

# **CARSON TIGERSHARKS**

## **TEAM HANDBOOK**

### **MISSION STATEMENT**

“To provide the best environment for success in competitive swimming”.

### **PHILOSOPHY**

The CARSON TIGERSHARKS swim team is committed to providing an enjoyable and complete swimming experience for swimmers of all ages and abilities. It is the tradition of the CARSON TIGERSHARKS to provide a challenging and positive teaching and training environment in which swimmers can develop a sense of self-esteem and pride through individual and team achievement. The CARSON TIGERSHARKS swim team is additionally committed to excellence in performance and we continue to strive to be a competitive leader in regional, national, and international competitions.

As with all organizations our team can be successful only if everyone is an active member and participates in all activities. We expect families to volunteer their time, energy and talents on behalf of the team.

### **OBJECTIVES**

The CARSON TIGERSHARKS is a team that cares for the welfare of all its members. Our objectives may be summarized as follows:

1. As a USA Swimming (USA-S) team and in full support as in accordance with the objectives of USA Swimming, the CARSON TIGERSHARKS promote the ideals of integrity and fairness, positive environment, leadership, excellence, innovation and creativity.
2. The CARSON TIGERSHARKS provide professional instruction in skills associated with competitive swimming.
3. The CARSON TIGERSHARKS provide an appropriate environment to encourage the full development and participation of all swimmers with the focus on realizing maximum individual potential at a pace appropriate for each individual.
4. Through participation with the CARSON TIGERSHARKS program, swimmers will be taught personal responsibility and accountability, sportsmanship and citizenship through positive reinforcement and recognition of the individual's pursuit towards accomplishing defined goals.
5. Provide a well-educated and professional coaching/teaching staff whose interest is in the development of the team and the individual swimmer.
6. Promote family and community support and involvement in competitive swimming.
7. Provide opportunities for swimmers at all levels to participate in competitions and other club oriented activities.

8. Through training excellence, focus and directions provided by its coaching professionals, the CARSON TIGERSHARKS are committed to excellence in competition, both individually and as a team, at the highest level – regionally, nationally, and internationally.
9. To provide the best environment for success in competitive swimming.
10. The CARSON TIGERSHARKS coaching staff and club administrators feel very strongly about the philosophy and objectives of the program. We expect each parent and swimmer to understand and adhere to these principles and objectives and encourage every member to strive toward building the strongest team possible, through individual and teamwork.

## **ORGANIZATION**

CARSON TIGERSHARKS is a non-profit organization 501 (C) 3. We derive our operating funds from membership dues, fundraising events and sponsorship. We spend these funds primarily on coaching costs, equipment, incentives, and social functions for the swimmers. We sponsor social events to provide a social atmosphere outside the pool environment. A member of our Board of Directors will gladly answer any questions concerning our finances.

We elect in the fall a Board of Directors primarily to administer the Club. The Board of Directors then elects a President, Vice President, Secretary, and Treasurer and other officers to operate CARSON TIGERSHARKS. The Head Coach also serves as the Chief Executive Officer of the organization and is assisted by a group of parent volunteers and a part time office manager.

You may refer to the CARSON TIGERSHARKS website for a current list of our Board of Directors and Coaching Staff.

Board meetings are held at least once a month and are open to all parents. The President determines the time and location of the meeting. The Board may also call additional periodic meetings. Our dues structure can only be sustained by a consistently strong involvement from all team members. Each family is encouraged to contribute something in the way of operating the team.

## **STRUCTURE**

The CARSON TIGERSHARKS are a member of the Zone 4 within Pacific Swimming LSC, which in turn is a subdivision of USA Swimming.

USA Swimming is the National Governing Body (NGB) for amateur competitive swimming in the USA. USA Swimming is responsible for the selection of USA National Teams, which compete at the Olympics and World Championships as well as other International competitions.

The CARSON TIGERSHARKS compete in meets at all levels of the USA Swimming program, both regionally and nationally. Part of the commitment of the CARSON TIGERSHARKS is to develop national and internationals level swimmers. The CARSON TIGERSHARKS has a strong tradition of competing at National Championships, assembling teams that compete for the team championship on a consistent basis.

In order to swim with the CARSON TIGERSHARKS, All swimmers need to be registered with Pacific Swimming.

# REQUIREMENTS OF TEAM MEMBERSHIP

The single most important requirement for joining the CARSON TIGERSHARKS is the desire to become part of a swimming team along with a commitment to progress and improvement. We do not limit participation to those with specific abilities; rather, we encourage anyone interested in competitive swimming, regardless of age or ability, to join our team. We ask only that an individual wishing to join be capable of swimming a basic freestyle or crawl stroke and have enough strength to swim to safety in a serious situation. All potential members will need to go through a proficiency tryout with a coach before membership may be secured. This is because workouts are held in a pool with a minimum depth of five feet thereby preventing some swimmers from being able to stand on their feet in the pool.

Membership in CARSON TIGERSHARKS requires the following commitments:

1. Completion of membership registration packet
2. Payment of all assessed fees
3. Fulfillment of family volunteer commitment
4. Active membership in USA Swimming
5. Adherence to all CARSON TIGERSHARKS policies.

As a member of the CARSON TIGERSHARKS, the swimmer is entitled to participate in designated workouts and team activities. Registration times and locations are available on the CARSON TIGERSHARKS website at [www.tigersharks.org](http://www.tigersharks.org).

All families are asked to provide an email address that will be used for team communications. CARSON TIGERSHARKS maintains a policy of strict individual privacy and never provides or sells email information to anyone outside the team. Please provide your email addresses at registration, to your swimmer's coach, or via the website.

## USA SWIMMING MEMBERSHIP

Membership is for one year beginning January 1. New team members must verify date of birth (passport or birth certificate) with our Registrar as part of the initial USA Swimming registration. All swimmers must re-register annually. Re-registration for continuing swimmers takes place during the month of September. Registration locations and times can be found on the web site.

## COACHING STAFF RESPONSIBILITIES

The CARSON TIGERSHARKS coaching staff is comprised of well-educated and experienced professionals certified as USA Swimming coaches. Each is a member of USA Swimming and most are also members of the American Swimming Coaches Association (ASCA). The primary responsibility of the coaching staff is to provide an environment for each participating swimmer to strive to achieve their personal goals. Additional responsibilities include:

1. The coaches are responsible for determining the appropriate practice or training group for each child. This is based on age, ability level and level of interest. Coaches will make adjustments, as it becomes necessary in the best interest of each individual swimmer.

2. The coaches are solely responsible for the content of each practice session and are well versed in the most advanced methods and techniques in competitive swimming.
3. The coaching staff determines the meet schedule for each practice/training group. Only those meets that are approved by the coaching staff are to be attended by CARSON TIGERSHARKS Swimmers. Swimmers in each practice group are expected to attend the meets designated by the coaches. A swimmer not attending meets will be advised to consider participation in the Pre-Competitive program.
4. At meets, the coaching staff will conduct and supervise all warm-up procedures for the team. Prior to and following each swimmer's race, the swimmer should speak to the coach in attendance. Parents should refrain from giving instruction to swimmers at meets, practice or at any time. This only serves to confuse the swimmers.
5. In most instances the coaching staff will determine the events in which a swimmer will compete and the coaches will determine relay members.

## **PARTICIPATION IN PRACTICE GROUPS**

Swimming workouts for full members are offered on a once per day basis. Some groups have practices twice a week and others three times per week and others are Monday through Friday. Double workouts (twice a day) or workouts on Saturdays may also be available at the discretion of the Head Coach.

Depending upon the training group assignments, specific requirements are established for the benefit of the individual swimmer as well as the team. Swimmers participating according to the guidelines set forth by the coaching staff will realize the greatest gains. While swimmers are not required to attend every scheduled practice session in some of the training groups, the more advanced training groups (Age Group Junior Olympic team, Junior and Senior Divisions) do have attendance requirements that must be met or the swimmer will be reassigned to a training group with less rigid attendance requirements.

Swimmers are not discouraged from participation in other social and school activities outside of CARSON TIGERSHARKS. Swimmers not making reasonable progress will be advised by the coaching staff as to how best to progressively improve. This, in consultation with the parents, will benefit both the individual swimmer and the team as a whole.

Training groups are divided according to age, ability and level of commitment. Within each group, each swimmer may be assigned a training lane with other swimmers of equal ability and approximate age. This allows for the appropriate development of an environment that challenges the swimmer to excel and provides the best possible teaching environment.

As a swimmer improves and is capable of increasing physical work, the swimmer will be appropriately assigned to a more advanced training group, after a coach-parent consultation, a new contract will need to be signed as fees will change. All training groups have minimum qualifying standards, which are determined by, and available from, the coaching staff.

There are a number of different training techniques used during workout. The coaching staff explains these techniques. It is important that all swimmers come to practice prepared to listen and ready to be coached.

We do not prohibit parents from observing practice sessions from the stands or areas deemed appropriate. However, the presence of parents sometimes can be distracting to a swimmer. In the event

that this occurs a parent will be notified. The coaches are always available to answer any questions on these matters prior to or after a practice or can schedule a meeting through e-mail. Please do not try to talk to the coaches during practice, as it interferes with practice sessions and is unfair to the swimmers.

## **TRAINING/PRACTICE GROUPS**

Following a swimming tryout and coach's evaluation a swimmer is placed into a practice group appropriate to the age, ability level, and personal level of commitment and interest. The groups are organized as follows:

**STAR CLUB PROGRAM:** The Star Club program is the CARSON TIGERSHARKS' entry level program which offers a no-hassle group that doesn't require USA swimming registration. Dues are paid month to month. Swimmers work on stroke technique and get stronger while having fun. There are twilight meets scheduled during the year to introduce the fun of racing to our Star Club athletes.

Practice Schedule: The Star Club Program practices twice per week for 60 minutes per session.

**SUPERSQUAD GROUP:** This group is designed to continue the teaching process of all four competitive strokes (butterfly, backstroke, breaststroke and freestyle). Criteria for entry are the ability to swim 25 yards of freestyle and backstroke with legal form. They must listen and try to do what the coach instructs.

Practice Schedule: The Supersquad Group practices twice per week for 60 minutes per session. Swimmers are encouraged to attend race days or meets on events approved by the coach.

**BLUE GROUP:** The Blue Group is a stroke-work group. The focus is on developing the correct skills that will allow them to move on to their competitive swimming goals. They should be able to swim 50-yard intervals in the four strokes and without stopping.

Practice Schedule: Blue Group will practice three times per week for 1¼ hours per session. Blue group swimmers should compete at swim meets at least one day per meet with meets occurring about once a month.

**WHITE GROUP:** The White Group is a stroke-work group. The focus is on developing the correct skills and aerobic training that will allow swimmers to move on to their competitive swimming goals as well as race strategies. They will be able to swim the four strokes legally with good form, with flip turns and without stopping for nearly every swimming race available. They will execute starts from diving blocks and hold streamline. They must be courteous with other swimmers in the pool and understand that their attitude affects how they swim.

Practice Schedule: White Group will practice three times per week for 1½ hours per session. Compete at swim meets preferably both days and try to improve strokes and time placement.

**RED GROUP:** The Red Group is a training group planned for swimmers 11-19 years old. The focus is on developing the correct strokes, skills, and race strategies that will allow the swimmers to move on to their competitive swimming goals. The Red Group is inclusive of different skill levels within the age group. They will be able to swim the four strokes legally with good form, with flip turns and without stopping.

Practice Schedule: Red Group swimmers are encouraged to practice Monday through Friday, however, the requirement is 3 to 4 days per week depending on the level of the swimmer. Practices are 1½ hours per session including dry-land exercises. Swimmers should race at swim meets about once a month preferably both days and try to improve strokes and time placement.

**PRE-SENIOR GROUP:** The Pre-Senior group is a training group planned for high-school age swimmers that have as a goal to move up to the Senior Group. The focus is on developing the correct strokes, skills, and race strategies that will allow the swimmers to move on to their competitive swimming goals and increased performances at the Nevada Zone and State High School Meets.

Practice Schedule: All practice schedules are at the discretion of the coach and are posted on the CARSON TIGERSHARKS website.

**SENIOR GROUP:** This is the top level of the CARSON TIGERSHARKS program. Swimmers must have Junior level time standards or be able to show training ability at this level, be committed to attend ALL practices, attend all planned competitions (some of them will require travel), and have all designated equipment at all training sessions.

Practice Schedule: All practice schedules are at the discretion of the coach and are posted on the CARSON TIGERSHARKS website.

**MASTERS AND FITNESS:** Designed for 19 years old and over who are either concerned with fitness levels or would like to compete. The CARSON TIGERSHARKS Masters/Adult Fitness program offers a coach-directed practice and training opportunity meeting the diverse needs of adults. Practice sessions are available 4 times per week for 60 minutes per session.

## **SWIM MEETS/COMPETITION**

The CARSON TIGERSHARKS participates in several types of swimming competitions. A meet schedule will be distributed to the swimmers by the coach and is also available on the CARSON TIGERSHARKS web site and on the bulletin board at the pool. The coaches will assign swimmers particular meets to attend. It is important for swimmers and parents to understand that the coaches assign swimmers to meets to evaluate their progress and to determine the focus for future training. Swimmers are expected to attend those meets assigned by the coaching staff. If, for any reason, a swimmer cannot attend an assigned meet, a parent or swimmer must make contact with the swimmer's coach.

In dual meet competition or invitational swimming meets, the coach may designate the events a swimmer will swim. If the coach does not assign the swimmer particular events, the swimmer may swim any of the events in which he/she meets the minimum time standard. (Please refer to the current Pacific Swimming swim guide or the Pacific Swimming web site for the appropriate time standards). Every meet has a limit to the number of events in which a swimmer may participate each day. Please consult the entry form and the coach prior to completing any entry card.

Pacific Swimming meets are held throughout the year and as many as three meets per month are offered. The coaches select the meets in which CARSON TIGERSHARKS will participate. It should be noted that in addition to grouping swimmers by age level, every swimmer is also classified by ability (C, B, A, AA, AAA, etc) in order to allow the swimmer the opportunity to participate with other swimmers of similar ability. Pacific Swimming meets may be entered by filling out an entry card, or by entering online through the swim connection web site, paying the required fees, and submitting the entries by the required deadlines.

Swimmers are expected to attend meets and compete in those events as determined by the coaching staff. Swimmers are also expected to compete in the appropriate CARSON TIGERSHARKS swimming apparel. Please note that NIKE SWIM sponsors our team.

Parents are expected to accompany their swimmer to swim meets and be prepared to volunteer as a timer as assigned by the host team. This usually requires attending parents to time for a period of usually no more than 1 hour each day that their swimmer participates. However, there will be some travel meets in which the older swimmers will be allowed to travel as a team with the coaches and without parents.

## **TEAM APPAREL AND ACCESSORIES**

See attached sheets for each individual swimming group.

## **DONATION/SPONSORSHIP PROGRAM**

The CARSON TIGERSHARKS is a 501 (C) 3 non-profit organization. As such, donations to CARSON TIGERSHARKS are eligible for favorable tax considerations for the donor. CARSON TIGERSHARKS is grateful for any cash donations from members or business sponsors. Please contact the office manager to make a donation. Please consult your tax advisor about how these tax benefits affect your personal circumstances.

## **CARSON TIGERSHARKS SPONSORS**

CARSON TIGERSHARKS continually seeks significant corporate, institutional, and private partners to contribute to our fundraising efforts to support construction of new facilities, purchase major equipment, and program support. If you or your business/organization is able to help us to this end, please contact the Secretary.

## **TEAM COMMUNICATIONS**

To have efficient communications between coaches, staff, swimmers, and parents, we ask all families to provide an email address. CARSON TIGERSHARKS maintains a policy of strict individual privacy and never provides or sells email information to anyone outside the team. Please provide your email addresses at registration, to your swimmer's coach, or via the web site. Also check the web site for changes on the calendar on the regular basis.

Aside from email and the website, a quarterly Newsletter is posted and emailed. Important announcements are also posted on the bulletin board at the pool. Each swimmer will have a folder established upon enrollment, which is located in the team office at the pool. Email, our website and swimmer folders are our main ways of communicating, so families should check them often.

## **TEAM WEBSITE**

CARSON TIGERSHARKS maintains a web page to provide information about the team, announce upcoming events, program changes, allows families to reserve a volunteer time, and communicate with coaches. The CARSON TIGERSHARKS web site is our primary method of communication for the team. Please check it often. The web address is [www.tigersharks.org](http://www.tigersharks.org).

## MEMBERSHIP DUES/BILLING POLICY

1. Families are responsible for monthly dues regardless of swimming time within a said month. If your swimmer takes a leave of absence a 5-day notice is required prior to leaving, families will not be billed during that said time period. A formal statement of intent to return will be the only requirement to come back. Water space is at a premium. We have budgeted for pool rental and heating costs based upon a full compliment of paid swimmers in each group each month. Therefore, in order to maintain your swimmer's place within the groups, dues must be paid promptly and consistently.
2. Membership dues are payable to the CARSON TIGERSHARKS and are due by the 10<sup>th</sup> of every month. Payments can either be mailed, hand-delivered to the Office Manager, or placed in the CARSON TIGERSHARKS mailbox located at the Cashier's desk at the pool. A courtesy invoice will be mailed out on the 1<sup>st</sup> of every month.
3. Delinquent dues will subject your swimmer to being placed on "administrative leave". If your account becomes 30 days past due, the Treasurer will personally contact the delinquent member to determine intent to pay. If subject member does not respond or cannot be contacted, the Treasurer will inform the coaches that the member's swimmer will not be allowed to swim with the team until the account becomes current. If a member, whose account is past due, indicates a willingness to pay the arrears and is actively working to bring their account current, the Treasurer will work with the member with the objective of staying current with new bills and bringing their arrears current within 90 days. The CARSON TIGERSHARKS will pursue all delinquent accounts until full payment is received.
4. If the swimmer travels with the team (i.e. Sectionals, Senior Nationals, other trips accompanied by the coaches only, etc.), they will be additionally responsible for athlete travel costs which are due upon receipt of billing for that month. We try to provide an estimate of travel expenses prior to traveling, but it is increasingly difficult to project exactly what the actual expenses incurred will be prior to departure. Athlete travel expenses may include but are not limited to, transportation, hotel, meals, individual entry fees, gas, van rental and coaching travel expenses.

If you have any question regarding the billing policy, the billing department can be reached by phone/fax: 775-882-SWIM or email: [boehnkebb@sbcglobal.net](mailto:boehnkebb@sbcglobal.net).