

Memphis Thunder Aquatic Club Handbook

Memphis Thunder Aquatic Club ("MTAC") is operated by *Thunder, Incorporated* as a not-for-profit organization. MTAC is managed by the Head Coach and the MTAC Board ("Board"). The five-member Board consists of current and former MTAC parents and the Head Coach.

MISSION STATEMENT: MTAC coaches will strive, through the sport of swimming, to instill in our swimmers the qualities that will make them our future leaders.

VISION STATEMENT: MTAC coaches, swimmers, and parents will endeavor to achieve the highest quality results in every aspect of MTAC – in and out of the water.

Organization & Team Structure:

MTAC consists of different training groups – Spark, Bolt, Blast, Rumble, Thunder High School, Thunder Performance, and High Performance, each with their own specific goals and objectives. Each child is different and will progress at their own rate, therefore, each group has its own specific goals and objectives. The coaching staff makes group assignments based on each swimmer's physical, mental and emotional level of development.

Practice Facilities:

MTAC practices on the campus of St. George's Independent School ("SGIS"), including the Compton Aquatic Center, SGIS weight rooms and restrooms. As such, we are guests of SGIS and must adhere to any guidelines in this Handbook and subsequent communication that SGIS has required or may require in the future. These include swimmer parking and drop off/pick up. From time to time, those guidelines may change depending on the activities that SGIS has scheduled on their campus. Any changes affecting MTAC will be communicated via email. Any specific requests from SGIS, not outlined below, as well as any reminders about current policy will also be communicated via email.

SGIS has speed limit signs and stop signs throughout the campus. Those are to be treated as any speed limit or stop sign on the road, even on the weekends. MTAC parents, siblings and driving swimmers not LEGALLY stopping at signs or speeding on campus will be reported. See the Discipline Policy for consequences.

SGIS has designated the following parking areas as those acceptable for MTAC: in front of the Stokes Field House, areas in front of the: track, football field, soccer fields, baseball fields, and in front of the school. PLEASE DO NOT PARK IN FRONT OF THE POOL OR NEXT TO

THE TENNIS COURTS. Please do not park around the grass area in the center of the parking lot in front of the pool. SGIS has designated the area in front of the Compton Aquatic Center for The Pool School. The parking area next to the Lightman Tennis Center is for the tennis facility. You may drop your swimmer off and pick them up QUICKLY in front of the pool. PLEASE adhere to these guidelines.

PLEASE ADHERE TO ANY REQUESTS FROM SGIS.

MTAC Team Rules and Policies

Team Rules and Policies will be strictly enforced

Discipline Policy: *(In addition to MTAC swimmers these policies, when applicable to parents and/or siblings of MTAC swimmers, will be enforced.)*

Should a disciplinary issue arise, it will be dealt with as follows:

1st Offense: Verbal warning from the swimmer's coach.

2nd Offense: Swimmer will be removed from practice or the event and a conference will be held with the swimmer's parent(s), coach and Head Coach.

3rd Offense: Head Coach and the Board will discuss possible suspension or expulsion of swimmer from MTAC.

Discipline issues include, but are not limited to:

- Offensive language on pool deck or in locker rooms during MTAC practice, any MTAC hosted meet or event, and/or meets or events that MTAC attends.
- Being disrespectful of MTAC coaches and MTAC teammates
- Being disrespectful of coaches and swimmers from teams other than MTAC
- Bullying
- Speeding on SGIS campus
- Ignoring or not LEGALLY stopping at STOP signs

- Not utilizing the parking areas designated by SGIS (see Practice Facilities)
- Vandalism of other's property or SGIS facilities and/or facilities to which MTAC has been invited to or is utilizing**
- Use of improper/controlled substances or alcohol at **any** team function**
- **Vandalism and/or use of improper or controlled substance or alcohol will result in temporary (and possibly permanent) removal from MTAC.

Swimmers:

1. Be On Time! Swimmers are required to be on deck ten minutes before practice begins with equipment in hand, prepared to step into the water at practice start time. Starting on time ensures that the coaches can meet their commitment to end on time.
2. Follow basic rules of courteous behavior. Use proper language and make no negative comments during practice, meets and team functions.
3. Swimmers may leave practice only with their coach's permission.
4. Respect our facility and any other facility that we visit. When you leave, clean up your area and throw away any trash.
5. After practice is over, make sure you have all your equipment packed up as well as any water bottles. Swimmers are allowed to leave their equipment bags at SGIS. The bags are to be hung on the bleachers near the entry doors. They are not to be placed in the storage shed on the pool deck. That area is for equipment used by the team.
6. Mark all your equipment (fins, kick board, etc.) with your name so that is easily identifiable.
7. Information is primarily distributed through our website and email. Occasionally, the coaches will give their group information that is to be taken home. It is the swimmer's responsibility to make sure that the information is passed on to their parents.
8. No two-piece swimsuits are allowed at practice or at meets. This is a SGIS campus policy.
9. SGIS has designated the following parking areas as those acceptable for MTAC: in front of the Stokes Field House, areas in front of the: track, football field, soccer fields, baseball fields, and in front of the school. PLEASE DO NOT PARK IN FRONT OF THE POOL OR NEXT TO THE TENNIS COURTS. Please do not park around the grass area in the center of the parking lot in front of the pool. SGIS has designated the area in front of the Compton Aquatic Center for The Pool School. The parking area next to the Lightman Tennis Center is for the tennis facility. PLEASE adhere to these guidelines.

Parents:

1. Please drop your children off on time, but no sooner than 30 minutes before their practice time.
2. Our coaches have responsibilities outside of MTAC. If you pick up your swimmer more than 15 minutes after practice ends, YOU ARE LATE. After your first warning, a fine will be assessed, for EACH occurrence, to your next monthly dues payment as follows:

16-30 minutes after practice ends	\$25
31-45 minutes after practice ends	\$50
46-60 minutes after practice ends	\$100
> 61 minutes after practice ends	\$150

****Families who are habitually late may be removed from the team****

3. Do not spend practice time talking with swimmers or coaches. Practice time is set aside as work time for the coaches and the team. To that end, please stay in the bleachers or the north open area of the pool deck during practice time.
4. If you have an issue that you need to discuss with your child's coach(es), they are available to talk by email, phone or a scheduled meeting time.
5. SGIS has designated the following parking areas as those acceptable for MTAC: in front of the Stokes Field House, areas in front of the: track, football field, soccer fields, baseball fields, and in front of the school. PLEASE DO NOT PARK IN FRONT OF THE POOL OR NEXT TO THE TENNIS COURTS. Please do not park around the grass area in the center of the parking lot in front of the pool. SGIS has designated the area in front of the Compton Aquatic Center for The Pool School. The parking area next to the Lightman Tennis Center is for the tennis facility. You may drop your swimmer off and pick them up QUICKLY in front of the pool. PLEASE adhere to these guidelines.
6. Dues will be assessed on the 1st of each month. A late fee of \$20 will be assessed on all delinquencies after the 20th of the month. Beginning with the 2011-2012 short course season, all new families will be **required** to set up an auto draft account. Members leaving the team and returning will also be **required** to setup an auto draft account.
7. Email is our primary source of communication. It is your responsibility to keep your information current in our system.
8. Please check our website (<http://www.MemphisThunder.org>) once or twice a day. Updates are regularly posted as well as meet results with your swimmer's times.
9. Please keep a positive attitude toward the team. We want MTAC to be a positive place for your children.
10. Never criticize your child for perceived poor performance, especially at a meet. The coaches will deal with areas of needed improvement with your child.
11. Please celebrate all successes, great and small, with your child. The more positive and prouder your attitude, the better your child will perform and the more they will enjoy the sport.

MTAC Swim Meet Policies:

To allow for your planning purposes, the Head Coach will post, on MTAC's website, the meet schedule once it has been set. The schedule will be posted no later than July 1 and February 1 of the current short or long course season. Swimmers must be in active status and the account in good financial standing to enter and swim meets.

MTAC Meet Entry Procedure:

Meets will be entered electronically through the MTAC website. Please make sure you either attend or decline each meet offered. This will ensure that our coaches have all information about swimmer's attendance at meets.

1. Log-in to the MTAC website (www.memphisthunder.org).
2. Go to the "Meet Calendar" page.
3. Click on the "Attend/Decline" button for the appropriate meet.
4. Click on the swimmer's name.
5. At the "Declaration" prompt, choose "Yes, please sign (swimmer name) up for this event." The event list will appear.
6. Choose the events by checking the box to the left of the "Best Time" column.
7. When you are finished click the "Save changes" box. **Your entries are not submitted until this is selected.**
8. Repeat for additional swimmers.
9. If you are declining the meet, please select "No....." and "save changes". **Your declaration is not submitted unless you select "save changes".**

Notes:

- Meet entries will be approved (or modified) by your Group's Coach. For certain meets, your group's coach will select the events for your swimmer. The coach will determine those meets and relay the information to your swimmer. Check your entries after the deadline to see your approved events.
- Entries received after the stated deadline will incur a late fee. To enter a meet after the deadline, contact your Coach. Any entries received after the deadline are subject to the host team's approval. MTAC coaches will contact the host team to determine if space is available.
- Swimmers that choose to participate in any meet are expected to swim the maximum number of events allowed.
- Swimmers are not allowed to enter meets outside of the MTAC meet schedule without the permission of the Head Coach.

Meet Entry Fees Policy:

Meet Entry Fees Policy: Meet entry fees vary from meet to meet. Meet fees will be calculated based on a per event fee from the host team plus a per swimmer surcharge which includes the portion of the host team's fees, MTAC coaches' fees, surcharges, facility fees, relays, etc. The fees for each meet will be posted on the meet calendar page. Entries received after the Thunder swimmer deadline will be assessed a 66 late entry fee. Once submitted to the host team, meets fees are non-refundable. Meet fees will be invoiced a couple of days after the meet entry deadline and will be included in the next scheduled auto draft (or by placing payment by the deadline in the wooden box next to the coach's office). Swimmers must be in good financial standing to enter meets.

MTAC Meet Rules:

Swimmers:

1. BE ON TIME! This means being ready to enter the water at the assigned warm-up time.
2. Buy a heat sheet and review your events for heat and lane placement. Be sure to bring your suit and MTAC cap to each meet.
3. Pay attention to the flow of the meet and make certain that the swimmer reports to the Clerk of Course (8 and under swimmers at certain meets) or to the starting block area as soon as the "1st Call" for their event is announced.
4. Prior to each of their events, swimmers should check in with their Coach.
5. Upon completion of each event, if no scoreboard time is visible, the swimmer should politely ask the timer in their lane for their time and report it to their Coach.
6. After each swim, check in with your Coach to review the last swim.
7. Remember to be courteous. Your behavior not only reflects on you, but on your entire team.
8. Before you leave the pool:
 - Check in with your Coach – verify you are not needed for a relay!
 - Clean up your area.
 - Make sure you have all your belongings.

Parents:

1. Parents must remain in the spectator area and are never allowed on the pool deck, unless they are volunteering. This is a USA Swimming rule.
2. Never approach an official or the computer area at a meet. All communications regarding issues like missed events, DQ's and questionable times must be addressed by the attending coach. While the coaches are on the deck at meets, as stated above, parents are not allowed on the pool deck. Please do not approach the coaches on the pool deck. Your swimmer can relay any concerns to the coaches while attending meets.
3. At the beginning of each season, the Head Coach will hold a meeting with eligible swimmers and their families to determine if there is interest in attending meets above the Southeastern LSC Championship level. If there is interest, a written plan for attending these meets must

be submitted to the Board for approval. This plan must include a list of swimmers attending, financial details, MTAC practice coverage plans and the name of the confirmed chaperone(s). All chaperones must have a valid background check on file with USA swimming.

4. There must be an adult chaperone at every team travel meet. This may only be the assigned coach. If the number of swimmers demand a parent chaperones, that chaperone is responsible for their costs associated with the travel meet. All chaperones must have a valid background check on file with USA swimming.
5. Coaches may NOT transport swimmers to and from meets without Board AND swimmer's parent/guardian approval.
6. Parents must remember that the meets are your opportunity to praise your child. Your child's coach will discuss their swim when they check in after each race. The MTAC philosophy is to try and make meets as fun and rewarding for your swimmer as possible. You are there for hugs! Focus on the positive.

Injured Swimmer Policy:

If a swimmer becomes injured and cannot participate in practice, he/she may request injured time off. The time must be at least one (1) month in duration and requested by the swimmer or parent **prior to the time being taken**. During this time the swimmer will not be required to pay coaching fees. However, all annual obligations for the swim family, such as volunteer hours, donations, etc., still remain in place. The obligations will be prorated for the injured time taken. A note from a physician may be required. If the swimmer has already paid for the time off, a credit will be given when the swimmer returns. Written notice must be given via the email link on our website. The link to the email is under the "Join Thunder" and "Procedures".

Leave of Absence Policy:

A swimmer may request a leave of absence from the team. The leave must be at least one (1) concurrent month in duration. The time off must be requested by the swimmer or parent **at least two (2) weeks prior to the time being taken**. Written notice must be given via the email link on our website. The link to the email is under the "Join Thunder" and "Procedures".

During this time the swimmer will not be required to pay coaching fees. However, all annual obligations for the swim family, such as volunteer hours, donations, etc., still remain in place. The obligations will be prorated for the leave time taken. If the swimmer has already paid for the time off, a credit will be given when the swimmer returns.

Leaving MTAC:

You **must** give written notice, via email, to the contact on the website of your intent to leave MTAC. The link to the email is under the "Join Thunder" and "Procedures". Notice must be at

least two (2) weeks **prior** to the beginning of the month you no longer want to be on MTAC. Membership dues are monthly and can only be cancelled accordingly. Outstanding balances and service hours must be fulfilled before you are financially released from MTAC. If there is any remaining balance due, that amount will be deducted via ACH on the 1st day of the month following notice. Also, any outstanding service units will be charged at the rate of \$30 per unit due. Please see the Service Unit Requirement below to determine calculation of service units. If proper notice of leaving is given, any dues other than those that are delinquent, will NOT be assessed on the 1st of the following month. Only members who leave in good standing will be released from MTAC and allowed to move their membership to another USA Swim Club. Should you decide to return to MTAC, any delinquent accounts must be made whole before returning.

Equipment Required for Practice and Team Apparel:

The MTAC team colors are black, white and silver. A MTAC swim cap is the only required MTAC uniform for meets.

Equipment packages can be ordered from Swim & Tri via the link on our website.

MTAC Volunteer Policy:

Please take time to read this policy thoroughly because, as a member of this team, you are responsible for knowledge of its contents. Any changes to this policy will be communicated to you via email and posted on the MTAC website. Please be aware that "unit", "hour" and "point" are the same and are used interchangeably.

Swimming for a competitive swim team requires the support and dedication of swimmers **and** their parents. MTAC relies on many fundraising programs and activities to support our team. We depend on our membership working together to maintain and build on the excellence we have enjoyed to date. We have many activities that require parent participation that could not be run without your help. The program below outlines the **minimum** obligations of MTAC parents.

Service Units Requirement:

Families with children in any MTAC group are **required** to accumulate service units annually during the swim season (September 1 to August 31). **You must earn the required units whether or not your swimmer swims in a particular (or any) meet during the season and regardless of the number of practices attended.**

Annual *minimum* required service units are as follows:

Spark – 10 units

Bolt – 15 units

Blast/Rumble and High School/Performance/High Performance – 20 units

If you have multiple swimmers, your *minimum* requirement is 25 units per year regardless of the number of swimmers.

NOTE: The only exception to the above is for families that only have swimmers only in the Spark Group. The required service units for Spark group swimmers are 10 units per family regardless of the number of swimmers in the Spark group. For example, if you have 2 swimmers and both are in the Spark group, your total volunteer units requirement is 10 units total.

Fees for non-compliance:

One service unit is equivalent to \$30. Families who do not complete their service unit requirement for the year will be billed \$30 for each uncompleted unit as a fee. The fee will be drafted on September 1 of each year. If you leave the team before September 1, the fee will be drafted on the 1st of the month after notice of leaving the team.

Families are responsible for the service unit obligation for each month that they are on the team. If a family or a swimmer quits before the end of the season, their obligation is divided by 12, and multiplied times the number of months they swam from September - August. The shortfall in units will be billed to that family, upon leaving, at a rate of \$30 per unit. For example, if a Bolt Group swimmer's family has a 15-unit obligation and leaves halfway through the season with only 4 volunteer units logged, they will owe the following: 15 units obligation owed divided by 12 months in a season equals 1.25 units owed for each month they participated. 1.25 units times the 6 months they swam equals 7.5 units owed to the team. They only worked 4 of those 7.5 units owed, so the remaining balance is 3.5 units 3.5 units times \$30 per unit equals a fee due to the team of \$105.00.

Recording of Service Units:

Volunteer opportunities are posted to our website. You will receive a team email when they become available. For MTAC hosted meets, you must utilize the "job sign up" feature on the meet calendar. MTAC hosted meets are the most frequent way to earn hours/units. To ensure that your family receives credit for work performed, all families are responsible for checking in at the event with the Volunteer Chair or the Committee Chair with whom they are working.

Jobs Available for Service Units

Concession/Hospitality Donations

The value and items available for donation will be determined by the Concessions/Hospitality Chairpersons for the meet. Opportunities for these donations will be posted on the web site under the job sign-up tab for each meet. The service units to be earned will be posted alongside all items needed.

Officials

Each official will earn:

- 2 units for every session worked at an away meet
- 2 units for every session worked at a middle school or high school meet at SGIS
- 5 units for every session worked at a home meet.

MTAC will pay the registration fee and background check fee for all officials that commit to active participation and have completed their certification process.

A session is considered a morning shift, or an afternoon shift based on when the swimmers swim for that particular meet. **Service units will only be granted for work done for an entire session, regardless of the job.** If your job ends before the session is over, the volunteer chair will assign you additional responsibility (cleanup, runner, etc).

Opportunities at MTAC hosted meets

- Timers – use a stopwatch to time swimmers in each lane
- Runners – post results in designated places after each event
- Concessions – work in the concession stand
- Awards – help label, organize and distribute ribbons and awards for each team

- Clean up — collect trash from grounds throughout the meet and is responsible for keeping trash containers emptied
- Hospitality – work in the hospitality room serving/preparing food for the coaches
- Announcer – announce the upcoming events and other information over the PA system
- Heat sheets — help sell heat sheets
- Bull pen — Get swimmers lined up into their correct heats per event and lead them into the pool area.
- Post meet equipment clean-up — help put away all timing system components — touchpads, buttons, starters, cables, etc.
- Work as advertised above for any High School or Middle School meet. Credit will be advertised on the job sign-up for each event.

Committee Chairs A list of the current Committee Chairs and Board members can be found on the MTAC website under "Parents" and "Volunteers"

The following jobs require a full season commitment - September 1 to August 31.

In the event the chairperson does not complete the entire year's duties and responsibilities, the service units will be pro-rated for the time served.

Board Member: 25 annual service units Responsibilities:

1. Oversee and maintain the operating budget for MTAC
2. Support the Head Coach on all dry-side team management issues.
3. Assist Head Coach with any disciplinary issues/actions as outlined in the Disciplinary Section of Handbook.
4. Communicate with MTAC any policy changes or areas that need to be addressed in the Handbook.
5. Oversee all chairpersons under his/her area of responsibility.
6. Write policies and strategic plans for the team.

Membership Inquiry Chair: 10 annual service units Responsibilities:

1. Respond to emails, with general questions, from potential MTAC families. If question(s) require response from another MTAC contact, make the contact aware.
2. Direct all new MTAC swimmers to website and on-line registration, including making sure parents are aware of the Handbook and policies within.

Swimmer Recognition Chair: 10 annual service units

Responsibilities:

1. Use the MTAC website as tool for communication of team achievements.
2. Coordinate with Social Committee to celebrate the achievement of goals.

Bulletin Board Chair: 5 annual service units

Responsibilities:

1. Maintain the MTAC bulletin board in the pool and update it often to promote team building and club pride.

Social Chair: 20 annual service units

Responsibilities:

1. Chairperson will plan a minimum of four total team events per year and oversee all social events for the team.
2. Get Board approval for dates and times, solicit parental assistance, prepare budgets, make necessary plans, and supervise clean up.

Travel Coordinator: 10 annual service units:

Responsibilities:

1. Coordinate blocks of rooms and reservations for all travel swim meets.
2. Work with hotels and chains to get team discounts.
3. Communicate hotel information to team and place reservation information on the website.
4. Coordinate local hotel reservations for out-of-town teams attending MTAC meets.
5. Make coaches reservations for team travel swim meets.

Officials Chair: 20 annual service units *MUST BE A CURRENT USA SWIMMING OFFICIAL

Responsibilities:

1. Maintain a list of MTAC officials by certification level.
2. Ensure all USA Swimming re-certification requirements and paperwork are completed in a timely manner.
3. Coordinate registration paperwork with Treasurer for payment of fees.

4. Recruit and coordinate officials for all MTAC Swim Meets. Recruit officials from other teams if necessary.
5. Log all hours for MTAC officials Track officials by age group to ensure a continuous pool of officials.
6. Recruit new officials and assist them through the certification process.
7. Keep informed about USA Swimming rule changes and communicate to all officials.
8. Report to Board Member responsible for officials.

Tech Team Chairman: 25 annual service units (split into 2) Responsibilities:

1. Be responsible for training all members to be able to connect all pcs/printers/consoles/ starters/touch pads/scoreboard pc properly before any meets at St. George's.
2. Maintain and publish instructions to set up equipment.
3. Update Board member in charge as to equipment malfunctions or replacement needs.
4. Be available for swim meets to trouble shoot/or run computers.
5. Recruit and train Colorado operators.

Clerk of Course/Meet Director: 25 annual service units

1. Set up the meet, take entries, sets up psych sheet, and work with tech team to coordinate meet entries.
2. Coordinate organizing and printing of heat sheets.
3. Oversee all sanctions, entries and computers, officials and meet policies for MTAC hosted meets.
4. Represent MTAC's interest in solving questions and disputes prior to and day of meet.
5. Ensure all USA Swimming paperwork is handled with the Treasurer after the meet.
6. Keep track of all incoming meet fees and expenses.

Volunteer Chair: 25 annual service units:

Responsibilities:

1. Chair will be the point person concerning MTAC Volunteer policy. This will include:
 - Keeping master list of committee positions (provided by Board).
 - Fielding member questions regarding open committee positions and volunteer hours required by members.
 - Make recommendations to the Board for revisions to the volunteer policy.
2. Coordinate volunteer needs with meet director for all swim meets. Update website accordingly and approve all completed jobs after the meet.

Service Units Chair: 20 annual service units Responsibilities:

1. Keep track of volunteer hours completed by MTAC members. Completed volunteer hours will be entered into the MTAC website no later than two (2) weeks following completion of the hours. This will ensure that MTAC members are aware of their current remaining volunteer obligations
2. Chair will work closely with Member Chair, Volunteer Chair and Treasurer to maintain proper hours for MTAC members.

Assistant Treasurer: 25 annual service units Responsibilities:

1. Deposit all checks received on a weekly basis.
2. Provide treasurer with deposit ticket, deposit spread sheet and copy of checks for each deposit.
3. Develop and keep updated a notebook documenting the assistant treasurer procedures.

Hospitality Chair: 25 annual service units (may be split into 2 jobs) Responsibilities:

1. Organize and supervise the hospitality area for coaches and officials at MTAC hosted meets.
2. Oversee the hospitality for the entire meet including purchasing of items (if needed), set up, staffing during the meet and clean up.

MTAC Meet Concessions Chair: 25 annual service units (may be a co-chair job)

Responsibilities:

1. Oversee concessions for the entire meet.
2. Purchase items (if needed).
3. Set up area, oversee staffing during the meet, and clean up.

Awards Chair: 25 annual service units Responsibilities:

1. Order all ribbons and awards for MTAC hosted meets and attend MTAC meets to label and distribute awards.
2. Keep folders on pool deck up to date with current swimmers.

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