

**Welcome to....**  
**Team Fernandina Stingrays 2017**

**Team Philosophy:** TFS coaches and staff seek to provide a safe, team experience for swimmers as they develop swimming skills, set and attain personal goals, learn self-discipline and practice good sportsmanship. We think of ourselves as a “family.” We have fun, enjoy each other’s company and, hopefully, win some meets in the process. The team culture that we’ve created for over 20 years is based on the 3 Fs:

**FUN!** It's all about the kids! Our number 1 focus is for the kids to be safe and have fun.

**FITNESS!** TFS keeps your kids moving with fundamental activity. Swimming keeps kids in shape and teaches basic fitness principles that last a lifetime.

**FRIENDS!** Ask any of our returning swimmers and many will tell you that what they love most about TFS are the friendships they've made. Whether it's car pools to practice, hanging out at the end of the lane, or cheering each other on at meets, TFS swimmers build long lasting friendships.

**Team Organization:** We are an independent 501 tax-exempt entity; we are not affiliated with the City of Fernandina Beach. We are a member of the River City Swim League of NE Florida. All coaches and board members serve on a voluntary basis – we do not have paid staff members. Coaches, board members, and parents are responsible for running every aspect of the swim team.

**Communication:** Check your email daily! It is your responsibility to check (and respond if needed) to any communications promptly. We also communicate via our Facebook page. For urgent messages, we send out text alert messages. Make sure you have registered your email and cell phone number in the system to receive messages. Visit our website frequently! We update our website weekly with news and events. Visit the website often to keep informed of what’s going on. [www.swimtfs.org](http://www.swimtfs.org)

**Team Rules - For the protection and safety of our swimmers, it is very important that all TFS swimmers obey these team rules:**

- (1) All team members **MUST** remain within the pool area (the fenced pool and the locker rooms). The Rec Center is allowing us to rent this area and there is no reason for any of our members to “roam” the grounds or use other areas.
- (2) No glass containers inside the fenced pool area, locker rooms, or concrete terrace and sidewalks.
- (3) No swimmers in the lifeguard stand at any time.
- (4) No running inside the pool area; no pushing or other "horseplay" anywhere on the Rec Center grounds.
- (5) No diving into the pool unless under a **COACH'S** supervision.
- (6) **All trash must be placed in the proper trash receptacles.**
- (7) Swimmers are expected to practice appropriate lane etiquette during practice. Passing is done by moving to the center of the lane and gently tapping the foot of the swimmer in front. Swimmers being passed should move to the side as much as possible, but not stop. Swimmers passing other swimmers may never grab, strike, or pull the swimmer they are passing in any way.
- (8) No Rough-housing! Pushing, pulling, kicking, hands on another swimmer, etc. on deck, in pool, or in lockerroom IS NOT tolerated. Parent will be called and swimmer may be asked not to return to practice for a period of time determined by the coach.

### **Team Rules for ALL Swim Meets:**

These team rules should be followed for ALL meets:

- (1) Use the website's meet attendance declaration system to let us know the meets your swimmers are going to attend or miss. Even if your swimmer(s) will not attend a meet, you still need to make the appropriate declaration on the website.
- (2) Arrive at all meets at least 10 MINUTES PRIOR TO THE START TIMES LISTED HEREIN for warm ups and to allow the coaches to verify their line-ups.
- (3) Swimmers are expected to participate in all relays entered by the team, unless excused by the coaching staff. **Check with your coach before you leave a meet if the relays have not yet happened.** Scratched relays due to unanticipated swimmer absence is unfair to the swimmers who stayed for the duration of the meet and may result in that swimmer not participating in future relays.
- (4) Treat your teammates, coaches and parents with respect and **exhibit good sportsmanship.** This includes cleaning up!
- (5) **NO SMOKING OR CONSUMPTION OF ALCOHOL ON A POOL DECK DURING A PRACTICE OR MEET.** For our purposes, this means anywhere on the Rec Center grounds and applies to everyone.

**Our children look to us to set the example for them. Any TFS swimmer or parent found to be willfully violating TFS rules shall be subject to disciplinary action by the team and may include a probationary period or suspension from the team.**

**Parental Responsibilities:** TFS is a team effort in every sense of the word, including parental involvement. Our swim meets cannot be held without the help of ALL parents. We require a parent from each family to volunteer for 1 shift at each meet (there are 2 shifts per meet and each shift lasts about 2 hours). You must register for your volunteer assignment for each meet using our online system on our website. Log on to your account and click on the events page to get started. If you need help, just ask one of our board members. We do not accept compensation in exchange for exemption from volunteer duties simply because we cannot afford to do so. It takes approximately 70 people to run a meet, so please do your part to make every meet a success. Volunteer hours are logged. If we determine that a particular family has not pulled their weight throughout the season, your swimmer may not be allowed to join the team again.

All swimmers are expected to participate in meets. If you have a younger swimmer who is not ready to compete just yet, s/he should still come to the meet to cheer on his/her teammates and a parent is still expected to volunteer for a shift.

### **Meet Check In:**

**All parents** must check in with the TFS meet coordinator at the check-in table located by the front gate of the pool.

**All swimmers** must check-in at the swimmer check-in table located toward the back right hand side of the pool. Parents –be ready to go when your shift is called. We have an outstanding reputation around the league for hosting great meets. Please do your part to maintain our reputation so other teams want to travel to swim meets in Fernandina Beach (so we won't have to travel away)!

**Please see our website and click on "FAQs" then "New Parent Corner" for much more information on swim meets, meet schedules, stroke rules and reasons for disqualifications. Please visit our website and click on the "membership" page then click "meets" link for more helpful information and swim meet tips from a veteran swim mom.**

## **Team Fernandina Stingrays Volunteer Job Descriptions**

You must register for your volunteer assignment for each meet using our online system on our website. Log on to your account and click on the events page to get started. From the events page, select the event (meet) and click on the "job sign up" tab to get started. If you do not register for a volunteer assignment by the day of the meet, one will be assigned to you (and it may not be the one you want, so make sure you sign up online)!!

**Meet Setup: Parents of swimmers age 6 and under are assigned to help set up for the meet on Friday evenings.** This includes preparing the pool area, hanging signs, setting up tables and chairs. Set up takes place on Friday evenings at 7 pm and lasts about an hour. Your kids are welcome to join you for set up as long as they help. They are not allowed in the pool.

**50/50 Raffle Ticket Sales:** Sell 50/50 raffle tickets during first shift of the meet. Make multiple rounds of the pool deck to sell to spectators.

**Meet Announcer: Must be trained and preapproved.** Primary job is to keep all swimmers informed and instructed. Announce information on the status of warm-ups, check-in, messages to teams and coaches. Play national anthem at the start of the swim meet.

**Head Timer:** Supervises the timers. Provide timer backup. Watch for raised hands of lane timers to provide assistance. Head timer should check all timing devices to make sure they are operating properly and should set up clipboards, timing devices, and sheets for each lane. Head timer will conduct a brief 10-minute review prior to each session with timers from other swim teams to (1) Confirm lane assignments and (2) Clarify questions about timing.

**Lane Timer:** Use stop watch and record times for swimmers.

**Stroke and Turn Official:** Must have attended either live training or online training for stroke and turn judges. Stroke and turn officials help to qualify swimmers for championships by providing feedback in the form of DQ (disqualification) slips during meets. DQs during meets give feedback to the swimmer regarding what to work on to help improve technique.

**Clerk of Course - Deck Marshal:** Maintains order on pool deck. Sets-up swimmers to start.

**Clerk of Course – Table:** Check in swimmers for events - hand out time cards.

**Clerk of Course – Tent:** Organize children for events and heats.

**Runners:** Collect completed timer sheets from the deck and deliver them to the computer team.

**Ribbons:** Work at ribbon table in air conditioned office. Receive results labels from computer results desk and place labels on ribbons; this is a second shift position.

**Data specialist:** Enter swimmers' times into the computer system. Sit in air conditioned office with flexibility to watch swimmer events.

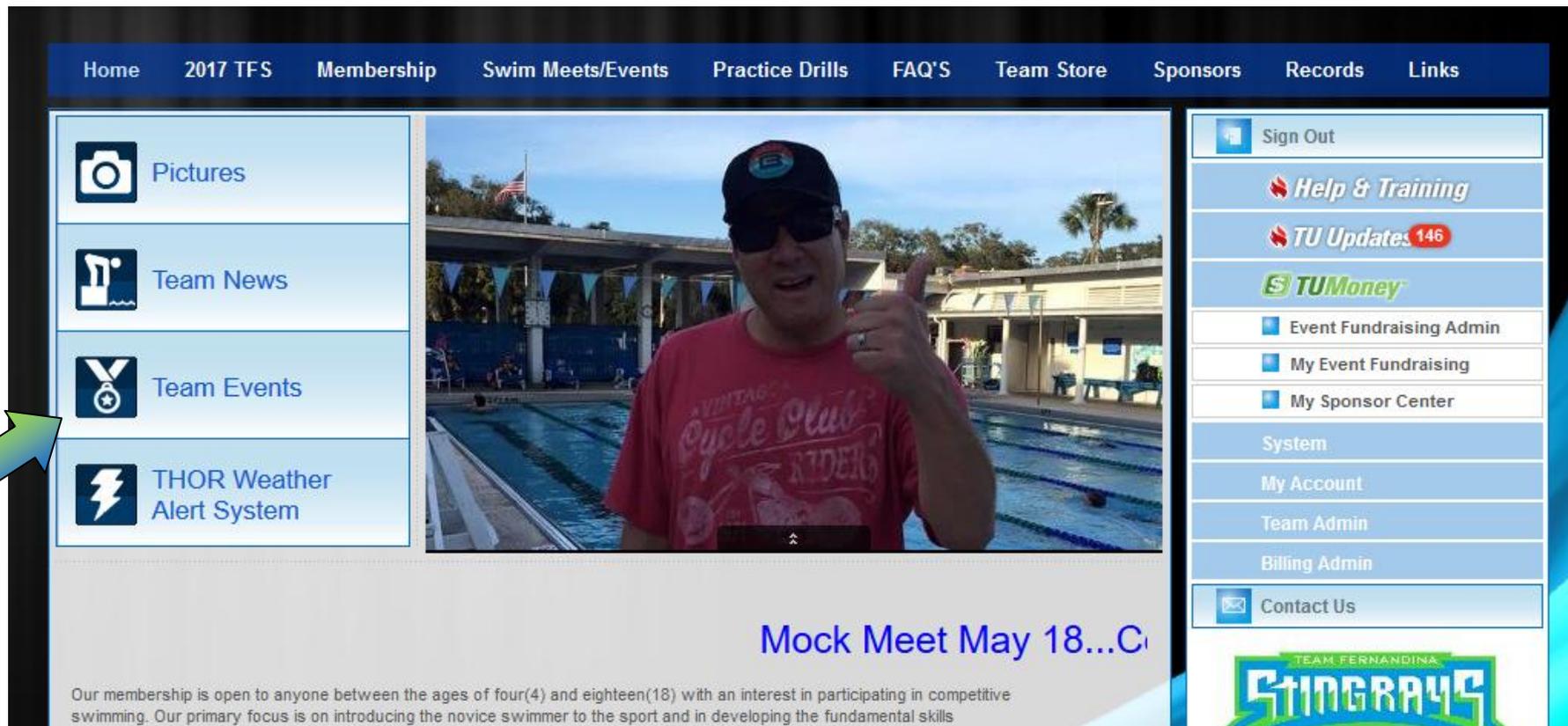
**Hospitality:** Serve water to coaches, officials and timers throughout the meet.

**Clean-up: CLEAN UP IS EVERYONE'S RESPONSIBILITY!! AT THE END OF THE MEET DO NOT LEAVE WITHOUT HELPING TO CLEAN UP!!** Clean up the pool area, bullpen, and concession area; put all the chairs and tables away, and make sure everything is back in order after the meet. Make sure restrooms are in order. Coaches and veteran parents will help guide new parents on what needs to happen during clean up.

## DECLARING YOUR SWIMMER(S) FOR MEETS AND VOLUNTEER JOB SIGN UP:

You must RSVP to all swim meets either so the coaches will know if your swimmer is attending the meet or not. Even if your swimmer will not be at a meet, you still need to RSVP. One parent/guardian is required to sign up for one volunteer job for each meet.

- 1) Go to [www.swimtfs.org](http://www.swimtfs.org) and sign in to your account
- 2) Click on “Team Events”



The screenshot displays the website's navigation bar with links: Home, 2017 TFS, Membership, Swim Meets/Events, Practice Drills, FAQ'S, Team Store, Sponsors, Records, and Links. On the left, a vertical menu contains icons and labels for Pictures, Team News, Team Events (highlighted with a green arrow), and THOR Weather Alert System. The central area features a video player showing a man in a red t-shirt and black cap pointing towards the camera. Below the video, the text 'Mock Meet May 18...C' is visible. On the right, a sidebar menu includes Sign Out, Help & Training, TU Updates (146), TUMoney, Event Fundraising Admin, My Event Fundraising, My Sponsor Center, System, My Account, Team Admin, Billing Admin, and Contact Us. At the bottom right, the 'TEAM FERNANDINA STINGRAYS' logo is displayed. A footer note states: 'Our membership is open to anyone between the ages of four(4) and eighteen(18) with an interest in participating in competitive swimming. Our primary focus is on introducing the novice swimmer to the sport and in developing the fundamental skills'.

### 3) Find the event and click “Edit Commitment”

Event Category: --ALL-- Search

June 3 2017

**FFST @ TFS**  
Jun 3, 2017 (08:00 AM) - Jun 3, 2017 (01:00 PM)  
TouchPad

[Edit]

Edit Commitment Job Signup Select Teams Invited Teams

Meet 1 FFST @ TFS June 3, 2017 Schedule 1 Meet ( See New Parent Corner for more info ) Greetings Stingrays!! It's time to register for swim meets and sign up to volunteer!!! You must log in to...

### 4) Select the swimmer (if you have more than one, repeat steps 4-6 for each swimmer)

Allow Course Conversion for Relays: Yes

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No

View/Edit All Meet Events Go Back to Event Home Page

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
<u>Jackson Gower</u> *Active	Undeclared		
<u>Phoebe Gower</u> *Active	Undeclared		

- 5) Click the "Signup Record" drop down and select either the "yes" or "no" option
- 6) Check off the Days/Sessions box and then click "Save Changes"

**FFST @ TFS (Jun 3, 2017 (08:00 AM) - Jun 3, 2017 (01:00 PM))**

Member Athlete:  
**Jackson Gower**

**Important Notes:**  
Do Not Pick Events for your swimmer. The Coach will do that. Add a note if there is any reason your swimmer can not swim a certain stroke.

\*Signup Record

Yes, please sign [Jackson] up for this event  
--SELECT--  
Yes, please sign [Jackson] up for this event  
No, thanks, [Jackson] will NOT attend this event

Course: **YO** Meet Type:  
d, FL  
32034

Start Date: **6/3/17** End Date: **6/3/17** Age Up Date: **5/1/17** Use Date Since: **7/1/16**

Enforce entry based on [Qualify Times]: **Yes** Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Session** Maximum Event Entry Limitations

Allow Course Conversion for Relays: **Yes**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

Please select the Days/Sessions that this Athlete would like to attend below:

Day 1/Session 1

Notes:

Please limit the size of the notes to no more than 256 characters.

## 7) Click on “Go Back To Event Home Page” to sign up for your volunteer job

Event Signup

Athlete Signup
Committed Athletes
Undeclared
Declined

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### FFST @ TFS

Jun 3, 2017 (08:00 AM) - Jun 3, 2017 (01:00 PM)

My Account:

**Gower, Jennifer**  
904-624-7303

[Q Change Account](#) (Admin Only)

Registration Deadline:

**05/31/2017**

Meet Name:	Location:	Course:	Meet Type:
<a href="#">FFST @ TFS</a>	<b>2500 Atlantic Blvd, Fernandina Beach, FL 32034</b>	<b>YO</b>	

Start Date:	End Date:	Age Up Date:	Use Date Since:
<b>6/3/17</b>	<b>6/3/17</b>	<b>5/1/17</b>	<b>7/1/16</b>

Enforce entry based on [Qualify Times]: **Yes**      Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Session** » [Edit](#)      Maximum Event Entry Limitations » [View](#)

Allow Course Conversion for Relays: **Yes**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

View/Edit All Meet Events
 Go Back to Event Home Page

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
<a href="#">Jackson Gower</a> *Active	✓ Committed		05/23/17 10:35 AM
<a href="#">Phoebe Gower</a> *Active	✓ Committed		05/23/17 10:35 AM



## 8) Click on "Job Signup"

[Edit Event](#)
[Email this Event](#)
[Upload Pictures](#)
[Edit Commitment](#)
[Job Signup](#)

**FFST @ TFS**  
 June 3, 2017 (08:00 AM) - June 3, 2017 (01:00 PM)  
 Registration Deadline May 31, 2017  
 Job Signup Deadline May 31, 2017  
 (till midnight) (this is a team hosted event)

**Description**

[Meet 1 FFST @ TFS June 3, 2017](#)  


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[Schedule 1 Meet \(See New Parent Corner for more info\)](#)  

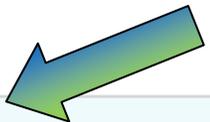

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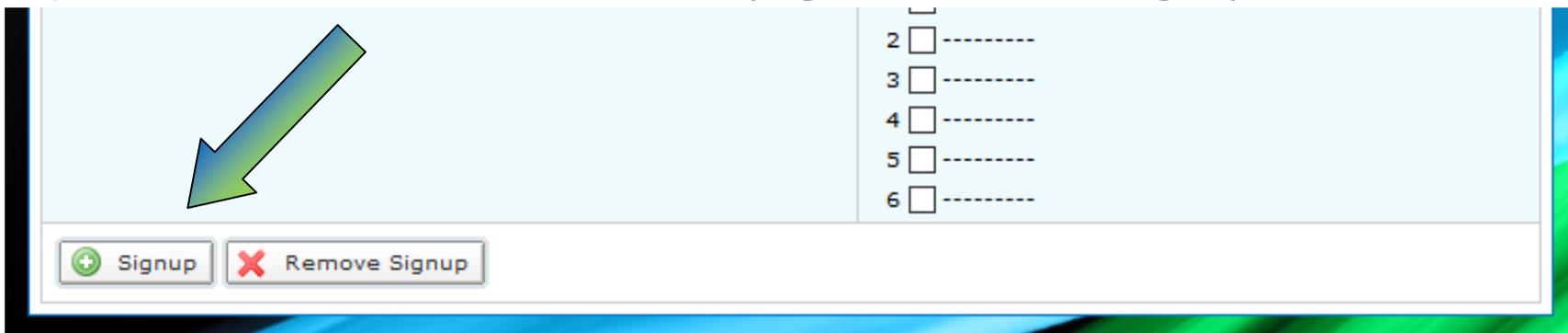


## 9) Scroll to the job you want and then click on one of the empty boxes

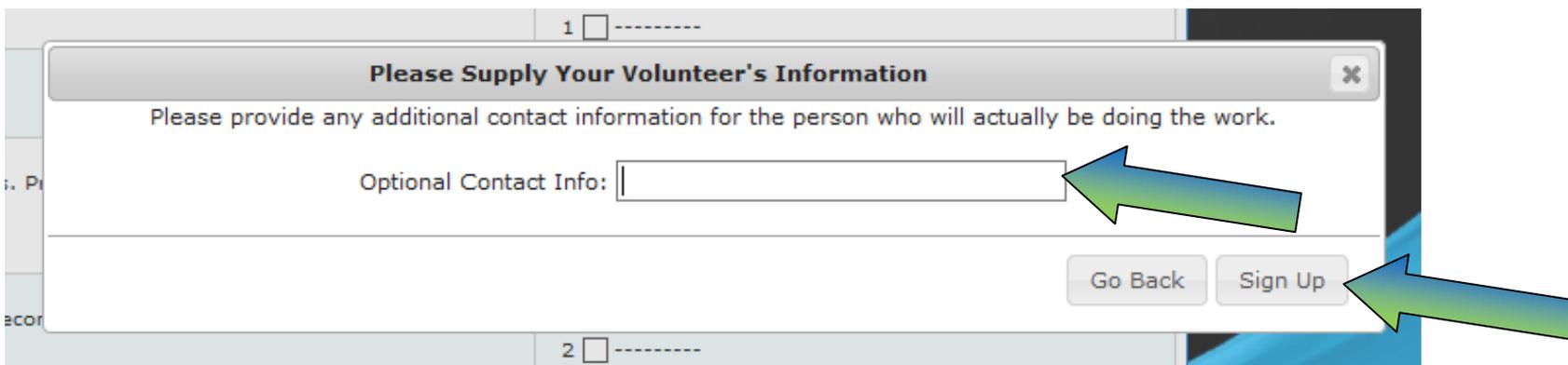
	2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> -----
<b>Data Entry Specialist</b> Enter swimmers' times into the computer system. Sit in air conditioned office with flexibility to watch swimmer events.	06/03/2017 08:30 AM - 06/03/2017 01:00 PM (4.50 Hrs.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> -----
<b>Gate Keeper</b> Guard the gate to clerk of course - ensure only called swimmers enter. Keep kids out of kiddie pool (for safety and Rec Center rules)	06/03/2017 08:30 AM - 06/03/2017 10:30 AM (2.00 Hrs.) 1 <input type="checkbox"/> ----- 06/03/2017 10:30 AM - 06/03/2017 12:30 PM (2.00 Hrs.) 1 <input type="checkbox"/> -----
<b>Grill Crew</b>	06/03/2017 08:00 AM - 06/03/2017 01:00 PM (5.00 Hrs.) 1 <u>Admin, TFS (Ann Pittman)</u>




10) Scroll down to the bottom of the page and click on “Signup”



11) If someone other than yourself is filling the selected position, enter his/her name as the “Optional Contact” and then click “Sign Up” and you’re all done!



**NOTE: You can also access the Job Signup menu from the home page by clicking Team Events and then selecting the event you want to sign up for.**