



BASIC FACTS ABOUT THE DESERT MERMAID PROGRAM
From the Head Coach

1. We are a competitive program. We are looking at producing the best results possible. As a result, the best athletes will be selected to swim on our highest level teams and participate in more competitions or routines.
2. Fair is not always equal and equal is not always fair.
3. Synchronized Swimming is a subjectively judged sport. Looks, attitude, manners and behavior can have an effect on your score.
4. Ability and potential are not equal with every girl.
5. Coaches make decisions as to the most effective training and competitive environment for each athlete. The decisions are based on the background and knowledge of the coaching staff. Sometimes it is difficult to assess talent and potential; other times it is more obvious.
6. Regular attendance will increase ability.
7. Practicing at home will also increase ability.

CLUB STRUCTURE

The club has four divisions of responsibility: board, coaches, parents and swimmers. Each has separate goals and yet all must work together to provide team spirit and promote the club's mission.

OUR MISSION

To create a positive learning environment that promotes not only teamwork, but individual dedication and commitment to the sport of synchronized swimming.








BOARD RESPONSIBILITIES:

1. To make financial decisions such as yearly budgets, annual financial obligations, coaches' salaries, etc.
2. To choose a direction for the entire club and implement committees to fulfill its goals.







The Board of directors consists of four parents and at least two members at large. Parent liaisons (one parent from each team) can be present at the beginning of each board meeting to bring concerns to the board, however, parent liaisons do not have voting rights. Elections for new members take place at the Annual General Parent meeting of the membership in September. Board meetings are held monthly. Anyone can attend the Board meetings with prior notice to the board. Your ideas to enrich the program of the club are always welcomed.

COACHES' RESPONSIBILITIES:

Head Coach:

-  To work with the Board of directors to set goals for the club.
-  To guide and direct all coaches by continuing to improve their coaching skills.
-  To make team, solo, duet and trio decisions in relation to members of these groups with Assistant Coaches.
-  To select music and choreography.
-  To promote good club communication by being available and accessible to parents.

Assistant and Team Coaches:

-  To work with head Coach in making plans.
-  To be on time for all practices, to start on time and end on time.
-  To be prepared with written plans for practices.
-  To be positive motivator and rein forcer.
-  To be reliable and a good role model for swimmers.
-  To treat all athletes fairly, with the understanding that fair is not necessarily equal.



PARENT RESPONSIBILITIES:

1. The coaches would like practices to start on time. This means swimmers should arrive a few minutes early to get ready to start. Arrange to have your swimmer at practice and picked up on time. Do not expect the coach to act as a "sitter".
2. If your swimmer cannot swim for physical reasons, but can attend practice to observe and participate in land drills, she should bring a note so the coaches will know she shouldn't swim. Please note "Illness Policy". Remember, no one is immune to "goofing off" and the coach cannot always tell imaginary tummy aches from real ones. The swimmer will be asked to get in the water if she does not have a note.






3. Coaches are human, too. If they appear to pay more attention to the dedicated regulars and the ones who listen and work at home, it should be understandable. Put yourself in the coaches' shoes and remember they are still learning. If you think this is a problem, contact the Head Coach in writing for a conference.
4. There are many jobs that need to be done by the parents. Please respond positively when asked. Both you and your swimmer will get more out of the club if you participate too.
5. All parents are expected to participate in the work of the club. See the Organizational Chart in the directory section of the handbook for a description of the places where you are needed. Please volunteer today.
6. If there is a concern with the swimming program, contact the Head Coach as soon as possible. If there is a concern with the club organization, contact a Board member.
7. PLEASE WALK YOUR SWIMMER TO AND FROM THE POOL WHEN DROPPING OFF AND PICKING UP. This is for your swimmer's safety. On occasions, our pool time is canceled. Though the team contact parent works hard to notify everyone, sometimes we cannot reach everyone. Please be sure the secretary or treasurer has your correct contact information (email and phone number) so that we have more than one way to reach you.

COMMUNICATION:

-  Parent comments are encouraged. Please call the coach of your swimmer's team to set up a time for a conference. Because of limited coaching time and expensive pool costs, coaches are not able to talk with parents during practice. Remember, parents are asked to not be on deck during practice except for the last practice of the month.
-  If you feel that an issue has not been resolved to your satisfaction, the Head Coach is available on Saturdays after practice. Again, please call in advance so that she may make plans accordingly.

PARENT ETIQUETTE:

-  No gossip, rumors or false comments (lies) about anyone individually or about the team as a whole.
-  Communicate directly to a board member, or to the whole board in regards to concerns about the team; don't listen to idle gossip from a disgruntled parent.
-  Be respectful to one another. Acknowledge each other with a positive greeting.



No profanity or harsh language toward your child, or other swimmers, or towards other parents, in the presence of swimmers.

2008 – 2009 BOARD OF DIRECTORS

| | | |
|----------------------------------|----------|--|
| President: Bill Boyle | 363-9050 | billkrisanna@cox.net |
| Vice President: Shannon Lipowitz | 869-5488 | dietrichlipowitz@embarqmail.com |
| Secretary: Kim Vogel | 240-0535 | ekvogel2@cox.net |
| Treasurer: Dawn Burns | 363-0633 | david.dawn.burns@gmail.com |
| Member at large: Stacy Halverson | 838-3571 | specorator@hotmail.com |
| Member at large: Tony Spada | 243-4138 | spada@cox.net |

COACHES

| | | |
|-----------------------|----------|--|
| Katie Tipton | 743-2509 | ktmermaid@cox.net |
| Stephanie Bissonnette | 222-9234 | stephbliss@gmail.com |
| Linda Tannenbaum | 365-8009 | LSTsyncswm@aol.com |
| Amanda Wilkins | 370-8109 | mandakins112482@aol.com |

Fees and Dues

Membership & Insurance Fees

Each swimmer needs to pay an Annual Fee of \$100 to Southern Nevada Desert Mermaids. A portion of the Annual SNDM membership fee goes to the United States Synchronized Swimming Association, Inc. (USSSI). It establishes each swimmer as member of the national association, USA SYNCHRO and provides participating teams with a discounted insurance plan to cover all swimmers at practices and meets. Each swimmer receives a subscription to the magazine, *Synchro Swimming USA*.

A portion of the annual fee is sent to the West Coast Association.

The remainder of the fee goes to SNDM's General Fund to offset costs of regional and national events, equipment expenses and other operating costs of the team.



Monthly Dues Structure for 2008-2009 Season

| <i>Team</i> | <i>Option A Due 1st of each month</i> | <i>Option B Due 1st of each month</i> | <i>Option C Due 1st of each month</i> |
|--------------------------|--|---|--|
| 13 & Older A | \$225 monthly with \$325 quarterly fundraising required | \$250 monthly with \$250 quarterly fundraising required | \$325 monthly with no fundraising required* |
| 2 nd swimmer | \$225 monthly with \$200 quarterly fundraising required | \$250 monthly with \$125 quarterly fundraising required | \$290 monthly with no fundraising required* |
| 13 & Older B | \$175 monthly with \$325 quarterly fundraising required | \$200 monthly with \$250 quarterly fundraising required | \$275 monthly with no fundraising required* |
| 2 nd swimmer | \$175 monthly with \$200 quarterly fundraising required | \$200 monthly with \$125 quarterly fundraising required | \$240 monthly with no fundraising required* |
| 12 & Under – Competitive | \$125 monthly with \$325 quarterly fundraising required | \$150 monthly with \$250 quarterly fundraising required | \$225 monthly with no fundraising required* |
| 2 nd swimmer | \$125 monthly with \$200 quarterly fundraising required | \$150 monthly with \$125 quarterly fundraising required | \$190 monthly with no fundraising required* |
| 12 & Under – Novice* | \$125 monthly with fundraising participation encouraged* | | |

There are typically no additional charges for extra practices. There will be no make up sessions for practices cancelled due to bad weather or the unavailability of the pool facilities.

All dues are payable to SNDM at the beginning of each calendar month. All payments should be paid before the 8th of that month. Payments not received by the 15th of the month will result in a late fee of \$15 assessed to the swimmers account. Payments can be directly given to the treasurer or mailed to:

Dawn Burns, SNDM Treasurer
 9108 Songwood Court
 Las Vegas, NV 89129

When a payment is not received by the end of the month, two months fees become due on the first Saturday of the second month. The swimmer will not be allowed in the water and the parent/responsible party will be called to come for the swimmer. Please make timely payments in order to avoid any embarrassment to you, your swimmer and the Coach.



There is an additional \$10 “return check fee” or the actual fee charged by the bank, whichever is greater, on all returned checks. Please note that returned checks may also be subject to any late fees as presented in the above paragraph.

Swimmers are expected to pay monthly dues for the entire synchro season (October 1 – September 30). Please refer to the Financial Responsibility Agreement.

A swimmer who takes an extended time off (including summer) is still responsible for monthly dues.

SNDM's budget is based upon all swimmers paying monthly dues all year in order for expenses to be met. Should a swimmer quit the team and then rejoin at a later time, new member fees will apply.

In rare circumstances, an exception to the dues rule might occur, but it must and can only be approved by the Board and Head Coach.

Meet Fees & Travel Expenses

Each swimmer is responsible for her own travel expenses and entry fees at all meets that she is competing in. Each swimmer is also responsible for an equal split of the coaches' travel expenses for that meet. Example: If there are 5 swimmers going to a meet then each swimmer would pay 1/5 of the travel expenses. All entry fees and travel expenses are broken out and estimated costs are given to each swimmer. Payments for these expenses are due to SNDM prior to the meet.

Additional expenses, Meet Fees & Travel Expenses

Team suits, caps, warm up suits, competition suits, entry fees and coaches travel to meets. Costs of these items are separate and will be handled by the individuals and the teams. A complete list of what is included in club fees can be found later in this handbook.

Each swimmer is responsible for their own travel expense and entry fees at all meets that she is competing in. Each swimmer is also responsible for an equal split of the coaches' travel expenses for that meet. Example: If there are 5 swimmers going to a meet then each swimmer would pay 1/5 of the travel expenses. All meet entry fees and coaches travel fees will be collected by the team on an individual basis as the team nears the meet. Swimmers should have these fees to the treasurer within 14 days of being informed of the fees or prior to leaving for the event.

Team Distribution & Additional Routines

Competitive teams are comprised of four (4) to eight (8) swimmers. Most beginner swimmers initially swim with a team only and the other events are added as the swimmer gains more experience. Exceptions are sometimes made when there are not enough beginner swimmers



to make a complete team. Then they may swim as a duet or a trio to be able to participate in meets. Swimmers are grouped by age and ability by the Coaches.

Swimmers have the opportunity to swim a solo routine, duet routine or trio routine as well as swimming on a team. Additional routines are determined by the coaches. Each swimmer is entitled to one “free” routine. Additional routines are an additional charge. These charges are due to the additional coaching time required to coach the swimmers for the extra routine. These charges are as follows:

| | |
|--------------|------------------|
| Solo Routine | \$50 |
| Duet Routine | \$25 per swimmer |
| Trio Routine | \$25 per swimmer |

FUNDRAISING





The Southern Nevada Desert Mermaids is a non-profit organization. Our main sources of income are from monthly dues, fundraisers and sponsorships of the team. We encourage all parents and swimmers to help with these fundraisers. Fundraisers are coordinated by the Fundraising committee which is made up of parent volunteers from the parents from the Desert Mermaids. Everyone’s ideas and help are needed to make fundraising successful. Lack of participation or in fundraising events will result in parents having to pay out-of-pocket to meet the quarterly fundraising requirements listed above. Successful fundraising events will allow the Board of Directors to reevaluate the requirements and possibly allow additional funds to be credited towards entry fees and travel expenses. The budget is re-visited by the board on a quarterly base to determine if any adjustments are needed. (Quarters end on the following months: December, March, June, September)

Depending on your payment option chosen from the “*Financial Responsibility Agreement*” will determine the amount of fundraising required for your swimmer. If the quarterly amount of fundraising dollars owed fall short, the club will ask for a “cash” contribution to make up the short fall. If the quarterly amount of fundraising dollars exceeds the required amount, the excess will carry over to the next quarter as we may have more fundraisers in the fall than in spring due to our competition schedule.

Lack of fundraising events does not negate the quarterly financial responsibility of each swimmer. It is everyone’s responsibility to participate, organize and plan fundraising events.

ROUTINES

There are four types of routines:

| | | |
|---|--------|------------------------|
|  | Solos: | One Swimmer |
|  | Duets: | Two Swimmers |
|  | Trios: | Three Swimmers |
|  | Teams: | Four to Eight Swimmers |

The music and routines assigned to each swimmer are determined by the coaches. It takes many painstaking hours to choose and edit the music for each routine. There is much to



consider when assigning routines, such as ability and body type. Each girl may be assigned one, two, or three routines. A maximum of three routines is allowed per swimmer for each competition. Additional fees apply to additional routines. See Dues & Fees Structure section.




One practice CD of each swimmer's routine music is provided.

SWIMMER RESPONSIBILITIES

1. Swimmers are responsible for their own progress and improvement in the sport. If a swimmer is unhappy with how she is progressing, it is her responsibility to talk to her team coach or the Head Coach.
2. Swimmers are responsible for having all equipment ready for practice when practice begins. Equipment includes: cap, goggles, and nose clip(s). At certain times of the year, swimmers will also be asked to bring additional swim equipment for strength training.
3. Swimming equipment should have swimmer's name on it.
4. Swimming equipment should be held on the body or suit throughout practice. Nose clips, caps or goggles should not be placed on the deck to be picked up later. These items are easily stepped on and broken. This is a safety issue.
5. Nose clips often fall off of newer swimmers. When they fall off, a great deal of time is spent looking for them underwater. If this happens to your swimmer on a regular basis, please put the nose clip on a string attached to her suit, or purchase a nose clip that has a strap on it.
6. The swimmer needs to learn to put on her own cap.
7. Dress appropriately for the weather.
8. Call the head Coach, or whomever your coach instructed you to call, if you are unable to come to practice.
9. All belongings should be put into the swimmer's bag before the swimmer gets into the pool. Items should be in order for when they are needed. The towel should be on top.
10. Make sure your child leaves the pool with what she brought with her. To help do this, she should always put her things in the same place in the pool and keep her things together. When she leaves, she needs to look around the area for items that may have fallen out of her bag.
11. Be prompt; come 5 minutes early so your child will be ready on time. Have your child go to their meeting place.



Follow the Mermaid Rules:

-  Respect other people's property
-  Let your coach know if you are injured or sick.
-  If you have a problem, discuss it with your coach. Don't keep it inside.

ILLNESS POLICY:

As Head coach, I have been asked to state my views on when it is appropriate for a swimmer to attend practice when they are not well enough to participate in the water. I feel that you as parents are better judges than I am as to when your child can or cannot swim. Here are a few guidelines that may be helpful. AGAIN, these are MY OWN FEELINGS; you are the best judge as to when your child CAN or CANNOT swim.

1. If your child is out of the water for any injury, such as a shoulder, she can swim and not use the shoulder. There is no reason the swimmer cannot be conditioning other parts of the body while one part is repairing. If this is the case, I would like a note and probably need you to follow up with a phone call. I also need some time to prepare a plan for the swimmer.
2. If your swimmer has an ear infection and the weather is warm, she can swim. The swimmer will use a kickboard and do a limited amount of work. The swimmer will not get her ears wet. Again, it is helpful if I am notified so an appropriate practice plan can be designed. If the swimmer has an ear infection and the weather is cold, she should dress warmly (something to cover the ears) and attend practice with a note.
3. If your swimmer has a head cold, has no fever, and feels good enough to go to school, it is okay to swim. She will usually feel better after practice than before. For some reason, swimming seems to clear up head colds. It is sometimes painful to be under water. The coach needs to be informed so that swimmer can work on things that do not require her to go under water.
4. If your swimmer has a fever, is cranky and achy, leave her at home; the swimmer's physical condition is weak. The body is trying to fight off infection and does not need the added stress of physical conditioning. Your swimmer is better off resting in bed.
5. If you want to know if your swimmer should come to the pool and observe, call your coach or parent contact. The team coach will know exactly what the team is doing that night and how important it is for the swimmer to attend practice.

From time to time we will be having dry practices. There are certain aspects of the sport that are improved faster on land than in the water. A lot of time out of the water can be beneficial to teach and drill the routines. Please call the team coach if your swimmer will not be attending practice. This gives the coach an opportunity to preplan practice if necessary.



EAR ACHES:

Drops should be placed in the ear after swimming. The doctor recommends a solution of half alcohol and half white vinegar.




COLD WEATHER:

Swimmers, please dress warmly coming to the pool. Socks with shoes are a must! Shorts are out; pants are in.

WHAT SHOULD BE IN YOUR POOL BAG FOR PRACTICE

1. Goggles
2. Nose Clip (can never have too many)
3. Cap
4. Swimsuit
5. Towels
6. Sweats, top and bottom (seasonal)
7. Parkas or Jacket (seasonal)
8. Hat (knit hat, towel or hooded top to cover wet hair to keep in body heat – seasonal)
9. Shoes
10. Snacks (i.e. fruit, juices, water, whole grain crackers; not candy)

HINTS

-  Be sure to put your swimmer's name on all items
-  In the best interest of our swimmers, the coaches insist that swimmers bring proper attire to change into upon exiting the pool during the winter months.
-  Pool bags should be packed and checked before leaving for the pool as well as before going home to make sure nothing has been forgotten.

TRAVEL INFORMATION FOR "TRAVELING MEETS"

1. Most meets will be in Arizona and occasionally in Southern California.
2. Usually, the swimmer drives to the meet with her family, however, it is not necessary, and you may carpool with other families or choose to send your swimmer with the team.



3. Meets are generally two days, (occasionally, a swimmer will need only to compete on one day). The team travels out Friday after school, and returns home Sunday after the meet.
4. Travel arrangements are made by the Traveling Committee.
5. While at competition, the swimmers' first priority is to the athletic competition. This is a fun experience for the swimmers, but is not a vacation or recreational trip.
6. Expenses:
 - a. Team/Coaches Room
 - b. Meals
 - c. Gas
 - d. Divided among # of swimmers traveling.
 - e. Team room(s) and Coaches rooms (s) will house: swimmers, coaches

TRAVEL INFORMATION FOR "AWAY MEETS"

An "away meet" is a competition to which the "team" travels together to get to the meet and is housed together during the time of the meet. The Head Coach decides if a competition is to be considered an "away meet". A parent chaperone works with the Head Coach to plan meals and chaperone the team.

1. Usually a team flies to an away competition. The team of swimmers travels together. The Parent Chaperone accompanies the team to the meet and home from the meet.
**The Board will schedule all travel arrangements for the team.
2. A Parent Chaperone will be decided by the Head Coach. A Parent Chaperone is usually responsible for one team of swimmers. This is usually a mother of one of the swimmers on the team.
3. The club believes that the swimmers should be allowed the growth experience of sharing a room with other swimmers and a chaperone at night. 12 and under swimmers will stay with their parents. 12 and older swimmers are registered 3 or 4 to a room with at least one coach/parent chaperone in the room.
4. While at the competition, the swimmers' first priority is to athletic competition. This is a fun experience for the swimmers, but it is not a vacation or a recreational trip. The coaches work on building the unity of the team at these competitions. This is not possible to accomplish if the swimmers are doing extra activities with their parents. If there is a special activity you would like your daughter to participate in, perhaps the entire team can be included. I would suggest that you leave your daughters in the care of the parent chaperone and the head coach. Do not plan on a private meal with your daughter. If you would like to have dinner with the whole team, that is possible. Please do not ask for special consideration at the competition. If you know of



something that your daughter really must do while at the competition, i.e. see a dying grandparent, please discuss this with the coach prior to leaving for the competition.

5. The parent chaperone will be responsible for having appropriate foods available for the swimmers. If your daughter has any food allergies, it is your responsibility to notify the chaperone about those allergies. Our competition nutrition rules are in effect for the entire time of the meet, from the time we board the plane until we arrive home from the competition. The parent chaperone will be asked to plan meals. Swimmers are responsible for paying for all of their own meals, so parents need to make sure that their swimmer has money for meals at the meets. Prices vary and we try to stay away from fast food restaurants. It is important that your daughter has enough money for eating.
6. The swimmers will not need a lot of clothing at any of the competitions. You will be notified if any special event is planned at the competition that would require special clothes. Mainly the swimmers will need all of their Mermaid clothing, suits, towels, etc. The swimmers need to be able to carry their entire luggage easily. There are times when they may have to walk a substantial distance. We do not need their muscles sore from carrying luggage! The swimmers need to pack a swimming bag to carry onto the airplane. In it should be everything they need for the synchro competition: suits, headpieces, pins, gel, etc. If the luggage is lost the swimmer will have all the synchro things she needs for the meet.
7. The swimmers will be given a time for lights out. The parent chaperone will do their best to get the swimmers to sleep as soon as possible after lights out. Please prepare your swimmer for the experience of sleeping in a hotel with three of her teammates. Yes, it is very exciting, but they need to be prepared for the experience and the expectation that they must sleep.
8. The swimmers are required to ask permission to leave any area. If the request is reasonable, they will be allowed to go in groups of three or more.
9. If any of the swimmers are found to have disobeyed the directions of either the parent chaperone or the coach, there are two options available. Depending upon the severity of the infraction, one or both of the following will be done:
 - a. The parents will be called and informed of the problem.
 - b. The swimmer will be sent home at the parents' expense as soon as possible.
10. You may want to send extra money with your daughter to purchase gifts and souvenirs. There are usually T-shirts and shorts that the swimmers may want buy.
11. The swimmers will not be allowed to make long distance or toll calls from their hotel rooms. Please instruct them when and how they should phone home. If you would like to call your daughter, please remember the time difference. Do not call your daughter after 9:00 pm.



12. Nutrition rules are in effect from airport to airport. Basically, we are looking for swimmers to eat food that will help them compete to the best of their ability. This usually means no candy or carbonated drinks.




****TRAVELING EXPENSES FOR "AWAY MEETS"**

1. Coaches Expense: (to be paid in advance by parent of swimmer)*
 - a. Airfare
 - b. Hotel Room
 - c. Meal/Per diem
 - d. Vehicle
2. Team/Coaches room*
 - a. Team room(s) and coaches room(s) will house: swimmers, coaches and chaperone(s)





*Divided among # of swimmers traveling

FOR TRAVELING PARENTS:

DO:

-  Ask your team manager how you can help (and then do what's asked)
-  Clap loudly for your swimmer and all the DESERT MERMAID TEAMS.
-  Enjoy the experience. *The team manager will see to it that your swimmer is at the meet on time and fed on schedule.

DON'T:

-  Go to your swimmer's room without an invitation.
-  Pull your swimmer away from the team for meal or sightseeing (or anything else)
-  Interfere in any way with your swimmer's team schedule. When in doubt, ask the team manager.
-  Please do not call the rooms after 9:00 pm.

GENERAL INFORMATION REGARDING COMPETITIONS

SCORE SHEETS:

Score sheets are used to keep the swimmer's scores at each competition. After each competition, results of the competition will be placed in your file folder. Please save them. All swimmers are encouraged to start a results notebook. Please ask someone if you do not understand the score sheets. They contain very interesting information.

MEET ENTRIES:

Meet entries are usually due two weeks prior to the meet. If for any reason your daughter is unable to complete, please let her coach know as soon as possible. The coaches need



to know so they can plan for the routines. The routines are written with patterns for a certain number. The patterns need to be redesigned if one of the swimmers is unable to attend the competition.

FIGURES:

The figure event is not usually the swimmer's favorite event, but it is extremely important. To be placed on any of the national teams, figure scores account for approximately 50%. The figure score or team's average score account for approximately 50% of the total routine score.

Each swimmer performs a total of four figures in front of a panel of judges in a white cap and plain black suit. The swimmer is encouraged to wear goggles and a nose clip. There is no music, and the figures are to be relatively stationary.

Figures are judged in numbers from 0 to 10, with tenths of points. The judges look for height, control, proper design, and smooth and effortless performance. Full body extension is very important.

ROUTINES:

There are four routine events: solo, duet, trio and team. Teams have from 4 to 8 swimmers. A swimmer is allowed to compete in three of the four routine events in any one competition. The routines are from three to five minutes in length.

Routines are judged in numbers from 0 to 10, with tenths of points, the same as figures. The judges look for six different elements and give two scores, one for artistic impression and one for technical merit. Artistic Impression includes choreography, music interpretation and manner of presentation. Technical Merit includes execution, synchronization and difficulty.

VOLUNTEERS:

Generally volunteers are asked to help run the competitions. Please do not be afraid to assist in the running of the meet, as the jobs are not difficult and someone will tell you what to do. Some of the jobs that need to be done include:

During the Figure Event:

Caller: Reads the scores from the judges' score cards for the scores. (1 per panel)

Scorers: Records the scores on the swimmer's score sheet, crossing out the high and low scores and adding the remaining scores. (3 per panel)










During Routine Event:

- Caller: Reads the scores from the judges' score sheets to the scorers. Returns judges' score sheet with Composite Score to the announcer.
- Scorers: Records the scores on the swimmer's score sheet, crossing out the high and low scores and adding the remaining scores. Score Point assigned for Artistic impression and Technical Merit are combined for a Composite Score and checked for accuracy with the other scorer.
- Timer: Times each of the routines and records the average time on timer's sheet.
- Runner: Picks up the judges' score sheets and the timer's sheet and gives them to the scoring table. The runner is usually a younger person.

AWARDS CEREMONY:

At all competitions, all swimmers should wear the same thing on the awards stand. It is important to have all Mermaids on the stand look alike. The individual team coaches will decide if the hair should be left up or taken down. All swimmers on a team should be the same from the hair to the shoes (either wearing or not wearing shoes).

-  Clap for all other swimmers receiving awards.
-  When receiving an award, say "Thank You" to the presenter
-  Congratulate the other swimmers in the competition, especially those who beat you, regardless of what team they are on.
-  If you are disappointed in your own performance, discuss this with your coach.
-  If you are happy with your performance, show this at the awards.
-  Be happy for those who do well.
-  Remember that you can only control how you swim; you cannot control the judges.

TEAM AND EXTRA ROUTINE SELECTION

Guidelines that are used each year:

1. Decisions are made to produce the best competitive results.
2. Decisions take into consideration the entire group and club, not just one or two individuals.
3. Some of the criteria for determining ability are subjective.
4. Selection criteria include: competitive results, attendance, attitude, physical conditioning (flexibility, strength, cardiovascular fitness), potential, coach ability, extension, routine swimming skills (eggbeater, synchronization, match ability, vertical and horizontal height), personality, and swimming ability.



5. The team routine is the most important event. Figures are the second most important event. Extra routines are extra.
6. The decisions are not made lightly or easily. A lot of time and effort goes into each decision.
7. Extra routines take extra time other than regularly scheduled practice.
8. Every swimmer will not do an extra routine.

MEET ETIQUETTE:

This information is provided to remind everyone of the etiquette necessary at meets to provide a safe environment and an atmosphere that is fair to all competitors.

During figure competition, no one is allowed near the swimmers, judges or scoring tables except those persons working in an official capacity at that time. Parents wanting to videotape figures will be allowed to do so provided there is not disruption of the meet. If a parent would like to talk to a swimmer please do so away from the pool and figure area.

Officials are not to take notes on scores. Please devote your full attention to your assigned duties. Parents and friends can take scores; however, during the competition the swimmers need to concentrate on their performance and not worry about their scores or the scores of other competitors.

Once figure competition begins, practice and coaching ends! Swimmers are to enter and exit the water as quietly as possible without disturbing others. No more than three swimmers should be waiting in the water at each panel. While waiting in the water to perform your next figure, remain quietly against the pool wall without disturbing the water. If it is necessary to talk to someone, keep voices as quiet as possible. Scorers and judges need to be able to hear the scores being announced.

During routine competition, there should be absolute quiet after the referee blows the whistle. Swimmers and timers have to be able to hear when the music begins. Once swimmers are in the water, please clap as much as you like. **No one except officials and workers should be walking around near the competitive area during the performance of a routine.**

Other children attending the meet must be supervised by an adult at all times. Accidents can happen on deck or in the water.

Please pick up your belongings and trash. There may be a lost and found that you might want to check before you leave the competition, just in case you misplaced something.

The meets are run by a small army of volunteers who give many hours to make the meet fair, safe and enjoyable for everyone. It is appropriate to thank those volunteers for their hard work at the end of the competition.



PACKING LIST

(For Traveling & Away meets)

ONE POOL BAG (Carry On)

- | | |
|---|--------------------------------------|
| _____ Practice CD | _____ SNDM Team practice suit & cap |
| _____ Small CD player (if in extra routine) | _____ Plain white swim cap – Figures |
| _____ Black Figure suit | _____ Nose clips (several) |
| _____ Goggles | _____ SNDM Team sweat suit |
| _____ Team, solo, duet, trio, suits(s) & headpieces | _____ Age Group Figure descriptions |
| _____ Knox, hairpins, elastic bands, donut | _____ Figure book |
| _____ 2 medium to light weight towels | _____ Shampoo & Conditioner |
| _____ Knoxing towel (hand towel) | _____ Sunscreen lotion |
| _____ Plastic bags (set suite, dirty clothes) | _____ Sanitary napkins, tampons |
| _____ Waterproof & regular makeup, comb, brush | _____ Deodorant, razor, hand lotion |
| _____ Medications | _____ Blow dryer, curling iron |
| _____ 1 team shirt or sweatshirt | _____ Nail polish remover |
| _____ 1 pair underpants | _____ Makeup remover |
| _____ 1 pair socks | _____ Camera |

ONE SUITCASE (checked)

- | | |
|--|--|
| _____ Pajamas | _____ 1 pool towel |
| _____ Toothbrush & toothpaste (retainers?) | _____ 1 pair jeans, pants, sweat pants |
| _____ 2 shirts – sweatshirts | _____ 2 pair underpants |
| _____ 2 pair socks | _____ Parka |

DO NOT BRING: Extra luggage, extra towels, extra clothes, garment bags, expensive jewelry, family heirlooms, toys, dolls, large boom boxes, or glass containers for anything.

DO BRING: A light weight jacket, preferably rainproof. To help find your bag tie a purple or teal bandana on handles of pool bag, carry-on bag and suitcase. Bring \$\$ for dinners (approximately \$10 per day) and extra \$\$ for souvenirs, meet shirts, etc.

Other suggested items to bring are: chairs to sit on, umbrellas (for shade or rain), sleeping bags and or blankets, pillows (for warmth and cushion for the concrete/ground), shade structure, ice, healthy snacks and water plus Gatorade-like drink.



Hair Stuff: bowls for mixing Knox & wire whisk to mix gelatin, thermos to transport mixed gelatin or hot water to pool, paint/basting brush to apply gelatin to hair, hair pins, bobby pins, hair nets, rubber bands, comb, and brush.

CLUB CLOTHING AND OTHER SUPPLIES

Please contact Apparel coordinator for any Mermaid Supplies:

Stacy Halverson 596-3335 specorator@hotmail.com

- ✎ Parkas (optional)
- ✎ SNDM Team Suit
- ✎ Warm-up Suit
- ✎ T-Shirts
- ✎ Shorts
- ✎ Caps
- ✎ Nose Clips
- ✎ Team Swim Bag

SUPPLIES & PROCEDURE FOR HAIR GELLING

HAIR SUPPLIES:

- ✎ Box or bag to keep supplies in
- ✎ Bun form or Donut
- ✎ Coated rubber bands
- ✎ Hair nets
- ✎ Bobby pins (plenty), hair pins, and extra long bobby pins
- ✎ Hair brush and fine-tooth comb
- ✎ Knox unflavored gelatin
- ✎ Small bottle or bowl for mixing Knox
- ✎ Whisk to mix in bowl
- ✎ Hand towel (to cover swimmers neck & face)

PROCEDURE:

Mix 2 packets Knox to 2 ounces **HOT** water. Shake vigorously to dissolve gelatin. Allow to stand to cool slightly. Knox which hardens in the bottle can be reconstituted by placing the bottle in the microwave for a few seconds on high.

Place hair in a ponytail per the diagram. Hair should be completely wet as it will be much tighter this way. For short hair, place as much of the hair as possible in the ponytail. Apply Knox mixture to **completely** coat the hair which is not in the ponytail. Do a section at a time. Comb the Knox through the hair with a **fine-toothed comb** to give it a finished look.



Have the swimmer hold a small wet cloth to wipe up drips. If the hair is not tight, bobby pins should be put in close to the rubber band. Bobby pins will hold better if they are crisscrossed.

Place bun form over the ponytail and comb or brush hair to cover the bun form. Place a rubber band over the bun form and hair to hold in place. Gently wrap and bobby pin excess hair in sections around the bun form, making sure there are enough bobby pins to securely hold the bun to the head.

For swimmers with very long hair, the bun form can be omitted and the hair can be braided and wrapped around the rubber band and bobby pinned in place. Do not wrap the braid too tightly, as this causes the bun to be too tall.

Place a hairnet over the bun to hold any loose hair. Pin into place. Two extra long crisscrossed bobby pins rally help to secure the bun.

REMOVAL OF KNOX FROM HAIR:

Remove bobby pins, bun form and rubber band. Rinse hair in warm water, shampoo twice, condition hair as usual.

HEADPIECES:

Headpieces are made to match the suits. They are placed on the head around the bun to enhance the costumes. It is very easy to make a headpiece which is too heavy or holds water. The easier the headpiece is to swim in, the better.

A good way of designing a headpiece is to use paper or thin cardboard to decide the shape and size. Try this on your daughter's head or Styrofoam wig head before cutting it out of actual material.

After deciding the style, design and size, cut out plastic needlepoint canvas. Cover the canvas with matching swim suit fabric. To achieve this, cut fabric $\frac{1}{2}$ - $\frac{3}{4}$ inches larger than canvas and fold over form and sew by hand or glue. Now you are ready to trim the headpiece. This does not have to be stretched. When the sequins are all on the headpiece, wired is twisted into loops which are hand sewn or glued securely around the headpiece. You may want to hot glue the sharp ends.

OTHER HAIR AND HEADPIECE INFORMATION:

The coaches ask that the swimmers have their hair up and gelled for competitions and shows. Hair and makeup should not be done during the warm-ups or the breaks between events. This is the time when the coaches would like to either land drill or practice. Being ready takes planning on the part of the swimmers as well as parents. After a routine is swum, the next headpiece should be put on so that you are ready for the next event. If you are unsure as to when the hair should be up, ask the coach.



The reason for this is quite simple. On a regular basis, the coaches are also the judges at the competition. When the competition is on, they are unable to coach. This means the only time they have with the swimmers is during breaks and warm-ups.

****If you have any questions that have not been answered in this Handbook, please contact a coach or a member of the Board.****