



**Marauder Aquatic Club  
Swim Team Handbook  
2010-2011 Edition**

**“Getting Better Everyday!”**



## Table of Contents

- I. General Team Information**
- II. Practice Policies and Guidelines**
- III. Competitive Events**
- IV. Financial Information – Expenses & Costs**
- V. Communication - Swimmer, Coach, Parent**
- VI. Parental Involvement**
- VII. Swimmers**
- XIII. Glossary of Terms**
- IX. Team Contacts**
- X. Constitution and Bylaws of the Marauder Aquatic Club**

## I. General Team Information

**A. Philosophy** – We here at Marauder Aquatic Club base our program on the principles of Leadership, Caring, Responsibility, and Integrity. Our focus is on educating our swimmers on proper technique and good habits. It's a progressive program where all children get to swim, focusing on their personal best and improving as an individual.

**B. Mission Statement** - Marauder Aquatic Club is a competitive swim club that provides an environment for all swimmers, regardless of age and ability, the opportunity to reach their personal potential both as a swimmer and a human being. We are committed to helping children grow in character, leadership, and integrity through the sport of swimming.

## II. Practice Policies and Guidelines

**A. Arriving and Leaving Practice** - We ask that parents ensure that their swimmers arrive at the pool no later than 15 minutes before practice, to allow time to get changed and to be ready for the start of practice. If your swimmer arrives more than 15 minutes later than the practice start time, a parent must accompany them to practice or send a note, or the swimmer will not be allowed to join that practice session on that day. Also, for your child's safety, we ask that you arrive to pick up your swimmer at the close of practice to avoid swimmers in the lobby waiting to be picked up. If your swimmer must leave practice early due to another conflict, they must submit a note before the start of practice in order to be excused early.

**B. Practice Attendance** - Although we have a flexible practice schedule at the Marauder Aquatic Club, in order for swimmers to get the most out of our program as possible, we do expect swimmers to attend a certain number of practices each week, as follows:

Beginner	2 times per week
Novice	3 times per week
Black	3 - 4 times per week
Gold	4 - 6 times per week
High School	4 - 6 times per week

Failure to make the required number of workouts per week will result in a phone call to the swimmer's parents unless notified prior to the end of the week.

**C. Outside Activities** - We encourage and allow for our swimmers to participate in other activities outside of swim team. However, we ask that you keep the coaching staff informed of outside activities that may conflict with practice sessions or competitive meets.

**D. Illness** - If a swimmer is sick, please do not attend practice. It will not be beneficial for the swimmer nor for their teammates who might get sick as a result. In case of illness, please call or email the coaching staff prior to practice that day to let them know that you will not be able to attend.

**E. Behavior Expectations & Consequences** - The following are the steps taken if a team member behaves in violation of team rules;

1. Warning from coach
2. Meeting with parent and coach
3. Meeting with parent, coach, and suspension from team
4. Dismissal from team

**F. Locker rooms** - Swimmers are allowed to use the locker rooms to change before and after practice. Swimmers should be on their best behavior when using the locker rooms - this means NO HORSEPLAY. Parents

are asked to help monitor locker rooms before and after practice whenever possible. Failure to respect the facility and other members will result in loss of locker room privileges for the entire team.

**G. Parents Sitting In At Practice** – Marauder Aquatic has an open practice policy. However, we ask that you do stay in the seating area during practice for several reasons:

First, because young swimmers want their parent's approval more than anything, if they know you are watching a practice, it would only be natural for some of their attention to be directed to you. However, for the swimmers to learn as much as possible, it is imperative that the coaches have your child's full and undivided attention during practice. We ask that you do not communicate with your child during practice and compete with the coach for their attention.

Second, we insist that parents do not interrupt the coaches on deck while they are coaching. If you need to communicate with a coach, please do so before or after practice (if they are not coaching another group). You can also write a note and place it in the coach's mailbox at any time.

Third, our coaches spend a considerable amount of time planning weekly training sessions for each of their practice groups. Each training set or instructional drill has a purpose and often builds onto another throughout the week. Please know that although you may not understand the purpose of what the swimmers are doing on any given day, our plan is to make the most of each training session.

Finally, please do not try to coach your child based on what you see (or think you see) him/her do. Many times when teaching stroke skills, the coaches ask our swimmers to do things that might not look correct or might actually be illegal according to the rules, but does have an important purpose in teaching skills. Please trust in our abilities to guide your son/daughter and to help them grow as a swimmer.

### **III. Competitive Events**

The Millersville Aquatic Club participates in dual meets, as well as invitational and USS meets.

**A. Dual Meets** - The Marauder Aquatic Club competes in the Central Pennsylvania Aquatic League ([www.swimcpal.org](http://www.swimcpal.org)) along with 28 other teams from York, Lebanon, Dauphin, and other counties in the Susquehanna Valley area. These meets are typically held on Saturdays and consist of 72 events, which are listed on the CPAL website, or on one of our team bookmarks. Boys and girls compete at the same time and same location. Scoring is done as a team, and each team's record of wins and losses is tracked. These meets typically last 3 ½ hours and are a lot of fun!

Dual meets are mandatory for all swimmers regardless of other outside commitments. We do, however, realize that unusual situations do come up. If your swimmer will not be attending a dual meet, please submit a Meet Absent Form to the coaching staff as early as possible, but no later than the Wednesday prior to that meet. Failure to do so will result in a **SUSPENSION FROM THE NEXT DUAL MEET COMPETITION**. Exceptions will be considered for circumstances that cannot be foreseen, such as sudden illness or emergencies. In this case, please notify the coach the morning of the meet. In order to allow for final preparations, it is best for all swimmers to attend the Friday practice on the weekends when a dual meet is scheduled.

**B. Invitational Meets** - In addition to dual meet competition, the Marauder Aquatic Club will participate in several invitational meets. Participation in these meets is encouraged, but not required. These meets allow swimmers to swim events that they might not do in a dual meet setting. Registration instructions will be distributed by the coaches to all eligible swimmers as the information is received from the meet organizers. The format of each type of invitational meet may vary, but here is a quick overview of some types of meets we attend:

1. **Mini Meet** - Typically geared for younger swimmers, these meets are a great way to introduce them to competition. They are usually shorter in time length and very "swimmer-friendly."
2. **A/B/C Meets** – Places are based on swimmers times. These meets are usually open to all swimmers that meet a certain cut time. Certain meets will only allow swimmers with C times to compete while

others only allow swimmers with A cut times to compete. Times are based on the USA Swimming Time Standards.

3. **Senior Meets**- These meets are where there is a specific cut time for a particular event which the swimmer must achieve in order to be able to swim in that event. Types of senior meets include Junior Olympics, Senior Champs, Sectionals, Junior Nationals, and Senior Nationals.

4. **Invitational Meets** - This is a general term for a meet that follows a championship style format, where teams from various areas swim each other. Swimmers who participate can earn recognition for their own personal achievements, but also earn points for a combined team score. These meets are a great way for swimmers to get familiar with their competitors, allows them the ability to try a new event, and to compete in a venue other than a typical dual meet setting.

**C. Divisional Championships** - Swimmers may choose to participate in the Divisional Championship meet held at the end of the season on a Saturday. Each division holds their meet at a designated venue at the end of the season.

**D. All-Stars** - The meet results are compiled across all four Divisional Championship meets, and the top twelve swimmers plus two alternates overall qualify to swim in the All-Star meet, which is held on the next day (Sunday) immediately following Divisional Championships. It is entirely possible to place in the top of your division, and not qualify for All-Stars – the results are all dependent on the results from all four divisions.

**E. Traveling to Meets** - Swimmers are responsible for travel to and from swim meets. Carpooling is strongly encouraged among swim team members. Occasionally, we may make arrangements for a bus trip to swim meets. In that case, swimmers not riding or coming home with the team must provide a written letter one week prior to the meet.

**F. What to Bring to Meets** - Swimmers should be sure to bring all necessary items – team suits, goggles, towels and team caps. An extra towel to sit on between their events is recommended. Please remember that everything is going to get wet so don't send anything that can't be washed. Bring a sweatshirt, or other clothing to wear between events to keep from getting cold. If your swimmer is a "snacker" – please bring juice, crackers, fruit or other healthy snacks. It is best to avoid sugar and fats. For away meets, parents and spectators may want to bring a folding chair. Dual meets typically last 3-4 hours, but invitationals can last a long time.

For invitational meets, you may want to bring extra items like a sleeping bag to rest on, a pillow, games, books, puzzles, magazines or anything else your swimmer might like to do as they wait between events. It is also helpful to bring a permanent marker (to write event numbers on swimmer's hands), and a highlighter (to mark necessary events in the heat sheets). Parents should remember to bring things too!

#### **IV. Financial Information – Expenses & Costs**

As with any organization or group, there are necessary expenses incurred for running an organized activity.

<b>A. Swim Team Program Fee -</b>	<b>\$430 (High School)</b>
	<b>\$875 (Gold Group)</b>
	<b>\$791(Black Group)</b>
	<b>\$646 (Novice Group)</b>
	<b>\$405 (Beginner Group)</b>

#### **All Fees Cover:**

1. Capital Expenses related to Swim Team (coaching, equipment, training aides, etc...)
2. Swim Team Shirt
3. Swim Team Cap
4. CPAL League Membership Fee
5. USA Swimming Registration

**B. Invitational Meet Entry Fees** - Since Invitational Meets are strictly optional, though strongly encouraged, swimmers wishing to attend these meets will be billed for entry fees. Parent may make checks payable to (*Kyle Almoney*) before the due date of the entries, failure to submit payment before due date of entries will result in your swimmers entries not being submitted.

**C. Payment Options** - Families may select one of these options to pay the swim team fee. **Please note that all payments should go to Treasurer, Sue Allen's mailbox as well as any billing issues or questions:**

1. Payment in full at the time of registration.
2. 3 Month Payment Plan
3. 6 Month Payment Plan
4. 9 Month Payment Plan

**D. Credit/Refund Policy** – If a swimmer chooses to leave the Marauder Aquatic they will be prorated in accordance to University Policy at the discretion of the Head Coach. **After December 1<sup>st</sup> no refunds will be made.**

**E. Payment Due Dates/Failure to Pay** – Monthly payments will be due last day of each month. All Payments should go to Treasurer, Sue Allen's mailbox. At that time you will get a receipt verifying your payment was received. Failure to pay within 5 days of the due date will result in notification by the treasurer of your late payment and your previous balance will be added to your current monthly payment. We realize during these tough economic times that some months the money is tight and if you have problems with your payments please talk to either the Head Coach or the Treasurer about other options. Should you not pay your swimmer will not be allowed to compete or practice with the program until the amount owed collected. Likewise, if a remaining balance from the previous season is not collected for the previous year, your swimmer will not be allowed to be part of the program until the remaining balance is made up for the previous season.

**F. Financial Assistance** – The Marauder Aquatic Club does not turn anyone away due to their financial situation, however, like most businesses we do need to be paid in order to keep this program running. That is why USA Swimming offers financial assistance to those families that qualify and for the Families that don't qualify for the USA program The Marauder Flex Payment Plan allows families to get through tough financial times while allowing the program to survive. For more information on both these programs please see the Head Coach.

**G. Team Swimsuits** - A team order for matching suits will be organized at the first Parents Meeting. Please watch for specific information to be distributed through your family mailbox. Swimmers are encouraged to wear a suit with the team colors (black, gold, white).

**H. Team Gear** - Our team identifies a vendor each season to provide logo wear for our swimmers and parents. Details will be announced at the first Parents Meeting about the availability of samples, costs, and ordering details. Purchase of any team gear is at the discretion of the family.

#### **V. Communication - Swimmer, Coach, Parent**

The relationship between swimmer, coach, and parent is an important aspect of swimming. Usually, it is a mutually supportive partnership, but it can become strained and, ultimately, harmful to a swimmer's experience in the sport. Regular and open communication is necessary to avoid misunderstandings. The swimmer, the coach, and the parent must each understand and respect his or her role so that conflicting or negative signals are not sent. Swimmers, parents, and coaches may not always agree but respectful and open communication will help maintain a positive relationship. The collective goal of the swimmer-coach-parent triangle should be the maintenance of an environment most conducive to the development of the swimmer – both as an athlete and as a person.

Communication is vital to any organization and it must be a two-way street. Coaches will make every effort to convey information to swimmers and their parents in a timely manner. Likewise, team members and their parents need to communicate with coaches in order to avoid misunderstandings and to inform them of anything that may affect a swimmer's training and competition.

Methods of communication used by our team include:

**A. Mailbox System** - Each family will have a mailbox (folder) for all written notices such as swim meet information, team information, and upcoming team events. Also, all ribbons and other awards from dual meets and events will be placed here as well. You are encouraged to use these mailboxes to contact the coaches as well as other families any time that's necessary.

**B. Weekly Newsletter** - Our team's weekly newsletter will include upcoming meets, important dates, odds & ends, and coaches' own weekly thoughts. Newsletters will be distributed every week, typically by the secretary.

**C. Email Distribution Lists** - Reminders and last-minute information will also be sent to families via e-mail. This means of communication is most useful when there is a limited amount of time to send out information or when a quick reminder is needed. Please be sure to have your email address on file.

**D. Parent Meetings** – Each month the Head Coach and Parent Board will hold a parents meeting during the week (typically the first or second week of each month of the season). Important dates, upcoming activities and events, and parent education will be discussed during these meetings by the Head Coach and Board. These are also a great time for Parents to address issues, concerns, or questions they might have so attendance is strongly recommended.

**E. Team Website** – The website offers up to the minute announcement, practice schedules, parent and swimmer education and information, meet entries, meet results, team records, changes and cancellations, and upcoming events. Check us out at [www.marauderaquaticclub.org](http://www.marauderaquaticclub.org)

## **VI. Parental Involvement**

**A. Parent Volunteer Opportunities** - Swim meets are completely run by parent volunteers. There are numerous jobs and volunteering is a great way to support your child. It also gets parents involved in the achievements of all team members and builds relationships with other parents in the swimming community. We rely on the parents of ALL swimmers to lend a hand and participate in team events, and participation will be monitored so that the tasks are divided fairly among all families.

Help is needed before, during, and after all swim meets – both at home and away. Sign up information will be posted on the team mailbox and on the team website.

### **B. Swim Meet Responsibilities**

1. **Timers** - Approximately 9 are needed for each meet – one per lane, two back up timers, and one floater. Time each heat in a designated lane using stopwatches that are provided by the host team. This job requires no special training and keeps you right next to the action. No prior experience is necessary. There is a brief meeting at the start of each meet to clarify expectations.
2. **Officials** - The team arranges a starter, and referee, but each team needs to supply stroke and turn judges. They all work to conduct the meet and address rule infractions. Some training is necessary through USS or CPAL. There is always a demand for these volunteers. Training is technical but not lengthy or difficult at all.
3. **Ribbon writers** - Place labels on ribbons and other awards. No prior experience necessary.
4. **Runners** - After each heat, this person takes cards from timers to the computer operator. No prior experience necessary.
5. **Computer Operator** - The person inputs data during meets (times, relay names, etc.) and generates results from the system. Training on specific Meet Manager software is needed.
6. **Timing System Operator** - Coordinates with Computer Operator to ensure that event results are captured by the timing system and shared with the Meet Manager program.
7. **Staging** - The volunteer organizes swimmers into proper heats, gives them cards if necessary, and sends them to the starting area behind the blocks. This volunteer is very close to all swimmers but may work in a gymnasium, hallway or bleacher area.

8. **Announcer** - This volunteer has the charge of announcing the swimmers name prior to the swimmers entering the water. The announcer controls the “Flow” of the meet, and should be comfortable speaking publicly with a clear voice.
9. **Set-up and Clean-up** - Before a meet can begin and after the meet ends, all swim team parents are expected to help in returning the pool to normal, or to set up the pool for an organized meet.
10. **Concessions** - At every swim meet we will provide concessions for our guests. This is an easy volunteer area for any parent. We will also ask each family to donate items to be sold at the concession stand. Sign up sheets for donations are posted on the bulletin board on a regular basis.

**C. Parent's Code of Conduct**

**Marauder Aquatic Club  
Competitive Swimming  
Parent's Code of Conduct  
2009-2010**

**As a parent of a swimmer and member of the Marauder Aquatic Club Competitive Swimming program, I will abide by the following guidelines:**

1. Practice teamwork with all parents, swimmers and coaches by supporting the values and mission of the Marauder Aquatic Club
2. I will not interfere with coaches on the pool deck or attempt to coach or instruct the team or any swimmer at a practice or meets (from the stands or other areas).
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices
4. Maintain self-control at all times. I know my role.  
Swimmers... Swim  
Coaches... Coach  
Officials... Officiate  
Parents ... Parent
5. I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated, and I may be asked to leave the program.
6. Enjoy involvement with the Marauder Aquatic Club by supporting the swimmers, coaches, and other parents with positive communications and actions.
7. During competitions, question or concerns regarding decisions made by meet officials are directed to our coaching staff. Parents address officials via the coaches only.

**Sanctions:** Should I conduct myself in such a way that brings discredit or discord to the Marauder Aquatic Club Competitive Swimming Program, or the Millersville University community, I voluntarily subject myself to disciplinary action. The Marauder Aquatic Club maintains the right to terminate any membership with/without cause in the interest of our vision, mission, and objective.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **VII. Swimmers**

**A. Expectations** – The Marauder Aquatic Club coaching staff puts forth certain expectations that they feel will allow for each swimmer to not only to reach their full swimming potential but become better people in the process. The following are just some of the expectations we look for in our swimmers.

1. Practice - We expect all swimmers to show up for the amount of practices listed per week. While there we expect swimmers to work hard, ask questions, and interact with one another. The coaches are here to guide you it is ultimately up to each swimmer whether or not they will improve. We do not want to see any negative comments, bad attitudes, or lack of effort during practice. Leave all your troubles outside the pool when you come to practice. You will ultimately get more out of practice.
2. Swim Meets - Remember you are representing your aquatic club at ALL swim meets. How you handle yourself reflects upon not only you as an individual but how others look upon our team as a whole. Swimmers are expected to cheer for their teammates and not be playing in the locker room during meets. The coaching staff also expects good sportsmanship before, during, and after each meet. Failure to do so will result in disciplinary actions.
3. Mandatory Team Meetings - From time to time, the coaching staff will hold meetings for swimmers only. These meetings are a great way for our team to come together as whole and share our team spirit. As a team member, you are expected to be there for ALL team meetings. If for some reason you cannot attend these meetings, you must alert the coaching staff prior to the start of the meeting.
4. Swimming for Outside Teams - A swimmer may be on a school team if they choose as long as it does not interfere with the Marauder Aquatic Club. A swimmer on another team will be expected to be at all the meets and abide by all the swim team codes just as other members. Certain exceptions will be considered as long as you talk to a coach first.
5. Swim Team Functions - Every now and then we will have swim team parties/gatherings that will help promote unity within the team. These are a great time for swimmers to get to know one another better and can be a great opportunity for parents and coaches to interact outside of the pool. We strongly encourage you to participate in all swim team functions.

**B. Goals** - “He who fails to plan, plans to fail.” You can’t have success in anything in life without a plan. The Marauder Aquatic Club coaching staff will be handing out goal setting sheets at the beginning of the season. Our goal is to have each swimmer write down what they hope to accomplish. Goals can be as simple as “Making 3 practices a week” or “working hard on my butterfly” or as be long term such as “Junior Olympics” or “Go under 1:00 in the 100 Freestyle”. The coaching staff will be keeping track and working with each and every swimmer to help him or her reach each goal that they individually set.

**C. Swimmer's Code of Conduct** - Prior to each swimmer participating in a swim team practice they must sign a Swimmer's Contract. Below is a sample of that contract:

**Marauder Aquatic Club  
Competitive Swimming  
Swimmer's Code of Conduct  
2009-2010**

**Expected Behavior at all Aquatic Club activities:**

1. Act and conduct myself with dignity and respect for others and the property of others.
2. Always practice and teach good sportsmanship.
3. Promote positive high team spirit and morale.
4. Offer congratulations to my opponents, win or lose, and to cheer on my teammates.
5. Be a responsible goodwill ambassador between the sport of swimming and the public, as well as representing the Marauder Aquatic Club in the appropriate manner.

**Prohibited Behavior at all Aquatic Club activities:**

1. Use of alcoholic beverages
2. Use of illegal drugs
3. Smoking or other use of tobacco products
4. Destructive behavior
5. Inappropriate or unruly behavior, including failure to adhere to team standards
6. Theft of any kind

I have read the Competitive Swimming Code of Conduct and agree to abide by its provisions. If I do not abide by these provisions a meeting will occur between swimmer(s), parent(s), Head Coach to determine exact outcome, which could include removal from Competitive Swimming Program.

---

Swimmer's Signature

## **IIX. Glossary of Terms**

**Bull Pen** – a place where swimmers go right before their event. It is usually a group of chairs in rows and allows the meet organizers to line up the kids in the order that they will swim. Swimmers are called to the bull pen (staging area) by their event numbers.

**CPAL** – Central Pennsylvania Aquatic League is the league in which our team is a member for the dual meet season. Their website is: [www.swimepal.org](http://www.swimepal.org)

**Cut/Qualifying time** – For certain meets, typically championship-style meets, swimmers will have to reach a certain time in order to be able to participate. Sometimes, however, developmental swim meets will have times in which the swimmer may not swim faster than the posted time to be permitted into the meet.

**DQ** – occasionally, swimmers will be disqualified from their event. This may be for an improper start, turn, or stroke completion. It happens to all swimmers at some point. First-year swimmers should be warned that this can happen, and that it is part of the learning experience. The penalty is that the swimmer will not get credit for the race (or a ribbon) and the team will not receive any points.

**Double Dual Meet (Triangle Meet)** - A meet where three teams simultaneously compete in a dual meet format, with scoring done in a way that each team's event results are posted against each opposing team. (Two dual meets done in one afternoon!)

**Dual Meet** – Typically, two teams swim head to head in 72 events. We usually have 5-6 dual meets per season. Scoring is done as a team, and each swimmer is expected to participate in each dual meet.

**Entry Fee** – A fee that is typically used to pay for swimmers to be able to participate in Invitational meets or championship type meets.

**Event Numbers** – all dual meets (and most invitationals) are organized in the same order. Each event is numbered separately by gender (boys or girls) and age groups.

**Exhibition Race** –At most meets, the team is only allowed to enter three individuals in a particular event for the purpose of achieving a finishing place, time and team points. If additional swimmers are entered in that same event, these swimmers swim in a separate “exhibition” heat. Their time will still be official and can be used for qualification to championship meets, however they cannot earn team points. It is important for swimmers to know that the most of the competition is with themselves and the clock. Don't let your swimmer get discouraged if they swim an exhibition event – everyone does, usually several times, during the season. Remember that the time (and their own personal best) is what is important!

**Freestyle Relay** – four swimmers, each swims freestyle for ¼ equal lengths of total length of event. No person shall swim more than one leg of the relay race. The finishing swimmer must end their leg of the race (touch the wall) before the next swimmer is allowed to start the next leg.

**Heats**– If an age group has more swimmers in it than there are lanes in the pool, the event must be divided into groups. The swimmers are divided into heats based by their seed times (recorded previously). Within any heat, those with the faster seed times are placed in the middle lanes. Invitational meets can have many participating teams, which creates a need for lots of heats in some events.

**Heat Sheets** – The organizers of an invitational meet provide copies of the meet participants. There is usually a small fee to purchase a copy of the heat sheet. They are not used at dual meets.

**Individual Medley** – (abbreviated as IM) – the swimmer swims a combination of the strokes in ¼ equal lengths of the total length of the event. For younger swimmers, a 100 IM is typical, so one length (25 yards) is completed for each of the four strokes. The strokes must be done in this order: butterfly, backstroke, breaststroke, freestyle. The swimmer must comply with the rules of each stroke. Transition turns between the strokes must conform, before the touch, to the finish rules for the stroke being completed, and after the touch, to the turn rules for the stroke about to be swum.

**Invitational Meet**- These meets vary in terms of length and events depending of the type of meet. Participation is not mandatory.

**Medley relay** – Similar to the freestyle relay, except that each swimmer swims a different stroke in the following order: backstroke, breaststroke, butterfly and freestyle (alphabetical order, different than IM order.)

**NT** – literally means “no time.” This is used in the absence of a seed time to indicate that the swimmer has not swum this particular event during the current season.

**Seed Time**- Times that were attained by a swimmer at a previous competition that are used to place the swimmer in the appropriate heat at a subsequent meet.

## **IX. Team Contacts**

- 1. Head Coach:** Kyle Almoney Phone: 717-818-4392 (Cell)  
717-872-3872 (Office)  
Email: [KAlmoney@millersville.edu](mailto:KAlmoney@millersville.edu)  
Office Hours: Typically Monday – Friday 9:00 am – 3:00 pm
- 

### **3. The Board Members**

For questions related to team activities, parent meetings, fundraisers, team gear orders.

Chairman:	Kyle Almoney
Co-Presidents:	Jen Sugra/Andrea Morgan
Vice President:	Steve Morgan
Secretary:	Leigh-Anne Drumm
Treasurer:	Sue Allen
USA Official:	Beth Hershey

## **X. Constitution and Bylaws of the Marauder Aquatic Club**

The Marauder Aquatic Club (“MARA”) is administrated by the Head Coach with help from the Board of Directors (the “Board”) in conjunction with Millersville University.

### **NAME**

This organization shall be known as The Marauder Aquatic Club. (MARA)

### **MISSION**

Marauder Aquatic Club is a competitive swim club that provides an environment for all swimmers, regardless of age and ability, the opportunity to reach their personal potential both as a swimmer and a human being. We are committed to helping children grow in character, leadership, and integrity through the sport of swimming.

### **MEMBERSHIP & RESPONSIBILITIES**

Membership: All swimmers and parents of swimmers with membership fees in good standing shall be members of the MARA.

Responsibilities: Having a swimmer on the MARA implies a willingness to serve as a member of the Board or its Committees and/or actively assist in the administrative support required in the operation of the MARA.

### **THE BOARD**

The Board shall be comprised of the following positions:

#### **The Chairman shall:**

Serve as day to day operator of the Marauder aquatic club.

Run the monthly board meetings with the rest of the board members.

As a member of the Board, contribute his/her knowledge and expertise as it pertains to any discussions about/or policies made concerning MARA and its swimmers.

Oversee the MARA and its daily activities

Deposit funds collected by the treasurer into proper accounts

Oversee and work with the board on a day to day basis to make sure the philosophies and mission of MARA are enacted.

Coordinate logistical details with the University (e.g., parking passes)

Prepare and present monthly financial report to the Board

**The Co-Presidents shall:**

Actively endorse and support the philosophy of the MARA and its mission.

Ensure the best team participation in a harmonious atmosphere consistent with the MARA goals.

Keep parents organized, informed, and supportive of all aspects of the program as directed by the head coach. Communicate the Head Coach's goals, desires, needs, and objectives for this team to the parent body through team officers.

Draw up an outline with the head coach and run the monthly Parent Meetings.

Serve as the league rep for our team, or designate another rep from team, through attendance at league meetings. The CPAL meets once per month on Wednesday at 7:30 usually. This meeting takes place at Mechanicsburg High school and is about a 3-4 hour commitment. However, we are required by the league to have a rep at all meetings.

**The Vice President shall:**

Actively endorse and support the philosophy of the MARA and its mission.

Serve as primary assistant to the President for all team activities.

Organize parent volunteers for dual meets this includes the recruitment of parents for running the dual meets as well as keeping track of what jobs are covered.

Move into the position of President should the current President not be able to finish his term.

Be responsible for any other aspects of team activities as requested by the Head Coach.

Serve as point of contact for any parents or swimmers that can't attend a meet that they had signed up for.

**The Secretary shall:**

Actively endorse and support the philosophy of the MARA and its mission.

Update and maintain contact information for parents and coaching staff.

Coordinate all communication between parents and coaching staff.

Keep and document notes from Parents Meetings and Board Meetings.

Keep track of pool and team records and personal bests, or delegate these responsibilities to others.

Prepare ribbon order at the beginning of season.

Communicates with reps from visiting teams to clarify meet logistics (i.e., directions to pool, parking, etc.).

**The Treasurer:**

Actively endorse and support the philosophy of the MARA and its mission.

Maintains the clubs financial data including but not limited to, (account balances, team fees, and other expenses occasioned by the club).

Sends out bills to MARA members

Handles receipts for account payments made by MARA members.

Gives monthly status of overdue accounts to Chairman to ensure no one is practicing who has not paid.

**Members will be allowed to serve a maximum of two (2) consecutive terms of two years for each office, with the exception of the Chairman seat which is a permanent appointment.**

**Vacancies**

If a member resigns, an election must be held in the group that he/she represented to elect a replacement to serve on the

If something happens that the President cannot fulfill his or her term, the Vice President takes over, with a new Vice President being elected by the general membership.

The Assistants to the Secretary and Treasurer will assume those responsibilities during the following season.

**Meetings**

The Board of Directors shall hold a minimum of one meeting per month during the MARA swim season.

Additional meetings may be called by the Head Coach.

A Parents meeting will be held once per month during the MARA swim season.

#### Quorum and Voting

A majority of the members of the Board of Directors shall constitute a quorum.

### **STANDING COMMITTEES**

Committees are those representing functions, which are continuing in the program of MARA.

Apparel/Equipment – Coordinates ordering and distribution of team apparel and equipment. Collects payment before placing order. Works with Chairman to select apparel and equipment (including end-of-year gift to swimmers).

Computers/Timing System – To coordinate training on the computer and timing system used during swim meets.

Meet – Responsible for meet paperwork/templates (e.g., heat sheets, DQ forms, finish judge forms) coordinate the set-up and takedown of equipment at swim meets.

Social – To promote team spirit and comradeship among team members through social events. Plans social events for swimmers and parents (e.g., holiday party, team breakfast), with the exception of the year-end banquet. Presents ideas for social events at Parents Meetings.

Fundraising – Responsible for annual fundraiser, including goals, ideas, coordination with vendor(s).

Communicates opt-out option to parents.

Concession – Responsible for coordinating donations and managing inventory for concession stand.

Coordinates with Chairman to ensure inventory conforms to University guidelines. Turns money over to treasurer at end of season.

Banquet – Responsible for the planning and preparation of the banquet at the end of the year, including selection of location, entertainment. Prepares agenda and designates emcee for banquet. Collects payment for banquet.

### **AMENDMENTS OF BYLAWS**

This Constitution and Bylaws may be amended or abolished in whole or in part by recommendation of the Board and approval of the Head Coach. Amendments or deletions must be submitted to the General Membership for a vote. Amendments shall be approved by simple majority of those voting.

### **DISSOLUTION**

Dissolution of the club must be made by the Head Coach and Millersville University.