



G.I.L.L.S TEAM HANDBOOK

The Team

Great Illinois Swimmers, (G.I.L.L.S.) is a competitive swim team for boys and girls ages 5-18. The swimmers compete in separate girls/boys events according to their age. There are six age divisions: 6 & under, 8 & under, 9-10, 11-12, 13-14, and 15-18. Swimmers are placed in age categories according to their age at the time of the particular swim meet.

Fees

All fees are payable in full at registration. Fees are subject to change each season- see registration flyer on web site. Those families having more than one swimmer must contact the Team Treasurer regarding payment schedule option. All fees must be paid in full by date determined or the swimmer/s will not be allowed to continue to participate.

Insurance

All swimmers are required to be registered with United States Swimming (U.S.S.). The fee covers registration and liability for the entire calendar year. This fee is collected at registration.

Volunteer Fee

A volunteer fee per family will be collected at registration. Your check will not be cashed and will be refunded at the end of the season, provided your volunteer commitment has been met. This consists of working 2 home swim meets. If your volunteer commitment is not met, we will then cash your check your child may not swim in the last swim meet.

Refunds

If during the first two weeks of the regular season, your swimmer must withdraw from the team; your fees will be refunded in full. Please inform the Coach and the Treasurer. After the first 2 weeks, there will be no refunds. There will be no refunds for any swimmer who is dismissed from the G.I.L.L.S. Swim Team for any behavioral or disciplinary issues.

Practice Times

Practices are held at Andrew High School pool. The days and times of practices will vary and you should follow the calendar you receive each month. Regular practice times include beginner swimmers from 6:00-6:45 p.m., intermediate swimmers from 6:00-7:15 p.m., and advanced swimmers from 7:15-9:00 p.m. It is strongly encouraged that one parent be present during the early practice from 6:00-7:15 p.m.

Each swimmer's skill level and practice time will be determined SOLELY BY THE COACHING STAFF with the Head Coach making all final decisions. New swimmers (regardless of age) should report to the early session for practice and returning swimmers should return to their previously assigned practice time. All decisions on practice sessions will be made by the Coaches based on ability and availability of space and staff. The swimmers should only attend practice at their assigned time.

Attendance Policy

- Swimmers are encouraged to participate in weekly practices- attendance is noted. Failure to participate in regular practices may disqualify them from the next swim meet. Attendance at practice sessions prior to a meet is mandatory to be included in the meet. Attendance is a consideration when making meet line-ups and conference schedules.
- Swimmers must be ON DECK for all practice sessions and meets at the scheduled time.
- Swimmers/parents must notify the coaching staff at least one day in advance if they cannot attend a swim meet. Call the G.I.L.L.S HOTLINE (708) 342-5926 to notify the coach's if a swimmer will not be able to attend a meet. Failure to notify the coaching staff of your child's absence will disqualify them from the next swim meet.

- Swimmers must notify the coaching staff if they will be late for a swim meet or if they need to leave early from a swim meet. Failure to notify the coaching staff will disqualify them from the next swim meet. Swimmers that arrive late for a meet may find that another swimmer has been put in his/her place. If another swimmer has been substituted, the substitution will stand. It will be at the Coach's discretion whether or not the swimmer will compete in later events.
- Swimmers who leave a swim meet early without informing the Coach will not participate in the next swim meet. Exceptions to the above will be made only for illness or absences excused by the Coach. To ensure fair and equitable treatment for all, these guidelines will be strictly enforced.

Conduct

A Code of Conduct policy must be signed by each swimmer and parent. Swimmers and parents are expected to display "sportsman-like" conduct at all times. Swimmers are expected to behave and treat each other's (and each other's property) with the respect every individual deserves. A swimmer that is distracting to other swimmers will be dismissed from practice or the swim meet. G.I.L.L.S will not tolerate behavior disruptive to or unbecoming of a member of the team. Parents and/or swimmers whose conduct is not in the best interest of our team as a whole will be asked to leave the team. The Code of Conduct policy should be discussed with your swimmer so they understand the potential consequences of their actions.

Discipline Policy

Minor offense = Swimmer will sit on deck and a parent will be called. Coaches will determine and deal with minor offenses.

Serious offenses= We will be observing a "3 strike" rule. Any swimmer who violates the Code of Conduct policy 3 times will be dismissed from the G.I.L.L.S. Swim Team. The coaches and board members of the G.I.L.L.S. Swim Team reserve the right to dismiss any swimmer at any time if the swimmer's actions are serious in nature. Both coach and parent will deal with infractions.

It is the responsibility of all parents to make the policy clear to their swimmers. We will not let the actions of a few upset the important lesson of working together as a team and respecting one another.

Information Distribution

Our main source of communication is through e-mail. We will contact you regularly through e-mail with updates & important information so please make sure you provide us with your e-mail address. The bulletin board in the hallway outside the pool will also contain updated information. The web site GILLS-SWIM.ORG will also have all information such as practice schedule, meets, individual times etc. You may also approach any board member with a question or suggestion.

Ribbons

All meet results are reviewed by the coaching staff.. Ribbons and/or medals meets will be distributed at the pool as soon as possible after each meet. Questions about ribbons should be directed to the Ribbon Coordinator or the Coach.

Coaches

Our coaches will be happy to discuss your child's progress with you, but we must respect their time on the deck and recognize that is for coaching. The coaches are available to you 15 minutes before the first practice and 15 minutes following the practice. DO NOT come onto pool deck. You may enter the pool office from the hallway and request to speak with a coach.

Dual Meets

Our team competes against other age-group teams in the South Suburban Swim Conference. These meets are generally held on week nights and last about 4 hours. First through sixth place ribbons are awarded to all swimmers in all individual and relay events and are usually distributed to the swimmers within the week. According to the rules of the South Suburban Swim Conference, a swimmer is limited to a maximum of two individual events and two relay events per meet. Our goal is to try to allow each swimmer to swim in at least one individual event and one relay, swimming all the strokes throughout the course of the season. A meet schedule will be distributed as soon as it is available.

Conference Meet

The South Suburban Swim Conference Meet is the final meet of the regular swim season. Our team competes against all the other teams in our division to determine our team's placement within our division.

Two swimmers per individual event in each age group and one relay team in each age group represent the team at this meet. Swimmers are selected by the coaches based on their swim times, attendance and attitude. Medals are awarded for first through sixth place in individual events, and first through third in relay events. Ribbons are awarded for

seventh through twelfth place in individual events. Trophies are awarded to the top three teams at the conference meet. Team placement in the gold, blue, red and white divisions is determined after all conference meets are held.

I.S.I. Meets

I.S.I. sanctioned meets are extra meets the swimmer is encouraged to attend. While not mandatory, they provide additional opportunity to compete against equal competition. The G.I.L.L.S. will participate in 2 to 3 sanctioned I.S.I. meets during a season. All swimmers are welcome to swim any events offered for their age group. Swimmers achieve times that are ranked as A, B, or C times and can qualify for state meets, Junior Olympics or Zones (regional meets) based on their achievements at these sanctioned meets. It is a very challenging and fun way to improve swimming abilities. The team will post the dates of these meets and distribute information concerning registration. An additional fee per day is required to participate in these fun and challenging meets.

Swimmer's Responsibilities

- Support your team attendance and discipline policies. Swimmers must observe appropriate behavior at all times including in the locker rooms. Swimmers must observe the strict policy of NO cell phone use while in locker rooms.
- Swimmers should not be in any areas inside or outside of the school unattended before or after swim practice.
- Swimmers will remain on deck with their team for the entire practice and meet.
- Swimmers should be able to read the meet line up sheets and be prepared to swim in their events.
- Swimmers will not be allowed in the concession area until they have completed their event.
- Swimmers should not bring food or drinks (except water) on the pool deck or in the locker rooms.

Parental (Responsible Individual) Volunteer Responsibilities

- Work at least 2 home meets hosted by the team
- Participate in our Team Fundraiser (mandatory for your child to swim)
- Provide transportation to and from all practices and meets on time. Swimmers should arrive and depart within 15min of their scheduled time.
- Make sure your child enters the pool area and leaves the pool area in your care. We are not responsible when your child leaves the pool. It is a security concern if your child is not picked up on time at the pool doors.
- Attend the parent meeting hosted by our team
- Call the hotline 24 hours in advance if your child will be late or will not be able to attend a meet.

NO ONE EXCEPT COACHES AND PARENTS WORKING THE MEET MAY BE ON THE DECK. U.S.S. insurance coverage may be voided if this rule is violated. We will be clearly enforcing this rule for the good of the entire team. Viewing of home meets is in the bleachers and from the stands provided at away meets.

Parent Meeting

The G.I.L.L.S. hosts a parent meeting to provide information and answer questions. At least one parent (responsible individual) is encouraged to attend this meeting. This date will be determined and you will be notified. This will also be an opportunity to sign up for volunteer spots.

Team Suits/Supplies

Team suits may be ordered from Keifer Swim Shop located at 18052 Wolf Rd (708) 479-8240 /www.keifer.com. A team suit is not required however, team members must wear a black suit or a team suit for all meets. Girls are required to wear a swim cap. Boys are encouraged to wear caps. Team caps with individualized names can be ordered with a group order- see the supplies coordinator for more information.

Fins, pull boys and kickboards are required for practices. Each swimmer is responsible for providing their own equipment. These supplies are available at a group discounted price at Keifer Swim Shop. It is recommended that names be written on these items to help keep things from being misplaced. There is a lost and found located in the pool office to check for missing items.

Extra goggles, swim caps, and bungee cords will be available for purchase in the pool office during practices. These costs vary from \$5-10.00.

Team Pictures

Team Pictures will be taken- date to be determined. Swimmers should wear the team suit or black suit. You will receive more information with specifics.

Team Banquet/End of Year Awards

There will be an end of the year team party. You will receive more information regarding this at a later date.

Fundraising

There will a fundraising activity, which may vary from season to season. Specifics will be provided. Questions about the fundraiser should be directed to any board member.

Valuables

Swimmers are asked to leave valuables and money at home during practice and meet times. It is encouraged for swimmers to lock any items in a locker. The team is not responsible for any loss incurred.

G.I.L.L.S. Board Meeting

The board meetings are held monthly at Andrew High School or at the discretion of the Board. The date and time is published on the monthly calendar. Parents are invited and encouraged to attend.

G.I.L.L.S. Board Members

Board elections for a one year term are held at the winter banquet. We welcome you to volunteer for an office. Listed below are the board positions. The board always welcomes any extra help!

President

Vice President

Secretary

Treasurer

Volunteer Coordinator

Fundraising/Publicity

Ribbon Coordinator

Concessions

Timing System Coord

Head Coach/Admins

GO GILLS!

