

REDTAILS



TEAM HANDBOOK

LONGMONT SWIM CLUB

CONTENTS

INTRODUCTION.....3

• Purpose	• Team Organization
• Memberships	• Redtails
• USA Swimming	• Mission Summary

SWIMMER LEVELS.....4

TEAM FEE'S.....5

• USA Swimming Registration	• Concession Fee
• LSC Year-Round Dues	• Equipment
• Administration Fee	• Billing

SWIM MEETS.....6

- Seasons
- Scheduling
- Silver Circuit

FUNDRAISING.....6

- Volunteering / Required Service Hours

PRACTICE.....7

- Schedules
- Cancellation
- Policy

BEHAVIOR GUIDELINES.....7

- Policy

COMMUNICATION.....8

Handbook

- Website
- E-Newsletter
- Bulletin Boards
- Communicating With Coaches
- Communicating With The Board

FACILITIES.....9

LINKS.....9

Rev. 03/09

INTRODUCTION

Purpose- The purpose of this handbook is to provide information and guidance on the policies and procedures of the Longmont Swim Club (LSC). All team members and their families are encouraged to become familiar with the important facts and rules of the club.

Memberships- The Longmont Swim Club is a year-round program which provides competitive swimming opportunities to athletes. The club is an independent team, not affiliated with any recreation or school district. LSC holds membership in Northern Colorado Swimming, Colorado Swimming, Inc., and USA Swimming.

USA Swimming- USA Swimming is the national organization to which the LSC, its members and coaches belong. USA Swimming is the sanctioning organization for all officially recognized swimming in the United States, including Junior Olympics, Junior Nationals, Senior Nationals, and the Olympics. USA Swimming registration is required for all swimmers and includes insurance coverage.

Team Organization- The Longmont Swim Club is a 501(c)3 non-profit corporation. A five member Board of Directors governs the Longmont Swim Club. All board members are volunteers whose primary motives for serving arise from enthusiasm for the sport of swimming and a dedication to the development of youth. The same statement applies to the officials and other workers at every swim meet. Various parent committees are formed throughout the year in order to assist with specific events and fundraisers.

Redtails- The team name, “Redtails”, is patterned after the Redtail Shark. The Redtail Shark is identified by a jet-black body, bright red tail and a dorsal fin marked with a white tip. The fish are characterized as being semi-aggressive and will chase other fish to exhaustion, then swim away triumphantly. The team colors, therefore, are red, black and white. The team suit is black. Each new swimmer will receive a complimentary Redtails Swim Cap upon joining.

Handbook

Mission Summary- To have an organized swimming program that teaches and trains all levels of swimmers to learn, train and compete at their highest individual level of achievement, while emphasizing individual progress, family participation, good sportsmanship, individual integrity and team play.

It is important to note that swimmers are members of a year-round program. The reasons for swimming year round include physical fitness, superior skill development, friendships, and competition. Any competitive program involves many facets, including training, teaching, goal-setting, discipline, fundraising, swim meets, and parental cooperation. One of our main goals is to develop highly skilled individuals who are interested in competitive swimming, while maintaining an open door policy for fitness and recreational swimmers.

SWIMMER LEVELS

The Longmont Swim Club uses a “progressive” age group program designed to develop the swimmer 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. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, “too much, too soon,” is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important to establish training groups of swimmers who are compatible in respect to abilities, commitment levels, and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer’s physical, mental, and emotional level of development.

Splash

This group is an introductory swim team that meets two times per week working on stroke development and technique. Swimmers must be able to swim across the pool in any stroke and have completed the City of Longmont Level 3 competencies in order to join. The age level is usually between 5 & 8.

Handbook

Bronze	This is a novice group with a major emphasis on stroke technique. The Bronze swimmers swim three days a week for one hour each day.
Silver	These swimmers meet four days a week, have started to exhibit good swimming skills, and are introduced to more advanced training skills and processes. Time is spent working on refining stroke mechanics at this level.
Gold	Gold swimmers spend their time equally between stroke technique and training skills and processes. Practices are offered five days a week where workouts average one and a half hours per day.
Senior	Senior swimmers are well-versed in technique and strategy. They are a full-fledged training group. The commitment for practice is six days a week and usually last a minimum of two hours each day.

TEAM FEE'S

The Longmont Swim Club is solely supported by the collection of dues from its members and various fundraisers. Club expenses involve purchasing pool time, paying our professional coaching staff, insurance, and various other team related obligations. Every effort is made to keep costs as low as possible.

Required Costs

USA Swimming Registration- All Longmont Swim Club members must register with USA Swimming and pay an annual fee as set yearly by USA Swimming. Registration includes a membership card, subscription to SPLASH magazine, and eligibility to participate in USA Swimming sanctioned meets.

LSC Year-Round Dues- Longmont Swim Club membership includes access to USA Swimming sanctioned swim meets, professional coaching and stroke instruction, access to quality swimming facilities for training and competition, and well-trained swim meet officials. Dues money is primarily used to pay coaching salaries, insurance, pool rental, and any required taxes. Dues are payable on the 1st of each month. A family discount is

Handbook

available to those families with three or more swimmers. Dues shall be paid regardless of whether the team is on break for holidays, Spring Break or August Break.

Administration Fee- There is an annual administration fee, paid once per year per family, and upon joining the club. This fee supports the business related administrative activities the club must perform.

Concession Fee- There is a \$10.00 concession fee for each family for all meets that the LSC hosts or co-hosts. This provides the concession committee the funds needed to facilitate its operations.

Equipment – Each swimmer will need towels, goggles and suits for practice and for swim meets. All of these are the responsibility of the family. A backpack or sport bag will also be very helpful in carrying the above items. The recommended equipment for each group is as follows:

Senior Group:

- TYR Catalyst Paddles
- Tempo Timer (one that is battery replaceable)
- Zoomer Training Fins
- Finis Alignment Board (small triangle w/hand strap)
- Finis Swimmers Snorkel
- Mesh Bag, to hold equipment
- buoy
- 2 tennis balls
- finis leg band

Gold Group:

- Finis swimmers snorkel
- TYR catalyst training paddle
- pull buoy (make sure it's not too big for your body size)
- mesh Bag
- zoomer training fins
- finis leg band for pulling
- Finis alignment board (small yellow triangle w/hand strap)

Silver Group:

- Finis swimmers snorkel
- pull buoy (make sure it is not too big for your body size)
- mesh Bag
- zoomer training fins
- finis leg band for pulling
- finis alignment board (small yellow triangle with hand strap)

Bronze Group: None

Splash Group: None

Billing Information- Invoices are generated on the 1st of each month. All payments are processed online by credit card. Invoice details are available on the website. A late fee is assessed if full payment is not received by the 10th. A \$20.00 service charge will be billed for any checks returned by the bank.

Volunteer hours- Every family is required to donate 12 hours of volunteer time to the swim team during the year (Aug 1st through July 31st). Any unfulfilled volunteer hours will be billed to your August 1st invoice. These hours are billed at \$20/hour.

SWIM MEETS

Swim meets are offered at an additional cost and are charged per event entered for a maximum of four events per session. There is also a one-time pool surcharge and a small surcharge (\$3) to cover the coach's mileage. Swimmers are encouraged to participate in swim meets and sign-up is available on the web site prior to each meet. Costs for specific meets are included in the meet information packet provided on the web site and will be added to the monthly invoice.

Seasons- The meet seasons are divided into two parts. Short course season meets, (held in 25-yard pools), run from September to approximately mid-March. Long-course season meets, (held in 50-meter pools) begin in mid- March and end in August.

Scheduling- The Longmont Swim Club usually schedules to participate in one or two meets per month. During scheduled meets, at least one LSC coach will be on deck. The competition at these meets ranges from novice to state level. Once you've signed up for a meet, you should attend the meet, or notify the coach via e-mail or in writing, that you won't be able to attend. **No Verbal Notification** will be accepted. There is no refund for meets you have signed up for after the meet entry deadline date.

Silver Circuit Meets- Silver Circuit swim meets are only offered to Northern Colorado Swimming member clubs. These meets cost a flat entry fee per meet and last less than four hours. These meets have time minimum restrictions on most events, which make them ideal for less experienced swimmers wanting a competitive experience against other swimmers at a similar level.

FUNDRAISING

Successful fundraising is essential for the viability of the team and to keep monthly dues affordable. Every swimmer is required to participate in the annual Swim-a-thon as well as other fundraising activities throughout the year.

VOLUNTEERING / MANDATORY SERVICE HOURS

Each family is required to give an average of 1 hour of service per month or 12 hours per year. There are many ways to achieve mandatory service hours such as helping with swim meets the club hosts or co-hosts, serving on a fundraising committee, or helping with various social events or activities. Mandatory service hours are tracked on the web site. A variety of volunteer jobs, both for swim meets and fundraising activities, are posted on the web site and parents may indicate a commitment to a particular job or position by clicking on the 'job signup' button related to the event. It is a parent's responsibility to sign up for a volunteer position before the event, and then complete the commitment at the event. Volunteer duties not posted on the website may be reported to the treasurer and the hours will be recorded in the member's account.

PRACTICES

Schedules- Practice schedules change depending on the time of year. The current schedule will be posted on the Redtails web site. It will also be sent in the e-news when it changes. For the current schedule, please refer to the web site.

Cancellation- There is no practice during the St. Vrain Valley School District Spring Break, and no practice after the Long Course Championship Meets in August (either Silver or State) until approximately the first week of September (for a total of two weeks).

Attendance Policy-

1. Swimmers should arrive at practice 15 minutes early so they are changed and ready to start practice at the time it is scheduled.
2. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increases as swimmers move to higher groups.
3. For each swimmers protection, arrival to practice should be no earlier than 15 minutes prior to the workout time. Swimmers should also be picked up no later

Handbook

- than 15 minutes after the practice is over. Swimmers not picked up within 15 min from the end of practice will incur a fine to their account. This covers the cost of us having to pay the coach to stay late with your swimmer until they are picked up.
4. Swimmers should plan to stay the entire practice. The last part of practice is often the most important. In the event that the swimmer needs to be dismissed early from practice, please notify the coach prior to the start of practice.
 5. While at practice, the swimmers are the responsibility of the coaching staff.
 6. The club has an obligation to act as guests while at the pool (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to facility property may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.

BEHAVIOR GUIDELINES

Policy- Membership in any successful organization requires adherence to certain rules and behavior guidelines. Violation of these rules and guidelines will be addressed immediately when the situation reflects poorly upon, or is detrimental to, the interests and successful operation of the Longmont Swim Club. Appropriate disciplinary action shall be decided and enforced by the Board of Directors, in cooperation with the swimmer's parents or legal guardian. Specific rules and guidelines are outlined in the Longmont Swim Club Code of Conduct, which must be read and signed by each member and is posted on the team website.

COMMUNICATION

Website- The Longmont Swim Club website is: www.redtails.org The website will have timely information on practice schedules, meet schedules and swimmer and parent information. Please become familiar with the web site.

Email- A monthly newsletter, club "E-Alerts", timely information, reminders, and monthly billing statements are sent via email. Members are asked to provide an email address that is checked frequently, in order to receive this important information. Email addresses are held in strict confidence and are used specifically for this purpose only.

Monthly Newsletter- The team publishes a monthly electronic newsletter, which will be distributed to all swim families. This newsletter contains general information from the coaching staff, announcements from the Board of Directors, upcoming meet information,

Handbook

fundraising information and overall weekly updates. Please read the contents of this when it is distributed.

Bulletin Boards- The Longmont Swim Club has two bulletin boards for information. The first one is located just outside the upper level observation deck at Centennial Pool. It contains team photos and general information, as well as various other recruiting materials. The second is located in the pool area, just outside the lifeguard shack, and contains time standards.

Communicating with Coaches- When contacting the coaches, please be considerate. During practice the coaches are focused on running the workout. The best way to speak with the coaches is to meet them after practice. Coaches have email addresses posted on the website, or you can send a written note to the coach with your swimmer.

Communicating with the Board- Feel free to contact board members in passing, with email, or on the phone when you have any questions or concerns. If you would like to address the Board of Directors at a monthly board meeting, please make an appointment so the meeting time and place can be provided and time can be scheduled during the meeting.

FACILITIES

The Longmont Swim Club trains at the following facilities throughout the year.

Pool	Phone	Address	City
Centennial Pool	303-651-8406	1201 Alpine Street	Longmont
Rec Center	303-774-4800	310 Quail Road	Longmont
YMCA Pool	303-776-0370	950 Lashley Street	Longmont
Sunset Pool	303-776-3846	1900 Longs Peak Ave	Longmont

LINKS

www.redtails.org

Official website for the Longmont Swim Club

www.ncswimming.com

Handbook

Official website for Northern Colorado Swimming

www.csi.org

Official website for Colorado Swimming, Inc.

This site will post meet results, individual times, qualifying times, etc.

www.usa-swimming.org Official
website for USA Swimming

www.swimmisports.com

MI Sports