



Center Grove Aquatic Club

Parent and Team Handbook

Table of Contents

Welcome!	5
<i>Mission Statement, Vision, & Philosophy</i>	6
Club and Team Communication	10
<i>CGAC's Comprehensive Training Program and Structure</i>	13
There are several categories of fees members of the team pay to participate. The USA Swimming Registration Fee allows a swimmer to participate in practices and meets and provides a secondary insurance policy for the athlete. The CGAC Registration Fee covers administrative costs and fundraising obligations associated with our team. Training Fees are assessed based on a child's practice group. Meet Fees are charged when a swimmer participates in a swimming meet.	15
Training and Team Equipment	17
CGAC Team Store: The club has online store www.swimoutlet.com where you can purchase team suits, training suits and all other required equipment at reasonable prices. CGAC will receive 10% of your purchase from Swim Outlet to help purchase supplies and training equipment for our club. When you need to buy anything from Swim Outlet, you can click on the CGAC Online Store button on the front page of our website. Check to be sure that you are purchasing items from our CGAC store site so CGAC can receive credit.	17
Lost & Found: You are strongly encouraged to label all of your swimmers equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed in the pool office. It will be kept for 30 days and then if not claimed put in the "community use" bin. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. The locker rooms can be used by others groups. The club is not responsible for lost or stolen items.	

.....
18

Swimming and Swim Meets

.....
18

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in the Center Grove Aquatic Club should understand that we are a competitive team, not a recreational team. We encourage all of our swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They are also a social time, which enables the swimmers to build friendships with fellow teammates. For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meets may be good for beginners.

.....
18

Important Swim Meet Information

.....
21

Welcome!

We are excited you have chosen Center Grove Aquatic Club and look forward to getting to know you and your family! We have a wonderful group of coaches, swimmers, and parents who enthusiastically support each other in and out of the pool. New friendships, rewarding experiences, and fun activities are just a few of the exciting possibilities that await your family as you enter the world of competitive swimming. As with any program, the more familiar you are with the “standard operating procedures,” the easier it will be to relax and enjoy the ride. On the following pages you will find general team information and policies. The CGAC Team website offers additional information for parents and swimmers. If you don’t find the answers to your questions on the website, please feel free to contact a CGAC board member, a Coach or member of the Mentor Council at any time. Thank you for joining CGAC! We are happy you are here!

Sincerely,
The CGAC Coaches and Board of Directors

Introduction: The purpose of this handbook is two-fold: to explain to new members the CGAC program and to outline the various policies that affect all swimmers and members. All families should read it so that they become familiar with important facts and rules of the team and club. Because our team continues to grow and develop, there will occasionally be changes to the information in this handbook. Current information will be posted on our website, so please check it regularly.

Why Swim? The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development: Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much? Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.

- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

Intellectual Competence: In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self-image.

What is CGAC? Center Grove Aquatic Club (CGAC) is a non-profit, parent run organization. Our club is governed by United States Swimming, Inc., and by our local swim committee (LSC), Indiana Swimming (ISI) organizations. By joining USA Swimming and CGAC, you are becoming a member of the country's largest organized youth sport. Your child is getting involved in what can truly be a “lifetime sport”, and hopefully, will make lifetime friends. CGAC has been serving White River Township, Greenwood, Bargersville, Johnson County and other surrounding communities for nearly 25 years providing a competitive year round program for athletes.

Mission Statement, Vision, & Philosophy

Mission Statement: Each swimmer will be allowed to progress to the highest level of their ability through their personal commitment, qualified coaches, parental support and community involvement.

Vision Statement: CGAC is a competitive swim program dedicated to:

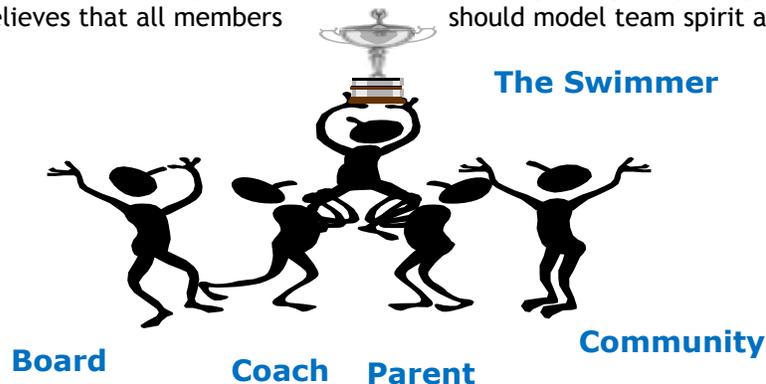
- Promoting the sport of swimming
- Providing an enjoyable, team-oriented experience
- Recognizing each individual and value his or her role in the success of our club
- Teaching and developing life skills beyond the pool
- Providing each swimmer the opportunity to succeed at their highest level of ability

Team Philosophy:

Teamwork: Center Grove Aquatic Club is a team that is built upon the commitment, support, and participation of the Board, coaches, swimmers, parents/guardians, and the community at large. CGAC believes that its success in achieving the team's goals is dependent upon the cooperation and support of all members and their families.

Coaching: CGAC is committed to providing comprehensive, expert swim/stroke training by an experienced coaching team. In addition to swim training and stroke development, CGAC promotes the balance of healthy lifestyle habits: goal setting, school, training, studying, social life, good nutrition, and sleep.

The Swimmer: CGAC believes that each swimmer is an individual with different backgrounds, needs, and goals. The club focuses on the development of positive self-esteem and individual goal setting. The team encourages swimmers to represent CGAC by participating competitively on a year round basis. CGAC believes that all members should model team spirit and sportsmanship.



CGAC's Rich History: CGAC was established in 1983 by high school coach Dennis Davis and parents with the interest of promoting competitive swimming in White River Township and beyond. CGAC is a self-supporting organization with substantial administrative responsibilities. CGAC parents/guardians & coaching staff are extremely proud of the accomplishments of their athletes over the years.

Recent Highlights/Success of CGAC:

- 7 Olympic Trial Qualifiers- including Finalists and semi-Finalists
- **Emma Schoettmer:** US National Team, qualified for the 2016 Olympic Swim Trials finals in the 200 meter breaststroke. She finished 6th overall in the breaststroke event. Former 2012 Olympic Trials qualifier (semi-finalist) and Indiana State Champion in the 100 breaststroke.
- **Michelle McKeehan:** US National Team finished third in the 100m breast at the 2011 Conoco Phillips National Championships; she won the gold medal in the 100m breaststroke and another gold medal as a member of the 400m medley relay at the Pan Am Games in

- Rio. Olympic Trials Qualifier 2008, 2012 (semi-finalist), Former State Indiana High School recorder holder in 100 breaststroke, former national High School record holder in 200 IM, current Indiana High School record holder 200 IM; 4 year high school state champion 100 breast and 200 IM. Numerous age group and senior state titles.
- **Allie Day:** 2008 and 2012 Olympic Trials qualifier, current and former Indiana State Age Group Record holder in multiple events, Indiana High School state Finalist in 100 back and 200 IM
 - **Laura Swander:** 2000 Olympic Trial Qualifier, National qualifier former Indiana High School state record holder in 100 breast stroke. High School State champion in 100 breast and numerous age group and senior state championships
 - **Sarah Bowman:** 2000 Olympic Trials Qualifier, State champion in 100 freestyle
 - **Abbie Goff:** 1996 Olympic trials qualifier, High School State Champion 200 IM
 - **Kevin Swander** former CGAC swimmer is former American Record holder 50 breaststroke
 - **Benjamin Clarkston**, current Age Group Swimmer, broke a state record in 2014 in the 50m freestyle that has been held since 1972. Ben also broke the 50m Freestyle record at the Central Zone Championship Meet in Ohio in the same year
 - **Other highlights:**
 - Current National, Junior National, Central Zone Qualifiers
 - Accomplished Indiana All-Star Team
 - The high school boys swim team holds a state record of 27 straight Sectional victories.
 - The girl's high school swim team has won 24 Sectionals in a row and finished runner-up at the 1999, 2000 and 2010 State meet.
 - Over a two year period, 12 swimmers won 40 titles
 - Indiana Age-Group and State-Meet records for 68 swimmers

Board of Directors and Coaching Staff

Center Grove Aquatic Club parent board and Coaches want swimming to be fun, exciting, challenging and memorable. We want all swimmers to swim to the best of their ability and to feel good about what they are accomplishing. Everyone involved with the Team is a member. The Team led by a Board of Directors and coached by qualified instructors. But the heart of the team is the swimmers and parents. The team is nearly 100% volunteer run, meaning the contributions by the parents are the real keys to a successful season. Please feel free to contact any of us with comments, questions, or concerns. Our email addresses are listed on the website under the "About CGAC" tab.

Coaching Staff: The Head Coach, Lead Age Group Coaches and Assistant coaches are trained and qualified in youth coaching. As such, they are the only paid employees of the Team. Each are dedicated to fostering a solid foundation in swimming technique and sportsmanship. Nothing has a greater influence on the quality of children's sports than the excellence of the coach.

All CGAC coaches must meet high criteria set forth by USA Swimming. Each coach is a certified lifeguard and holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. CGAC coaches have also passed a background check.

All of the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and the Center Grove Aquatic Club.

CGAC coaches' main responsibility is to mold all of our swimmers into the best swimmers that they can be. In addition, coaches mentor swimmers in life skills and positive values. Coaches shall build relationships with team families, to achieve mutually-set goals for each swimmer. Coaches also help the team to build relationships with other aquatic organizations.

Board Members: The CGAC Board manages the club's business planning and fiscal responsibilities. Board Members are typically elected to serve a two-year term. Executive board member positions

include President, Vice President, Treasurer, Secretary, and Head Coach-Age Group. Other members include: Registration Chair, Meet Coordinator, Social/Events Coordinator, Fundraising, Web Administration and Team Apparel Coordinator. The head coach also serves as a voting member of this board. Parents/guardians and swimmers will be more motivated to be a part of CGAC, when they feel valued and enjoy themselves. The Team is always looking for parents who would like to help take a leadership role. If interested, please contact any of the current Board members or send the board an email. Any questions, issues and/or concerns about the team can be directed to the Board. Club parents are welcome and encouraged to send questions, topics or request to attend a meeting. It is very easy for parents to become involved in any of the committees.

Board Bylaws: A Board Manual containing Board Meeting Minutes, Treasurer's Reports, CGAC Policies and Procedures, CGAC Organizational Structure, and other CGAC Planning Information is available for member review. The Board encourages parents/guardians to regularly review this information to keep updated on current team endeavors.

Responsibilities of the Board: One of CGAC's goals is to create an environment of team cohesiveness ("Swim Family"). By providing regular social, team-building opportunities, the Board hopes to nurture the team and to instill a sense of team pride. The Board will manage the budget of the team. The team will build relationships within the community and seek business sponsorships to establish a strong financial base for future growth. CGAC will also submit grant applications under its 501(c) (3) non-profit status. The CGAC Board will maintain vital relationships within White River Township, local colleges (ie. University of Indianapolis), and the Center Grove Community School Corporation.

The CGAC Board plans to make our team more visible to the community through the use of various avenues:

Media - Articles that highlight the accomplishments of our swimmers at swim meets will be submitted monthly to the Press-Enterprise and other local news media.

Community Events - Food Trucks and Fireworks at the conclusion of the CGAC hosted 12& under meet that is free to the community; Participation in the United Way Christmas Angels Program.

Team Website - CGAC's website will showcase our team and provide a valuable recruitment tool. The website will also provide a sponsorship tool for the team and an opportunity for interested businesses.

Recruitment Visits - Members of the board/recruitment team will visit schools and children's groups, i.e. boy scouts and girl scouts, to give a presentation with a slide show about CGAC.

Club Policies and Procedures-Parent/Swimmer Code of Conduct

Parent/Guardians Role: As the Parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents/guardians are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents/guardians serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most important, parents are expected show good sportsmanship at all times toward coaches, officials and other teams.

Athlete Swimmer role: Competitive swimming allows swimmers to set goals for themselves and then compete against their own past performances to achieve these goals. With this approach, swimmers learn self-motivation to achieve their goals and personal pride once their goals are reached. You do need the desire to be the best that you can be, strive for personal bests and reach your potential.

Parents and swimmers must sign and abide by the CGAC's Code of Conduct. Please be sure to review the document before signing it, understanding that there are clear consequences for violations. These are signed each during annual registration (usually in the fall).

Parent Code of Conduct: (signed at registration)

1. Practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, and Commitment & Hard Work.
2. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets or interfere with coaches on the pool deck.
3. Any communication with the coaching staff will occur via email or in person only prior to the start of a coach's shift or after the conclusion of his/her coaching day.
4. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials & the coaches
5. During competitions, questions or concerns regarding decisions or calls made by meet officials are directed to a member of our coaching staff only.
6. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, &/or any participating swimmer will not be permitted or tolerated.

Should I conduct myself in such a way that brings discredit or discord to CGAC, or USA Swimming, CGAC maintains the right to suspend or terminate any membership with cause in the interest of our vision, mission and objectives.

The Center Grove Aquatic Club board of directors reserves the right to terminate the membership of any individual whose behavior places the CGAC in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers at all time.

Swimmer Code of Conduct:

1. I will conduct myself with dignity and respect for others and for the property of others.
2. I will be on time for practice, training sessions, and meets.
3. I will comply with all team rules.
4. As a matter of team pride & courtesy to meet hosts, Officials, Coaches, pool facility operators, & janitorial staff member, swimmers I will leave the CGAC team area in a neat & clean condition at the conclusion of each practice session. I understand this also applies to pool locker/rest rooms, bleacher areas, pool decks, etc.
5. I will practice good sportsmanship and promote positive team spirit and morale.
6. I will support my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of CGAC spirit.
7. I will follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.
8. I will follow the Code of Conduct at home meets, away meets and at any event where CGAC is represented.

Prohibited Behavior (Bullying Policy):

I understand that at no times will the following be accepted:

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
2. Destructive behavior.
3. Inappropriate or unruly behavior, including fighting or striking another athlete.
4. Inappropriate language (swearing or derogatory comments).
5. Stealing and vandalism.
6. Bullying or isolating another swimmer. (Including on social media)

7. Interference with the progress of another swimmer during practice or at any other time.

Consequences for Violation of the Code of Conduct

This code shall be in force for all CGAC swimmers during practice, during swim meets, and at events sponsored by, or in which, CGAC Swim Team is represented. Disciplinary actions can range from, but are not limited to; verbal warnings, repetitions of a physical drill (example extra push-ups or laps), being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the Board deems necessary if a member fails to adhere to the Code in part or in whole.

Consequences for Violation of the Code of Conducts: This code shall be in force for all CGAC swimmers during practice, during swim meets, and at events sponsored by, or in which, CGAC Swim Team is represented. The coaching staff holds the final work on any rules, regulations or disciplinary action. Disciplinary actions can range from, but are not limited to; reprimands, repetitions of a drill, push-ups, etc., being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the Board deems necessary if a member fails to adhere to the Code in part or in whole.

Suspension: Coaches may suspend a swimmer from practice for disciplinary reason for a maximum of three days. Coaches may also recommend to the board that a swimmer be expelled from the club if in his/her judgment, the swimmer is unable to conform to the disciplinary guidelines established for swim practice and club participation.

Safety and Behavior: The Center Grove Aquatic Club board of directors reserves the right to terminate the membership of any individual whose behavior places the CGAC in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers at all times.

Club and Team Communication

Good communication is key to a successful season and drives your experience as a member of the club. Our coaches view the pool as a teacher views a classroom. Please respect our coaches and the athletes by keeping your voice down, not creating as distraction, and not breaking the coaches and athletes concentration during practices.

The following are some communication guidelines we will follow to help facilitate communications on our team:

Parent/Coach Communication Guidelines:

1. Coaches will be available on deck for 10-15 minutes before practice. They are available by appointment after practice as well - please contact your child's coach via email to schedule an appointment or let them know you would like to meet after practice.
2. Coaches are emailed at any time. Emails will be returned on an ASAP basis and coaches will make contact as soon as possible or within one or two business days.
3. Coaches are available on meet days to be contacted via email, regarding a meet absence, family emergency or illness. Please do not contact a coach on deck at a meet regarding athlete performance, relay designation, event selection. If there is an issue, please address it by email or communicating with the coach after the meet.

Chain of Command and Voicing Concerns: As in any large organization involving significant numbers of families CGAC cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise, and we have a protocol for dealing with them. On issues that need this sort of direct intervention, PLEASE follow these guidelines:

1. Contact your swimmer's Coach in question directly. Have a discussion about the issue with the Coach. 99% of questions or issues should be able to be addressed this way.

2. If you cannot come to a solution with the Coach in question, contact Head Coach Age Group Coach Amy Spencer via email at AGcoach@cgacswim.org and address the discussed issue with her with a scheduled appointment or phone call. Coach Amy reserves the right to have a board member present.
3. If you cannot come to a solution with the Head Age Group Coach, contact the board president via email at president@cgacswim.org and address the discussed issue with him with a scheduled appointment or phone call. The president reserves the right to have another board member present for the discussion or meeting.

Thank you for your time and respect of our guidelines!

Other forms of Communication: The Club has established several ways to provide information, updates, and alerts to ensure members are always aware of Team news and events. Following are the ways to stay connected:

CGAC Official Website: <http://www.cgacswim.org> this will be your primary resource in which all other resources can be accessed. The website includes team/group calendars, news and events and job sign-up tabs. The site is updated regularly. Please check for new and updated information. Additionally, each parent will create an account on the website with an email address that will be used to communicate team information.

Email / Contact Us: The fastest and most efficient form of communication for us is e-mail. Please provide us with an e-mail address that you check on a regular basis. This is our main method of communication. Weekly updates, meet entries, last minute changes and more will be emailed out to the team. If you do not receive e-mails or have e-mail, please let the head coach know as soon as possible. ALSO - one of the best ways to communicate with our coaches is e-mail. E-mails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, fundraising opportunities, volunteer events, etc. It is the parent's responsibility to **keep your e-mail address current on the website**. If you need help updating it, send an email to swimregistration@cgacswim.org

CGAC Official Parents/Guardians Facebook Page: This Facebook page is a closed group and access will be granted when you are registered with the club. The CGAC Facebook page is used to share/view photos, read team/parent posts and discussions.

Center Grove Swimming Twitter Account: @CGAC_TrojanSwim Follow alerts and news about the team.

Text Messaging System: Text messaging is used for coach driven time sensitive messages, such as pool closures. New for the 2016-2017 season, we will begin using a text messaging system as part of our communication system. Occasionally coaches need to communicate with their swimmers about urgent matters. Click on the swimmer's name in the 'Members Under This Account' and you'll be presented with an interface to add a mobile number and/or email address.

CGAC Mentor Council: CGAC parents are a huge part of the success of the club. Parents make sure their kids get to practice on time, that they have the equipment they need and that they show up with the right attitude. At CGAC, we truly believe that everyone working together - swimmers, coaches, and parents - makes for a successful swim season! Having your child join a swim team can be overwhelming at first, and some parents may be full of questions at every turn. The best way to learn the ropes is often through having a mentor. Center Grove Aquatic Club created the Mentor Council Program for this reason. The support of another swim family - parents supporting parents, just as our swimmers support each other - will help you learn the ropes. Each training/practice group has two mentor parents and two mentor swimmers who serve as the CGAC Mentor Council.

You will be paired with an experienced family who has a swimmer in your child's training group. Your swimmer will be introduced to mentor swimmer in their training group. Through a combination of a one-on-one relationship with an experienced swim parent/swimmer and small group information sessions, our mentors can help provide answers to some of your most pressing questions, such as:

- What should I bring to a swim meet?
- Where can I get good deals on swimsuits and goggles, what are the best brands?
- How can I encourage my swimmer to attend practice more consistently?
- How does my swimmer know what events they are swimming?
- What exactly are a personal best time and a divisional cut time?
- What is the difference between a short course and long course meet?
- And many, many more!!

These individuals are able to answer basic questions that you may have or refer you to someone who can help. He or she also helps to coordinate various activities for the team. Look for those parents with a CGAC Mentor Council button and swimmer mentors will be introduced by the Coaches.

Bulletin Boards/Dry Erase Board: The bulletin boards near the CGAC office pool are updated with information related to team events. Important reminders or upcoming events, practice changes may also be posted on a dry erase board behind the starting end of the northwest end of the pool.

Ribbon Folders: If a swimmer earned a ribbon during a meet competition, the host club or CGAC (if home meet), will place a ribbon listing their final time and event information in the file folder marked with their name. Each swimmer will have a file folder located in the clear or red tubs located on the table in front of the ribbon/swim office (near the black payment box). Occasionally, we will place fun items into their folders; such as ribbons, small treats or coupons for ice cream. It's good to have your swimmer check their ribbon folder at least once per week.

Annual Parent Meetings: Near the start of each short course season and long course season, CGAC will hold a required parent meeting/Open House/Q&A Night at Center Grove High School. The one hour meeting will include a brief presentation by the Board of Directors, expectations from the Head Coach/ Other Coaches to outline training goals and objectives, we will introduce the meet coordinators (who staff and run our home meets), our lead Official will explain swimming rules and our Treasurer will provide an overview of billing and fees. If members are present, we may also use this time to introduce the Mentor Council and hold a brief question and answer session after the meeting. You may also be asked to complete a short questionnaire survey. This is one of the few **MANDATORY** events we have, so all CGAC families will need to have an adult representative. For the 2016-2017 Short and Long Course Seasons, the meeting dates will be communicated.

Community Involvement: To emphasize service and to give back to the community that supports the CGAC swim team, the team may coordinate various community service projects. Participation is encouraged. Volunteer credit may be offered for these charitable events at the discretion and approval of the board.

The number of hours for these various volunteer opportunities will be determined by the hours worked unless otherwise stated. A volunteer sign-up sheet **MUST** be made available by the person coordinating the event and completed by the volunteer(s) for credit to be given. If you are working an event and no one gives you the form (paper or electronic) to fill out please ask for it

In summary, CGAC encourages open communication. You may visit our website to locate an e-mail address to the coaches or board members. Email addresses can be found on the team website under the 'About CGAC' tab. You can also post questions via Facebook through the team FB page. You may also e-mail us at info@CGACswim.org with any questions, concerns, or notifications. Rule #1: for the most positive communication and information experience- read all emails to the end. If you still have

questions after reading the entire message to the end, please reach out to ask any remaining questions you still have.

CGAC's Comprehensive Training Program and Structure

CGAC has created a comprehensive swim program that serves swimmers of all levels from beginning age group swimmer to elite senior swimmer.

CGAC Swim Lesson Program: The CGAC Swim Lesson Program offers private swim lessons for individuals of all ages out of diapers and up. USA Swimming Certified Instructors provide beginning instruction for the non-swimmer, as well as advanced stroke training for experienced swimmers.

CGAC Sharks and Minnows: The CGAC Sharks and Minnows Program is a pre-competitive swim team that operates from April through the end of July, and again from November-December at Center Grove High School (Additional winter sessions may be added as needed).

CGAC Age Group and Senior Teams: The CGAC Age Group Program is a competitive swim team that operates year round at Center Grove High School Natatorium. The team is divided into two large age group brackets, 5 year olds-eighth grade (age group), followed by high school and college age (senior). Placement into groups is by recommendation of the coach during a try-out and subsequent trial period. Each group is designed to benefit swimmers who are grouped together by ability. The frequency, duration, and training intensity of practices define each group. Within each of these groups there are groups designed to match desire and ability level. These groups are briefly outlined below. For more specific detail including entrance requirements for each group, please see our website.

CGAC COMPETITIVE SWIM TEAM

Sharks and Minnows

Overview: An introductory swimming program that introduces swimmers to skills and stroke mechanics for competitive swimming development. An important objective for this group is to develop a love for swimming through fun games and activities in the water.

Attendance: 6 week session; Swims 2 days per week; Session dates will be as posted under Team Info tab

Swim meets: None required

Equipment needed:

WHITE TEAM

Overview: The program focus of the White team is stroke development and teaching all four competitive strokes and starts and turns through positive reinforcement and immediate feedback. An important objective for this group is to develop a love for swimming through fun games and activities in the water and balance swimming, school and being a kid. Swimmers are expected to continue developing self-discipline, respect for coaches and teammates, as well as age-appropriate social skills in a team environment. 15 minute introduction to dry land training is made.

Attendance: We highly recommend keeping to two-training days per week.

Practices held: Mon/Tues/Wed/Thurs 5-6:15 pm; Optional Saturday morning practice 10:00-11:00am (not included as part of 2 weekly practices)

Swim meets: We encourage participation/introduce participation, especially for intra-squad and team hosted swim meets.

RED TEAM

Overview: The program focus of the Red Team builds on skill development, stroke construction, and refinement. Swimmers are introduced to interval sets, effort, and pace management. General education on learning how to train, manage hydration and nutrition levels before, during, and after practice begins at this level. Coaching staff directs swimmers in developing strong work ethics. Training geared toward endurance and strength and increased dryland training time. Basic racing concepts are

introduced with stroke rate/stroke count, effective air exchange techniques during starts and turns, as well as event-specific breathing patterns. Kicking test sets will be introduced in this group.

Attendance: We encourage attending at least three practice days per week.

Practices held: Mon/Tues/Wed/Thurs 5:30pm-7:00pm & Saturdays 8:30-10:00am (unless meet competition).

Swim meets: We encourage participation at intra-squad swim meets. We expect all CGAC swimmers at this level to also participate in our three team-hosted meets per year. Additional meets are highly encouraged, but not required.

BLACK TEAM

Overview: The program focus of the Black team devotes great attention to all 4 strokes and Individual Medley (IM) refinement. Starts, turns, transitions and finishes receive significant attention in the pre-race and race seasons, including reaction time, flight, entry and underwater work. Continued dry land training; Short-course racing demands an emphasis on underwater work. The increased proficiency will benefit the swimmer during the long course season as well. Introduction of swimming test sets will be done.

Attendance: We encourage attending four times a week.

Practices held: Mon/Tues/Wed/Thurs/Saturday 5:00pm-6:30 and all Saturdays: 8:30am-10:30am (unless meet competition).

Swim meets: Black team swimmers are expected to participate in three team-hosted meets per year. Participation in other USA-sanctioned swim meets is expected as scheduled.

PRE-SENIOR TEAM

Overview: The program focus of the Pre-Senior group is on swimming biomechanics with attention to every detail in stroke refinement and racing techniques. CGAC believes the age group swimming focus should be to develop a strong well rounded athlete. Swimmers are assessed individually and attention goes into building around the strengths while, at the same time, diligently working on improving swimmers' weaknesses. Swimmers advance in skill, strength, distance and endurance. Increased training, attendance and an emphasis on challenging training and practice yardage goals are established, including weekly test sets.

Attendance: We encourage attending five to six times a week.

Practices held: Mon/Tues/Wed/Thurs 5:30pm -7:30pm & Saturdays 8:30am-10:30am (unless meet competition).

Swim meets: Pre-Senior swimmers are expected to participate in the three team-hosted meets per year as well as other USA-sanctioned swim meets.

SENIOR TEAM

The Senior Team consists of year-round swimmers, typically of high school age or above, who are very motivated and goal-driven. Swimmers entering this program have significant swimming career achievements. At the core of the program is a cyclical annual training plan crafted to peak the swimmers two to three times per year in accordance with the meet schedule. Training and testing are tailored to swimmers' strengths. All energy systems are emphasized, including lactate tolerance training. There is a daily focus stroke refinement, transitions, rates and stroke and race development. Test sets are continued for swimmers to reach goals and maximum ability. Number of practices increase with introduction of morning practices.

Attendance: We highly recommend six times per week, increasing to eight times per week during season (three days a week of twice per day plus two days of once per day).

Practices held: Mon-Fri MORNINGS from 6:00-7:00am (5:45am-7:00am starting at the start of high school season) and AFTERNOONS Mon/Tues/Thurs/Fri from 3:00-5:00pm, Saturdays from 7:00-9:00am

Swim meets: Senior group swimmers are encouraged to participate in the USA-sanctioned swim meets (during the off season), with emphasis on attending the Jingle Bell Classic. IHSAA rules drives participation during the high school swim season.

Moving between training groups: When swimmers join CGAC, or when current swimmers are looking to advance to a higher practice level, the coaching staff will ask the swimmers to complete a test set as a means of determining what group is best suited each swimmer. Test sets are based on the required ability levels outlined in the previous section. All swimmers are placed in groups based on their ability as demonstrated in the test set. In addition, consideration will be given to the swimmer's maturity level as well as his/her ability to be successful in a particular group. Upon fulfillment of the group's goals, swimmers may be promoted at the completion of long course and/or short course season. In

some instances, an assignment may be modified during the swim year, if the coaching staff believes a different squad would be more appropriate for the swimmer.

Explanation of Fees and Late Account Policy

The Center Grove Aquatic Club strives to provide the best experiences for our members while operating within a sound fiscal philosophy. We understand the importance of knowing up front the financial obligations associated with being on our team. However, if you have any questions or have unusual circumstances which should be considered, feel free to contact our Treasurer at billing@cgacswim.org or a CGAC Board Member.

There are several categories of fees members of the team pay to participate. The USA Swimming Registration Fee allows a swimmer to participate in practices and meets and provides a secondary insurance policy for the athlete. The CGAC Registration Fee covers administrative costs and fundraising obligations associated with our team. Training Fees are assessed based on a child's practice group. Meet Fees are charged when a swimmer participates in a swimming meet.

Team breaks and monthly fees: All training teams receive a minimum of a two week break at the end of the winter/early spring and summer competition seasons (early August). These team breaks have been factored in when calculating monthly payment of dues.

USA Swimming Annual Registration Fee: The USA Swimming Annual Registration Fee is set by USA Swimming each year. Annual dues are good through December 31st. The USA Swimming Fee is due at Registration. New swimmers who join after September 1st have their USA Swimming fees paid through December 31st of the following year. A 150-day seasonal membership fee option is available, and is most likely a more cost-effective option if joining in the spring (April-July).

- 2017 USA Swimming Annual Fee: \$63
- 2017 USA Swimming Seasonal Fee: \$35.50 (may be subject to change)

Registration Fee: Each family is charged an annual registration fee to cover administrative costs associated with our team. The registration fee is \$100 per family and is collected at registration. The registration fee also covers the cost of a team T-shirt and a latex swim cap for each child.

Monthly Training Fees: CGAC is a year-round organization which employs professional coaches to provide an exceptional experience for our swimmers. As such, expenses occur even when a child may be out of the water. Our training fee structure has been developed and policies approved to provide a sound fiscal foundation for our club. Training fees are based on the practice group a swimmer is assigned to by the coach. Initial payments, including the first month of training fees are due at registration and subsequent payments are due by the **15th** of the month unless other arrangements have been made with the club Treasurer.

Discounts are provided for families with more than one child on our team. Only one discount per family is provided. Discounts are not added up, if the number of registered swimmers increases.

1. 2nd swimmer: \$15 discount of monthly training fees
2. 3rd swimmer: \$20 discount of monthly training fees
3. 4th swimmer: \$40 discount of monthly training fees

Club Training Fees: Fees take into account two scheduled team breaks during the year and are based on a 10 month cycle. Our fiscal year begins on September 1. All fees are pro-rated for swimmers joining our team after September. See the coach or treasurer for these exact amounts.

Training Group	Monthly Fee:
2 week trial period	\$25 per 2 week session

Sharks & Minnows	\$70 per 6 week session
White Team	\$60
Red Team	\$80
Black Team	\$85
Pre-Senior	\$95
Senior	\$130
College	NA

Meet fees: Meet fees are typically based on the number of events a swimmer is entered in for a meet (Typically, \$4-\$5 per event). A surcharge of \$3-\$5 per swimmer is usually assessed by the host club and local swimming committee to cover administrative costs. At some venues, a facility charge may also be required. All this information can be found in the published meet packet information. CGAC submits all meet fees to the host club at the same time our club submits the team and swimmer entries in advance. After the final meet entry deadline has passed, meet entry fees are NOT refundable and will be billed, even if your swimmer cannot swim, for any reason.

Fundraising contribution: CGAC has minimal fundraising requirements. Our club hosts 2 or more swim meets a year to generate revenue for our club. We need everyone's help to successfully host meets. See the Volunteer Requirement section below for more details. Family contribution toward fundraising includes the \$100 annual fee which is paid during registration. The fee is pro-rated at \$50 when a swimmer joins our club during the Long Course Season (April-Aug).

Throughout the season, we occasionally will hold small fundraisers to generate additional revenue. Some examples of other fundraising activities include: sales of window decals, yard signs, meet shirts, purchasing equipment through CGAC SwimOutlet online store, and sales of swimmer equipment (goggles and bungee cord sales).

Payment methods: Several payment methods are available for parents and members to pay their monthly fees incurred:

Families may pay by credit card or debit card (transaction fees apply)

Families may pay by check (make checks out to CGAC) and place in black payment box at the pool.

Families may choose to pay mail. The mailing address is: CGAC, Attention Coach Jim Todd, 2717 S. Morgantown Rd., Greenwood, IN 46143. The checks will be forwarded to the club Treasurer, Chris Cuadros.

Parent Volunteer Requirement: While not technically a fee, the club has family volunteer requirements based on the level of your swimmer. Sharks & Minnows members are not responsible to fulfill volunteer requirements. The full volunteer Policy can be found under "Volunteer Requirements" under the "Parents" tab on our team website. You can have family and/or friends help you to meet the volunteer commitment. This requirement must be fulfilled regardless of whether your swimmer is competing in the home meet or not. In order to encourage participation from team members, there is a penalty of \$60 fine per missed session for failing to meet one's volunteer obligation.

Past Due/Delinquent Account Policy: While most members are very responsible in paying their obligations in a timely manner, the Board has a policy to address any delinquent accounts. Please take the time to familiarize yourself with the policy. If you have any questions or concerns, feel free to contact our club Treasurer or a CGAC board member.

1. Billing: It is expected that members of the team keep up-to-date with their financial obligations. Statements are sent via email around the first of each month to all actively registered families.

Fees are considered overdue if not received by the 15th of each month regardless of whether or not an invoice has been received. After 60 days past due, CGAC will exercise an “out of the water policy” until fees are current or financial arrangements have been made by contacting the club treasurer at billing@cgacswim.org.

2. Collections

- If an account has a balance that is 30 days overdue, a written notice will be given to the family
- If an account is 60 days overdue, a second written notice will be given with notice of impending collections and the swimmer(s) will not be able to practice or attend meets, until a payment plan is arranged between the member family and the CGAC Board of Directors prior to reinstatement. If the member family does not adopt or adhere to one of these options, CGAC will issue a claim for team charges, and CGAC membership is subject to suspension or termination.

In cases of financial hardship, families are encouraged to *proactively* discuss their circumstances and payment arrangements with the Treasurer or a CGAC Board member. The Board may then review any extenuating circumstance and render a decision regarding payment plans and participation of swimmers. It is the philosophy of CGAC that each family, regardless of financial circumstances, contribute some amount as a good-faith gesture toward the financial operation of the team.

CGAC Training Scholarships: CGAC offers a limited amount of scholarship memberships annually. This scholarship named the Pam Todd Memorial Scholarship is awarded to one high school senior boy and one senior girl. The number of scholarships available each year is based on the CGAC annual budget. Scholarship is for \$1000 and an application process must be completed and submitted.

Returning Collegiate Swimmers: The club feels that collegiate swimmers, returning to practice can be positive role models and an inspiration for our age-group and high school swimmers. Since most collegiate swimmers cannot practice with the club for the entire year, the following dues policy has been established:

- * All collegiate swimmers must maintain their USA Swimming registration for insurance purposes.
- * If a collegiate swimmer is participating during breaks (for example: while home for Thanksgiving), training will be provided at no cost.
- * If a collegiate swimmer is participating in a swim meet, meet and entry fees will be charged per our usual policy.

Training and Team Equipment

CGAC Team Store: The club has online store www.swimoutlet.com where you can purchase team suits, training suits and all other required equipment at reasonable prices. CGAC will receive 10% of your purchase from Swim Outlet to help purchase supplies and training equipment for our club. When you need to buy anything from Swim Outlet, you can click on the CGAC Online Store button on the front page of our website. Check to be sure that you are purchasing items from our CGAC store site so CGAC can receive credit.

Free shipping is offered on orders over \$49. If you have specific questions about equipment needs for your swimmer, contact your swimmer’s Coach.

Team Attire: CGAC Team Suit or other pre-approved black/ black and red suits are required for all swimmers at meets. Technical suits must be FINA approved suits and should be worn only at championship meets or when a swimmer is trying to qualify for a championship meet. Technical or “Tech” suits are discouraged at regular age group meets. Otherwise for everyday training, a good reasonably priced training suit is acceptable of the swimmer’s choice of color and style.

A CGAC Team Cap is required for all swimmers at meets. Latex CGAC swim caps can be purchased on deck at pool or in the team store office. Coaches will have team caps available at meets for \$5. T-shirts, sweatshirts and other items, marked with the team name and/or logo are available for purchase in the CGAC office. Team attire is strongly suggested to be worn at all meets. Parkas are a highly

recommended item to keep swimmers comfortable after workouts, between events at meets and during inclement weather.

Team Equipment Needed: Team equipment lists per training group are listed on the team website under the tab “Team Information”. A mesh bag with the swimmer’s name written is highly recommended to contain your swimmer’s equipment in place at the high school pool. Equipment requirements are listed per each training group under the “Team Information” tab on the CGAC website.

Lost & Found: You are strongly encouraged to label all of your swimmers equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed in the pool office. It will be kept for 30 days and then if not claimed put in the “community use” bin. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. The locker rooms can be used by others groups. The club is not responsible for lost or stolen items.

Swimming and Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in the Center Grove Aquatic Club should understand that we are a competitive team, not a recreational team. We encourage all of our swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They are also a social time, which enables the swimmers to build friendships with fellow teammates. For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meets may be good for beginners.

CGAC will seek out of town swimming competition for the following reasons:

- Different individual competitions;
- A higher quality of competition;
- Experience in trials/finals competition;
- Conditions conducive to exceptional performances.

Short and Long Course Seasons: USA Swimming recognizes two seasons within each calendar year. The season beginning around Labor Day and ending in mid-March is referred to as the short course season. During the short course season meets are recognized as “yard” events. There is also a long course swim season that begins in April and ends in early August. Meets during long course season are recognized as “meter” events.

2016-2017 Short Course tentative schedule: The swim meets below have been marked as to which groups are invited to attend. Meets are subject to change. Swim meets noted as “qualifiers” are for those individuals that meet a minimum standard to participate. If you have questions as to the eligibility of your swimmer to participate in a meet, please ask their coach. ***All swimmers must compete in all of the Championship meets they qualify for, unless excused by the coach.***

Date	Meet	Location	Comments
October 8-9	Southeastern Swim Club Swim Fest	Southeastern High School	All Teams
November 4-6	Carmel Swim Club Fall Frenzy	IUPUI	Black, Pre-Senior and Senior Teams

November 4-6	Greenwood Gators Fall Frenzy	Greenwood High School	Red and White Teams
November 18-20	CGAC Jingle Bell Classic	Center Grove High School	All Teams
December 9-11	Bloomington Swim Club Winter Invite	Indiana University	All Teams
January 6-8	ICAC ChaseStrong Invite	Indian Creek High School	All Teams *ChaseStrong Challenge on Fri
January 27-29	CGAC Superbowl Splash Prelim/Final	Center Grove High School	All Teams
February 3-5	Greenwood Gator Plunge	Greenwood High School	Red and White Teams
February 10-12	Terre Haute Torpedoes Arctic Blast Prelim/Final	Vigo County School Corporation Aquatic Center	Black, Pre-Senior and Senior Teams
February 26	ICAC Beach Party Finale	Indian Creek High School	Non-championship qualifiers
March 3-5	Divisional Championships	TBD	Divisional Qualifiers only
March 10-12	Indiana Age Group State	IUPUI	State qualifiers only
March 17-19	Indiana Senior State	TBD	Sr. State Qualifiers only
March 29-April 2	Speedo Sectionals	IUPUI	Qualifiers only; during spring break

Swimmer Events: Your swimmer’s coach will select the events that they will participate in. The coaching plan, swimmer ability, coach-swimmer goals, and other factors will be considered as the events are being selected. Swimmers and parents/guardians are able to request events during the sign up process, but the coaches make the final decision.

Newer swimmers will initially be placed in events that they will succeed in. As their skills build, they will be placed in more challenging events as determined by their coach.

Meet Fees: A meet entry fee (approximately \$6.00) and event fees (approximately \$4.00 per event) are required for entry in a swim meet. Meet fees for swim meets are the responsibility of the parent. The Meet Entry Chair will submit the entries to the club treasurer to invoice the swimmer’s account and payments may be made along with the following month’s dues. Delinquent meet fees will result in a suspension in meet privileges until the swimmer’s account becomes current. Upon passage of the meet sign up deadline, CGAC submits all entries and meet fees to host club. Meet fees are non-refundable to CGAC once they have been submitted. ***If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for***

payment of the meet fees. If CGAC coaches or staff make an error in a swimmer's entries, CGAC will be responsible for the subsequent erroneous fees.

Signing Up for Meets and Meet Entries: Not all training teams attend the same meets throughout the season, so please check the Meet Schedule to determine if a swim meet is appropriate for your swimmer's level before you commit. There is a tremendous amount of work behind the scenes putting entries together for swim meets. Part of every meet is not only posting relevant information about the meet, but more importantly, we need to know if your swimmer is attending or not. For each meet, you will receive an email invitation to attend. It is imperative that you review the invitations and dates, and indicate if your swimmer is attending before the entry deadline/cut off and what days of the meet they are available to swim. Most meets we attend are 3 day meets. If this process is not done, then we are unable to determine if your swimmer is competing. After the entry deadline has been reached, your coaches will create individual event entries for each swimmer. Parents are asked to NOT choose the events for your swimmer. Your swimmer's coach will choose the events your swimmer will be entered in. If your swimmer is not available for the meet please "decline" before the deadline. If you "accept" the meet but for some reason your swimmer does not attend the meet, you will be obligated to pay the meet fees anyway as these fees are paid well in advance of the meet. **Rule #2 for swim meet entries - read all emails and accept/decline via the email link before the deadline.**

RSVP for Meets: Each family will receive an e-mail from CGAC approximately 4 weeks before each swim meet. The e-mail will contain a link to the CGAC website. Click on the link to go to the EVENT SIGN UP page of the CGAC website.

Home Page Access : If signing up through the home page of the CGAC website (instead of directly through the e-mail link), find the swim meet you would like to enter under EVENTS. It should be listed as a red heading. Click on the rectangular box beneath the heading "Attend this event." "Attend this event" will also take you to the EVENT SIGN UP page of the CGAC website.

Commit to this Event: The EVENT SIGN UP page will bring up a chart with the swimmer(s)' name(s) from your family.

- Click on the swimmer's name in the left column. A commit to the event heading will appear for that swimmer.
- When accessing the pull down bar, there will be a choice of "yes, please sign (name) up for this event" or "no, thanks (name) will not attend this event."
- Please mark **NO** if you do not plan on attending, so that the coach knows that you have considered your attendance at the meet.
- If you mark **YES**, you will have a choice of session to attend. If the meet is held on Saturday and Sunday, you may select one or both days to attend. **Make sure to select the rectangular box on the bottom right corner that states "save changes" or your request will not be processed.**
- The screen will change to show the athlete's name, a box with a check mark, and "committed." You must repeat this process for each of the swimmers in your family.
- In order for the coaches to put together an accurate line up for our team, it is imperative that they know who is and is not swimming at a meet. Removing one child from an event requires shuffling of all the other swimmers heat and lane assignments. Removing a swimmer from a relay team means that another swimmer must replace them. Most likely the replacement will come from another relay team and once again, everyone is shuffled around.

Compiling a heat sheet and team line up that is fair, balanced and competitive is one of the most challenging aspects of the coach's job. Having swimmers no show or forget until the day of the meet that they have a conflict, causes considerable hardship to the coach and the team.

Notes to the Coach: On the EVENT SIGN UP page, there is a rectangular box for notes. Although the coaches will select the events that your swimmer will participate in, you may place a request or suggestion to the coach in the notes section. Please note that your swimmer may not be able to participate in various events due to a minimum or maximum time requirement. The coach will ultimately determine if the event is appropriate for the swimmer.

Confirming your Events: Coaches will send out a club email when meet entries are posted at the pool, along with the last date for changes to be made. If you would like there to be a change in your swimmer's meet entry, please speak with your group coach. Final postings of the entries will be made after the closing date of the meet.

Important Swim Meet Information

Meet Sheet/Packet: Each swim meet will have a meet sheet that will provide information such as location, date, time, directions, events, cost of events, etc. Please consult this meet sheet prior to signing up. It can be accessed through the CGAC website, Events tab. This will take you to the Event page where you can select the meet and see a brief description. The meet sheet may be found under the Forms/Documents heading, as a .pdf document listed in red. Click on the .pdf heading and the meet sheet will open. Meet forms are also posted on line on the Indiana Swimming web site (www.indianaswimming.org). Meet forms are usually posted 4-6 weeks prior to the swim meet.

Timelines for the Swim Meet: Some swim teams provide a timeline for the swim meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend. You may visit the same Forms/Document heading as for the meet sheet above, to see if a timeline is available. Do not use this timeline to determine your arrival time at the meet. Your swimmers' coach will tell them when to arrive for warm-up.

First Swim Meet Guide: A First Swim Meet Guide is available in the on the CGAC website. Please be sure to look it over before your first meet. The guide will provide you with valuable information to prepare for the meet and to understand basic swim meet protocol. The most important thing that you must know is that you will not be alone. Either your mentor parent, or a team mentor assigned by them, will be there to give you an orientation and help you to navigate through your first meet experience. There will be many veteran parents/guardians to serve as resources at the meet. Please feel comfortable asking for help as necessary. **Experienced swimmers and parents will assist new swim families/swimmers -please do not be afraid to ask for assistance!!**

What to bring to a meet:

- Team Suit
- 2-3 towels
- Extra goggles
- Warm clothing, sweats, parka, shoes and socks.
- Water bottle, Gatorade, healthy snacks
- Book, cards, small games etc. for long waits between races
- Positive attitude and your game face
- For summer meets: sunscreen, EZ up tents, drinks, snacks, camp chairs, sunglasses.

At most meets, the hosting team will run a snack bar/concession stand with reasonable prices. Hosting teams typically invite swim gear vendors. Vendors at meets often offer discounted prices on suits and swim gear.

What to expect at a meet

Arrive on time for warm up: Meet warm up and start times are stated on the meet form. Coaches will also instruct swimmers as to the time they should arrive at the meet for warm up. For most morning sessions CGAC starts warm ups at 7:00 am. Afternoon session warm-ups (typically for the younger swimmers) start after the morning session is completed. This varies with each meet. Coaches should have a tentative timeline and will let afternoon swimmers know when to arrive for warm ups.

Note: Most CGAC families sit together at the swim meets. This is a great way to get to know the CGAC families and swimmers. It also builds great camaraderie. Swimmers enjoy cheering for each other.

- **Check in/Sign In:** Typically signs are posted directing swimmers where to check in. At the check in table or sign in sheet, the swimmer confirms the events they are entered to swim. Often swimmers will write their event numbers on their hand with a sharpie marker to help keep track of their events for the day.
- **Report to the CGAC coach:** Our coaches are often rotated at meets. If your coach is not present, report to the CGAC coach attending the meet.
- **Warm-up with your CGAC teammates:** Coaches will get the swimmers warmed up before the start of the meet.
- **Posting of Events:** Swimmers need to watch for the posting of their events so they know what lane and heat they are swimming. The races are normally posted on a wall or fence on the pool deck. They are separated into girls and boys postings and by age group. Swimmers are responsible for knowing what heat and lane they are swimming. Swimmers need to report their lane and heat assignment to the coach. The coach will give them a final pep talk.
- **It is the swimmer's responsibility to be behind the blocks in time for their race.** If a swimmer accidentally misses an event, the swimmer needs to report to the admin table. According to the USA Swimming Rules Book, the swimmer may be penalized and not allowed to swim their next event.
- **After the Race:** The swimmer reports back to their coach. The coach will analyze the race and then sends the swimmer to warm down. It is important to warm down after each event!
- **Things you can do as a parent after each swim-** Tell your swimmer how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are of them. This is another good time for your swimmer to get a drink or something light to eat or cheer on other CGAC swimmers. The swimmer then waits for his/her next event. All swimmers should stay with their coaches and
- teammates as a group during the course of the meet.
- **Meet is completed:** Do not leave the meet until you or your swimmer has checked with the coach about whether or not they are on relay. If a member of the relay leaves before the event, the other three team members will not be able to swim. Most relays are not announced or posted until the final phase of the session. Talk to the coach if you have questions.

Remember at meets, swimmers are working not only to win races but also to get new "best times". A child can take 25th place and be thrilled because he/she got a faster time than before. A word of praise and support from family, other teammates and team families is a great way to reward and acknowledge their hard work.

Last but not least, expect to have **FUN** at a meet! It's exciting to be on a relay or to cheer on teammates. Sharing snacks, playing games, and building friendships are all part of the meet experience. Setting and achieving goals, as well as perfecting skills, is rewarding. More information about what to expect at a meet and other helpful resources can be found on the team's website.

Disqualification: Swimmers can be disqualified in any event for start, stroke, and touch-turn and finish violations. If a swimmer is disqualified in an event, the time does not count as an official meet time, and the swimmer does not qualify for an award for that event. When an official notes a disqualification, he/she will fill out the information regarding the reasons for disqualification and raise the card to notify runners for collection. Note that all references are event, heat and lane assignment. Officials do not have access to lane assignment sheets and swimmer names during the meet.

Time Standards: Indiana Swimming (IS) has compiled time standards which identify each swimmers level of expertise. These time standards are used to determine swim meet entry levels. There are several time standards for swimmers to achieve based on performance at meets. Some meets may require minimum or maximum swim times in order to enter certain events. Standards are broken down by gender and age group. Swimmers are awarded based on the time standard level that they swim. In

other words, a beginning swimmer is awarded at one level and a more advanced swimmer is awarded under another level. The IS Time Standards are re-evaluated each year.

Your swimmer's best times/results: Your swimmer's times can be found on our CGAC website when you log into your account. Swimmer's times are also posted on line at the USA Swimming website (www.usaswimming.org). Look for USA Swimming Times/Time Standards and follow the link to Individual Times. During swim meets, swimmer's results for each event are posted on the posting wall for the duration of each swim session. Results are also placed in a result book which is kept at the admin table throughout the entire meet.

Meet Mobile: Meet Mobile is an app used by swimmers, parents, and coaches. This app enable swimmers to see which swim meets are happening what day. Which team is swimming, the events, heat and lane assignment.

Swimmers can see the results of their race and how many points they accumulated at the meet. This app is available in the App store and also on Google play. There is a small yearly subscription fee. Some clubs post the heat sheet onto the Meet Mobile to view the meet line ups.

Parent Volunteer Requirements

The Center Grove Aquatic Club is a parent and coach supported organization that relies on parent involvement for some organizational aspects of the team. Family participation is critical to the success of our program as we depend on parents throughout the year for some activities.

CGAC Hosted Meets: CGAC will host 2 or more swim meets during the 2016-2017 season. These meets are one of the largest fund-raising activities conducted by the club. As such, the proceeds from these meets lower the fees charged to ALL members of the club. As a result, it is necessary for each family to fully participate in supporting these meets. Working at a swim meet can be a rewarding experience for yourself and is very encouraging to your athlete. Parents can learn more about competitive swimming while working at the meets, and it's a great opportunity to get to know other parents on the team, as well as meet other swimmers and parents from other clubs around the state. Above all, swim meets are very exciting and a lot of fun for both the parent and the athlete.

Jobs at a Meet: Some of the jobs available to work at the meets are: timing, concessions, awards, safety deck monitors, admissions, and announcing, and can be done by anyone. Some positions require special training, which will be provided. Other parents who have been involved with the meet previously will be available to help. Volunteer sign-ups are managed through the team website. Instructions on how to RSVP are outlined below.

Meet Director In charge of the overall operation of the meet. Works directly with the meet referee to ensure meet runs smoothly and in compliance with USA Swimming and Indiana Swimming rules.

Head Timer Supervises and assists Lane Timers. Brief the timers prior to the start of the swim meet. Starts extra stopwatches at beginning of each race in case of malfunction. Arranges for relief Lane Timers for breaks.

Lane Timers Uses a stopwatch to time swimmers in a specific lane.

Announcer Uses public address system to call the swimmers to their events and heats. Makes informational announcements as required.

Concessions Sell food and drink items to spectators at the meet.

Hospitality Provide food and drink items to coaches and officials and volunteers during the meet.

Awards Process and distribute ribbons/awards to participating teams. Coordinates the presentation of awards during championship meets.

Clerk of Course Before, during and after the meet. Helps coordinate 8 and under swimmers

Computer Operation Run the timing computer and the meet computer, verify swimmers' times and confirm "no shows".

Heat Sheet Sales Sells Heat Sheets during the meet.

Security & Safety Helps maintain safety compliance around the pool area during the meet.

Set-up Arrives early the day of meet to set up chairs and tables, decorations and signage

Take-down Remains at the pool following the meet to take down and put away everything that was set up earlier.

Deck Officials Meet Referee, Starter, Stroke and Turn Judge. Deck Officials are trained and certified by the USA/Indiana Officials' Organization.

Volunteer Requirements: A person from each family will be required to fulfill **6 (Six)** volunteer credits during the short course season (September-March) and **1 (One)** volunteer credit during the 2017 Long Course season. One credit = One 4 hour session at the meet or 1 (one) \$30 Walmart or Sam's gift card donation. Gift card donations are used to purchase concession and/or meet/team supplies. Only 2 (Two) credits can be fulfilled with gift card donations. Families can earn no more than 4 credits at a single home meet. **If a family is not available to work, it is their responsibility to find someone to work for them.** You can have family and/or friends help you meet the volunteer commitment. Family members aged 14 or older may volunteer for pool deck positions only.

If you cannot find a replacement, please contact one of the Meet coordinators at meetcoordinator@cgacswim.org as soon as possible to determine if there are other qualifying volunteer/donation opportunities.

Fees for not meeting the requirement: This requirement must be fulfilled regardless of whether your swimmer is competing in the home meet or not. In order to encourage participation from team members, there is a penalty of **\$60 fine per missed session** for failing to meet one's volunteer obligation. If the assigned family member leaves prior to the end of their shift, a **\$30 fine** will be assessed for that session. _

RSVP for Job Signs Ups for home meets

Sign in to our website at www.cgacswim.org

On the home page, in the middle bottom section, you will see our list of Events (these are the Swim meets on our schedule). Click on "Job Signup" next to our Center Grove Aquatic home meets.

On the left, you will see the list of jobs available and any notes on what those jobs entail. To the right, you will see the sessions/time slots that position is available. ***THESE TIMES ARE APPROXIMATE. ONE WORK SESSION = ONE SWIM SESSION. MEET SESSIONS MAY RUN LATER THAN INDICATED DEPENDING ON THE NUMBER OF ENTRIES WE RECEIVE. PLEASE BE PREPARED TO REMAIN UNTIL THE END OF YOUR WORK SESSIONS. WE TRULY APPRECIATE YOUR HELP WITH THIS. ***

Job Sign-ups: Job sign ups are for a specific job for a specific shift on a specific date. Once you decide which jobs you would like to volunteer, click the appropriate box underneath your chosen time slot. Then, click the box marked "Sign Up."

You will get a pop-up box that asks for optional contact information. PLEASE FILL THIS OUT with the name of the person who will be working this shift so we know who to expect. A cell phone number would be helpful, as well, if you feel comfortable leaving it. ***Students 14 and over are able to work a session if you feel they are responsible. But we do request students 14 or older take positions on the pool deck only. Thank you for respecting this guideline. This will help ensure our meets run as smoothly as possible. ***

After entering volunteer contact info, click on "Sign up." The name on your CGAC account should populate the field, followed in parenthesis by the actual worker and their cell number, if you added it. [Example: Jones, Bob & Lucy (Lucy - 317-555-5555)] If this does not happen, you are not signed up. Please try the process again and remember to click on "Sign up" at the end.

Day of the meet: It is important to note the when you arrive for your job on the day of the meet, the team does have a Volunteer Check-in booth at the home swim meets. It is important that you check-in to ensure that you get credit for the shift you signed up for. On the day of your shift, you will be able to pick up your red volunteer shirt and ID badge and report to your work area.

Volunteer Summary: Volunteer sign up is required for each meet. The Team manages the number of times a family has volunteered through the website. Families can track their own summary and volunteer credits through their account on the website. Login to your account on the website and click My Account and look for 'Service Hours'. If you notice any discrepancies, please contact the Meet Coordinators at coordinator@cgacswim.org. Your participation and support is critical to our swimmers, the club and ensuring a successful meet. Fees are imposed if the requirements are not met. We do not want your money - we need your help.

Team Social Events

Following is a short list and description of team social events hosted by CGAC Board and Coaches:

Saturday/Holiday Breakfast: Occasionally, during Halloween and other holidays at Saturday morning practice, the club will provide breakfast items (donuts/pancakes).

CGAC Pizza Party/Holiday Party: A mid-season celebration at the pool with fun activities and pizza/snacks served. Be sure to check the website for specific date and time.

CGAC Divisional/State Championship Dinner: A pasta dinner to celebrate all divisional and state championship qualifiers.

CGAC Post-season Banquet: A banquet is generally held in the spring/early summer. It is a picnic style pitch dinner held at Independence Park in White River Township. It is the culmination of the swim season and is a really fun evening. It's a great time to see all the swimmers and families enjoy a picnic. We usually have a kickball game parents versus swimmers. Swimmers receive their trophies and awards are given out.

Team Travel Dinners: During travel meets where an overnight stay may be required, the CGAC board will arrange and provide team dinners in the evening.

Team Awards & Recognition

There are two types of Team Awards are presented during the season: Meet Awards and Post-season Awards.

Meet Awards: Swimmer who place in the top 12 or top 16 in their event, may earn a ribbon or medal. Awards and number of swimmers awarded in each event is determined by the host club and is listed in the meet packet.

The coaching staff will select a male and female "Swimmer of the Meet" to be announced on the Monday or Tuesday following the meet. The Swimmer of the Meet will be recognized on the Team website.

Post-season Awards: Trophies and participation certificates are awarded at the post season banquet based on time standards achieved during the season and achievement

Swim Glossary

We have added a Glossary of those strange and wacky words we use in the sport of swimming. Parents! You may or may not find these words in the English Dictionary, and if you do, their definitions will probably be radically different than the ones listed in this Glossary. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "SWIMSLANG".

Anchor The final swimmer in a relay.

Backstroke One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swam as the first stroke in the Medley Relay and second stroke in the I.M.

Blocks The starting platforms located behind each lane. Blocks are not used during dual meets. Blocks may be used at All Stars.

Breaststroke One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M.

Butterfly One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke in the Medley Relay and first stroke in the I.M

Cap The latex or lycra covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless

Course Designated distance (length of pool) for swimming competition. (i.e. Long Course = 50 meters, Short Course = 25 yards or 25 meters.

Deck The area around the swimming pool reserved for swimmers, officials, and coaches. No one may be on during a swim competition.

Dehydration The abnormal depletion of body fluids (water). The most common cause of swimmers cramps and sick feelings.

Disqualified A swimmers performance is not counted because of a rules infraction. A disqualification is shown by an official raising a white flag.

DQ Acronym for Disqualification. Swimmers may be DQ'd for improper stroke, start or turn

Dropped Time When a swimmer goes faster than the previous performance they have "dropped their time".

Dryland The exercises and various strength programs swimmers do out of the water.

Event Stroke of the race; Butterfly, Breaststroke, Backstroke, etc. over a given distance

False Start When a swimmer leaves the starting block before the horn or gun.

Final Results The printed copy of the results of each race of a swim meet.

Fins Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.

Flags Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.

Freestyle One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swam as the fourth stroke in the Medley Relay and fourth stroke in the I.M.

Goggles Protective eyewear worn by swimmers to keep their eyes from being irritated by the chlorine in the water.

Heat A division of an event when there are too many swimmers to compete at the same time. This is the order in which the swimmer is placed in the event

Heat Sheet Is the time line of the meet. It tells the swimmers what events they are swimming and in what order. The pre-meet printed listings of swimmers seed times in the various events at a swim meet.

High Point An award given to the swimmer scoring the most points in a given age group at a championship swim meet.

Illegal Doing something against the rules that is cause for disqualification.

IM Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle.

Jump An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.

Kick The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.

Kick Board A flotation device used by swimmers during practice.

Lane The specific area in which a swimmer is assigned to swim

Lane Lines Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.

Lap One length of the course.

Medley Relay Relay event with 4 swimmers where each swimmer does a different stroke in the following order: Back, Breast, Fly, Free

Meet Director The official in charge of the administration of the meet. The person directing the "dry side" of the meet. This is usually the home team's President of the Board of Directors or Meet Entry Chair or Head Coach.

NT No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.

Officials The certified, adult volunteers, who operate the many facets of a swim competition.

Practice The scheduled workouts a swimmer attends with their swim team/club.

Prelims Session of a Prelims/Finals meet in which the qualification heats are conducted.

Relays A swimming event in which 4 swimmers participate as a relay team, each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. 2.) Freestyle relay - Each swimmer swims freestyle.

Starter The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.

Stand-up The command given by the Starter or Referee to release the swimmers from their starting position.

Step-Down The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start.

Stroke Judge The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.

Swim-off In a Prelims/Finals type competition, a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals

Timer The volunteers behind the starting blocks/finish end of pool, who are responsible for getting watch times on events. There are three times posted at each lane. The official time is the middle time.

Warm-down The loosening a swimmer does after a race when pool space is available.

Warm-up The practice and loosening session a swimmer does before the meet or their event is swum.

Being part of the Center Grove Aquatic Club is about more than just swimming. It's also about camaraderie, teamwork, learning to set goals, academic as well as athletic excellence, responsibility, volunteerism, respect, honesty, a competitive spirit, and family. Our dedicated and professional coaching staff does an excellent job of developing our swimmers' body, mind, and spirit through training that is rigorous, yet age and ability appropriate, and fun. We hope you find the information in the helpful and valuable. Thank you for being a part of our swim family. Please let a CGAC board member, a Coach or member of the mentor council at any time for any additional questions or concerns.

Sincerely, CGAC Board and Coaching Staff

(Updated September 2016)