



## Summit Chase Sharks Parent Information 2018

We are glad you are swimming with the Sharks and we hope this helps you to get started as part of our team. If you have any questions or need additional information, please talk to a parent board member. This year they are Bridget Mauldin, Travis Mann, Joy Hurd, Amy Muse, and Adrienne Levesque.

There are many tasks required to support the Summit Chase Swim Team (SCH) during a 6-meet season. Planning for Gwinnett County Swim League (GCSL) starts in January and concludes with the GCSL County meet. SCH is very fortunate to have a dedicated, family-focused set of volunteer parents to help staff and run the swim team.

The purpose of this handbook is to explain our volunteer roles and to provide helpful hints to help our meets run smoothly.

### Coaches

The Head Coach this season is Mark Medley. The Senior Assistant Coach is CJ Rousseau. We also have several amazing assistant and junior coaches.

### New Swimmer / Parent Helpful Hints

Following are some hints and suggestions for those of you who have never attended a Gwinnett County swim meet, and a reminder for those of us who have.

- Bring your own chairs.
- We expect anywhere from 300 to 500 people at the pool for swim meets. As you can imagine, parking is always a problem. Early birds get the best parking spaces. Please remember to follow parking instructions at other pools.
- Reminder, **warm-up for home meets begins at 5:00 pm and for away meets at 5:30 pm.** Meets begin promptly at 6:00 pm.
- Bring several towels and dry clothing. The temperature drops during the evening, so bring a sweatshirt or something warm for the swimmer to wear between events and after the meet is over.
- Our team area for home meets will be on the tennis courts behind the pool. Swimmers are expected to abide by the behavior standards set for by the Parent Board, Coaches, and Volunteers monitoring the team area. If your swimmer does not abide by those standards you will be asked to personally supervise them in the team area.
- Parents sit on the wall side of the pool for home meets, and offer the lake side to visiting teams.
- Swim meets can run as late as 11:00 pm, although a smooth running meet can finish by 10:00 pm. We suggest you bring entertainment (cards, electronic games, etc.) for your children to prevent boredom between events. All events for 8 & under are held in the first half of the meet, so those swimmers will be free to leave after they have competed in their events, and their parents have completed their volunteer job shift. As mentioned before,

you are free to leave as soon as your swimmer has competed and cleared their release with a coach, but please be aware of the relay scheduling. It's also great for team spirit to support the other swimmers as much as possible!

- Our concession stand will be in full swing for home meets. You won't have to worry about eating before you come. Coolers are welcome if you would like to bring snacks and drinks, but please do not bring glass containers of any kind. Our team area has a restricted policy for food/beverage, so please abide by posted directions. Per GCSL rules no alcoholic beverages are allowed on the pool deck during GCSL events.
- **Please make sure your children remain in the team area during the entire meet.** The bullpen workers will make every effort to call them for their events, but if they do not hear their name, they may miss an event and their opportunity to swim in the meet.

**Additional information and the opportunity for you to ask questions of parent board members are available at most practices. If you have any questions or concerns as the season progresses, please reach out to them.**

### **Team Suits**

Swim team suits and accessories can be purchased through Swim Atlanta. Suits are available for purchase during registration on 3/8, 3/22 and 4/19. Swim team t-shirts, and swim caps are included as part of registration for each swimmer.

### **Email/Newsletter Notifications**

Most information will be communicated through email. Registration forms, the season schedule, meet schedule, directions to away meets, work schedule, vacation forms, inclement weather policy and parent handbook are available online at [www.summitchasecc.com](http://www.summitchasecc.com). Click on the swimming link and then choose summer league. Make sure to like our Facebook page Summit Chase Sharks! We also use that to post important information.

## **Volunteer Roles/Responsibilities**

All families will be assigned **at least three** work shifts during the season. If a parent fails to show up for a shift, the child(ren) will not be permitted to swim in the meet.

### **Volunteer Coordinator (Barbara Mann)**

This person assigns work sessions, sends reminder emails regarding work sessions, and is in attendance at each meet to sign-in all volunteers and to insure each position is filled. This is a season-long commitment and is considered a leadership role.

### **League Rep – Council Members (Adrienne Levesque and Amy Muse)**

See GCSL handbook for more information.

### **Computer Operations**

See GCSL handbook for more information. This position requires training classes.

### **Scoring Room Assistant**

During a home meet, this position supports the computer operations. The duties could include organizing scoring sheets, calling out information, posting scores, and others. During away meets, this position verifies the scoring which is produced by the home team. This is not a position for a new swim parent. Only those with scoring room experience should request this job.

**Ribbon Coordinator**

For home and away meets, this individual takes the printed labels/results from the computer operator and affixes them to the appropriate ribbon. Each team is responsible for their ribbon management. After ribbons are ready, each ribbon is placed in the folder/box for each family.

**Team Area**

The team area volunteers supervise swimmers in the team area to ensure safety at all times, and provide general assistance to team area coach.

**Bullpen**

Bullpen volunteers work with team area coach to organize swimmers for their events and facilitate the smooth and timely transition to the staging area.

**Staging**

Volunteers align swimmers for their races, making sure each swimmer is in the correct lane, correct heat and correct event. Events are staged on the pool deck three heats in advance and on the benches behind the pool at least six heats in advance. This includes multiple event organization and quick response to adjustments made on the pool deck. Coaches escort swimmers to the pool deck.

**Home Meet Set Up/Clean Up**

Volunteers split duties between set up and clean up. Those with younger swimmers are given the early shift, and those with older swimmers the later. Duties include helping coaching staff and parent board with setting up pool deck and team area prior to the beginning of each home meet; followed by the complete clean up and restoration of each following the completion of each meet. Set up requires arrival and work session at least one hour prior to the start of the meet; clean up requires work session up to one hour following the end of the meet.

**Administrative Assistance (See Adrienne or Amy)**

Volunteers assist parent board with the organization, preparation of documentation, reconciliation and any necessary distribution related to swim meets, picture day, and end of season banquet.

**Head Timer (Team Leader - Training Required)**

This person is responsible for meet day timing activities like conducting pre-meet discussions with SCH and visiting timers (home meets only). These are to be done with the Starter and Head Official included.

During the meet, the head timer works with the opposing team's head timer to monitor the times from each race. There should be no more than a .2 (two-tenths of a second) difference between both recorded times. The times of the swimmers have implications for the County Meet. If there is a problem with a timer accomplishing his/her task, the head timer instructs and supports that timer until mastery is complete.

This role is considered a leadership position.

**Timer (Team training required)**

Two timers are responsible for taking the time of a swimmer or relay team in their assigned lane. The home timer records the times taken and will have a time sheet ready for the Runner. Each

team is responsible for providing one timer per lane, plus one backup timer for each half of each meet.

**Runner**

The runner is responsible for picking up the recorded time sheets from the timers and delivering them to the scoring table.

**Stroke and Turn Judge**

This is a certified position which requires training. See the GCSL handbook for more information. All interested in filling these open positions should contact Adrienne.

**Starter**

This is a certified position which requires training. See the GCSL handbook for more information. All interested in filling this open position should contact Adrienne.

**Head Official (Filled)**

This is a certified position which requires training. See the GCSL handbook for more information.

**Announcing**

The announcer informs those in attendance of vital information via a sound system on the pool deck. This position is for home meets only.

**Event Chart**

This role is in assistance to the starter and informs those in attendance of the event being contested via flip chart.

**Contact Information**

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