

El Lago Dorados Swim Team

Official Handbook



2014 Swim Season

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**Good Luck
to our
Graduating Senior
Swimmers!**

Have a great season and
best wishes to you in the
future!

2014 Schedule

First Day of Practice

May 5 El Lago City Pool

Mandatory Parent Meeting

May 6 6PM McNair Park Pavilion

May 24 - **Meet 1** vs. Heritage Park
@ El Lago City Pool

May 31 - **Meet 2** vs. Nassau Bay
@ Nassau Bay City Pool

June 7 - **Meet 3** vs. Timber Cove
@ Timber Cove Pool

June 14 - **Meet 4** vs. Harbor Tide
@ El Lago City Pool

June 21 - **Meet 5** vs. Brooks
@ El Lago City Pool

June TBA - Last Chance Meet

Swimmer Check in @ TBA

June 28 - Novice Meet/Reserve Meet

Swimmer Check in @ TBA

June 29 - Champ Meet

Swimmer Check in @ TBA

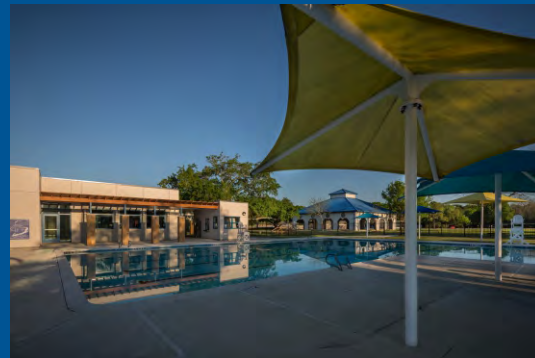
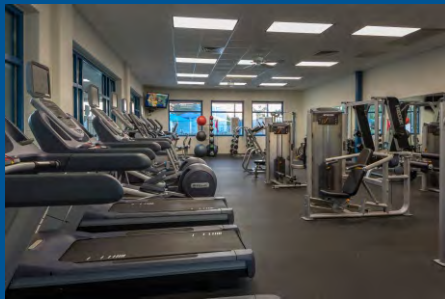
Awards/End of Season Party

Aug 24 El Lago City Pool



The El Lago Center

Growing in Quality



Growing in Community

The City of El Lago is proud to sponsor the 2014 El Lago Dorados Swim Team. As an initial member of the Clear Creek Swim League, the Dorados have a 50-year history of promoting water skills and good sportsmanship through competitive swimming. The El Lago pool, park and tennis courts are the recreational center of the El Lago community and have now been expanded to include a fully equipped gym. Come, join the El Lago Center and grow in your quality of life.

Letter From the President

Dear Dorados,

Welcome to the start of the 2014 swim season with the Dorados! This is my second season as President of the Dorados, and I am looking forward to working with the board, the parents and swimmers to make our 50th anniversary year the best ever!

Last year, for me, was really about just getting the team up and running, and trying to make everything work smoothly. In my unexpected transition to the presidency, I was on a steep learning curve, and the league was in process of transitioning to the Team Unify electronic registration and meet management system. There were many times I worried about having just the basic infrastructure in place in time to be able to support the team!

Now that we have the basics down, this year the emphasis is on growing the team in several dimensions. We want to increase the social aspects of the team, because we feel that the sense of community that surrounds our team can and should be capitalized on. We are working hard to expand our teen registration. Keeping teens on board thru high school is a very important part of a team's viability and competitiveness. Finally, we are always looking to grow the team financially. Previous boards have left our team a great legacy of being financially stable. We want to continue that tradition, while also being able to invest in new equipment that will benefit the team. So, this year, we are looking to increase our sponsor base, as well as increasing opportunities and incentives for donating to the team.

Please be aware that we are ALWAYS in need of volunteer help! People willing to commit to team leadership thru service on the board are critical to our success. If you have never served on the swim board and your kids love to swim, please consider volunteering for a term. There are positions to meet various levels of commitment and effort.

As a family, we always look forward to swim season. For us, it marks the beginning of summer, and we hope to make it a great experience and tradition for your family too!



Julie Kramer White, President El Lago Dorados Swim Team

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Overview

The El Lago Dorados Swim Team is a registered Texas non-profit, tax-exempt organization¹. The Dorados has been the El Lago community's swim team since 1964! Our primary mission is to encourage the development of swimmers. In the process of fostering a safe, fun and competitive environment for our young swimmers, we also strengthen community ties and pride.

The management of the team is vested in an all-volunteer Board of Directors and its officers. Board members meet monthly to represent the team to the league and to manage the team budget, hire coaches, arrange for the pool, manage equipment, and deal with the day to day business and administrative functions of the team.

The intent of this handbook is to inform swimmers and the parents of general, and hopefully helpful, information about the team and the season, Clear Creek Swim League and our expectations in regard to safety, conduct and participation. Your comments are welcome...if you think there is information that would be helpful to convey in this handbook, please let us know! Comments and questions can always be directed to the "CONTACT US" link on the team home page (www.ellagodorados.com).

This handbook does not contain Clear Creek Swim League Rules and Regulations, rules for intra-league competition, technical rules for properly executing strokes, cut off times (Reserve and Champ), or league records. This information is available in the current Clear Creek Swim League (CCSL) Handbook, and at their website (www.ccslswim.org)

Beginning the first week of May, coaches will hold a daily practice after school to improve stroke technique and build endurance needed for competition. These practice sessions are broken down into appropriate age groups. As soon as CCISD schools are dismissed for the summer, practice will switch to the mornings. Meets run thru the month of June. Post season meets for those swimmers that meet or exceed cut-off time standards will be held following the regular season.

A copy of this handbook, as well as other useful information, may be found on the team website:
www.ellagodorados.com



¹ El Lago Dorados Federal Tax Exempt status is PENDING as of the 2014 season

Board of Directors for 2014

President	Julie Kramer White	NASAgirl@mac.com	281-513-8665
Vice Pres.	Kristen Gurka	kristengurka@gmail.com	832-414-6405
Secretary	Donna Bova	bova.donna@gmail.com	281-532-0514
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Equipment	Frank Porter	fap338@seabrookfd.com	832-428-0952
Publicity	Nicole Raymer	nmraymer@icloud.com	281-532-3803

Arlan's



Safety Guidelines

The safety and well being of your child is of the utmost importance to us. The following guidelines have been put in place to help ensure their safety. Please discuss these rules with your children, so that everyone understands what is expected.

Swimmers 9 & Under:

1. Children may NOT be dropped off and left alone at the pool.
2. If you cannot be with your children, please make arrangements with another parent or guardian (at least 15 years old) to look after them during a practice or meet. Swimming is different from most team sports in that there are many more children than coaches. Please know where your child is at all times, including when in the water.

All Swimmers:

1. If dropped off, go immediately inside the fence to the pool area. All children must stay in the fenced pool area during practice.
2. El Lago City pool rules must be observed at all times. This includes, but is not limited to, NO GLASS and NO PETS in the deck area.
3. All trash must be picked up after practices and meets.
4. A swimmer should inform one of the coaches if they must leave practice or a meet early.
5. Swimmers must not enter the pool before their scheduled practice time and should get out as soon as their age group is released unless given prior permission by the head coach to start early or remain late.
6. Swimmers are not allowed in the City Hall or Meeting Room when wet. Please respect and take care of the city facilities!
7. During a meet, no one is allowed in any part of the competition pool unless they are participating in an event. This includes dangling feet in areas not used for competition. **Failure to follow this rule could result in your swimmer being removed from the meet.**

Parents:

1. Please be prompt in picking up your swimmer.
2. No tobacco products are allowed in the deck area for practices or meets.

Registration

Fees

The registration fee for the 2014 season is **\$110.00 for the first swimmer**. There is a \$10 discount for second and third swimmers, and a fourth sibling swims for free!

No swimmer with unpaid registration fees may practice or swim in a meet. Only swimmers having paid their fee will be added to the official team roster. League rules prohibit entrants not on a team roster from competition.



Late Registration

All registrations that come in AFTER the normal registration closure date but BEFORE mini-meet will be considered late, and will be considered on a "space available" basis. The board may, at the close of registration, vote to extend registration for select age groups. Swimmers which fall into these extended registration groups are NOT considered late registrations; however, the registration of siblings will be assigned late fees as appropriate.

Any late registrations shall be fined a LATE FEE of **\$40 per swimmer, \$60 per family**. ALL late registrations will be treated the same, regardless of ability of athlete or time family has been with the Dorados.

After Mini-Meet, late registrations will not be accepted. No exceptions.

Age Limits

A swimmers age for the purposes of competition is determined on May 1st. Swimmers must be

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between the ages of 5 and 18. No one under the age of 5, regardless of ability, will be allowed to swim for the Dorados. Proof of age may be required at the discretion of the Board.

Refund Policy

We recognize that swimming is not for every child. Therefore, the Dorados allows any swimmer the first 2 weeks of practice in which to withdraw for any reason and receive a refund. This refund is subject to a \$20.00 administrative fee per swimmer.

Some younger swimmers are really not ready to participate in an organized swim team environment. In the event your child is deemed unsafe in the water and asked not to return, a full refund will be processed.

After the 2nd week of practice, no refunds will be issued, regardless of date of registration, or participation to that point. This includes separation due to voluntary withdraw, injury, moving, suspension, etc. No exceptions.

Parent Meetings

An informative, and mandatory, parent meeting will be held Tuesday, May 6th at 6 PM in the pavilion at McNair Park adjacent to the swimming pool. At this meeting, you will receive important information regarding the swim season, registration for swim meets, volunteer requirements, as well as having the opportunity to ask questions.

A suit sizing kit will also be available at this meeting for swimmers who still wish to order a team suit and did not get sized at the in-person registration.





Volunteer Requirements

Swim meets are very labor-intensive activities, and we have a small team. To field enough volunteers to run a meet, we need every family doing their share. Volunteering is required for ½ of EVERY MEET for EVERY FAMILY. Following up with guardians who fail to volunteer is hands down the absolute worst part of running a swim team. Please make this activity easier, and less time intensive for everyone by following these few guidelines.

Volunteering is done at the same time you register your swimmer for their meets (See "How to Register for a Meet"). There is a "JOB SIGNUP" button available during electronic registration. If you need assistance in determining how to volunteer, please use the "CONTACT US" button from the home page. Volunteer positions fall into two buckets:

1. No Experience Needed
2. CCSL Training Required

Positions that require training are clearly identified on the volunteer registration signup.

Sign up EARLY for the best selection! Jobs are first come, first serve. There are positions to suit all types of preferences. If you want to be free during the meet, choose positions that are, perhaps, less convenient, but done all at one time, such as Set Up or Tear Down. If you like being able to interact with the kids, including your own, as they prepare to swim, then Tent or Ready is the

place for you. If you want to be able to move around on deck and chat with other parents, then Water or Runner may be a better fit. If you just want to stay out of the summer sun, then positions like Ribbon and Scorer will suit you better. See pages 24 thru 26 for a more detailed description of all the volunteer activities.

On the day of the meet, once you check in your swimmer, you **MUST** check in with the Volunteer Coordinator to confirm your assignment for the meet. Sometime unexpected absences, or shortfalls from the other team, require that volunteer assignments be adjusted the day of the meet.

We understand you are there to see your swimmer swim! We ALL are! If you are volunteering during your swimmer's event, just let other volunteers know you need to be gone for a few minutes to see your swimmer. They will cover for you, or we will bring in a board member to cover for you during your absence. Please be courteous and return promptly to your volunteer station after your swimmer is done.

If you register your swimmer, and do not register for a volunteer assignment, you will be contacted. Guardians who repeatedly fail to sign-up or show-up for their volunteer commitments put their swimmers meet eligibility at risk. **Swimmers may be suspended, at the sole discretion of the board, for the failure to provide a volunteer.**

Equipment

Team T-shirt

All Dorados swimmers will receive a team T-shirt with their registration. Team T-shirts are also available for purchase during registration for \$15.00. A limited number of shirts will be available for purchase after registration, and will be available at the concessions cashier during the meets.

Swim Caps

All Dorados swimmers will receive a team swim cap with their registration. While it is not required that swimmers wear a cap, there are rules about what types of caps are allowed. Swimmers are NOT allowed to wear caps representing USA year round club teams or other outside affiliations. This is a league

rule, and can get a swimmer disqualified during a meet.

Swim Suits

The team has chosen a custom competition swimsuit from Agon Swimwear (www.agonswim.com) this year. It is available in various styles, and images can be found under the "PHOTOS" tab on the home page. We anticipate this to be our team suit for the next several years. These suits are NOT required, but they do conform to league regulations, look great and allow swimmers to show team spirit! While the team suit is optional, girls are required to wear one-piece swimsuits suitable for competition to all practices and meets. Swimsuits will be

available to order at both in person registration, and at the pool on May 6th.

Other team Spirit Gear

The team offers merchandise for sale, including silicon caps, car stickers, and embroidered towels, as well as some new items this year thru our custom suit provider. Check in with the cashier in concessions at any home meet for the latest information on Dorados spirit gear!

Just a reminder for senior swimmers, you must swim 3 of 5 regular season meets to be eligible for a senior award!



4106 NASA Parkway, El Lago, TX

281-326-2739

Awards Banquet

Dorados will hold an Awards Banquet and End of Year party on Sunday August 24th from 1-3 PM. Trophies, medals and participation awards will be handed out, and the team and their families are invited to participate in a pot-luck picnic and afternoon at the pool. Please watch for the announcement and information regarding the event via email.

Senior scholarship and teen participation awards are also made at the Awards Banquet. Mark your calendar, and plan to attend, because you must be present (or make prior arrangements with the board) to claim these awards!

Team Pictures

Dorados will be using Christie McGrath Photography for our team photos this year. A team and individual photo is included in your registration fee. Families with siblings swimming will also receive a photo with all of your swimmers together. Swimmers should wear their team suits and shirts for the picture.

Team and individual photos will be taken on May 27th starting at 5 PM. Signup sheets and additional information will be available closer to the date.



2729 NASA Parkway Seabrook, TX

281-326-5523



17100 Glenmount Pk Drive, Ste A. Webster, TX

281-488-2483

Discipline

Swimmers must maintain good self-discipline. If a swimmer misbehaves excessively, a coach or board member will contact the swimmers parents, or guardian. If the swimmer's behavior doesn't improve, he/she will be dropped from the team. Under this circumstance, registration fees will not be refunded. This is entirely at the discretion of the board and/or coaches.

Practice Schedule

All practices are held at the El Lago City Pool. Practice is from Monday thru Friday. There will be practice every weekday unless water temperature is below 70 degrees, or there is lightening or other inclement weather. Cancellations will be broadcast via email and text messaging, so please make sure you have current contact information entered in your account!

May 5th thru June 6th:

Monday thru Friday

6 & Under	6:15 PM – 7:00 PM
7 & 8	5:30 PM – 6:15 PM
9 & 10	4:30 PM – 5:30 PM
11 & Up	6:45 PM – 8:00 PM

June 9th thru June 20th:

Monday – Same As Above

Tuesday – Friday

6 & Under	8:15 AM – 9:00 AM
7 & 8	10:00 AM - 10:45 AM
9 & 10	10:45 AM – 11:45 AM
11 & Up	8:45 AM – 10:00 AM

June 23rd thru June 27th :

(Champ and Reserve Swimmers Only):

Monday	6:00 PM -7:30 PM
Tues – Fri	9:00 AM – 10:30 AM



Need to Speak to a Coach?

If you have questions or concerns during practice or at a meet, we ask that you please direct questions to a board member. The coaches are responsible for a large number of kids at practice and meet and will not be able to provide the individual assistance you may need. If it is a coaching issue, the board will arrange the appropriate dialog with the coach.

How to Register for a Meet

On the team web site there is an “TEAM EVENTS” button located on the right of the page. For each meet there is an “ATTEND/DECLINE” button. Click this button and your swimmer(s) names will appear. Click on the swimmer name to either attend or decline attendance to the meet.

The most important thing to know is the deadline to register your swimmer online is **9:00 PM the MONDAY before the Saturday swim meet**. If you miss the **9:00 PM sign up deadline**, you **MUST** send an email via the “CONTACT US” button on the home page to see about getting entered into the meet. **You cannot register on-line after that point.**

There is a space for notes: This is to be used only if you are arriving late or have to leave the meet early.

At the same screen where you find the “ATTEND/DECLINE” button, you will also see a “JOB SIGNUP” button. This is how you select your volunteer job for a given meet.

Ready to Swim?

What to bring?

Swim meets usually last 5-6 hours. Concession stands are available, but generally operate only with cash. You may find the following items will make your experience more comfortable:

- 10X10 canopy tent
- Towels
- Goggles (bring a spare pair!)
- Swim Cap
- Fruit and other healthy snacks
- Sun screen
- Team shirt
- Bug Spray
- Chairs
- Lots of water!

Going to miss a meet?

Many hours go into scheduling our swimmers for meets. It is imperative that you notify us as soon as possible if your child is going to miss a meet, particularly if your plans change AFTER you have committed. Individual and relay entries are developed for the coming Saturday meet on Tuesday, so early notification allows us to rearrange swimmers. If your swimmer just doesn't show, it usually results in their relay being scratched leading to disappointment of 3 other swimmers!

In the event of an emergency or sickness the day of the meet, please text or call us at 281-513-8665 so that your entry can be pulled and not count against our meet.

Meet arrival time

All swimmers should arrive at the meet pool to check in no later than 6:45 AM. Scratches begin at 7 AM by the coaches watch.

Leaving a meet

It is imperative that a coach be notified of any early departure. Please remember that if your child swims on a relay, his/her absence will affect 3 other swimmers. Please don't leave 3 other teammates, who may have waited hours to swim, only to be disappointed when their relay has to be scratched!

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Stay With the Team at the Pool

During meets, swimmers should stay near the team in the designated Dorados area if one is provided. They will be notified when it is time for them to report to the ready area for an event. When swimmers arrive at the ready area, they will be arranged by heat and lane by the Ready Area person. Ultimately, it is the swimmer's responsibility to be in the ready area at the appropriate time or they could be scratched from the event and possibly the meet. If we all stay together it is much easier to get our team where we need to be!

Questions and Complaints

During swim meets, any questions or complaints about actions of the officials or the opposing team **MUST** be directed to the Dorados Team Representative, who will relay the question or complaint to the Referee.

Clear Creek Swim League rules prohibit parents or swimmers from approaching Judges and/or the Referee directly; only an official league representative may do so. Disregarding this rule could cause the team to incur sanctions or prompt your removal from the competition. Please represent yourself, your swimmer and the team well by being courteous and respectful of officials as well as all other meet volunteers.

These rules apply regarding interactions between swimmers and parents of opposing teams as well. If there are any issues with the appropriateness of the behavior of swimmers, or parents from the other team, notify the Team Representative. Failure to use the appropriate channels to deal with issues can, at the sole discretion of the board, result in swimmer suspension.

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Events

At meets, swimmers compete against other swimmers of the same sex, age group, and general ability. There are six age groups: 6 and Under, 8 and Under, 9 & 10, 11 & 12, 13 & 14, and 15 - 18. A meet includes competition in seven event types. There are five individual events: Freestyle, Backstroke, Breaststroke, Butterfly, and Individual Medley. There are two relays: Freestyle Relay and Medley Relay. Each age group participates in each event type except those swimmers under age 9 who do not swim the Individual Medley and those swimmers age 6 and under only swim Freestyle, Backstroke and Freestyle Relay.

Entries

Swimmers may be entered in a maximum of 5 total events. They may swim a maximum of 4 individual events.

Ribbons

All swimmers are awarded ribbons in all heats in regular season meets except for disqualifications, which will depend on the home team that awards the ribbons. The event and time will be recorded on the back of the ribbon. The ribbons will be available for pick up during a

practice session the week after the meet.

Disqualifications

Swimmers are judged according to the USA Swimming Rules and Regulations for competition with the following exception. One false start is allowed before disqualification. Unfortunately, swimmers are sometimes disqualified during a race, usually for executing a start, stroke, turn or finish illegally. They may also be disqualified for early takeoff in relays. The starter, stroke and turn judges, and the referee may disqualify swimmers. It is important to remember that the meet referee has the ability to disqualify individual competitors for poor sportsmanship and conduct as well.

These officials are parent volunteers who have received specific CCSL training. Their purpose is to assure that no swimmer gains an unfair advantage over another swimmer. When time permits, an official may seek out the swimmer or their coach to explain the reason for disqualification. Do not, under any circumstances, approach any official regarding a disqualification. By CCSL rule, only an official league representative may do so. Disregarding this rule could cause the team to incur sanctions or prompt your removal from the competition. As with any concern, please approach a board member for assistance.

Times and Records

Swimmers should realize that they are competing against the clock as well as other swimmers in the water. Their goal should be to better their times at each meet. CCSL publishes a series of time standards for boys and girls by age groups that are used as a scale to gauge a swimmer's level of achievement in each event. They are, from slowest to fastest, reserve and champ times. These cut-off times are posted on the CCSL website, and will be cross posted on our site, under the "TIMES" tab, once they are available. Trying to reach the next level in a particular event can be very motivational to swimmers.

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Your swimmers times for all their meets are available to you via the team web site. Swimmers can use this data to track their times, so they can see how they are progressing. Learn to read the cut-off time charts with your swimmers. Note that the time standards in the CCSL handbook are in terms of yards and meters. The El Lago City pool is a 25-yard pool. All Division 3 pools (the division that the Dorados compete in) are 25-yard pools.



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Volunteer Position Descriptions

Because there are so many jobs to be done, and we are a very small team, parent participation is **mandatory** at a swim meet. The team must provide approximately 60-75 volunteers for away and home meets respectively. Every family is asked to volunteer at each meeting during the swim season. You must check in with the volunteer coordinator prior to the start of each swim meet. If you fail to show up for your designated shift, your child may not be able to swim in the next swim meet.

Positions, which must be filled at a swim meet, are briefly described below. These positions are divided into three groups, depending on the amount of training or experience that is needed.

NO Experience NEEDED

Parents of new swimmers are encouraged to sign up for these jobs. Each job is important and can be very enjoyable. There is a job for everyone out there!

SET UP AND TEAR DOWN WORKERS

Workers prepare the pool area for the swim meets and pack away after meets (home meets only). They also coordinate clean up of the pool area after home meets. (All Team members and parents are asked to help clean up after a home meet.)

CONCESSION STAND WORKERS

Workers prepare orders or collect money. Also may be asked to deliver cold drinks to officials and workers during the meet. The last shift of the day helps clean the refreshment area. Home meets only.

RUNNERS

Workers are responsible for collecting lane sheets and DQ slips from the timers and deliver them to the scorers.



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TIMERS

Workers time swimmers using digital stop watches and record the time on the swimmer's entry card. There are three timers per lane, so a large numbers of timers are required for each meet.

ANNOUNCER

Workers help keep the meet moving by calling swimmers to the ready area as well as miscellaneous announcer duties, such as sponsor recognition call outs and making general announcements.

WATER

Runners provide water to officials, coaches, timers and other volunteers thru the course of the meet. Also fill water coolers as required.

SCORERS

Workers enter swimmers' official times, disqualifications, and scratches in the meet management computer. They validate record performances, calculate team scores and post official heat results. You should be comfortable working with numbers and computers. You will be provided on the job training by a more experienced scorer.

RIBBONS

Workers receive labels from the scorers and place on the back of the ribbons for all swimmers to be filed and be distributed at a later date.

TENT & READY AREA WORKERS

Workers help arrange, organize and prepare children for races by arranging them appropriately by race, heat and lane. Provide missing swimmer names to the announcer for call out.

HEAD TIMER

This position coordinates the timers from both teams. Insures that all lanes are filled

with the proper number of timers. At home meets will conduct a meeting in the morning with both teams. The head timer also starts back-up stopwatches.

HEAD RIBBON PERSON

This position coordinates ribbon writing for all meets.

HEAD SCORER

This position coordinates data entry, validates records with referee, resolves questions regarding DQs, validates scoring and certifies official meet results.

CCSL TRAINING REQUIRED

The CCSL provides clinics in the spring to train parents to fill these positions. They require a rather complete understanding of competitive swimming.

TEAM CLERK OF COURSE

The clerk handles changes to meet entry cards, entry lists, and heat assignments resulting from scratches and substitutions. The Clerk of Course also determines the legality of swimmer entries for both teams, and helps distribute entry cards to swimmers.

STROKE AND TURN JUDGES

These officials judge the technical form of strokes and turns, and according to League rules may disqualify swimmers for violations. Must wear solid white shirts or CCSL official shirt and navy blue shorts/skorts.

STARTER

The starter calls swimmers to the starting block, starts each heat, and handles disqualifications on starts. The Starter can also work as a Stroke and Turn Judge at the direction of the Referee. Starter positions require prior certification and experience as

a Stroke and Turn Judge.

REFEREE

The Referee is the senior official at a meet and has full and final authority in all decisions and rule interpretations. Referee positions require prior certification and experience as a Stroke and Turn Judge and Starter.

LEAGUE TRAINING CLINICS

Note: All training clinics are free. The League conducts clinics to teach and explain competitive rules of swimming for officials,

and the clerks of course. Most have no prerequisites, but prospective starters and referees must attend stroke and turn clinics the year prior to the starter/ referee clinic. Our team needs as many qualified officials, clerks as we can get. Please go to the CCSL website at www.ccslswim.org for class dates and locations. These clinics are an excellent way to significantly increase your knowledge of competitive swimming.



**4106 NASA PARKWAY
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[HTTP://WWW.MAVERICKREMODELING.ORG](http://WWW.MAVERICKREMODELING.ORG)

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