

Wells Branch Armada Swim Team

2010 Team Handbook

Wells Branch Armada
2010



Willow Bend Pool

2801 Sauls Dr.
Austin, TX 78728
(512) 310-1833 for pool conditions

Armada Swim Team Information

2110 Klattenhoff, Austin Texas 78728
www.wbarmada.org
(512) 297-0684

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www.knightoffice.com

Wells Branch Armada 2010 Practice Schedules

- Practices are held at Willow Bend Pool, corner of Bratton and Sauls.
- This is a tentative schedule and may change if we determine it is not working well.

The Armada will schedule stroke clinics and diving clinics during the noon to 1 p.m. timeframe - schedule to be determined.

May 10 – June 4 ~ Monday-Friday

6 and unders	4:30 p.m. to 5:15 p.m.
ages 7 - 8	5:15 p.m. to 6:15 p.m.
ages 9 - 11	6:15 p.m. to 7:15 p.m.
ages 12	7:15 p.m. to 8:15 p.m.
ages 13+	7:15 p.m. to 8:30 p.m.

June 7 - July 16 ~ Monday-Friday

ages 12+	7:30 a.m. to 9:00 a.m.
6 and unders	9:00 a.m. to 9:45 a.m.
ages 7 - 8	9:45 a.m. to 10:45 a.m.
Ages 9 - 11	10:45 a.m. to 11:45

Rain/Bad Weather: In case of weather changes, please have a back-up plan for your swimmer (bike riders, walkers, etc). Everyone must be out of the water during a thunderstorm and if lightning is seen. Swim practice may continue if it is only raining and the coaches feel practice will be beneficial. In case of doubt, you can call the pool and ask the lifeguard if swim practice is on. If the weather changes quickly, and the swimmers must get out of the pool, a coach will remain with them until everyone is picked up.

Willow Bend Pool

2801 Sauls Dr.
Austin, TX 78728
(512) 310-1833 for pool conditions

Armada Swim Team Information

www.wbarmada.org
(512) 659-1373

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The Wells Branch Armada Swim Team is a 501(c)3 tax-exempt organization. Contributions or gifts may be tax deductible as charitable contributions. The organization’s employer identification number (EIN) is 1-74-25716473.

Team History and Philosophy

The Wells Branch Armada Swim Team was formed in spring of 1989. As we celebrate our 21st year, we look forward to another successful summer of fun, friends and swimming.

From Article II, of the By-Laws

“The objective of this Swim Team shall be to provide an enjoyable summer activity for your swimmers in the Wells Branch area and to help them develop physical fitness, self discipline, self-confidence, proficiency in competitive swimming strokes, good sportsmanship and determination to do their best.”

Therefore the goals of the Wells Branch Armada Swim Team are to help the swimmer enjoy the sport of swimming, make each swimmer the best he/she can be. It is also our goal to help them develop a sense of community and being part of a team.

Swimmers will be taught the art and discipline of swimming, concentrating on the technique and efficiency. They will be encouraged to set personal goals and strive to attain them. Self-discipline and motivation along with becoming masterful at the competitive strokes will help develop a sense of well-being that enables self-confidence.

Lastly, our goal is to take this opportunity to bolster community spirit and pride in our youth.

Parent’s Role in the Wells Branch Armada

1. Our main communication is through the **SWIMMERS’ FILE BOX**. Each family has a file folder with the swimmers’ name on it. Any information that you need will be placed in that file. Please remind your swimmer to check this box **daily** after swim practice. Each swimmer is responsible for all materials, deadlines, etc. that are in their folder.
2. **MEET ATTENDANCE FORMS** are due by the date printed on them. This form is to be completely filled out by a parent for your swimmer to be entered in the swim meet. We plan for your child to swim in every meet and you should fill out an absence form if your child is unable to attend.
3. **PARENTS** must notify one of the coaches, board members or pit parents ASAP if their child is not going to be able to swim in the swim meet that they have been signed up for. It is understandable that an illness or personal problem may arise; however, communication is crucial to the success of our team and meets.
4. **VOLUNTEERS** each swimmer/family must have one parent volunteer to work one half of each swim meet unless they are not swimming in that one meet (If this is not possible, please speak with a board member.) **EVEN IF YOUR CHILD WILL NOT BE SWIMMING IN ANY MEETS, YOU MUST VOLUNTEER TO WORK ONE HOME MEET.**
5. Parents are welcome to stay and watch their child(ren) at swim practice. Parents are not allowed on the deck at **ANY TIME**. If you would like to speak with one of the

coaches, please leave a note in the coach's file box. They will arrange a time or contact you by phone to discuss your questions or concerns.

6. Swimmers must stay with their age group and pit parents during swim meets. This ensures that they will get to the ready bench area in time for their next event. It is the pit parent's responsibility to see that all swimmers are accounted for. If you take your swimmer, please let the pit parent know.

Volunteers

A swim meet requires the coordinated efforts of between 70-80 volunteers per team. Circuit rules require each participating club to furnish a specified number of volunteers. It is necessary for us to count on your help and support. We will have six dual meets, plus a Divisional and Invitational meet at the end of the season. For each meet we need one volunteer (18 years and older) per family to work one shift, which is one half of a meet.

You will have the opportunity to select a primary and secondary volunteer assignment. A description of each volunteer position is included at the end of this handbook. The volunteer coordinator will make every effort to assign you in your chosen position and to alternate which half of the meet you work each week. However, sometimes there are a shortage of volunteers in one position and a surplus in another, and we must reassign people to fill our required positions. In this case, we appreciate your understanding and willingness to work wherever needed.

Some positions, such as concessions and meet set-up, are needed for home meets only. If this is your primary volunteer position, you will be assigned to your secondary position for away meets. Also, because of the short duration of the relay event, if you volunteer as a corner judge, you must judge both sets of relays at the first and second half of the meet.

Fundraising

As a Board, we are committed to keeping registration fees as low as possible. Our annual registration fee is not enough to cover the budget. For that reason, it is necessary to hold one fundraiser. The Wells Branch Armada Board has passed the following resolution: The Swim-a-thon is our only fundraiser and it will be held Tuesday night, June 22 from 6 to 9 p.m. The weather back-up date is Tuesday, June 29.

Your swimmer(s) may swim their laps at anytime during this evening. We will have refreshments and prizes, and it is a fun night of swimming. We will need parent volunteers to count laps for our swimmers. If your swimmer is unable to swim that night, they may swim their laps at anytime prior to collection deadline. You will be responsible for counting their laps.

Swimmers will be given a pledge packet two weeks before the swim-a-thon. You as a family can decide how and whom you would like to be a sponsor. Some people prefer to donate a set amount, and others donate per lap swam. The Wells Branch Armada Swim team is a 501(c)3 tax-exempt organization. Contributions can be tax deductible as charitable contributions. Checks should be made out to WBA.

All swim-a-thon money is due July 7. FAILURE TO TURN YOUR MONEY IN BY THIS DATE WILL MAKE YOU INELIGIBLE FOR ANY SWIM-A-THON PRIZES AWARDED BASED ON DONATION LEVEL.

Families may choose to not participate in our swim-a-thon. Participation in the swim-a-thon is defined as seeking sponsors and swimming laps. If a family chooses not to participate, they are required to make a \$50.00 contribution to the Wells Branch Armada swim team. This contribution does not entitle the swimmer to any of the swim-a-thon prizes awarded based on donation level. Failure to make this contribution will result in the swimmer(s) losing their good standing with the Armada Swim Team. They will be unable to continue swimming at meets or receiving any prizes, awards, etc. Any member who is not in good standing will not be able to register for the following season until their obligation is met.

It is our hope, as a Board, that it is understood that the above rules are necessary and fair to everyone on the Armada team. If you have any unusual circumstances that would alter this, please contact a Board member.

Swimmer Evaluation and Group Assignments

6 and under swimmers that are swimming with a swim team for the first year will undergo a try out during their first practice. The purpose of this evaluation is to ensure that younger swimmers have basic swim skills and are comfortable enough in the water to have a successful swim season. Swimmers do not need to be able to swim the length of the pool at this time, but they must demonstrate the potential to be able to do so by early June. Registration fees will be returned to swimmers that do not pass this evaluation.

Coaches will assign swimmers to a lane within their practice time after an initial evaluation period. This organization of practice groups is tentative in the pre-season. Adjustments may be necessary if the profile of our team proves different than expected. Assignments of individual swimmers to practice groups may change during the season. ***Please be flexible.***

What Swimmers Do in Practice

Our team training for the summer has been planned with the goal of allowing each swimmer the best opportunity for improvement in their strokes and times. The level of training is appropriate to a summer swim league such as ours and will be adjusted to the abilities of the swimmers. Proper stroke technique will be emphasized.

Optional Stroke and Diving Clinics will be offered periodically from 12:00 – 1:00 p.m. during the months of June and July to swimmers who would benefit from this additional instruction. Since this will be done on a space available basis, swimmers will need to sign up and pay in advance to reserve a slot.

The coaches, for weather or any other reason necessary, will cancel team practices. **In the case of bad weather, you may call the pool at 310-1833** to see if practice is being held. Practice cancellation will be posted on the website when possible. It is impossible for coaches to try and reach swimmers in advance of a change in practice due to bad weather. It is best to use your own judgment in these situations. Swimmers will not be allowed in the pool during a thunderstorm, and must wait for a specified amount of time if thunder and/or

lightning are present. Coaches will remain at the pool with swimmers in the event of bad weather during practice. Swimmers will not be left alone. If the swimmer(s) walks or rides a bike to swim practice, please discuss with them what you would like them to do during any of the above-mentioned situations. A telephone at the pool will be available for their use. **A coach or another parent cannot give your swimmer(s) a ride without your permission.**

Competition Structure

THE CIRCUIT: In 1990, the WB Armada Swim Team joined the Northwest Swim Circuit (NWSC), a non-profit summer swim league located in the suburban northwest Austin area. Founded in 1977, the Circuit now includes fourteen member clubs with a total of over 2000 swimmers. The Circuit clubs are organized into four Divisions. At the Divisional Championship Meet, the club from each Division scoring the most points will receive a Divisional trophy.

We strongly encourage all swimmers to participate in every swim meet if possible. Meets provide the opportunity for swimmers to gauge their progress and see the results of their hard work during practice. For beginner swimmers, coaches will inform the swimmer and parent when he/she ready to participate in a swim meet. Each and every swimmer is critical to the team's overall performance and is therefore expected to participate fully in swim meets. It is a team goal to have 100% participation at the Divisional Meet on July 17th.

AGE GROUPS: Swimmers compete against others within their own age group. In the NWSC the age groups are: 6 & under, 7-8, 9-10, 11-12, 13-14, 15-17. The swimmer's age on May 1 is his/her competitive age for the season. In certain circumstances, the Circuit rules permit a swimmer to "swim up," that is to compete in an age group older than his own. Swimmers that do swim up will do so at the **coach's instruction only**. Boys and girls compete in separate events, with the exception of the 6 and under freestyle relay.

Meet Events

Swim meets have two events for swimmers-individual and relay. NWSC rules permit a swimmer to be entered in a maximum of 3 individual events and 2 relay events.

The standard course is 25 yards. Times from pools of other lengths are standardized to allow accurate time comparisons.

In most age groups six individual events are offered: Short freestyle, backstroke, breaststroke, fly, 100 individual medley (IM) and long freestyle. Swimmers through age 8 do not swim the IM or long free. The rest of the swimmers may swim all strokes mentioned above. The 13-17 year olds swim 50 yard events. The 12 and unders swim 25 yard events. The IM (Individual medley) requires the swimmer to swim one length of each Butterfly, Backstroke, Breaststroke and Freestyle.

Relay events begin and end the meets. A relay consists of 4 swimmers from the same team swimming in the same lane in succession. Starting the meet is the six and under Freestyle relay (all swimmers swim one length of the pool) All other age groups swim the medley relay which has 4 swimmers doing one length only (first swimmers swims Backstroke, second

swimmer breaststroke, third swimmer butterfly and the fourth swimmer freestyle. At the end of the meet, all age groups except six and under swim a Freestyle relay. **It is often necessary for coaches to make changes in the relay teams on meet days when an assigned swimmer does not show up. Please understand our coaches make every attempt to be fair to each swimmer and sometimes have to make quick decisions to meet deadlines for the computer.**

Dual and Championship Meets

A meet schedule of the summer is included in the calendar in the back of this handbook.

Dual meet scoring is 4-2-1 for 1st – 2nd – 3rd in individual events; ribbons are given to the top ten finishers and for personal best times. Relay scoring is 5-3-1, with awards to members of 1st, 2nd, and 3rd place relays.

DIVISIONAL CHAMPIONSHIP MEET: The NWSC swimming season ends with a Divisional Championship Meet held at the Divisional Host Pool. A swimmer must have entered two dual meets to be eligible. Scoring for the Divisional Championship is based on official times with 9-7-6-5-4-3-3-2-1 points awarded for 1st through 8th places, respectively. Medals are awarded for 1st-3rd place and ribbons for 4th-12th. Individual high point awards are given to three places in each age group. Team trophies are also awarded. It is an Armada team goal to have a 100% participation rate of our swimmers in this meet.

CHAMPIONSHIP INVITATIONAL MEET: Participation in this event is based on swimmers achieving a qualifying time during a dual or divisional meet during the season. The qualifying times are set by the NWSC (Northwest Swim Circuit) and will be posted at our swim pool and on the website. Only some of the swimmers from each team will qualify for this event. Deluxe ribbons are awarded to each swimmer competing in the Invitational Meet.

Eligibility to Swim

Meets are very important for competitive swimmers, and we encourage all our swimmers to participate in every possible meet, especially the Championship Meets. To be entered in a NWSC meet, a swimmer must meet these requirements:

The swimmer must be a registered Member in Good Standing of the Armada Swim Team and of Amateur Athletics Unions (AAU).

Swimmers under age 12 may not practice or compete, even a single time, with another swim club after 12:01 AM on the Monday before Armada's first dual meet. Those swimmers wishing to continue to train year-round can swim with Armada in the 13-14 age group.

To swim in the Divisional Championship, each swimmer must have competed in at least two NWSC dual meets during the season. To swim in the Invitational Meet, the swimmer must have swum a qualifying time sometime during the season and have competed in the Divisional Championship Meet the day before.

To provide registration as an amateur athlete and provide for swimmer insurance, registration in the Amateur Athletic Union is mandatory for our swimmers. The \$12 fee is included in our registration fee.

Entering Meets

The coaches make all decisions about the events that swimmers will enter in meets. All swimmers must complete a **MEET ATTENDANCE FORM** each week. This form will be put in the swimmers folder the week prior. Please return the form to the **MAF FILE** by the deadline printed on the form. This will give the coaches time to organize the swimmers for the meet.

The **MAF** allows the swimmer to choose which **3 events** they would like to swim. The coaches will **TRY** to honor your request, however in age groups with a large number of swimmers, it is not always possible. If the form is not returned by the deadline, the swimmer will not be entered into any relays and the individual events will be chosen on a space available basis.

If a swimmer cannot attend a meet, please fill out an absentee form with the reason. These forms will be in a folder at the front of the file boxes.

If a swimmer has turned in a MAF and is unable to attend the meet, they must notify the coach immediately. If the coach is not available, please contact your pit parent or a board member. In the case of sudden illness, or an emergency you may call the pool **before 7:00 a.m.** Notification is very important in helping everyone involved with the meet. **A swimmer who fails to provide notice by the deadline will be scratched from the following meet.**

Be on time to the meets!! Swimmers must usually report to their **pit parent at 6:30 a.m** (or at the time published in that week's newsletter) . If you arrive at the pool, and your age group is already warming up, **you must still** report to your pit parent first. **Failure to do so may result in your being so scratched from a relay or the entire meet.** Your pit parent will mark your arm with the events you are swimming. **Stay in your pit area during the meet.** Please don't go to the restroom or the concession stand without notifying your pit parent, as they are responsible for getting you to the ready bench.

Travel to Meets

Home meets will be held at the Willow Bend Pool, and away meets at the host's pool. For Home Meets at Willow Bend, you will usually be at the pool by 6 a.m. to check in and prepare for warm-ups. Circumstances will sometimes cause these times to change. Please read your newsletter and check the website frequently for changes.

During the week before the Away Meet, our team newsletter will publish directions to the pool and it will be posted on the website.

What Happens at a Meet

Before many people arrive at a meet, the pool is **physically setup by volunteers**, with lane ropes, starting blocks, furniture and supplies in place. The Home Meet Director and the Equipment chairperson oversee this. The Meet Director is the chief official and sees that all other officials (volunteers) are lined up and ready to go.

There will be a Volunteer Check-In table at the entrance of the pool. All parents must check-in here before the start of the meet regardless of which half of the meet they are working. **Swimmers must check in at with their Pit Parent.**

The host team typically enters the pool for warm-up at 6:15 a.m. and the visiting team warms up at 6:50. At 7:30 a.m. the meet begins. The host team is allowed to change these times based on the number of swimmers participating and the number of lanes in the pool – we may change the start time to 8 a.m. The Divisional meet start times will be different because 3 teams have to warm up.

As the meet progresses, the Announcer will call swimmers to the Ready Bench by event. Pit Parents will distribute entry cards to the swimmers before their events and escort them to the Ready Bench as they are called. At the Ready Bench the swimmers are checked in and seated on benches in order by heat and lane. Certain heat and lane assignments may be changed to speed up the running of the meet. A Ready Bench person will escort the swimmers to the blocks. The swimmers then give their entry cards to the timers or runner in their lane.

The Starter begins the race. The three Timers in each lane start their watches at the sound of the start. During their swim, the swimmers are observed by the Stroke and Turn Judges, who will disqualify swimmers that perform strokes or turns illegally. The three times are recorded on the cards and the scoring/computer group computes the official time. The order of finish is determined by the official times of all swimmers in the event.

As the swimmers return to their team area, the official results of the event are recorded at the Scoring Table, and team points are awarded accordingly. These results are passed along to the Awards Table, where the names and times of the swimmers are placed on appropriate ribbons, which are sorted by club for later distribution to the swimmers. The results of each event are posted on a bulletin board and on the team website.

Racing Strokes, Starts and Turns

NWSC has adopted the start, stroke and turn rules of USA Swimming. The following stroke descriptions are for general use only. Swimmers will be taught specific technique.

STROKES AND TURNS: Four strokes are swum in competition, each with its own rules enforced by Stroke Judges, who walk the deck observing the swimmers during a race. Breaking the rules results in disqualification (DQ) in the event.

FREESTYLE: The swimmer may swim any style. As in other races, the swimmer cannot propel himself/herself along using the side, bottom or the lane ropes.

Unlike other strokes, a hand-touch is not required in Freestyle events. An experienced swimmer will do a “flip turn,” touching the wall only with his or her feet as they push off for the next lap. A beginning swimmer may do an “Open” turn touching with a single hand, using it to spin himself/herself around to begin the next lap.

BACKSTROKE: The only additional requirement is that the swimmer remains on his/ her back. No particular arm or leg motions are specified. To aid swimmers in locating the end of the pool, flags are suspended overhead, five yards from each end of the pool.

The swimmer must touch the wall with some part of his/her body and then may use either of two turns, a flip turn or a touch turn. There is a danger of DQ using a flip turn. In any case, the swimmer must have returned to his/her back by the time their feet leave the wall.

BREASTSTROKE: This is the oldest stroke and the most encrusted with rules. It is also the slowest of the competitive strokes. The swimmer must remain on his/her breast. Except for one pull and one kick immediately after the start or turn, the swimmer’s head must break the surface at least once during each arm cycle. The arms pull back symmetrically, recovering forward beneath the surface. The legs do a type of frog kick, again symmetrically, without a scissors or flutter kick motion. At the wall, a swimmer must touch with both hands simultaneously.

BUTTERFLY: This stroke is seldom seen outside competitive swimming, but when done well it is the most beautiful to watch. It evolved out of the Breaststroke about 30 years ago, and in speed is already second only to Freestyle. The major differences between Butterfly and Breaststroke are that in Fly the arms recover forward above the surface of the water, and the feet kick up and down together in a kick known as the dolphin kick. The feet must not kick separately or do a scissors or frog kick. Touch rules are as in Breaststroke.

INDIVIDUAL MEDLEY (IM): This event is for swimmers from age 9-17. The IM requires the swimmer to swim one length of each of Butterfly, Backstroke, Breaststroke and Freestyle, in that order. There are no flip turns in the IM.

RELAYS: Relays are important team-building events. Many considerations apply when the coaches are deciding on relay swimmers. Normally, the swimmer’s times in individual events are decisive – not always. Good relay swimmers must develop special skills. Occasionally a swimmer with a slightly slower time will excel at those skills, and respond particularly well to relay membership, thus faster split times.

Most swimmers enjoy relays and want to swim in them. During the course of the season, the coaches will attempt to strike a balance between giving many swimmers an opportunity to participate on relays, seeking the best combinations of swimmers in each age group to represent our club, and allowing our top relays a chance to compete together in preparation for the Divisional Championship Meet.

RACING STARTS: All but the Backstroke events require the forward start – swimmers standing on the blocks or the deck, facing the water, their toes on the edge. The Backstroke events and the Medley Relay (which begins with a Backstroke leg) have the swimmers starting in the water with their back to the course with all their feet including the toes under the surface of the water. Swimmers must await permission from the Starter before entering the pool for this event.

In both type of starts, the Starter will announce the event and give swimmers the command "Swimmers Take Your Mark!" When all the swimmers have assumed their starting position and ceased moving the Starter blows the whistle (or uses a horn or other device) to start the race. If a swimmer fails to respond promptly to the command, or fails to stop moving, or begins moving again before the sound of the start, this will cause a false start to be called. If the start sound has sounded, the Starter will recall the heat by sounding the horn/whistle repeatedly. A rope will be dropped across all lanes at mid-pool. The first false start in a heat is called on the field. Any swimmer in that heat false starting thereafter is disqualified.

In relay events, swimmers other than the lead man may roll on their starts, so long as their feet do not completely leave the starting block before the incoming swimmer touches. Swimmers who have finished swimming their legs must immediately get out of the water and may not re-enter the pool.

If the pool is less than four feet deep, swimmers in the 100 yard relays will have to do an in-water start, leaving one hand on the edge of the pool until the incoming swimmer touches.

Awards Ceremony

An end-of-season awards ceremony will be held on July 14th at the Wells Branch Recreation Center. At this event, all swimmers will receive a participation award. In each age group, awards will also be given to the High Point Winners, team record holders and the Coaches Award Winners. Swim-A-Thon prizes are also awarded.

Personal Equipment Needed

TEAM SWIMSUITS: A racing swimsuit is required for team meets and practices. Racing suites are very lightweight, even when wet, and do not drag against the water like ordinary suits. Racing swimsuits with the official Armada Team Colors (red, white and royal blue), while not required, are recommended for the program. In any case, boys cannot wear "baggies" and girl's suits must be one piece. Official Armada Team suits will be available at registration and at Lane Four Swim Shop thereafter.

TEAM T-SHIRTS: An Armada Team T-shirt was included in your registration fee. The Team T-shirt is an important part of fostering Team Pride and Spirit. The T-shirt also has a safety aspect, prevention of sunburn during the hours of a swim meet. Swimmers should wear them during all Team functions. We will order extra Team T-shirts for parents, families and friends and sell these at home swim meets. You can also pre-order shirts and sweat shirts during registration.

SWIM CAPS: An Armada Team Swim Cap will be provided to all female swimmers and they should wear them at practices and meets. Male swimmers who wish to wear a swim cap should let us know at registration to be sure we order the correct amount. Lost or damaged caps will cost \$10 to replace and will be available on a limited basis.

There are advantages to swim caps. First, for swimmers with long hair, they allow the swimmer to perform the competitive strokes properly, without the hassle of "hair everywhere." Second, they reduce damage to swimmer's hair from chlorine in water. And third, they provide team recognition, as the cap is the very visible part of a swimmer in the

water. Swim caps will last longer, especially the custom printing, if you “dry and powder” the cap immediately after use and before folding. Baby powder or talcum may be used. Do not rub the print and don’t leave swim caps lying in direct sunlight. It will shorten the life of the caps.

GOGGLES: Although not required, goggles are highly desirable. They improve the swimmer’s vision in the water and eliminate eye irritation caused by pool chemicals. Several styles are available through the Armada Swim Shop as well as local sporting goods stores. Check the fit carefully before purchasing. Poorly fitting goggles leak and leaky goggles are worse than no goggles because they distract the swimmer’s performance.

EAR MEDICINE: Ear infections are the number one health hazard to competitive swimmers. Preventative ear drops are available over-the-counter in most drug stores (or use the solution listed below), their regular use is strongly encouraged. Swimmers noticing onset of an ear infection should report it to their parents and the coaches.

Solution to prevent Swimmers Ear:

- 13 oz. Sterile water or distilled water
- 3 oz. White distilled vinegar
- 1 Domeboro packet.

Mix together and pour into two containers: Keep one at home and the other with the swimmer’s gear. Use this solution often. For best results, use as soon as the swimmer is out of the water.

Volunteer Job Descriptions

ALL MEETS

Pit Parent: Supervises the waiting area for a particular age group during meets; marks arms of swimmers with event/heat/lane, distributes event cards, keeps track of swimmers between events, and gets swimmers to the ready bench on time with caps and goggles. For most age groups, several parents will share this job and can break up the meet into shifts as they like. This job keeps you with your swimmer during the whole meet.

Timer: Records the swimmer’s time. Each timer is provided a stopwatch and assigned a lane; there are three timers for each lane. All three times are recorded and the middle time becomes the official time. Timers are assigned to work for one half of the meet. This job gives you the best view of the pool and the swimmers during their races.

Ready Bench: Assists in lining up the swimmers by event, heat and lane and gets them to the starting blocks in the correct order and on time. Assigned to work for one half of the meet. This job gives you the chance to see your swimmer immediately before his/her event.

Runner: Picks up the event cards from timers and delivers them to scorekeepers. Assigned to work for one half of the meet. This job keeps you moving around at the poolside and the time passes quickly.

Stroke Judge: Official who determines whether the swimmers are performing the strokes and turns correctly. Required to attend an Officials Clinic prior to the start of the season. Assigned to work for one half of the meet.

Corner Judge: Official who determines whether relay exchanges are done correctly. Required to attend Officials Clinic. Assigned to judge during **both** sets of relays, at the start and end of the meet.

Ribbons: Places labels on ribbons; sorts and files ribbons into swimmer file folder. Works second half only. This job keeps you sitting down and out of the sun, but requires you to keep working for a short while after the meet is over.

Scorekeeping: Marks the official time for each swimmer, records the order of finishes, verifies the computer results. Assigned to work for one half of the meet. With this job, you see the race results before anyone else.

Data entry: Assists with entry of times into the computer. Assigned to work for one half of the meet. With this job, you see the race results before anyone else.

Equipment Transport: Picks up equipment such as tarps and canopies from Willow Bend Pool and transports them to away meets. Supervises the setup of canopies for the pit areas.

HOME MEETS ONLY

Concessions: Sells concessions. Helps set up and tear down concession stand. Assigned to work for one half of the meet.

Swim Shop: Sells Swim Shop items. Helps set-up and pack up unsold items. Assigned to work for one half of the meet.

Meet Set-up: Sets up the pool area for the swim meet. Moves deck chairs, starting blocks, sets up canopies, announcer stand and ready bench. Works Friday evening before home meets from approximately 8:30 – 9:15 pm.

Announcer: Announces first, second and final calls for each event. Works closely with the starter to keep the meet running smoothly. Assigned to work for one half of the meet.

Starter: Official who notifies the swimmers of the distance and stroke for each event, starts each heat and calls false starts. Must attend Officials Clinic. Assigned to work for one half of the meet.

Parking Attendant: Directs traffic and parking in the parking areas before the start of the meet.

Summary of Key Information

6 & Under Evaluation

6 and Under swimmers that are new to the Armada swim team will undergo an evaluation on the first day they attend practice. At this evaluation, coaches will be observing swimmers maturity, basic swim skills and level of comfort in the water. In order to remain on the Armada swim team, swimmers must demonstrate the potential to swim the entire length of the pool within a few weeks. Swimmers who do not show this potential will have their registration fees refunded.

Practice Begins

Practice for the Armada Swim Team will begin Monday, May 10 at Willow Bend Pool in Wells Branch from 4:30 to 8:30 p.m. Morning practices will begin on Monday, June 7th.

Saturday Meets

Our swim meets will be held each Saturday beginning May 22 and concluding with our Divisional Meet July 17. The swim circuits Invitational Meet will be held the afternoon of Sunday, July 18 at UT Swim Center for those swimmers who qualify.

Team Pictures

We have not set a date for individual photos. We plan to take individual photos during the swimmers regular practice. The large team photo will be taken at the Red White Blue Meet. You will have an opportunity to purchase these photos.

Swim-A-Thon

Our annual swim-a-thon is scheduled for Tuesday, June 22 from 6 to 9. Our back-up date for weather is Tuesday, June 29.

Holidays

We will not have practice May 31.

Bad Weather

In case of weather changes, please have a back-up plan for your swimmer (bike riders, walkers, etc). Everyone must be out of the water during a thunderstorm and if lightning is seen. Swim practice may continue if it is only raining and the coaches feel practice will be beneficial. In case of doubt, you can call the pool at 310-1833 and ask the lifeguard if swim practice is on. If the weather changes quickly, and the swimmers must get out of the pool, a coach will remain with them until everyone is picked up.

Communication

Every swimmer has a file folder (one per family). These folders are in two boxes and are in alphabetical order. Please teach your swimmer to get in the habit of checking this folder daily. Ribbons are also placed in the folders following each meet.

Meet Attendance Forms (MAFs)

MAFs are due by the deadline printed on them. Coaches will talk to your swimmers about this form but it is important that you remember that it must be completed and turned in on time in order for your swimmer to participate in the swim meet. To physically put together a swim meet all swimmers names are entered into a computer program that is put together with the opposing team's entries to determine the number of heats per event. Many people are involved in this process and we must insist that everyone comply with this. It is not acceptable to tell the coach that you forgot and to please find a place for your child to swim in the meet. During an average meet, we will be dealing with 250 swimmers or more.

Red File Folder

Communication with the coaches is done by using the Red File Folder at the front of the file boxes. You may leave a written note for any of them there. This will be checked daily. Because swim practices are back-to-back, it is not possible to speak with a coach during practice times. We want all of our swimmers to get their full practice time in. Please feel free to call a Board member if you have a specific concern that we can help you with.

Volunteer Positions

Due to the large number of volunteers needed to run a swim meet, one Armada family member is required to work during half of each swim meet that their swimmer attends. At registration, each family selected a primary and secondary volunteer position; we will do our best to assign you to work in one of these positions during swim meets. We will also attempt to alternate whether you work the first half or second half of the meet. However, at some swim meets, there are unfilled positions in one area and a surplus of volunteers in another. In this case, we ask for your flexibility and cooperation to help out wherever you are needed. Everyone must check in with the volunteer coordinator upon arriving to the meet to verify his or her volunteer position and time slot. If your swimmer is not quite ready for a swim meet, we ask that you help us in other positions such as baking for our concession stand, assisting with donations for our swim-a-thon, make phone calls, etc.

Swim Caps & T-Shirts

Please take the time to mark your swimmers name or initials with a sharpie on the inside of the swim cap and t-shirt. It is easy for these items to get mixed up! Keeping a swim bag during meets will help keep their goggles, caps and other personal items in a safe place. Pit parents cannot be expected to be responsible for your swimmers personal items, so please encourage your swimmer to always put their stuff in the same place. Every age group will be expected to clean up their "pit" area before leaving a meet.

Website, Email Lists and Newsletter

Our team website and our email list serve as a valuable tool to keep our parents informed. We try to put all important information in our weekly newsletter which will also be online. We will have a hard copy posted above the File Boxes each week for those who miss the newsletter online. However, last minute reminders and changes usually come via the website and email. If you do not have access to either, please let us know.

www.wbarmada.org .

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Wells Branch Armada 2010 Meet Schedule

Date	Day	Meets
May 22	Sat	Red, White and Blue Practice Meet & Team Picture – Home
May 29	Sat	WB vs. Block House Creek - Away
June 05	Sat	WB vs. Forest North - Home
June 12	Sat	WB vs. Balcones Country Club - Away
June 19	Sat	WB vs Steiner Ranch B - Home
June 26	Sat	WB vs. Anderson Mill - Home
July 10	Sat	WB vs. Pflugerville - Away
July 17	Sat	Divisionals with Balcones and Block House - Home
July 18	Sun	Invitationals – at UT Swim Center

*All swimmers who have participated in two regular meets are eligible to swim at Divisionals.

**Swimmers must meet qualifying standards in order to compete at Invitationals.

For maps, meet information, start times, etc. please check the Armada website frequently. In event of bad weather on a meet day we will send out emails or post relevant information online if we are able.

A meet will take place unless there is thunder, lightening and/or heavy rain within the safety zone where the pool is located. Please remember, this is Texas and while it may be raining like crazy at your house the part of town the meet is being held may be fine.

Please check the website or call 658-0843 or 659-1373 with questions on meet days.

www.wbarmada.org

Wells Branch Armada 2010 Calendar of Events

Date	Day	Activity
May 10	Mon	Practice begins at Willow Bend (See Schedule)
May 22	Sat	Red, White and Blue Practice Meet & Team Picture – Home
May 25	Tue	Team and Individual Photos – during morning practice
May 26	Wed	Photos back-up date (weather date)
May 29	Sat	WB vs. Block House Creek - Away
May 31	Mon	No Practice – Memorial Day
June 05	Sat	WB vs. Forest North - Home
June 07	Mon	Morning practices begin at Willow Bend
June 12	Sat	WB vs. Balcones Country Club - Away
June 19	Sat	WB vs Steiner Ranch B - Home
June 22	Tue	Swim-A-Thon 6-9 p.m. at Willow Bend Pool
June 26	Sat	WB vs. Anderson Mill - Home
June 29	Tue	Weather Back up date for Swim-A-Thon (6-9 p.m.)
July 04	Sun	Wells Branch 4th of July Celebration – See you at the Parade!!
July 07	Wed	Swim-A-Thon Money is due
July 10	Sat	WB vs. Pflugerville - Away
July 14	Wed	Awards Recreation Center Night 7 – 9 p.m.
July 17	Sat	Divisionals with Balcones and Block House - Home
July 18	Sun	Invitationals – at UT Swim Center

