



Saluki Swim Club  
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## The Racing Team Primer for New Families

### *How the Saluki Swim Club works*

#### Facts about the club

- ▶ The Saluki Swim Club is a not-for-profit Illinois corporation governed by a Board of Directors and operated by a professional coaching and instructional staff. We offer a year round competitive training program designed to provide careful development with a steady progression from one stage of the sport to the next.
- ▶ The club has no affiliation with Southern Illinois University. Because of our name some families confuse our activities and procedures as being part of a University program or department. Although our seasonal schedule loosely follows that of the University's semester calendar this is pure coincidence. Our calendar and scheduling are independent of University activities.
- ▶ *Long term* involvement with the club and its program will equip athletes with the necessary skills to compete successfully in the sport.
- ▶ Through affiliation with USA Swimming we are able to offer a variety of competitive opportunities for all levels of ability.

#### Club communications

We rely heavily on the Internet for club communications. We urge families to sign up for the club email list and to check the website regularly. However, there will be times when you will have to ask for information. Coaches are an excellent source of info. You can reach the head coach by email at [coach@swimsaluki.com](mailto:coach@swimsaluki.com) or by phone. Here are some tips regarding club communications:

- ▶ **All Racing Team families should be signed up for the Saluki email list.** If you regularly receive emails from the club (approximately every 2 weeks) then you are already on the list. If you are new to the club, or if you are not receiving regular emails then you need to subscribe to the email list. We do not automatically add email addresses provided on registration forms to the list.
- ▶ **Swimsaluki.com is the club's website.** Frequent news updates and archived information such as meet results, articles, newsletters, and news items are all available on the site. The site is updated frequently. You should check it daily.  
  
Documents and forms published on our website are in Adobe PDF format. You will need the Adobe Reader installed on your computer to read or print these files. If you don't have the reader on your computer then click 'Media' on the first page of our website and then click the Adobe Reader logo.
- ▶ **Saluki Update is an Internet only document that is published every two weeks.** This is the most important document the club publishes because it contains immediate information about schedule changes, important dates, and general club news. We email a link to each edition to every address on our email list. There is also a link to the current



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edition of the *Update* on the first page of the website. Previous editions are available in the site archive.

- ▶ The bulletin board at Pulliam contains some general announcements as well as occasional important notices. Try to glance at the bulletin board on your way in or out of the pool to see if any announcements have been posted.

### Billing

All billing questions should be addressed to Saluki HQ. The phone number is on every statement that families receive from the club, it's on the banner of the *Saluki Update*, and it's on the first page of the website. Here is an explanation of billing procedures that may help you understand the process better:

- ▶ Bills are mailed on or around the 20th of each month. Like a credit card statement charges that appear on the bill are for the current billing period only (usually the past month).
- ▶ **Mail payments to Saluki HQ.** Do not give payments to coaches or board members. This only increases the likelihood that mistakes will be made and checks lost.
- ▶ The kinds of charges that appear on bills are described fully on the website. Coaching/Facility fees, seasonal equipment fees, Parent Work Requirement charges, USA Swimming athlete registrations, and meet entry expenses are all charged to your account. It is important that you understand these charges and why they are made.
- ▶ Bills are payable upon receipt. All accounts must be current by specific dates within each training session. Please consult the fees section of the website to find out what the dates are.

### What is escrow?

Escrow is money that the club holds in your favor. Our billing procedure requires that \$35 be held in each account as escrow. It is used for things such as meet entry, equipment fee payments, USA athlete registration, and Parent Work Requirement charges. Your escrow balance appears in the summary portion of your bill on the *Escrow* line. If the amount held in escrow falls below \$15 then you will also see an "Add to escrow.." charge at the bottom of the bill. This charge will bring the amount in escrow back to the \$35 level.

**A positive escrow balance does not reduce how much you owe.** This is not an error and please do not subtract the escrow balance from the amount of your check. Escrow is tracked separately and is usually not affected by charges in the other categories. The amount you should pay is the exact amount listed at the bottom of the bill. The escrow amount (if any) is refundable when you leave the club.

### Training groups

The club has numerous training groups that meet at Pulliam pool and at the Shea Natatorium in the Student Recreation Center (SRC). Each group is designed for a different level of athlete and has a list of skills that are emphasized. There are also a list of guidelines that are used in assigning swimmers to groups or moving them from one group to another. These group descriptions are in the Racing Team section of the website.

Each group meets at least 5 times per week. At the lower levels the practice schedule is designed with convenience in mind. At higher levels, frequency of practice becomes increasingly more important and the groups begin having practice attendance requirements.

The guidelines for moving between groups are based on several factors including age, skill, endurance, performance, and commitment. The purpose of these guidelines is to offer athletes a clear picture of what is offered and required at each level. Age group sport is about opportunity. Clubs like ours exist to provide this opportunity. *The goal of each swimmer should be to move to the next training group.*

### The meet schedule

The complete meet schedule is available on the club website. Meets are selected to offer a list of competitions for each training group. The Jedi are the only swimmers in the club that do not have a recommended list of

meets though they may attend meets with their coach's approval. All meets on the calendar are designated for certain groups or a range of groups.

The Saluki Racing Team is a competitive program so when athletes are capable of competing then they should be entering meets. It is important to understand that performance is a result of two factors: training and experience. Skill and training are gained by attending practice. Competitive experience is gained only by attending meets.

### How the club enters meets

Meet entry is a two step process. First, swimmers must register for meets in one of the ways noted below. Second, the club compiles its entry to include all swimmers who registered for a particular meet, their list of events, and various bits of paperwork. There are two ways you may register for meets:

- ▶ **Website registration.** Swimsaluki.com offers a meet registration form where you can register swimmers for individual meets. Swimmers who have registered for a meet are then listed on the meet information page (it may take up to 48 hours to add names to these lists). Once the team's entry is submitted, the entry is posted to the website. Here's how to do it:
  1. Go to the calendar page and select the meet you want to attend. If you're not sure which meets your child should be attending check the description of the meet on the web or ask his coach.
  2. Fill in the online form on the upper right side of the calendar page making sure that all information, especially the name of the meet, is correct.
  3. In the 'additional notes' box let us know if you can only attend certain days of a multiple day meet, or other items you might want us to know.
  4. Click 'Register' and when the confirmation page appears make sure the meet listed is really the meet you wanted to register for.
  5. Check the registration page for the meet(s) you registered for to make sure your child's name is listed. Adding the names is done manually by the wizards at HQ so wait a day or so before checking this. If your child's name does not appear on the meet registration page notify HQ immediately.
- ▶ **Telephone registration.** Call the club office (618-457-1103) and tell us what meets you want to be registered for. Those who register by phone are also listed on the meet information pages.

These are the only ways you can register for a meet. Telling a coach that you would like to be in a meet will not get them registered.

### Getting out of a meet you have already registered for

Entering meets costs you money. By registering for a meet you can be sure that you will eventually be charged. If, after registering for a certain meet, you discover that you will not be able to attend there *may* still be time to withdraw without charge. If you let us know by one of the methods noted above that you want to withdraw *before we send our entry* to the meet host then we will remove your child's name from the list of registrants and you won't be entered or charged. If you withdraw *after* our entry is sent there is nothing we can do about it except thank you for letting us know.

### Practice guidelines

In order to cultivate an effective learning and training environment swimmers are expected to behave properly while attending practices or competitions. They are representing themselves, their club, and their families and should always act in ways that bring honor to those groups.

- ▶ Be on time. This applies not only to getting to the pool on time but leaving on time also. Since younger children are obviously not responsible for getting themselves to and from practice this responsibility falls on their parents. Following practice there is no supervision for children so they must be picked up promptly following their training session.
- ▶ Bring all necessary equipment. Swimmers need their own pair of goggles, a cap, and a proper swim suit to successfully participate in practice sessions. The various groups also have their own particular equipment needs. These are listed in the group description on the website.
- ▶ Respect property, rules, teammates and coaches.
- ▶ At meets wear team apparel. The only requirement we have regarding team wear is that the team cap be worn in competition by those athletes who need a cap. The team cap and other items are available in the Rec Sport Shop on the upper level of the Student Recreation Center. **The team cap is the one with the *King Tut* logo.**