

2009 Cress Creek Commons Swim Team Handbook and Team Information

Welcome to the Cress Creek Commons Cobras Swim Team. Swimming with the Cobras provides each child the opportunity to discover their potential, develop self-confidence and participate in a positive social experience. Through daily instructional practices and scheduled meets, we hope each swimmer will develop their swimming skills, learn good sportsmanship, make progress toward achieving their personal goals and most important, **have fun**.

Parents are a very important aspect of the Team. In fact, the swim team would not exist without the dedication and commitment of the parent volunteers. The Cobra swimmers rely on parents to organize and run the meets and social events. Volunteering is crucial and an equal distribution of the workload among parents, swimmers, coaches and the Parent Board is essential. The combined efforts of all will make this a fun and satisfying experience for everyone.

Please read the following pages completely and carefully. The information contains everything you need to register your swimmers for the 2009 season. **Registration forms are due by Thursday, March 26.** Should you have any questions, please feel free to contact one of the Parent Board members:

Mary Jacobs	778-6989	Anna Budnik	579-1498
Heidi Boelke	357-0424	Viki Kinder	416-9118
Jodi Vanderwater	527-9869	Ali&John Bilardello	428-0802
Julie Parsons	718-1448	John Kennedy	717-1715

Please forward this package to any families interested in swimming with the Cobras, or direct them to www.gocobras.com.

TEAM INTRODUCTION

We are a non-profit recreational swim team with the sole purpose of providing a safe, fun, summer sport for children ages 5 through 18. Our swim team is one of 23 teams in the Naperville Park District Swim Conference. With over 3,000 swimmers, the Conference is the leading summer swim experience in the Chicago area. The goals of the Conference are to provide competitive opportunities to as many young people as possible, to allow these youngsters to discover their swimming potential and to help them develop good sportsmanship.

FACILITIES

The Cobras use the facilities of the Cress Creek Commons Bathe and Racquet Club with the permission of the Cress Creek Commons Homeowners Association. It is important that we treat the pool, pool house, tennis courts and surrounding grounds with care. Special attention should be paid to ensure that neither our swimmers, nor those of competing clubs, throw into the adjacent ponds the rocks which line the edges of the ponds. In addition, parking is not permitted on the grass areas around the pool.

ELIGIBILITY

Children ages 5 (must turn 5 on or before May 31, 2009) through graduating seniors are eligible to become members of the Cobra Team. Swimmers compete in the following twelve separate gender (girls and boys) age groups: 5 & 6 yr. olds (freestyle and backstroke only), 7 & 8 yr olds, 9 & 10 yr olds, 11 & 12 yr olds, 13 & 14 yr olds and 15 through 18 yr olds. Swimmers age 7 and older swim all strokes.

Swimmers must participate in at least three dual meets to be a member of the team.

With the exception of 8 & Unders, swimmers must be able to perform all four competition strokes legally. Eligible swimmers must be able to swim (in some fashion - swim style and speed are not a criteria for 8 & Unders) at least one length of the pool unassisted before the beginning of the season. **If a child cannot swim across the pool, or is afraid of the water, this limits the amount of time the coaches have to improve swim technique with the other swimmers on the team. For the safety of all swimmers, this rule must be enforced. We strongly recommend swim lessons.** Team practices are intended to refine fundamentals and build endurance. We fully reserve the right to refund your money if the Head Coach determines your child is not yet ready for swim team.

The Coaches and Cress Creek Commons Lifeguard Staff offer individual swim lessons throughout the season. Contact the coaches directly for more information after the season starts.

REGISTRATION

The registration fee is \$120 per swimmer for Cress Creek Commons Homeowners and members of the Cress Creek Commons Bathe and Racquet Club. The fee for non-homeowners and non-pool members is \$220 per swimmer.

Information on how to purchase an annual pool membership is outlined in the following section of this handbook.

Your registration fee pays for Naperville Park District Swim Conference fees, insurance, ribbons, team equipment costs, some social activities, coaches' salaries and pool maintenance & repair. Revenue from concessions also helps to cover the costs of running the team. The Cobras Swim Team, not the Commons, is responsible for purchasing and maintaining all swim

team related equipment which includes starting blocks, lane lines, computers, stop watches, bull horns, electronic starter, backstroke flags, kick boards, and much more.

Trophies are optional and may be purchased for \$13.00 each.

All registration forms are included in the Forms Package. If you need additional forms you can reprint them or download them from; www.qocobras.com,

You can drop-off or mail completed forms to:

Cress Creek Commons Cobras
Attn: Heidi Boelke
620 Burning tree Lane
Naperville, IL 60563
Located in the Cress Creek Subdivision

Registrations forms are due by Thursday, March 26. We will accept registrations until we reach the limit of approximately 18 swimmers per age group. In the event this happens, preference will be given to residents of Cress Creek Commons, outside members of the Commons Pool and previous members of the Team. We suggest you register early. You will receive notification of your acceptance to the team along with swim meet work assignments mid-late May.

SPONSORSHIP OPPORTUNITIES

New this year! Earn discounts off your registration fees for bringing new sponsors to the Cobras. See Attachment 5 for further details.

POOL MEMBERSHIP

Swimmers whose families are not members of the Cress Creek Commons Pool are not allowed any additional usage of the pool beyond their morning practice periods, swim meets and team social events. However, for an annual fee of \$578, non-residents of Cress Creek Commons can join the pool for the season. A pool membership form is included in the Registration Forms package. For your convenience, pool membership fees can be submitted along with your registration, although payment is managed separately. See the forms for more information.

COMMUNICATION

The normal means of communicating with the parents during the swim season is through e-mail newsletters and the **family file folders**. The family file folders are kept in the pool area and will be available throughout practice and during meets. Notices from the Coaches or Parent Organizers will be placed in the folders for the children to bring home. It is important for the children to check their file folders every day before they leave practice. Parents can help by reminding their children. The children are usually good about this, since the meet ribbons and time improvement rewards are also placed in the folders.

VOLUNTEERING

For new members and as a reminder for returning members; it takes a minimum of forty (40) parent volunteers (i.e. setup crew, timers, judges, concession workers, etc.) to have a successful home meet. Away meets require approximately 25 parent volunteers. In addition, parent cooperation is required to staff the end-of-season Classic and City Championship meets. **We fully expect all parents will meet their obligations, as failure to do so will result in your child/children not being permitted to swim in the next meet.** This will include the Classic and City meets.

Volunteer availability forms will be sent to all swimmers mid-April. At that time, you will select to work at approximately five dual swim meets plus any invitational meet(s) in which your child participates. The forms must be returned by the end of April. Failure to submit volunteer availability forms on time will subject parent volunteers to random assignment at any meet. You will be responsible for finding your own replacement if you are assigned to a meet which you are unable to attend.

In addition to work assignments at the individual meets, there are number of opportunities for parents to take an active role in the coordination of the Cobras swim team. Coordinator positions in a number of key areas (see the Coordinator list in this package) are open for parent volunteers. If you have the time, **please, get involved** and help...it will **benefit all of the kids**. Contact one of the Parent Board members for more information.

CODE OF CONDUCT

As part of the Naperville Park District Swim Conference, every swimmer, parent, coach and official is expected to adhere to the Conference's Code of Ethics. In addition to the Conference's Code, our team has specific rules of conduct that we expect from our swimmers, parents and families. A copy of this Code is provided as an Attachment to this Handbook. It is important for each family to read the Code and discuss it with their swimmer(s).

The purpose of the Code is to ensure a safe, fair and positive environment for all Cobra families. Each family must acknowledge they have read and understand the Code by signing the agreement located on the Registration Form (Form A) in the Registration Forms Package.

COBRA SWIM TEAM SUITS AND CLOTHING ACCESSORIES

We encourage all Cobra swimmers to wear the team swim suit at the meets, as it provides a strong sense of identity and team unity. It also makes it easier for others to locate and cheer for our swimmers. Team swim caps will be available when practice starts. New Cobra T-shirts will be available during the course of the season. You will need the following information regarding our new team suit:

Our **TEAM SUIT** will be available through Kiefer Swim Shop, 1567 North Aurora Road, Suite 119, Naperville (West of Dominick's). (630) 579-9020. You are encouraged to stop in to purchase your suit any time after April 15th. They will have suits in stock, but if a suit needs to be ordered, please order before April 28th to ensure arrival by our first practice.

TYR Poseidon 2-Year Suit

Female \$39.75

TYR Poseidon

Male \$25.00 (jammer)

Additional **Cobra Spirit Wear** and **Cobra Car Decals** will be available to order in April. Look for your order form in the Welcome Materials sent in April.

PRACTICES

Practices are held Monday through Friday mornings when the air temperature is above 65 degrees. On cool mornings, the Coach may choose not to practice in the water, but instead hold out of water instruction or other physical conditioning activities. Attendance is required unless excused by the Head Coach. **No practice will be held if there is lightning or heavy rain. Swimmers or parents can call the pool at 717-8720 for information.**

Prior to the last day of school for Naperville School District 203, evening practice sessions will be held at the Cress Creek Commons pool weather permitting, beginning on **Monday, May 26th**. These sessions will be held Monday through Friday between 5:00 PM and 8:00 PM. The schedule by age group will be announced in May. Watch for more information.

Regular morning practices will begin on June 4, 2009. For practices, swimmers are divided by age group in the following manner unless the Head Coach has given permission for a swimmer to change practice sessions:

7:00 - 8:30 AM	Ages 13 and above
8:30 - 9:30 AM	Ages 9 through 12
9:30 - 10:15 AM	Ages 8 and under

We strongly recommend swim lessons to learn fundamentals. Practice is intended to refine technique and build endurance.

Punctuality is very important as tardiness disrupts practice for the coaches and the other swimmers. The extent of swimmer participation is affected by attendance at practices.

Proper behavior is expected of all swimmers at all times during practices. The Coaches will give two verbal reprimands before telephoning parents to discuss the problem. Swimmers will not be sent home from a practice or a meet for disciplinary reasons unless his/her parents have been properly notified. Three rules must be followed by all Cobra swimmers out of respect for the Coaches and the other swimmers:

1. Swimmers will listen while the Coaches are speaking and teaching.
2. Swimmers will display respect for each other.
3. Swimmers will be on time and attend practices and meets.

If the rules are broken during practices, then the Coaches will have the disruptive swimmer sit out the remainder of a practice period.

SWIM MEETS

Dual Meets

There are eight to ten dual swim meets during the course of a season. Each swimmer must participate in at least three meets to advance to post season meets (City or Classic).

Invitationals

There is one invitational for girls 7-18 years old and one invitational for boys 7-18 years old. These meets involve 5-6 teams and they do require volunteers.

In addition, there is a "High School" invitational. Teams that feed into Naperville North and Central High School have been invited to participate. Eligible swimmers would be anyone in the 15-18 age group, plus any swimmer who will be in high school in the Fall. Non high school swimmers and those attending another school are welcome. This event will also require volunteers if your child participates.

Championship Meets

The Classic and City Championship Meets reward our swimmers with a "big meet" experience and provide the final competition for the season. These events provide the swimmers with the opportunity to compete against hundreds of other swimmers from across the Conference.

This Classic Championship Meet is held at one or more of the local high school pools and is open to all 6 and under swimmers and all other swimmers who do not have City qualifying times. Conducted in the same manner as the City Meet, the Classic Meet is an excellent experience for all who participate. Information on times, location, and parent worker responsibilities will be made available as we get closer to the meet date.

The City Championship Meet is open to all swimmers in the 7-8 age group and older that have recorded a City qualifying time in a particular event at any dual meet during the season. The qualifying times are posted as an attachment to this package and are displayed on the team bulletin board at the pool. The City Meet is also held at a local high school pool and has a definite "big meet" atmosphere. Information on times, location, and parent worker responsibilities will be made available as we get closer to the meet date.

Swimmers can compete in individual events at City **OR** Classic, but not both.

PARTICIPATION

We expect each swimmer will attend all meets they sign-up for. The team depends on the swimmers to participate as scheduled thereby enabling the coaches to prepare advance line-ups (in accordance with Conference rules) and to make timely decisions on individual events and relays. Of course, we recognize that children will get sick and may not know a day or even hours before a meet that they cannot participate. Please contact a coach or call the pool (**717-8720**) as soon as you know that your child will not be able to swim in a scheduled meet.

Note: If your child will miss a meet and you are scheduled to work you still need to fulfill that responsibility. Please find a replacement by calling another parent directly. Trading work assignments between parents is common and is required when you have a last minute conflict.

SWIM MEET OFFICIALS

Swim Team parents who have attended an Official's Clinic can serve as swim meet officials at each of the dual swim meets during the course of the season. The following are the required official's positions for each meet:

- 1 Referee
- 1 Starter
- 2 Stroke judges
- 2 Turn judges

Prospective, new and returning Cobras Officials must attend an Officials Clinic that is sponsored by the Naperville Park District. Parents who participate in the Clinic are then qualified to serve as a swim meet Official during the course of the season. The clinics are offered to parents on the following three dates (you only need to attend one class). All classes will be held at Neuqua Valley High School in Rooms 200-202:

Saturday, May 9, 8-10am
Tuesday, May 12, 7-9pm
Thursday, May 14, 7-9pm
Tuesday, May 19, 7-9pm

TEAM PICTURES

Pictures will be taken of the Team and each swimmer or a family of swimmers, on **Wednesday, June 10th** at practice. No retakes are scheduled, although **June 11th** is the designated rain date. Fees will be paid directly to the photographer on picture day. Forms will be distributed prior to picture day.

ADDITIONAL TEAM ACTIVITIES

Our Social Coordinators are planning a variety of fun activities for the season. A few examples of team social events are below. Social event dates are on the calendar on page 8 of these materials. Dates are subject to change. More information will be left in your family file folder and/or posted at the pool.

Teen Pool Party (6/5). \$5.00 per child. Held in the evening and once the party starts, the pool gates will be locked and swimmers will only be allowed to leave with a parent. Usually involves pool games, movies, pizza, snacks etc. Coaches and chaperones will be present. A permission slip will be required. Parent volunteers are needed to coordinate a successful party.

Players Party (6/16). \$15.00 per child for 2 fields at Players indoor sports center, sports facilitators and pizza or hot dog and pop.

Annual Family Luau (6/28). Fun for the entire family! \$20 per family. Cobras supply the main meal, ice cream and paper products. Families supply the sides & desserts.

Triathlon (7/1). Bagels, fruit and lemonade will be provided to our swimmers as they swim, bike and run around Cress Creek Commons.

Water Park Excursion (tentatively 7/8). Details coming.

The Cobra Awards Banquet is scheduled for July 26, 2009. This is a fun time for all, as the Coaches and all of the swimmers will be given their thanks, recognition, trophies and awards. The parents will also be thanked for their help and contributions during the season. Advance registration is required. The time and location of the banquet will be announced later.

ATTACHMENT 1: 2009 SEASON SCHEDULE

June

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
	25 Memorial Day	26 Evening Practices Begin	27	28	29	30
31	1	2	3	4 Morning Practices Begin	5 Teen Party	6
7	8	9 Saybrook (Home)	10 Team Picture Day	11 Team Picture Day (rain date)	12	13 Huntington Estates (Away)
14	15	16 All Team Party at Players	17	18	19	20 Tall Grass (Away)
21	22	23 Maplebrook II (Away)	24	25 Saybrook Boys Invitational	26	27 Hobson West (Home)
28 Annual Luau	29	30 Breckenridge (Home)				

July

Sun	Mon	Tues	Weds	Thur	Fri	Sat
			1 Team Triathlon	2 NCH High School Invitational	3	4 Independence Day
5	6	7 Brookdale (Away)	8 Raging Waves Water Park	9 Huntington Estates GIRLS Invitational	10	11 Cress Creek (Home)
12	13 Rain Date	14 Rain Date	15 Rain Date	16 Rain Date	17 Classic Breakfast	18 Classic
19	20	21	22	23	24 City Breakfast	25 City
26 Cobra Banquet	27	28	29	30		

Week night Meets (including Invitationals) start at 5:30 PM

Saturday Meets start at 8:30 AM

Swimmers should arrive 60 mins early, warm-ups begin 45 minutes prior to Meet start time. Worker arrival time will vary depending on job being worked, check the weekly job assignment sheet for more information.

Classic and City Meets start times TBA.

Pool phone number: 717-8720

Social event dates are subject to change

ATTACHMENT 2

2009 Cobra Parent Board Members and Team Coordinators

President	Mary Jacobs	778-6989
Treasurer	Anna Budnik	579-1498
Park District Reps	Ali&John Bilardello	428-0802
	John Kennedy	717-1715
Sponsorship/Coordinator Leader	Viki Kinder	416-9118
Meet Availability Coordinator and Parent/Coach Liaison	Julie Parsons	718-1448
Communications Leader	Jodi Vanderwater	527-9869
Registrar	Heidi Boelke	357-0424

<u>Coordinator Position</u>	<u>Volunteer Name</u>	<u>Job Credit(s)</u>
Classic Meet Coordinator (1 or 2)	VACANT	4
City Meet Coordinator (1 or 2)	Derek Olsen	4
Volunteer Coordinator (2)	Carla Cores	5
	Carlene Bauwens	5
Concessions Coordinator (2-3)	VACANT	5
	VACANT	5
	VACANT	5
Grill Coordinators	Dean Patsavas	5
	Chi Chun	5
Set up/Equipment Coordinator	Les Cowel	4
Clerk of Course Coordinator (2)	Shannon Hallstrom	5
	Sue Hoffman	5
Timer Coordinator (2)	Kathy Schickerling	5
	Lauren Jamieson	5
Ribbon Coordinator (1)	Linda Mullins	5
	Renee Barz	5
Computer Operations (2)	Carl Schickerling	5
	Jeff Kroma	5
Publicity (1)	VACANT	1
Party Coordinator (1 or 2)	MaryEllen Dimatteo	5
	Karen Blaha	5
Team Photographer (1)	VACANT	2
Trophy Coordinator (1)	Chris Forthaus	2
Banquet Coordinator (2)	VACANT	3
Banquet-Slide Show Coordinator	Brady Ailsworth	2
Cobra Spirit Wear Coordinator	VACANT	3
Awards Coordinator	Mary Anne Pell	5

To recognize the work effort required, each Coordinator role is assigned an equivalent job value: Job Credits = the number of individual meets you don't have to work. For example, the Classic Coordinator receives 4 job credits that are applied toward their family job requirement. Therefore, these individuals may only have to work 1, at the most 2, individual meets. **More important, the Coordinators make a valuable contribution to the team and the kids.*

ATTACHMENT 3

COORDINATOR JOB DESCRIPTIONS

Classic/City Swim Meet Coordinators – Attend coordination meetings, interface with classic/City Meet organizers, line-up COBRA parent volunteers, and assist in swimmer ranking process, monitor meet proceedings with Cobra Park Dist. Reps.

Volunteer Coordinators – Determine number of volunteers required for each meet, assign determined number of job assignments to each Cobra family using the Access Computer Program, prepare nametags and sign-in volunteers at all meets.

Banquet Coordinators – Responsible for finding location, menu planning, communicating cost information with Cobra families, fee collection, decorations and payment to banquet location. Annual Cobra Team Banquet is usually held the Sunday after City.

Banquet Entertainment Coordinators – Plan and Coordinate entertainment at the Cobra Team Banquet – usually consisting of a slide show presentation from photographs of swimmers, coaches, parents, and volunteers taken throughout the course of the season. Work with Team Photographer and other parents to collect photographs.

Concession Coordinators – Responsible for all aspects of the Cobra Concession area at all home meets. This includes purchase of all food, beverages and supplies, Coordinate parent volunteers assigned to do the set-up, selling and clean up of the concession area.

Grill Coordinators – Work with Concession Coordinators in serving grilled items for Night home meets for the Cobra Concession area. Coordinate parent volunteers in the set-up, grilling and cleaning up of grill area.

***New Description*Set-up/Take Down Equipment Coordinators (1)**– Work with Cress Creek Pool Manager to insure all equipment (i.e. lane lines, starting lights, mics, etc.) are operational and set up correctly at all home meets. This job begins at least 90 minutes prior to Meet Start time, or no less than 30 minutes prior to Warm-Ups. Also, coordinates take down of all team meet equipment at the end of the Home meets.

Clerk of Course Coordinators – Organize Clerk of Course instruction meeting prior to start of all home/away meets, supply heat sheets from Coaches, provide relief/back-up when needed.

Timer Coordinators – Organize Timer instruction meeting and assign timers to lanes before each home meet. Supply stop watches, clip boards & pencils and provide relief/back-up when needed at all meets.

***NEW* Ribbon Coordinators (1)**- Ribbon Coordinator position is a 2 person job, they will be responsible for getting the ribbons for the team, retrieving the stickers from every meet and have them placed on the appropriate ribbons by the next practice morning. The “Ribbons” job at meets will no longer exist for Cobra families; it will now be handled by the Ribbons Coordinators.

Computer Operations – Make line-up changes provided by Head Coaches and print heat sheets for all coaches and Clerks of Course before home meet starts and enter times into computer during home meets to determine meet standings.

Publicity – Prepare and submit write-ups per guidelines provided by the Naperville newspapers with meet information received from computer Operations and or Head Coach.

Photo Day Coordinator – Arranges and manages Cobra Picture Day by working with photographer and communicate pricing to all families.

Trophy Coordinator – Select, order, pick-up & deliver Cobra trophies to be distributed at the Cobra Banquet.

Party Coordinator – Responsible for securing parent volunteers to manage the following parties: Team/Parent Kick-off party, age level party, water park trip(s) and Classic and City parties. The coordinator will assist in confirming all dates with pool manager and coaches, themes, communication of pricing/permission slips with all families and budget requirements.

Team Photographer – Take photographs at meets, social events and team activities. Provide photographs to the banquet slide show coordinator to help assemble into a slide show.

Awards Coordinator – Work with age group Coaches to recognize swimmer's time drops and achievements during practices and meets throughout the season.

ATTACHMENT 4

PARENT VOLUNTEER JOB DESCRIPTIONS

All jobs require the parent volunteer to work the entire meet unless specified as an early or late assignment (i.e. set-up, clean up and concessions)

Clean up - Help clean up all areas (i.e. pool deck, tennis courts, stack chairs, arrange lounge chairs) after conclusion of the meet.

Clerk of Course - Assist in lining up swimmers

Concessions - Help set up concession stand before the meet starts and work first half of meet, work second half of meet and clean up after meet is over, grill or serve grilled items. Second half workers are required to help with take down.

Official Positions - Include stroke and turn judges, referee and starter – attendance at a pre-season clinic in May is required to be certified by the Naperville Park District*

Ribbons - Assign ribbons to appropriate finish place, attach stickers to ribbons, and file ribbons in folders during the meet

Runner - Collect time and DQ cards and deliver to scoring table after each event

Scoring - Sort swimmers' time sheets according to meet order, read times to computer entry person, or check labels/results after printout

Timer - Use digital stopwatch to record swimmers' times during the meet.

*Official jobs require workers to attend one Officials Clinic to be held by the Naperville Park District at Neuqua Valley High School in Rooms 200-202 on the following dates:

Saturday, May 9, 8-10am

Tuesday, May 12, 7-9pm

Thursday, May 14, 7-9pm


Tuesday, May 19, 7-9pm

ATTACHMENT 5:

Cress Creek Commons Cobras

Sponsorship Opportunities

Summer 2009

	Sponsor/ Co-Sponsor Individual Meet/Social Event	Individual Signage at all Meets	General Signage at all Meets	Announced at Each Meet	Picture of Team for Display at Business
Gold \$350	Yes	Yes*	Yes	2 Times	Yes
Silver \$250			Yes	1 Time	Yes
Bronze \$100			Yes		Yes

Explanation

Co-Sponsor Meet/Social Events – Sponsor will receive specific recognition for sponsorship at an individual meet or social event.

Individual Meets Signage– Cress Creek Commons has 4 home dual meets for the 2008 season. Each meet has approximately 300 athletes and over 200 parents. The sponsor will have a 2’x4’ banner with only their name and logo displayed prominently at each home meet. * To make the most of your generous donation, we would be happy to use a banner that you may already have and keep it for you for the summer.

General Signage – The sign will include all sponsors on one sign and hung at every home meet.

Announced at Each Meet – The sponsor will have their name mentioned by the team announcer at each home meet.

Picture of Team – The sponsor will be provided plaque with a team picture that they can proudly display at their business.

Quality for a Family Discount!

\$50.00 Family Team Membership Credit for every Gold Sponsor a family brings on Deck!

\$20.00 Family Team Membership Credit for every Silver Sponsor a family brings on deck!

\$10.00 Family Team Membership Credit for every Bronze Sponsor a family brings on deck!

Contact Viki Kinder for more information: 416-9118/lvkinder@wideopenwest.com

ATTACHMENT 6

Cress Creek Commons Swimmer/Parent Code of Conduct

SWIMMERS' RESPONSIBILITIES

1. Swimmers should use appropriate behavior before, during and after all practices and meets. Respect should be shown toward all coaches, referees, spectators and other swimmers.
2. In keeping with our program goals, we encourage fun for all our participants; however, certain rules are necessary to ensure everyone's safety and enjoyment. Participants are expected to:
 - Show respect for all participants and staff.
 - Refrain from using foul language.
 - Refrain from causing bodily harm to other participants or staff.
 - Show respect for equipment, supplies and facilities.
3. If our staff has concerns about a child's behavior, parents will be consulted immediately. Should a participant continually behave inappropriately we will re-evaluate his or her enrollment.
4. Swimmers should arrive at practices on time and with the proper attire. Swimmers should bring their own marked towels and water bottles to practices. Swimmers who are not being picked up after practices should return home immediately after the scheduled practice time. Those being picked up should be picked up immediately after the scheduled practice time. Swimmers are not allowed in the pool office unless under the supervision of the Head Coach or Assistant Head Coach.
5. Swimmers should arrive for meets on time and with the proper swim team attire. Warm-ups start promptly 45 minutes prior to Meet start time. Therefore, coaches require team members to arrive 1-hour prior to meet start to be ready for warm-ups.
6. Swimmers are responsible for notifying their coaches, as early as possible, if they will not be able to attend a meet or practice. Please put a note in their coach's mailbox. Coaches prepare for practice drills ahead of time and need to know how many swimmers will be there. Coaches complete lineup sheets before each meet, so it is essential to know who will be at each meet. Parents of younger swimmers may help with coach notification. In the event of multiple last minute absences from swim meets, coaches may choose to limit their swimming in the next scheduled meet.
7. Swimmers may not bring friends to practices who are not members of the team. Only registered team members may attend practices. Only registered team members may participate in meets.
8. Swimmers need to leave the bull-pen area clean after all meets. Swimmers are expected to show respect for the rules of the Cress Creek Commons pool as well as all the pools we visit throughout the season. Food and drink of any kind (except bottled water) is not allowed in the bull pen area. Swimmers need to remain at the meet for the duration of the meet or until their last event. Swimmers need to stay in the bull-pen area unless swimming an event.

PARENTS' RESPONSIBILITIES

1. Parents are asked to refrain from coaching on the sidelines and are asked to be positive in support of their team. Parents may not approach the coaches to discuss problems their swimmer may be having including: missed relays, amount of events child is or is not swimming, request change in line ups or to argue with a coach. Please wait until the meet or practice is over to privately discuss in a sportsmanlike way.
2. Participants are expected to:
 - Show respect for all participants and staff.
 - Refrain from using foul language.
 - Refrain from causing bodily harm to other participants or staff.
 - Show respect for equipment, supplies and facilities.
3. If a parent continually behaves inappropriately, we will re-evaluate the swimmer's enrollment.
4. Practices are closed to parents. Parents who choose to remain at the pool must remain off the pool deck at all times during practice. This is required to ensure the coaches are giving the swimmers their undivided attention and thus ensuring maximum coaching effectiveness and swimmers safety.
5. Parents are not allowed in the pool office at anytime during a practice or meet. Parents need to use the locker room or concession area gate entrances to the pool deck.

6. Meet Referees' decisions are final. Your sportsmanlike conduct on and around the pool will set a positive example for the swimmers. Unsportsmanlike conduct by parents may result in a warning given to the parent by the attending Naperville Park District Swim Conference Representative. The parent may be asked to leave the pool area. Parents may not approach officials during a meet. Please contact our Park District Reps (Ali & John Bilardello, John Kennedy) if you have any questions or issues with a meet official. Personal issues regarding your swimmer's performance, missed events, other swimmers and or teammates will not be discussed.
7. Focus on your child's effort and development rather than on winning or losing.
8. Parents should ensure that swimmers arrive on time and in proper attire for meets and practices. Please pick up your child promptly after practices and meets. Notify the coach, as early as possible, if your child will need to miss a practice or a meet.
9. Swim Meets will only be canceled when poor or unsafe conditions exist. Parents are responsible for making sure that their children are dressed appropriately for the weather conditions that exist.
10. If a problem develops between a swimmer or parent and a coach, first discuss the problem with the coach after practice or after a meet. If the problem cannot be resolved at that level, contact the Naperville Park District Swim Conference (NPDSC) Representative (Ali & John Bilardello, John Kennedy). The Representative will take the necessary steps to resolve the issue.
11. It is the responsibility of the parent to discuss any special needs of his/her child with the coach prior to the first practice. Examples are: asthma, hearing loss, behavior disorders, or any other learning, social or physical problems.
12. It is the responsibility of the parents of swimmers to notify a Cobra Parent Board Member or NPDSC Representative (Ali & John Bilardello, John Kennedy) if their child is not being treated fairly and according to the guidelines outlined in this Code of Conduct.
13. If you have questions or comments regarding the officiating or rules interpretation, please contact the Naperville Park District Swim Conference Representatives (Ali & John Bilardello, John Kennedy). As mentioned above, under no circumstances should a parent approach an official directly.
14. Most regular season meets are held at neighborhood pools with small parking lots or street parking only. Please be considerate of the homeowners in these areas. Please do not turn around in residents' driveways, block driveways or mailboxes, or cut through residents' yards. Directions to all the pools are available on the <http://www.gobras.com> website. It is imperative to observe and respect Handicap Parking spaces reserved for special needs families. Violators will be towed at their own expense.
15. The Cobras use the facilities of the Cress Creek Commons Bathe and Racquet Club with the permission of the Cress Creek Commons Homeowners Association. It is important that we treat the pool, pool house, tennis courts and surrounding grounds with care. Special attention should be paid to ensure that neither our swimmers, nor those of competing clubs, throw into the adjacent ponds the rocks which line the edges of the ponds. In addition, parking is not permitted on the grass areas around the pool.
16. Parents and Swimmers need to leave the bull-pen area clean after all meets. Swimmers are expected to show respect for the rules of the Cress Creek Commons pool as well as all the pools we visit throughout the season. Food and drink of any kind (except bottled water) is not allowed in the bull pen area.
17. Parents need to watch their children and know the whereabouts of their swimmers/ during meet. All swimmers must remain at the pool for the duration of the meet or until their last event. Cobra volunteers are not responsible for children in attendance.
18. Parent volunteers working at a meet need to check in with our Job Coordinator by 4:45pm. Last minute changes from swimmers could also mean changes for the workers scheduled. If a parent does not show up or find a replacement for their scheduled job – the Parent Board may chose to limit their swimmers events in the next scheduled meet.
19. There will be a \$50 fine assessed to the swimmer's family if it is determined by the parent board that a swimmer or parent violates any of the above listed responsibilities. The swimmer(s) will not participate in any swim meets until the assessed fine is paid.
20. Any fine assessed by the Park District or other pool/team will be the responsibility of the family of the swimmer who incurred the fine.

ATTACHMENT 7

FREQUENTLY ASKED QUESTIONS

1) What is the Cobra team philosophy?

The Cobra Swim Team is a not for profit organization that encourages all swimmers to do their best, respect one another, and have fun during the summer swim season. While many swimmers are highly competitive, the primary focus of this team is to create friendships to last a lifetime.

2) What are my child's responsibilities on the team?

All swimmers are expected to try their hardest, respect and cooperate with one another and the coaches. Swimmers are expected to attend practices regularly and participate in all meets that they sign up for. If a swimmer does not show up for a meet, the entire relay team may need to be scratched, which hurts other swimmers.

3) My child doesn't swim well, but wants to be on the team. Can he or she?

Your child **must be able to swim (somehow) at least one length of the pool unassisted before the beginning of the season.** If a child cannot swim across the pool, or is afraid of the water, this limits the amount of time and attention the coaches can pay to the other children, which could compromise the safety of everyone in the pool. We fully reserve the right to refund your money if the Head Coach determines you child is not yet ready for swim team. In this case we would recommend swim lessons this year, and join the team next year.

4) What are my responsibilities as a parent of a swimmer on the team?

As a Cobra parent, you are expected to be a part of the team. This means encouraging your child, attending and assisting at meets, volunteering for jobs, and informing the coaches of any problems or meets which will be missed. You can also volunteer to serve on the Cobra board, or coordinate one of the many activities which are needed to have a successful swim season.

5) How do parents determine which job assignments they work during the meet?

Each family is required to volunteer for a certain number of job assignments during the swim season. Each family is asked in the registration package to indicate which meets they definitely can not work, which meets they would like to work, and which jobs they would prefer. This information is then used to determine workers for all the meets. You will be informed of the jobs you are assigned before the beginning of the season, probably by mid May.

If you plan on volunteering for an official's position, you must attend a pre-season official's clinic. See the registration information for the specific times and locations.

6) How does the coach know when my child will be available to swim?

The registration packet contains a list with the dates of all the meets for the entire season. In April, you will receive a Meet Availability form. You must fill out the form and state which meets you want your child to swim in. If something comes up, and you need to change your plans, you just need to send a written note to the head coach one week prior to the meet.

7) How do I sign my child up for the Cobra swim team?

A registration package can be downloaded from the Cobra swim team website at www.gocobras.com beginning March 12, 2009. This registration package along with the check made out to the Cress Creek Commons Cobras can then be mailed to or dropped off by March 26, 2008 to:

Cress Creek Commons Cobras
Attn: Heidi Boelke
620 Burning Tree Lane
Naperville, IL 60563
Located in the Cress Creek subdivision

8) What happens during a typical swim meet?

Swimmers must arrive an hour before the scheduled time of the meet, warm-ups start 45 minutes before the scheduled time of the meet. They will layout their blankets, get settled with their friends and warm up in the pool. About 20 minutes before the meet, timers, and officials will meet for instructions, and clerk of course will begin assembling swimmers. All other workers should have checked in for their assigned jobs. The meet will begin at the scheduled time. It is the responsibility of the swimmer to be behind the blocks before their scheduled events. The events proceed in the following order:

Medley relay
Free
Individual Medley
Fly
Back
Breast
Free Relay

Girls swim first, followed by boys in any age group. The youngest age group swims first in any event. It moves up to the oldest. In general, the older the swimmer, the longer the distance of the race. A sample Dual Swim Meet Event List is available at www.gocobras.com.

9) Who runs the swim meet?

The referee officially runs the meet, but the adult volunteers provide all the labor. It takes about 60 adults to run each swim meet. Every job is important and must be done at every meet.

10) How does my child know what events to swim?

The head coach will generally post a line-up of all swimmers in all events several days prior to the meet. Your child can look at the line-up after practice. The final line-up is always posted in the team area about 30 minutes prior to the beginning of a meet. There is a line-up for girls and one for boys. It is usually helpful for parents to review the events the swimmer will be swimming in, and remind them when they need to be heading towards the blocks to swim in their event.

11) Who makes sure my child swims in the events they are supposed to?

The child is responsible for being at the blocks prior to the event. The clerk of course will try to assist, but ultimately the responsibility rests with the swimmer (or parent). It is important for parents to instruct children to stay in the team area so the clerk of course can find them when needed.

12) When will my child practice?

Prior to the last day of school for Naperville School District 203, evening practice sessions will be held at the Cress Creek Commons pool weather permitting, beginning the day after Memorial Day. These sessions will be held Monday through Friday between 5:00 PM and 8:00 PM. The schedule by age group will be announced in May. Watch for additional announcements and information.

Regular morning practices will begin after the last day of school. For practices, swimmers are divided by age group in the following manner unless the Head Coach has given permission for a swimmer to change practice sessions: In general, the 13 and up groups will practice from 7 – 8:30 am, the 9-12 group from 8:30 –9:30 am and the 8 and under from 9:30-10:15 am.

13) Are practices ever cancelled?

Practices are cancelled when the air temperature is below 65 F or if there has been lightning sighted in the area of the pool. Practices take place in all other situations. Call the pool to determine if practice has been cancelled.

14) Are the children grouped by age when they swim?

Children are grouped in 2 year intervals when they compete. The groups are 6 and under, 7-8, 9-10, 11-12, 13-14, and 15-18. 6 and under is considered exhibition only. They will not swim in as many events as the older age groups and the points they earn will not count in the meet totals.

15) What is a DQ and why does it happen?

DQ is short for disqualification. A swimmer may be disqualified from a race if he or she does not execute a swim stroke or the start, turn, or finish of a race in compliance with the rules that apply to the particular stroke or event. A stroke and turn official will complete a DQ card by identifying the swimmer, the event, and the violation that has occurred. The DQ card will be provided to the coach so that they can work with the swimmer to help them correct the violation.

It is important to understand that competitive swimming has many rules and it may take your child a while to learn the rules and swim certain strokes in compliance with the rules. Everyone gets DQ'd at some point. So encourage your swimmer to consider a DQ as a learning experience to improve, and not as a negative. In addition, if you disagree with a DQ, discuss the matter with the head coach after the meet. Use common sense and good sportsmanship by not arguing or confronting an official.

16) What if our plans change and my child will now be able to be at the meet?

The coaches spend a lot of time on the line-ups. They try to get every swimmer in as many events as possible, and also the ones they would like to swim. Changes at the last minute may mean that all four swimmers in a relay will be scratched if one person does not show up. Therefore, if you know your plans are changing, let the head coach know about the changes in writing as soon as possible. Do not count on your child to relay the message to the coach.

17) What happens if I don't show up to work for a volunteer assignment on the day I said I would?

Every adult volunteer is needed to run the meet. If you don't show up, someone else has to be found to take your place, this makes it hard to move the meet along. So, if you don't show up to work, your child will not be able to swim at the next meet. You can avoid this by finding a substitute. Call another family and ask someone to take your place. If you have a sub, your job is covered.

18) Do I need to check in prior to the meet?

All adult volunteers need to check in with the volunteer coordinator at least 20 minutes prior to the start of the meet. Early concession or set-up workers, must check in 1.5 hours before the start of the meet. If you do not check in, you will be marked absent and your child will not swim at the next meet.

19) How do I know how to do the job I signed up for?

Most of the jobs are fairly straightforward. You will be given 5-10 minutes worth of training prior to the meet and you'll have plenty of time to practice as the season progresses.

- 20) How do I get to be an official who runs the meets and judges?**
Every team needs officials to run the meets. You can become an official by attending an official's school run by the park district. The school is only two hours and is usually offered several times in the spring.
- 21) What do I do if I have a complaint about the coaches, the team, the pool, etc.?**
Tell someone on the Cobra board if you have a complaint. Don't let it fester. If we know about, something can be done. We want every swimmer and their family to enjoy the season.
- 22) What do I do if my child is sick the day of the meet?**
Call the head coach as soon as you can. If you can't reach the head coach, call another swimmer or parent who will relay the message, or call the pool office directly.
- 23) What do I do if I am sick the day of the meet I am supposed to work at?**
Try to find a substitute by trading with another parent for a different meet, but if you can not, contact the volunteer coordinator as soon as possible. At least we know that we will need to find a replacement at the meet.
- 24) Will pictures be taken during the meets?**
Official team pictures are taken early in the season. You will be notified of the date. During the regular season, many parents take pictures which will be used in a photo montage at the end of the season. Everyone can contribute.
- 25) What ribbons and awards are given out during the season?**
During the regular season meets, there is a ribbon given for first place through sixth place in every race for swimmers age 14 and under. Note that distribution of ribbons is the responsibility of the Cobra swim team. Every swimmer who signs up to receive a trophy in the registration package will receive one at the end of the season.
City and Classic meets give out medals for first through fifth place and ribbons sixth through 12th place.
- 26) What equipment and supplies does my child need to participate on the team?**
Swimmers need a swimsuit. There is a team suit which is recommended, but not required. If you wish to purchase it, it can be done at the Keifer Swim shop in Naperville. Many swimmers like to use goggles or have a sweatshirt. Cobra Spirit Wear order form will be available in April. A warm-up shirt with Cobra logo and a swim cap will be provided with your paid registration fee.
- 27) Where does my child stay during the meet, and what do they do?**
Your swimmer should stay in the team or bull pen area. This allows the clerk of course to find them and get them to the blocks prior to their event. Most swimmers bring a blanket, cards, books, games, and snacks and hang out with their friends during the meet. This is a very social team.
- 28) Can I just drop off my child on meets when I am not working?**
No, No, No!! Even if you are not working, it is important to be at the meet to help and encourage your swimmer. Young swimmers become upset when they miss events.
- 29) What are the City and Classic Championship meets? Will my child participate?**
The Classic and City Championship Meets reward our swimmers with a "big meet" experience and provide the final competition for the season. These events provide the swimmers with the opportunity to compete against hundreds of other swimmers from across the Conference.

The City Championship Meet is open to all swimmers in the 7-8 age group and older who have recorded a qualifying time in a particular event at a dual or invitational meet during the season. The qualifying times are posted as an attachment to this package and are displayed on the team bulletin board at the pool. Information on times, location, and volunteer responsibilities will be made available as we get closer to the meet date. All swimmers in the 15-18 age group participate in City regardless of qualifying times.

Like the City Meet, the Classic Championship Meet is held at one or more of the local high school pools and has a definite "big meet" atmosphere. Classic is open to all 6 and under swimmers and all other swimmers who do not have City qualifying times. Conducted in a similar manner as the City Meet, the Classic Meet is an excellent experience for the hundreds of swimmers who participate. Information on times, location, and volunteer responsibilities will be made available as we get closer to the meet date.

Swimmers can compete in individual events at City OR Classic, but not both. Coaches will provide additional information and advise swimmers of which meet to enter sometime in mid-July.
- 30) Are there any social events associated with the team for swimmers and families?**
There are many social events throughout the season. Notification will be sent home through the family folder, or be available on the website. Check the website at least once a week for upcoming events.
- 31) Who makes decisions about swim team events and policies?**
The Cobra Parent Board makes the decisions about policies and events. All parents are invited to be on the board.
- 32) How can I become a member of the Parent Board?**
Ask a current board member when and where the next meeting is scheduled and then attend. All input is welcome and the meetings are open.