



This parent handbook was created for the parents of the Rollingwood Waves swimmers as an effort to help them with a better understand the workings of the team.

Section I - Rollingwood Waves Swim Team

Chapter 1 - Membership:

Members in good standing with Western Hills Athletic Club (The Rollingwood Pool) are eligible to swim for the Rollingwood Waves Swim Team. In addition, a swimmer must be younger than 18 years of age on May 1st of the current year to participate. If you're unsure if your child is ready for swim team, you might want to consult with the Head Coach before signing up.

Club Swimmer Requirements:

Some swimmers swim for another club swim team during the year. Most recently, new bylaws within the Austin Hills Swim League (AHSL) allows a swimmer who competes with any other club or team eligible to participate and compete in an AHSL meet.

Chapter 2 - Team Goal:

The goal of the Rollingwood Waves Swim Team is to offer an opportunity for kids to participate in an exciting and fun-filled swim season. In addition to learning and/or improving the basic 4 strokes, swimmers are taught good sportsmanship and are encouraged to participate in team building special events.

Chapter 3 - Code of Conduct:

In order for the team and individual swimmers to achieve their goals and maintain a constructive, safe, and positive environment for everyone, it is necessary for all participants to adhere to the following guidelines. **Swimmers should always:**

- Make an effort to show good sportsmanship
- Show respect for coaches and teammates as well as lifeguards and pool manager
- Represent their team with pride
- Come to practice and meets prepared with appropriate attire and equipment

Swimmer and Parent Code of Conduct:

All team members are expected to be orderly, courteous, and show sportsmanship during practices, meets, and at any team-related function. Any inappropriate behavior, may constitute cause for dismissing a swimmer from practice or a meet, or be sent home from a team function or possible suspension or dismissal from the team.

Swimmer's Etiquette at Practice:

- Be punctual
- Be prepared - suit, goggles, cap, kickboard, etc.
- Actively participate
- Do what the group is doing
- Focus on the task at hand
- The best attitude is a "can do" attitude

- Be willing to try new and difficult things
- Arguing and “bargaining” with coaches is a waste of time!
- Clean up after yourself

Parent’s Etiquette at Practice:

- Parents are forbidden on the deck during practice
- Leaving early? Let coaches know at the beginning of practice.
- If you have to discuss something with a coach, please do not approach them during practice. Either meet with them after practice or arrange another time.

Chapter 4 - Registration:

Registration for the Rollingwood Waves Swim Team occurs in mid-April of every year. An email will be sent to all WHAC members notifying them of the specific dates and times. Copies of all of the registration forms and fees are inside this parent handbook and also can be found at www.whac.org under the Rollingwood Swim Team section. These forms must be completed and brought with you at the time of registration. Forms required for registration are:

- Liability Form
- Parent Volunteer Commitment Form
- Registration

Chapter 5 - Austin Hills Swim League:

The Rollingwood Waves summer swim team is a member of the non-profit Austin Hills Swim League. This league is made up of the following swim teams (clubs):

- Austin Country Club (ACC)
- Barton Creek Country Club (BCCC)
- Barton Creek West (BCW)
- Lake Hills (LH)

- Lost Creek Country Club (LCCC)
- River Place (RP)
- Rollingwood (RW)
- Westwood Country Club (WW)

For each swim season, each team's Lead Parent(s) is appointed as a board member(s). These board members attend monthly meetings beginning in November through June of the current year. In addition, each team has a very specific and important task to carry out the entire season and will rotate each year. These tasks are President, Vice President, Secretary, Treasurer, ribbons, medals, bylaws, and computer training. AHSL bylaws are found on the Western Hills Athletic Club website at www.whac.org under Rollingwood Waves Swim Team.

Fees and Schedule:

The AHSL Board determines a per swimmer fee each March to cover the cost of ribbons and medals, insurance, and other incidental expenses incurred by the League. This cost is included in the fees charged by the Rollingwood Waves swim team. In addition, the League Board establishes an agreed upon schedule of meets for the upcoming season. In scheduling these meets, the following is taken into account: size of pool, opportunities to swim 25 yard or 25 meter course, size of teams, and previous years' schedules.

Section II - Swim Meets

Chapter 1 - General Meet Information

How a swim meet works:

A swimmer must have attended three practices in a season to swim in a meet. Swimmers under the age of 11 may be entered in only three individual events. Swimmers age 11 and up may swim five individual events plus relays. Swimmers must swim in a designated age group. Age group may be designated per meet (for

individual and relay purposes). Swimmers may swim up an age group in relays but are not allowed to swim down in any age group.

What is an Intrasquad meet:

An Intrasquad meet is for the purpose of establishing entry times for each swimmer in each individual event. Swimmers who cannot participate in that meet may have entry times determined by their coaches in a regular workout if time permits. Should that not be possible, swimmers will be entered in their first meet as no time (N/T). Those entry times will become the swimmer's entry time at the first League meet of the year. After a swimmer participates in a League meet, the entry time will become the swimmer's fastest official League time.

Chapter 2 - Meet Entries

Deck Entries:

Deadlines for entering your swimmer in a swim meet will be posted at the beginning of the season. If you miss the deadline, you can attempt to deck enter 30 minutes prior to the meet start time with coaches' approval and lane availability. No new heats will be created to accommodate deck entries. The best way to ensure your swimmer is entered in the strokes they want to swim is to sign up by the posted deadlines.

Heat Sheets:

A "Heat Sheet" is the swimming term for the program listing all events. They can be purchased at the concession stand. It lists all of the events and who is swimming in each event. It also shows the heat, lane, age and current time for that swimmer. By looking at the heat sheet (it takes some time to learn how to read it) the coach can tell your swimmer "You are in event #3, 25 Freestyle, Heat 2, Lane 4, your old time was 27.5 seconds, let's try to get a best time today!"

Chapter 3 - Meet procedure and understanding key positions/swimming terms:

First and foremost, show up ON TIME for warm-up. Swimmers who show up late are often disoriented and overwhelmed with everything that's going on and at the site of so many swimmers in the pool! You may also miss some important announcements as well as a chance to participate on a relay(s). Swimmers must first report to their Age Group Parent by looking for a sign with their particular age group that says something like "8 and Under Boys". The Age Group Parent (AGP) has a copy of the heat sheet and will then begin to mark the swimmer's hand with the events they are swimming. See drawing. The Age Group Parent position's description is located under volunteer opportunities in Chapter 3 of the parent handbook.

Meet Results:

After each event, results are posted by the volunteer runner on the board next to the water fountain and outdoor shower.

Ready Bench:

The Ready Bench workers are responsible for organizing the swimmers into heats according to the heat sheet before the start of each event. They verify each swimmer or relay team, compare swimmer names with the heat sheet, and notify the age group parents of any missing swimmer(s). They arrange the swimmers from both teams into their respective heats and lanes moving them from the ready bench to the chairs on the deck behind each lane. The Ready Bench Coordinator will call a meeting before the start of the meet to discuss positioning and procedures with Ready Bench workers from both teams.

Chapter 4 - Order of Events at Swim Meets:

The order of events at every swim meet is conducted in the following order:

- Individual Medley
- Freestyle Relay
- Freestyle

- Backstroke
- Breaststroke
- Butterfly
- Medley Relay
- Parent/Coach Relay (optional; no points awarded)

Relays: Swimmers are selected by the coaches to swim on a relay team(s) if they have demonstrated good attendance at practice, proficiency of strokes, and good sportsmanship/behavior.

Medal Meet:

At the end of the swim season, there is a medal meet where swimmers may be eligible to receive a medal. A swimmer must participate in at least one AHSL meet to be eligible to swim in the medal meet. A swimmer must legally swim an individual event at least one time during the season to swim that individual event at the medal meet. The required Intrasquad meet is not considered an AHSL sanctioned meet.

Chapter 5 - Meet Etiquette for Swimmers:

Support your teammates. Cheer for them and they will cheer for you – show everyone how proud you are to be a part of The Rollingwood Waves and to have these swimmers as your teammates! Support swimmers from other teams. A mature swimmer congratulates other swimmers after a race, no matter who won. We want other teams to recognize the excellent sportsmanship the Waves promote.

Chapter 6 - Meet Necessities

What to Bring to Meets:

The team suit, team cap couple of pairs of goggles, towels, sunscreen, chairs, small snacks such as grapes, graham crackers, granola bars, lots of fluids (water, sports drinks), a highlighter to highlight your swimmer's name in the heat sheet and pen/maker, cards, games, hand held computer games, and ipods.

Chapter 7 - Inclement Weather:

If a meet is canceled due to inclement weather, it may be rescheduled by mutual agreement of the affected teams. If not held within two weeks, the meet is canceled. A meet in progress that is canceled for inclement weather and later rescheduled shall start at the point at which the original meet stopped. The decision to cancel a meet is at the sole discretion of the League representative from each of the participating teams. The meet will be canceled if swimmers are out of the pool for 30 minutes due to inclement weather.

Section III –Meet Requirements

Chapter 1 - What the HOME team provides:

- Meet director
- AHSL certified starter and starting equipment
- Announcer (may be the same person as the starter)
- Official coach for home team
- 14 timers and watches plus a head timer with two watches (unless arrangements are made prior to the meet)
- Three AHSL certified stroke judges and one additional AHSL certified stroke judge if the home pool has a diving well or other obstruction to walking the length of the pool.
- Three computer and ribbon officials and an official computer on which to enter the meet entries and results
- False start rope
- One head ready bench official and one ready bench volunteer

Chapter 2 - What the VISITING team provides:

- Official coach for their team
- Three AHSL certified stroke judges

- Eight timers and watches (unless other arrangements are made prior to the meet)
- Three computer and ribbon officials
- One ready bench official
- Printed age group and ready bench reports and heat sheets from the Meet Manager database provided in advance by the home team.

Section IV - Rollingwood Waves Volunteer Opportunities

In order to run an efficient swim club, parent involvement is necessary. Each parent is expected to participate by volunteering at four meets throughout the season. We appreciate your involvement and hope that you will find this a unique opportunity to be involved in a meaningful working relationship with the swimmers, coaches and other members of the Rollingwood Swim Team.

Chapter 1 – Volunteer Position Descriptions

Volunteers are needed in the areas listed below. Some volunteer assignments will have a head coordinator who will be responsible for ensuring tasks are completed in their specific areas. Individual descriptions from previous years are available with more detailed information once a volunteer commitment is secured. Sign up for all volunteer positions will be done prior to registration in mid-April Volunteer Spot. All sign-ups are done on a first come first served basis.

Registration Coordinator:

This position is responsible for setting up the registration process for the two day registration kick off event held in mid April. The Registration Coordinator is responsible for printing extra registration forms, collecting the forms, ensuring all are filled out correctly, and collecting payment fees. After the registration process is complete, all the data is given to the pool manager for entry in the meet manager computer program. A simple data base made of all email addresses for the weekly team emails goes to the Lead Parent(s). All payments are given to the WHAC accountant for deposit. The last day for registration is the first Friday of the May

practice. The last day for a full refund is the second Friday of the May practice. This rule is strictly enforced due to insurance procedures.

Close attention to detail is needed with this position as it is how the swimmers are entered in to the computer system for the entire swim season. In addition, the Registration Coordinator separates the medical release and liability forms from the registration packets and alphabetizes them in to a folder that is to remain at the pool for the duration of the swim season. Lastly, the Registration Coordinator makes a folder for each swimmer to be used to place any team correspondence and their individual ribbons from each meet. The registration Coordinator position is complete by mid May.

Registration Coordinator #2 :

- Attends both day of the registration kick off to meet the parents and help parents fill out forms and answer any questions.
- Determines # of volunteer slots needed during registration days
- Prints spreadsheet on all volunteer positions needed
- After registration is complete, carefully checks to ensure each family has signed up for their required 4 volunteer slots. If not, corresponds with family to correct error
- Creates data base of all volunteer positions per meet.
- Compiles complete data base in a notebook which is to remain at the pool at all times.

Volunteer Coordinator #1 –

- Position is for home and away meets
- Works the **first** 3 meets of the season
- Checks early in the week that all positions are covered and if not, works to fill them prior to the upcoming meet
- Prints name tags for all volunteers per swim meet
- Checks people in for their volunteer commitments
- Fills in when necessary

Volunteer Coordinator #2: -

- Position is for home & away meets

- Works the **last** 3 meets of the season
- Checks early in the week that all positions are covered and if not, works to fill them prior to the upcoming meet
- Prints name tags for all volunteers per swim meet
- Checks people in for their volunteer commitments
- Fills in when necessary

Communications:

This position consists of preparing a weekly team email with all the necessary updates and notices to the parents. All Rollingwood Waves correspondence is done 100% through email and is emailed every Monday morning beginning the first week of practice. A complete list, with week by week notices, is given to the communications coordinator as a guideline to follow. This is one of the most important jobs on the Rollingwood Waves Swim Team.

Concessions Coordinator:

This position is responsible for overseeing the entire concession stand and works with the set-up volunteers, the buyers, as well as the workers to ensure it is run well. The coordinator is responsible for counting and collecting the money at the end of each home meet and turning it in to the Lead Parent(s). The Concessions Coordinator is responsible for pre-ordering pizzas and breakfast tacos for all home meets the day before to ensure they are available. **This job may be the most time consuming therefore registration fees are waived for this position.**

Concessions Set-Up:

This volunteer is responsible for setting up the concession stand the morning of all home meets. Duties include but are not limited to making the coffee (64 cups), bringing all the food items up from the Swim Team office, display prices, assist with the icing down of all beverages, prepare the coffee area and having everything ready to go by 8:00 AM for morning meets and 4:00 PM for evening meets. Works closely with the meet set-up volunteer as they will be bringing all the drinks & ice chests up from the swim team office. Morning meets the job starts at 7:00 AM and is complete by 9:00 AM. Evening meets the job starts at 3:00 PM and ends by 5:00 PM. Works

the concession stand until the first round of volunteer workers arrive. This position works hard but it's done in 2 hours.

Concession Workers:

Sell drinks and food during swim meet. One concession volunteer is responsible for picking up any early morning food items that are to be sold inside the concessions stand such as breakfast tacos, doughnuts, etc. The person volunteering for this weekly position arrives 1 hour earlier in the morning and leaves one hour earlier in the afternoon. The pick-up person may vary from week to week.

Concessions Buyers:

This position requires an individual who will be responsible for pre-purchasing all items sold inside the concession stand during all home meets, including the Intrasquad. A detailed list of items purchased in the past is available, along with a budget. All items need to be purchased at a local wholesale club. After purchase, concessions buyers are responsible for item placement inside the swim team office and conducting a weekly inventory. This person is the only volunteer authorized to purchase items to be sold in the concession stand.

Hospitality:

This person brings water to timers, meet officials, stroke judges, and any volunteer who can not leave their post during a meet. If needed, hospitality steps up and helps concessions during the busy times.

Meet Set-Up:

These volunteers are in charge of setting up the pool for all home meets. Duties include setting up the ready bench, setting up the deck chairs with lane numbers, setting up timer chairs and timer canopies, assists with setting up the tables for concessions, as well as assisting the concessions set-up team. This commitment begins can be completed the night before all home meets. The pool manager determines the dates and times for set-up for each meet.

Meet Clean Up:

This volunteer is in charge of putting everything away after each home meet. This includes returning all unsold concessions (food & beverages) to the Swim Team office, taking down the ready bench numbers, taking down the timer canopies, putting up the ready bench benches, as well as general clean up of grounds. The perfect job for those with several swimmers in the family and not able to commit to volunteering during a meet.

Timers:

Timers are a necessary part of a meet. Each lane has three timers. For home meets, the Rollingwood Waves are required to have 14 timers. At away meets, Rollingwood is required to have 7 timers work the meet. At home meets, timing is conducted through a system of two electronic timing buttons and one stop watch. Timers should obtain an accurate record. checking swimmer's names on EVERY heat and recording the time. Timing is easy but does require concentration especially if your child is swimming in another lane. Timer commitments are for the entire meet and are not conducive for parents with younger siblings.

Starter:

The starter announces activities before the actual start of the meet, as well as announces each event. The starter shall begin each event by advising swimmers, judges, and timers of the specific event by name, heat number, and/or appropriate order of strokes. Announcements may also have to be made about combining of heats or other changes occurring during the meet. **Home meets only.**

Computer:

This position assists the Rollingwood pool manager in everything that involves the computer on home meets.

Runners:

This individual picks-up time slips from the timers and DQ slips from the stroke judges and delivers them to the computer area after each event. Runners also are responsible for posting meet results on the meet scoreboard. Runners may also be asked to assist concessions, ribbons, and/or timers.

Stroke Judges:

These volunteers attend a stroke and turn clinic annually to qualify as a stroke judge. It is painful for a swimmer to be disqualified, but a legal stroke is required whether the swimmer is 5 or 15. Stroke judges are required to fill out a DQ slip and turn it in to the computer with the reason for disqualification. Stroke judges are only required to work three meets due to the training associated with being a stroke judge. The Rollingwood Waves Swim Team is required to have three stroke judges at each home and away meets.

Head Stroke/Turn Judge:

This person must be certified by the league's instructor after attending a stroke clinic prior to the summer swim season. A Head Stroke/Turn Judge calls a meeting of Stroke/Turn Judges from both teams before the start of the meet to discuss positioning and rotation, method of recording disqualifications, and breaks. In addition, the Head Stroke/Turn Judge also observes strokes, turns, and finishes and relay exchanges to determine if a swimmer is in compliance with swimming guideline

Ready Bench:

The Ready Bench workers are responsible for organizing the swimmers into heats according to the heat sheet before the start of each event. They verify each swimmer or relay team, compare swimmer names with the heat sheet, and notify the age group parents of any missing swimmer(s). They arrange the swimmers from both teams into their respective heats and lanes moving them from the ready bench to the chairs on the deck behind each lane.

Ribbons:

These volunteers coordinate the labeling of ribbons for the swimmers at each meet. This position works closely with the computer personnel in obtaining the labels that go on the ribbons at each meet, home and away. Half of this position starts mid way through the meet and continues approximately one hour after the meet has finished. The Heat Ribbons volunteers award ribbons to the winner of every heat. Ribbons are distributed inside each swimmers folder after the swim meet has finished.

At all meets, the top six swimmers in each individual event will receive a ribbon. Heat Ribbon volunteers award ribbons to the winner of every heat. Personal best ribbons are awarded to any swimmer who swims a personal best time at the meet. For swimmers who did not qualify for a place ribbon, a participation ribbon is awarded and placed inside their swimmer folder. **Ribbons are not awarded for relay teams.**

T-Shirt Coordinator:

Using the winning T-shirt design, the T-Shirt Coordinator is responsible for the printing and distribution of the team T-shirt. Distribution begins at the registration kick off event (mid April – 2 days) and continues through the first week of practice. Every swimmer on the Rollingwood Waves swim team receives a team T-shirt with their paid registration. Ordering of sizes are determined using data from the previous years. Extra T-shirts need to be ordered for coaching staff, key volunteer positions, the Rollingwood pool manager, and the swim team announcer. All left over T-shirts are sold through the concession stand throughout the swim season.

Chapter 2 - Social Events

The Rollingwood Waves have events that need individual coordination from an all team party to a family event, usually in an outside venue. These individual volunteers organize fun and motivational activities for the swimmers throughout the season.

FUN Fridays:

Beginning the first week of practice in May and continuing until the last week of practice in June, this volunteer “creates” the fun and the coaches “execute” the fun! Plan five FUN Friday activities, purchase, label and package in 6 individual bags and place inside the swim team office. Each week the coaches will go to the appropriate bag for everything they need to successfully execute the FUN Friday event. All FUN Fridays are conducted at the end of each age group practice time. The practices in May are light and only 45 minutes long so plan accordingly. The last FUN Friday of

the season is the “Waves Rock Rally” where all the kids paint their bodies, get tattoos, paint toenails, etc. It’s from 10:00 –noon.

“Barton Springs & Bagels” :

Pick a Monday in June (always on a Monday when pool is closed), produce and print a creative flyer to be placed on top of the swim team folder boxes. Flyer information needs to include (1) the date (2) the cost per person (3) the cost of entrance (4) sign-up including procedures and deadlines. The coordinator is responsible for purchasing the food items, the set-up, and collecting the money from participants. This is a coach led activity.

All Team Party:

Pick any Wednesday or Thursday evening in June from 5:30 – 7:30 PM. Produce and print a creative flyer to be placed on top of the swim team folder boxes. Create a sign-up sheet spotlighting costs per person and sign-up procedures and deadlines. The party consists of what you make it! The coordinator is responsible for purchasing the food items, the set-up, and collecting the money from participants.

All Team “Family” Event:

From 2003 – 2006, the Waves had Volente Beach at their disposal. 2007 & 2008, the Waves took to Lake Travis on a party barge for a family night of fun! 2009 took the team down south to float the San Marcos River. Choose an activity and a date (always on a Monday when the pool is closed) and produce and print a creative flyer to be placed on top of the swim team folder boxes. Create a sign-up sheet spotlighting costs per person and sign-up procedures and deadlines. The coordinators of this event are responsible for handling **all** the details associated with this event from venue booking, venue deposits, and all catering needs. The WHAC accountant will assist you with all payments needed for this event. This event is paid for by participants.

4th of July Parade Festivities:

Do you drive a ½ ton pickup truck? If yes, this is the job for you. One of the highlights of a successful season is riding on the Rollingwood Waves swim team float in the annual 4th of July parade festivities. This volunteer commitment involves obtaining a trailer, securing it to your vehicle and driving swim team members during the parade. Decorating begins at 8:00 and the parade begins at 9:00. After the parade and all the kids have exited the trailer, your commitment is over. Happy Birthday America!

Chapter 3 - Awards Picnic:

An individual handbook from previous coordinators is available for more detailed information once volunteer commitment is secured.

In consultation with the Lead Parent(s) these volunteers (3) make arrangements for Awards Picnic, on the Sunday evening following the last swim meet of the season. These volunteers determine the main food course to be served. Purchase drinks, napkins and plates, and set-up tables for food distribution. (Check with concessions before purchasing items) The Rollingwood Swim team provides the main course and members contribute by bringing a side dish to share. Produce and print a creative flyer to be placed on top of the swim team folder boxes at the pool announcing the event. Flyer information needs to include date, location, side dish requests as well as any other planned activities occurring during the evening such as the DVD highlights. Although the event is from 6:00 – 9:00 PM, the event set-up needs to be 100% complete by 5:00 PM.

In addition, these coordinators order all the individual swimmer trophies, the 5 and 10 year swimmer awards, most outstanding swimmer awards, and most improved swimmer awards. The Lead Parent(s) will provide the exact numbers and names. These awards need to be ordered **early** in the season to ensure they are delivered by the awards picnic event, which is the Sunday following the last meet of the season.

Every swimmer will receive a trophy for their participation during the season. A tradition with the Rollingwood Swim team is for all swimmers to receive an award bag with their ribbons and medals, as well as each swimmer's times of the season. These bags, for each individual swimmer, need to be filled and placed with the trophies and awards prior to the beginning of the awards picnic festivities. Since the last meet of the season is the medal meet, these bags can not be filled until after the labels have been placed on all the individual medals from the ribbons coordinators.

All swimmer bags need to be arranged per age group and place with the swimmer trophies for distribution.

Chapter 4 - Lead Parent Responsibilities

The purpose of the Lead Parent(s) is to provide support to the parents of swimmers and lead the parent volunteers. The Lead Parent(s) administers the swim team program so that the coaches can devote their full attention to the teaching and coaching.

Lead Parent(s):

Sponsorships

The Lead Parent(s) is responsible for soliciting four to six sponsors for each swim season. Funds raised from this effort go towards equipment upgrades, purchasing of promotional materials, and end-of-the-year coaches bonuses. A past sponsor gift included our new electronic timing system; Sponsors are spotlighted on a six foot banners hung poolside from May – September. Lead Parent(s) are responsible for ordering the banner and working with pool staff on proper hanging.

Swim Suit Selection

The Lead Parent(s) is responsible for the selection of the team suit. The Rollingwood Waves selects a two year to suit to assist in defraying the cost of swimmer fees.

Marketing Collateral

The Lead Parent(s) is responsible for ordering any seasonal promotional items to assist in the promotion of the team such as swimmer yard signs, car window stickers, or logo koozies.

Budget

The Lead Parent(s) is responsible for maintaining the budget throughout the swim season and works closely with WHAC accountant.

Swimmer Tracking

The Lead Parent(s) is responsible for keeping an accurate record of all swimmers. This data is used to track for 5 and 10 year swimmer awards. This is done through an excel spread sheet and is updated annually upon completion of each season.

T-Shirt Design Contest

The Lead Parent(s) is responsible for promoting the annual T-shirt design contest and collecting swimmer entries. The Rollingwood Waves coaches select the winning design and the winner is announced at the Awards Picnic. The winner receives their registration fee waived for the upcoming season, as well as their design on the team shirt.

Registration Kick Off

The Lead Parent(s) is responsible for the planning and execution of the registration kick off event at the pool. The Lead Parent chooses the date, emails announcements, arranges for swim suits to be available for purchase, and any other promotional materials needed to make the kick off a successful event such as coaches' bios. The Lead Parent(s) works closely with the Volunteer Coordinators and Registration Coordinators on this event. This is a two day event in mid-April.

Coaching Staff

The Lead Parent(s) is responsible for hiring the swim team's Head Coach and ensuring expectations are fulfilled in the following areas:

- Focus on developing the mechanics of the 4 basic swimming strokes: freestyle, breaststroke, butterfly and backstroke.

Demonstrate patience and enjoy working with children.

- Demonstrate a high energy level in order to motivate swimmers.
- Be a positive role model.
- Communicate effectively with swimmers, parents, co-workers, lead parents, and pool manager.
- Work with and maintain a professional relationship with Pool Manager, lifeguards, and lead parents.
- Understand and abide by all rules of the pool. These include rules posted on the sign at the pool as well as the following: (1) Private lessons are to only be given for Rollingwood Waves swimmers during the summer swim season (May and June) per WHAC Board of Directors. (2) make sure that swimmers from a previous practice do not disrupt the current group of swimmers.
- Other duties as assigned.

Swim Team Pictures

The Lead Parent(s) is responsible for arranging the team and individual photos for each swim season. Choosing the photographer, choosing the date, assisting with the set-up and order taking are just a few of the tasks associated with the team photos. Each swimmer is responsible for payment. After the photos are developed, each photo is placed inside individual swimmer folders.

Volunteer Coordination

The Lead Parent(s) is responsible for the direction of eight key volunteer positions. These positions include but are not limited to (1) Volunteer Coordinators (2) Registration Coordinators (3) Head Timer (4) Head Stroke Judge (5) Ready Bench Coordinator (6) Concessions Coordinator (7) Communications Coordinator (8) Age Group Parent Coordinator. The Lead Parent(s) works with

each of these individuals to ensure each meet is run efficiently and smoothly in these key areas.

Austin Hills Swim League Representative

The Lead Parent(s) shall represent the Rollingwood Waves Swim Team during the year for all matters that concern the league. In addition, the Lead Parent(s) attends monthly AHSL meetings from November through May as a board member on the AHSL Board of Directors. AHSL By-Laws are found in Section I inside this parent handbook.

Section V. – WHAC Rules and Regulations