

Kettering City Swim Team (KCST COBRAS) Handbook

2017-2018



OUR MISSION: The Kettering City Swim Team (KCST) offers the young people of Kettering and surrounding communities a competitive swim program accommodating all skill levels. Within a framework of dedicated coaching and family participation, we strive to develop each swimmer to their full potential while promoting team unity, sportsmanship, self-discipline, and strength of character.

OUR VISION: Strong Bodies ~ Focused Minds ~ Competitive Spirits ~ Future Leaders!

OUR MOTTO: Small Team ~ Big Heart!

www.kcstcobras.org

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INTRODUCTION

The coaches and Board of Directors would like to welcome you to the Kettering City Swim Team (KCST). We are glad you and your child(ren) have decided to participate in the great sport of swimming. If you are new to USA swimming, you will have many questions about how the team and the sport function. Hopefully, this handbook will answer most of those questions. Please direct any additional questions to our coaches, board members, or veteran KCST parents. Also, check our web site at www.kcstcobras.org.

THE KCST PROGRAM

KCST is a year-round competitive program affiliated with USA Swimming. The team was founded in 1980 and provides children through young adults with the skills necessary to achieve local, regional, and national swimming success. Our program focuses on developing the skills of each swimmer; therefore it is continuously monitored by both the coaches and the board to ensure a low swimmer-to-coach ratio. Swimmers get the personal attention they need, whether they are achieving national success or just beginning their competitive careers.

Our team is a nonprofit organization, owned and operated by the families of our swimmers. Our parents volunteer to serve the team in a variety of capacities including the Board, Entry Chair, Meet Director and many committee positions affording them the experience to become integral forces within the team. Aside from these unique opportunities, all families have work requirements, which are discussed in detail later in this handbook. This enables us to keep our fees low and team spirit high.

KCST PHILOSOPHY

Competitive swimming can be a positive influence on youth development. Swimming is one of the most challenging, yet safest of physical activities. Children can become stronger and faster in a carefully monitored training program, encouraging them to develop a lifelong commitment to fitness.

KCST swimmers develop self-discipline, a strong work ethic and learn time management skills. The student athletes are expected to study and maintain good grades. Additionally, they demonstrate dedication to their sport by attending practices. Finally, the swimmers will learn to balance fun and hard work both in and out of the water.

Our swimmers experience the increased self-esteem, which accompanies improved physical fitness, the camaraderie of being on a team and the challenges of swimming competitively. These opportunities and experiences prepare many of our swimmers to swim successfully in college and develop skills they will use the rest of their lives – commitment, perseverance, and teamwork.

TEAM STRUCTURE

Swimmers are divided into skill groups to receive proper instruction and conditioning for their ability. The team is structured into three groups: Bronze, Silver, and Gold. Each new swimmer is placed into one of these groups based upon swimming skill level. There is one head coach, and one age group coach, along with several assistant coaches who work across all skill groups. All coaches take an active interest in our swimmers' development.

BRONZE GROUP: The Bronze group focuses primarily on learning the four strokes and improving stroke technique. This group has four practice sessions per week. We recommend Bronze swimmers attend at least two to three every week.

SILVER GROUP: The Silver group focuses on building endurance in addition to improving stroke technique. This group offers at least six practice sessions per week along with dry-land training. Dry-land training can include, but is not limited to, stretching and strengthening exercises using large rubber bands, balance exercises using large balls and cardio vascular training such as running. We recommend Silver swimmers attend a minimum of four sessions per week.

GOLD: The Gold group focuses primarily on endurance and strength training along with continuous improvement of stroke technique. This group offers at least six practice sessions per week in addition to age appropriate work in the weight room and the same type of dry-land training offered to the Silver group. We encourage Gold swimmers to attend all of these sessions.

*******THE CURRENT PRACTICE SCHEDULE IS AT www.kcstcobras.org*******

In addition to the practice sessions mentioned above, optional stroke clinics are offered periodically throughout the season on Saturday mornings for Silver swimmers and during practice times for Gold swimmers. Starts, turns and strokes are the focus of these clinics and may include underwater filming for immediate feedback on correct stroke technique.

Another cross-training opportunity in the form of a stretch and strengthening class is offered once a week to all swimmers in the Silver and Gold groups as well as any swimmer in the Bronze group who is at least 10 years of age. This class embodies KCST's unique commitment to the "whole athlete" since it improves flexibility, strength, and breathing techniques.

COACHING STAFF

All KCST coaches are certified by United States Swimming (USS).

David Back, Head Coach: David has been swimming since early childhood and coaching for 25 years. He attended Kent State University on a swimming scholarship (as a freestyle sprinter) and was an Olympic trial qualifier in 1980. David's philosophy is "Everyone can be a decent swimmer. It's a difficult sport, but if approached with dedication, it will teach you discipline and the ability to reach beyond what you thought was possible."

Stephanie Hundt, Assistant Coach: Stephanie started swimming at age 6 and swam for the Washington Township Sharks for 10 years. She graduated from Centerville High School with 4 varsity letters, a state championship in 2004 and was also All- State in the 500 free. She went to Wright State on a swimming scholarship for the 500, 1000 and 1650 free as well as the 400 IM and 200 fly. At Wright State she received the Raider Award for three consecutive years. She has been coaching with KCST for the past three years.

BOARD of DIRECTORS

At the end of each short-course season (typically in late April), the swim team parents elect a Board to govern the operations of the team. The Board members meet once a month to discuss team business. Board meetings are always open to parents and we encourage you to attend. If you would like to address a specific issue at the Board meeting, please contact a Board member and ask to have your topic of discussion placed on the agenda. Current 2016-2017 Board members are:

President	Doug Speelman
Vice President	Veronica Hecker
Treasurer	Chad Bacik
Secretary	Beth Bourquin
Communications Chair	Dan Kime
Fundraising Chair	Kim Smith
Awards/Recognition Chair	Karen Swartz
Social Chair	Debbie Miller

MEMBERSHIP AND OTHER FEES

ANNUAL DUES – Dues vary depending upon the skill group in which the coaching staff places your swimmer. Our dues structure is based on an annual obligation, payable at the beginning of each season. For your convenience, we allow members to pay their annual dues in nine monthly payments, billed September through May. Pro-rated rates will take effect in January. If a swimmer moves to a new group before January 1st of the next year, the dues applicable to that group will prevail from that time forward. See the website for the fee structure. We do offer discounted rates for families registering three or more swimmers. **If you choose to pay the entire amount in September, a ten percent discount will apply. This discount is only applied to the dues portion of your bill.**

KCST Families are required to sign a **Financial and Registration Form** online agreeing to the current dues structure and other operating fees, as well as acknowledging work obligations. Detailed information regarding dues/fees can be found on the form, which is available on our web site. KCST is a year-round team, and the expectation is that your swimmer is joining for the entire season, which runs September to August of each year. Resignations will be handled on a case-by-case basis and must be submitted in writing to a board member.

PAYMENT PROCESS:

Invoicing is done through the website. You will be notified by e-mail when invoices have been posted to your account (around the 1st of each month). Payment is due by the 15th of the month.

Make checks payable to Kettering City Swim Team or KCST. Payments can be placed in the black KCST drop box stand located in the pool lobby or mailed to:

Kettering City Swim Team (KCST)
PO Box 291995
Kettering, OH 45429-1995

The black box is secured for all fees and paperwork and is checked frequently. Please do not give payments to the coaches.

DELINQUENT DUES PAYMENTS:

We understand that families may sometimes face unexpected financial challenges. If you foresee a problem with payment, please contact the KCST treasurer or a board member immediately. Otherwise, the following process will be used to deal with delinquent payments:

1 Month Overdue: An email will be sent regarding the account status.

2 Months Overdue: An email will be sent regarding the account status and the swimmer(s) will not be allowed to practice with the team until payment has been received.

3 Months Overdue: The security deposit check provided upon registration will be cashed and the swimmer will be removed from the team. Legal action may also be taken to recover funds owed to the team.

ONE TIME FEES (PAYABLE UPON REGISTRATION)

FAMILY REGISTRATION FEE – All KCST families pay a registration fee (one fee per family, not per swimmer). This fee helps cover the use of Team Unify, which supports registration and team operations, the One Call notification service as well as other administrative expenses and is paid when registering the swimmer (s) for the team.

USA MEMBERSHIP FEES - All KCST swimmers are required to become members of USA Swimming. The application form is found on our website and must be filled out and turned in at registration. USA Swimming no longer issues a paper copy of the Membership Card, but clubs will be required to show proof of registration before an athlete is allowed to participation in a sanctioned meet. The person responsible for entering KCST swimmers in meets will provide the required verification to USA Swimming. Additionally, the USA Swimming website has valuable information about the sport of swimming, and you can also see your swimmer's race times for all USA Swimming sanctioned meets. The website is www.usaswimming.org.

SOCIAL/AWARDS FEE – Each swimmer will be charged this fee upon registration. The fee goes toward:

- The cost of the social events held during the year such as the banquet, holiday party, and end-of-year party.
- Awards given to the swimmers after meets and at the spring banquet.

SECURITY DEPOSIT -

- Upon registering your swimmer for the season, we will collect an undated check in the amount of \$250 per swimmer (\$500 max per family). This check will be held by the KCST treasurer and will not be cashed unless the account becomes delinquent.
- This check will be held for the duration of your time with KCST.

THESE FEES ARE REVIEWED AND SET BY THE BOARD AT THE BEGINNING OF EACH SEASON AND ARE NOT NEGOTIABLE.

OTHER FEES (PAYABLE AS NEEDED)

MEET FEES -- Our swimmers are strongly encouraged but are not required to participate in all age appropriate meets scheduled.

- There is a fee for entering meets: a flat \$8 that goes towards funding travel for the coaches and a per-event fee, usually around \$5. Relay events are paid by the team, not the athlete. Please consult the meet information packet provided for each meet (posted on our website) for details.
- On the 1st of each month your account will be charged for any meets entered in the previous month, in addition to your monthly membership dues. Payment is due on the 15th of the month.

FUNDRAISERS - KCST holds only one mandatory fundraiser per year, which is the Splash-a-Thon. This is held to defray operating costs and/or purchase new equipment.

1. **Splash-a-Thon:** The Splash-a-thon is held in each year in April and swimmers are required to participate. Swimmers are to secure a minimum amount of pledges. Each family is responsible for the minimum amount per swimmer (set by the board). The requirement is \$250 per swimmer. There is no family cap. Any swimmer who chooses not to raise the minimum pledge amount will have the remainder added to their May invoice and their deposit check will be cashed.
2. Although not a mandatory fundraiser, families are encouraged to register their Kroger Plus card at www.krogercommunityrewards.com and select Kettering City Swim Team as the designated organization. It takes only a few moments to register, and the team gets a small portion of each purchase. Over time, it really adds up!
3. Although not a fundraiser, parents who learn how to run the timing system and volunteer to run it during high school meets will receive a \$50 credit towards their account.

WORK SESSION FINE POLICY – KCST hosts three swim meets, primarily at the Kettering Recreation Complex but possibly at other pools. The KCST-hosted meets are considered home meets and generate income for the team, which enables us to keep our fees at an affordable rate. Hosting a swim meet requires lots of coordination and work and is not possible without the help of all our KCST families working together to ensure a successful meet. In addition, working at these meets helps you get to know the other KCST families and swimmers. Therefore, we require each family work a certain number of “sessions” at each meet. A “session” is defined as a morning, afternoon, or evening segment of a swim meet. The number of sessions each family is required to work depends on the number of families on the team, but is usually a maximum of three sessions per meet. Family members, friends, and swimmers (age 13 or over) can all work sessions for you (swimmers can only work a session if they are not swimming during that session). **Even if your swimmer does not swim at a KCST hosted meet, your family is still required to provide workers for their session requirements.** If a family does not work all their required sessions, we will charge a \$100 Work Session Fine for each session not worked. Parents will be able to hire KCST swimmers to complete their work sessions if unable to fill their sessions. A list of available swimmers will be provided in October. Also, parents may communicate work session questions/problems with Heather Merz, Meet Director, in a timely fashion. **We would much rather have our families provide workers than charge Work Session Fines.**

PARENT RESPONSIBILITIES

FINANCIAL - Parents are responsible for meeting all financial commitments to the team. These commitments take the form of registration and security deposits, membership (both team and USA Swimming), fundraising, meet entry fees, and those fees generated by failure to meet work commitments.

FUNDRAISING - Aside from the three home meets, KCST has one mandatory fundraiser, the annual Splash-a-thon. It is the responsibility of the parent to ensure funds received as the result of pledge drives (or the minimum amount required per swimmer) are collected and turned in upon completion of the Splash-a-thon.

HOME MEET SUPPORT - See Appendix A for a description of home meet swim requirements and job descriptions.

VOLUNTEERING - Membership in KCST requires a willingness to assist with the many functions required to successfully run a swim team. Most are not difficult tasks and require a minimum time commitment. Each family will be expected to sign up to help with a function outside of meets.

SWIMMER HEALTH ISSUES - In consideration of other swimmers and their families, please do not bring swimmers to practice or meets who have sore throats, severe coughing, a fever, vomiting, diarrhea or any other symptom of illness that can be passed on to other swimmers. All symptoms of illness should be gone for 24 hours before a swimmer can resume practice with the team. As a rule of thumb, if a swimmer is too ill to go to school, they should not be at practice that same day. This policy also applies to siblings of swimmers who may be brought to the Rec to wait for a swimmer during practice.

MEDICAL CONDITIONS – Parents are asked to fill out a medical form online for each swimmer upon registration. It is the responsibility of the parent to notify the coaches of any changes in the swimmers' medical condition during the season.

One parent or guardian from each family will be required to sign the KCST PARENT RESPONSIBILITIES CONTRACT

CODE OF CONDUCT

At KCST, all parents, swimmers and coaches practice the following Code of Conduct:

- Family, education, and friendships are important to us and should never be overshadowed by swimming accomplishments.
- We keep our swimming accomplishments in proper perspective. We want our swimmers to strive to improve their physical condition and mental abilities.
- We respect all parents, coaches, officials, and team members.
- We respect our competitors.
- We are enthusiastic at meets and in practice and offer support and encouragement to other parents and teammates.
- We maintain a positive attitude.
- We do not gossip or start rumors.
- We give our best effort to be punctual for all KCST events.
- We assist our swimmers in their effort to have proper workout and meet equipment with them at all practices and meet competitions.

- We refrain from the use of inappropriate language and control ourselves in moments of frustration.
- We abide by the rules outlined by USA Swimming.
- Any other act, in or out of the pool, which is detrimental to the image or reputation of USA Swimming, the LSC, KCST or the sport of swimming is subject to disciplinary action.

DISCIPLINARY ACTIONS

In the rare event disciplinary action becomes necessary; the following steps may be taken.

- The Coach will talk to the swimmer and define necessary steps to correct behavior.
- If a problem continues, the swimmer will be asked to sit on the deck until the end of practice.
- The coach may contact the parents to discuss the behavior problem and possible solutions.
- If the problem remains unresolved, the parents and the swimmer will need to meet for a conference with the coach.
- The swimmer will sit out for two practices if the above actions occur more than twice. The parents are required to bring the swimmer to practice and meet with the coach prior to workout upon completion of suspension.

If behavior problems continue, the coach and Board members will discuss resolutions to the problem. Resolution could result in dismissal from KCST; however, this is not usually necessary.

COMMUNICATION

WEB SITE - The KCST web site at www.kcstcobras.org will be kept as current and up-to-date as possible and is where you will find information about current practice schedules and upcoming meets. Please check there first when you have a question. Upon registration, you will be electronically invited to set up a password that will allow access to “members only” information not made available to the public. Your email address is your log-in ID. One of the features of this site is the ability to enter meets on-line.

EMAIL – Upon registration with KCST your email address will be added to the KCST Mail Group. Our communication system is email centric, so you must provide a valid email address upon registration. Please provide an address that is monitored frequently as email is our most commonly used method of getting information out to team members. You may provide additional email addresses to be added to Team Unify, but only one email can be used as your user ID.

PHONE MESSAGES – KCST uses the One Call Now service to notify families of short-notice changes to the practice schedule or to send reminders of upcoming events. Each family may designate two phone numbers to receive One Call messages.

FAMILY FOLDERS – Each family has a folder kept in the rolling file outside the Lifeguard Office. Please check your family folder frequently for swim meet information, newsletters, awards/ribbons and other team information.

KCST BLACK DROP BOX STAND – A black drop box stand is located in the pool lobby next to the drinking fountain at the Recreation Complex. This secured drop box is where you may turn in paperwork, make payments for monthly dues or any other payments, and deliver messages to the Board. This box is checked several times a week.

EQUIPMENT/SWIMWEAR

Your swimmer will need to bring certain equipment to each practice, depending upon their specific coach's requirements. We recommend you have the following equipment, but check with your swimmer's coach for specific group needs:

- Kick Board
- Swim Fins
- Swim Cap
- Swim Suit
- Goggles
- Swim Sandals
- Towel
- Pull Buoy
- Mesh Bag (to carry equipment)

It's a good idea to have an extra cap and an extra pair of goggles on hand at all times since either can easily break during practice or meets. KCST provides one free Team cap per swimmer, and you can purchase additional Team caps from the Board. Only KCST caps may be worn at swim meets. Kick boards, fins, and other items can be purchased at the Fall Kick-Off or from a swim specialty store. Swim sandals are useful but not required at our facility (keep in mind that some of the away-meet facilities require swim sandals be worn on deck). Mesh bags can be found in the laundry section of any grocery store or the sporting goods section at department stores.

Swimmers should bring their swim equipment to every practice. Locker rooms and showers are available at the Recreation Center for swim team use.

You may also purchase team swimsuits, however, it is not a requirement. Fittings will be held at the Fall Kick-Off. If you join the team after the Kick-Off and wish to purchase a team suit, contact Swimville USA (link is on the website) or one of our Board Members for assistance. Our team suits are plain black and for a nominal charge the letters "KCST" can be added to the suit. Again, you are not required to purchase a team suit.

You can also purchase team sweatshirts and t-shirts. This "Spirit" wear is strongly encouraged, but also not required. However, it's always a rewarding feeling to see a good showing of KCST spirit wear on deck at home and away meets. Spirit wear orders are taken at the Fall Kick-Off meeting and during the first couple of weeks of the season. You will also find an order form on the team website under the Parent Info tab, or you may contact a Board Member if you would like more information.

ENTERING SWIM MEETS

Our team participates in many swim meets throughout the year. It is up to you, your swimmer, and your coach to decide how many meets and what events your child enters. A few meets may require travel to nearby cities, e.g., Cincinnati, Oxford, and Columbus. Meet information to include the date meet entries are due, is posted on the web site. A reminder about upcoming meets is automatically generated by Team Unify.

Meets are entered through our on-line meet entry feature accessible on the team website. A user ID and password will be provided shortly after registration. Meet entry deadlines are posted on the website next to the event announcement. Questions about meet entries may be directed to our Meet Entry Coordinator, Stephanie Hundt, by e-mail at Stephanie.m.hundt@gmail.com. **It is imperative families verify their meet entries before the meet** and contact Coach Stephanie if a correction is needed.

What to Expect at a Meet

When you arrive at the meet, your swimmer should report to his/her coach. Some meets and some events (particularly the longer events) require a positive check-in. There may be a specific area for the swimmers to stay during the meet; otherwise, they can sit with family in the spectator area. Bring a blanket and chairs (if allowed) as some facilities may have limited seating. Bring things to keep your child occupied between events (deck of cards, iPod, CD player, homework, etc). Swimmers are responsible for keeping track of their own belongings.

You can usually buy refreshments at away meets. If allowed, you might want to bring a small cooler with drinks and snacks for your swimmer. The meet information sheet will usually indicate whether outside foods and drinks are allowed at the facility.

Plan to bring several towels, an extra cap and extra goggles to every meet. Swim sandals are also helpful. All equipment should be marked with your child's name and, if possible, "KCST".

You will need to buy a Heat Sheet Program at the meet. We recommend you mark your swimmer's hand or forearm with their event numbers, heats, and lane assignments. For the younger swimmers, it is helpful to write their name on their back. This is extremely helpful to parent volunteers working the meet. **Younger swimmers are typically required to check in at the Clerk of Course. Coaches do not have the time to look for missing swimmers, so it is the parent and swimmer's responsibility to be at the right place at the right time.**

Meets are usually divided into two or more sessions per day. If the meet has prelims and finals, it could be three sessions per day. Your swimmer may either swim in the morning or afternoon session depending on their age. If it is a prelim/final meet your swimmer will be required to return in the evening if they qualify. If your swimmer decides not to swim in the finals, they must scratch 30 minutes after the prelim results have been announced. If these procedures are not followed a fee is assessed (usually \$50.00) for which the swimmer will be responsible.

At some away meets, the host team requires visiting teams to provide timers. If your swimmer is going to participate in a meet that requests timers, **every family with a swimmer in that meet will be required to help with timing obligations.**

Time Trial Policy- Swimmers wishing to participate in a Time Trial event at a meet must follow the Meet Packet rules for that particular meet. In addition, swimmers must receive coach's permission for Time Trials at that meet.

NEW FAMILY MENTORING PROGRAM

We understand first time immersion into a year-round USA Swimming program can be overwhelming and many questions arise after all the papers are signed and fees paid. In an effort to ease the transition for our new families, we have initiated a family mentoring program. If you desire such assistance please let us know upon registration with the team and we will pair you with a veteran team family who can continue the process, which began when you first made the decision to try us out. There are many procedures to learn for both parents and swimmers and this pairing is designed to continue the orientation process. Please feel free to call on your mentor family for any questions you have along the way.

There are also a number of meetings scheduled during the year to specifically share information about upcoming events, such as short course meets and what to expect at our home meets. If you can't make the meeting, handouts can be provided.

We hope this handbook has answered most of your questions about swimming with KCST under the rules and regulations of USA Swimming. Please feel free to contact a Board member, your mentor family, your swimmer's coach or other veteran team parent if you have additional questions.

APPENDIX A

KCST HOME SWIM MEET REQUIREMENTS

REQUIRED SESSIONS: As previously mentioned, families are required to work during each meet hosted by KCST even if they do not have a swimmer participating in the meet.

A typical meet usually has five sessions: Friday evening, Saturday morning, Saturday afternoon, Sunday morning and Sunday afternoon. If you have enough family members/relatives/friends willing to work, you could actually meet all your work requirements in one session. For example, if Mom, Dad, Grandma and the swimmer all work a Saturday morning session, you will meet your four session work obligation for the meet. Here are descriptions for the different work positions:

- **Announcer:** This person is responsible for announcing when swimmers should report for events. *This position requires previous experience/training.* If you want to learn the ropes of this position, please let us know and we can arrange for you to apprentice with a current announcer. The apprenticeship session may or may not count towards your total session commitment depending on how well staffed we are for the meet in question.
- **Awards/Deck Entries:** This position requires several workers at each session. This group is responsible for placing computer-generated labels on awards after each event is scored. The awards are then placed into a container for each participating team.
- **Computer Operations:** These people are responsible for recording and scoring the meet. These people posts deck entries, creates timer sheets, creates heat sheets for officials and coaches, validates times, prints and posts results from each event, makes adjustments to swimmer lane positions as required, and works with the Meet Referee/Meet Director regarding any issues that may arise during the meet. *This position requires previous experience/training.* If you want to learn the ropes of this position, please let us know and we can arrange for you to apprentice with the current computer operations people. The apprenticeship session may or may not count towards your total session commitment depending on how well staffed we are for the meet in question.
- **Concessions:** KCST has been given permission to run a concession stand during our home meets and this very important area makes a huge contribution to the bottom line success of the meet. Concessions workers help plan and prepare what to purchase make arrangements for equipment needed (such as coolers borrowed from the Rec), pick up supplies the day before the meet and as needed during the meet. This is a good area for families with small children since it allows the freedom to go on deck and watch events; however, children are not allowed to be in the food service area. People working this area must be at least 16 years old.
- **Heat Sheet/Admissions:** People working this position must be at the pool at least 30 minutes before warm-ups. This position will sell heat sheets and collect admission fees.

- **Hospitality:** You will put together trays of drinks and snacks and offer these refreshments to the volunteers and officials throughout the session. Additionally, some hospitality workers will organize and serve the meals for the coaches and officials working the meet. This is a great position to work during the session your child is swimming because you can go out and watch your swimmer, then return to your job. Wear comfortable walking shoes. ***This position does not require experience.***
- **Marshal/Monitor/Clean-up Crew:** During warm-ups, Marshals sit on deck and ensure swimmers are entering the pool properly and are following all safety guidelines. After warm-ups are over, the Marshals serve as Meet Monitors. The Monitors periodically check the hallways, locker rooms and multi-purpose rooms to ensure swimmers are behaving appropriately and are observing fire code regulations, as well as respecting each other and the facility. During these walk-throughs, a visual inspection is done to ensure the Kettering Recreation Complex remains neat and clutter-free. Trash receptacles are checked and emptied if necessary. After each session, chairs are straightened, floors are vacuumed, and trash is taken out to the dumpster. ***This job is not for teenagers or anyone who has difficulty enforcing the house rules.***
- **Officiating:** Officiating brings you as close to the swimming action as possible without actually being in the pool. Your officiating sessions will count towards your volunteer requirements. Additionally, if you officiate at away meets, you can deduct some expenses as a tax write-off. The team is always looking for individuals to become officials. If you are interested, please talk to Paul Sampson. There are usually spring and fall training sessions held locally. ***This position requires training and certification.***
- **Timers:** Timers manually operate stopwatches for the purpose of collecting back up times for every swimmer in every event and requires operating a stopwatch, pressing a timing button, and recording times on a sheet of paper. Each lane requires two timers for every session so the above listed tasks are divided. This position also requires verifying the swimmers name against the heat sheet prior to each race. This position provides a great view of the swim meet. Comfortable light clothing is recommended. Timers must be at least 13 years old. ***This position does not require experience; timers are provided with training prior to the session.***
- **Head Timer:** This position is responsible for running two back-up stopwatches during the session. This position may also coordinate the positioning and coverage of timers for each session during the meet and may be asked to hand out the timer sheets during the timers meeting. ***This position requires previous timing experience.***
- **Timing Judge:** This position is responsible for receiving and validating the automatic printout from the timing equipment operator and comparing the results with the back-up timing results. You may also need to obtain additional back-up times from the timers. This position also gathers the DQ slips and hands them off to the runners.

This position is out on deck so comfortable light clothing is recommended. ***This position requires previous timing experience.***

- **Timing System:** This person is responsible for running the computer console that connects to the timing pads and controls the scoreboard display. The timing system sends results to the computer room after each race. The timing system operator also prints a copy for verification by the timing judge. The operator resets the clock after each heat and event. The person running the console must be familiar with the timing system and may be required to trouble-shoot on occasion. Parents who learn how to run the timing system and volunteer to run it during high school meets will receive a \$50 credit towards their account. ***This position requires training.***