

# *Columbia Aquatics Association*

## *Home of The Clippers*

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2009-2010  
Orientation



## Swim Team Structure

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- USA Swimming – [www.usaswimming.org](http://www.usaswimming.org)
  - National Governing Body for Swimming in the US
  - ALL Swimmers & Coaches must be registered with USA Swimming
- Maryland Swimming - [www.mdswim.org](http://www.mdswim.org)
  - Local Swim Committee – includes all of MD except Prince Georges & Montgomery Counties
  - Train officials, sanction meets, & hold State Championships
- Columbia Aquatics Association – [www.clippersswim.org](http://www.clippersswim.org)
  - Registered USA Swim Club within Maryland Swimming
  - Institution owned club – Columbia Association



## Columbia Aquatics Association

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- Known as the Columbia Clippers
- Columbia Association funded program
- CA is responsible for the facilities and staff
  - Swim Center
  - Supreme Sports Club
  - Head Coach
  - Age Group Head Coach
  - Full & Part Time Coaches
  - Athlete Assistant Coaches
  - Team Administrator
  - Pilates & Yoga Instructor
  - Personal Trainer



## Columbia Association Financial Information

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- Swim Team Fees paid to Columbia Association cover
  - Facility Usage (SC & SSC)
  - Staffing (Coaches, Team Admin, Trainers, Lifeguards and Front Desk & Office Staff)
  - Pool Rental (for CAA hosted meets)
  - Swimmer Shirt and Cap provided at beginning of the season
  - End of Season Swimmer Awards
  - Practice Equipment



## Clippers Coaching Staff

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- All Clippers coaches must have
  - USA Swimming Registration
  - Background Screening
  - First Aid
  - CPR
  - Swim Safety for Coaches
  - ASCA Foundations of Coaching
  - American Swim Coaches Association Membership
- All Clippers coaches receive training
  - ASCA World Coaches Clinic
  - Eastern State Swim Clinic
- The Head Coach has responsibility for the coaching staff and reports directly to the Columbia Association Aquatics Director



## CAA Parent Board

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- The Parent Board serves in an administrative capacity for the team - much like a PTA or Booster Club
- Monthly meetings held at the Swim Center are announced on the website and by email
  - Chairman – Jody Frey
  - Vice Chairman – Andy Lazris
  - Business Affairs – Eileen Foster
  - Administrative Chair – Marianne Solomotis
  - Communications Chair – Diane Goodridge
  - Social Chair – Tamarah Nuttle
  - At Large Chair – Linda Pineo



## Parent Board Financial Information

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- Two main funding sources managed by the Parent Board
  - CAA Meets (Entry fees, and Concession & Pro Shop Sales)
  - Fundraising (Program Donations, Dedications & Ads, Cookie Dough & Pizza Sales, Restaurant Nights, Raffles and Magazine Sales)
- Parent Board funds are used for organizational and operating costs
  - Meet Equipment
  - Practice Equipment
  - Ribbons
  - Awards
  - Contribution to Practice Group Activity Fund
  - Subsidy of Team Events (Kickoff, Spring & Awards Picnics, Pasta Dinners, SwiMania, Black & Blue Meet, and Olympic Clinic)



## Swimming Apparel

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- Practice Gear
  - Practice suits
  - Caps
  - Goggles
  - Water Bottle
  - Fins - MM - SR
  - Pull Buoys - AG3 & above
  - Paddles - AG1 & above
  - Shorts, Sneakers & T-shirt
- Team Gear
  - Team Suits
  - Team Shirt
  - Team Cap
  - Bags
  - Sweats
  - Warm Up Suits
  - Jackets
  - Mesh bag
- How to order
  - Fall Apparel Nights
  - Online at [www.swimproinc.com](http://www.swimproinc.com)
  - Apparel ordered before September 4<sup>th</sup> will NOT pay shipping fees
  - Special one-time order for parkas in September



## Swimmer Rules

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- If your hair could get in your eyes you HAVE to wear a cap at practice
- Water Bottle . . . NO EXCEPTION
- Be on deck 10 minutes before practice – stretch and get ready
- Warm up and cool down are important to good stroke technique - not play time
- Behavior should be exemplary in all facilities



## Meet Information

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- CAA Meet Schedule posted on website
- CAA does not participate in all MD Swimming Sanctioned Meets
- Swimmers participate in meets based on age and qualifying times
- About one month prior to each meet, the Group Parent communicates basic meet information and requests availability
- Group Coach determines events for each swimmer
- Preliminary Meet Entries are posted on the website for review
- Changes to the preliminary entries must be made by the specified deadline directly to the Head Coach
- No changes are made to final meet entries - meet fees are applied to the Escrow Accounts at this time
- For each meet, swimmers should bring - Team shirt, suit, goggles, cap, water bottle, snacks, towel, change of clothes, & folding chair
- Read Meet Notices for qualifications, schedule, directions, etc



## Meet Officials

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- Certified through Maryland Swimming
- Stroke and Turn Officials
- Starter
- Referee
- Training – date listed on mdswim.org



## Escrow Accounts

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- Managed by the Team Administrator
- Account set up for each family – includes all swimmers in the family
- Statements are emailed every 4 to 6 weeks
- Charges
  - USA Swimming Registration fees – 1x annual fee in September
  - Meet fees – posted on line along with meet entries
  - Travel expenses – transportation, hotel, meals, etc
  - Other – Orioles Tickets, Group Apparel, Special Orders, etc
- Deposits
  - Can be made at any time
  - Cash or check payable to Columbia Aquatics Association
  - Mail to the Aquatics Office or put in the CAA Locked Box
- All Escrow Accounts should have a credit or zero balance



## Volunteer Obligations

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- Total of 4 required volunteer sessions
  - 3 or more must be Swim Meets
  - Only 1 can be at a Team Event
- Volunteer Opportunities for parents and swimmers 13 and older
- Volunteer Registration posted on Website and announced through email
- At least 2 of the required 4 volunteer sessions must be completed by the end of February
- Completed Volunteer sessions are listed on the Escrow Account
- If Volunteer Obligations are not met
  - Swimmers may not be allowed to participate in swim meets and practice
  - Priority will not be given for the following year's registration



## Volunteer Opportunities

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- Work CAA hosted swim meet sessions
  - October, February, May CAA Meets
  - Howard County High School Meet
  - Intrasquad Black & Blue Meet
- Team Event Coordinators
  - Kickoff, Spring & Awards Picnics
  - All Star and JR All Star Pasta Dinners
- Coordinate fundraising activities
  - Restaurant Nights
  - Cookie Dough & Pizza Sales
  - SwiMania
  - Program Donations, Dedications & Ads
  - Raffles
  - Magazine Sales
- Serve as group parents
- Serve on the Parent Advisory Board



## Team Communication

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- Website – [www.clippersswim.org](http://www.clippersswim.org)
  - News Alerts & Reminders
  - Practice Information
  - Meet Schedule and Entries
  - Volunteer Information
  - Email Subscription
- Group & Team emails
  - Subscribe multiple email accounts
  - Families maintain subscription
- Family Folders at Swim Center
- CAA Locked Box at Swim Center
- Team Directory
- Team Calendar
- Team Handbook
- Parent Board Meetings
- Group Parents
  - Conducts Practice Group Orientation
  - Liaison with Families and Group Coach
  - Communicates meet information
  - Collects swimmer availability
  - Coordinates Group Activities & Celebrations



## Who do I go to with Questions?

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- Coaching Staff
  - Practice
  - Meets
  - Swimmers
  - Facilities
- Parent Board
  - Fundraising
  - Team Activities
  - Volunteers
- Team Administrator
  - Registration
  - Swim Team Fees
  - Escrow Account
  - Volunteer Obligations
  - Resignation
- Group Parents
  - Meet Availability
  - Group Activities