTS

The following travel policy is subject to change by the Board as necessary:

In order to travel to an out-of-town meet and qualify for the travel rebate, the swimmer must have the following qualifications:

- (1) Dues are current
- (2) Approval by the Coach and by parent or guardian
- (3) The Swimmer has met attendance and conduct requirements.
- (4) The Swimmer and/or swimmer's family has participated at stated minimum levels, in all fundraisers for the prior year. For first-year swimmers or swimmers who did not swim the previous season, the parents or swimmer must have participated at minimum levels in all of the current season's fundraisers. Minimum participation levels will be announced at the beginning of each fundraiser.
- (5) Swimmers in the 8-and-Under age group must have participated in a home meet and must be accompanied by a parent or guardian on the trip.
- (6) In a non-championship meet, swimmers in the 8 and under age group must swim four events. Swimmers age nine and up must swim seven events including one on Friday
- (7) In meets requiring qualifying times, a swimmer must have times in four individual events. If a relay team qualifies, and three swimmers have 4+ individual times, the fourth member may participate even though he/she has no individual times. [For sectional and national meets, The Board may approve travel

reimbursement for swimmers that have fewer than 4 qualifying times.]

To travel to an out-of-town meet **without VSC financial assistance**, the swimmer must have the following qualifications:

If a swimmer does not meet minimum number of qualifying times for championship meets, or is unable to swim the required number of events in non-championship meets, or has not met the fundraising requirements, she/he may still attend out-of-town meets with VSC if: (1) dues are current, (2) the swimmer has Coach's approval, and (3) the swimmer pays 100% of travel costs, meet fees, and chaperone and other travel fees.

OUT-OF-TOWN MEETS—COSTS

Air/Ferry Costs: VSC pays a rebate to lower the actual travel cost (air or ferry) for swimmers who attend out-of-town meets (subject to requirements stated above). Parents pay the remaining costs.

Once a swimmer has signed up for a meet, the swimmer is committed to pay for chaperone fees, meet fees and travel costs. Parents are responsible for purchasing tickets for their swimmers and attaching them to the coaches itinerary.

Mileage Awards, Companion Fare Coupons or other discounts:

Families may use mileage awards and companion fare coupons to help defray travel costs. From time to time, people will donate mileage or discount coupons to VSC. These items will be handled as follows and require at least 6 weeks advance notice to the travel coordinator (which could be, and most likely will be, before the sign-up night for that particular meet, so be alert to deadlines).

- Donated mileage and discount coupons will be applied to coach and chaperone airfare and will not reduce the amount of the swimmers' airfare. Donated mileage will be used first for the most expensive meets (when possible).
- Swimmers may use mileage to pay for their airfare.
- Swimmers may apply companion fare coupons (plus taxes) to pay for their own tickets.
- Free tickets can be used to pay a swimmer's airfare, but no reimbursement will be made.
- Exceptions to this policy may be made on a case-by-case basis by the travel coordinator when necessary.

The payment by VSC is subject to conduct and attendance rules and participation in fund raising activities at required levels.

Chaperone fees: Currently, VSC collects \$25 per swimmer for meets within Southeast Alaska to help defray the travel costs (hotel, rental car/van and air/ferry fare) of chaperones. All swimmers pay chaperone fees, even if they stay with their parents at a meet.

Meet fees: Meet fees are paid to the host club. Meet fees cover the cost of the meet to the host club; about 50% of meet fees collected by the host club go to Alaska Swimming, Inc. to cover its costs. Meet fees and chaperone fees are subject to change by vote of the Board of Directors.

JO's, Alaska Age Groups and NW Sectional Age Groups: For meets outside of Southeast Alaska (JO's, Alaska Age Groups and NW Age Group Sectionals in Federal Way, Washington), swimmers are usually housed with the chaperones and coaches at hotels, and VSC rents a car or van to transport swimmers from the housing to the pool. VSC pays ½ the cost of the housing (e.g. hotel). The other half of the housing is prorated among the swimmers attending. The transportation costs are prorated based on the number of people using the car or van (swimmers, coaches, and chaperones.)

JO Reimbursement: Alaska Swimming has a travel equalization fund and swimmers outside of Anchorage are reimbursed for part of their travel expenses. The amount of reimbursement depends on how many

swimmers attend JO's in a particular year and the total amount of travel expenses. *(Every swimmer in the State pays a \$40 registration fee, of which \$10 goes to the travel equalization fund)* The reimbursement checks from Alaska Swimming are usually received sometime in the summer following the meet.

OUT-OF-TOWN MEETS—HINTS AND RULES

Housing

Southeast: For meets within Southeast Alaska, our goal is to group house or hotel house, in the event that that is not possible, our swimmers are housed with host families. At least two swimmers are housed per housing family. Parents who wish to make their own housing arrangements must notify the travel coordinator at sign-up night.

Out-of-area meets: Swimmers going to meets outside of Southeast are housed with the chaperones and/or coach in hotels or other group housing. Group housing is often the most affordable and convenient option for traveling swimmers.

Packing for a Trip:

- Take a sleeping bag, sleeping pad for group housing and one medium suitcase, backpack, or duffel bag. (Remember, swimmers carry their own luggage, so the amount of luggage should be no more than the child can manage by himself/herself.)
- Be sure to tag the luggage with swimmer's **name and address**. The swimmer's last name should also be on individual items, and it would be helpful to write **VSC** on these items also, as it makes it easier for our chaperones to grab our "leftovers" from the lost-and-found bin when the meet is over. You may find a plastic bag helpful for wet suits and towels. Towels seem to get left behind more than anything else, so be sure to label them with your name and "VSC." You may wish to send your "less-than-best" towels. It is recommended to bring two towels to ensure one is always dry for the next day's swimming.
- When the swimmers travel by air to a meet, they are required to **carry on** the plane with them a bag with team suit, cap, towels,

goggles and pool clothes. That way, if the checked luggage goes astray, the swimmers will still be able to swim at that evening's session.

- Think carefully about sending expensive electronic equipment with your swimmer. They can and do disappear, sorry to say. If swimmers do take these items to meets, they do so at their own risk. Swimmers should be encouraged to leave valuable items with the chaperones.
- It is recommended to pack a water bottle and healthy snacks for the pool.

Food and Spending Money: The chaperones carry the swimmers' money and give it to the swimmers on an as-needed basis. It works best to send the food money in separate small envelopes, one for each day, preferably in small bills. When group housing, each swimmer is required to bring \$40.00/day for food. Note that the housing families are expected to provide three meals a day for the swimmers, including a sack lunch.

However, there are concession stands at most meets for between-meal snacks, and many times the swimmers will go out to eat in the evenings.

Spending money should be sent in a separate envelope. If you have special instructions concerning spending money, be sure to tell the chaperone in advance.

Each swimmer is required to bring \$40.00 in emergency money. That money is kept separate and is for the purpose of making alternate travel or housing arrangements if scheduled transportation doesn't go as planned (e.g. the plane overbooks or the ferry is delayed). The \$40.00 is returned to the parents after the meet if not used (and it rarely is used).

Ferry Travel Rules: Swimmers are not allowed on the outside deck while the ferry is underway. The car deck and staterooms are off limits unless specific permission has been granted by the chaperones. The chaperones may set special rules, and will inform the swimmers of those rules.

Viking Swim Club Handbook Swim Meets Competitive Tiers

INVITATIONAL AND COMPETITIVE MEETS

VSC participates in both “Invitational” and “Competitive” Meets. Invitational meets are decided each year by the Southeast Alaska Coaches and these meets are for all swimmers. The Southeast Alaska Swim Clubs include:

- VSC — Petersburg Vikings
- BBSC — Baranof Barracudas (Sitka)
- CWSC — Craig Waverunners
- GSC — Glacier Swim Club (Juneau)
- HDSC — Haines Dolphins
- KKW — Ketchikan Killer Whales
- WSC – Wrangell Swim Club

Competitive meets are for swimmers who have achieved qualifying times for that meet. The meets are listed here in progression from slowest (easiest time standards) to fastest (most difficult time standards):

- Alaska Age Group Championships (Location is rotated in Alaska)
- Alaska Junior Olympics (Always in Anchorage)
- Great Alaska Open (Location is rotated)
- NW Age Group Sectionals (Pacific NW: Alaska, Washington, Oregon, Idaho, Montana, Hawaii.) (Always in Federal Way)
- NW Senior Sectionals (Pacific NW: Alaska, Washington, Oregon, Idaho, Montana, Hawaii.). (Always in Federal Way)
- Alaska Long Course Championships (July, always in Anchorage)
- Western Zones (for the Western US: Alaska, Washington, Oregon, Idaho, Montana, Hawaii, California, Utah, Wyoming, Arizona, New Mexico) – This meet is in August and it rotates among Western States. Swimmers going to Zones go as part of an all-Alaska team. Signups for Zones are at the JO meet in April.

Qualifying Times for all other meets can be found at the Alaska Swimming Website.

EXPLANATION OF QUALIFYING TIMES CHARTS

- **SCY (Short Course Yards):** The pool in Petersburg, as well as all pools in Southeast Alaska, is 25 yards in length. When our athletes swim a distance for time, it will be called a **Short Course Yard** time. The qualifying times charts list the minimum time allowed to enter an event at a qualifying meet. For example: Joe, who is 13 years old, wants to know what events, if any, he can swim at the Alaska Age Group Championship. His times are:

Event	Joe's Times	SCY QT	Can he swim?
50 Free	30.98	30.99	Yes
100 Free	1:08.57	1:09.39	Yes
100 Back	1:20.78	1:22.59	Yes
100 Breast	1:30.56	1:29.89	No

Qualifying time meets are: Age Groups, Southeast Champs, Seniors, Junior Olympics (JO's), Region XII, and Western Zones.

Swim meets on our calendar which *do not* require qualifying times are October Splash, ABC Meet, Winter Games, Last Chance Invitational, and Novice Invitational.

- **SCM (Short Course Meters):** A short course meter pool will look almost the same as a short course yard pool. The difference is one is 25 meters long and the other is 25 yards long. In comparison, a swimmer's time will be a bit slower in meter pools due to the fact that it is a little bit longer.
- **LCM (Long Course Meters):** Times recorded as long course meters are swum in a 50-meter pool. A 50-meter pool is over twice the length of the pool in Petersburg. A 50 LCM swim will be the same length as a 50 SCM swim, but without a flip turn. This is the official pool size used for the Olympics.

Bylaws
Of
Viking Swim Club, Inc.

ARTICLE I
Name and Principal Office

SECTION 1. Name – the name of this organization is **Viking Swim Club, Inc.**, and is hereafter informally referred to as VSC.

SECTION 2. Principal Office – The Principal office of the **Viking Swim Club, Inc.** shall be at the Petersburg Aquatics Center, Petersburg, Alaska, or at such other place as the Executive Board determines.

ARTICLE II
Purpose and Policy

SECTION 1. Purpose and Policy – The Corporation has as its primary objects and purposes the establishment of a supervised competitive swim team, to implant in the youth of the community ideals of good sportsmanship, honesty, loyalty, and courage and to promote swimming as a major sport in this city. This corporation is organized exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. It may also engage in other activities consistent with and in furtherance of the educational and charitable purposes of the corporation and the requirements of Section 501(c)(3) of the Internal Revenue Code. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any activities exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. This organization is not organized for profit, and no part of the net earnings shall inure to the benefit of any member or individual.

ARTICLE III
Membership

SECTION 1. Voting Membership Eligibility - Voting Membership of the VSC shall consist of parents and guardians of swimmers, honorary members, and to all who subscribe to the purposes and policies of the VSC.

SECTION 2. Non-Voting Membership Eligibility - Non-Voting Membership of the VSC shall consist of all athletes registered and in good standing under the provisions set forth in the VSC Handbook.

ARTICLE IV
Executive Board

SECTION 1. Number, Selection, and Term of Office – The Executive Board (Board) shall consist of as many as 15 members in good standing. These shall include the 9 officers elected by the membership, the Administrative Official, the Head Coach, and any Members at Large. An athlete representative will be chosen to report to the Board in an advisory, non-voting capacity.

SECTION 2. Vacancies – Any vacancy developing in the Board within the two-year terms of office shall be filled, until the next annual election, from the general membership by a majority vote of the remaining Board members. Three (3) unexcused absences from regular meetings of the Board by any member may be deemed a resignation.

SECTION 3. Powers and Duties – The Board shall have full charge of the property and business of the VSC with full power and authority to manage and conduct the same, according to the Bylaws; subject to the instructions of the general membership. The Board may create and designate such special committees, sub-committees, volunteer positions, or paid employee positions as it may deem necessary. The Board shall have the power to establish scholarships according to the VSC Handbook.

SECTION 4. Meetings and Quorum – There shall be a regular monthly meeting at all times the VSC is active. In addition, the president may call special meetings. Seven (7) members shall constitute a quorum.

SECTION 5. Voting – Voting shall be conducted at regularly scheduled Executive Board meetings where it is practicable, but may be conducted in between meetings by electronic means.

1. Meeting Votes – Votes held within a regularly scheduled Executive Board meeting shall be passed by a simple majority vote of those Executive Board Members present.
1. Electronic Votes – Votes held between meetings shall be proposed by any member of the Executive Board in either text or email, and the first Executive Board member who responds affirmatively to the proposed vote shall be deemed the Second. Without discussion, Electronic Votes will be deemed passed when all Executive Board Members have answered in the affirmative. Exceptions will be made when Executive Board Members notify the VSC Board that they will be unreachable and/or that they wish to abstain from any voting between Executive Board meetings. It will be the responsibility of the Secretary to read any electronic votes into the minutes of the next regularly scheduled Executive Board Meeting.

ARTICLE V

Officers

SECTION 1. Enumeration and Election of Officers – the VSC officers shall be a President, a Vice President, a Secretary, a Treasurer, a Membership Chair, a Travel Coordinator, a Meet Director, a Safety Coordinator, a Fundraising Chair, and an Administrative Official. Election of officers for the positions of President, Secretary, Membership Chair, Safety Coordinator, and Meet Director shall be held in odd numbered years (2019, 2021, etc.) and election of officers of the positions Vice President, Treasurer, Fundraising Chair, and Travel Coordinator shall be held in even numbered years (2020, 2022, etc.). The Administrative Official shall serve an indefinite term and shall be appointed by a majority of the Board members. Officers shall be elected from among the general membership by members in attendance at the annual meeting in March or April. Except for the Administrative Official, the term of office shall be for two years beginning at the conclusion of the general membership meeting in March or April. All Officers shall deliver to their successors all official materials entrusted to their care. All elective positions may be voted on by secret ballot and the majority of the votes cast by the members present shall be necessary to elect.

SECTION 2. Vacancies – Vacancies occurring in any office shall be filled, until the next annual election, by a majority vote of the remaining members of the Board.

SECTION 3. President – The President shall preside at all meetings of the VSC and of the Board. He/ she shall be, ex-officio, a member of all committees, and perform such other duties as may be designated by the Board.

SECTION 4. Vice President – The Vice President shall assist the President at the President's or the Board's direction, and preside in his absence. He/ she shall perform such duties as the President and the Board may designate.

SECTION 5. Secretary – The Secretary shall keep minutes of all meetings of the VSC and of all meetings of the Board, and deliver written copies of the minutes for each Board member at every meeting of the Executive Board and general membership. Distribution by email shall constitute written delivery. He/ she shall notify members of scheduled and special meetings and handle correspondence. He /she shall sign, with the President, all contracts and other instruments when so authorized by the Board and shall perform such other functions as may be incidental to the office.

SECTION 6. Treasurer – The Treasurer shall keep a record of income and expenses, prepare financial reports, and help to prepare the budget. He/ she shall deliver a written Treasurer's report with a copy for each board member at every meeting of the Executive Board and general membership. Distribution by email shall constitute written delivery.

SECTION 7. Meet Director – The Meet Director shall handle all related facets for publicity and running of the meets as defined by the regulating handbook for such events. He/ she shall be in charge of all swim meets and appoint capable persons to assist him/her in the operation of all meets, in accordance with Alaska Swimming and USA Swimming Guidelines.

SECTION 8. Travel Coordinator – The Travel Coordinator shall be the travel agent for the VSC and will handle all arrangements for travel to meets and meetings which shall include making reservations, sending housing requests, obtaining chaperones, and purchasing tickets. The Travel Coordinator shall work with the appropriate Board Members in accounting for travel reimbursements and scholarships.

SECTION 9. Membership Chair – The Membership Chair shall be in charge of sign-up, the collection of dues, keeping a current list of eligible swimmers, and handling individual state and national registrations. The Membership Chair shall work with other Board Members, volunteers, or employees to fulfill their duties.

SECTION 10. Fundraising Chair: The Fundraising Chair shall be responsible for planning all fundraising events. He/she shall appoint capable persons to assist him/ her or to be in charge of events.

SECTION 11. Athlete Representative – The athlete representative shall be appointed by the Head Coach.

SECTION 12. Safety Coordinator - The Safety Coordinator shall coordinate the safety program for VSC in compliance with VSC, Alaska Swimming, and USA Swimming requirements and administer the VSC's responsibilities pertaining to the USA Swimming insurance policy or other insurance as determined by the Board.

SECTION 13. Records Chair - The Administrative Official shall be responsible for duties related to keeping swimming records as may be required by Alaska Swimming, Inc. or by USA Swimming. The Administrative Official shall delegate responsibilities to others as necessary. The Administrative Official shall operate under the direction of the Meet Director in the performance of his/ her duties.

SECTION 14. Member At Large – Members at Large may be appointed by the general membership of VSC whenever the Board sees a need for additional Board Members. They shall be duly elected as other members, excluding the Administrative Official, of the Executive Board. At no time will the number of Board members, including Members at Large, exceed 15 persons.

ARTICLE VI

Financial Administration

SECTION 1. Fiscal Year – The fiscal year of the VSC shall commence on the first day of January each year.

SECTION 2. Dues – Club dues structure, policy and fees shall be determined by Executive Board action and approved by a two-thirds majority vote of the members present at a general meeting. Members must remain in good standing and not be delinquent in payment of dues to be eligible to vote or to serve in any elected or appointed office. To be eligible to participate in and travel to sanctioned swim meets as a representative of VSC, swimmer's dues must not be delinquent.

SECTION 3. Disbursements – Disbursements shall cover obligations incurred, authorized, and reviewed by the Executive Board. The Executive Board shall have authority to pay all bills. Checks shall require the signature of two members authorized by resolution of the Executive Board.

SECTION 4. Financial Review - An independent audit of the books shall be made annually at the end of each fiscal year and upon the election of a new treasurer. This audit shall be conducted by members of the Executive Board as appointed by the President or by an independent accountant.

SECTION 5. Bookkeeper – A bookkeeper may be hired upon a resolution by the Executive Board. The Executive Board shall also determine the rate of hire or salary of the bookkeeper.

ARTICLE VII

Meetings

SECTION 1. General Membership Meeting – General Membership Meetings shall be held at the discretion of the Executive Board. There shall be at least one (1) meetings each year. Written notice stating the day, time, and location of the meeting and the purpose for which it is called shall be delivered to each member not less than five (5) days prior to the meeting. Notification by email shall constitute written notice. In addition, special meetings of the general membership shall be called by the President at the request of not less than five (5) members of the Executive Board or 10 percent of the membership eligible to vote.

SECTION 2. Annual Meeting – The annual meeting shall be held during the month of March or April , the exact date to be determined by the Executive Board. The annual meeting shall elect the 10 officers, elect any Members at Large, and transact such other business as relevant.

SECTION 3. Quorum and Voting - Ten (10) percent of eligible members shall constitute a quorum at all membership meetings of the VSC, and a simple majority of those members present may decide any issue.

ARTICLE VIII

Nominations and Elections

SECTION 1. Nominations – Nominations for the elective offices and any other Proposals of Actions shall be made by a nominating committee appointed by the President. Additional nominations from members in good standing may be made from the floor at the annual meeting.

SECTION 2. Elections – The election may be by secret ballot and a simple majority vote of those qualified to vote and voting shall constitute an election.

ARTICLE IX

Parliamentary Authority

SECTION 1. Rules of Order – The rules contained in Robert’s Rules of Order, Revised shall govern the organization in all cases to which they are applicable in which they are not inconsistent with these Bylaws.

ARTICLE X

Coaches

SECTION 1. Coach Selection – The selection and retention of a coach shall be made by the Executive Board after a review of candidates and presentation to general membership.

SECTION 2. Assistant Coach(es) Selection – Recommendation as to the selection and retention of any assistant coach shall be made by the Executive Board.

SECTION 3. Aquatic Program – The Executive Board shall present to the club, annually, an outline of the aquatic program for the year. This shall be presented at the time of the fall sign-ups.

SECTION 4. Participation Policies – The Executive Board shall set standards for travel and participation in aquatic functions in regards to grades, workout attendance, personal conduct on trips and at workouts, and other factors.

ARTICLE XI

Amendments

SECTION 1. Amendments – These Bylaws may be amended by a two-thirds (2/3) majority vote of the voters present and voting at a membership meeting provided a notice of intent to amend the Bylaws was submitted to the membership in writing at least five (5) days in advance of the meeting.

