

Cross Creek Krakens Swim Team

Policies and Procedures

2019 Swim Team Year

1) Eligibility

- a) A swimmer must be at least 5 years of age, but not older than 18 years of age as of May 1, of the current swim year.
- b) A swimmer must be a novice swimmer as defined by the West Houston Aquatics League (WHAle): Cross Creek Krakens Swim Team follows all Policies and Procedures of the West Houston Aquatic League (WHAle). They can be found at <http://www.swimwhale.com/uploads/PoliciesandProcedures>.
- c) The team is made up of 200 children divided within each of the following age groups based on their age as of May 1st: 5-6 yrs., 7-8 yrs., 9-10 yrs., 11-12 yrs., 13-14 yrs., and 15-18 yrs.
- d) If a swimmer has a current TAGS time, in any distance, in any given stroke, in his/her age group, he/she must swim that stroke up one (1) age group. If a swimmer has a Sectional time in any stroke, they are precluded from swimming that stroke in any WHAle meet. Please refer to WHAle Policies and Procedures for penalties associated with violation of these rules.
- e) A swimmer cannot have swum on any college or university swim team.

2) Registration

- a) Swim families must have been in good standings with previous swim team
- b) Registration cost will be \$130 for the first swimmer, \$125 for the second swimmer, \$120 for the third swimmer, \$115 for the fourth swimmer, and \$115 for all additional swimmers in your family.
- c) Returning Swimmer Registration typically begins the first Saturday of March. Returning Swimmer Registration is open to previous year returning families who remained in good standing with the Cross Creek Kraken Swim Team (CCKST). Families who were not on CCKST as of the previous swim year will not qualify as Returning Swimmers. Also, to earn the right to register as a Returning Swimmer for the following year's swim season, at least one swimmer in each family must compete in a minimum of 2 meets.
- d) New swimmer registration will begin after returning swimmer registration is complete. New Swimmer registration is open to families living in Cross Creek Ranch (CCR). Families must provide a mailing address of a Cross Creek Ranch home as of their sign-up date. Open Registration (swimmers not residing in Cross Creek Ranch) begins after returning swimmer registration and new CCR swimmer registration is complete. Families must have remained in good standings with their previous year swim team. Open registration will continue until the team is full, or the Final Registration Day. Open registration will only commence if spots are available on the swim team.

- e) Final registration dates will be determined on an annual basis, by the CCKST BOD. Final registration will be no later than 1 week prior to the beginning of swim team practice. Late registrants will be allowed on a space available basis, until the 5th practice day.
- f) The CCKST fills up fast and it is rare that many swimmers drop before the season starts. The Registrar will let you know if your swimmer(s) is/are “wait-listed”

3) Refund Policy

- a) Should your child choose not to swim for any reason between the dates that registration payment is due and the first day of swim practice(April 29, 2019), you must notify the swim team treasurer **in writing** prior to April 29, 2019. If CCKST is able to find a replacement swimmer there will be a refund of registration payment; with the exception of a \$25 processing fee per dropped swimmer. If CCKST does NOT find a replacement swimmer, there will be no refund given.
 - b) After the first day of practice, April 29, 2019, no refunds will be considered.
- 4) **WHALE Release and Consent Form** -All swimmers must have online initialed the WHALE Release and Consent Form before beginning swims Practice. No swimmer may enter the water to practice without having e-signed this completed signed form.

5) Kraken Swim Test Day

- a) Swim Team is **NOT** a learn to swim program. A swimmer must be comfortable remaining in the water independently. If in doubt, it is highly recommended that swim lessons be taken before the first day of practice.
- b) All new CCKST swimmers regardless of age and skill level must attend the **mandatory** Kraken Swim Test Day and will be required to swim across the entire length of the pool. Swimmers may be asked to swim multiple strokes (based on the coaches discretion).
- c) Kraken Swim Test Day date will be determined each year by the BoD and will be posted on the Cross Creek Kraken swim team page: <https://crosscreekkrakens.swimtopia.com>. New swim team families must check this page regularly for changes and updates. Once new swim team family registrations are accepted, families will be notified via email of the **mandatory** Kraken Swim Test Day date.
- d) Coaches and /or coaching helpers are **NOT** allowed in the water guiding/assisting the swimmer across the pool during “swim test day” for any reason. The swimmer may not touch the side of the pool, or lane ropes for support, nor touch the bottom of the pool during the swim test.
- e) Each swimmer will be given **3** opportunities to swim across the entire length of the pool during the established Kraken Swim Test Day. After **3** unsuccessful attempts to cross the pool, it will be evident that the swimmer needs private swimming instruction that **can’t** be provided on swim team for the swimmer to remain safe in the water. Therefore, the swimmer will be dropped from the team effective immediately.

6)Coaching

- a)The CCKST has its own paid and volunteer coaches.
- b) All coaches are hired in the early spring; however, commitments and placements are not made until late March or early April. Therefore, during the registration process we are unable to insure that a particular coach or assistant coaches will be coaching a specific age group.

- f) In upholding WHALe Policies and procedures, all coaches must have Lifeguarding Certification; which includes: American Red Cross CPR/AED for the Professional Rescuer and American Red Cross Basic First Aid and Oxygen Administration.
- g) A copy of certifications must be provided to WHALe each year at the May meeting, or earlier as requested by the Board of Directors.
- h) There must be a minimum of two coaches on the pool deck who maintain Lifeguarding certification at practices and swim meets. If there aren't two coaches who maintain all certifications, a certified lifeguard must sit in the lifeguard chair.

7) Safety

- i) Parents are expected to be responsible for any other siblings or friends they bring to practices or meets. No one is allowed in the pool, except for swimmers that are swimming at their designated practice time, or their scheduled event at a meet. Thus, it is **strictly prohibited** for any waiting friends or family members (including parents, toddlers, non-participating swimmers, etc.) to enter or partially enter any wading pools or water features. This includes sitting on the side of the pool, with their feet in the water. No one is allowed to climb on any equipment, including all water features, diving boards, lifeguard stands, swim ladders leading in/out of the pool, handrails leading in/out of the pool, chairs, or pool lounge chairs.
- j) There will be absolutely no running on the pool deck. Skateboards, roller blades/skates, scooters, bikes and pets are prohibited inside the pool deck area.
- k) **ABSOLUTELY no** glass containers, cups, coffee mugs are allowed around the pool deck at any time. If glass is broken it is impossible to pick-up the slivers of glass and poses a hazard to all swimmers walking barefoot around the pool.
- l) CCKST defines the Pool Deck, itself, as anything inside the gates of the pool area. The individual Pool neighborhood swim teams BODs are responsible for what occurs inside their pool deck gates only. This does **not** include anything outside the gates of the pool, including any playground areas, dog parks, parking lots, or adjacent streets. That is the responsibility of each individual family.

8) Weather Delays/Cancellations

- m) **Practices** - The coaches will determine to suspend or cancel practice due to thunder or lightning. If this occurs, everyone will be removed from the pool deck and there will be a 20-minute waiting period before returning. It is the responsibility of the parent to decide what course of action to take for their safety after they are outside the pool deck gates. If the weather has not cleared after the 20-minute wait period, it is at the coaches' discretion to cancel practice for that particular age group for the day. If it is only raining practice will continue; unless it is raining so hard you cannot see the bottom of the pool. Each age group practices will be treated separately. (Example, just because the first group's practice was cancelled, due to weather, this does not mean that all of the practices are cancelled for the day.) The coaches will take it hour by hour. If you are unsure if there will be a practice, a good rule of thumb is to show up for your scheduled practice time and let the coaches send the swimmers home if they determine practice will not continue due to inclement weather conditions. Coaches will not often be able to make phone calls, or sending email / text messages, about practice cancellations.
- n) **Dual Meets** – If the lifeguards hear thunder or see lightning, they, along with the WHALe League Reps, will suspend the meet for 20 minutes. Everyone must leave the pool deck and go outside the pool deck gates immediately. It is each family's responsibility, after

exiting the pool gates, to determine what course of action your family will take for your family's safety. Once the all clear sign is given, an announcement will be made and everyone will be allowed back inside the pool gates and onto the pool deck. All events through the 15-18-year-old Breaststroke must be completed for a meet to be officially complete. If it is determined, by both teams' WHALe League Reps, that the meet cannot be continued that day an announcement will be made of that decision. An additional later announcement will be made when a make-up day will be. It is very important to remember, if you were working a volunteer job, you will be required to resume that responsibility on the day of the make-up meet. If you cannot fulfill your volunteer requirement, it is your responsibility to find your own replacement, not the Volunteer Coordinators.

9) Behavior/Discipline Policy

- o)** The neighborhood pool and Cross Creek Ranch Homeowners Association rules **will** be enforced. Any swimmer whose behavior is disruptive, unsportsmanlike and/or dangerous will be asked to sit out of practice the rest of that day or may be sent home. This behavior includes: pushing others into the pool, using bad language, making fun of others, not paying attention to coaches' instructions, talking while coaches are talking, or doing anything that causes harm or ill feelings towards others in and around the pool. Depending on the severity and/or frequency of the misbehavior, the swimmer may be suspended for several days, or ultimately expelled from the team with no refund. The parents will be contacted and a solution to the problem will be agreed upon, if there is a frequent problem. Any decision to suspend, or expel a swimmer and/or swim family, will be made by CCKST BODs.
- p)** Parents are required to be respectful of all parents and all swimmers on the pool deck and not allow their behavior to be disruptive or unsportsmanlike. Parents will not coach or instruct any swimmer(s) during practice time or at a meet. There will be no discussions with coaches concerning your swimmer or other swimmers while a practice is occurring due to the safety of ALL swimmers in the pool. If you have anything to discuss with the coaches, please arrange a time after practice to discuss the matter first with the Athletic Director. If it is not handled by the Athletic Director in a timely fashion, then email the coaches directly. Anyone causing disruption of a practice and/or meet, using bad language, or conducting themselves in an improper manner may not be allowed on any swim team pool deck the rest of the season, including swim meets.
- q)** The team's elected BOD will enforce this policy. If any of these individuals are not present at the time of the incident, but another parent witnesses the incident, a meeting will be held to determine the facts and course of action that will be taken. The decision may be appealed to the CCKST BOD for a separate hearing.

10) Communication

- r)** The swim team will have a white board at the pool during practice times, please check this board daily for important announcements. It is the parents and swimmers responsibility to check the board in order to keep up with any changes. The Cross Creek Krakens web site is also a very good place to look for swim team information.
- s)** Time sensitive matters, such as rainouts, or meet re-schedule information will be communicated via email or texts. Please be sure to check your email you used to register with CCKST frequently for any such time sensitive announcements.

11) Swimsuit Policy

- t) Each swimmer needs to purchase the current CCKST swimsuit. All swimmers must wear their suit for all dual meets and team pictures. A swimmer will not be allowed to compete without wearing his/her CCKST team swimsuit. If a swimmer qualifies to attend Meet of Champs and/or All-Stars, they may wear either their CCKST swimsuit **OR** any FINA Approved Suit set forth by the WHALe guidelines.
- u) For practices girls must wear a 1-piece swimsuit with a swim cap & goggles. Boys must wear a swimsuit, goggles, and swim cap is optional for boys.

12) Attendance

- v) Practice - Swimmers are expected to attend all practices, except due to illness or extenuating circumstances. If a swimmer cannot make a practice, please discuss the reason with the coaches thru email. Failure to do so results in your child not receiving the necessary coaching and team comradery needed to fully succeed with the CCKST.
- w) Swimmers are expected to check in 30 minutes prior to warm ups; failure to do so may result in swimmer being scratched from swimming events for that meet. If you/your child will be late checking in, you must notify the Athletic Director via phone/text at **832-503-9487** at least one hour prior to meet start.
- x) Swimmers who are scheduled to swim the Freestyle Relay, Medley Relay, Individual Medley, Breast Stroke and Butterfly are required to stay at meet and swim their assigned events. Failure to do so (ie. leaving early, not showing up at meet) will result in your swimmer missing that event at the next swim meet.
- y) Meet of Champs qualifications- to qualify for MOC a swimmer must have a qualifying time for a minimum of 2 Dual Meets during the swim season; as stated in the WHALe Policy & Procedures.
- z) If your family is priority registered, due to 15-18 year-old priority family sign-ups, and the 15-18 year-old child does not swim in at least 2 Dual Meets, all your swimmers in your entire family will not be allowed to priority register the following swim season with the CCKST. Your swim family will be required to register as a New Swimmer.

13)Special Needs/Assisted Swimmers:

- a) CCKST supports the desire of special needs individuals to participate in the sport of swimming. We will make reasonable accommodations for special needs swimmers, as long as the safety needs of the team and swimmer are taken properly into account.CCKST reserves the right to require a medical doctor's clearance to ensure safe participation."
- b) Special needs swimmers requiring assistance to swim will be allowed to swim in team events as long as there is no safety issue and the swimmer can supply their own equipment and/or facilitator as necessary to swim.

14)Practice Schedule

- aa) Swimmers may NOT practice with other swim age groups unless the coach or athletic director decides they are at the swim ability of the age group they wish to swim with and there is adequate space during that swim practice time.
- bb) 11 yr. old swimmers in the 5th grade that cannot make it to the 11 & UP age group practice will practice at the 9-10 age group time slot in their own lane.

April 29th – May 24th Monday-Friday All Swimmers (After School)

15 and up(HS):	3:30 p.m. - 4:30 p.m.
6 & Under:	4:30 p.m. - 5:00 p.m.
7&8:	5:00 p.m. - 5:45 p.m.
9&10:	5:45 p.m. - 6:30 p.m.
11-14:	6:30 p.m. - 7:30 p.m.

Beginning May 28th to End of Season

	M-W-F	Tu-Th
7&8:	7:00a.m. - 7:45 a.m.	same
9&10:	7:45 a.m. - 8:30 a.m.	same
5&6:	8:30 a.m. - 9:15 a.m.	same
13 and up**:	9:15 a.m. - 10:15 a.m.	9:15 am-10:00 am
11&12**:	10:15 a.m. - 11:15 a.m.	10:00 am-10:45 am

- The 6 & Under group practice increases to 45 minutes in the summer.

6) Dual Meet Information

- a) A dual meet is a swim meet with 2 teams.
- b) In March WHALe will set meet dates and times. The meet schedule is subject to change. However, all meets generally take place at the very end of May and thru the month of June.
- c) CCKST will have 4 dual meets plus a Blue/Orange Home Meet.
- d) Dual Meets to be held according to WHALe regulations which can be seen at <http://www.swimwhale.com/uploads/PoliciesProceduresRev04032012.pdf>
- e) Every swimmer of all ages will swim freestyle and backstroke. There will be two heats of IM for each eligible age group. There will be three heats of breast and butterfly.
- f) It is the coaching staff decision as to which events each swimmer will be entered. It is also at the coach's discretion as to who swims relays.
- g) Questions regarding meet entries should be addressed first to the Athletic Director, then in an email to the coaches, **NOT** during a meet.
- h) Team points for Division 1-4 are awarded. Individual Events: (1) Scoring the top 8 positions with points: 11-9-7-5-4-3-2-1. Scoring is done for top 8 positions regardless of how many lanes.
- i) Relay Events: Best Finishers 14-7.
- j) Teams will be using 2 Dolphin wireless watches (provided by the league) per lane as primary timing system. One -1- manual stopwatch (provided by the team) will be used as backup time per lane. An electronic starter will be used. Meet Manager will be used to automatically receive times from the Dolphin wireless watches.

7) Meet of Champs (MOC)

- a) All of the teams competing in WHALe participate in their divisional Meet of Champs (MOC) after the dual meet season is complete. This meet will be held at a location & date TBD by WHALe.
 - b) Teams are limited on the number of entries per event. Entries per age group are limited to (8) Freestyle, (4) Back, (4) Breast, (4) Butterfly and (3) entries for the IM.
 - c) A swimmer must have participated in at least 2 of the scheduled dual meets to be eligible to swim in the MOC.
 - d) It is the coach's' decision as to who swims in each team relay at MOC.
 - e) All parents of swimmers participating in the MOC are required to volunteer at that meet.
- 8) All-Star Meet**
- a) The fastest 1 swimmer in each division in free, back, breast, and fly automatically advance and the next 18 fastest times from any division will automatically advance to the ASM in the free, back, breast and fly. The top finisher from each division and the next 10 fastest times from any division in IM will advance to the ASM
 - b) Medals will be awarded to the top 8 swimmers in each individual event.
- 9) End of Season Awards**
- a) The end of year awards will be presented at a team party, held at the end of the season.
 - b) Every swimmer will receive an end of year participation award. Meet of Champs and All Star Meet earned medals and ribbons will also be presented.
 - c) Team parties are determined by BOD and a party planning committee.
- 10) Volunteering**
- a) The Parent Handbook shall be referenced for Volunteering requirements or guidance not specifically identified herein. This document shall be superseded by the Parent Handbook where requirements are different.
 - b) Each family must volunteer a minimum number of 5 points for your first child, plus two points for each additional child. Point determination by job and shift are found in the Parent Handbook.
 - c) Each family is required to commit to their volunteer duties as prescribed in the Parent Handbook.
 - d) Incomplete Volunteer Requirements:
 - i) The following are situations where points will not be awarded:
 - (1) Failure to check in at a meet will result in a family not receiving credit for that volunteer position worked.
 - (2) Failure to work entire shift (expected shift timing as described in Volunteering Job Description Section and in Swimtopia)
 - (3) Failure to perform job duties, work, or shift as assigned by Volunteer Coordinator
 - ii) If a family is unable to complete their volunteer requirements as scheduled and signed up for, it is the responsibility of that family to find a substitute for their volunteer position and to notify the Volunteer Coordinator(s) of this change prior to the meet. Directions for changing volunteering positions are available in the Parent Handbook and shall be used to properly constitute a change that shall be confirmed via email. Failure to do so will result in a family not receiving credit for that volunteer position. In the case where a true emergency prevents a family from completing their volunteer

requirement at a meet, the Volunteer Coordinator(s) will determine appropriate steps for the makeup of the requirement, if possible.

- iii) If a family is signed up for a meet that gets postponed, cancelled or rescheduled, you are expected to serve at the makeup meet in the same capacity, as originally scheduled. If the family is unable to do so, then it is the responsibility of that family to find a substitute for their volunteer position and to notify the Volunteer Coordinator(s) of this change prior to the meet. Failure to do so will result in a family not receiving credit for that volunteer position.
- iv) If a family does not fulfill their volunteer requirements at a scheduled meet, their swimmer(s) will not be eligible for the next meet.
- v) If family volunteer commitments have not been fulfilled by the last regular swim season meet, then the family's swimmer(s) will not be able to participate in the Meet of Champions for the current season and will not be eligible to pre-register at the following swim season without Board of Directors approval.

11) Board of Directors Positions & Job Descriptions

a) President:

- i. The President shall preside over all CCKST meetings.
- ii. Shall appoint special committees.
- iii. Ex-officio member of all committees except the auditing committees.
- iv. May appoint a Parliamentarian to rule on points of order.
- v. May appoint a Sergeant-at-Arms to aid in disputes.
- vi. Coordinating and facilitating all dual swim meets, director for home dual meets.
- vii. Team Registered Agent, as listed in the Certificate of Formation.
- viii. Purchase of swimsuits with input of the BOD, with swimsuit selection chosen by BODs.
- ix. HOA liaison.
- x. Purchasing shirt for BODs.
- xi. Purchasing all required swim team insurance.
- xii. Storage of swim team starting equipment.
 - i. Electronically distribute Agenda of all meetings for review by all BODs.

b) Vice President:

- i. Verify ages and residency of all swim registrants prior to approving swimmers to CCKST.
- ii. Securing Team sponsors.
- iii. Sponsorship advertising which includes but not limited to: banners, heat sheet ad, website ad, plaques, acknowledgement/thank you letter from CCKST.
- iv. Purchasing sponsorship plaques and coordination with photographer for all photos to be placed on plaques.
- v. Purchasing swimmer trophies for end of year participation awards.
- vi. Purchasing swimmer team t-shirts and swim caps and additional family t-shirts.
- vii. Assist the President as needed.

c) Treasurer:

- i. Keep current records of all monies received and disbursed and report same at each regular meeting.
- ii. Make available all records for audit should one be requested.
- iii. Provide a proposed budget at beginning of each swim season.
- iv. Decide annual swimmer fees.
- v. Collection of swimmer fees.
- vi. Give an annual report of the financial position of the organization after the necessary tax (1099's, etc.) and legal documents to the appropriate parties on a timely basis.
- vii. Retaining historical tax records in accordance with the IRS guidelines.
- viii. Timely payment of the obligations of CCKST after he/she has received invoices for such obligations provided such invoices have been approved by the chairperson of the committee responsible for incurring the obligation. And final approval by President and/or Athletic Director.
- ix. Oversee the solicitation of community donations and sponsorships.
- x. Shall be responsible for ensuring that all volunteer deposits are returned, if taken.
- xi. Coordinate and oversee home meet Concessions.
- xii.

d) Secretary:

- i. Keeps an accurate record of proceedings of all meetings.
- ii. Attend to all correspondence and act as custodian of all current organization records (e.g. By-Laws, Policy & Procedures, Certificate of Formation, and approved motions).
- iii. Distribute minutes of all meetings for review by all BODs in a timely manner.
- iv. Make all reservations and notify all members of special meetings.
- v. Submission of all advertisements and announcements: to promote registration on the swim team, to recognize special accomplishments, and for other purposes as from time to time
- vi. Scheduling the team photographer.
- vii. Coordinate and help lead training session for Ready Bench volunteers.
- viii. Contact Fulshear PD a minimum of 2 business days prior to a home swim meet and advise of the upcoming meet.

e) Volunteer Coordinator:

- i. Assign or accept volunteer assignments from swim families to fill all volunteer jobs that are necessary to run all of the team's swim meets, including any end of season championship meet(s) and team Blue & Orange Meet.
- ii. Fill any additional volunteer needs as may be determined by the President while attending to the general operations of the team; including team party.
- iii. Assign or accept concession donations from swim families that are needed to fulfill concession stand for home meets and MOC/All Stars meets.
- iv. Purchase or assign individuals to purchase concessions (to be reimbursed by CCKST) not donated by swim families.
- v. Provide access to parents with Parent Handbook at swimmer payment meeting via Cross Creek Krakens website.

f) Technology Coordinator:

- i. Preside over all computer/website/network/social networking functions.
- ii. Prepare CCKST website pre-registration information and instruction thereof.

- iii. Preside over electronic timing system and scoring system.
- iv. Prepare heat sheets prior to swim meet.
- v. Attend yearly WHALe technology training.

g) Athletic Director:

- i. Hiring of CCKST coaches and assistant coaches, with final hiring as approved by BODs.
- ii. Compile and verify all certifications required by coaches and volunteers (judges training, coach training, starter training, CPR, First Aid, Lifeguarding, etc.) as required by WHALe.
- iii. Verification of TAG times and Sectional times swimmers.
- iv. Coordinate secondary timed session for those swimmers who were unable to attend the Blue and Orange Meet and/or who want to be re-timed for Breaststroke and Butterfly.

h) League Representative:

- i. Be familiar with WHALe By-laws and keep records of them at ALL meets and CCKST meetings.
- ii. Attend all CCKST and all WHALe meetings and voice all CCKST viewpoints to the other WHALe Representatives.
- iii. He/she shall have full CCKST authority to vote at WHALe meetings on all league matters with the team's sanction (and in the team's best interest).
- iv. Shall turn-in CCKST swimmer documentation to WHALe in May and turn-in CCKST coaches' paperwork in April at WHALe meeting.
- v. Communicate all League policies and requirements to the BODs in a timely basis.
- vi. Filling any team duty that may be assigned by the WHALe league in which the team participates.
- vii. Receive ribbons and timing slips from WHALe meeting and distribute them to Volunteer Coordinator(s).

i) Equipment Manager:

- i. Plan, prepare, maintain, organize and execute equipment for swim team events and meets.
- ii. Organize team equipment inventory and maintenance events as required.
- iii. Maintain team asset and equipment lists.
- iv. Notify board of equipment issues and replacement recommendations.
- v. Coordinate event and meet setup and take down activities utilizing team volunteer resources
- vi. Purchasing all necessary swim team gear and team equipment (with input by the swim team coaches and BOD). Equipment such as: tents, kickboards, pace clock, timers, and other such equipment not previously listed.

- j) Additional board positions shall include but are not limited to: Member-at-Large (if necessary) (The Member-at-Large is not a BOD voting member), Apparel, trophies, sponsorship, End of Year Team Party, parent meeting, WHALe VIP, videography and photography.**