

Northwest Swim Circuit

Meet Directors Guide

2011



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Northwest Swim Circuit

Meet Directors Guide

Meet Director - Conduct

All judges, meet officials, and coaches are charged with the responsibility of conducting themselves at the highest level of integrity and by their words and actions to demonstrate the virtues of clean competition and good sportsmanship consistent with the preamble of these By-laws

Primary Responsibilities of a Meet Director

The meet director is usually appointed by the swim team board and is the organizer and coordinator of all meet activities. The meet director's main responsibilities include, but are not limited to: securing an appropriate meet facility; preparing and distributing meet invitations (home swim meets), organizing meet volunteers, and distributing final results and awards. The director should remain the overseer of activities, avoiding direct involvement in any one volunteer group or activity. It is also essential that the meet director consult regularly with volunteer chairpersons to ensure that each group's assignments are being handled thoroughly and expediently.

Reference Material Required

This handbook contains numerous references to the Northwest Swim Circuit By-Laws and USA Swimming Rules and Regulations. All meet directors should have a copy of the Northwest Swim Circuit By-Laws and current USA Swim rulebook and should familiarize themselves with the technical rules and administrative regulations. The rulebooks should be kept readily available during the meet.

The meet director's primary goal is to host a well-organized and efficiently run meet. Swim meets are for swimmers and should be designed with the swimmers' best interests in mind. Long, disorganized meets are not conducive to quality swimming.

Home Meet Director Duties

Before planning the meet, the meet director should read the notes or after-action reports of previous meet directors for suggestions, specific needs or possible areas of concern. Planning for a meet should begin months before the actual meet date. Meet dates are often selected and approved by the NWSC Board anywhere from six months to more than one year in advance. As soon as possible, the Meet Director should prepare a checklist of all the tasks which must be performed prior to the meet, with a tentative timeline as to when each action must be completed and a notation as to which volunteer chair or individual has been delegated the responsibility for that action. Items to be included on the checklist will vary from meet to meet but can be compiled from the information contained in this booklet, from NWSC By-Laws and from the experience of other meet directors.

Basic Requirements for Event Facilities

It will be the Meet Directors responsibility that the venue for the meet is set up correctly by NWSC guides. The Meet Director should also make sure that home team and visiting team parking requirements have been addressed and properly communicated to both teams (remember it will be dark when most teams start showing up for the meet proper care and consideration must be given to swimmer safety).

The Meet Director must provide the visiting team, in advance of the meet specifications for not only parking but team location, computer set-up, volunteer check-in station, officials meeting place, ready bench, off limit areas, concession area, restrooms and any other location of specific facility items that will be necessary throughout the meet.

Safety

Safety issues are also a priority. The Meet Director must make sure the parking area, loading – unloading area, team set-up area, restrooms, pool deck and pool are as safe and free of hazards as the facility will allow.

Officials required for conducting Swim Meets

Officials are the driving force behind a successful swim meet – both home and visiting. Below is a list of the primary meet officials required. It is in the Meet Directors best interest to have knowledgeable volunteers acting as primary for each group of officials.

- Home Meet Director
- Visiting Meet Director
- Official Coach
- Announcer
- Starter
- Head Stroke Judge
- Head Timer
- Ready Bench
- Ribbons and Scoring
- Computer

Meet Management - Computer Rep Timeline

#	Deadline	Responsibility	Activity
1	Monday am	Swimmers	Sign up for next meet
2	Tuesday pm	Coaches	Deliver meet entries to computer reps
3	Tuesday pm	HT & VT reps	Create meet entries in Team Manager. Print a meet entries report for review
4	Wednesday am	Coaches	Review meet entries and indicate corrections
5	Wednesday pm	HT & VT reps	Correct meet entries in Team Manager
6	Wednesday 8:00 pm	VT rep	Email Team Manager meet export to HT rep
7	Thursday pm	HT rep	Seed the meet from both team's TM exports. Manually adjust the relays in the meet database to put A, B, C, etc. relays in same heat. Set up session for heat start times.
8	Thursday 8:00 pm	HT rep	Email seeded meet database file to VT rep
9	Thursday pm	HT & VT reps	Print 3-4 heat sheets
10	Friday am	HT & VT reps	Deliver heat sheet to coaches & copy person
11	Friday pm	HT & VT Copy person	Copy enough heat sheets for your team and coaches. HT provides combined heat sheets for all meet officials.
12	Friday pm	HT & VT reps	Print entry cards and check-in reports for your team
13	Saturday am	Team parents	Check in swimmers, indicate any missing on check-in sheet
14	Saturday am	Coaches	Fix busted relays caused by missing swimmers
15	Saturday am	HT & VT reps, Coaches	Make relay changes, indicate on master heat sheet and relay entry cards
16	Saturday am	Meet directors	Approve modified heat sheet
17	Saturday am	HT rep	Deliver combined heat sheets to HT & VT meet officials & ready bench
18	Saturday am	HT & VT reps	Run the meet. Enter times as they come in.
19	Saturday pm	HT rep	Export meet database for VT rep

Meet / Computer specifications

There are several time standards the computer representatives utilize to set a meet – these are dealing with management of the meet.

- Interval set between heats – 30 seconds.
- 15 minute break after event 45

These can be adjusted as necessary to move a meet along; however the interval between heats should not be set too low otherwise paper time will never be met with actual.

The break can be shortened, but care must be taken. This break is important to allow time between event 45 (6 and under 25 Fly) and event 46 (6 and under 25 Breast). The break is also necessary to allow enough time to get the second half volunteers in place.

Meet Management – Consideration of our neighbors.

With neighborhood associations, municipalities and other pool “owners” becoming more sensitive to the recreational swim public, swim teams are having more time restrictions placed on not only practice but meets. This makes meet management prior to the start of a meet very important.

- Establish a hard end time from your pool owner
- Get expected number of swimmers coming to meet early – this can give you a ball park meet run time – 400 swimmers, 87 events: 6 hour meet.
- If two large teams at meet or hard end time at noon, it might be best to get entries in early from the visiting team. Seed the meet and check the time line utilizing standard intervals. If the meet appears to run long and more than 5 minutes need to be trimmed look at the following for suggestions. *“It will be the Home Meet Directors responsibility to set the tone for changes in meet heats, events, time intervals. It is best to do this with conference with the visiting team Meet Director, but at the end of the day the Home Meet Director makes the final call.”*
 - Number of one team only relay heats
 - Number of relay heats
 - Number of one team only individual events
 - Number of individual events
 - Number of relay events

To shorten a meet run time the Meet Directors should look at the above list and trim meet time line in the suggested order. Remember relay events are fun to watch, but they are the first expendable event over any individual event.

Head Coaches – Home / Visiting

It is important to introduce yourself to the head coach for both teams (Home Meet Director). The head coach will be an additional point of reference as to how the meet is moving along. They will be able to tell you if the Starter pace is good and starting appears to be even from heat to heat. They will also be able to help monitor for any concerns with stroke/exchange officials, timers and ready bench.

An introduction to the head coaches prior to the start of the meet will be a better time than when you are presented with a meet management complaint or the DQ dispute.

Authority of Home Meet Director - Protests

The Home Meet director has the final word at the meet for any disputes.

Protests can be made after the conclusion of a meet to the NWSC Board.

NWSC BY-Laws

7.4.1 Number Required Home Meet Director

One HOME MEET DIRECTOR is required for each home meet. It is recommended that meet directors be current or past circuit representatives, and/or very experienced officials, or team board members. In addition, it is suggested each team have more than one meet director each swim season.

7.4.2 Certification

All MEET DIRECTORS must attend a circuit Official's Clinic each year.

7.4.3 Involvement in Pre-Meet Negotiations

The HOME MEET DIRECTOR must be involved in any negotiations regarding exceptions to a normal meet. Such requests must be detailed (i.e., precisely describe the specific exception, such as the event numbers) and must be negotiated by Tuesday prior to the meet to allow both teams adequate time to prepare.

7.4.4 Review of Pool Facilities

The HOME MEET DIRECTOR shall review the condition of the pool, support facilities, equipment, and supplies prior to the beginning of the meet and see that any necessary corrective action is taken. See Sections 9.6 and 9.7. In pools with water depth less than 4 feet at the starting end, the swimmers must start from in the water.

7.4.5 Responsibilities (Home Meet Officials)

The HOME MEET DIRECTOR must ensure that all officials are aware of their responsibilities prior to the start of each meet. The HOME MEET DIRECTOR shall use the NWSC By-laws to assist him/her in reviewing any special instructions to ensure consistency at the meet.

7.4.6 Schedule Coordination/Heat Sheets

The HOME MEET DIRECTOR shall coordinate the necessary scheduling with the meet officials to begin the meet at the scheduled start time. The HOME MEET DIRECTOR shall insure the accuracy and verify the official heat sheet is at the scorer's table by the start time.

7.4.7 Progress during the Meet

The HOME MEET DIRECTOR shall conduct meets in accordance with NWSC By-laws and be in complete charge of the meet, adjudicate all disputes, and have the final word in all matters, subject to a written protest as provided herein.

The HOME MEET DIRECTOR shall observe the progress of the meet to ensure a smooth integration of activities. During both halves of the meet, the HOME MEET DIRECTOR shall visit the scoring table to review timer performance. The HOME MEET DIRECTOR shall periodically check with various officials and take action to help, or if necessary, replace an official who is ineffective.

The HOME MEET DIRECTOR shall make a written report to the Vice- President of the Executive Board on any DISQUALIFICATIONS not involving the swimming of an event or on any unsportsmanlike conduct considered detrimental to the conduct of the meet.

7.4.8 Discipline of Meet Official(s)

A judge may be replaced by agreement of both Meet Directors, but only after the Meet Directors attempt to correct the situation in a conference which includes all judges. In such cases, the Meet Directors shall submit a written report to the Circuit Dual Meet Director.

7.4.9 Postponement/Cancellation Due to Weather

The HOME MEET DIRECTOR shall make the final judgment on postponement or cancellation of a scheduled meet due to inclement weather. Such decisions shall be communicated to the visiting team Meet Director as soon as possible.

Some guidelines for making a decision before a meet has started include:

Texas weather is unpredictable, especially early in the morning. It may be best to attempt to delay the meet for an hour rather than canceling it immediately. If the conditions involve only a light mist, you could have both teams show up on time, which allows for an earlier start if the conditions do clear up. This alternative becomes more feasible if your pool provides a warm, covered facility to keep participants out of the rain.

Remember, the parents and swimmers were going to spend their whole morning at the meet, so attempting to conduct the meet is generally the best ground rule. If, however, the meet cannot start by 9:30 or the conditions include severe weather (i.e., lightning, heavy rains or heavy winds), please do not jeopardize the safety of anyone.

In the event of cancellation or delay the Visiting Meet Director should be called by the Home Meet Director no later than 6:30 AM. The visiting team must have adequate time to notify their families before they drive to the meet for warm-ups.

Some guidelines for making a decision after a meet has started include:

Upon first notice of any severe conditions (i.e., lightning, heavy rains, or heavy winds) begin to take actions to suspend activities and minimize risks to both the swimmers and parents. This would probably involve at least a temporary interruption of the meet. If the conditions involve only rain, then the decision becomes more difficult. Certainly any heavy rain dictates an interruption of activities. Do not underestimate the importance of quickly delaying a meet in even a light mist; an unnecessary delay will result in wet, cold swimmers and parents as well as destruction of the paperwork needed to run the meet. Your actions in this case rely partially on the facilities at your pool. Above all else, get out and

sample the worst conditions, your judgment must reflect those conditions (e.g. do not stay indoors with part of the people while others are out in the rain). Remember, this is a fun circuit! Let your judgments reflect this.

7.5.1 Number Required Visiting Meet Director

One VISITING MEET DIRECTOR is required for each away meet. It is recommended that each team have more than one meet director each year.

7.5.2 Certification

All VISITING MEET DIRECTORS must attend a Circuit Official's Clinic each year.

7.5.3 Involvement in Pre-Meet Negotiations

The VISITING MEET DIRECTOR shall be involved in all negotiations with the Home Meet Director in preparing for the Dual Meet. Such requests must be detailed (i.e., precisely describe the specific exception, such as the event numbers) and must be negotiated by Tuesday prior to the meet to allow both teams adequate time to prepare.

7.5.4 Responsibilities (Visiting Meet Officials)

The VISITING MEET DIRECTOR shall assist the Home Meet Director and act as liaison to the visiting team. The VISITING MEET DIRECTOR must ensure that all visiting team officials are properly trained and aware of their duties prior to the start of the meet. The VISITING MEET DIRECTOR shall use the NWSC By-laws to assist him/her in reviewing any special instructions to ensure consistency at the meet.

7.5.5 Accessibility to Home Meet Director

The VISITING MEET DIRECTOR shall be properly identified to the Home Meet Director. He or she shall make themselves readily accessible to the Home meet Director for discussions about meet issues and to facilitate requests to the visiting team.

7.5.6 Schedule Coordination/Heat Sheets

The Home Meet Director shall assist the necessary scheduling with the meet officials to begin the meet at the scheduled start time. The VISITING MEET DIRECTOR shall insure the accuracy and verify the visiting team's Official Heat Sheet is at the scorers table by the start time.

Pool Conversion Factors

Pool	Pool Length in Feet	Adjustment Factor	Number of Lanes
Anderson Mill – Anderson Mill	75.06	0.999	6
Anderson Mill - El Salido	83.00	0.904	5
Balcones Country Club	82.38	0.910	4
Block House Creek	75.00	1.000	6
Brushy Creek-Creekside	81.91	0.916	6
Brushy Creek-Sendero Springs	75.00	1.000	8
Cedar Park	82.08	0.914	8
Forest North	81.59	0.909	6
Georgetown-Village	75.00	1.000	6
Georgetown-Southwestern	75.00	1.000	6
Hurricanes-Rattan Creek	82.19	0.913	8
Pflugerville	82.93	0.904	8
Round Rock	75.00	1.000	8
Steiner Ranch – John Simpson	81.96	0.915	6
Steiner Ranch – Bella Mar	75.00	1.000	8
UT Swim Center	75.00	1.000	8
Wells Branch	75.08	0.999	6

OFFICIAL TIME = STOP WATCH TIME x ADJUSTMENT FACTOR

NWSC Code of Conduct

The Northwest Swim Circuit was formed with the objective of helping young swimmers to develop: physical fitness, self discipline, self confidence, proficiency in competitive swimming strokes, a determination to do one's best and good sportsmanship. The expectation of the Executive Board is participants will exhibit the highest standards of sportsmanship at all times while participating in all NWSC and member club affiliated events. Every participant, including swimmers, coaches, officials, board members, parents and spectators, has a responsibility to behave in a respectable manner and to comply with and support the Code of Conduct.

While attending and/or participating in any NWSC or member club affiliated practice or event, no individual shall:

- At any time strike, shove, threaten to strike or lay a hand upon an official, swimmer, coach or spectator.
- Engage in an abusive, verbal attack upon any official, swimmer, coach or spectator on or off the pool area.
- Use trash talk, profane, obscene or vulgar language, or gesture under any circumstances, on or off the pool area.
- Engage in an objectionable demonstration of dissent or unsportsmanlike conduct such as throwing equipment or any other forceful action.
- Refuse to abide by an officials decision

Any violation of the above policy will result in the following action at the discretion of the Home Meet Director:

First Offense – Ejection of the person(s) from the meet/event by the Meet Director

Second Offense – Suspension of the person(s) from any and all meets or events for the remainder of the current swim season

If this individual is acting in the capacity of a coach or meet official at the time of the offense then the additional sanctions will be as follows:

First Offense – Ejection of the person(s) from the meet/event by the Meet Director

Second Offense – Suspension of the person(s) from participating in an official capacity at any and all NWSC sanctioned events for the total of one year from the date of infraction.

Third Offense – Suspension of the person(s) from participating in an official capacity at any and all NWSC sanctioned events for life.

**Any violation will be reported in writing to the vice president of the NWSC Executive Board either by electronic or traditional mail prior to the next NWSC sanctioned event or within 30 days of infraction if occurrence is at the last sanctioned event for the swim season.*

Circuit Contacts

Team	Position	F. Name	L. Name	Tel #	Cell #	Email
Georgetown	President	Kirby	Tyndall	869-4706	752-5477	ktyndall@suddenlink.net
	Circuit Rep	David	Strauss	807-6350	239-8577	daveostraus@gmail.com
	Meet Director	David	Strauss	807-6350	239-8577	daveostraus@gmail.com
	Computer Rep	JJ	Gilbert	869-4679		aquadilloscomputerrep@gmail.com
	Treasurer	Rhonda	Lancaster	864-1290		rhonlancast@aol.com
	Ribbons					
Hurricanes	President	Marty	De Leon	415-9610		martydeleon@sbcglobal.net, president@hurricaneswimteam.org
	Vice President	Pam	Rafaelle	294-5817		vicepresident@hurricaneswimteam.org , praffaele@mlrpc.com
	Circuit Rep	Karen	McElhinney	335-9449	585-6053	nwscrep@hurricaneswimteam.org, tk88mce@sbcglobal.net
	Meet Director	Keith	Arroyo	331-1631	914-5355	keitharroyo@gmail.com , meetdirector@hurricaneswimteam.org
	Asst. Meet Dir.	Bob	Chin	219-8588	659-4539	rchin@austin.rr.com, asstmeetdirector@hurricaneswimteam.org
	Computer Rep	Kellie	Fauver	627-9037		computer@hurricaneswimteam.org, texastutor@gmail.com
	Treasurer	Randy	Meyer			treasurer@hurricaneswimteam.org , guardsm-sports@yahoo.com
	Ribbons					
Pflugerville	President	Mike	Paratore		504-338-9775	bigeasygolf@att.net
	Circuit Rep	Cheryl	Tramp	990-1864	923-6954	pvillemom03@sbcglobal.net
	Meet Director	Doug	Rino		600-0104	douglas.reno@sbcglobal.net
	Meet Director	Tami	Lamire		970-5499	georgia@txtorok.com
	Computer Rep	Roger	Tramp		927-2798	rogertramp@yahoo.com
	Treasurer					
	Ribbons	Cheryl	Tramp	990-1864	923-6954	pvillemom03@sbcglobal.net

Circuit Contacts

Round Rock	President	Kara	Ritthaler	733-6435		karaandroy@yahoo.com
	Circuit Rep	John	Adcock	632-5722		john_adcock@dell.com
	Circuit Rep	Nancy	DeBeau	310-0112		DayBow@aol.com
	Meet Director	Ziad	Fanous	310-9591		ziad_fanous@dell.com
	Computer Rep	Brian	Booth	388-7609		brian@taexasbooths.com
	Treasurer	Margaret	Van Norstrand	218-4832		MVNCPA@aol.com
	Ribbons					
Steiner Ranch	President	Janis	Goodman	266-3258	426-1548	janis_goodman@hotmail.com
	Circuit Rep	Cornelia	Kamp	266-3552	423-9235	cornelia_kamp@yahoo.com
	Treasurer	Lynn	Conin	266-6209	638-0850	cronintx@sbcglobal.net
	Meet Director	Tina	Hillman	266-5918		tinahillman@sbcglobal.net
	Computer Rep	Jeff & Ilse	Connell	266.3201	779.78841	i.connell@gmail.com, jpconnell@gmail.com
SR-RED	Ribbons	Christine	Fitzpatrick	266-8543	507.6272	cfitzpatrick1@austin.rr.com
	Meet Director	Todd	Ballengee	565-4115		ToddBallengee@hotmail.com
	Computer Rep	Tony	Perez	358.4269	238.1649	tonyperez@austin.rr.com
SR-BLUE	Ribbons	Lisa	Stringer	382-7907		lstringer1@austin.rr.com
	President	Paul	Wadehra	990-2105		paul.wadehra@gmail.com
Wells Branch	Circuit Rep	Mary	Hale	251-9904		mjhale@austin.rr.com
	Circuit Rep	Mindy	Lewis	658-0843		mlewis@slb.com
	Meet Director	Mindy	Lewis	658-0843		mlewis@slb.com
	Computer Rep	Glen	Taffinder	990-9978		gtaffinder@yahoo.com
	Treasurer	Susan	Hammack	990-3432		sshammack@sbcglobal.net
	Ribbons	Mary	Hale	251-9904		mjhale@austin.rr.com

Circuit Contacts

Anderson Mill	President	Claudia	Hall	335-3734		hall.claudia@sbcglobal.net
	Circuit Rep	Mark	Gibson	336-7988		mwgibson@mmm.com
	Circuit Rep	Tuyen	Nguyen	791-7411		tnguyen98@sbcglobal.net
	Meet Director	Mark	Gibson	336-7989		mwgibson@mmm.com
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	Ribbons	Carolyn	Read	250-6436		caread@austin.rr.com
	President	Mike	Varozza	249-8004		varozza@earthlink.net
Balcones	Circuit Repts & Meet Directors	Brian	Gimarc	331-8959		gimarc@pobox.com
Country		David	Bowers	750-7580		dbowers1@swbell.net
Club	Computer Rep	Rex D	Avila	293-9671		rdavila3@austin.rr.com
	Treasurer	Tracy	Jackson	331-5366		kilper@austin.rr.com
	Ribbons	Rachel	Zintgraff	336-2615		zintgraf@swbell.net
	President	Angela	Newberry	925-6132		Angela.newberry@att.net
Block	Circuit Rep	Lonnie	Saul	658-6639		lonnie.saul@gmail.com
House	Circuit Rep	Karen	Erlanson	623-0528		kerlanson@austin.rr.com
Creek	Meet Director	Karen	Erlanson	623-0528		kerlanson@austin.rr.com
	Computer Rep	Michael	Tomberlin	944-6663		m_tomberlin@austin.rr.com
	Treasurer	Tina	Saul	528-0773		ltnbsaul@yahoo.com
	Ribbons					

Circuit Contacts

Brushy Creek	President	Mindy	Haig	851-7525		mindyhaig@sbcglobal.net
	Circuit Rep	Bob	Grahl	773-4513		bob@grahl.us
	Circuit Rep	Mindy	Haig	851-7525		mindyhaig@sbcglobal.net
	Meet Director	Bob	Grahl	773-4513		bob@grahl.us
	Computer Rep	Tere	McCann	238-1247		tmccann@fibi.com
	Treasurer	Joe	Doran			joe@jbdww.com
	Ribbons	Michelle	Doran			joe@jbdww.com
Cedar Park	President	Kenny	O'Neil	917-1436		kenny.oneil@gmail.com
	Circuit Rep	Mary Jo	Kilburn		826-5769	kilburnmj@yahoo.com
	Circuit Rep	Leslie	Rosenthal	250-3415	922-7026	lnrose@aol.com
	Meet Director	Mary Jo	Kilburn		826-5769	kilburnmj@yahoo.com
	Computer Rep	Paul	Kuhn	797-1569		Paul.kuhn@freescale.com
	Treasurer	David	Mossell	963-3039		drossell@austin.rr.com
	Ribbons	Lisa	Sullivan			sullivanlma@gmail.com
Forest North	President	Carol	Nealon	341-7200	496-5188	mncnlnbn@aol.com
	Circuit Rep	Sue	Anconetani	388-3166	576-9905	sk.anconetani@gmail.com
	Meet Director	Brad	McCredie	255-6527	618-0745	mccredie@us.ibm.com
	Computer Rep	Jennifer	James	249-0768	750-2182	jen@tontoenterprises.com
	Treasurer	Lisa	Byrd	249-7494	736-7842	lalantex@austin.rr.com
	Ribbons					