2017-2018

Lewis Clark

Neptune

Swimming



Parent/Swimmer Information Pack (Handbook)

***Standard Operating Policies and Procedures Included….***

**Welcome Neptunes!**

**Head Coach: Chris Engledow (208) 553-7143 nmcraft@aol.com**

Coach Chris joined the Neptunes as head coach in September of 2007. Chris is originally from Kamiah, ID. He grew up swimming competitively as a “summer swimmer”. He competed in several zone competitions for Inland Empire Swimming, achieved National Age Group top 16 times, and went on to swim at Northern Arizona University in Flagstaff. In the 1998-1999 season, Chris was name Most Inspirational and Team Captain for NAU swimming. In 1999, he received his BS in Biology from NAU. His coaching experience includes Kamiah Swim Team , Class Aquatics (CA), Head Coach of Meridian Swim Association (MS) 2001-2003, Head Zone Coach for Mississippi Swimming in 2002, and Head Coach of Kalispell Aquatic Team (Montana) 2004 - 2007.

Chris and his family moved to Lewiston to be closer to family and enjoy the great outdoors. He looks forward to helping the swimmer’s and team achieve their goals. Please call anytime for questions or concerns:

Home (208) 553-7143 Cell (406) 249-7175

**Coaching Philosophy Overview**

**From: Coach Chris**

**The most important factor in success is belief and faith in oneself. Many factors affect this faith including knowledge, work ethic, desire, and respect and trust in your coach. My workouts are geared to give all swimmers the confidence they need through quality practice, not necessarily quantity. I am a firm believer in the importance of stroke technique, and learning proper technique is a long process. Swimmers who learn the importance of technique as well as dedication will be very successful.**

**One of the reasons I am such a strong believer in quality over quantity is because of success rates. If a child is not enjoying swimming, they will not succeed to their full potential. Swimmers need a certain amount of yardage. That yardage is composed of specific amounts of aerobic base, anaerobic base, and lactic acid work. The rest of swimming is stroke technique and fun! Swimmers can have fun and work hard at the same time, and often don’t even realize it. Swimmers need to be able to challenge themselves, and push to overcome obstacles. Family support and faith in the coach also gives the swimmer reassurance. Faith, consistency, and dedication are key.**

**I love working with all levels of swimmers, and feel it is important for the head coach to oversee and be involved with all swimmers. One of my main goals for the Neptunes is to build the team, especially the younger age groups. Dynasties are built from a core of younger kids who swim because they love to swim! Doing things together as a team is also very important. As swimmers practice with each other on a day to day basis, the team becomes a “family”. Many life lessons are learned through swimming, both inside and outside of the pool.**

**I am very open and encourage swimmers to discuss any questions or concerns they have. Please call me anytime (208-553-7143). -Coach Chris**

**Neptune Swimming:**

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**Thank you for joining the Lewis Clark Neptune Swim Team.**

**To sign up for the team you should:**

1. **Talk to Head Coach Chris Engledow (208-553-7143) about the program and days/times your child will be swimming.**
2. **Complete the following**

**-Register your swimmer online at** [**www.lcneptunes.com**](http://www.lcneptunes.com) **(\*required)**

**-Neptune Registration & Dues Policy (online agreement)**

**-Code of Conduct Form (online agreement)**

**-Be sure your ACFAC membership is current**

**\*\*\**All forms and checks should be placed in the LCN box (at the pool).***

***You will be e-mailed a user name and password for our team website (***[***www.lcneptunes.com***](http://www.lcneptunes.com)***, where you will be able to access your account, swimmer times, and more.)* ALL SWIMMERS MUST HAVE INTERNET ACCESS FOR ACCOUNT PURPOSES AND MEET SIGN UPS.**

1. **Communication: The Neptunes have 2 main forms of communication. Located in the lobby of the aquatic center is a LCN bulletin board. The other form is email and our website. Please remember to check the bulletin board, and your email frequently. You can also log into our website and check our facebook page for news and updates. You may also find great information on the Inland Northwest Masters Page and Inland Empire Swimming (IES). Go to** [**www.lcneptunes.com**](http://www.lcneptunes.com) **and click on links.**
2. **We have a computer billing system through Team Unify (our website**

**host. All monthly dues will be billed on the 21st of the month prior. (For example, you will be bill October 21st for November’s team dues. If you are not going to swim for a particular month(s), *it is you responsibility to call or e-mail Nicole (***[***NMCraft@aol.com***](mailto:NMCraft@aol.com)***) prior to the billing date (the 21st of the month prior*) or you will be responsible for the dues regardless of participation. Fees that are not paid by the 10th of each month are subject to a $10 late fee per month. *Dues are never prorated for any reason*.**

**5. You are also agreeing to the fundraising commitment set forth by the Lewis Clark Neptune Booster Club. Annual fundraising obligations are currently set at $150/year for 1 swimmer or $250/year for 2 or more swimmers in a family. (This does not apply to Masters or Jr. Neptunes.) You are responsible for your fundraising obligation whether you swim 1 month or 12 in the year. The year starts January 1st. The booster club will bill those who have not met ½ their obligation by July 1st and the total by January 1 annually. This is the current booster club policy and is subject to change the first of each year. Mandatory Volunteer Hours were also initiated on an annual basis in January of 2011 and continue currently. Hours are currently set at a minimum of 10 hours per year. Please attend booster meetings. Your input is important.**

**If you have any questions, please contact Coach Chris or Nicole (208) 553-7143, or the Booster Club president via the website** [**www.lcneptunes.com**](http://www.lcneptunes.com) **Booster members and contact info is posted under “Coaches” on the website section.**

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**Groups:** Swimmers are placed into groups by the coaches. They are placed according to a variety of factors including, but not limited to age and ability. It is the coach’s decision what group the swimmers will be practicing in. Sometimes it may be necessary for a swimmer to work-out with a lower level group for a while due to absence, illness, etc. The more often the swimmer comes to practice, the faster they improve and can advance to the next group. A swimmer’s group may also be adjusted to prevent injury (such as a swimmer starting back after a long period of absence). This is not a punishment, it is what the coach feels is best for the swimmer. It may take a few weeks or so until they can get back into shape and swim with their regular group. The key is consistency. Swimmers must be mentally tough enough to be pushed as well. Once again, the overall decision of placing swimmers in groups will always be made by the coaching staff. If you have a question or concern, please speak with the coach for that group or the head coach (Chris Engledow (208) 553-7143).

**Dues Policy:** Dues and Fees not paid in full by the 10th of each month will be charged a $10 late fee per month. Accounts that are 3 or more months past due will be suspended and swimmers will not be able to participate with the team until the account is paid or arrangements with the head coach has been made for payment. If no arrangements are made or no payment, legal proceeding will begin and follow through until resolved.

**Proration of Dues:** Monthly dues are not prorated for any reason (regardless of how much your swimmer attends practice each month or if you choose to start in the middle of a month.

**Swim Meet Information:** Swim meet are not required, but all swimmers are encouraged to compete in “team meets”. Team Meets are designated on the schedule (on the bulletin board). There are also other swim meets available, but a coach does not attend the meet unless there are a minimum of 8 swimmers attending. A coach may attend a championship meet regardless of the number of swimmers at the head coach’s discretion. Swimmers are able to attend the other meets on their own if they choose. At this time, no “coaching fee” is added to your bill for attending meets. Please help support our fundraisers so we can help reduce the costs of going to meets (and you meet your fundraising obligation). Our fundraisers help support our coaches travel expenses, buy equipment, etc.

**Signing up for Meets:** It is your responsibility to sign up for swim meets on the team webpage. Watch the website frequently for deadlines.  ***You can NOT enter a meet after the deadline***. The coach then does the entries via computer and posts them on the bulletin board. If you have questions or concerns, you must contact Coach Chris (553-7143) within 48 hours of the events being posted. After this 48 hour period, the events are officially sent in and NO changes can be made. It is extremely important to check the bulletin board & website on a regular basis!!! Once the entries are complete, the team sends a check for all the swimmers. All swimmers are expected to stay and participate in relays if applicable. (Check with the coach before you leave a meet to see if you need to stay for a relay.) ***If a swimmer signs up to attend a meet, the meet fees must be paid and thus the swimmer family is responsible for payment of fees regardless of whether or not attendance is complete.***

**Cost**: When any swimmer from your family competes in a meet, you will need to pay all entries fees for each swimmer. This usually includes a surcharge and a fee per event. Check the meet entry form for the exact cost. If your swimmer does not swim at a meet due to illness, etc. (but was signed up), you are still responsible for their meet fees.

**Hotel Block:** If you are attending a Team Meet that is out of town, see the bulletin board to find out where the team reserved a block of rooms. It is your choice where you stay at swim meets, however; we encourage you to stay with the team if possible. We usually get a discounted rate that helps with cost. This is also a great bonding experience for the team. When you make your reservation, make sure you say it is under the Neptune block.

**What to Bring to a Swim Meet:** Please bring plenty of warm clothes, a team suit, a **team** **cap** (you can purchase from coach), towels, and goggles. A team cap is required if you are going to wear a cap. It may be nice to bring a little ice chest with water, Gatorade, snacks, etc. Most swim meets usually have a snack bar and/or a vendor where you can buy swimming equipment, but not always! When you get to the meet, you can purchase a meet program. The program tells all swimmers events, heats, and lanes. *Swimmers: remember to* ***talk to the coach before and after every event.*** Ask your coach what time you need to be there for warm-ups and be on time! If you do not warm up on time with the team, you may not be able to compete that day. Bring your team equipment and your team spirit! You too parents!!!

**Fundraising and Volunteer Hours Family Obligation:** The LCN Booster Club helps raise money to support the Neptunes. The money helps in many ways such as coaches’ travel to meets, purchase of equipment, social events for the swimmers, and much more. A minimum of 10 annual volunteer hours per year are required by each family, or at the end of the fiscal year they will be billed for remaining unmet volunteer hours.

Please remember to support LCN fundraisers as all swim families have an obligation to meet their family fundraising goal each year.  The fiscal year begins in January and ends in Sept (for fundraising purposes).  If you have 1 LCN swimmer, the fundraising obligation is $150, if you have 2 or more LCN Swimmers, the obligations is $250.  If you have questions please contact a LCN Booster Club Member (click on the Coaches link above, and scroll down to the bottom to see the Booster Club contacts.)  Fundraising is a requirement for all swimmers who participate with LCN regardless if they swim for 1 month or 12 months during the fiscal year.  Fundraising helps support the coaches traveling to meets, purchasing new equipment for the team, etc. If you have not met your fundraising obligation by the following fiscal year (January), you will be billed and will be responsible for payment.

**Team Equipment:** All swimmers should wear a team cap at swim meets. A team cap is *required*. A team suit is suggested but not required. The Neptunes also have a Speedo contract and order equipment through Northwest Swim Shop. This gives us a discount on team suits and other equipment. We will do a minimum of 1 large order a year (in the fall). Shipping is much less when we purchase in bulk. Look for equipment purchase information via email. You must include a check made to LCN at the time of order. ***Place the completed order form and check in the black lock box at the pool.*** For more information or questions, call Nicole Engledow (208) 553-7143. A parent may order equipment from Northwest Swim Shop at any time by calling 1-866-999-NWSS, or nwswimshop.myshopify.com online. Make sure you tell them you are with the Neptunes to get a 10% discount. If you have a return or something does not fit, it will be the responsibility of the parent and/or team member to contact Northwest Swim Shop, make the exchange, etc. Due to the high number of exchanges, the team will no longer be responsible due to time and shipping cost.

**There are no longer paper forms to fill out. All agreements must be electronically signed online. You must register ALL swimmers at** [**www.lcneptunes.com**](http://www.lcneptunes.com)

**By joining the Neptunes, all swimmers are responsible to meet the requirements of the Neptunes Code of Conduct listed on the next page.**

Swimming for Fall 2017 Starts back up at the Asotin County Family Aquatic Center on September 5th.  Additional swim group information and cost is located under "start registration".

**Lewis Clark Neptune Swimming**

**2017-2018 Short Course Practice Schedule & Fees**

**September 5, 2017 -May 31, 2018 @ Asotin County Family Aquatic Center:**

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| **Junior Neptunes~~:~~** | Tuesdays and Thursdays 3:30-4:00  (Space is limited. Talk to coach Chris for details.) | Annual USAS Reg Fee $72 (+LCN annual family fee of $15 ), $38.5/month payable to LCN, & swimmer (and/or family) MUST have a natatorium pass to ACFAC |
| **Green Group:** | Monday through Friday 4:00-5:00 p.m. | Annual USAS Reg Fee $72 (+LCN annual family fee of $15), $62.50/month payable to LCN, & swimmer (and/or family) MUST have a natatorium pass to ACFAC |
| **Black Group:** | Monday & Wednesday 4:00-6:00 p.m.  Tues, Thurs, Fri: 4:00 - 5:30 p.m.  Tues & Thurs AM: 5:30- 7:00 a.m. (for 15 & overs only- please talk to Coach Chris) |  |
| Annual USAS Reg Fee $72 (+ LCN annual family fee of $15), $82.50/month payable to LCN, & swimmer (and/or family) MUST have a natatorium pass to ACFAC |
| **Masters:** | Monday, Wednesday, Friday 5:30-6:30 a.m. | $45/month per individual or $80/month for couple. (+LCN annual family fee of $15 if not already paid) (Must register and pay for self online for 2017-18 USMS Registration @ [www.inlandnwmasters.org](http://www.inlandnwmasters.org/) approx $40 yearly. Must have a natatorium pass to ACFAC |

**\*\*\*Please remember that all Black and Green Group Swimmers (as well as any Jr. Neptunes that compete in swim meets) must meet their annual fundraising obligation and volunteer hours requirements. Those who do not will be responsible for full payment of those fees. Please see the handbook or registration document for further details. Be sure you review this so you understand what you are responsible for. The fundraising obligation starts on January 1st of each year and goes through Dec 31 of that year. It is $150 per swimmer or $250 per family of 2 or more. Your participation in team fundraisers goes toward this amount owed (however much you raise).**

**Neptunes Code of Conduct**

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimmer, during practice or otherwise.
3. at all club functions, whether practice, meets, or social gatherings, we expect each swimmer to respect every other swimmer. This action will positively reflect on the team.
4. All members of the club, parents, and swimmers, must continue to protect and improve the excellent reputation the club has throughout the state and country.

There are policies and procedures that LCN abides by for behavior that constitutes disciplinary action. For swimmers involved in more serious offenses (harassment, stealing, property destruction, etc.) there is a Three Strike Rule.

1. First Strike: conference with the coaching staff, swimmer, and parents to discuss remediation of the problem.
2. Second Strike: conference with coaching staff, swimmer, and parents to discuss remediation of the problem; 2 week suspension.
3. Third Strike: conference with coaching staff, swimmer, and parents to discuss remediation of the problem; possible expulsion from the team.

There is also a 3 strike rule for minor offenses:

1. First strike: warning from coaching staff.
2. Second Strike: removed from the pool and the swimmer is given time to reflect whether there is a desire to be there.
3. Third Strike: required to leave practice, meet, etc.

**Major infractions can lead to expulsion from the Lewis Clark Neptunes.**

**Policies Available at** [**www.lcneptunes.com**](http://www.lcneptunes.com) **under forms include:**

**-swimmer/parent handbook**

**-team travel policy and code of conduct**

**-team policy to address bullying**

**-team policy to address electronic communication**