

Parent Guide to  
Lawrence  
County  
Aquatics, Inc.

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# **Parent Guide to Lawrence County Aquatics, Inc.**

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Learn more information at:  
[www.lcaswimclub.org](http://www.lcaswimclub.org)

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## **Mission**

The Lawrence County Aquatics, Inc. Swim Club seeks to provide an opportunity for all swimmers to reach their highest personal potential as both a person and an athlete. We understand that winning is much more than one's place in the finish of a race, and we are committed to helping children grow in character, physical development, and skill.

## **Philosophy**

1. To provide an opportunity for those eligible for membership to engage in a wholesome, lifesaving, lifetime sport and recreational activity.
2. To develop each swimmer's potential to the fullest by teaching stroke techniques, building endurance and skills for recreation, health and competitive events, while motivating each swimmer to achieve his or her best.
3. To promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits.
4. To provide opportunities for social, emotional, and educational development and to encourage peer and family participation.
5. To promote the involvement in age-group programs and provide an opportunity for members to compete in organized swimming competitions.

## **Purposes**

The purposes of Lawrence County Aquatics, Inc. (LCA) are to foster, maintain and support the recreational and competitive swimming activities of the Corporation, members and teams.

Also LCA will perform any purpose which nonprofit corporations are authorized under the Nonprofit Corporation Act of 1991 ("the Act").

## **Organization**

LCA is your local age group swim club serving athletes in Lawrence County and surrounding communities.

### **Swim Club Affiliation**

LCA a swim club for youth and is a member of USA Swimming and Indiana Swimming, our local swim committee (LSC). Both USA Swimming and Indiana Swimming form the governing body for the sport of swimming.

All swimmers of LCA are required to be members of USA swimming and abide by all rules and regulations set forth by the governing bodies. LCA has a board of directors, coaches, and an administrative assistant. LCA is a not for profit, 501c3 entity.

### **Groups**

Swimmers are placed into one of five groups upon entering the club based on skill level: Stroke School (Pre-Beginner), Red (Beginner), White (Intermediate), Blue (Advanced) and High School (grades 9-12). Swimmers of all groups may attend meets. LCA coaches will determine skill level by initial evaluation or previous experience.

### **Coaches**

All coaches of LCA must be coaching members of Indiana Swimming and USA Swimming. All coaches must hold current credentials in CPR, First Aid, and Safety Training for Swim Coaches from the American Red Cross. In addition to safety requirements, all coaches must successfully complete USA Swimming mandated Background Screening and Athlete Protection Education programs. Finally, all coaches have completed an online coaching education requirement within the first year of coaching.

### **Board of Directors**

LCA is a parent-directed organization. Board members are elected annually. If you wish to serve on the board, please let a current board member know.

## **Seasons**

Lawrence County Aquatics participates in two swimming “seasons”. Short Course Yard season (SCY) runs from September-March. The course is 25 yards and indoors. Long Course (LCM) season runs from April through July. The course is 50 meters (Olympic size pool) and can be outdoors or indoors depending on the facility.

## **Practices**

Regular attendance at practices is vital to improvement for each and every swimmer. LCA practice calendar is online on the LCA website [www.lcaswimclub.org](http://www.lcaswimclub.org)

## **Locations**

During the summer months (June-July) practices are held at the John Lowery Municipal Pool. During Fall, Winter, and Spring practices are held at Bedford North Lawrence (BNL) High School. During June and July, LCA practices are held at the John Lowery Municipal Pool. Once LCA moves in town to the outdoor pool for the summer, practices will not return to the high school until Fall.

## **Open Practices**

Parents are always welcome to watch practices. A spectator area is available at the BNL pool. Parents watching practices at the municipal pool must abide by the rules and regulations of the pool manager. Parents that do not have USA Swimming credentials as a coach or official are NOT allowed on deck at any practice. This is a USA SWIMMING INSURANCE RULE. If younger siblings are with their parents, we ask that all children are supervised by their parents at all times during an LCA practice.

## **Parent Obligations for Practices**

Parents are expected to have their swimmer at practice 10 minutes prior to start time. Also, it is important to be prompt when picking your swimmer up after practice. Be sure to check the website often as practice times and places vary. NEVER LEAVE YOUR SWIMMER UNATTENDED AT THE POOL.

### **Attendance**

Unless there is a conflict with the facility or unforeseen circumstances, practices are offered five days a week. You choose which practices your swimmer attends based on your schedule. Attendance at practice is not mandatory, however, your swimmer's ability to improve is directly related to attendance. No fewer than 2-3 practices a week are recommended for all groups. It is not necessary to phone or notify LCA when your swimmer misses a practice.

### **Communicating with Your Child's Coach**

From time to time, parents may have questions or concerns and wish to speak with their child's coach. Please refrain from asking questions DURING practice when our coaches are concentrating and supervising their swimmers. Unless the issue is an emergency, plan to speak with the coach before or after practice or arrange a convenient time with the coach at a later date. All contact information for our coaches is available on the first page of this document. USA Swimming and LCA have adopted an electronic communications policy. Please consult the LCA website ([www.lcaswimclub.org](http://www.lcaswimclub.org)) for more information.

### **Inclement Weather**

In the event of inclement weather, please use your best judgment and place your swimmer's safety first. When practices are cancelled due to inclement weather, every effort will be made to notify all swimmers and parents thru a variety of methods such as email, texting, Facebook, and on our website. At the outdoor pool, practices are occasionally suspended or cancelled due to storms. At the indoor pool, practices must be cancelled when SCHOOL ACTIVITIES are cancelled due to weather. On NO SCHOOL/MAKE UP days, LCA will practice at the indoor pool when the weather is not in question.

## **Costs**

Members pay fees for coaching, meets, and USA membership. All money generated from coaching fees and fundraising pay for the operation of the club such as coaching salaries and office expenses.

### **Coaching Fees**

All swimmers must pay a coaching fee. During the SCY season (September-March) the fee is paid on a monthly basis and due by the 3<sup>rd</sup> of each month. In the Spring and Summer, the fee is prior to the start of the 2-month season during registration.

### **USA Membership**

As a charter member of USA Swimming, all swimmers in LCA must be members of USA Swimming. USA Swimming offers an annual fee, a reduced seasonal/summer only fee from April-August., and an annual outreach fee for low income families. Depending on what time of year your swimmer participates determines whether you will be an annual or seasonal USA swimmer.

### **Team Unify Online Account Fee**

A one time charge for account setup online upon initial registration with LCA.

### **Meets (Optional)**

Attending meets is not mandatory. However, should you choose to enter a sanctioned meet, meet fees will apply. These fees are non-refundable and due prior to attending the meet. **EVEN IF YOU DO NOT ATTEND THE MEET AFTER ENTERING THE MEET, YOU MUST PAY THE MEET FEES.** Please check your calendars carefully to avoid conflicts.

### **Multiple Swimmer Discount**

Families who have multiple children participating in LCA are eligible for a coaching fee discount. The first and second child are full price, the third child is half price, and the fourth child is free! The discount applies to LCA coaching fees only. This discount does not apply to the USA Swimming registration or other fees associated with participation in the swim club.

### **Pro-rating Coaching Fees**

Coaching fees will be pro-rated for swimmers who join after the start of the season and/or month. Once your child becomes an active member, they will be charged the full coaching fee each month or season regardless of the number of practices they attend. Fees will not be adjusted for missed practices, illness, summer camps, etc. Refunds may be provided if your child has a major medical condition or you relocate and will be pro-rated to the date of the event. Parents should communicate with LCA as soon as possible if these occur.

### **Billing**

Coaching fees for each month or season are due by the third of each month. Swimmers do not receive invoices for this fee. Meet fees are due prior to the first day of the meet. Invoices are placed in each swimmer's mailbox. USA fees must be paid with initial registration or by December 1<sup>st</sup> if you are a returning member whose current USA membership is expiring at the end of the year.

## **Payments**

Paying for your swimmers fees vary according to location (see below). While checks are preferred, cash is accepted. All checks should be made payable to: Lawrence County Aquatics, Inc. Fees for multiple items (such as coaching fees and meet fees) can be paid with a single check at the time they are due. All payments should be made promptly and on time. Invoices for meet fees are placed in the swimmer's mailbox. No invoices are created for coaching fees. Instead, reminders are sent via email at the beginning of each month/season.

### **Make a Payment at the BNL location**

While practicing at BNL, all payments should be placed in an envelope with the swimmer's name and what the payment is for (example: "October coaching fee") clearly marked on the outside of the envelope. Place the envelope in the secure payment box located on the southwest corner of the pool deck on the wall (under the TV). Blank payment envelopes are provided in the mailbox bins.

### **Make a Payment at the JLMP (city pool) location**

While practicing at the JLMP pool, all payments should be placed in an envelope with the swimmer's name and what the payment is for (example: "summer coaching fee") clearly marked on the outside of the envelope. Blank payment envelopes are provided in the mailbox bins. Place the envelope in the Treasurer's green mailbox folder located in the mailbox bin. Checks are preferred during the summer months at the city pool.

### **Make a Payment thru Bill Payment**

For those wishing to utilize their bank's bill payment options, please make payment payable to Lawrence County Aquatics, Inc. and mail to: Marsha Ingle, Treasurer, 2920 Broadview Drive, Bedford, IN 47421.

## Financial Standing

Any swimmer whose dues have not been received two weeks past the due date will not be allowed to enter meets. Swimmers whose dues are not received one month past the due date will not be allowed to swim until the dues have been paid.

All fees must be paid in full at the end of any given season. If the swimmer owes any outstanding debt at the beginning of a new season, he/she will not be allowed to swim until these fees are paid.

Swimmers who leave the team with outstanding debt must pay LCA in a timely manner. In the event swimmer fails to pay dues as required, swimmer shall be responsible for any and all attorney fees, court costs, or other fees incurred by Lawrence County Aquatics, Inc. in pursuing collection of said dues.

### **Pricing** *(all fees are based on current rates)*

Coaching Fees Sept-March .....	\$50 each month
Spring Coaching Fee (April-May) .....	\$100
Summer Coaching Fee (June-July) .....	\$100
USA Seasonal Fee 2014 .....	\$35.50
USA Annual Fee 2014 .....	\$57.00
*USA Outreach Fee 2014.....	\$7.00
Meet Fees (Event) .....	\$4.00 per event typical
Meet Fees (Indiana Swimming surcharge).....	\$1.50 per swimmer
Meet Coaching Fee (non-active member) .....	\$10.00
Team Unify Online Account .....	\$5.00 per swimmer

*\*Annual signed letter/form from school must accompany paperwork. Student must qualify for the free and/or reduced lunch program at school.*

## **New Swimmer Evaluations**

All new individuals seeking membership to LCA must undergo a swimmer evaluation. Evaluations are vital to proper placement in the club.

## **Registrations and Tryouts**

Swimmers wishing to join LCA have the opportunity to be evaluated for the team three times a year (fall, spring, and summer). Fall registration takes place in late August/early September. If a new swimmer misses the registration dates, they may set up an appointment for an evaluation until October 15<sup>th</sup>. Spring registration takes place in late March. Summer registration takes place in late May.

## **Trial Period for USA Membership Fee**

A new swimmer to the club may be unsure about their commitment. A trial period of two weeks is available without financial obligation for the USA Swimming Fee. For those swimmers, LCA must have proper paperwork filled out for USA Swimming and a separate check payable to LCA for the USA Swimming fee. When notified in writing by the parent upon registration, LCA will HOLD the USA Swimming fee and registration for two weeks. After two weeks, LCA will file the USA registration and a refund is no longer possible.

## **Proof of Birth Date and Medical Forms**

A birth record is required at initial registration. Swimmers may not compete without proof of birth date on file at Indiana Swimming. A copy of any of the following is considered an acceptable form of proof: state issued birth certificate, passport, driver's license, or a document on school letterhead. We urge parents to supply us with COPIES only, as the proof must be sent to Indiana Swimming and will not be returned. Indiana Swimming will shred the documents after processing.

Medical forms are required to be signed annually by the parent or guardian. The forms are available at the pool and during all registration periods.

## **Group Placement**

Upon a successful evaluation, swimmers will be placed into the appropriate skill group. Each group is based upon skill level, not age or convenience of practice time. LCA coaches will move your child from one group to the next based upon their evaluation of your child's swimming skills and needs. If you have any questions or concerns regarding your child's placement in a group or progress moving up to the next group level, please discuss the issue with your child's coach.

## **Scholarships**

A limited number of financial scholarships are available each season. The scholarships are awarded based on need and commitment to the program. To serve a wider base of swimmers, the majority of scholarships are partial funding. Scholarships do not cover meet fees or travel expenses. Scholarships do cover monthly coaching fees.

Applications are available upon request. Those requesting assistance must provide evidence of school free or reduced lunch program.

## **Communications**

LCA strives to communicate effectively with you and your swimmer thru a variety of methods to ensure that both you and your swimmer are aware of activities of the club. Examples of communications include announcements at practices, swimmer mailboxes, email, text alerts, and Facebook updates. To be included in the email communications parents should email [lcaswimclub@comcast.net](mailto:lcaswimclub@comcast.net) with their request.

All electronic communications by LCA coaches, staff, and board members are professional in nature and must adhere to the policy set forth by LCA. The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

## **Meets**

Athletes may choose to participate in meets, both home and away. Ask your child's coach if they are ready for a meet. A child's first meet should only be entered after discussion with the coach about the child's readiness and capabilities such as which stroke and distance.

### **Meet Participation**

While meet participation is not mandatory, it is highly encouraged and recommended by the coaching staff of LCA. Attending meets provides an opportunity for team bonding, a yardstick for measuring improvement, and opportunities for goal setting. Meets are also lots of fun!

### **Meet Schedules and Information**

A schedule of meets is available at registration for the upcoming season. The schedule and each meet's information is also available online and at the pool as soon as it becomes available through Indiana Swimming. Schedules are published early to help families plan their attendance at the meets and to avoid conflicts.

### **Entering a Meet**

Swimmers may enter a meet via the RED MEET ENTRY book at the pool. All meets will have a published and announced deadline. It is important to enter the meet on time prior to the deadline. Failure to do so may severely decrease your child's opportunity of entering the meet. Please read all meet information prior to entering a meet including the date of the meet and the entry limits.

Enter the events you wish your child to swim by checking the box of each event you wish to enter that intersects with your child's name and event.

**ALL SWIMMERS MUST BE IN GOOD FINANCIAL STANDING WITH LCA TO ENTER MEETS.** You will not be allowed to enter any meets if your dues and fees are not current.

### **Meet Fees**

Fees for swim meets usually range from \$4.00 - \$5.00 per event. Meet invoices are placed in swimmer mailboxes approximately ten days prior to the meet, All meet fees are due prior to the meet start date. LCA prepays meet entry fees at the time of entry to the host club; THESE FEES ARE NON-REFUNDABLE. Any swimmer who enters a meet is responsible for payment of their fees whether they attend the meet or not.

### **Meet Transportation**

Transportation to and from meets is the responsibility of each swimmer family. Carpooling is encouraged among LCA families.

### **Designated Travel Meet**

A designated travel meet refers to a meet that may be farther away than most meets and the team has selected a hotel for the meet. All those wishing to reserve a room at the hotel may do so. There may be additional planned activities for the travel meet such as a group meal during the weekend.

### **Championship Meets and Relay Participation**

A championship meet is a meet where qualifying standards apply. In other words, your swimmer must have achieved a time that is required to enter the meet. Meets of this type include divisionals, state, and zone meets. Only those swimmers who are eligible can enter these types of meets. Eligibility reports are found in the RED MEET ENTRY book.

Relay participation by an individual swimmer at any meet is based upon individual times, swimmer availability, age eligibility and the coaches' discretion. Swimmers cannot "enter" a relay. If LCA enters a relay that includes your swimmer, you will be notified at the event of the upcoming relay. Swimmers are not charged for participation in relay events. Relay times are "owned" by the club, not the individual swimmer.

## **Meet Advice for New Swimmers**

Attending your first swim meet can be somewhat overwhelming if you are not prepared. Below are some tips to keep in mind for those attending their first meet.

- Receipt of an invoice for the meet serves as your confirmation of your entry. Check this carefully for any errors in entry. Bring this invoice with you to the meet to know what events your child will be swimming.
- Go over the meet information a week prior to the event. Make a note of the times, dates, and location of the event.
- Arrive at the meet at the scheduled warm-up time, **NOT AT THE MEET START TIME.**
- It is important to **SIGN IN** at the meet upon arrival. If your child does not sign in at the meet upon arrival they will be scratched from the meet. Teach your child **HOW TO SIGN IN** at the meet, then check to make sure it is done prior to sign in sheets coming down.
- Help your swimmer locate the coach visually on the pool deck. After locating the coach, the swimmer should report to the coach. Parents are not permitted on the pool deck. The coaches will supervise your child on deck for stretches, warm-ups, and during competitions.
- Heat sheets are posted after sign in and prior to the start of the event. The heat sheets indicate what heat and lane assignment your child will be swimming. Some swimmer's find it helpful to write the event, heat, and lane assignment on their arms to help them get to their race on time.
- All swimmers should stay on deck with their coach during the competition. Sitting in the stands with parents may result in your child missing an upcoming event.
- Swimmers should report to their coach before and after each event for instruction on warm-up, cool down, and coachable moments.

- Swimmers should always ask their coach if they are done for the day BEFORE leaving a meet. Swimmers may be needed for last minute relay substitutions.
- Bring dry clothes for your swimmer, small nutritious snacks, and dry towels. Eating heavily from the concession stand is not recommended for swimmers waiting on their next event.
- As a spectator, expect the natatorium to be hot and steamy! Wear comfortable clothing even during winter months at indoor meets.
- Feel free to ask questions of “seasoned” LCA parents or coaches.
- Relax and enjoy the meet. Congratulate your swimmer for their effort at the meet regardless of how they place.

## **Fundraising**

Lawrence County Aquatics is supported by coaching fees, sponsors, and a limited amount of fundraising such as trashbag sales and swim meets. If you and/or your business wishes to make a contribution above and beyond your expected fees, please contact our office at [lca-swimclub@comcast.net](mailto:lca-swimclub@comcast.net).

### **Trashbags**

LCA sells high quality trash bags throughout the year. During registration periods, each swimmer is expected to buy (or sell) at least one roll of trash bags of their choosing once a year. Three kinds of trash bags are available: 18-gallon oversized white tall-kitchen bags (60 per roll), 30-gallon trash black (40 per roll), and 39 gallon lawn and garden bags (20 per roll) for \$13.00\* a roll. Swimmers are expected to purchase a roll during initial registration to take home (or sell) to friends and family. Warning: if you sell to friends and family THEY WILL WANT MORE. LCA has been selling these bags (which cannot be found in stores) for over 10 years due to continued demand.

*\*Based on current pricing.*

### **Hosting the Quarry Classic Swim Meet**

Each June, LCA hosts an invitational swim meet, the Quarry Classic, at the John Lowery Pool. The Quarry Classic is a two-day weekend event. The Classic is a sanctioned USA Swimming invitational event that attracts other USA teams from our surrounding area.

This meet serves as an opportunity for our swimmers to compete in their own backyard as well as a fundraising event for our club. Income generated from the Quarry Classic helps to keep our monthly coaching fees to a minimum throughout the rest of the year. Income from meet fees, concessions, sponsors, and souvenir shirts make this valuable to our club's budget each and every year.

All parents are expected to contribute in some fashion to this event, even if your child is not participating. Contributions with your time (such as timing a session at the meet) or donating items for the concessions or hospitality are expected of every parent in order to make the Quarry Classic a success each year.

## **Getting Involved**

LCA is a parent owned organization that depends critically on volunteers. Many USA Swimming clubs in Indiana and throughout the country have required volunteer policies – LCA does not. Our ability to keep our monthly fees low (LCA monthly dues are significantly lower than most other clubs in the area) depends on our members' donations of time (working at meets, volunteering at fundraisers, soliciting donations from the community, and participation on the LCA board) and material (items sold at meet concessions).

USA Swimming also promotes adult participation via the training and employment of volunteer swimming officials. While serving as an official, parents receive free entry into away swim meets (i.e. some clubs charge spectator entry fees) and are typically provided with food & drink during the meet. USA Swimming provides all training via online and in-person tutorials at a variety of levels which include administrative officials (official time keepers, computer operators, clerk of course, etc), stroke & turn officials (judging the actual swims to insure fairness), starters, and referees.

Every swim meet requires a minimum of 4 fully credentialed officials and our ability to participate in some swim meets is tied to the number of officials we bring to the meet. LCA encourages parents to consider becoming an official and will reimburse the USA Swimming fees associated with becoming a credentialed official. For more information, ask any swimming official or visit the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)).

## **Parent Code of Conduct**

Both parenting and coaching are extremely rewarding, but sometimes difficult vocations. By establishing an understanding of each others positions, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in LCA, you are expected to conduct yourself in a manner that reflects positively on the club, using good common sense as a guide.

LCA asks that you keep swimming in perspective. A personal best time is always a “win”, regardless of place of finish. To help parents become better liaisons to the coach, LCA has a Parent Code of Conduct which is available online as well as at the pool. All parents must sign this document upon entry into the club.

## Contact Information

LCA Email:

[lcaswimclub@comcast.net](mailto:lcaswimclub@comcast.net)

LCA Website:

[www.lcaswimclub.org](http://www.lcaswimclub.org)

## Online Resources

Indiana Swimming

<http://www.inswimming.org/>

USA Swimming

<http://www.usaswimming.org/>

Indiana High School Athletic Association

<http://www.ihsaa.org/>