

MMAC Team Handbook



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Section A – Introduction and Team Philosophy

Introduction

The purpose of this handbook is two-fold: to explain to new members just what the McHenry Aquatic Club, (MMAC) is and to outline various policies that affect all swimmers, year after year. All families should read it so that they may become familiar with important facts and rules of the club.

Why Swim?

The United States Swimming (USA-S) age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health by teaching healthy fitness habits. MMAC is a member of Illinois Swimming, which is affiliated with USA Swimming.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self-image.

General Description and Objective

MMAC, founded in 2004, is a first-class swim program. We offer a guided age-group youth program for children age 5 and up who are familiar with the four competitive strokes and have the desire for competitive swimming.

When a young person becomes a member of MMAC, he/she learns the values of sportsmanship and teamwork. Swimming, through MMAC, provides physical, emotional, and intellectual skills that will last a lifetime.

The Mission Statement

The McHenry Aquatic Club seeks to provide an opportunity for swimmers to reach their highest potential as both an individual and athlete. Our teaching system encourages the character development and self-discipline necessary to succeed not only in swimming but also in life away from the pool.

Team Philosophy

The team philosophy is encompassed in the words COURAGE and PERSEVERANCE.

COURAGE is the willingness to accept risk(s) and endure failings. Courage does not exist unless there is a situation that presents the opportunity for success. We encourage our athletes to embrace these opportunities and not fear the outcome.

PERSEVERANCE is the backbone of success in any endeavor in life. One cannot succeed at the highest levels without enduring some setbacks. These difficult times can create a lack of faith, low self-esteem, and an obvious drop in enthusiasm. Perseverance is the quality that transcends these difficult times. It allows the individual to find the true strength of their character.

MMAC believes that COURAGE and PERSEVERANCE developed by swimming will prepare the individual for the challenges they will face in life.

Section B – Coaching Staff and Team Structure

History

MMAC was founded in 2004 by a group of parents looking to provide their swimmer(s) with a higher level of competition. It is a first-class swim program that has sent swimmers to the Regional, Junior Olympic, Zone and Mid-States meets since its first season.

Coaching Staff

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The MMAC staff consists of several professionally trained coaches. They, as member coaches in the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in U.S.A. Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

Head Coach

Mike Lilleeng -- Coach Lilleeng is on a quest to share his enthusiasm and love of swimming. "I'm honored to be the head coach of the MMAC. I want the swimmers to have fun learning a great sport, but also learn the importance of setting and striving to reach goals and learning not to quit. It's not about the wins and losses, but how much you can improve yourself. For me, swimming is a great vehicle for imparting these life-skills to youngsters. It's a great sport that they can enjoy all their lives and see the benefits of hard work, setting goals, and learning perseverance that will help for years to come."

Coach Lilleeng finds it impossible to think of a time in his life when he was not involved in swimming. Taught by his mom, a former pentathlon champion in the State of Michigan, he learned to swim in Lake Huron. Lilleeng recalls his first memories of swimming, "I just remember how cold the water was, and how vast the waters seemed--endless." After four years on the Royal Oak-Kimball high school swim team in Michigan, he continued to swim in college at Northern Michigan University where his competitive nature emerged. "At Northern Michigan, I got the eye of the tiger. I set a goal to make Nationals. My coach, a former Marine, was a hard driver, but also kept it fun. It took a lot of pain and effort, but I met my goal and competed at the NCAAII championships. Competing taught me goals and perseverance, never quitting."

Lilleeng's first job out of college included coaching the Beloit, Wisconsin boys swim team. Under Lilleeng, the team earned two back-to-back state championships. The year before he took over, the team had been 20th in the state. Lilleeng recalls two key factors in their success, "The parents went all out to support their sons on the quest for the state title, and the boys, well, they ALL decided they wanted to take state."

While earning his Master's Degree, Lilleeng coached the Northern Michigan University men's team to a top six in the NCAAII nationals. Lilleeng settled in northern Illinois and coached boys and girls swimming at Wheeling and Hersey High Schools for over 30 years combined. Lilleeng recalls one of the highlights of these years, "I was delighted to coach a swimmer who was state champion in the 100 yard free and 100 yard fly three years in a row, plus was ranked number one in the United States in the 100 yard fly, and to top it off, made the cover of Sports Illustrated."

In his late 40s, Lilleeng joined a Masters Swimming group and began competing again. He made two first places in the YMCA nationals. In the Senior Swimming Olympics, he earned two first place finishes, a second place, and a third place. "Competing again after all these years, invigorated my coaching and renewed my desire to help young people reach their potential as athletes." Coach Lilleeng spends his free time swimming, boating, working out, reading and biking. For Lilleeng, the quest continues.

Assistant Coaches

Sharon and John Lesniak -- Sharon Lesniak, born in Evanston, Wyoming, moved to Illinois in 1985 along with her husband John. A licensed cosmetologist by trade for the past 30+ years, Sharon has been with the MAC team from the beginning. Sharon is the head coach's right hand man. Sharon loves the interaction with the swimmers and loves to see their progress through dedication and lots of hard work. Sharon has also been an IHSA official for over seven years. Sharon can't wait till the season begins.

John Lesniak joins his wife for another season. A graduate of John Hersey High School in Arlington Heights, IL and football player of Weber State University, Ogden, Utah, John lives by the motto, "Anything worth doing is worth overdoing". John has coached youth sports for over 25 years and currently coaches the Round Lake Ducks swim team in Round Lake, IL in the summer season. John has worked for Ray Chevrolet/Suzuki in Fox Lake, IL for over 18 years.

Sharon and John are both very dedicated to their coaching and strive to bring out only the very best in each and every swimmer.

Coaches Responsibilities

The coaches' job is to supervise the entire competitive swim program. The MMAC coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself—"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches will review the "Honor Code" with the swimmers and make sure that it is understood. The swimmer and the coach will also sign the "Honor Code".
2. The coaches are responsible for placing youngsters in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more or less challenging training group by the coach.
3. Sole responsibility for stroke instruction and the training regimen rests with the MMAC coaching staff. Practices are based on sound scientific principles and are geared to the specific goals of that group.
4. The coaching staff will make the final decision concerning which meets MMAC swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.
5. At all meets the coaching staff will conduct and supervise warm-up procedures for the team. Before and after each race the swimmer must report to the coach, who will offer strategy and then constructive criticism regarding the swimmer's performance. All swimmers must participate in warm-ups.
(It is the parent's job to offer love and understanding regardless of their youngster's performance)
6. The building of a relay team is the sole responsibility of the coaching staff.
7. It is not the coaches' responsibility to provide transportation to and from practices, meets or social events.

The coaching staff is constantly updating and improving the MMAC program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

Section C – Swimmer’s Training Seasons and Responsibilities

Training Sessions

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore, it is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor. Don’t waste it.

Winter or Short Course

The team trains at McHenry Community High School – West Campus during the short course season. Currently, MMAC enjoys a privilege that not many teams in the country have-free use of the high school pool. The High School teams naturally have priority in scheduling of practices and meets. We are fortunate to have a facility like this available to accommodate the team. Here is the “typical” practice schedule for the short course season:

Practice Times Monday – Thursday 6:45 pm – 8:30 pm (in January, Thursday nights change to 5:45 – 7:30pm)
Friday 5:45 p.m. – 7:30 pm

Age Group Schedule:

8 and under: Monday through Friday (recommended 3 days per week for 1 hour)

9-10: Monday through Friday (recommended 4 days per week for 1 ½ hours)

11 & Up: Monday through Friday (recommended 5 days per week for 1 ½ hours)

*There is a minimum of two practices that you must attend per week. However, as with any activity, the more practices that you attend, the more you will improve.

Practice and Attendance Policies

The following guidelines are to inform parents and swimmers of the coaches’ policies regarding practice. These policies have been developed over the years and are designed to provide the best possible practice environment for all.

1. There is a minimum of two practices that you must attend per week, however, as with any activity, the more practices that you attend, the more you will improve.
2. For the swimmer’s protection, they should arrive on the school grounds no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
3. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice.
4. Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.
5. Swimmers are to enter the building at the lobby doors on the south side of the building and go directly to the pool area. A swimmer found in any other part of the building could damage our relationship with the High School.
6. While on school grounds, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach’s permission.
7. The club has an obligation to act as guests while in the high school (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to school property may result in financial liability of the swimmers’ parents. Any damage may also result in the swimmer being asked to leave the team permanently.
8. Parents are not allowed on the pool deck during practice unless it is an emergency. Parents are allowed to observe practice from the fenced area. Do not try to communicate with any swimmer from the observation area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach.
9. No non-swimming child should be left unattended at anytime in the pool area or High School.
10. Post season practices are limited to those swimmers that have qualified for ISI Champ Meets. Siblings of qualified swimmers, who have not qualified, are also not allowed to swim at these practices.

Illness and Injury

At all times, the coach should be informed in advance, if possible, of an illness or injury. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the MMAC coaching staff so that they are aware of the problem.

Swimmers Training Responsibilities

As a swimmer's level of swimming ability increases, so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve, this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles, flippers, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as an excuse to miss part of a training session.

Code of Conduct

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimmer, during practice or otherwise.
3. At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
4. All members of the club, whether parents or swimmers, continue to protect and improve the excellent reputation the club has throughout the state and country.
5. All MMAC members will be required to sign the "Honor Code". A copy of this is given in Appendix A.

Volunteer Hour Possibilities

Open to any High School swimmer who needs to fulfill volunteer hours required for any organization.

Requirements:

1. Must be a High School Student.
2. Must submit application and proper documentation for approval by MMAC board.
Please provide any necessary paperwork, from the organization that will be accepting these volunteer hours, when submitting the application.
3. It is the swimmers responsibility to make sure your organization recognizes these volunteer hours.

Positions available:

Assisting in the publication of newsletter "The Lane Line" - published approximately every other month
Assisting the coaching staff
Working at the Boys and Girls High School Fox Valley Invite Meet

Section D – Parents' Section

Parents, Your Athlete Needs You

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the MMAC team and reacquaint yourself with this section if you are a returning MMAC parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/her children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

The coach is the coach: We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces the best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Ten and Under: Ten and Unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins MMAC, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique but this will soon lead to much faster swims for the individual.

Not every time: Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

Parents Responsibilities

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

The following documents must be signed by parents, at registration, for participation in MMAC. Please familiarize yourself with these items.

1. In Appendix "A", there is a copy of the "Registration" Form.
2. In Appendix "B", there is a copy of the "MMAC Terms and Conditions for Participation Contract".
3. In Appendix "C", there is a copy of the "Waiver & Release for Community HS Dist. 156" Form.
4. In Appendix "D", there is a copy of the "Waiver & Release of Liability" Form.

The following is a transportation policy that is in effect for all functions related to the club:

It is hereby the stated policy of the MMAC, effective immediately and until either revoked or restated by the MMAC Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the MMAC as a purely private agreement between the parties involved and that neither the MMAC, nor the MMAC Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

Communication

E-Mail – This is our main form of communication. Check your e-mail daily for last minute updates or important announcements regarding the team.

Web Page – The Web Page is updated frequently. All updates, announcements, etc. will be available on the Web Page.

Family File – It is the swimmer's responsibility to check their folder (or parent if this is your only line of communication). There is a meet folder in the back of this bin, which will contain upcoming meet packets (when they become available).

The Lane Line – The team publishes a newsletter called "The Lane Line". Results of the last swim meet(s), general information from the coaching staff and announcements from the Board of Directors are covered in the newsletter. Make sure you and your swimmers read the contents of this when it is distributed.

Bulletin Boards – The "wall" at the high school pool provides meet information. It is the swimmer or parent's responsibility to double check each meet entry after it is emailed. Mistakes sometimes happen in meet entries, however, it is much easier to fix them one month prior to a meet than on the actual day of competition.

When contacting the coaches, please be considerate. The best way to communicate with the coaches is to email them. They will also usually make themselves available for 10 minutes after or before practice to answer questions, provide information, etc. Sending a note to the coach with your swimmer is also a good way to get information to them.

Problems with the Coach?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but also this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 20-70 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

Section E – Board of Directors and Financial Information

Board of Directors

The administrative functions of the club are overseen by the Board of Directors. The board consists of seven parents elected for one-year terms but can serve up to three years. The elections for board positions are held annually in September (See By-Laws for specifics).

Board Mission Statement

The guiding mission statement of the Board of Directors which all decisions are measured against is:

With the main focus of the club always on the swimmer, the Board of Directors exists to ensure the continuation and excellence of MMAC by:

- Providing necessary business functions
- Assisting and supporting the coaching staff
- Communicating, Communicating, Communicating

Executive Board Job Responsibilities

Each board member is assigned a specific area of responsibility. For a list of the current members and their positions, please see page located in the back of this handbook.

Following are the board positions and their general areas of responsibility:

President	<u>Responsible for:</u> Conducting Board and Membership meetings Coordinator Calling special meetings Holding elections Maintaining staff	Facilitator Appoint Committees Delegating authority and responsibility Board membership/job descriptions Oversee Director of Meets Committee
Vice President	<u>Responsible for:</u> Conducting of meetings in absence of President Coordinate timers Locating/organizing pool availability	Duties as delegated by President Oversee Publicity/Marketing Committee
Treasurer	<u>Responsible for:</u> Payroll/benefits Filing taxes Maintaining receipts Collecting team fees, meet fees and dues Oversee Fundraising Committee	Budgets Paying bills Financial reports Swimmers Registration with USA-S
Secretary	<u>Responsible for:</u> Maintaining business records Sending thank you notes Club mailings Sending gifts Maintaining Handbook	Recording minutes of meetings Maintaining historical records Writing necessary letters Oversee Team Recognition Committee

Committees (Board of Directors)

Publicity/Marketing	<u>Responsible for: (reports to the Vice-President)</u>	
	Publicity	Web Site
	Meet articles	Maintaining contact with members
	Pictures for web page & bulletin board	Phone Tree
Team Recognition	<u>Responsible for: (reports to the Secretary)</u>	
	MMAC caps	Clothing: T-Shirts, Jackets, Parkas
	Team Awards	Banners
	Holiday Parties	Team pictures
	Coach's gifts	End of Year Awards Party
Fundraising	<u>Responsible for: (reports to the Treasurer)</u>	
	Sponsorships	Fundraising
	Publish roster	

Each committee will consist of at least two parents. If parents do not sign up for a committee, a committee will be appointed to them. Each board member is also assisted by standing committees, which are composed of parents from the club.

Fee Structure Club Fees

A annual club registration fee (\$100.00 per swimmer) and the USA-S & ISI registration fee (\$60.00 per swimmer), the Registration form and this contract are due upon registration. The total team fee is \$540 per swimmer (includes the ISI fee of \$60). The following options are available for payment:

- a. **Full Payment** earns a 10% discount, which equals \$332 plus \$160 or \$492 due at registration.
- b. **Equal Monthly Payments** after the \$160 due at registration, pay \$76 on the 1st of each month for Sept., Oct., Nov., Dec., and Jan.. There will be a 10 day grace period. If payment is not received, the remaining balance is due in full.

There is a 20 day "I Want Out" policy. Within the first 20 days, of the start of the season, the swimmer wants to cancel, all USA/ISI and club fees will be returned to the family. Any sponsorship fees are non-refundable.

Entry fees

At the beginning of the season, you will receive a meet calendar for the season. An entry sheet will generally be emailed and this email will include the date to be returned. Entry fees are due with meet entry request. If a swimmers entry fees have not been paid for the latest meet, your swimmer will not be allowed in the following meet.

Characteristic of any business, MMAC expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements and various other expenditures. It is therefore, imperative for all MMAC parents to pay their registration on the due date unless other arrangements have been approved. If fees are not current, your swimmer will not be allowed to participate in practice or meets.

If you have any questions about any billing you may have received, please contact the treasurer immediately at the number listed in your MMAC directory.

Charitable Policy

A charitable police is available. Contact a current board member for more information.

Team Uniform

The team colors are maroon and black. The required items that must we worn to a meet are a black swim suit and a team swim cap. The reason for these requirements is that each coach is responsible for up to 70 swimmers at each meet and as the MMAC cap is a unique design, unlike any other in the country, it is easily spotted by both coaches and parents alike. This cap is available from the Spirit Wear committee. Most swimmers should have at least two on hand for each meet.

Other team apparel will be available at the beginning of the season. It is highly recommended that each swimmer's name be placed inconspicuously on all pieces of the team uniform.

INSURANCE

"It is required of all MMAC swimmers that they have a current United States Swimming (USA-S) membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club.

Each swimmer is covered at any organized practice of MMAC and every competition that is USA-S sanctioned. If you wish to see the whole insurance summary pamphlet, please contact the MMAC Board.

Section F – Recognition and Awards

COACHES INCENTIVES:

- Meet Awards:** Each season the team recognition committee develops awards to recognize personal achievement of the MMAC swimmers.
- End of Season Awards:** At the conclusion of the fall/winter season, MMAC will have an Awards Night for all swimmers and their families (this includes siblings). Awards are given out as follows:
- Outstanding Swimmer** The coaching staff chooses one male and one female swimmer from each age group for this award.
- Most Improved Swimmer** The coaching staff chooses one male and one female swimmer from each age group for this award.
- BIG MMAC Award** The coaching staff chooses only one male and one female to receive this award. This award is won by showing great sportsmanship, hard work, great attitude, team spirit, etc.

Appendix A
McHenry Aquatic Club
2011/2012 Registration Form

Athlete Information:

Last Name _____ First Name _____ MI _____

Preferred Name (If different) _____ Birthdate _____

Cell Phone _____ Email _____
(Only list if different from parents) (only list if different from parents)

Medical Information:

Doctor's Name _____ Phone _____

Emergency Contact Name _____

Emergency Contact Phone _____ Cell _____

Medical Conditions:

Medications: _____

Membership Information: Circle One

New Renewal Change

Parent Information:

If some information is the same, just write same

FATHER

Last Name _____ First Name _____

Mailing Address _____ City _____ Zip _____

Preferred Email _____

Home Phone _____ Office Phone _____ Cell Phone _____

MOTHER

Last Name _____ First Name _____

Mailing Address _____ City _____ Zip _____

Preferred Email _____

Home Phone _____ Office Phone _____ Cell Phone _____

Appendix B
MMAC TERMS AND CONDITIONS FOR PARTICIPATION CONTRACT
2011-2012

Swimmers Name(s) _____

Parents Name(s): _____

Every MMAC family must sign this "Terms and Conditions for Participation Contract". If a family does not fulfill their contract, the board has the power to charge fees and to not grant early or any registration the following year.

PARENTS OF THE SWIMMERS RUN MMAC

1. The annual club registration fee and United States Swimming (USA-S) registration must be paid prior to the swimmer entering the water. New swimmers to the MMAC may participate for a maximum twenty (20) days before requesting a refund of the registration fees. Monthly payment plans may be set up.
2. A annual club registration fee (\$100.00 per swimmer) and the USA-S & ISI registration fee (\$60.00 per swimmer), the Registration form and this contract are due upon registration. **The total team fee is \$540 per swimmer (includes the ISI fee of \$60).**
The following options are available for payment:
 - a. **Full Payment** earns a 10% discount, which equals \$332 plus \$160 or \$492 due at registration.
 - b. **Equal Monthly Payments** after the \$160 due at registration, pay \$76 on the 1st of each month for Sept., Oct., Nov., Dec., and Jan.. There will be a 10 day grace period. If payment is not received, the remaining balance is due in full.
3. Each swimmer can raise money for their team dues through a swim-a-thon fundraiser. All fees raised will go toward your team fees. Any money raised over your team fee amount will go to the team for their use as necessary.
4. There will be an additional mandatory fundraiser in which all fees will go to the team for use as necessary. If you wish to opt out of this mandatory fundraiser, the opt out amount is \$120.00.
5. Meet entry fees are in addition to the registration fees and USA-S & ISI fees and are due with meet entry request. Nonpayment of entry fees will necessitate non-participation for the swimmer(s) until payment is made.
6. Every family is required to sit on a committee. Volunteers will be assigned on a first come first serve basis.
7. Every family is required to be available to work, as timers or officials, at all meets that your child(ren) participate in. A schedule of timers/officials will be emailed before all meets and will include timing assignments and available substitutes. If you fail to fulfill your timing commitment and do not provide a substitute, you will be charged a \$25.00 fee, which must be paid before your swimmer(s) can participate in the next meet.
8. All payments shall be made by check with an explanation written in the memo line.
9. Should a swimmer decide to discontinue participation in the program with MMAC after the 20 day refund period, all team fees and any outstanding entry fees are considered an obligation to MMAC, and are payable upon termination of participation.
10. All swimmers, who are members of MMAC, are required to participate at their highest level of achievement at championship meets in both individual and relay events.
11. Each parent and swimmer is responsible for reading and understanding the contents of the "MMAC Handbook".
12. Each team swimmer will be asked to sign a swimmer "Code of Conduct". Failure to comply with this code may result in the swimmer being asked to leave the team.
13. Any checks returned to the McHenry Aquatic Club for Non-Sufficient Funds will be subject to a \$25.00 additional handling charge.

I understand and agree to the above terms and conditions of the McHenry Aquatic Club in exchange for the privilege of my child(ren), registered with this form, to participate in the activities and swimming program of the McHenry Aquatic Club.

If you have any questions, contact any member of the MMAC board.

Parent Signature _____

Check here for paper communication

APPENDIX C

COMMUNITY HIGH SCHOOL DISTRICT 156

MCHENRY AQUATIC CLUB

WAIVER AND RELEASE OF ALL CLAIMS

Please read this form carefully and be aware that in registering for and participating in this program, you will be waiving and releasing Community High School District 156 from all claims for injuries your child may sustain arising out of this program.

McHenry Aquatic Club (“MMAC”) is a voluntary, non-curricular swimming team providing swimming instruction and competition using District 156 facilities.

As a condition of my child’s voluntary participation in this program, I recognize and acknowledge that there are certain risks of physical injury, including permanent injury and even death, associated with swimming and swimming pools, and I agree to assume the full result of participating in any and all activities connected with this program.

I, for myself and my successors and assigns, do hereby fully release and discharge Community High School District 156, its board of education, servants, employees, MMAC coaches, officers and agents from any and all claims, demands and causes of action of whatsoever nature resulting from injuries, including death, damage to or loss of property, and any other damage or loss which I or my successors and assigns ever may have or which may accrue to me on account of my child’s participation in this program.

I further agree to indemnify and hold harmless and defend Community High School District 156, its board of education, officers, agents, servants, employees, MMAC coaches, officers and agents from any and all claims resulting from injuries, including death, damage to or loss of property, and any other damages and losses sustained by me, including attorney’s fees and costs and defense thereof, arising out of, connected with, or in any way associated with the activities of this program.

I represent that my child is physically fit and able to participate in the MMAC activities. I further agree to authorize MMAC supervisors to authorize emergency medical treatment for my child, with the understanding that reasonable efforts will be made to contact you prior to exercising this authority.

The releases and indemnification obligations set forth herein will not apply to injuries caused by wrongful willful or intentional acts of District 156 employees.

I have read and fully understand the above program description and Waiver and Release of All Claims and agree to be fully bound thereby.

Participating Child(ren)

Parent/Guardian of Participant(s)

Parent/Guardian of Participant(s)

Date

APPENDIX D

McHenry Aquatic Club Waiver & Release of Liability

I, _____, the parent/guardian of the enrolled participant agree and understand that swimming is a HAZARDOUS activity. I recognize that there are risks inherent in the sport of swimming, including but not limited to, paralyzing injuries and death.

I, the parent/guardian of the participant, hereby agree to allow my child/children to participate in the MMAC program. And hereby agree to indemnify and hold harmless MMAC, its coaches, officers, directors, agents and employees against any liability resulting from any injury that may occur to the participant while participating in the MMAC program. I, the parent/guardian also agree to indemnify MMAC for any damages incurred arising from any claims, demands, action or cause of action by the participant.

I, the parent/guardian of the participant authorize any representative of MMAC to have the participant treated in any medical emergency during their participation in the program. Further, I the parent/guardian, agree to pay all cost associated with medical care and transportation for the participant.

I have noted on the MMAC registration any medical/health problems of which the staff should be aware of for my child/children.

I HAVE CAREFULLY READ THE ABOVE LIABILITY RELEASE AND SIGN IT WITH FULL KNOWLEDGE OF ITS CONTENTS AND SIGNIFICANCE.

Signed: _____ Date: _____
(Parent/Guardian)

Family Info:

Last Name: _____ Parent's Names: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Swimmers Info:

First Name: _____ M.I. _____ Last Name: _____

Birthdate: (mm/dd/yy) _____ Age: _____ Sex: _____

Swimmers Info:

First Name: _____ M.I. _____ Last Name: _____

Birthdate: (mm/dd/yy) _____ Age: _____ Sex: _____

(add any additional swimmers to the back of this page)