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| **Parent Handbook** |
| Woodlands Marlins Logo.jpg |
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| **February 18, 2022****Revision 18.0** |

Table of Contents

**Letter from the Marlins Board** 2

**About the Team** 4

**Refund Policy** 4

**What Equipment Does My Swimmer Need?** 4

**Practice and Meet Information** 4

General Practice & Meet Information 4

“Try Outs” 4

How will practice sessions be organized? 5

Must I sign my swimmer up for each meet? 5

How many events can a swimmer enter at each meet? 5

What is “Marlin Mania”? 5

What should we bring to a swim meet? 5

Where are the meets held? 6

What is a Medley Relay? Individual Medley (IM)? 6

How do I know which events my child will be swimming in at the meet? 6

How are points scored at the meet? 6

Which events are my swimmer eligible to swim and what is the distance of the events? 7

What is the order of events at a meet? 7

Online Swim Meet Entry Procedures and Information 8

**Regular Saturday Dual Meets** 10

**The Divisional Meet** 10

**Invitational Meets** 10

**Trinity Summer Classic Invitational** 10

**Awards** 11

**Communications** 12

**Parent Responsibilities** 14

**Governance** 14

Board of Directors 14

Articles of Association 14

By-Laws 16

**Swimmer's Personal Record** (Log) 21

**Coach’s Swim Time Form** 22

***LETTER FROM THE MARLINS BOARD***

**Dear Returning and New Marlin Families,**

We are looking forward to another fun and challenging season this year. We believe The Woodlands Marlins Summer Swim Team (also called The Woodlands Marlins or The Marlins) is already one of the best programs available. However, we continue to make enhancements that we believe will make the program even better for the swimmers and parents.

We will continue to use the website hosted by Swimtopia, and this will serve as your link to all Woodlands Marlins team information and events. Team registration, meet entry, volunteer registration, and all team communications will be coordinated thru our website [www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org).

1. Online Team Registration.
	1. Online registration and payment (via a secure site) greatly simplifies data entry into our system as well as allows parents to pay with a credit card.
	2. However, if you are not comfortable with the on-line payment site, you can leave your registration form and check in the team box at the NAT or send it to our P.O. Box 9804, The Woodlands, Texas 77387.
2. Online Meet Entry. On-line meet entry streamlines the meet entry process and reduced the time required to create swim meets. On-line meet entry is required. There will be more information about the Meet Entry System at our Parent Meetings or go to our website and click on the “Events” menu and go to Meet Entry Instructions.
3. Online Volunteer Signup. All parents must sign up for their volunteer duties using our On-line Volunteer Signup System. Parents are required to volunteer at each meet that your child swims in during the swim season or to sign up for a Coordinator position. There are many opportunities to help during and after meets. There will be more information about Volunteering at our Parent Meetings or go our website and click on the “Team” menu and go to “Volunteering”.

Team Pool

Most practices and all home meets will be at the Conroe ISD Natatorium (NAT). The NAT is located behind Portofino Shopping Center – just north of Research Forest Drive and East of I-45.

Schedule

The “Practice and Event Schedule” can be found on our website. It will contain all of the information related to swim practice times/locations, dates/locations of swim meets, as well as dates of other key events. **You will find that the schedule is similar to last year’s**.

Registration Information

Registration begins February 1st of each year. Online registration will continue through May 31st. After May 31st, please contact our registrar. If you are new to The Marlins, here are a few things you need to know:

1. Registration Fees shall be as followers per swimmer:
	1. 1 Swimmer $215;
	2. 2nd Swimmer $205;
	3. 3rd Swimmer $195;
	4. 4 or more Swimmers $185;
	5. There will be early registration price incentives; and
	6. The children of coaches shall be allowed to swim at no cost.
2. The Woodlands Marlins is a member of the Northwest Aquatic League (NWAL). This means we are open to accept swimmers eighteen (18) years of age and younger (as of May 31st of the current year):
	1. From the Woodlands and surrounding area.
	2. From areas in which a NWAL team is not present.
	3. Who participate on The Woodlands Swim Team (TWST) – even if they do not reside in the Woodlands area.
	4. Siblings of swimmers who participate on TWST – even if they do not reside in the Woodlands area.
3. If you have a TWST swimmer:
	1. Please check with their TWST coach to find out if they believe it is appropriate for your swimmer to participate on The Marlins (or any other NWAL team).
	2. The NWAL season begins on the Thursday before the first sanctioned NWAL meet and ends on the Monday after the Divisional Meets. (See **Notice to Swimmers** document on the team website.) There are no exceptions to this limitation on US Swimming participation.
4. Eligibility for an age group is determined by the individual age as of the end of the day on May 31st of the current year.

If you are a Woodlands resident, or a resident of a nearby community without a NWAL team, you are eligible to swim with the Marlins. Of course, if you swam with The Marlins before, you can continue to swim with The Marlins, regardless of your residency. If you live in a community with a NWAL team, but feel the Marlins is a better fit for your schedule, we can seek a waiver. Just let us know via email and we work on this.

To register, please go to [www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org) and click on the “Registration” tab and follow the directions. Payment can be made on-line with a credit card or you can leave a check in the team lockbox at the NAT or mailed to the address on the registration form.

Please note that your registration will not be complete until we have received your registration payment.

Other Items

As we gear up for a great season, here are some important dates to note on your calendar:

**The Marlins Parent Orientation at the NAT or Virtually: Date and time in March/April prior to the start of practices. Please see website.**

***Attendance at ONE of the parent orientations is highly recommended***. We will cover a lot of important information about the team, discuss many new and significant changes/improvements for this year, review the parent volunteer program requirements, and you will have a great opportunity to have your questions answered.

If you have any questions, please go to our team website [www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org) and navigate to “The Board” section and email a team representative.

Once again, welcome to The Woodlands Marlins!

THE MARLINS BOARD

***About the Team***

The team’s philosophy is to develop and enhance swimming skills while building mental self-confidence and discipline. Most importantly, team participation is a great opportunity to nurture the development of healthy bodies, new friendships, and “teamwork” principles.

The Woodlands Marlins is a summer season swim team. We are members of the Northwest Aquatic League ("NWAL"); and the NWAL rules govern our meets. See [www.nwal.org](http://www.nwal.org) for a copy of the official NWAL rules.

The Marlins hold our home swim meets and all practices at the CISD Natatorium (the “NAT”).

Each Marlin swimmer pays a registration fee. This fee is used to pay CISD facility usage fees, coaches’ salaries, team events, and insurance. The Marlins' Board and Parent Volunteers work closely with the Coaches to plan the team's meets and other functions. Other than the Coaching, this team is run entirely on volunteer effort, and depends on parent involvement--***YOUR*** involvement!

***Refund Policy***

If the Marlins’ Coaches determine that a swimmer is not ready to swim with the Marlins, the parents will get a full refund minus any applicable fees (third payer registration transactions fees).

If a swimmer and parent decide to not continue with the Marlins, the parents will get a **100% refund** if the Marlins are notified in writing within two weeks after practice starts or within two weeks after swimmer registration, whichever comes last.

For all other cases there will be no refunds.

***What equipment does my swimmer need?***

For practices: Swimmers need a practice suit, swim cap (optional), goggles, and a towel.

For meets: Swimmers are encouraged to wear the official green and black team suit. Swimshops of the Southwest sells these to our team. Swimshops has a retail shop located inside the NAT. Please call (281) 376-4460 for hours of operation. Be sure to ask for the Marlins discount.

***General Practice & Meet Information***

**Must my swimmer “try out” for the team?**

Each swimmer’s skill level will be evaluated by the coaching staff at their first practice. Swimmers are classified by age group.

If the coaching staff determines that a swimmer is not ready to participate in practice sessions (e.g. cannot swim the length of the pool within a reasonable time without pulling on the ropes, etc.) the coaches will notify the parents of the swimmer. In most cases, the recommendation will be for the swimmer to receive some private lessons and then come back to participate in the practice program.

**How will practice sessions be organized?**

Practice sessions are arranged by swimmer age. The swimmers will be further segregated (lane groupings) by ability and age group. Please see the practice schedule for details.

**Must I sign my swimmer up for each meet?**

***YES, sign up for all meets your swimmer intends to swim in!!! Marlins swimmers are not required to participate in swim meets. Be advised, you must swim at least two (2) dual meets to be able to swim in the Divisional meet and to receive a participation trophy at the end of season team party.*** Please note that the Meet Entry Coordinator / Clerk of Course **WILL NOT** call/e-mail you to see if you have forgotten to enter a meet. One suggestion: check your calendar and enter all of the meets at the beginning of the season. Swim meets give our swimmers the opportunity to put their skills to the test. Therefore, the Coaches encourage all swimmers to participate in meets.

**How many events can a swimmer enter at each meet?**

Each swimmer may swim up to a maximum of five (5) events - three (3) individual events and two (2) relay events. You will enter your swimmer in individual events. The Coaches with the assistance of the Clerk of Course will enter swimmers into relays.

**What is “Marlin Mania”?**

Marlin Mania is our pre-season “intra-team” meet, at which all team members will swim each of their competition events for their first “Official Time” time of the year. The times achieved during Marlin Mania establish swimmers’ initial seed times (a prerequisite for competing) for the various events they will swim during the season. Note however, these times cannot be used for seeding purposes at the end of season Divisional Meet, Invitational Meets (see individual meet invitation for exceptions), for weekly and end of season improvement awards, or Team records. Additionally, even though the races are only against our own team, it gives the swimmers and parent volunteers a practice run through for an actual meet, so everyone knows what to expect during the upcoming meets. We will also attempt to take team pictures prior to the start of the meet.

**All swimmers are required by NWAL to have seed times in order to participate in a dual meet.** Seed times from previous years or other leagues cannot be used. See [www.NWAL.org](http://www.nwal.org) for more information. **Please email the coach if your swimmer cannot attend Marlin Mania.**

**What should we bring to a swim meet?**

Chairs, blanket, sunscreen, towels, extra pair of back-up goggles and swim cap, money for concessions, a cooler filled with water bottles and juice, fresh fruit & healthy snacks, entertainment for the kids between races (games, coloring books, cards, crafts, books, etc.). The swimmers are encouraged to sit in the shade, stay hydrated, and conserve their energy between events.

Note: For home events, the swimmers will sit under the bleachers of the football stadium unless prohibited due to construction or rules or restrictions set by the Natatorium. This area is covered and adjacent to the NAT. For away events, shade canopies/tents will be set up for swimmers, but some parents may choose to bring their own shade tent.

**Where are the meets held?**

Home meets are held at the NAT. Directions for away meets will be on the team web site – [www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org).

**What is a Medley Relay?**

The Medley Relay is comprised of four swimmers, each swimming a different stroke, in the following order: Backstroke, Breaststroke, Butterfly, and Freestyle.

**What is the Individual Medley (IM)?**

In the Individual Medley, a swimmer swims four lengths - one of each stroke - in the following order: Butterfly, Backstroke, Breaststroke, and Freestyle.

**How do I know which events my child will be swimming in at the meet?**

You will enter your swimmer in individual events. The Coaches with the assistance of the Clerk of Course will enter swimmers into relays. The meet entries for the current week will be available for your review at [www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org) by Thursday evening the week of the meet and will be listed in the meet Psych Sheets on the day of the meet.

"Psych Sheets" are available for purchase at each meet. They show the order of the day's events, the event numbers, swimmers’ names, seed times, etc. Our team sells inexpensive business and/or individual ads in the Psych Sheets we prepare for home meets. See the Advertising/Publicity Chairperson or the Wet Shop if you would like to support the team, show your spirit, and cheer on your swimmer with an ad!

**How are points scored at the meet?**

In a dual meet (when only two teams are competing) scoring is as follows:

1. Individual events: 1st place earns 7 points, 2nd place earns 5 points and 3rd earns 4 point, 4th place earns 3, 5th placed earns 2 points, and 6th place earns 1 point
2. Relay events: 1st place earns 7 points, 2nd place earns 3 points. A team may only score relay points for one place. If one team wins both 1st and 2nd place then only 1st place (7 points) shall be awarded.

For meets other than dual meets, NWAL rules apply. See the website at [www.nwal.org](http://www.nwal.org).

Divisional Meets (More than 2 teams competing)

1. Individual Meets: 1st- 12th place score as follows: 1st earn 14 points, 2nd earns 12 points, 3rd earns 10 points, 4th earns 9 points, 5th earns 8 points, 6th earns 7 points, 7th earns 6 points, 8th earns 5 points, 9th earns 4 points, 10th earns 3 points, 11th earns 2 points, and 12th earn 1 point.
2. 5 Team Divisional Relays: 1st earns 14 points, 2nd earns 10 points, 3rd earns 7 points, 4th earns 5 points, 5th earns 3 points.
3. 6 team Divisional Relays: 1st earns 14 points, 2nd earns 10 points, 3rd earns 7 points, 4th earns 5 points, 5th earns 3 points, and 6th earns 1 point.

**Which events are my swimmer eligible to swim and what is the distance of the events?**

Events and Lengths of course by age group are as follows:

|  |  |  |
| --- | --- | --- |
| **Age Group(s)** | **Strokes** | **Distance** |
| 6 & under, and 7 & 8 | Freestyle and Backstroke | 25 |
|  | Free, Relay | 100 |
| 8 & Under | Breast and Fly | 25 |
|  | Medley Relay | 100 |
| 9 & 10 | Free, Back, Breast, Fly | 100 |
|  | Medley Relay and Free Relay | 100 |
| 10 and Under | 50 Freestyle | 50 |
|  | Individual medley | 100 |
| ages 11 -18 | Free, Back, Breast, Fly | 50 |
|  | Medley Relay, Free Relay | 200 |
|  | Individual medley | 100 |
|  | 100 Free | 100 |

Notes:

1. All NWAL events are conducted in either a 25 yard or 25 meter pool. Therefore, 50 yard/meter events are two (2) lengths of the pool, 100 yard/meter events are four (4) lengths of the pool and 200 yard/meter events are eight (8) lengths of the pool.
2. The NAT facility will be set up as a 25 yard pool. Some pools we may swim at may be 25 meter pools. As a meter is longer than a yard, a conversion factor must be used to convert times from yard pools to meter pools. To convert yard times to meter times, multiple the yard time by 1.11. To convert meter times to yard times, divide the meter time by 1.11.
3. Heat sheet times should match the pool (using yard times for yard pools and meter times for meter pools). Do not be alarmed if your swimmer has a slightly higher time for meter pools - it is to be expected.
4. The coaches will be advising the swimmers during practice if they will be swimming in a meter pool. It is very common for swimmers to start “easing up” at the 25 yard point. Remind your swimmer to swim hard - ALL THE WAY TO THE WALL!!!

**What is the order of events at a meet?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order** | **Event** | **Order** | **Event** | **Order** | **Event** |
| 1 | 100 Freestyle | 5 | Breast | 9 | Butterfly |
| 2 | 6 & U Free Relay | 6 | 6 & U Back | 10 | Freestyle Relay |
| 3 | Medley Relay | 7 | Individual Medley |  |  |
| 4 | Freestyle | 8 | Back |  |  |

Note: Boys swim first for all events.

**Online Swim Meet Entry Procedures and Information**

*Timeline:*

Monday: Online meet entries are due on Monday by midnight, the week of the meet. No exceptions.

Tuesday: Individual entries are reviewed for exceptions: “no times” and “3+ events”. Relay Teams are created.

Wednesday: Coaches review individual and relay entries. Data is transferred to the Meet Manager Software.

Thursday: The Marlins exchange meet data with the opposing swim team. No changes can be made after data transfer. Individual and Relay Events will be posted on team website ([www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org)) for review.

Friday: Print Psych Sheets and various other printouts for distribution.

Saturday: Swim Meet.

*Online Meet Entry:*

Meet entries will occur on team website ([www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org)). No manual entries will be accepted.

Swimmers may enter a maximum of three (3) individual events for dual meets and the Divisional Meet.

Please refer to meet entry instructions on team website for more details.

***If a swimmer is scheduled to swim on a relay team and is unable/does not wish to participate, please notify the Meet Entry Coordinator / Clerk of Course by e-mail at*** clerkofcourse@thewoodlandsmarlins.org  ***as soon as possible***. If a swimmer becomes unable to swim a relay event while at the meet, please notify the Age Group Parent so that they may find a substitute swimmer if possible.

**No late online entries (after Monday midnight, the week of the meet) will be accepted.**

There are no Saturday “on deck” entries accepted in NWAL Summer League Swimming.

**Swimmers MUST have a time for every event they wish to swim.** Please note this is an NWAL Rule! The purpose of Marlin Mania (intra team meet in early May at the NAT) is to get seed times for all events your swimmer may wish to swim at any dual meet. There is no limit to the number of individual events the swimmer may swim at Marlin Mania. Your swimmer may swim a stroke they are still learning! Swimmers will not be disqualified (DQ’d) at Marlin Mania.

If you are not able to participate in Marlin Mania, please notify the coaches. You will need to have a coach time the swimmer at practice using a *Coach’s Swim Time Form* for all events in which a swimmer wishes to participate in at a meet. Swimmers must have a seed time (entry time) for each event they want to swim at the meet. A swimmer **CAN NOT** swim an event for the current week’s meet if they have a “NT” (No Time) in that event. However, they may get one of the coaches to time them (using a *Coach’s* *Swim Time Form found on pg. 25*) and enter the event for subsequent meets. The *Coach’s Swim Time Form* must be turned into the Meet Entry Coordinator no later than the Friday one week and one day before the meet in which the swimmer wishes to swim the event for which they received a seed time. Forms can be scanned and email to clerkofcourse@thewoodlandsmarlins.org or placed in Marlins drop box at NAT front desk. For more information, contact clerkofcourse@thewoodlandsmarlins.org. We encourage as many swimmers as possible to participate in Marlin Mania to receive their seed times. By doing so, the amount of time that the coaches must spend timing individual swimmers rather than actual coaching at practices is minimized.

A maximum of three relay teams per relay event will be created (A, B, and C) for each age group. The A and B teams are calculated based on the best swimmers’ times in a particular stroke. The C relay team will rotate the remaining swimmers through so that every effort is made to allow all those wishing to swim a relay event to do so. **Please be aware that relay teams can and often do change by Saturday morning. Always check with your swimmer’s Age Group Parent for any changes to relay teams**.

Please be aware that the swimmer **MUST** have competed in a minimum of two (2) dual meets to participate in the Divisional Meet. You also **MUST** have an “official” time (time recorded at a dual meet – not a Marlin Mania time) to participate in an event at the Divisional Meet. A disqualification (DQ) during a dual meet does not count as an “official” time.

If you should have any questions or comments regarding the online meet entry process or need to get your swimmer’s username and initial password, please contact the Meet Entry Coordinator / Clerk of Course at clerkofcourse@thewoodlandsmarlins.org.

***Regular Saturday Dual Meets***

**Check-Ins, Warm-Ups and Scratches**

Every swimmer is required to sign-in (highlight their name) at the Swimmer Check-In Table (manned by the Age Group Coordinators) between 6:45 and 7:30 a.m., warm-ups follow check-in, and the meets generally begin between 8:00 and 8:30 a.m. A weekly email will let you know the exact check-in, warm-up and start times for each upcoming meet. This same information will also be posted on the Marlins website ([www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org)). If you are scheduled to swim a relay and do not sign in before or during warm-ups, you will be scratched and/or the rest of your relay team might not be able to swim their relay without you. Therefore, it is very important to be on time for check-in and warm-up. **Always plan for extra travel time!**

After checking in with the Age Group Coordinators, all swimmers must check-in with their Age Group Parent (look for the sign designating your swimmer’s group, ex. 9-10 Boys) before the meet begins. The Age Group Parent will let the swimmer know which events they will be swimming that day, and will make sure all swimmers in that age group get to the ready bench on time during the meet. (Swimmers not on the ready bench by a certain time will be scratched from their event). ***PARENTS ARE RESPONSIBLE FOR MAKING SURE THE SWIMMERS ARE DELIVERED TO THE AGE GROUP PARENT - READY TO SWIM***. We strongly encourage swimmers to sit together with their age group. This will allow the kids and parents time to make new friends and help ensure swimmers are ready to go when called. Age group parents are not babysitters.

Note: The team has approximately 12 large shade canopies or tents that will be set up at the away meets. These tents are set up by volunteers. If you see folks setting up tents for our swimmers, please give them a hand. All Marlins swimmers and their families are welcome to sit under these tents.

***The Divisional Meet***

This is the last meet of the season (except for the Invitational meets). The Divisional meet has changed this year and now instead of all teams competing, the teams will compete in a dual meet playoff meet based on team standing during the regular swim season with 1st place vs. 2nd place, 3rd place vs. 4th place, 5th place vs. 6th place

Note: (1) ***Swimmers must have participated in two prior dual meets to be allowed to swim at the Divisional meet***. and (2) ***They must also have at least one legal “time” in each individual event they will swim and disqualifications “DQ’s” do not count as legal times***.

***Invitational Meets***

The Marlins participates in two mid-season invitational meets and two post season invitational meets. The mid-season meets are “Summer Thunder” and “Pentathlon”. The post season meets are “Trinity” and “Ponderosa”. To be "invited" to an invitational meet, a swimmer must meet or beat a certain qualification time. The individual qualifying times for invitational meets vary and will be contained in the headers for each event in the heat sheets and will be posted on the Marlin’s web site once they become available on the NWAL website.

Swimmers must make the necessary meet qualifying times in either a dual meet or invitational meet prior to the particular meet entry deadline. The deadline to make qualifying times for post season invitational meets is the Divisional meet. The last day the Meet Entry Coordinator will accept entries for invitational meets will be posted on the Marlin website. In past years, the fee for each individual event at an invitational meet ranges between $3.50 and $5.00. Please see meet invitation for more details. Meet invitations are found on the NWAL website and will be posted on the Marlin website once available. Swimmers are responsible for individual event entry fees and are due with registration form by applicable deadline. The Marlins will build and pay fees for relays. Mid-season invitations are traditionally scheduled for early and mid-June. Post season meets are traditionally scheduled for the weekend following our Divisional meet. These meets tend to move around, so check the website and newsletters to confirm the locations for these meets.

***Trinity Summer Classic Invitational***

The Trinity Summer Classic Invitational is our **team’s biggest team fundraiser**. This meet is on Saturday and Sunday, the weekend after the Divisional Meet, and is always at the NAT. The Marlins co-sponsor this championship meet, which means we split the profit with our partner, Imperial Oaks. This also means we are responsible for filling half the volunteer slots! The biggest challenge will be on Sunday since we run two pools (makes for a FAST meet). Two pools means we will need twice the Timers & Scribes as on Saturday. A successful Trinity meet allows us to keep registration fees low and host those fast, comfortable, home meets we all hold dear.

All team members are asked help with the meet, whether or not you have a swimmer participating in the meet. You can even make it a family affair! Timer and Scribe positions can easily be filled by grandparents, older siblings, and even 11 & Up swimmers on Saturday as they swim in the meet on Sunday.

Please email questions to president@thewoodlandsmarlins.org.

# *Awards Ceremony*

Swimmers and their families are invited to join the coaching staff for a fun-filled evening to celebrate the team's and swimmer's accomplishments. At the ceremony, all who have participated in at least two Dual Swim Meets will be called by name to receive a participation trophy. Additionally, coaches will present awards in the following categories:

1. Most Improved Award - for the girl and boy in each age group who have displayed the greatest improvement during the season during regular season dual meets only.
2. High Point Award - for the girl and boy in each age group who contributed the most points to the team during the regular season dual meets and special awards for the girl and boy with the highest overall point totals for the team during regular season dual meets only.
3. Coaches Choice Award – each coach selects one swimmer on the team who demonstrate the greatest dedication, determination and motivation throughout the season

**Note: *Each year we have many trophies and ribbons left over from parents who never made the effort to pick up their swimmer’s awards. All left over trophies and ribbons will be disposed of thirty (30) days after the awards ceremony. Please make arrangements to have a friend pick up your awards at the event ceremony or make arrangements to pick them up within the thirty day period***.

***Communications***

Staying Informed

The primary method of communication from the team is via email and our team website. Each family must insure that:

1. We have the proper email address(s) for your family
2. The email addresses are functioning
3. You are checking your email frequently
4. You are checking the team website frequently for updates

Please go to the Marlins’ website at [www.TheWoodlandsMarlins.org](http://www.thewoodlandsmarlins.org) for more information.

The NWAL website: [www.nwal.org](http://www.nwal.org) is loaded with information about the organization, leagues, rulebook, etc. Please make it a point to visit the web site.

Communicate With the Coaches

Please introduce yourself to the coaches. Let them know what you think they are doing well, what you would like to see changed and other suggestions. Although the coaches are very approachable, **we mandate that you not interrupt them during practices, lessons, or meets.** Not only is the pool deck the coach's workspace and the focus of their energies is your child, Conroe ISD regulations prohibit non swimmers and non coaches from being on deck. If you would like, drop a note into the Marlins box at the NAT front desk or post an email to the coaches via the team website. You are free to find a Marlins Board Member during practice if you have any comments, questions, or concerns you would like to share with the coaches or the team.

Communicate With the Board

The Marlins’ Board is eager to hear from parents and swimmers. While we would like to hear about things going well, we recognize there may be unpleasant events or situations that arise and we will do our best to resolve these situations as they occur. If you have comments you wish to share with the Board, please let us know as soon as possible. You may speak with or email a Board member at any time. The Board will jointly address all concerns expressed by swimmers or parents.

### *Parent Responsibilities - Service Requirements*

There are a number of areas in which you, as parents, can (and are expected to) support this team. The following is a listing of these positions:

|  |  |  |
| --- | --- | --- |
| **Board Positions** | **Service Positions** | **Service Positions** |
| President | Age Group Parent | Publicity / Newsletter / Photos |
| Vice-President | Awards and Ribbons | Ready Bench |
| Treasurer | Asst. Clerk of Course | Set-Up / Take-Down / Parking |
| Secretary/Roster | Computers and Scoring | Special Events Coordinator |
| Team Representative | *Donations/Fund Raising* | Timers and Scribes |
| Team Registrar | Officials | Volunteer Coordinator |
| Team Clerk of Course | PA / Announcer | *Web Site* |
|  | Relay Coordinator | Wet Shop |

Notes:

1. Board Positions are “year-round” positions
2. We also have Assistant Clerk of Course and Team Registrar positions which are not Board positions
3. Service Positions denoted by *italics* are “behind the scenes” positions and are not specifically meet-related
4. All other positions require coordinators, co-coordinators and significant support staff during swim meets

### The following section describes the responsibilities that you, the parents, must fulfill in order for the Marlins to have a fun and successful swim season.

**Parent Service Requirements**

In order to have a fun and successful summer swim season for all participants, it is essential that we have the full support of the swimmer’s parents to perform critical functions which enable us to hold our swim meets for our swimmers. Accordingly, the parents of each swimmer will be required to perform their “fair share” of service duties during the season. We expect each swimmer’s family to work at least one shift per meet if you have a child swimming in the meet. **This requirement may be adjusted – depending on the final number of families swimming**. ***Failure to meet your service responsibilities will result in your swimmer or swimmers not being allowed to swim in swim meets***.

Please refer to the “Team” section of the team website and click on Volunteering for more information.

***Governance***

The Marlins’ Board is as follows:

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Email** |
| President  | Samantha Goss  | president@thewoodlandsmarlins.org |
| Vice- President | Donnie Graves | vicepresident@the woodlandsmarlins.org |
| Team Representative  | Heather Luscomb | teamrepresentative@the woodlandsmarlins.org |
| Treasurer  | Shea Maddox | treasurer@thewoodlandsmarlins.org |
| Secretary/Roster | Nicoli Anderson | secretary@thewoodlandsmarlins.org |
| Registrar | Jill Keblawi | registrar@thewoodlandsmarlins.org |
| Clerk of Course | Mindy Lara | clerkofcourse@thewoodlandsmarlins.org |
| Fundraising Director | Open | fundraisingdirector@thewoodlandsmarlins.org |
| Community Outreach | Jayme Meyer | communityoutreach@thewoodlandsmarlins.org |

# ARTICLES OF ASSOCIATION

To further common purposes, the members agree to organize under these articles of association.

## Article I

## Name

The name of this association will be the Woodlands Marlins Summer Swim Team.

### Article II

Principal Office

The principal office of the association will be located in Montgomery County, Texas. The association may hold meetings within the State of Texas, at locations designated by the Board of Directors.

### Article III

Purposes

The purposes for which this association is formed are:

1. To own, operate and maintain an association exclusively to provide and support a competitive summer swim team for youth in The Woodlands area, for the entertainment and recreation of its members.
2. To do anything necessary and proper for the accomplishment of any purposes set forth in the bylaws adopted by the founders of this association.
3. To promote the above stated aims and purposes and to advance the interests of the membership by all legitimate means.
4. This association is organized and operated exclusively for the above-stated purposes, and for other non-profit purposes. No part of any net earnings of the association will inure to the benefit of any private member.

## Powers

In furtherance of the objectives described in Article III, but not in limitation of these objectives, the association will have the power, insofar as such power is conferred, or is not limited, by law, to make and perform contracts for any lawful purpose, to engage in various funding and fund-raising activities, and to acquire, own, hold, operate and maintain such property as may be required to effectuate its lawful purposes.

### Article IV

Membership

The association will have one class of members only. All voting rights and other rights, interests and privileges of each member will be equal. The rights and privileges of members, their liability for dues and assessments, and the termination and transfer of membership will be as stated in the bylaws.

### Article V

Governing Body

The powers of the association will be exercised, and its property controlled, by a Board of Directors composed of at least seven members. The qualifications, the time and manner of election, the terms and duties of office, and the manner of filling vacancies will be as set forth in the bylaws. A quorum will consist of at least one-half of the current Board. Action by the Board is taken upon a simple majority vote of a quorum.

### Article VI

Officers

1. Elective officers. The officers of this association will be a president, vice-president, secretary, treasurer, team representative, team registrar and clerk of course. Other offices and officers may be established or appointed by members of the association at the regular annual meeting. The qualifications of, time and manner of electing officers, duties and responsibilities of officers, terms of office, and the manner for removing officers will be as set forth in the bylaws.
2. Committees. Committees may be specified in the bylaws or may be appointed from time to time by the president.

### Article VII

## Amendments to Articles

These articles may be amended or repealed, in whole or in part, by a majority vote of this association’s Board of Directors and current committee chairpersons present at a meeting duly called for the purpose of amending or repealing these articles.

# Article VIII

Bylaws

Bylaws will be subsequently adopted, and may be amended or repealed, in whole or in part, in the manner provided in the bylaws. Amendments to the bylaws will be binding on all members, including those who may have voted against them.

### Article IX

Dissolution

This association may be dissolved and its affairs wound up by a majority vote of the association’s members present at a meeting duly called for the purpose of dissolution.

### Article XI

Distribution of Property on Dissolution

In the event of dissolution, property of the association will be distributed as follows: within one year of dissolution, the Board of Directors will unanimously decide which non-profit organization will receive the property of the association; should no decision be reached within one year, the property of the association will be given to the Northwest Aquatic League (a 501(c)(3) organization).

These articles of association are amended on November 6, 2006 in the Woodlands, Texas. (*Board Signatures on Original Documents*).

# BYLAWS OF THE WOODLANDS MARLINS SUMMER SWIM TEAM

**I.**

Principal Office

The principal office of the association for the transaction of its business will be located in Montgomery County, Texas. Meetings of members and directors may be held at such places within the State of Texas, at locations designated by the Board of Directors.

**II.**

Purpose

This non-profit association is formed to provide and support a competitive summer swim team for youth in The Woodlands area.

**III.**

The Board of Directors

1. Board of Directors as Governing Body. The association will be governed by a seven member Board of Directors, (the “Board”).
2. Composition and term of service. The members of the Board will be elected to one-year terms at the annual meeting to be held during the period of May 1 – July 31.
3. Election to the Board. Election to the Board will be by a vote of all members in attendance at the annual meeting plus any votes of members that were submitted in writing as absentee votes. A majority of votes cast will be required to elect. Vacancies occurring in the Board will be filled, until the next annual election, by a member selected by a majority vote of the remaining members of the Board.
4. Attendance. Any member of the Board who is absent from three consecutive meetings without presenting a satisfactory excuse will be deemed to have resigned as a member of the Board and will cease to be a Board member. Such party may, however, be reinstated to full Board membership by a majority vote of the Board.
5. Nominating Committee. In May of each year, the Board will invite all members interested in serving on the Board to contact the Board with the position in which that member is interested. The Board will compile a list of these interested members. This list will be considered the nomination of candidates for vacancies, and will be published in the last newsletter of the summer swim season. This list will be considered the nomination of candidates for vacancies, and will be published in the last newsletter of the summer swim season.
6. Executive Committee. The president, vice-president and treasurer, as an executive committee, have the power to transact, when the Board is not in session, business not affecting the established policy or procedure of the association. The executive committee will keep full minutes of each of its meetings, and report the same to the next meeting of the Board.
7. Management of Property. Property of the association may be used in accordance with the directions of the Board. The Board is not authorized to, and will not incur any debt or liability, or any combination of debts or liabilities, exceeding the net assets of the association.
8. Insignia, Colors, Badges and Flags. The Board may adopt insignia, colors, badges, and flags for the association, as it deems desirable.
9. Signatures on contract and formal documents. Contracts and formal documents must be signed by the president (or vice-president) and treasurer.

**IV.**

Meetings of the Board of Directors

1. Regular Meetings. Meetings of the Board will be held on an as needed basis, on a date and time designated by the president, but in no event less than once per month during the months of February, March, April, May, June and July. Notice of regular meetings will be given in advance to all Board members either in person, by telephone, or e-mail.
2. Special Meetings. The president may call a special meeting of the Board at any time. A special meeting must be called on the request of two or more officers of the Board. Notice of special meetings will be given in advance to all Board members either in person, by telephone, or e-mail.
3. Quorum. A quorum will consist of at least one-half of the current Board. Action by the Board is taken upon a simple majority vote of a quorum.
4. Order of Business. At Board meetings, the following order of business will be observed:
5. Roll call.
6. Minutes of preceding meeting and action on such minutes.
7. Reports of officers and committees.
8. Elections.
9. Unfinished business.
10. New business.

**V.**

Officers

1. Officers. The officers of the association will be a president, a vice-president, a secretary, a treasurer a team representative, a team registrar and a clerk of course. The officers will be elected annually by all association members present at the annual Board meeting.
2. Duties of the President.
3. Presiding Officer. The president, or in his or her absence the vice-president, will preside over all meetings of the association and the council.
4. Appointing Committees. The president will appoint all committees of the association and of the Board, unless it is specifically provided or ordered otherwise.
5. General Supervision. The president will exercise general supervision over all of the affairs of the association.
6. Ex Officio Member of Committees. The president will be a member, ex officio, of all committees, but will not be counted in determining a quorum. In the absence of the president, the vice-president may serve in this capacity.
7. Duties of the Vice President. The vice-president will act in the place and instead of the president in the president’s absence, and will exercise and discharge such other duties as may be required by the Board.
8. Duties of the Secretary. The secretary will keep a complete record of all proceedings and correspondence of the association and the Board. The secretary will keep a membership roster containing the names and addresses of each member of the association. The secretary will be responsible for distribution of correspondence as directed from the board to each member of the association.
9. Duties of the Treasurer. The treasurer will keep the books and accounts of the association, and will perform any other duties usually assigned to a treasurer. The treasurer will co-sign with the president or vice-president all checks drawn on the accounts of the association. In the absence or incapacity of the treasurer, the treasurer’s power to sign checks may be delegated by the council to one of its members.
10. Duties of the Team Representative. The team representative will serve as a communication link between the Board and the league, division, and other teams. The team representative will also have the duties prescribed by the current Northwest Aquatic League Rule Book.
11. Duties of the Team Registrar. The team registrar will be responsible for the management of the registration process of members into the association. Duties will include collection and maintenance of the registration data and payments as well as being the point of contact for registration and refund related matters.
12. Duties of the Clerk of Course. The Clerk of Course will be responsible for the management of the swimmer event registration process for the association. Duties will include collection and maintenance of event registration data and communication of meet entry data as required by the current Northwest Aquatic League Rule Book.

**VI.**

Membership

Membership in the association is limited to the parents and/or guardians of each child who joins the Woodlands Marlins Summer Swim Team. Membership begins upon the yearly registration and payment of the team registration fees for each child, and continues until the next registration period. Members may not vote by proxy; however, members may vote in writing via a signed and dated absentee ballot.

**VII.**

Suspension or Expulsion of Members

Suspension and Expulsion of Members. Any member may be suspended or expelled from the association for willful infractions of the association’s bylaws or other rules, or for acts of conduct that the Board may deem to be disorderly, injurious or hostile to the interests or objectives of the association, provided the Board gives notice to such offending member of the proceedings against him or her, and the member is provided an opportunity to be heard. The Board may suspend or expel such member by the affirmative vote of the majority of the Board, or if the prospective suspension or expulsion is of a Board member, an affirmative vote of three of the four other Board members.

**VIII.**

Annual Meeting of the Association

The annual meeting of the association for the election of the Board and the transaction of general business of the association will be held each year between May 1 and July 31, on a date selected by the president. Notice of this meeting will be given in advance to all association members in the team newsletter, email and/or the team web site.

**IX.**

Amendment

These bylaws may be amended by the affirmative vote of a majority of the members voting at a regular or special meeting of the association. Any adopted amendments to the bylaws will be binding on all members, including those who voted against them.

**X.**

Dissolution

This association may be dissolved by the vote of a two-thirds majority of its members present at a special meeting duly called for the purpose of dissolution. In the event of dissolution, property of the association will be distributed as follows: within one year of dissolution, the Board of Directors will unanimously decide which non-profit organization will receive the property of the association; should no decision be reached within one year, the property of the association will be given to the Northwest Aquatic League (a 501(c)(3) organization).

**XI.**

Adoption

These bylaws are amended on May 4, 2022 by: (*Board Signatures on Original Documents*)

### *SWIMMER’S PERSONAL RECORD*

The following table can be copied or downloaded from the team web site for use in tracking your swimmer’s performance throughout the season.



***Coach’s Swim Time Form***

The following table can be copied or downloaded from the team web site for use in acquiring seed times for your swimmer throughout the season. Specific event seed times are required to swim in that event in either a Dual or Divisional swim meet. Please place completed form in the Marlins drop box at NAT front desk or scan and email to clerkofcourse@thewoodlandsmarlins.org. Clerk of Course must be notified. New seed times must be turned in one week and one day prior to the meet in which the new event is to be swum.

