



# Missoula Aquatic Club New Swimmer Packet

**Welcome to the Missoula Aquatic Club!** We hope you and your swimmer(s) will find this experience to be a rich one, full of personal growth, accomplishment and fun. This packet will provide basic information to give you a better understanding of our team and the world of swimming. For more detailed information please go to the MAC website at [www.macswim.org](http://www.macswim.org)

## Mission Statement

The mission of Missoula Aquatic Club is for swimmers of all ages and abilities to perform at their personal best in an environment that is educational, supportive and fun. Through our core values of teamwork, sportsmanship, health and wellness, integrity, and discipline, swimmers will develop skills to help them succeed in life.

## Goals

It is the belief of this team that the skills and conditioning obtained in competitive swimming are more rewarding if they are directed toward a specific purpose. This purpose is the swimmer's individual goal. Goals can be in the form of:

1. Times to achieve
2. Techniques to master
3. Punctuality
4. Practicing more frequently
5. Making friends
6. Improving physical conditioning/ general health

## Head Coaches

Head Coach Dave Berkoff - Senior Squad/National Squad  
Coach Jacob Byrne – Senior Squad  
Coach Jen Luebke – Gold Squad and Bronze Squad  
Coach Sarah Hallgrimson – Gold Squad  
Coach Ellen Parchen – Silver Squad  
Coach Stephanie Helberg – Silver Squad  
Coach Kyle Hopkins– Bronze Squad

## Trial Period

There is a two-week free trial period for any new swimmer who is interested in joining the team.

## Squads

MAC divides its swimmers up among squads. There are 4 main squads: bronze, silver, gold, and senior. The squad in which a swimmer is placed is primarily determined by maturity, age and swimming experience. Generally, 8 years old and under swimmers are placed in the bronze squad, ages 9-11 in silver, 11-13 in gold, and 13 and older in the senior squad. There is also a national track within the senior squad for swimmers who are training to swim at national level swim meets. The pre-bronze squad is offered for new swimmers as a transition period from lessons to the bronze squad. Often, swimmers in this group participate in an Arc 4 level lesson during the week, and swim with the team on a Saturday, a comfortable way to ease into a routine that would prepare the swimmer for the bronze squad.

More information about each squad can be found at the MAC website.

## Squad Parents

Squad parents serve as liasons between the coaches and parents when coaches are not available to answer questions. For answers to any questions you may have regarding practice schedules, meets, swim gear, volunteering service, or anything else, feel free to call or e-mail any of the following squad parents:

Senior Squad	–	Denise Zimmer	<a href="mailto:cdzimm@montana.com">cdzimm@montana.com</a>
Gold Squad	–	Kim Fee	<a href="mailto:kdfee1@bresnan.net">kdfee1@bresnan.net</a>
Silver Squad	–	Nicole Smart	<a href="mailto:nicolesmart@blackfoot.net">nicolesmart@blackfoot.net</a>
Bronze Squad	–	Lisa Keyes	<a href="mailto:lmhkeyes@yahoo.com">lmhkeyes@yahoo.com</a>

## Move-ups

Move-ups of swimmers from squad to squad are done by the coach and only at certain times of the swimming season. Often, age determines when a swimmer moves up to the next squad, but other factors also contribute to the timing in which a swimmer moves on, or not. These factors can include peer grouping and readiness both physically and mentally. Parents are given advanced notice by the coaches letting them know that their swimmer will be moving up. The move-up process is one involving the coaches, parents and swimmer. Please talk to your coaches if you have questions about a swimmer moving up to the next squad.

## Registering, Team Fees and Payment

In addition to team fees, upon joining the team, every swimmer needs to be a registered USA swimmer. As a registered USA swimmer, swimmer insurance is provided and swimmers can participate in sanctioned swim meets. The fee is \$67 from September through August and forms can be picked up from Coach Ellen. Deliver the USA Swimmer forms and payment to the mailbox of Niki Bronec found at the end of the Grizzly pool hallway. Families are encouraged to sign up for ACH automatic withdrawal for payment. Otherwise, payment is made by the first of each month to MAC with a 3-month advance payment for each participating swimmer included in the initial payment. For ACH payment set-up, specific payment information can be found on the MAC website.

Pre-Bronze \$20/month

Bronze \$65/month

Silver \$80/month

Gold \$95/month

Senior \$115/month

National Track \$125/month

**\*\*\* FAMILIES ARE STRONGLY ENCOURAGED TO SIGN UP FOR ACH FOR DUES PAYMENT!**

Senior squad swimmers will need to purchase their own extra swim gear as directed by the coaches.

### Practice schedule

Practice schedules can be found at the MAC website: [www.macswim.org](http://www.macswim.org)

### Swim Meets

There are a number of swim meets during the year beginning in October and continuing through August. Coaches encourage swimmers to participate in meets but they are not mandatory. Participating in meets is entirely voluntary, but MAC needs many swimmers to participate in meets to achieve TEAM success. Younger or newer swimmers who are apprehensive about participating in meets are encouraged to swim in the MAC meet held at the Grizzly pool in Missoula each November. Other smaller meets are also a good introduction to how a meet works and coaches can recommend those as well. All meets for the season are listed on the MAC website, with a link to Montana Swimming.

Often listed on the Montana Swimming site are possible discounts to hotels along with other helpful information when planning for out-of-town meets. If you have questions about swim meets please talk to your coaches or squad parent.

## Parent/ Family Involvement

Parents with swimmers entered in the MAC hosted swim meets each year are **required** to help at the meets. As a non-profit organization, MAC depends on their parent volunteers as these meets require a tremendous amount of voluntary work. With everyone lending a hand, meets can be run smoothly and successfully. Money made from the meet goes back into the team for equipment, clinics, scholarships, and banquets. **MAC requires volunteer hours of a minimum of 2 hours per day per swimmer each day of the meet. To put on a two and half ( 2 ½ ) day swim meet it takes over 1500 volunteer hours.** A sign-up sheet for help with concessions, set-up and clean-up, the swim shop and much more is posted at the south end of the Grizzly pool hallway about 3 weeks before each meet. Working at the meets is also a great way to meet other parents and learn more about the world of swimming. Volunteer officials are greatly needed. Training is as simple as a 2 hour evening meeting, and a recorded number of training hours accumulated at each swim meet while shadowing credentialed officials. It's a great way to be close to the action, lunches and refreshments are served for free to officials, and hotel and miles costs can be deducted when officiating at away meets.

### **VOLUNTEERING HELPS OUR CLUB AND IT'S FUN!!!!!!!**

## MAC Board of Directors

MAC is operated by a Board of Directors who work with the coaches and parents. The board of directors is made up of a president, vice-president, secretary, treasurer, past president and 9 other voting members, who are all volunteers. The meetings take place the first Tuesday of each month at 7 pm at Rose Park Center on Brooks Street. Parents are welcome to come to meetings and encouraged to run for a seat on the board if interested. Members and their e-mail address can be found on the MAC website.

## Swim Gear

Swimsuits, caps, t-shirts, and other swimming products can be purchased through MAC throughout the year. Please contact Luanne Giammona via the link found on the website if you would like to make a purchase or have questions. Goggles can be purchased at the Grizzly pool front desk.

## Swimming Lingo

**Short course:** Competitive swimming in which one length is 25 yards (or, less common in the U.S., 25 meters). In USA Swimming, the winter season is short course; the summer season is long course.

**Long course:** Competitive swimming in which one length is 50 meters. 50-meter pools are also called "Olympic" pools. In USA Swimming, the winter season is short course, the summer season is long course.

**Heat:** A group of swimmers in an event who compete at the same time. Most heats are arranged by seed time, though pyramid seeding is arranged differently. All the heats in any one event are run from slowest to fastest. Within any one heat, the swimmers are arranged in lanes so that the fastest swimmers are in the middle. In a 6-lane pool, the swimmers (based on their seed times) would be assigned to lanes fastest to slowest thusly: 3-4-2-5-1-6. That is why many events finish in kind of an "arrowhead" pattern. At a seeded meet, when you see a swimmer win an event from an outside lane, that swimmer is probably having a good swim. – groups of competitors divided among lanes 1-8 within an event.

**Heat sheet:** A meet program which lists each event and the swimmers entered in that event. It will usually cost a few dollars to purchase a heat sheet or meet program.

**Seed time:** The time submitted when entering a meet; used to "rank" the swimmer when assigning the heat and lane for that event. In most cases, it is the swimmer's best time. When a swimmer has not swum the event before, the coaches usually send in an estimated time, though you may see NT (No Time) on some heat sheets.

**Timed Final Meet:** All entrants swim their event and final placing is determined by time. This is different from "trials and finals" meet

**Trials/Finals Meet:** A meet at which swimmers swim their events in the morning and then the top (the number varies) 6, 8, 12, or 16 swimmers come back at night for championship finals. The final results will reflect the championship swimmers' time from the evening, regardless of whether it was slower than the morning, and all of the "preliminary" swimmers times, in order. Trials and Finals meets are generally more competitive meets.

## Missoula Aquatic Club/USA Swimming Registration Forms

Please complete the following forms to register your swimmer with the Missoula Aquatic Club and USA Swimming.

- Swimmer Participation Agreement
- Missoula Aquatic Club Activity Information
- Emergency Medical Information
- MAC Code of Conduct Agreement
- Photo Release for Publication
- USA Swimming Athlete Registration Application
- MAC ACH Debit Authorization

Please return the completed forms to Coach Ellen Parchen. Completed forms can also be placed in the folder file tray on the cabinet beneath the stairs at the entrance to the girls locker room on deck. Please let Ellen know if you put them there.

Electronic copies of the New Swimmer Packet and forms can be found at:

<http://www.macswim.org>

Follow the link at the bottom of the bulletin board to the New and Current Swimmer Packet.





**Missoula Aquatic Club Activity Information**

Swimmer's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_  
Swimmers Date of Birth: \_\_\_\_\_ Grade in School: \_\_\_\_\_  
Fathers Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Member \_\_\_\_\_ Non Member \_\_\_\_\_

**Medical Information**

Participant has the following health problems or risks that the staff should be aware of:

**Emergency Information**

In case of an emergency (and parent/guardian is not available), contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to swimmer: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Missoula Aquatic Club Participation Liability Waiver and Emergency Release**  
(Read carefully before signing)

**EXPRESS ASSUMPTION OF RISK:** I, the undersigned, hereby expressly and affirmatively state that I wish to participate in exercise and/or activity with MAC. I am aware that if I answered yes to one or more of the questions on the Modified PAR - Q & YOU form that I am at increased risk for injury or death while participating in exercise or activity at Grizzly Pool or other functions or pools. I also understand that it is the recommendation of MAC to speak with your doctor by phone or in person to discuss exercise guidelines or limitations BEFORE you start with MAC.

I realize that my participation involves risks of injury, including but not limited to strains, sprains, heart attack, stroke or even death. I also recognize that there are many other risks of injury, including serious disabling injuries that may arise due to my participation in these exercises or activities. I understand it is not possible to specifically list each and every individual injury risk. However, knowing the material risks and appreciating, knowing, and reasonably anticipating that other injuries and even death are a possibility, I hereby expressly assume all of the delineated risks of injury, all other possible risk of injury, and even risk of death, which could occur by reason of my participation.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE OF LIABILITY:** I have read, completed and understand this questionnaire. Any questions I had were answered to my full satisfaction. I understand the potential risk of illness, injury or aggravation of pre-existing conditions. I consent to emergency treatment, including the administration of whatever medication deemed necessary by emergency medical personnel for my care in the event of injury of illness. I understand the performance of any exercise is my responsibility and NO EXERCISE IS MANDATORY. I also understand that I must notify The Wave of any changes in health status which would cause me to answer yes to any of the eight PAR - Q questions. With this understanding I release MAC, its agents, and employees from liability associated with my own negligence in participating in my exercise program.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MISSOULA AQUATIC CLUB  
P.O. Box 4725  
Missoula, MT 59806

### EMERGENCY MEDICAL INFORMATION

*This form must be submitted separately for each swimmer.*

Swimmer's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Contact Person in the event a parent cannot be reached.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to swimmer: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Insurance Policy: \_\_\_\_\_ Policy #: \_\_\_\_\_

Significant Medical Condition(s):

Allergies:

Medications:

I authorize MAC representatives to obtain emergency medical care for swimmer listed above in the event that I cannot be contacted.

\_\_\_\_\_  
Parent Name - Please Print

\_\_\_\_\_  
Signature & Date

**CURRENT MONTHLY FEE SCHEDULE**  
*(revised and effective 9/17/2010)*

<u>Squad</u>	<u>Total Monthly Dues</u>
<b>Pre-Bronze**</b>	<b>20.00</b>
<b>Bronze</b>	<b>65.00</b>
<b>Silver</b>	<b>80.00</b>
<b>Gold</b>	<b>95.00</b>
<b>Senior</b>	<b>115.00</b>
<b>National Squad</b>	<b>125.00</b>

\*Fundraising options are available, please go to **macswim.org** for more information and details.

- usher @ Griz Football or Basketball games
- Sell advertisement from Swim meet programs
- Clean up @ Fairgrounds (august)

\*\* **Pre-Bronze Option:** The goal of this pre-comp/pre-Bronze team is to help transition new young novice swimmers to the program that may not be ready for a full practice schedule.

- 8 & Under (generally 6 and 7 yo), Saturday practices only (9-10 a.m.)
- Must be USA Swimming registered after trial period of two weeks.
- Flat fee of \$20.00 per month regardless if they swim once or every week.

**PAYMENT POLICIES:**

- **New swimmers will have a two-week trial period to swim for free, after which the remaining portion of the month will be prorated.**
- **Invoices/statements are emailed *monthly and paid in advance*. If you do not want to get email statements there is a \$5.00 mailing fee added to your monthly swim fees.**
- **A 15 day notice must be given to [notice@macswim.org](mailto:notice@macswim.org) if a family is requesting to not be billed for the following month.**
- **There will be absolutely no prorating (other than brand new members as they complete their 2 week trial period. Months will be based on a calendar month. If a swimmer is in the water even one day in the month then swimmer/family is responsible for the entire month of dues.**
- **ACH is required for all families. You may submit your payment by check before the date your fees are dues. By doing so, your ACH account will not be charged. ACH charges will occur if a family has an outstanding balance as of the 1<sup>st</sup> of the month. Signing up for ACH allows families to charge at the swim shop and the concessions during home swim meets. ACH charges usually come out of your account between the 1<sup>st</sup> and 5<sup>th</sup> of the month. If you elect to not sign up for ACH you will have to pay for your swimmer dues three (3) months in advance.**
- **If you have an outstanding balance on your account there will be a \$10.00 service charged to your account.**
- Please contact the President of the Board of Directors or the Team Treasurer if you have questions or special needs. All such inquiries will be strictly confidential.
  - o Contact information –
    - Niki Bronec, bookkeeper, [nbronec@g.com](mailto:nbronec@g.com)
    - Eric Smart,, President, [ericsmart@blackfoot.net](mailto:ericsmart@blackfoot.net)
    - Curt Jacobson, team treasurer, [cjacobson@ctgmt.com](mailto:cjacobson@ctgmt.com)

**USA Swim fees** – are due yearly (calendar year). They are due prior to our fall team meet in November. For as swimmer to participate in practices, team events, swim meets, etc they must have current USA swimmer registrations on file. A new swimmer is asked to take care of this after their 2<sup>nd</sup> week of trial in the team. Some swimmers may choose the seasonal registration because they will only participate in a three month period of practices with the team. Please do not put this off – as a team we need to ensure that all swimmers in the water are registered in a timely manner. If for some reason you did not receive a form, please check with Niki Bronec or at the pool in the back of the mailboxes for current year forms.

# MAC Code of Conduct (agreements)

**As a MAC member (parent, official, swimmer and volunteer), I agree:**

1. to comply fully with all pool regulations and the direction of the Grizzly pool staff
2. to follow all directions given by coaches, meet or pool officials
3. to not use vulgar or insulting language directed toward any persons while at any MAC activity including meets, practice, trips, gatherings, etc
4. to not engage in physically aggressive behavior including pushing, shoving, hitting, or other physical contact directed toward any other person while at any MAC activity including meets, practices, trips or other team gatherings
5. to not engage in any activities that would be a violation of USA Swimming or LSC rules regarding sexual misconduct or sexual abuse.
6. to be courteous to all swimmers, coaches, competitors, and other participants in MAC and USA swimming activities
7. to strive to do my best at all times and to treat others as I would like them to treat me
8. not to conduct myself at MAC events of any kind or events outside of MAC affiliation which in the opinion of the board would be detrimental to MAC and or the image of MAC in the community.
9. that my conduct is my responsibility and that the failure of others to conform their conduct to the requirements of this code will not excuse my failure to abide by these standards.

**Violations of this code of conduct may be grounds for disciplinary action.**

Coaches or the Board President will contact the persons involved – to discuss any serious or repeated infractions. Any violation which in the opinion of the coaches or Board President either causes or has the potential to cause injury to another person or which significantly disrupts any MAC or USA swimming function is a serious violation.

Coaches may immediately suspend any swimmer for violation of this code. Suspensions will be reviewed by the MAC Board of review, (one board member, four parents, and one athlete representative) which will convene and review the matter as promptly as possible.

There shall be prompt notification of any suspension.

The Board of Directors may suspend any timer, volunteer, official, or parent for violation of this code. If such a violation occurs at a MAC sponsored swim meet or event that immediate action is necessary, any 2 members of the board can call for a temporary suspension or removal of the person involved..

Serious violations or a pattern of misconduct by either a swimmer or parent who shows a continuing disregard for these standards of conduct may be grounds for permanent exclusion from MAC.

**Swimmer and Parents must all sign below.**

Date: \_\_\_\_\_

Swimmer Name \_\_\_\_\_ Swimmers Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Parents/Guardian Signature \_\_\_\_\_

Second Parent/Guardian Name \_\_\_\_\_ Second Parent/Guardian Signature \_\_\_\_\_

# Missoula Aquatic Club

## PHOTO RELEASE FOR PUBLICATION

I hereby consent to release for possible publication my name and/or photo(s) and or video images taken by a media representative for news and/or publicity purposes. This may include television, newspapers, magazine articles, newsletters, MAC Website and social media sites. I also agree to allow the publication or broadcast of my name in connection with any photo(s) and/or video images taken, and I understand that I will not receive remuneration for my voluntary participation or future use of any photo(s) and/or video images of me.

I understand that I may revoke this authorization at any time by notifying Missoula Aquatic Club providing the information in writing. However, the revocation will not be valid if the media outlet has taken action in reliance on this authorization or if this authorization is obtained as a condition for obtaining insurance coverage.

Swimmers Name:

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Address:

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City:

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State: \_\_\_\_\_ Zip Code:

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Phone: \_\_\_\_\_ E-mail:

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Signature:

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(Parent or guardian must sign for person under 18 years of age)



2012 ATHLETE REGISTRATION APPLICATION
LSC: MONTANA SWIMMING

REGISTRATION DATE OFFICE USE ONLY

PLEASE PRINT LEGIBLY • COMPLETE ALL INFORMATION:

LAST NAME LEGAL FIRST NAME MIDDLE NAME

PREFERRED NAME DATE OF BIRTH MO. DAY YR. SEX (M-F) AGE CLUB CODE NAME OF CLUB YOU REPRESENT

FATHER/GUARDIAN LAST NAME FATHER/GUARDIAN FIRST NAME MOTHER/GUARDIAN LAST NAME MOTHER/GUARDIAN FIRST NAME

MAILING ADDRESS U.S. CITIZEN? YES NO

CITY STATE ZIP CODE ARE YOU A MEMBER OF ANOTHER FINA FEDERATION? YES NO

AREA CODE TELEPHONE NO. FAMILY/HOUSEHOLD E-MAIL ADDRESS IF YES, WHICH FEDERATION: HAVE YOU REPRESENTED THAT FEDERATION AT INTERNATIONAL COMPETITION? YES NO

- DISABILITY: A. Legally Blind or Visually Impaired B. Deaf or Hard of Hearing C. Physical Disability such as amputation, cerebral palsy, dwarfism, spinal injury, mobility impairment D. Cognitive Disability such as severe learning disorder, autism

- RACE AND ETHNICITY (You may make up to two choices if appropriate): Q. Black or African American R. Asian S. White T. Hispanic or Latino U. American Indian & Alaska Native V. Some Other Race W. Native Hawaiian & Other Pacific Islander

MAKE CHECK PAYABLE TO: YOUR LOCAL SWIM CLUB

MAIL APPLICATION & PAYMENT TO:

REGISTRATION FEE table with rows: USA Swimming Fee \$48.00, LSC Fee 20.00, TOTAL DUE \$68.00

YEAR LAST REGISTERED: IF YOU REGISTERED WITH A DIFFERENT USA SWIMMING CLUB IN 2011, ENTER THAT CLUB CODE: LSC CODE: AND THE DATE OF YOUR LAST COMPETITION REPRESENTING THAT CLUB: / / HIGH SCHOOL STUDENTS - Year of high school graduation:

SIGN HERE X SIGNATURE OF ATHLETE, PARENT OR GUARDIAN

USA Swimming occasionally makes its membership list available to its marketing partners. Please notify USA Swimming's Member Services Dept. at 719/866-4578 if you do not wish to receive these mailings. Check if you would like to learn more about the USA Swimming Foundation's initiatives Check if you would like to receive the electronic USA Swimming Newsletter (must be 13 years of age or older)



## Debit Authorization

Please fill out and return with a *voided check* from your checkbook.

I authorize you and the financial institution listed below to initiate electronic entry to my  
Checking Account or Savings Account (Please check one). This authority will remain in effect until I have canceled it in writing.

- The deduction will be on or about the 1<sup>st</sup> day of the month for \$\_\_\_\_\_.

The authorization is to remain in full force and effect until MAC has received written notification from me (or either of us) of its termination in such time and in such manner as to afford MAC and Depository a reasonable opportunity to act on it. If the item gets returned, MAC will charge the returned item fee along with a \$5.00 handling charge.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Family Name (Please Print)

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Routing and Transit Number

\_\_\_\_\_  
Email Address

I understand that MAC will notify me via email a minimum of 10 days in the form of the family statement prior to any transaction that exceeds the agreed upon amount of \$\_\_\_\_\_ by more than \$30.00 other than swim shop, concessions or other charges the family may incur with MAC. The charges will all be on the statement that is sent via email.

\_\_\_\_\_  
Initial

I understand MAC may initiate a reversal of any entry made under this agreement if an error has been made. I understand that the financial institution at which I have the above account is required to provide to me the procedures for resolving errors on entries made under this agreement. I understand that the company will provide a written notice to me of the error within 24 hours once discovered



**First Interstate Bank**

*Across Montana & Wyoming... It's Our Home, Too!*

Attach Voided Check Here