



Family Survival Guide

March 2011 Revision

<u>SEALS 2011 SEASON CALENDAR</u>	3
<u>WELCOME & OVERVIEW</u>	4
<i>Who Are the Seals?</i>	4
<i>Board of Directors & Coaching Staff</i>	4
<i>Communications</i>	6
<u>PRACTICES</u>	6
<u>SWIM MEETS</u>	6
<i>Time Trials</i>	7
<i>Championships</i>	8
<u>PARENT PARTICIPATION</u>	8
<i>Committee Jobs</i>	8
<i>Meet Jobs</i>	8
<i>Championship Jobs</i>	9
<u>FUNDRAISERS</u>	9
<i>Swim-a-thon</i>	10
<i>Restaurant Fundraisers</i>	10
<i>Championship Program Advertising</i>	10
<u>SEALS SWIM CLUB EVENTS</u>	10
<i>Sign-up Night</i>	10
<i>Parent Meeting</i>	10
<i>Team Pictures</i>	10
<i>Family Fun Day</i>	11
<i>Pasta & Poster Party</i>	11
<i>Championship Program Cover Contest</i>	11
<i>Seals Swim Club Award Night & Banquet</i>	11
<u>PERSONAL ACHEIVEMENT AWARDS</u>	11
<i>Personal Best</i>	11
<i>Seals Swim Club Team Records</i>	11
<i>East Bay Swim League Records</i>	11
<u>SEALS SWIM CLUB AWARDS</u>	12
<i>Swimmer of the Meet and Swimmer of the Year Awards</i>	12
<i>Participation Award</i>	12
<i>High Point Award</i>	12
<i>Coach's Award</i>	12
<i>Most Improved Swimmer Award</i>	12
<i>Sportsmanship Award</i>	12
<i>Wacky Awards</i>	13
<u>MISCELLANEOUS</u>	13
<i>Seals Store</i>	13
<i>Maps</i>	13

Seals 2011 Season Calendar

Day	Date	Event	Time	Place
Monday	March 14	Returning Swimmer Sign-Ups	5:30-8:00pm	Mountain Mike's @ Brookvale Shopping Ctr.
Saturday	March 19	New Swimmer Evaluations & Sign-Ups	9:00am-12:00pm	American High Pool
Monday	March 28	Parent Meeting	7:00pm	American High Room 500
Monday – Thursday	April 4 – May 16	Practice Starts	6:00-7:15pm 10 & Under 7:15-8:45pm 11 & Up	American High Pool
Monday - Thursday	April 25 – April 28	SPRING BREAK	NO PRACTICE	
Saturday	May 7	Car Wash	10:00am – 2:00pm	Les Schwab
Monday - Friday	May 16	Practice Times Change Friday Practices Start This Week	5:30-6:30pm 10 & Under 6:30-7:45pm 11 & 12 7:30-9:00pm 13 & Up	American High Pool
Friday	May 20	First Friday Practice	Same times	
Saturday	May 21	Time Trials	7:00am-12:00pm	American High Pool
Sunday	May 22	Golf Tournament	TBD	Sunol Golf Course
Monday	May 30	Memorial Day Holiday	NO PRACTICE	
Wednesday	June 1	Tie Dye	5:30-7:00pm	American High Pool
Saturday	June 4	Away vs. Columbia	7:00am Warm-ups 8:30am Meet Starts	Castro Valley High School
Saturday	June 11	Home Meet vs. Highland	7:00am Warm-ups 8:00am Meet Starts	American High Pool
Saturday	June 18	Away Meet vs. Newark	7:00am Warm-ups 8:30am Meet Starts	Newark
Saturday	June 25	Home Meet vs. Warm Springs	7:00am Warm-ups 8:00am Meet Starts	American High Pool
Wednesday	June 29	Team Pictures and Swim a thon	5:00pm	American High Pool
Saturday	July 2	NO MEET		
Monday	July 4	Independence Day Holiday	NO PRACTICE	
Saturday	July 9	Home Meet vs. Mission Valley Family Fun Day	7:00am Warm-ups 8:00am Meet Starts	American High Pool
Saturday	July 16	Away Meet vs. Glenmoor	7:00am Warm-ups 8:30am Meet Starts	Glenmoor
Saturday	July 23	Home Meet vs. Chabot	7:00am Warm-ups 8:30am Meet Starts	Chabot
Thursday	July 28	Pasta Poster Night	TBD	
Friday	July 29	Practice	TBD	Chabot College Pool
Saturday	July 30	Championships	7:00am Warm-ups	Chabot College Pool
Monday	August 1	Awards Banquet	TBD	TBD

WELCOME & OVERVIEW

Welcome to the 2011 season of the Seals Swim Club (SSC)! We hope the 2011 season is a great one for our Seals swimmers and families. The Board of Directors has assembled this *Survival Guide* to help new and returning families understand how the club operates and what is expected of Seal swimmers and parents. Please take a few minutes to review this material before the season starts. You will also find it useful as a reference during the season. If you have any questions or concerns, please do not hesitate to contact a board member for clarification.

Who Are the Seals?

The Seals Swim Club (formerly Kennedy Seals) is a non-profit organization that sponsors the Seals Swim Team. We are a member of the East Bay Swim League (EBSL). Seals Swim Club and its swimmers follow the rules and regulations of the EBSL as defined by their bylaws. For a complete copy of the EBSL bylaws, please refer to the SSC website at www.kennedyseals.com.

According to the Seals Swim Club bylaws, our purpose is to:

“Encourage good physical and mental ability, sportsmanship, individual integrity, team play, patriotism and training for competition among girls and boys residing within a reasonable distance from the club.”

The team is open to swimmers from ages 5 through 18. Since this is a recreational league (and not a competitive one), swimmers are not allowed to participate in any other organized swim program, except for school-sponsored teams or instructional swim classes, for two years prior to or while swimming with the Seals Swim Club.

Originally, the Seals used the Kennedy High School facility as their home. For the last several years, the team has used the American High School pool and will continue to do so in 2011. However, because of our history, the team still uses *Kennedy* in our website address, and some of our correspondence.

Board of Directors & Coaching Staff

Seals Swim Club is administered by a volunteer Board of Directors who are parents/guardians of SSC swimmers. The Board is elected annually by the parents at the end of each swimming season. If a Board Member leaves the Board during his/her term, the Board fills that spot until the next election.

The Board meets at least once a month during the year. Additional meetings can be scheduled as needed. Each Board Member has a specific title and job description, as defined by the SSC bylaws. Refer to the website www.kennedyseals.com for a copy of these bylaws.

SSC employs a professional coaching staff for each swimming season. The staff consists of a head coach and one or more assistant coaches. The Board is responsible for interviewing and hiring the coaching staff each season.

2011 Seals Board of Directors

Title & Responsibilities	Name	Contact Number
President: Guides the overall administration of the KSC. Ensures that the team complies with all of the SSC and EBSL rules and bylaws. Chairs and directs all board meetings. Represents SSC at all EBSL meetings.	Jennifer Dalldorf	793-8323
Vice President: Handles specific administrative duties. Coordinates Seal Store. Answers team e-mail. If necessary, steps in for the President.	Shelly Dunn	793-3401
Treasurer: Responsible for depositing, withdrawing and dispersing all SSC funds. Creates an annual budget for Board and tracks all expenditures.	Wendy Lee	792-4268
Secretary: Responsible for team communication, distribution of registration materials, newsletters, handbook, family folders, etc. Takes and distributes meeting minutes. Maintains copies of team documents.	Lisa Airth	770-1285
Meet Director(s): Handles all administrative duties required to conduct a swim meet. Works with head coach to prepare meet paperwork and record all meet results. Tracks team records and purchases any team awards.	Bill Moore	775-773-8665
Activity Director: Coordinates all team social, the taking of team pictures, and, fundraising events.	Dino Granzella	796-7111
Committee Director(s): Coordinates all committee, meet and Championship jobs.	Robyn Taylor Sally Kennerk	894-3774 792-5253
Team Manager: Acts as the liaison between the coaching staff, the Board and the parents. Coordinates all of the meet setup & clean up, equipment (watches, sound system, starter system), and off-season storage.	Pete Alexander	494-1455
Head Coach: Defines and manages all practices and, seeds all meets. Coordinates the activities of assistant coaches.	Robb Herndon	Contact the Team Manager.
Assistant Coach(s): Performs duties as defines by the Head Coach.	Andrew Squires Desiree Fasolis Jonathan Green Breana Meagher Caitlin Jorgens	Contact the Team Manager.

Communications

The Board communicates to the SSC swimmers and parents in several ways. The SSC website (www.kennedyseals.com) includes important information and is updated regularly. If we have your email address, you will receive newsletters and the notice of website changes through email. For those without email access, hard copies of the newsletter are distributed at the pool.

Each family has a mail folder that is available in a file folder box on the pool deck at practices. Fliers for upcoming events, ribbons and personal best awards are distributed in the file folder box. Please look in your folder regularly.

Meet results, sign up sheets for upcoming events, personal best information and other communications are posted on the fences around the pool during the season. Please check these areas as needed.

PRACTICES

SSC practices at the American High School pool during the swim season, from mid-April through the end of July. All practices are held in the evenings, with different age groups practicing at different times. Refer to practice schedule located on our website and team calendar.

All swimmers are expected to attend all scheduled practices for their age group. Swimmers who consistently miss practices may not be allowed to swim at meets or at Championships.

When the high school season is over, practices expand to five days per week (Monday – Friday) with practice times changing to accommodate the additional swimmers. As before, different age groups practice at different times. (check website for details)

The head coach is in charge of all swim practices and swim meets. If you have any issues, please contact the Team Manager.

SWIM MEETS

SSC has seven dual swim meets each season, swimming against other teams that are part of EBSL. Which seven teams we swim against is determined by EBSL and geographic location. Only at the Championship meet does SSC swim against all of the teams in EBSL.

In 2011, there are four home meets (at American High School) and three away meets (at the other team's pool). All Home meets begin at 8:00am but swimmers must report earlier for warm up. Coaches will assign different age groups specific warm up times for each meet. Maps to the other pools are available in this document and on the SSC website www.kennedyseals.com.

All swimmers are expected to attend all swim meets. It is critical for the success of the team that every swimmer is available to swim at every meet. If a swimmer cannot attend a meet for a valid reason (as determined by the coach), they must notify the coach in writing on the sheet posted at the pool no later than 12:00 noon on the Saturday before the proposed missed meet. Phone calls and emails are not acceptable to schedule missing a meet.

If a swimmer cannot attend a meet due to illness or other emergency situations, they must contact the Meet Director before the meet. If a swimmer misses several meets during the season, they may not be allowed to swim at Championships or could be dismissed from the team.

***Note:** Any swimmer who misses a meet without contacting either the coach or the Meet Director prior to the meet will be fined \$25 per swimmer per meet. Families will be billed for these fines.*

Swimmers are encouraged to wear the SSC team bathing suit to all meets. Suits can be purchased at Sign Up night or by ordering directly on-line (be sure to select the seals swim club link to get the proper discount). Swim caps and goggles are optional but highly recommended. During the Championship meet, only SSC team swim caps are allowed.

Swimmers should bring at least two (2) towels and an old sleeping bag or warm blanket to each meet. Please remember to mark each piece of equipment and clothing with the swimmer's last name using a waterproof marker.

There is a lot of down time for swimmers at the swim meets. Swimmers are encouraged to follow the swim meet and support their fellow Seals during this time. Often swimmers will bring a deck of cards or simple games to play while waiting for their event. Because of the large number of people at the swim meets, please keep the volume on radios and CD players low. No horseplay is allowed. Swimmers caught playing around in an unsafe manner will be asked to leave the pool area. No one, except a swimmer swimming in an event, is allowed in the pool at any time during a swim meet.

***Note:** Age group coordinators work during each meet to help ensure that all swimmers get to their events on time. Parents, especially parents of younger swimmers, must work with the coordinators to make sure that no events are missed. Team success depends on everyone!*

As with all recreational team sports, parent participation at the meets is required. Please see the "Meet Jobs" section later in this *Survival Guide* for information.

Time Trials

At the beginning of each season, SSC has a Time Trials meet. The Time Trials are held on a Saturday morning and is run like a real Meet, with a few exceptions. The purpose of the Time Trials is to acquaint everyone, parents and swimmers, with how a meet is organized and run. In addition, it gives our swimmers the opportunity to establish base times in all events and to show the coaches how well they can do in every event, even ones they do not usually swim.

All families and all swimmers must participate in the Time Trials. At least 50 parent volunteers are needed to handle the different meet jobs that must be performed. Because it's a practice meet, participation in the Time Trials allows parents to try different jobs and see what they entail without the pressure of a real meet. Please see the "Meet Jobs" section later in this *Survival Guide* for specifics.

All events of a swim meet, except relays, are run in the Time Trials. Every swimmer will swim in every event in their age group. Records will be kept of the Time Trial results and used as the baseline for tracking improvement and personal bests. If a swimmer cannot attend the Time Trials, they must notify the coach and/or the Meet Director in advance.

Note: High school swimmers are expected to participate in the Time Trials even though they have not yet started practicing with the team.

Championships

The EBSL Championship meet is held on the last Saturday of July at a swimming site large enough to accommodate the numbers of swimmers and events. The 2011 location will be held at Chabot Community College. All teams in the EBSL participate in the Championship meet.

Each team is allowed to enter only 100 swimmers in the Championships, even if there are more swimmers on the team during the regular season. Swimmers will be notified prior to the last meet of the season if they will be swimming at Championships. All swimmers can attend the meet regardless of whether they are swimming.

The following criteria will be used to determine which swimmers will compete in the Championships:

1. Meet attendance
2. Need within age and gender brackets
3. Practice attendance
4. Coaches discretion

Swimmers do not know the heat and lane assignments for events until arriving at Championships. This information is published in the Championship program which is available for purchase in advance but not distributed until the morning of the meet.

More information about the Championship meet will be distributed to the team later in the swimming season.

PARENT PARTICIPATION

As with all recreational team sports, parent participation is required. Each family must sign up for one committee job and for at least five shifts of meet jobs. Some committee jobs, such as age group coordinators, fulfill both meet and committee requirements.

Committee Jobs

Each family must join one committee during the season. There are a variety of committee jobs that need to be filled throughout the season. There are many different committees to choose from so you are assured to find something that fits your talents. In addition to its members, each committee is assigned a Board Member to help answer questions.

Meet Jobs

During each meet, we need approximately 40 volunteers from each team to run a swim meet effectively. Each family must sign up for a minimum of five shifts of meet jobs this season, unless you belong to a committee that does not require a meet job.

- Each meet is divided into a 1st and 2nd shift.
- Upon arrival please check in at each meet to check your swimmer(s) in, verify your presence, and to pick up your name tag and job assignment.

- Your job during the 1st shift will end with the finish of the backstroke event, followed by a 10-15 minute break during which the 2nd shift will take their positions.

The following table describes the meet jobs.

Title	Job Description
Timer	Each lane will have three timers, meaning three people will time one swimmer. <ol style="list-style-type: none"> 1. When requested by the Announcer, take your seat in your assigned lane. A stopwatch will be provided to each timer. 2. Reset your stopwatch at the beginning of each heat. (The Head Timer will show you how to use the stopwatch if needed.) 3. Begin timing at the Head Starter's signal (beep sound & flash). 4. Stop timing once the swimmer touches pool wall in front of you. 5. Each of the three lane timers will give their time to the Recorder seated behind.
Recorder	Each lane - One Recorder seated behind the three timers. <ol style="list-style-type: none"> 1. When requested by the Announcer, take your seat in your assigned lane. You will be provided with a stack of timecards. 2. Make sure you have the correct timecard for the current heat, event and swimmer. The Announcer will state the event, heat and swimmers name. Ask the swimmer's name for identification <i>before they take the block</i>. The Timers will also verify the swimmers name. 3. Record each time given to you from the three timers. 4. Swimmer's cards will be picked up by the Runner.
Runner	One per shift for all lanes. <ol style="list-style-type: none"> 1. When requested by the Announcer, report to the desk area. 2. After each Heat, pick up the timecards from each Recorder.
Hospitality	One per shift at home meets only. You will provide complimentary beverages for timers, recorders, desk personnel, announcer, head timer, and head starter. Check frequently.
Snack Bar Worker	Four per shift at home meets only. Helps sell food in the snack bar throughout shift.

Championship Jobs

During Championships, each team is required to fill many jobs from timers to security. Each family going to championships is required to work one job at championships. Sign ups for these jobs will come later in the season.

FUNDRAISERS

SSC uses fundraising events to help keep the cost of joining the team as low as possible. Proceeds from all fundraisers are used for team expenses such as fees for pool usage, maintaining team equipment, ESBL dues, and swimmer awards. Participation in the fundraisers is not mandatory.

Swim-a-thon

Our biggest fundraiser is the Swim-a-thon. Swimmers solicit pledges (either as a flat rate or per lap) from friends and relatives. On the Swim-a-thon day, the Seals swim as many laps as they can in one hour. Volunteers count the number of laps for each swimmer and distribute this information at the end of the event. The swimmers then collect the pledges and return the money to SSC by a specific date.

When the totals are tallied and all money is received, the top fundraisers receive team recognition and are awarded prizes. The award ceremony will be held on Family Fun Day.

Restaurant Fundraisers

Throughout the swim season, SSC sponsors several fundraisers at local restaurants. Although the rules of the fundraisers differ with each location, in general the team receives a donation from the restaurant based on their income for a specific time period.

Championship Program Advertising

EBSL sells advertising space in the Championship program. Each team is required to sell four pages of advertising. Profits from additional pages of advertising go to the team that sold them. Information on how to place an ad and participate in the Championship program advertising will be distributed in June.

SEALS SWIM CLUB EVENTS

Every year SSC sponsors several events that promote team unity and boost morale.

Sign-up Night

All SSC members are encouraged to attend sign-up night, usually held in February or March. All applications, birth certificates and fees are collected. Bathing suits can be ordered and Seal Store items (swim team clothing with the SSC logo) can be purchased or ordered.

Parent Meeting

A parent meeting is held before swim practice begins, usually in March or April. At this meeting, SSC Board members and Coaches welcome new and returning swimmers and give out information regarding the Seals Swim Club. Everyone is available to answer questions after the formal meeting.

Team Pictures

Every year, SSC has a team picture taken by a professional photographer, generally in May. Team and individual pictures are available for purchase. Each swimmer is encouraged to participate.

Family Fun Day

Family Fun Day is an old-fashioned family swim party held at American High School pool for all of the SSC team members and their families. After a home meet, we have a BBQ at the pool, along with free swim for everyone, organized games and fun for the entire family. Swim-a-thon awards are presented at this event.

Pasta & Poster Party

The Thursday evening before Championships, SSC swimmers and coaches get together to eat pasta and paint posters for Championships. This event is our pep rally for the upcoming Championship meet.

Championship Program Cover Contest

EBSL sponsors a Cover Contest for the cover of the Championship program. All swimmers are eligible. Entries are divided by age into two groups and one winner is selected in each group. The winning covers will appear on the front or back of the program.

Seals Swim Club Award Night & Banquet

At the end of the season, SSC holds its annual Award Night & Banquet. Awards are given and every swimmer is recognized by the coaching staff.

PERSONAL ACHEIVEMENT AWARDS

Seals Swim Club has several programs that offer incentives to its swimmers. The goal of these programs is to promote and encourage continual improvement throughout the swim season.

Personal Best

SSC tracks each swimmer's performance for the entire season. Each time a swimmer betters his/her fastest time, a stamp is placed after his/her name on the personal best board. After three stamps, the swimmer receives a Certificate of Merit and a purple star. This offers encouragement for all swimmers at every level to compete and measure their success individually.

Seals Swim Club Team Records

SSC tracks the best time for every event in a meet. The swimmers who hold the SSC records are published on the website. Any time a swimmer betters a team record for his/her age group, they receive an award. This accomplishment is recognized at the Championship banquet. If a swimmer breaks his/her own record during a season or breaks more than one record in the same season, they will not receive additional awards.

East Bay Swim League Records

Should a SSC team member break an EBSL record at the Championship meet, he/she will receive special recognition from the team.

SEALS SWIM CLUB AWARDS

Each year SSC presents several awards at the end of the season as described in the following sections.

Swimmer of the Meet and Swimmer of the Year Awards

The Coaches will acknowledge outstanding performances of the Seal swimmers for each meet and for the season. These awards are broken out by age and gender. Four awards will be given out after each meet and at the end of the season.

Participation Award

The participation award is presented to all swimmers who begin and complete the season.

High Point Award

The High Point award is presented to the male and female swimmers in each age group who have earned the highest number of points during the dual meets. Championship points are used only to break a tie. The following table shows how points are awarded.

Individual Events	Place	Points
	1 st	6
	2 nd	4
	3 rd	3
	4 th	2
	5 th	1
Relay Events	1 st	2
	2 nd	1
	3 rd	.5

Coach's Award

The Coach's award is presented to the male and female swimmer in each age group who exhibits good listening skills, cooperation, dedication, and other qualities. This award is given at the sole discretion of the coaches.

Most Improved Swimmer Award

The Most Improved Swimmer award is presented to the male and female swimmer in each age group who has noticeably improved their performance in some way during the season. This award is given at the sole discretion of the coaches.

Sportsmanship Award

The Sportsmanship award is presented to the male and female swimmer in each age group who, according to their teammates, best displays the skills of good sportsmanship at practices and at meets.

Wacky Awards

The Wacky awards are fun awards presented to the male and female swimmers in each practice group who, according to their teammates, best represents each category. All seals are given a ballot with the categories, which are then tallied and winners are announced at the end of the season banquet.

MISCELLANEOUS

Seals Store

Seals Spiritwear is available throughout the season. We take orders at the beginning of the season and also have a Seals Store open at every meet and some practices. Along with spiritwear we also sell goggles and swim caps. Please refer to the website for an order form.

Maps

Links to maps are available on our website.