

Lee's Hill Lightning Swim Team Handbook
~Summer 2010~



Celebrating Our 15th Season

Member of the Rappahannock Swim League
“American Division”

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1.0 Lee's Hill Lightning Swim Team Council and Coaches

Coaches:

Head Coach	Jay Smith (540) 710-9767 usa_au@verizon.net
Assistant Coach	Kathleen Wilkinson
Student Coach	Megan Makarowski
Student Coach	Laurie Herbeck
Student Coach	Brian Kinney
Student Coach	Tyler Kauppert

Lightning Swim Team Council – 2009

<u>Name</u>	<u>Position</u>	<u>Email</u>
Donna Aker	Chair	donna_aker@hotmail.com
Cheryl Wendt	Vice – Chair	wccwendt@verizon.net
Hope Wood	Secretary	woods_1@msn.com
Mary Miller	Treasurer	kwajmillers@yahoo.com
Carey Pohanka	Meet Director	capohanka@verizon.net
Michael O'Donogue	RSL Representative	modon1@earthlink.net
Michelle Freemyers	Membership	mfreemyers@ekkotitle.com
Phil Farmer	Equipment	philfarmer81@verizon.net
Stacey Ostlund	Fund Raising	ostlunds@verizon.net
Mihwa Jent	Social Director	tmacjent@yahoo.com
Chris Hensen	Concessions	ccbak@verizon.net
Mari Sanchez	Concessions	marigalsan@gmail.com
Shannon McPherson	Concessions	slmz1234@verizon.net
Chris Kraynak	At Large	ckraynak@cavtel.net
Mark Haines	At Large	marinerhaines@verizon.net

2.0 Team Description and History

The Lee's Hill Lightning Swim Team is a member of the Rappahannock Swim League (RSL) – a recreational/competitive summer swim league located in the Fredericksburg, Virginia region. The RSL has more than 2,000 swimmers ages 5-18 competing on 23 teams. These 23 teams are divided into four divisions; the Battlefield, Patriot, American, and National. For 2010, Lee's Hill will compete in the American Division. The RSL swim season consists of six regular season dual meets (one team vs. another team) beginning at 6:00 p.m. The RSL swim season culminates with a Division Finals Championship, held the first Saturday in August.

2.1 Mission Statement

The Lee's Hill Lightning Swim Team is dedicated to the physical and emotional development of its swimmers. We instill in our swimmers and their parents the principles of good sportsmanship, teamwork, competitiveness, community spirit, and individual and team improvement along with the relentless pursuit of fun in the sport of swimming.

2.2 History

Founded by a group of Lee's Hill residents in 1996, the Lee's Hill Lightning Swim Team joined the Rappahannock Swim League as a member of the National Division. Despite rapid growth in team membership, the first three summers of competition were not kind to Lee's Hill, as the Lightning were able to muster one win and one tie in eighteen dual meets.

With an entirely new coaching staff, plus enthusiastic swimmers, the Lightning turned disappointment into joy during the summer of 1999, going undefeated during the regular season and winning the National Division Finals Championship. We were the second team in the 38-year history of the RSL to experience winless-to-undefeated seasons.

For the summer of 2000, our team was promoted to the American Division of the RSL. Despite the increased level of competition, our swimmers compiled an impressive record of 4 wins against 2 losses, good for third place in the six-team division. In the American Division Finals, the Lightning dominated their division rivals, winning the Finals Championship by an overwhelming margin of 179.5 points.

In 2002, the largest team in our brief history, 162 kids, had another perfect summer, going undefeated in the regular season and winning the American Division Finals.

Our success caused us to be promoted to the Battlefield Division in 2003. The Battlefield Division is considered to be the elite division within the RSL, with the biggest, most talented, most successful teams amongst its membership. Our team had the second best debut as a member of the Battlefield Division in the history of the RSL, managing to win two of six dual meets. Most first-year Battlefield Division teams go winless. Our 2004/5 seasons were competitive but we finished at the bottom of the division. 2006 found us in the American Division where we finished in first place. In 2007, we were moved back into the Battlefield Division. In 2008 we were placed in the Patriot Division. We finished at the bottom of the division, but placed second at finals. 2009 found us in the American Division, where we were undefeated and finished the division in first place. We placed fourth at finals. This year we are once again in the American Division.

In our relatively brief history, our team has more than doubled in size, has won five championships, and is one of only three RSL teams to have had multiple undefeated regular seasons and Finals Championships in the same summer.

2.3 Team Symbol and Colors

The Lee's Hill Lightning symbol is a depiction of one of nature's most powerful and dramatic forces – the lightning bolt. The team colors are sapphire and gold.

2.4 Primary Team Location

The Lightning practices and hosts all home meets at the North Side Pool, just off the main entrance into Lee's Hill North off of Mine Road in Spotsylvania County.

2.5 Team Mailing Address

Lee's Hill Lightning Swim Team
P.O. Box 3243
Fredericksburg, VA 22402

2.6 Team website address

www.golightning.org

www.lhlflash.blogspot.com

2.7 Swim Season

Our 2010 swim season will run from our first practice on Tuesday, June 1, 2010 through the divisional finals held on Saturday, August 7th. This is the Lee's Hill Lightning's 15th year as a member of the Rappahannock Summer Swim League.

2.8 How to Join

Established in 1996, the Lee's Hill community based Lee's Hill Lightning Swim Team continues to be a wholesome, fun summer activity that provides quality competitive swimming instruction and provides our members the benefits of a learning environment, the development of a healthy and strong body through light training, the opportunity for competition and team spirit, the trait of good sportsmanship, and a supportive environment for personal growth.

To join the Lee's Hill Lightning Swim Team, your child must:

- be a member in good standing according to the rules and policies described in the governing documents of the Lee's Hill Community Association (LHCA).
- have a valid Pool pass.
- must be no older than 18 as of June 1, 2010.
- must have a basic comfort level in the water, to include floating independently on front and back and being able to put his/her head underwater. Swim team is not a "learn-to swim" program.
- must be able to swim one length (25 meters) of the pool (any stroke) without advancing using the walls, lane ropes or pool floor *before* participating in a meet. Participation in a meet is up to the coaches' discretion.

In addition, membership may be extended to other individuals with prior approval of the Lee's Hill Swim Team Board of Directors in accordance with our leasing arrangement of our pool facilities. Membership may also be extended to members of our coaching staff that meet the RSL's age eligibility criterion.

New and returning swimmer registrations will be accepted starting April 25th and closing June 18th. We will only accept registrations after June 10th for new members of the Lee's Hill Community Association that join the community after 1 June 2010. To ensure your spot, return your registration form on April 25th during our ice cream 'sign up' social from 3:00-5:00pm at the South Side Clubhouse or

contact Michelle Freemyers at mfreemyers@ekkotitle.com by the closing date. Friday, June 18th is the last day to drop w/out penalty; minus administration fees of \$15.00 per swimmer. After June 18th, the team will keep all registration fees – no refunds, no exceptions.

3.0 Coaching

Head Coach – Jay Smith

Jay is a native of Australia who has worked for the Australian Surf Lifesaving Association. She also holds certifications as a Fitness Instructor, Personal Trainer and Water Safety Instructor. She most recently worked for Central Park's Sports and Health Club as Aquatics Director. Jay has two daughters who swim for our team (Shaye and Sydney). This will be Jay's third year as head coach, having been assistant coach last season.

Assistant Coach – Kathleen Wilkinson

Kathleen is a rising sophomore at NCAA Division I Gardner-Webb University in Boiling Springs, North Carolina. Kathleen has been a member of Lee's Hill since she was 5 and finished her summer league career last year with a perfect season. She was a member of the Rappahannock Area Stingray Swim Team for 10 years and received various awards and honors from them. As a varsity swimmer for Massaponax High School, Kathleen set multiple records, received MVP and High Point Award as well as participating in and placing in regional and state competitions. This is her 4th year coaching for Lee's Hill. In addition, Kathleen has been a swim instructor and Coach Mentor for Swim Kids since August 2006 and has completed over 45 hours of training for 32 different levels of swimmers.

Student Coach – Megan Makarowski

Megan Makarowski has been a Lee's Hill swimmer since she was 9. She has been swimming year round for about 8 years and has been on her high school varsity swim team all 4 years. In the fall she will attend James Madison University to become an elementary school teacher. This is her third year coaching for Lee's Hill.

Student Coach – Laurie Herbeck

Laurie is a sophomore at Massaponax High School and swims for their awesomely spirited team! She has been a member of the Lee's Hill Lightning since she was 6 years old, but she has been around the team since the first year it started when her two older brothers were swimmers. She also swims for the YMCA Stingrays year round.

Student coach – Brian Kinney

Brian is a junior at Stafford High School and swims for their team. He has been a member of the Lee's Hill Lightning for two years, during which he has voluntarily helped with the younger swimmers. This year he began swimming year round with Tsunami.

Student Coach – Tyler Kauppert

Tyler is a senior at Massaponax High School and swims for their team. He has been a member of the Lee's Hill Lightning for five years, but swam competitively for two years prior to joining the Lightning. For the past several years he has volunteered to assist with the younger swimmers. He, also, swims year round for the Tsunami.

4.0 Swim Program

The Lee's Hill Swim Team's goals are simple. We offer a summer activity which fosters unity and a pleasant atmosphere for growth. Parents, coaches and swimmers are all linked in a cooperative spirit to support team functions, swim meets and fund raisers. Members contribute their time and efforts to provide for our swimmers a stimulating experience and the opportunity for individual performance improvement through fun, hard work and the enthusiasm of our membership.

The Coaching staff will strive to not only give each swimmer a chance to improve as a swimmer over the summer, but will also give each swimmer the opportunity to qualify to compete in as many events in the Championship Finals as possible. In order to qualify for the championship Finals in an event, a swimmer must demonstrate the ability to swim a technically correct stroke.

4.1 Team Apparel

Our team suit is the Cosmic Explosion with endurance fabric suit by Speedo. Suits will be available for sale beginning June 1 by contacting Stacey Ostlund at ostlunds@verizon.net. Several styles of goggles will also be available for purchase.

Our team caps are navy blue. Both silicone and latex caps are available with the words Lee's Hill, separated by a lightning bolt. They are for sale while supplies last.

Each swimmer is encouraged to wear their team suit and cap when competing in a dual meet or RSL finals. If a cap is to be worn and it is not a team cap, it must be a cap free of logos from other teams/groups. Swimmers are encouraged to not wear their team suits and caps during practices if at all possible. The chlorine in the water shortens suit life spans. Note: A Lee's Hill Lightning suit and cap are not required; however, any suit or cap worn during a meet must be free from any other team logo or design.

Team t-shirts and other spirit items are available to purchase to promote team spirit among our Lightning families while supplies last.

4.2 Equipment

Each swimmer must have a swim suit and cap as discussed above. We recommend each swimmer also have; suitable eye protection from the effects of chlorine – goggles or masks and a water bottle to keep them hydrated. Kick boards are provided by the team.

4.3 Practice Structure and schedule

All Practices are held at our "Home Pool" – the North Side Pool. Before school lets out, we practice in the evenings, Monday to Thursday from 6 to 8 pm. Starting on June 15th, we switch over to our normal morning practice schedule; Monday to Friday from 7:30 to 10:00 am. Practices are broken up into age and skill appropriate groups.

Our Practice Schedule is:

Evening practices June 1 to June 3 and June 7 to June 10

8 & under	6:00 to 6:45 p.m.
9-12	5:15 to 6:00 p.m.
13 and older	4:30 to 5:15 p.m.

The “Mock Meet” will be held on Saturday June 19th 7-10 am. More details will be provided, including event order. No Relays will be swum during the ‘Mock Meet’.

Morning Practices Monday, June 14th to Friday August 6st - 7:30 to 10:00 am

8 and under age groups:	9:20 to 9:55 am
9-12 ages group	8:30 to 9:20 am
13 and up age groups:	7:30 to 8:30 am**

** At the Coaches’ discretion, some advanced 9-10 year old swimmers may be asked to join the 13 and up age group practices.

Evening Stroke and Turn practices:

Throughout the summer, the coaching staff holds evening practices from 6:45 – 8 pm Monday, Tuesday and Thursday. These practices will begin on June 14. These practices are focused on stroke and turn skills. The coaching staff will recommend when and if a swimmer needs to attend these practices.

4.4 Practice attendance and behavior

Attendance at practice is expected of each swimmer on our team. Unless accompanied by an adult, no swimmer under 9 will be allowed in the pool area before 9:10 am.

1. Swimmers should try to attend all appropriate practices each week.
2. Always be present at least 10 minutes before your practice time begins so we can start on schedule. Have your suit, cap and goggles on or at the ready when you hit the pool deck.
3. Plan to stay the entire practice. Announcements, if any, are usually made at the end of each practice. Parents should not interrupt their swimmer during practice. Our coaches are friendly and approachable when they are on deck, please remember they have a job to do and need to focus on the swimmers.
4. If you have conflicts and cannot attend practice regularly, please contact one of our Head or assistant coaches.
5. If you will be out of town, or will be out for an extended period of time due to injury, contact a Coach.
6. Plan to attend morning practices the day of a meet
7. Year round swimmers should attend 2 lightning practices a week to promote team spirit and camaraderie.
8. Should a swimmer be unable to perform a particular drill or practice session, the coaches will excuse that swimmer from that drill or rest until ready to continue. If the swimmer feels they cannot continue, the swimmer will be excused from practice and the swimmer’s parent or emergency contact will be called to transport the swimmer home or to an appropriate medical facility in case of illness or injury.
9. Discussions between coaches and parents must occur at a mutually agreed upon time.

Behavior:

- Support your teammates, work together for the benefit of all when necessary.
- Follow the Coach’s instructions. Disrespectful attitudes will not be tolerated.
- Bad or abusive language, lying, stealing or vandalism will not be tolerated.
- Swimmers may leave practice only with the coach’s permission and with a note signed by a parent or guardian.
- Be ready to begin practice on time. Bring your stuff, everyday.

- Everyone as directed by the coach must help setting up and taking down equipment.
- Start and finish at the walls
- Never interfere with the progress of another swimmer during practice.
- Swimmers and parents are responsible to find out all necessary information. Check the mailbox/file folder, etc. (see communications section)
- Use of the starting blocks is prohibited unless supervised by a coach.
- All pool rules must be followed (no running, pushing, etc.)
- Don't enter the pool area unless a coach is present.

4.5 Parent Roles

Each Lightning team member and family agree to:

- Abide by the rules, policies and procedures of the Lee's Hill Swim Team as enacted by the Lee's Hill Swim Team Council (LHSTC)
- Operate under the direction and management of the LHSTC.

To have a successful program, there must be a great amount of understanding amongst parents, swimmers and coaches. It must be clear who your swimmer should listen to on swimming matters and that is their coach. Please avoid negative talk or gossip around the pool about a coach, another swimmer or other matters in the earshot of other members of the team since it will create questions in people's minds, both parent and swimmer alike. If you have a problem, concern or a complaint, please contact the coach directly.

All Parents must work at least six half or three whole meets. Parents will be asked to volunteer for finals in addition to the required six half meets. All Parents that are scheduled to work at a particular meet are to report to the Meet director on deck when you arrive. Meet set up begins at 4:30 pm on meet days.

Problems and questions should be directed to the person who can answer it best. Questions regarding practice, stroke instruction, and swim meets, etc. should be discussed using the chain of command listed below. Please feel free to call or email any of us, and is greatly appreciated.

- Assistant Coach
- Head Coach
- Team Chair or Vice Chair
- Team Council at a scheduled council meeting.

Finally, the attitude and behavior of the parents in regard to their outlook on the sport has an important effect on your swimmer, especially the younger ones. In swimming, as in life you cannot succeed all of the time; there will be disappointments. Every member of our team can and will gain from the swimming experience whether or not he or she ever wins or places in a race. The important thing is to keep on striving to do better next time. The secret is to produce great people who swim.

5.0 Swim Meets

The North side pool is our 'Home Pool.' All home meets will be held there. There are two kinds of meets; the regular or dual meet and the RSL divisional Championship Finals. Championship banners are awarded to winners of both the regular season and the championship Finals. ***Dual Meets start promptly at 6 pm and usually end around 10 pm. Swimmers should arrive at 4:30 pm.***

The results of each meet will be posted in various places (see communications section). Age group/event sorted times from fastest to slowest are maintained on a weekly basis. This week by week 'top times' sheet is available for viewing at the North Side pool during practices and will be posted on our website.

5.1 Meet Schedule

Each season's schedule is usually set by the end of April. This year, we are in the "American" division of the Rappahannock Swim League (RSL) with six other fine teams. We will have a total of six dual meets, one practice or 'mock meet', and the American Division Championship Finals.

Meet Schedule

Saturday June 19	Home - Mock Meet
Wednesday, June 23	Home - Spotswood
Wednesday, June 30	Home - Ferry Farm
Wednesday, July 7	Away - Country Club
Wednesday, July 14	Away – Eden Estates
Wednesday, July 21	Home – Fox Point
Monday, July 26	Away - Lake of the Woods

Finals will be held Saturday, August 7. Location TBD.

5.2 Meet entries

The team coaches are responsible for deciding which meets and events swimmers should participate. The Head Coach has total discretion in making all individual and relay entries. Swimmers should attend all meets and participate in all assigned events. If a problem arises, the swimmer or parent should notify the Coaching staff as soon as possible.

5.3 Meet Procedures

Swimmer's meet event assignments are provided during the morning practice of the meet. There will be several copies of the meet entry sheet available under the canopy at the North side. Sharpie markers are available to write down the events on the back of your child's hand if you choose to do so. Also, the team provides popsicles to the swimmers during this meet day practice. Coaches also talk over the night's meet strategy and details with the swimmers (age appropriate).

Other general meet procedures:

1. For Regular Season dual meets, arrive at the pool at 4:30 pm. Report to your coach with your suit, cap and goggles on. Warm-ups will begin shortly. Be ready!
2. Lightning Coaching staff always conducts our warm-ups.
3. Each group has its specific warm-up time as designated by the Head Coach. Become familiar with your assigned warm-up group.
4. All Lightning swimmers must wear the team cap, wearing the team suit is strongly recommended. Wearing the team uniform promotes team unity, pride and greatly improves spectator recognition.

5. Each swimmer is responsible for knowing which events he/she is swimming in and to be present at the “Clerk of the Course” station at the appropriate time prior to the event. The Clerk of the Course will give swimmers their heat and lane assignments.
6. Hand timers are used. The official time is recorded and entered by scorekeeping personnel that are then posted as final results.
7. In between races, swimmers should rest and stay warm. Store up your energy for your next event or to cheer on your teammates.
8. Drink and eat throughout the meet. Go easy on ‘heavy’ foods. Avoid milk products.
9. What to bring to a meet: swim suit, 2 team caps, 2 pair of goggles, 2 towels, deck chairs, sun block.
10. If you know you will miss a meet, please give the coaches *written notification* at least 5 days before the scheduled meet. There are missed meet forms in the coach’s box at all practices.
11. A swimmer can compete in a maximum of 3 Individual and 3 Relays, with one of those Relays being the All Age groups “Graduated” Relay.

5.4 Hints

Swim meets are fairly large productions that run at their own rhythm governed by the RSL rules that govern the running of swim meets. Please familiarize your self with a few ‘hints’ to ensure a smoothly run meet:

Check in – Show up on time when the ‘Clerk of the Course’ calls for your event number.

Relays – Relays are big team efforts. Almost every swimmer will be on a relay over the summer. The Head Coach has final say on relay team members

5.5 Meet Behavior

1. Remember, when you wear our team colors, you represent the Lee’s Hill Swim Team and community. Let your actions reflect well on your team and your community.
2. As a matter of courtesy and proper procedure, all questions swimmers or parents may have during a meet concerning results, an officiating call, or the conduct of a meet should be referred to the coaching staff only. They in turn will pursue the matter through proper channels.
3. When at an ‘away’ meet, leave the team area in a neat and clean condition at the conclusion of the meet. Police your own area.
4. The Head Coach has final say on which event a swimmer competes in. Swimmers are never to add or scratch or change relay team assignments without first consulting with a team coach.

5.6 RSL Dual Meets

We have six RSL dual meets this year, three at Home and three away. We also have one intra-squad ‘Mock Meet’ to warm up for the season.

5.7 RSL Finals

The Rappahannock Swim League American League divisional championship finals will be held at a place TBD. This meet runs most of the day on Saturday, August 7st. The finals meet is broken down into two halves; older age groups in the afternoon, and the younger age groups in the morning session.

5.8 Age Groups

Swimmers compete in age group categories as follows: 6 and under, 7-8, 9-10, 11-12, 13-14, and 15-18. Some events are “Open” and include all swimmers meeting the age cut off (i.e. “Junior Open” is for all swimmers 12 and under)

6.0 Recognition

Heat winner Ribbons

All swimmers who win a heat of an event will receive an official RSL ribbon ‘on the spot’ in recognition of their accomplishment.

Place ribbons

All swimmers will receive an official RSL ribbon if they place in the top 6 in any dual meet event. Divisional Championship finals awards may include ribbons and medals at the discretion of the RSL.

Participation award

All swimmers on the Lee’s Hill Lightning swim team will receive a trophy at the end of the season awards party to recognize and commemorate their participation on the team.

Coaches Award

This award is given by the Coaches to one boy and one girl in each age group who demonstrate willingness to listen and exhibit a cooperative attitude at all times.

High Point Award

This is awarded to the boy and girl swimmer in each age group who score the most points over the dual meet season

The ‘Jim Hill’ Team Spirit award

This is awarded to one swimmer who demonstrates the highest levels of sportsmanship and team spirit.

End of Season Awards and Council Elections ‘Pool Party’

On the Sunday immediately after the Divisional Finals (August 3th this year), the team holds an awards party at the North side pool to recognize all of the accomplishments over the year and to elect the next years swim team council.

7.0 Communications

The dissemination of information to all members and families on the swim team and the feedback of data is of paramount importance to the Lightning Swim Team council. The following methods are used to “get the word out.”

7.1 Coaches

Call them or talk to them after practice or at the appropriate time.

7.2 Team Handbook

The Lightning swim team handbook is a useful general information resource for both new and older team members. The handbook is distributed at the beginning of each season.

7.3 Swimmer mailbox/folders

Each Swimmer has a file folder at the North Side Pool. All members are urged to take their information from their child’s file only.

7.4 Web Site

The address of our webpage is – www.golightning.org . The site has general team information, current weather and any alerts, team records, meet and practice schedules, a photo section, and links to other useful sites (like directions to other pools).

7.5 Lightning Flash Newsletter

The Lightning Flash newsletter is published in blog format, www.lhlflash.blogspot.com . Updates are made as needed to keep families updated on team news and meet information.

7.6 Team Bulletin Board

The Lightning team information board is located at the North Side pool just as you exit the locker rooms.

7.7 Email

We use email as much as possible. The council secretary and registrar maintain email distribution lists and is responsible for distributing team information to the membership. In general, emails are sent to alert everyone to upcoming meets, distribute the Lightning Flash newsletter, announce any schedule changes, etc. Much of this will be on the website as well.

8.0 Parent Responsibilities

The Lee’s Hill Lightning expects parents to become active, contribute their time, and assist the team in various swimming and related activities. Parents are expected to provide the physical equipment (suits, caps, etc.); transportation to practices and meets, proper food and rest, and unconditional

encouragement and interest in the child's swimming activities. Parents must meet their financial obligations to the team.

8.1 Hosting Swim Meets

The Lee's Hill Lightning host several meets during the season. Some of these meets will attract as many as 150 swimmers and their families. **The money made from these events help keep our swimmers' dues in check.** Hosting meets provides a chance for our swimmers to compete in front of family and friends, bring business and attention to our corporate sponsors and feature our community swim team. Besides the standard meet officials, other parents are needed to run concessions, police the deck area, prepare heat sheets, and clean the facilities after use. **Hosting meets requires the help of every Lee's Hill Lightning family!!!**

8.2 Working at Meets

Parents are **required** to work at least six half or 3 whole meets – at home as well as at away meets. Parents do not need certification to time, write ribbons or to be a runner. They are encouraged to obtain required certification for positions of stroke and turn, score keeper, clerk of the course, starter and referee. The Meet Director will publish a list of workers before each swim meet. **You are required to work your assignment or find your own replacement.** Do not expect or ask the Meet Director to do this for you.

8.3 Working at the RSL Divisional Finals - TBA

9.0 Organization

The Lee's Hill Swim Team Council (LHSTC):

The Lee's Hill swim team council is the team's governing body. It is made of volunteers who willingly govern and manage all operations of the team. The members of the LHSTC are elected by the team's general membership to terms of at least one and not more than three years. The council includes the following officers:

- Chair
- Vice chair
- Treasurer
- Secretary
- RSL representative
- Meet Director
- Social Director
- Membership Director
- Equipment Director
- Fund raising Director
- Concessions Director
- Two 'at-large' members

LHST council duties require a fair amount of personal time in order to be done well, most of which occurs from April to August.

Lightning Swim Team council position descriptions may be found at Appendix C

10.0 Fees

As we begin each year, the Lightning team council must sign contracts and enter into formal commitments as we make budgetary decisions for the year. Our operating budget is based on three main pillars; Swimmer fees/dues make up about 50% of our operating budget, Corporate fund raising/sponsors provide another 20%, our concessions stand profits provide another 15-20% and the remaining 10% comes from various other sources (final program sales, team apparel, raffles, etc.).

The fee structure for 2010 is as follows:

	APRIL 26 - MAY 26	AFTER MAY 26
1	\$70	\$80
2	\$125	\$135
3	\$160	\$170
MORE THAN 3	\$40 MORE EACH	\$50 MORE EACH

10.1 Concession Fees:

Each family is responsible for a \$20 Concession fee. This fee will be assessed during team registration/sign up. This fee is designed to relieve parents from the need to bring food or drink to a home meet.

We will also be selling the \$20 'concession card' at the 'Mock Meet' and at all home meets again this year. This card may be used by our families just like cash at our home meets to purchase food or drink. If money is left over at the end of the season on a concession card, the remaining balance will be honored next year.

Appendix A

TEN COMMANDMENTS OF SWIMMING PARENTS

I. Thou shalt not impose your ambitions on thy child. Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing. The nice thing about swimming is every person can strive to do their personal best.

II. Thou shalt be supportive no matter what. There is only one question to ask your child "Did you have fun?" If the sport is not fun, your child should not be forced to participate.

III. Thou shalt not coach your child. You have taken your child to a professional coach; do not undermine that coach by trying to coach your child on the side. Your job is to support, love and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. That is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.

IV. Thou shalt only have positive things to say at a swim meet. If you are going to show up at a swim meet, you should cheer and applaud, but never criticize your child or the coach.

V. Thou shalt acknowledge thy child's fears. A first swim meet, 100 free or 100 IM can be a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it.

VI. Thou shalt not criticize the officials. If you do not have the time or the desire to volunteer as an official, don't criticize those who are doing the best they can.

VII. Honor thy child's coach. The bond between coach and a swimmer is a special one, and one that contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child or any swimmer; it will only serve to hurt that child's swimming.

VIII. Thy child shalt have goals besides winning. Giving an honest effort regardless of what the outcome is is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure, in fact, I am very proud of that swim."

IX. Thou shalt not expect thy child to become an Olympian. There are 225,000 athletes in USA Swimming. There are only 52 spots available on the Olympic Team every four years. Your child's odds of becoming an Olympian are 1 in about 4,300. Swimming is much more than just the Olympics. Ask your coach why he/she coaches. Chances are, he/she was not an Olympian, but still got enough out of swimming that he/she wants to pass that love for the sport on to others. Swimming teaches self-discipline and sportsmanship; it builds self esteem and fitness; it provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medals they may have won. Swimming builds good people and you should be happy your child wants to participate.

X. Be involved with your child's activities. In this day and age, parent-child time is decreasing. There are many club jobs or activities that need volunteers for meets or daily functions. By getting involved in your child's club, you will help the team function better, your child will see that you're interested in their interest and you get to make new friends while spending more time with your child.

Appendix B

Lee's Hill Lightning Swim Team Records Individual

Lee's Hill Lightning Swim Team Records Relays

Appendix C

Lee's Hill Lightning Swim Team Council Position Descriptions

CHAIRPERSON: The Chairperson shall act as the chief member of the LHSTC and in the recess of the LHST and the LHSTC shall have general control and management of the Swim Team business and affairs. This is subject to the right of the LHSTC to delegate any specific power. The chairperson shall also act as the intermediary between participating members of the Council and members of the general membership for the purpose of handling complaints, resolving problems, etc. The Chairperson shall preside at all meetings of the members and the Council.

VICE-CHAIRPERSON: In the case that the Chairperson cannot perform their respective duties, the Vice-Chairperson shall assume the responsibilities of the Chairperson. The Vice-Chairperson is responsible for acting as the Council Liaison with the LHCA Board of Directors. This person shall be responsible for attending the meetings of the LHCA Business Meetings as requested and advising the LHSTC as to the agenda items discussed impacting the LHST. This individual is responsible for representing LHST and the LHSTC positions when asked to respond to the LHCA Board of Directors on issues that may impact the Lee's Hill Swim Team Association, Inc.

SECRETARY: The Secretary shall keep all the signed official minutes of all meetings of the members. The secretary will also have charge of all written Policy and Administrative Resolutions enacted and a roster of Motions passed by the LHSTC. The Secretary shall organize documents in accordance with applicable Administrative Resolutions. The Secretary shall have charge of all such records and shall have these records available for examination at a reasonable time upon request by "members in good standing" of the LHST. The Secretary will disseminate all meeting minutes in accordance to the appropriate Administrative Resolution. The Secretary will maintain a Telephone Directory of the Council and General Membership. The Secretary shall perform all other duties as delegated by the LHSTC or Chairperson and will assume the role of Chairperson in the absence of the Chairperson or Vice-Chairperson.

TREASURER: The Treasurer shall have custody and keep the account of all monies and funds, unless otherwise determined by the LHSTC and shall render such statements and present such statements to the LHSTC at each regularly scheduled monthly meeting. The Treasurer shall deposit all funds of the LHSTC, which may come into their possession in a financial institution designated by the LHSTC. The Treasurer shall open the accounts at reasonable requests by the LHST general membership or the LHSTC. The Treasurer shall make all payments on obligations incurred by the LHST during the normal course of conducting business or as directed by the LHSTC as long as there are legitimate invoices or receipts available to justify such a payment. All notes, checks, vouchers, orders or other instruments of payment above \$1000.00 (one thousand dollars) must be countersigned by the designated LHSTC Officer(s) and on the authority of the LHSTC. The LHSTC shall have the power by Policy Resolution (see Article 2, Section 6, for development) to delegate any or all of the duties of the Treasurer. The Treasurer shall assist in the annual accounting of the financial books and records, including support for Tax filing, and providing records for an annual audit review after the Annual Meeting but before December of the current year. The Treasurer will be responsible for developing the Draft Annual Operating Budget in accordance with Article 2, Section 5.

RSL REPRESENTATIVE: The RSL Representative shall be the official representative of the LHST and the LHSTC for the RSL, and shall have all voting authority of the LHSTC at the meetings of the RSL. This person shall be responsible for attending the meetings of the RSL and advising the LHSTC as to the agenda items discussed, gaining the advice of the LHSTC as to the position of the LHST on any or all matters on said agenda. In addition, the RSL Representative shall perform such duties that may be delegated by the LHSTC or Chairperson.

AT-LARGE DIRECTOR(s): At-Large Director(s) will act always in the best interest of the general membership of the LHST. There are two representatives elected to the At-Large Director. The At-Large Director constituency is the LHST general membership, and as such the At-Large Director is the primary point of contact for issues impacting the LHST community. In addition, the At-Large Director shall perform such duties that may be delegated by the LHSTC or Chairperson.

FUNDRAISING DIRECTOR: The Fundraising Director is responsible for developing the mechanisms required to raising the necessary dollars to support the activities and operations of the LHST in any given calendar year. This individual has the authority to recruit volunteers, establish and act as liaison with any standing sub-committees, develop Administrative Resolutions that will establish the long-term mechanism for fund raising including sponsor recognition initiatives, and is the primary point of contact between the LHSTC, the Lee's Hill Swim Team Association, Inc. and all potential sources of funding with the exception of Team Registration. All monies or in-kind support provided in support of the LHST will be immediately turned over to the Treasurer for record keeping and normal business deposits as described in Section 4. In addition, the Fundraising Director shall perform such duties that may be delegated by the LHSTC or Chairperson.

MEET DIRECTOR: The Meet Director is responsible for developing the mechanisms required to identify and recruit the necessary swim community volunteers to support the both home and away meets. This individual has the authority to establish and act as a liaison with any standing sub-committees in support of Meets, develop the Administrative Policy governing minimum volunteer commitments by families in support of Meets and developing the tracking mechanism to ensure that the necessary families are available to support a meet whether home or away. In addition, the Meets Director shall perform such duties that may be delegated by the LHSTC or Chairperson.

EQUIPMENT DIRECTOR: The Equipment Director is responsible for obtaining and inventorying necessary equipment required for either home or away meets. The individual has the authority to recruit the necessary volunteers to support Meet setups, and develop the necessary Administrative resolution on the inventory, storage and maintenance lifecycles of existing equipment. The Equipment Director will be responsible for advising the LHSTC regarding the need to acquire additional equipment, replace equipment or maintain equipment. This individual will be responsible for keeping adequate records as to equipment and location of equipment; and will be the point of contact to receive new equipment as necessary. In addition, the Equipment Director shall perform such duties that may be delegated by the LHSTC or Chairperson.

SOCIAL SECRETARY: The Social Secretary is responsible for developing LHSTC supported functions and events. This individual is responsible for being the primary point for developing most effective communication mechanisms that will ensure that the LHST is well informed on any and all issues that need to be disseminated to the general membership in accordance with Article 2, Section 5. This individual has the authority to recruit the necessary volunteers; and develop and act as liaison on a sub-committee in support of the LHSTC communication effort. This individual shall provide advice to the LHSTC as to the most effective way of communicating with the general membership; also which functions and events are most effective for building Team Building and Team Spirit. In addition, the Social Secretary shall perform such duties that may be delegated by the LHSTC or Chairperson.

CONCESSIONS DIRECTOR: The Concessions Director is responsible for designing the menu for home meet concessions and securing, either by donation or purchase, all items to be sold as concessions. This individual has the authority to designate items to be donated by each swim team family and is responsible for distributing the list thereof, including recipes to be used, to the families via the communication file box or other means as deemed necessary. The Concessions Director is responsible for the purchase of necessary items, which have not been donated. Itemized receipts for such purchases will be submitted to the Treasurer for reimbursement. The Concessions Director is also responsible for securing non-food equipment and supplies required for concessions at each meet. The Concessions Director will assign jobs to concessions volunteers, recruited by the Meets Director, at each home meet and will supervise the work of the volunteers. All proceeds from concessions will be turned over to the Treasurer for record keeping and normal business deposits as described in Section 4 at the end of each home dual meet or whenever the concession stand closes, whichever comes first. The Concessions Director is further responsible for keeping accurate and detailed records of amounts of each merchandise item needed to stock the concession stand for a home dual meet. The Concessions Director is furthermore responsible for inventory and storage of items remaining at the end of each dual meet and at the end of a season. In addition, the Concessions Director shall perform such duties that may be delegated by the LHSTC or Chairperson.

MEMBERSHIP DIRECTOR. The Membership Director is responsible for creating and maintaining a supply of Registration Cards and Family Participation Agreements. The Membership Director will attend the Ice Cream Social in order to organize and ensure proper staffing of the registration table. In addition, the Membership Director will develop and maintain an annual Microsoft Excel spread sheet, which reflects family level of participation and individual swimmer participation (E-MAIL, Address, telephone numbers, emergency contact, expected payments, received payments, etc.). All fees collected from registration will be turned over to the Treasurer for record keeping and normal business deposits as described in Section 4. The Membership Director shall ensure all Registration Cards and Family Participation Agreements (which includes releases regarding public use of pictures taken of the young people) have been received before swimmer enters pool; written documentation (Participation Refund Request Form) is filled out and turned into the Treasurer; and supply prior to the first practice, and update the participants Emergency Contact List with the coaching staff. Additionally, the Membership Director will provide request for refunds to the Treasurer, and if refund is made maintain the database of registration. The Membership Director will supply the Family Registration List to LHST Chairperson to be provided to the LHCA for members in good standing review.