



Team Handbook

Table of Contents

Contents

Introductory Information.....	4
Welcome to the Tall Grass Lightning Swim Team!.....	4
What We Are.....	4
Our Goal	4
Who We Are.....	4
Tall Grass Lightning Web Site	4
Eligibility Requirements	5
Registration Information.....	5
Fees.....	6
Registration Fees	6
Job Escrow Account.....	6
Refund Policy	7
Communication.....	7
Communication with the Coaches	7
Other Communication	7
Swimsuits and Apparel	8
Social Activities.....	8
Practices.....	8
Practice Times	8
Practice Expectations.....	9
Meet Sign Up.....	9
Swim Meets	10
Swim Meet Schedule.....	10
Time Trials	10
Dual Meets	10
Swim Meet Rules and Regulations	12
Disqualification	13
Bag Tags/Awards	13
Championship Meets.....	14
Parent Responsibilities	14
Swim Meet Volunteer Job Descriptions	16
Jobs Available for Sign Up	16

Jobs Assigned by the TGL Board	18
Frequently Asked Questions.....	21
Glossary	23
Pool Locations and Directions	24

Introductory Information

Welcome to the Tall Grass Lightning Swim Team!

What We Are

We are a volunteer-run, non-profit recreational swim team, with the sole purpose of providing a safe, fun summer sport for children with basic swimming ability and a desire to learn. A child is eligible to swim beginning at age 4 through age 18 or the summer following high school graduation.

Our Goal

The goal of the Tall Grass Lightning Swim Team is to provide a safe environment where young swimmers can improve their strokes, increase self confidence, and learn teamwork through proper swimming technique and quality coaching, all in a fun and social atmosphere.

Who We Are

Tall Grass Lightning Swim Team is made of 3 integrated entities:

- The **swimmers** are the hearts and the only real reason we do this.
- The **coaches** are the brains and provide direction for the kids.
- The **parents** are the backbone that keeps things going and makes things happen.

Our team will only be a success through the quality and quantity of involvement of all three groups.

Tall Grass Lightning Web Site

Meet us on the web for valuable information at www.tallgrasslightning.com or contact the TGL board members with questions or concerns at tallgrassswim@gmail.com. The Head Coach can be reached at TGheadcoach@gmail.com. We can also be found on Facebook and Instagram!

Eligibility Requirements

The Lightning Swim Team is open to children residing in the Tall Grass subdivision and to a limited number of non-residents. Children must be at least four (4) years old prior to May 31st and may swim through age 18 or the summer following high school graduation.

Any child is welcome to join our team as long as they can swim across the pool without walking, hanging on the lane lines, or wearing a life preserver (or using another swimmer as one). We do, however, reserve the right to remove a child from the team, after our time trial meet, for safety concerns. We generally have a week of practice before the time trials so coaches can assess each child's ability level. If for any reason a coach feels that a swimmer isn't quite ready for swim team, we will respectfully ask the parents to take their child off the team and a full refund will be given. This is purely for safety concerns. Young swimmers will be allowed coach assistance to cross the pool during meets, as necessary, until July 1. After July 1, coaches are not allowed to assist young swimmers in the water during meets.

Registration Information

To register, you will need to do the following:

1. Once online registration is open on the website (www.tallgrasslightning.com), click on the register now tab (on the top left side of webpage)
2. You will be asked to sign in with an existing account (email and password you used last year) or sign in as a new user. If you are a new user, you will be directed to put in an email and password to access the system.
3. You must register each swimmer separately. You must choose a registration group to put each child in.
4. If you are a resident in Tall Grass, you will choose 1st swimmer (Tall Grass resident only). If you don't have any more swimmers, you are done. If you have another swimmer, choose 2nd swimmer (Tall Grass resident only), etc. If your swimmer is a junior or senior coach, please choose the 'coach' group.
5. If you are a NON Tall Grass resident, for each swimmer you register, you must choose Non Resident for your group (regardless of how many swimmers are in your family).
6. There are 3 different forms you must read and agree to online before finalizing your registration:
 - the Naperville Swim Conference and Tall Grass HOA swim waiver;
 - the Family Commitment Letter regarding volunteer commitments for each family involved in swim team; and,
 - the Media Release Form.

Please read these carefully.

7. Make sure to press save after registering each swimmer in your family.
8. Come to the Tall Grass Clubhouse on Registration Day.
9. Bring your checkbook with at least 2 checks (3 or 4 if you would like team apparel/suits). The first is the registration fee. You will get a total that is due once you complete registration. The second check is in the amount of \$100. We will hold this check for the season and will not cash it unless your family fails to fulfill the volunteer commitment.

Both of these checks should be made payable to the Tall Grass HOA.

10. You will be asked to complete a medical form for each of your swimmers for the team to keep on file in case of a health event.
11. Bring your swimmer (if you want to try on suits and apparel).

Fees

Registration Fees

Early Registration fees for Tall Grass Residents are as follows:

- 1st swimmer on the team \$225
- 2nd swimmer on the team \$200
- 3rd swimmer on the team \$150
- 4th swimmer on the team \$125
- 5th swimmer on the team \$100
- 6th plus swimmers on the team \$50

Early Registration fees for Non-Residents are \$275 per swimmer.

To take advantage of the lower Early Registration fees, you must register and pay no later than Registration Day. After Registration Day, fees increase \$25 per swimmer for both residents and non-residents.

These fees do not include team apparel (i.e., team suit or swim cap). Our team is responsible for paying for everything, except the pool itself. We use registration fees to pay our coaching staff and for things like our computer scoring system, software to run our meets, kick boards, bag tags, trophies, shade awnings, bleachers and other equipment. We also are required to pay the Naperville Swim Conference fees and for costly insurance policies. The fees are for everyone's benefit and enhance the experience and opportunity of our team.

Thankfully, we've had a number of sponsors who have donated money to our team, which has helped us purchase some of the more expensive "big" ticket items like a new laptop, printers and a wireless timing system. We do love our sponsors. Anyone interested in becoming a sponsor should contact any of the Board of Directors and they will help get things started.

Job Escrow Account

Each family is required to provide a \$100 check to be placed in escrow for the unlikely event that they don't show up for their volunteer responsibilities. We really do not want your money and would rather you work. However, if you are absent from your job, the escrow check will be cashed. We cannot run a swim meet without our volunteer workers!

Refund Policy

Full refunds will be given to any swimmer who does not qualify for the team. Full refunds will also be given to swimmers who decide to quit the team before time trials. After time trials, no refunds will be given. If you would like a refund, please send your request to: tallgrassswim@gmail.com.

Communication

Communication with the Coaches

Many of you may have questions regarding your child's swim team experience throughout the summer. The coaches are more than happy to discuss questions you may have. Please use these guidelines for communication:

- Go to the website and use the email listed for the Head Coach (TGheadcoach@gmail.com). He/she will get back to you as soon as possible.
- If you must speak directly to a coach, please wait until after practice. Their responsibility is to the age group in the water at the time. This is not only from a coaching standpoint, but a safety issue as well.
- Before or during the meet is not an appropriate time to communicate with a coach. They need to focus on the swimmers and the many meet responsibilities they have. If you have a problem, please contact the Coach Liaison or another Board Member.

Other Communication

- E-mail** - The majority of team information is dispensed via e-mail. This includes updates regarding meets, line-ups, results, changes in meets or practices due to weather, social events, etc. It is imperative that we have a current e-mail address and cell phone number and that you check it frequently during the season.
- File Boxes** - There will be a Family Folder File Box for swimmers that we will use to distribute Time Drop bag tags, Picture Day order forms, and special communications to families. The File Box will contain a file folder for each family by last name. Please check this folder at least twice a week during the season. The File Box typically will be out during morning practices.
- Website** – We always keep the website updated with current information.
- Text Messages** – Last minute information is communicated via text message. You can also have all meets, practices, and events synced into your ical or google calendar.
- Facebook** – Find us there at Tall Grass Lightning Swim Team. It is a closed group for current team swimmers and their families. You'll find team updates as well as posts from parents exchanging information and asking information. It is a great place to find someone to switch jobs with you!
- Instagram** – Follow us there at Tall Grass Lightning Swim Team. It is also a closed group for current team swimmers and their families.

Swimsuits and Apparel

All swimmers are encouraged to wear team swimsuits during swim meets. Although it is not mandatory, it encourages team spirit and unity and it makes it easier for coaches and parents to recognize Tall Grass swimmers. A plain black swimsuit is also acceptable to wear.

At registration, swimmers and parents can order swimsuits and additional team apparel such as sweatshirts, flannel pants, parent shirts, hats, etc. Yard signs are also available to order.

Social Activities

We offer fun for the whole family! We typically have themed home meets, a movie night, a pre-championship meet parade and pasta party, and an end-of-season bash. Remember to check your e-mail, our Facebook and Instagram pages, and our website for the most up-to-date information.

Practices

Practice Times

Pre-Season (before school is out)

The team website will have further information regarding pre-season practice start and end dates. Times are tentative. Pre-season practice usually lasts about a week, depending the school district schedule.

5:00pm-5:30pm: 6 & under

5:30pm-6:30pm: 7 & 8 year olds

6:30pm-7:30pm: 9 & 10, 11 & 12, 13 & 14, and 15-18 year olds

Regular Season (summer)

The team website will have more information regarding the regular practice schedule start date. Times are tentative.

8:00am-9:00am: 11 & 12, 13 & 14 and 15-18 year olds

9:00am-10:00am: 9 & 10 year olds

10:00am-11:00am: 7 & 8 year olds

11:00am-11:30am: 6 & under

Practice Expectations

- ❑ Regular practices are held Monday through Friday.
- ❑ Swimmers should arrive 5-10 minutes prior to practice time to be ready on time. Swim caps (especially for swimmers with medium or long hair) and goggles are strongly encouraged to be worn by all swimmers.
- ❑ Swimmers should exit the pool promptly when their practice is over, so as not to delay the next group's practice.
- ❑ Practices are held **rain or shine**. Part or all of a practice will be canceled due to thunder or lightning. There is no hard rule on air temperature and the pool is heated, but if you feel your swimmer will be too cold, it is always your prerogative as a parent to keep your child home from practice. TGL will communicate information regarding practice cancellations via e-mail and Facebook ASAP. In addition, the Head Coach will send a text alert to those who sign up for this.
- ❑ Although attendance at daily practice is not mandatory, keep in mind, the more practices a swimmer attends, the more they increase their chance of improving their strokes, dropping times and building camaraderie with their teammates.
- ❑ Swimmers are expected to follow their coaches' instructions during practice in order to allow for a safe learning environment for everyone. A swimmer who is disruptive may be removed from the pool for the safety of other swimmers. Any such issues will be discussed with the swimmer's parents.
- ❑ Parents are asked to remain in the area of the pool deck by the zero-depth entry of the pool. Please do not try to communicate with the coaches or the swimmers during practice. This is a safety issue. Siblings need to remain with parents and are not allowed to wade in the pool.

Meet Sign Up

To sign up for the swim meets online:

1. There is an attend/decline tab next to each event on the home page.
2. You must sign up each swimmer that will attend or not attend the meet.
3. Once you make your selection, you must SAVE it!

Take note of the registration deadline for each meet and be sure to enter your swimmer in time. Please do not ask to be entered into a meet after the registration deadline. Late entries will not be permitted.

If there is a change in plans and you can no longer attend a meet you have committed to, please be sure to change your commitment online. If it is past the registration deadline, send an email to the head coach (tgheadcoach@gmail.com) as soon as possible. It is vital that the coaches are aware of absences, not only for the individual events but, more importantly, for the relay entries.

Swim Meets

Swim Meet Schedule

Our meet schedule is posted on the team website (www.tallgrasslightning.com) and on our Facebook page.

Time Trials

Time Trials is a “practice meet” before the season begins. This mock meet familiarizes swimmers with meet procedures, helps coaches in determining swimmer levels, establishes a base time for each swimmer to gauge his/her improvement over the course of the season and gives parents practice at running a home meet. Do not be alarmed as this meet is usually very hectic as new swimmers and parent volunteers are completely overwhelmed. Everyone does normally survive and manages to smile once it is over!

Dual Meets

- Dual meets are when Tall Grass swims against another team in the Naperville Swim Conference (NSC).
- All swimmers, parents/volunteers, officials and coaches will be governed under the Naperville Swim Conference. These rules are available for your review on the conference website at www.napervilleswim.org.
- **Positive Check In** - Swimmers are required to arrive at each meet 45 minutes to 1 hour prior to start time. Each swimmer must Positive Check-In with his/her coaches upon arrival for at each meet. This means find your age group coaches and make sure they know you've arrived. The coaches will check your name off the lists of swimmers registered for the meet. Please do not check-in for anyone other than yourself. It is critical that swimmers correctly check-in on time or they will be scratched from the meet (not allowed to swim). These Positive Check-In lists are collected by the home team 30 minutes prior to the start of the meet and used for final placement of lane and heat assignments.
- **Heat/Lane Assignments** - Often swimmers find the event/lane/heat numbering system confusing. It is recommended that once the line-up is finalized, you or your swimmers write the event, heat, and lane on the back of their hand, or on their arm in a Black Sharpie pen. It is a good idea to keep a Sharpie pen in the swimmer's bag during the entire swim season for this purpose. Writing this information on their hand/arm will help them remember their events throughout the meet and avoid confusion. It will look like this on little Johnny's arm:
 - # 3 1-4 (Event # 3-Heat 1, Lane 4)
 - #14 2-6 (Event #14-Heat 2, Lane 6)
 - #34 1-2 (Event #34-Heat 1, Lane 2)
- **Relay Events** - If your child has been entered into either the medley relay or the free relay, it is imperative that your child is present at the meet for these events. The medley relay is at the beginning of the meet so it is important that your child arrives on time for warm-ups. If your child is included in the line-up for a free relay event, please stay until the end of the meet for this event. If your child leaves the meet early, it is not always possible to find a replacement for the relay. It takes 4 swimmers to make a relay team---

don't make your child be the one that causes 3 other swimmers to forfeit their relay. If you do not want your child to swim in a free relay event on a particular date due to a previous commitment, please give the Head Coach at least 7 days advance notice of this request. Please note: Due to the large number of swimmers in each age group, it may not possible for all swimmers to participate in relays at every meet.

- **Meet Starting Times** - The Naperville Swim Conference creates our meet schedule and assigns us meets on Saturday mornings and Tuesday & Thursday evenings.

	Saturday AM	Tuesday/Thursday PM
Swimmer Check-in:	7:30am	4:30pm
Warm-ups:	7:45am	4:45pm
Meet Starts:	8:30am	5:30pm

Worker Check In - Parent Volunteers for the meet should check in with the Volunteer Coordinator at the same time as the swimmer check in so that you will receive credit for working the meet and help us establish if we have enough workers.

Swim Meet Rules and Regulations

All swimmers, parents, volunteers, officials and coaches will be governed under the Naperville Swim Conference Bylaws and Code of Ethics. These rules are available for your review on the conference website www.napervilleswim.org. It is your responsibility to familiarize yourselves with this code.

- If lightning is visible during meet, any adult should bring it to the attention of the referee and it is incumbent upon the referee to clear the pool for a minimum of 30 minutes. If there is no lightning or thunder during that time, the referee may resume the meet.
- In the case of the above weather, swimmers will be directed to immediately clear the water and everyone should clear the pool deck and seek shelter in the locker rooms or in their vehicle. Please follow the direction of the referee and the pool staff/guards.
- Please do not leave the meet until it is definitely cancelled. If a meet resumes after a weather delay, all swimmers must be prepared to swim the original schedule. All volunteers will also need to report back to their jobs!
- There is to be no running, pushing, shoving, jumping or any other inappropriate behavior during the meet. Pushing anyone into the pool during the meet is strictly prohibited. Please monitor your children.
- The water slide pool and zero depth area of the main pool are strictly off limits to all swimmers and spectators. All swimmers should remain near their team area. In the event of a change to the line-ups, the coaches or clerk of course should be able to find you easily at all times.
- Lifeguards and/or coaches should be notified in case of emergency.
- A member of the coaching staff from each team must be poolside during warm-ups to maintain control and safety. Warm-up guidelines must be followed. Diving is permitted only during designated times and in designated lanes. Feet first entry to the pool is required at all other times.
- Food is allowed in designated areas only. There is no clean up staff. Please do your part to clean up after yourself and your children so that others do not have to do so.
- Jewelry of any sort is not permitted during a meet. Any medical jewelry should be secured to the body and the coach should be notified before the meet.
- Swimmers with shoulder length hair or longer are required to have their hair secured and off the face. The team strongly recommends swim caps for all swimmers with medium to long hair.
- Have FUN and always do your BEST!

These guidelines are set in order to maximize personal performance, promote team spirit and ensure safety of all participants and spectators. Please review these regulations with your family members.

Disqualification

Swimmers can be disqualified in an event for start, stroke, turn and finish violations. If a swimmer is disqualified in an event, the time does not count as an official time and the swimmer does not qualify for an award for that event.

Disqualification is common in the early age groups, especially in butterfly and breaststroke. Disqualifications tend to happen more often at the beginning of the season as swimmers are learning new skills. Please inform your new swimmers that disqualification (DQ) is part of the learning process. Every swimmer has been disqualified at some point in his or her career and usually several times. The coaches are given a DQ card for each disqualification to serve as an aid to identify specifics that a swimmer needs to concentrate on in practice.

Sometimes officials do not see stroke infractions. If this is the case, the swimmer is not disqualified. Swimmers can also be disqualified or removed from a meet for sportsmanship and behavior infractions. Coaches and meet officials can evict swimmers for these offenses.

Bag Tags/Awards

Heat Winner Bag Tags – These are awarded to swimmers 12 and under only. If a swimmer wins a heat, he or she will be awarded a Heat Winner Bag Tag immediately after the race. We do this at all of our home meets and this will happen at many of our away meets too.

Time Drop Bag Tags – These are awarded to swimmers 10 and under only. If a swimmer drops time from his or her previous best (fastest) time in the same event, he or she will receive a Time Drop Bag Tag. These will be awarded for all time drops following the swimmer's first (or baseline) swim of the season for each event.

The Time Drop Bag Tags are placed in the Family File Folders and can be retrieved from the folders after practice. Coaches ask that the parents please let the swimmers retrieve their own bag tags from their folder. They have worked hard to earn these bag tags and enjoy pulling them from the folder! If you have a question on a finish or lack of a bag tag,, please send an email with the swimmer's name, the meet name/date, and the event in question to tallgrassswim@gmail.com. Someone will get back to you. Please be patient as some answers are available immediately while others require communication between the coach and the opposing team.

Championship Meets - Championship Meets award medals and ribbons for top finishers. Please go the Naperville Swim Conference website for further details.

Championship Meets

The Naperville Swim Conference offers two Championship meets at the end of the season. All Tall Grass Lightning swimmers have the opportunity to compete at either the Classic or City Championship Meets. To compete at the City Meet, a swimmer must compete in at least three dual meets during the regular season and must meet the qualifying time for an event. Qualifying times are listed on the Tall Grass website under City Times. Our Head Coach feels that swimmers need to qualify in at least 2 events to attend the City Meet. This will give the swimmers the best chance to swim in as many events as possible. Swimmers who compete in the City Meet may not swim in the Classic Meet.

All teams in the Naperville Swim Conference participate in the Championship meets. All swimmers in the 15-18 and 13/14 age groups automatically swim at the City Meet regardless of event times. All swimmers not having City Meet qualifying times are eligible to swim in the Classic Meet. However, if your swimmer has qualified for a city time in an event and chooses to swim at the Classic Meet, they will not be allowed to swim that event at the Classic Meet. All swimmers in the 6 and under category automatically swim in the Classic Meet. The Classic Meet is divided into 2 meet locations with 5-6 teams competing against each other.

Parents, please try to arrange your schedule so your swimmer(s) can participate in one of these important end-of-season events. The swimmers enjoy these meets and the social activities leading up to them. The team has a special parade and potluck pasta party for those swimmers participating in these Championship Meets.

Parent Responsibilities

The reason we are here is for the benefit of our kids. They are the heart of our team. However, it is the parents who keep the team and the meets going.

It takes approximately 30-40 parent volunteers to run a meet. It is each family's responsibility to work their assigned 4-6 jobs. Without you, the meets cannot proceed. If for any reason, you are unable to work, it is your responsibility to trade jobs with another family or secure a substitute worker. **If your child gets sick or is otherwise not able to swim in a meet in which you are scheduled to work, you are still responsible for finding a replacement.** The Volunteer Coordinator will not do this for you.

If you are going to be late a meet due to work responsibilities or any other reason, please find a substitute until you arrive.

If you have traded with another worker or hired a substitute, please notify the Volunteer Coordinator as soon as possible of the change. When checking in at the meet as a substitute, please state whom you are filling in for to avoid the originally scheduled person from being held responsible for a no-show

If you fail to show or find a replacement, your job escrow check will be cashed. You will be asked to provide a second escrow check before the next meet. If you do not provide a new

escrow check, your child will be scratched from the meet(s) until the check is written. No team fee refunds will be given.

If your child swims in a Championship Meet (Classic or City), you will be required to work a job for that meet. All workers must be 16 years old, including substitutes.

To sign up for your jobs

- Log into your account
- Select the Jobs Signup tab under the event
- All the jobs available for that event will be listed
- Click on the job you want to work
- Your name (account name) will pop up
- Click save and your name should appear on the job list in bold print

Swim Meet Volunteer Job Descriptions

Jobs Available for Sign Up

Assistant Clerk of Course-- The Assistant Clerk of Course should be ready to step in and perform any of the responsibilities of the Clerk of Course. The specific responsibilities are:

- Provide help to the Shepherds of both the 6 and under and 7-8 age groups. The individual shall act as an escort for lanes of young swimmers as they are transferred from the Bullpen area to the blocks and help ensure that the swimmers stay in the correct order.
- Help with maintaining Event Boards and answer questions for older and/or new swimmers.
- The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and the Clerk of Course supplies are collected.

Back up Timers-- Back up timers are needed in case a start is missed. The backup timer is on deck at all times with the timers and uses a stop watch to record the beginning of each race. If a start is missed the timers will raise their hand to signal the backup timer to join them in their lane. The backup timer's stop watch will be used to record the official time for that lane. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and your stopwatch, clipboard and timer sheets are turned in. Timers must attend a short pre-meet timers briefing about 20 minutes prior to the start of each meet.

Bag Tag Runner-- The bag tag runner is on the pool deck and responsible for giving a bag tag to the winner of each heat. Bag tags are given only to the winner of a heat or the four members of first place relay teams. There are normally two bag tag runners for each home meet that each work one-half of the meet. The bag tag runner will receive the bag tags at the announcer's stand. The check-in time for this job is at least 15 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and the bag tags are returned to the announcer stand.

Concessions -- Assists with selling, preparing, and serving concessions. May be asked to help set up concessions before the meet and clean up afterward.

Extras-- Unfortunately, when working with volunteers, there will inevitably be parents who do not show up for their assigned job (for whatever reason). The two extra volunteers will fill these vacant positions, if needed. You may only work this job once during the season. You may be asked to serve water, snacks, etc. to officials (i.e. timers, announcers, etc.). The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes when your assigned job is complete.

Heat Winner Runners — Before the meet and after checking in with the Volunteer Coordinator, this person should find the *Bag Tag Coordinator* to obtain the bag of bag tags. Heat Winner Runners give a bag tag to the winner of each heat in every event for 12 and under swimmers (unless otherwise specified). For relays, each participant on the winning relay

receives a bag tag.

Hospitality – This volunteer is located on the pool deck next to the computer/scorers’ tent. They serve refreshments to the officials, timers and coaches for both teams.

Lane Timers -- These volunteers stand in groups of three at the end of each lane and use a digital stopwatch to time the swimmers. Times are recorded and lane change sheets are collected by the runners. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and your stopwatch, clipboard and timer sheets are turned in. Timers must attend a short pre-meet timers briefing about 20 minutes prior to the start of each meet.

Marshals-- These workers will monitor the deck area, team area, bathrooms and grassy areas to make sure participants and their families are following Team and Conference rules. Their priority is to ensure a safe meet environment. These workers will be watching for inappropriate swimmer behavior (i.e., climbing fences, throwing rocks, entering sand or pool areas, climbing trees, etc). All under age violators will be sentenced to time in the Naughty Pen. Fines will be collected as a pre- condition for their release. Any child left in the Naughty Pen overnight will be charged a storage fee. The check-in time for this job is at least 45 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete.

Runners – Runners collect DQ cards and time sheets after each event and deliver them to the computer area. They should attend the “officials” and “timers” meetings prior to the beginning of the swim meet. The check in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and all DQ cards and timer sheets have been collected.

Scoring-- Scorers sort DQ cards and time sheets provided by the Runners and provide this information to the computer operations person. Scorers also assist the computer operations person with input, printing and problem resolution, if needed. The opposing team provides two scorers; therefore a total of four scorers would be present at each home meet. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after all post meet issues have been resolved.

Shepherds -- There are six Shepherds at each meet. Each Shepherd is responsible for one of the following age groups:

Girls 6 and under
Boys 6 and under

Girls 7 & 8 year olds
Boys 7 & 8 year olds

Girls 9 & 10 year olds
Boys 9 & 10 year olds

This job is similar to herding kittens. There are no Shepherds for swimmers 11 years of age and older. These swimmers are responsible for making it to their events on time on their own. Shepherds are responsible for:

- Gathering their swimmers once the Clerk of Course calls them to the Bullpen.
- Lining up the swimmers by lane number and heat number using the Heat Sheets.
- Once the swimmers are in the correct order and the Clerk of Course gives the clearance, the swimmers are then escorted to the diving block area, lane by lane, and checked again to ensure they are still in the correct heat/lane order.

- The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet.

Stroke Judge-- *MUST ATTEND OFFICIALS CLINIC* The stroke judge has been trained to recognize legal and illegal motions for each stroke. He or she is also trained to recognize legal and illegal finishes and relay takeoffs. They are responsible for observing the athletes and determining disqualifications during the swim. We will need one Stroke Judge and one Turn Judge at every meet. They must attend the mandatory class held by the Naperville Swim Conference in the spring. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete. Officials should listen for the announcer to announce where the pre-meet “officials meeting” will be held.

Turn Judge-- *MUST ATTEND OFFICIALS CLINIC* The turn judge has been trained to recognize legal and illegal turn motions for each stroke. He or she is also trained to recognize legal and illegal finishes and relay takeoffs. They are responsible for observing the athletes and determine disqualifications during the swim. We will need one Stroke Judge and one Turn Judge at every meet. They must attend the mandatory class held by the Naperville Swim Conference in the spring. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete. Officials should listen for the announcer to announce where the pre-meet “officials meeting” will be held.

Jobs Assigned by the TGL Board

Apparel-- Individual(s) will recommend to the Board the selection of swimsuit, sweats, t-shirts, swim caps, etc. They will also recommend a preferred vendor(s). This must be completed prior to the date of registration in the spring. At registration, they take orders from parents and places order with selected vendor(s) in time to receive apparel before the first swim meet. They work with the sponsorship committee to place the order for the sponsor t-shirts with vendor in order to have t-shirts available by the third week in May at the latest.

Bag Tag Coordinator-- They are responsible for taking inventory of the bag tags at the start and end of the season, and ordering the appropriate number of bag tags prior to the swim season. They prepare the family folders for the season. Once the season starts, they coordinate with the Bag Tag Runners to provide Heat Winner Bag Tags for all heat winners at home meets. At the conclusion of a meet, they also obtain time drop information labels from computer personnel and affix the labels to the Time Drop Bag Tags which are awarded to Tall Grass swimmers for time drops at home and away meets. The Bag Tag Coordinators are responsible for filing the Time Drop Bag Tags in the family folders. The Bag Tag Coordinators make sure the family folders are at our pool for the swimmers to receive their Time Drop Bag Tags after practice.

Clerk of Course-- The Clerk of Course is in charge of the Bullpen area. The responsibilities are:

- Obtain Heat Sheets from the Computer area, distribute them to the Shepherds and post a complete set on one of the two Event Boards to be used by the older swimmers.
- Using the bullhorn loudly and confidently, the Clerk of Course announces the event to line up by announcing the event number, age group and type of event being called for

line up. The Clerk of Course must ensure that all race events are called early enough to allow sufficient time to gather all swimmers in the Bullpen. This is especially important with the 6 and under and 7-8 age groups. Event numbers 3-5 should begin lining up at least 20 minutes prior to the start of the meet.

- Ensure that the second Event Board reflects the event numbers being called for lineup.
- Assist Shepherds to ensure that swimmers are lined up by Heat and Lane in a timely manner and sent to the blocks for their events.
- Ensure that the number of swimmers behind the blocks is sufficient to keep the meet running in a timely manner.
- The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and the Clerk of Course supplies are collected.

Computer Operations-- The computer and scoring team perform several functions. Before each meet our coaching staff does all of the meet entries and seeds the meet. On the day of the meet the computer operator makes line-up changes provided by Head Coaches. The final heat sheets are then prepared and distributed to the appropriate officials, clerk of course, announcer, and coaching staff. Once the meet begins the computer team monitors the electronic timing system, receives DQ cards and other information from the scorers and updates the computer information as needed. Training on how to use the Team Manager software is offered by the Naperville Swim Conference. As early as possible, the computer team will begin printing labels ribbons and time drop bag tags for both teams. The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after all post meet issues have been resolved.

Concessions Coordinator – Orders or purchases supplies and food/drink to sell and serve during home swim meets. Coordinates volunteer workers. Arranges cash box with adequate change and secures credit card system.

Officials-- *MUST ATTEND OFFICIALS CLINIC* Officials are required by the Naperville Swim Conference to attend an Officials Clinic each year prior to the beginning of the season. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete. Officials should listen for the announcer to announce where the pre-meet “officials meeting” will be held.

Photography-- The photography volunteer is responsible for taking pictures throughout the swim season (meets, practices, social events, etc.). They gather photos from other parents to incorporate into the slide show to be shown at the year-end bash. They produce and edit the slide show.

Referee-- *MUST ATTEND OFFICIALS CLINIC* The referee is the person in charge of the meet. He or she is the head official on duty. The responsibilities are:

- Determining disqualifications at any place in the pool
- Notifying athletes and coaches of the infractions and resulting disqualifications
- Checking that each swimmer takes the proper lane, call them to step onto the starting platform or pool deck and signal the starter to begin
- Help judge false starts

- Acts as a turn judge
- Watches for proper finishes and starts
- Assuring that all competition is being conducted according to the rules
- Stopping or suspending competition whenever elements require
- Resolving any disagreement in a timely manner
- Running the officials and timers meetings at the beginning of the meet
- The referee will only be needed at home meets. This role may be combined with the starter role. They must attend the mandatory class held by the Naperville Swim Conference in the spring.
- The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after all computer/scoring issues have been resolved.

Starter-- *MUST ATTEND OFFICIALS CLINIC* The starter is the official that announces and starts each race. They operate the starting device to begin each race. They also determine false starts and act as a turn judge. He or she has been trained in the proper starting procedures and will control the start of each event. The starter will only be needed at home meets. They must attend the mandatory class held by the Naperville Swim Conference in the spring. The check-in time for this job is at least 45 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and the starting unit is stored.

Social Committee-- These individuals are responsible for all social gatherings.. This includes planning the event, submittal to the Board for approval, purchasing any supplies for the event, arranging for catering, set-up, serving and clean-up. There may be other social activity responsibilities at the discretion of the Board.

Volunteer Coordinator-- The volunteer coordinator is the person(s) who helps the swim team member parents meet their volunteer commitments. This person is responsible for talking with parents about job descriptions and helping them find the best fit on the job board for their particular circumstances. The coordinator is also responsible for inputting, changing and monitoring the electronic job board throughout the course of the season. Prior to the meetsthis person must make sure all jobs are filled and provide email reminders to the working parents. They will also print the volunteer name tags and check-in the workers at the swim meets. Additionally, the volunteer coordinator reports no-shows to the team Treasurer and Head Coach so that penalties can be assessed. They must arrive 1 1/2 hours early for each meet (home and away) to facilitate worker check-in and to ensure that all areas are covered. Lastly, they will instruct new parents as to their assignments and who to report to.

Frequently Asked Questions

Who can be a member?

The swim team is open to any child, ages 4 – 18, with the ability to swim one unaided lap (25 yd length) across the pool (coaches will help younger swimmers at the beginning of the season). The summer after high school graduation is a swimmer's last season of eligibility.

What is the purpose of Time Trials?

Time trials enable the coaches to place your child properly in relation to swimmers in his/her age group. Being placed properly will allow your son/daughter to compete against swimmers of comparable ability/speed.

Where do I find out what my child is swimming in the meet?

Go to the website, go to Events, find the Meet, then click on Edit Commitment. The events your swimmer is entered in will appear, usually 24 hours prior to the meet. Individual events are also listed on the positive check-in sheets at the meet. Please consult with the clerk of course for relay events.

What do we need to bring to swim meets?

- Warm clothing, sweats are great.
- More than one towel.
- Sleeping bag or a blanket to sit on.
- Goggles and swim cap.
- Games, books, cards, etc. (something for the swimmers to do while they wait for their next event).
- Lots of sun screen.
- Bug spray
- A sharpie to write event, heat and lane assignments.
- Many families use pop up tents for sun and rain protection.
- Many families also bring chairs, as seating can be limited at some pools.
- While many pools have concessions, the offerings vary, so you may want to bring your own snacks and water or other drinks for yourself and your swimmer.

What happens at the meets?

- First, your swimmer will need to positive check-in with the age group coaches and make note of his/her event/heat/lane numbers.
- If you are volunteering, you will need to sign-in and pick-up your nametag at the volunteer sign in table.
- Mark your swimmer's hand with their events, heats and lanes.
- Swimmers then must sit in the designated team area.
- There will be warm ups 45 minutes prior to the start of the meet.
- Swimmers 10 and under will be assisted by the Bull Pen volunteers and Junior Coaches with lining up for their events. It is the parent's responsibility to make sure their swimmer is ready to line up.
- Cheer for your fellow teammates!

If I am volunteering do I have to work after my swimmer is finished with his/her events?

Yes, unless you can find someone to replace you, or your job is fully complete.

How long does a meet last?

Usually 3-4 hours.

How many events will my child swim?

The 6 and under age group swims in the 25yd freestyle and 25yd backstroke events. Ages 7 and older can expect to swim at least two events (freestyle, backstroke, butterfly, breaststroke or Individual Medley (IM)) and possibly one relay.

Who gets bag tags and when?

Heat Winner bag tags are awarded to swimmers 12 and under. They are given to the swimmer immediately after he or she wins a heat. Time Drop bag tags are awarded to swimmers 10 and under, and are placed in the Family File Folder located on the pool deck during practice. They are usually available within a few days after a meet, but sometimes longer for away meets.

What are the City and Classic meets?

These are championship meets at the end of the season sponsored by the Naperville Swim Conference. All Tall Grass swimmers can participate.

Glossary

A Glossary of words we use in the sport of swimming.

Age Group-- Division of swimmers according to age. The Age Group divisions based on birthdates as of May 31st and are: 6 & under, 7 & 8, 9 & 10, 11 & 12, 13 & 14, and 15-18.

Backstroke-- One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swum as the first stroke in the Medley Relay and second stroke in the I.M.

Blocks-- The starting platforms located behind each lane. Some pools have blocks at only the starting end of the pool while others have them at both ends. Blocks have a variety of designs and can be permanent or removable.

Breaststroke-- One of the 4 competitive racing strokes. Breaststroke is swum as the second stroke in the Medley Relay and the third stroke in the I.M.

Bull Pen-- The staging area where swimmers wait to receive their lane and heat assignments before swimming an event. This area is usually away from the pool and has rows for the swimmers to line up. The Clerk of the Course is in charge of the Bull Pen.

Butterfly-- One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swum as the third stroke in the Medley Relay and first stroke in the I.M.

Bye-- No swim meet scheduled.

Cap-- The latex or lycra covering worn on the head of swimmers.

Check-In-- The procedure required before a swimmer swims an event before a meet. The swimmer must mark their name on a list posted by the coach.

City Meet-- A Championship Meet of the Naperville Swim Conference that has minimum qualifying times

Classic Meet-- A Naperville Swim Conference Championship meet for all swimmers who do not qualify for the City meet.

DQ (Disqualification)-- Time and score do not count. The swimmer has been judged as not performing the stroke, turn or finish correctly.

Dive-- Entering the water head first.

Dual Meet-- Type of meet where two (2) teams/clubs compete against each other.

Event -- A race or stroke over a given distance that is timed.

Exhibition-- Swimming for official time, but not for scoring and usually not for ribbons. Awarding ribbons in an exhibition heat is up to the home team.

False Start-- When a swimmer leaves the starting block before the start of the race

False Start (Relay)-- An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.

Final Results-- The printed copy of the results of each race of a swim meet.

Free Relay-- 4 swimmers each swimming one leg of freestyle.

Freestyle-- One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swum as the fourth stroke in the Medley Relay and fourth stroke in the I.M.

Goggles-- Eyewear worn by swimmers to provide visibility underwater. They also keep swimmers eyes from being irritated by the chlorine in the water.

Heats-- Each group of swimmers starting together, one per lane.

Individual Medley (IM)-- A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke and Freestyle. Equal distances must be swum of each stroke.

Invitational-- Type of meet that requires a club to receive an invitation to attend the meet.

Jump-- An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.

Kick-- The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.

Lane-- The specific area in which a swimmer is assigned to swim. (i.e.) Lane 1 or Lane 2. As the swimmers stand behind the blocks, lanes are numbered from Right (lane 1) to Left (Lane 6).

Lane Lines-- Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.

Lap-- One length of the pool.

Leg-- The part of a relay event swam by a single team member. A single stroke in the IM.

Marshall-- Individual in charge of enforcing safety, supervision, and relations at a meet.

Medley Relay-- 4 swimmers swimming one leg of a relay. Backstroke, Breaststroke, Butterfly, and Freestyle.

Meet-- A series of events held on a particular date and time.

Pool-- The facility in which swimming competition is conducted.

Practice-- The scheduled workouts a swimmer attends with their swim team/club.

Race-- Any single swimming competition. (i.e.) preliminary, final, timed final.

Relay-- 4 swimmers, each swimming one leg (part) of an event.

Ribbons-- Awards given at championship swim meets.

Safety-- The responsible and careful actions of those participating in a swim meet.

Schedule-- List of meets with dates, meet host, meet location, type of meet, and contacts address and phone.

Seed Time-- A swimmer's best official time in an event used to place him/her in order for championship meets, etc.

Stand-up-- The command given by the Starter or Referee to release the swimmers from their starting position.

Start-- The beginning of a race.

Starter-- The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.

Step-Down-- The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start.

Stroke-- There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke and Freestyle.

Suit-- The racing uniform worn by the swimmer, in the water, during competition.

Time Trial-- An event or series of events where a swimmer may achieve or better a time standard.

Warm-up-- The practice and "loosening up" session a swimmer does before the meet or their event is swum.

Watch-- The hand held device used by timers and coaches for timing a swimmers races.

Whistle-- The sound a starter/referee makes to signal swimmers that a race is about to begin. It is also a signal for quiet before they give the command to start the race.

Pool Locations and Directions

NOTE: The Tall Grass Clubhouse is the starting point for all directions.

Ashbury (Alligators): 6 lanes, 25 yards - 403 Lawrence Drive, 904-0955

- North on Deering Bay Drive
- East (right) on 95th Street
- South (right) on Book Road
- East (left) on Conan Doyle Drive
- South (right) on Lawrence Drive
- Pool is on the right

Breckenridge (Breakers): 6 lanes, 25 yards - 2852 Breckenridge Estates, 420-2535

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on Naperville/Plainfield Road
- East (right) on Breckenridge Lane
- Pool is located on the right - Parking allowed on one side of street only (south)

Brookdale (Buccaneers): 6 lanes, 25 yards - 1625 Brookdale Road, 961-9646

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on Gowdey Road
- North (left) on Tudor Drive
- East (right) on Brookdale Road
- Pool is located on the left

Centennial Beach (Mudrats): 8 lanes, 25 yards – 440 Aurora Ave. **NCHS Pool**, 420-6420

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on Ogden
- East (right) on Aurora Avenue
- Pool is located on the right

Cress Creek Commons (Cobras): 6 lanes, 25 yards - 1020 West Bauer Road, 717-8720

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on Ogden
- North (left) on Royal St. George Drive
- West (left) on Bauer Road
- Pool is on the left after Heatherton Court

Cress Creek Country Club (Rebels): 6 lanes, 25 yards - 1215 Royal St. George Dr. 355-7300

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on Ogden
- North (left) on Royal St. George Drive
- Pool is on the left after Burning Tree Lane

Farmstead (Flying Fish): 6 lanes, 25 yards - 904 Mill Race Lane, 420-1350

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- South (right) on Naper Blvd
- East (left) on Bailey Road
- South (right) on Indian Trail Road
- East (left) on Millrace Lane
- Pool is on the right at Indian Knoll Road

Hobson West (Waves): 5 lanes, 25 meters - 820 W. Gartner Road, 357-6868

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- North (left) on Rickert Drive
- East (right) on West Street
- South (right) on Gartner Road
- Pool is located on the right

Huntington (Barracudas): 4 lanes, 20 yards - 1400 E. Chicago Avenue, 355-3344

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- North (left) on Naper Blvd.
- West (left) on Chicago Avenue
- Pool is located on the left

Huntington Estate (Seahawks): 6 lanes, 25 yards - 1315 Hobson Road, 961-9691

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- North (left) on Naper Blvd
- East (right) on Hobson Rd.
- Pool is on left after retention pond. Parking is limited. Park in neighborhood north of Hobson after lot is full.

Maplebrook II (Blue Dolphins): 6 lanes, 25 yards - 52 West Bailey Road, 420-9633

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- South (right) on Washington Street
- West (right) on Bailey Road
- Pool is located on the left

Naper Carriage Hill (Cardinals): 6 lanes, 25 yards - 400 Leamington Court, 420-0026

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- South (right) on Washington Street
- East (left) on Bailey Road
- South (right) on Coach Road
- West (right) on Leamington Court
- Pool is located at the end of court

Naperville Tennis Club (Orcas): 6 lanes, 25 yards - 1011 East Benton Avenue, 420-9300

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- North (left) on Washington Street
- East (right) on Chicago Avenue
- North (left) on Charles Street
- West (left) on Benton Avenue
- Pool is located on the right

River Run (Raptors): 6 lanes, 25 yards - 4204 Clearwater Lane, 904-1494

- North on Deering Bay Drive
- East (right) on 95th Street
- South (right) on Book Road
- East (left) on 104th Street
- South (right) on Clearwater Lane
- Pool is located on the left

Saybrook (Sharks): 6 lanes, 25 yards - 10 East 12th Ave., 357-3434

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- North (left) on Washington Street
- East (right) on 12th Street
- Pool is located on the right

South Pointe (Sea Stars): 6 lanes, 25 yards - 2824 Champion Rd., 922-6905

- South on Deering Bay Drive
- East (left) on Mistflower Lane
- East (left) on 103rd Street
- South (right) on IL-59
- East (left) on Champion Road
- Pool is on the right

Steeple Run (Stingrays): 4 lanes, 25 yards - 6 S. 050 Steeple Run Dr., 355-6699

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 75th Street
- North (left) on Naper Blvd
- East (right) on Maple Avenue
- North (left) on Steeple Run Drive
- Pool is located on the left

Stillwater (Starz): 6 lanes, 25 yards - 2308 W. 87th Street, 904-8892

- North on Deering Bay Drive
- East (right) on 95th Street
- North (left) on IL- 59
- East (right) on 87th Street
- Pool is located on the right

Tall Grass (Lightning): 6 lanes, 25 yards - 3324 Deering Bay Dr., 922-6871

White Eagle (Warriors): 8 lanes, 25 yards - 3400 Club Drive, 305-9577

- North on Deering Bay Drive
- East (right) on Club Drive
- Pool is located on the right

YMCA (Porpoises): 6 lanes, 25 yards – 34 South Washington Street, 420-6270

- North on Deering Bay Drive
- Turn right on 95th
- Turn left on 59
- Turn right on Ogden (34)
- Turn right on Aurora
- Turn left on South Washington
- Pool is located on the right