



www.derbyswimclub.com

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ABOUT:

The Derby Swim Club (DSC) provides an opportunity for all children of the Derby community and surrounding areas to participate in a competitive swim program. DSC is an age group seasonal swim club sanctioned through USA Swimming. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning and develop a rich base of swimming talent. While it is nice to have the team win meets and individual swimmers place high in their individual or relay events, the success of the DSC is not solely based on scores. DSC is a success when each swimmer regardless of ability improves in stroke development, swimming skills, event times, and enjoy their activities. DSC is a success when participants develop a lifelong love of swimming.

Age Group Divisions:

- 8 & Under
- 9 & 10 year olds
- 11 & 12 year olds
- 13 & 14 year olds
- 15 – 18 year olds

USA Swimming (USAS) is divided into local swimming committees (LSC), which are smaller geographic boundaries for administration. The Kansas area USAS clubs are all members of the Missouri Valley LSC (MVS). The Derby Swim Club is also a member of the Great Plains Swim League (GPSL) This league membership currently consists of the following organizations: Derby Swim Club (DSC), El Dorado Swim Club (EDSC), Haysville Swim Club (HVSC), McPherson Swim Club (MSC), Twin River Club (TRC), Valley Center Swim Club (VCSC), Welling ton Swim Club (WSC) and Winfield Swim Club (WIN).

www.usaswimming.org and www.missourivalleyswimming.com are useful websites.

PARENT RESPONSIBILITIES:

Parent involvement is essential in helping with a variety of tasks that enable the DSC to provide a season of swimming. MVS and USAS sanction all our meets. This means, if we meet their requirements for a sanctioned meet, our athlete's swim times can be used as official times to qualify for any USAS meet, including Olympic Trials!! It requires a lot of volunteers to run a sanctioned meet (this can be up to 45 volunteers per meet!!). All of us need to step up and find a place we can help. I divide these volunteers into 3 groups: Officials, Teams and Individual Volunteers.

Officials

- **Administrative Official:** The administrative official works directly with the Meet Referee and supervises/directs the following positions on the "dry" side of the meet: Entry and registration personnel, Clerk of the Course, Timing system operator (if appropriate), Scoring Personnel, Timing Judge, and Hy-tek (meet management software) Operator. The administrative official may serve in one (or more) of the above positions or may simply act in the supervisory capacity of these positions. Volunteers may fill in the above positions provided there is an "administrative official" supervising all or is filling one of the positions and supervising the others. 1 each meet, wherever needed.
- **Referee:** Has full authority over all officials and enforcement of the rules. Shall decide all questions relating to the actual conduct of the meet, can overrule any meet official on a point of rule interpretation, on a judgment decision pertaining to an action which the Referee has personally observed. 2 referees needed per meet, 1 each half, shared by both teams.
- **Starter:** Assumes control of all swimmers until a fair start has been achieved. Two starters are needed per meet, 1 each half, shared by both teams.
- **Stroke & Turn Judge:** Responsible for making sure that the rules relating to the style of swimming (specific stroke and event) are being observed, that the swimmer complies with the turning and finishing rule applicable to the stroke used, and shall report any rule violation to the referee. A minimum of 8 judges is needed to run a meet, 4 per half, shared between both teams.

Teams (ONLY Required at Home Meets)

- Computer Team:
 - Includes 4 people, Computer Person, Timing System Operator, 2 ribbon workers
 - Responsible to run the meet, collect times, post results and prepare award ribbons
- Clerk of the Course Team:
 - Includes three people, Head Clerk, Assistant Clerk and Announcer
 - Put together event # display rack and secure to yellow canopy pole on North end of pool
 - Setup lane and heat foam blocks under canopy
 - Get timer clip boards ready; papers, pencil and 2 stop watches
 - Get Stroke and Turn, Starter and Referee and Clerk clip boards ready; pencil and heat sheets
 - Get microphone from RRR. Call events over microphone. Organize swimmers in order of event, heat and lane. Have all swimmers to the blocks in a timely manner to prevent stops in the meet.
 - Takedown event display rack. Put away clip boards, stop watches and pencils. Gather up foam blocks and return to closet. Give microphone back to RRR.
 - 6 People needed to run the Clerk of the Course, 3 per half at home meets
- Timing system Team (Set up and Take Down)
 - Take all timing equipment and result board to south end of pool
 - Place timing pads in pool on the south end
 - Hook up timing system and starting system
 - Remove timing pads from pool and return to closet
 - Unhook timing/starting system and repack and return to closet
 - 4 to 6 people needed, 2 to 3 before and after each home meet
- Equipment Mover Team (Set up and Take Down)
 - Take all Rubbermaid equipment tubs down to computer area
 - Place boundary stands by restrooms and east side of the pool
 - Move picnic tables to computer and result board areas
 - Setup and secure results board
 - Setup and secure the computer table canopy
 - Remove boundary stands
 - Help pack and return all items brought out at set up
 - 4 to 6 people needed, 2 to 3 before and after each home meet

Individual Volunteers

- Blocks
 - Before meet move blocks from storage to pool
 - Rollback lifeguard stands
 - Put all blocks in, lane 1-8 from east to west
 - After meet, remove blocks and return to closet
 - Put lifeguard stands back in original position
 - 4 people needed, 2 before and after each home meet
- Lane lines
 - Before meet remove the east/west short lane lines
 - Remove safety line around climbing wall
 - Unroll 9 long lane lines and have swimmers pull through water (Do not tighten until timing pads have been placed)
 - After meet, rollup lane lines
 - Replace safety line around climbing wall
 - Replace short lane lines
 - 4 people needed, 2 before and after each home meet
- Plugs/Backstroke flags
 - Before meet remove block plugs
 - Make sure lane line hook are ready for use
 - Setup back stroke flags on both sides of pool
 - Lift lower diving board and insert pole
 - After meet plug up lane line hooks
 - Replace block plugs
 - Remove back stroke flags and plug holes
 - Place lower diving board in original position
 - 4 people needed, 2 before and after each home meet
- Lane timers
 - Time swimmers during race
 - Start timing on the visual starting signal
 - End when any part of swimmers body hits the wall
 - Record time to 100th place (43.21 or 1:22.13)
 - Up to 32 needed each meet, 2 per lane each half, shared between both teams
- Head timer
 - Time each heat with 2 stop watches
 - Provide backup for timers in case of lane timer failure
 - 2 needed each home meet, 1 per half

- Runner
 - Responsible for retrieving recorded times from timers, place forms from place judges and DQ slips from officials
 - Give recorded times, place forms and DQ slips to computer people
 - Deliver water to volunteers as needed
 - 2 needed each home meet, 1 per half
- Place Judge
 - Responsible for recording the order of finishing in each heat of each event
 - 4 needed at each away meet, 2 per half

Please remember that if your swimmer is a Dolphin, you are responsible for helping run our meets. NO EXCEPTIONS! If everyone takes a turn, no one has to work all the meets.

*Derby Swim Club has the following **MINIMUM** volunteer requirements:*

Green and White Meet = 1 volunteer spot per family

This is when you can learn your position or try a new job

Swim Meets (6)

Officials will usually work one half at all 6 meets

Teams will work EVERY home meet so we ask them to please pick 1 more spot to equal 4

Volunteers are asked to pick 5 spots over the course of the 6 meets

League Finals = 1 volunteer spot per family

We will have specific responsibilities, mostly timing. Please be generous.