

# Arden Manor Pirates

## 2017 Handbook



# Everything you want to know about your swim team.

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# Arden Manor Pirates Swim Team

## Mission Statement

Through recreational swimming we promote healthy and positive opportunities that allow children to develop the values of physical fitness, sportsmanship, commitment, and accountability that will empower them to be champions in and out of the water.

## VFCAL League Membership

The Arden Manor Pirates Swim Team is a member of the Valley Foothill Competitive Aquatic League (VFCAL) and will abide by the rules of the League. In the case of any team policy that conflicts with the League's rules and bylaws, the League bylaws and rules shall prevail. VFCAL is currently comprised of six teams: Arden Manor Pirates, Auburn Robalos, Cordova Blue Marlins, Dry Diggins Dolphins, Orangevale Tigersharks, Roseville Lifetime SugarBears, and Folsom Lifetime team (name TBD).

## Arden Manor Pirates Team Goals

- To train swimmers in the correct technique of the four competitive strokes.
  - To involve all parents in volunteer and fundraising activities in support of the Arden Manor Pirates Swim Team program.
  - To create social activities that help develop team spirit and friendships amongst the swimmers and parents.
  - To demonstrate the importance of good sportsmanship and setting / achieving goals.
  - To encourage an environment where parents work in support of our coaches and swimmers.
- **Arden Manor Pirates - Supporting the Swim Team**

We are very fortunate to have the Pirates Swim Team in our community. As a parent volunteer / Park District partnership, we take our responsibilities and stewardship very seriously. It requires a dedicated and active parent volunteer base to keep things running smoothly and effectively. We need you to become involved and join us as we work to make sure this valuable youth program remains available to kids in our community for years to come!

- **Pirates Parent Volunteers - How You Help**

Support for the team comes in a variety of shapes and sizes! It can be running for a Pirates Parent Board position. It can involve training to become a meet official or stroke and turn judge. It can be to help us develop and carry out a new and exciting fundraising event or team activity. It can also be as simple as being open to help-out as needed in a pinch! We challenge you to step up and become more involved this swim season!

A swimmer's family with only one swimmer is expected to earn a minimum of **four (4) volunteer service credits, per swimmer, per season** and multi swimmer families must complete a minimum of **ten (10) volunteer service credits, per family, per season**. Swimmers are encouraged to attend Champs and families must volunteer at Champs if attending.

Please see **Volunteer Form** (page 18) for volunteer positions and descriptions. Volunteer service positions that last all day, such as Age Group Parent, Hospitality, Computer Ops/Runner/Ribbons, will earn two volunteer service credits per swim meet. Each Home Swim meet has a minimum of 50 volunteer service credits available.

- **Pirates Parent Volunteers and Maintaining Priority Family Status**

**Failure** of a family to complete their Pirates volunteer service credit requirements will result in loss of priority registration, loss of discounts and a **parent volunteer service credit non-compliance fee of \$175 per child, or \$300 per family.**

- **Fundraising**

Registration fees do not cover the cost of running the swim team and the difference has been made up with park funds. Beginning with the 2017 season, the Arden Manor Pirates Parent Board formed a 501c3 non-profit organization, "AM Pirates Swim Club", which will oversee all fundraising activities. Fundraising efforts by the team are designed to hold down registration fees, and provide funds that will be utilized to pay for the extras (swimmer awards, advertisements, new popups, swim caps, etc.) to the team that are not within the AMRPD budget. We hope you participate in and enjoy the fundraising activities sponsored by your "Swim Club" this season.

A few of the events considered each year:

- Annual Swim-A-Thon
- 50/50 Drawings at our home swim meets
- Silent Auction and Prize Drawings at Pirate Team BBQ
- Other community fundraising

## **Pirates Swimmer Eligibility**

The Arden Manor Pirates Swim Team is open to youth ages 4 to 18. In order to compete in League sanctioned events, swimmers must abide by the following rules:

- The swimmer may not swim for another club or team (other than high school or college) during the season.
- The swimmer may not be older than eighteen years of age on June 1 of the current season.
- The swimmer must have observed the VFCAL mandatory rest period of January 16th - February 28 or 29th of the current year.
- The swimmer must be safe in the water using the following guidelines:
  - a. All swimmers 8 years old and younger must be able to swim 25 yards unassisted (if unable to do so, the swimmer will be assigned to our Junior Pirates program)
  - b. All 9-10 year old's must swim 25 yards unassisted with sustained breathing
  - c. Participants ages 11 and older must swim 50 yards unassisted with sustained breathing

- **Safety Swim**

For **NEW** Pirate swimmers, Pirates' Staff / Coaches will conduct a water safety evaluation prior to the start of the practice season. This swimmer assessment will be for all new Pirate Team swimmers 8 and under, using the criteria detailed above in Swimmer Eligibility.

- **Junior Pirate Program Eligibility**

AMRPD Staff will determine a swimmer's status during the swim testing at the beginning of the season. Swimmers will either be a full Pirate Swimmer, a Junior Pirate, or be recommended to take swim lessons and try again next season. Swimmers who are eligible for the Junior Pirates program will pay the same registration fees as a full Pirate Swimmer

Swimmers eight (8) and under who do not pass the swim test at the beginning of the swim season (swim 25 yards unassisted) will be placed in the Junior Pirates Program if are comfortable with the water, can float on their back independently, but do not yet have the endurance, or stroke skills to get across the pool unassisted.

## Registration and Fees

- **Priority Registration Swimmers**

**Priority registration** will be conducted beginning in February 2017 for eligible returning swimmers. Volunteering families are what make this swim team a success. As a result, families who completed the required volunteer service shifts the prior year will be given registration priority. **To get Priority discounts, you must use a Walk-Up Registration day** or, physically going to the AMRPD or calling the AMRPD office. Registration must be completed by the early registration deadline to qualify for any service discounts. If you have questions about the upcoming swim season, **Walk-Up Registration** days will be staffed with Board members that can answer those questions.

**Any Priority family who qualifies for a discount, must sign-up on a Walk-Up Registration day or at the AMRPD office.**

- **Open Registration**

**Online “open registration” will begin in February.** AMRPD will post registration details on the website ([www.amrpd.org/pirates](http://www.amrpd.org/pirates)) and via email to returning families in January.

To allow for the optimum swim team experience, there will be sign-up limits established by swimmer age group and gender. See table for the anticipated breakdown for this season:

<b>Swimmer Age Group</b>	<b>Girls</b>	<b>Boys</b>	<b>Totals</b>
6 and Under	16	16	<b>32</b>
7 and 8	16	16	<b>32</b>
9 and 10	20	20	<b>40</b>
11 and 12	20	20	<b>40</b>
13 and 14	12	12	<b>24</b>
15 and Over	8	8	<b>16</b>
<b>Total</b>	<b>92</b>	<b>92</b>	<b>184</b>

**Swim team roster will be finalized after the first week of practice to allow coaching to evaluate if the number of swimmers registered in each age group can be accommodated, so that wait listing does not need to occur.**

- **Fees**

Fees for registration and any available discounts will be posted on the Arden Manor website at the beginning of the swim season. All families that participated during the prior year will also receive a “Welcome Back” email notice. It is the family’s responsibility to ensure that Arden Manor has their current email address.

- **Fees – Special Note - Important**

- **Swim team fees must be paid in full on or before the first day of practice.**
- Returning families that did not complete the volunteer service credit requirements will not be eligible for **ANY registration fee discounts** that are offered.
- **Failure to complete parent volunteering service credit requirements will result in a parent volunteer service credit non-compliance fee.**

## **Refund Policy**

- **General Refund Policy**

If a refund is requested by the first day of practice, a full refund is granted, less a \$10 processing fee. If a refund is requested by May 15<sup>th</sup>, a 50% refund will be given, less a \$10 processing fee. After May 15<sup>th</sup>, no refunds will be given, except as indicated in the Injury Refund Policy below.

- **Injury Refund Policy**

If a swimmer experiences an injury that prevents him or her from swimming for the remainder of the season, refunds may be issued as follows:

- Injury occurs during the first week following the start of practice—full refund
- Before week 4 of practice – 50% refund
- After week 4 and before Time Trials – 25% refund
- After Time Trials – no refund

# Coach, Swimmer, and Parent Commitments

## • Coaches' Commitments

The coaches of the Arden Manor Pirates are employees of the Arden Manor Parks and Recreation District. Pirate coaches are each certified by the American Red Cross in Lifeguard Training, CPR for the Professional Rescuer and First Aid for Lifeguards. Specific responsibilities include:

- Develop season plan for team and age groups
- Organize and direct team practices
- Help establish swimmer goals at the beginning of the season
- Responsible for discipline and control of team members during all team functions
- Coach and instruct swimmers on all facets of competitive swimming
- Prepare entries for league meets, practice meets, and Championships
- Perform first aid as necessary
- Work with Swim Team Board of Directors to provide a positive swim season
- Attend team social activities and help build team spirit
- Develop positive attitudes and motivate swimmers towards competition
- Promote having fun while racing and encourage Sportsmanship!
- Meet with Pirates' Parents once a week, **during Wednesday practice from 5:50 to 6:10 pm.**

## • Swimmer Commitments

The success of the team begins with everyone sharing the same commitment. All Pirates swimmers will be committed to the following:

- Honor your teammates with your 100% effort at all times.
- Set individual goals.
- Attend assigned practice sessions on a regular basis and always be on time.
- Attend Time Trials and dual meets.
- Attend Championships.
- Have a positive and coachable attitude.
- Encourage your teammates.
- Be a part of the team by being involved. There is no "I" in TEAM!
- Wear the team gear and suits as appropriate.
- Only Pirate swim caps are allowed at meets.
- Have fun swimming FAST!

## • Parents' Commitments

Parent involvement in the Pirates Swim Team is **crucial** for a successful team. All of your support of the Pirates' swim season will be rewarded with swimmers that are successful and you will have become a role-model for your children because of that commitment. All Pirates' Parents will be committed to the following:

- Support the coaches and team with positive attitude.
- Complete volunteering requirements, **four (4)** volunteer position shifts, per child, per season. Volunteer requirement for **multi-swimmer families** has a minimum of **10 required** shifts). Please see **Exhibit 1** for volunteer positions and descriptions.
- Make meet and practice attendance a priority for your family.
- Make arrangements to get your child to practices and meets on time.
- Your child is only authorized to swim in practice sessions assigned by Coach.
- Sign up for meets by Monday, 12:00 pm for each Meet Week (failure will result in swimmer scratch).
- Sign up by July 1 for Champs.
- Have fun being involved and help create a positive team environment.



- Attend all Open Pirates Parent Board Meetings.
- Participate in fundraising activities.
- Be your child's biggest fan!
- Don't coach your child. Leave the stopwatch at home and always be positive.
- Ask questions and stay informed.

Failure to follow team requirements can and will result in your swimmers missing meets and missing out on all the successes that comes from being part of a team.

## Communications

### • Swimmer – Coach Communication

An important ability for any team and any athlete to learn is to talk directly to the coaches. Your coach has your best interests at heart, desires to see you to succeed, and cannot read your mind. If you want to swim a certain event, improve on your technique, inquire as to what is needed by you to achieve a goal, you must talk to your coach. If needed, your parent can be present, but each swimmer needs to take responsibility for your own success. Remember Pirates' Coaches are here to HELP YOU!

### • Parent – Coach Communication

Communication gaps occur when a parent feels more comfortable discussing their disagreements or concerns with other parents and not directly with the coach. This never solves the problem and frequently creates additional ones. It is vital to keep in mind that the coach has the best interest of your child at heart. Some guidelines for raising coaching concerns are:

- Attend Wednesday Parent / Coach meetings – Someone probably has the same question.
- Keep in mind that the coach must balance your child's interests, with that of what is good for the team. Occasions may arise where team needs are a priority over an individual child's race placement.
- If your child is swimming under an Assistant Coach, direct questions to that coach first.
- Do not approach the coach on deck to discuss a concern. Attention is needed towards the swimmers on deck and in the water. The coach cannot give you and the swimmers the attention and focus you each deserve.
- If a parent is using you as a sounding board to complain about a policy or performance of the coach, encourage them to talk directly to a Pirates Parent Board member or to attend an open Board Meeting.
- You may always email questions to the coaches or Board members.

# Behavior Expectations and Consequences

## • Swimmer Behavior Expectations

- No running on the pool deck
- No rough play in and around water
- No profanity or inappropriate behavior is allowed
- No swimmers in the water unless coach or guard is on duty
- Swimmers are not allowed to climb fences, play in showers, or play in restrooms
- No wheeled objects (i.e.: scooters, skateboards, rollerblades, etc.) allowed on the practice deck or at swim meets
- No gum allowed
- Swimmers must remain in the water unless directed by coach
- Swimmers will refrain from talking while coach is teaching
- All swimmers with long hair must wear swim cap
- Keep our pool area clean at all times
- Except during a swimmer's practice times, swimmers must be supervised by parent or guardian
- Tardiness to practice is disruptive to teammates and does not allow for proper warm up for the late swimmer. Therefore, if your swimmer is going to be more than 15 minutes late to practice, the swimmer will not be allowed in the water for that day.

***Violations will be handled as outlined in our discipline policy***

## • Parental Behavior Expectations

Normally, a swimmer is not deprived of participation on the team or otherwise penalized for actions of the parent(s). However, the Pirates Parent Board may remove a swimmer and parents from the team when parents are consistently uncooperative and conduct themselves in a manner that is disruptive to the harmonious relationships on the team (no refunds will be given). Parental interference in coaching matters and abusive language toward coaches, Board members or volunteers are some of the reasons for recommending dismissal from the team.

The Arden Manor Pirates swim team is administered by a group of volunteer parents, some of whom volunteer hundreds of hours annually to make sure that the Pirates are a successful recreational swim team. Please remember to treat these volunteers with respect when addressing problems that you may be experiencing. It is never appropriate to berate volunteers who are working to address the needs of the team and your issues in particular. Some guidelines for raising concerns are as follows:

- Meet with a Pirates Parent Board member and discuss your concerns calmly. Consider holding your conversation away from the pool deck.
- Consider emailing a Pirates Board member with a brief discussion of your concerns. Re-read your email to eliminate abusive language. Ask the Board member to explain the reasons behind certain policies.
- If you are not satisfied with answers provided, please ask the Pirates Board member to discuss your concern with the entire Pirates Parent Board and follow up with an email to the Board re-stating your concerns.
- Consider attending the regularly scheduled Board meetings. Advise the Board President at least one week in advanced of your attendance and the issue. You will be allowed to discuss your issue with the Board during the monthly board meeting.
- Please accept the decision of the Pirates Parent Board as final.

- **Discipline Policy for Swimmers**

The following is a general progression of discipline that may be applied by the coaches to the swimmers for reasons such as unsafe behavior, disrespectful or foul language, disobedience, belligerence, or anything else deemed as disruptive behavior and/or contrary to the rules of the team.

- Verbal warning
- Swimmer set out of practice
- Removal from practice and parent notified
- Suspension from team
- Removal from team

## Preparing for Swim Practice

The practice schedule is posted on the Arden Manor website.

- **Swim Practice—*what you will need:***

- **Practice swim suit** – *Wear a suit other than the team suit, which is only for swim meets.*
- **Goggles** – *Make sure they fit properly prior to start of practice. TYR makes great goggles for the smaller swimmer.*
- **Swim Cap** – *Latex caps are the most affordable. Applying baby powder to the inside of the dry cap can extend the life of the cap. Latex and/or silicone team caps will be available annually at the beginning of the season. Additional fees for swim caps may be applied.*
- **Towel** – *Make sure your swimmer dries off thoroughly after practice, as it will help to warm them more quickly.*
- **Warm clothes** – *The start of our season and morning practices can be a bit cool, so pack warm clothes to change into after practice.*
- **Coachable attitude** – *You will get out of practice what you put into it, so come ready to listen and work!*
- **A desire to work hard and have fun** — *Your results will show on race day!*

- **Lane Assignments**

**All swimmers are to practice with their age groups**, unless reassigned by the Coaches. Coaches will work hard to quickly group same skill abilities together to maximize the practice benefits. If you feel your child is in the wrong lane / age group because of their skills, follow the Parent – Coach Communication guidelines.

- **Parent Role at Practice**

- Leave the coaching to the coaches
- Bring a chair and sit a reasonable distance away from the pool to limit distractions for your child
- Visit with other team parents and find ways to get involved.
- Work to build a great team experience and positive environment
- Do not coach your child on the way to or home from practice. This will only cause stress for your child and take away from the fun they just had.

## Preparing for Swim Meets

- **Meet Schedule**

The meet schedule is posted on the Arden Manor Pirates website at the beginning of each season. Each season the VFCAL league establishes a schedule for dual meets and the League Championship meet. The league strives to balance the number of meets each team has “home” and “away” and to locate an appropriate and available facility for Championships. All League meets are held on Saturdays. “Dual Meets” (meets with one other team) generally last about six (6) hours from the start of the meet. The League Championship meet is held in mid -July and will run all day, generally lasting about nine (9) hours (and up to 12 + hours from check in to tear down).

- **Meet Entries - Sign-In/Meet Declaration**

Swimmers must sign-up for each dual meet they will be attending, as well as for the League Championship meet. This is done via the team website. There are sign-up deadlines for each meet as posted on the website. Sign-ups are the responsibility of the parent and swimmer.

**If a swimmer misses the sign-up deadline, the swimmer will not be entered in that meet. The coaches cannot include a swimmer in a meet after the sign-up deadline. The sign-up deadline is Monday at 12:00 pm, on meet week.** The coaches finalize the meet entries on the Tuesday prior to the meet date. Once finalized, the meet entries (list of swimmers and the events they are scheduled to swim) will be posted electronically before the meet.

**Sign-ups for the League Championship meet must be done no later than July 1.** The swimmer must have competed in a minimum of two League dual meets during the season to be eligible for the Championship meet. Time trials do not count as a dual meet.

Per VFCAL rules, all swimmers may swim as many as 5 events at a meet – 3 individual and 2 relays. It is the goal of our coaching staff to allow for equal swims over the course of the season. There are also rules governing how many flights (heats) are allowed in each event:

1 flight of individual medley and medley relay

2 flights of long free, breaststroke, butterfly, and \*free relay

3 flights of short free and backstroke

Unlimited flights for the 6-under freestyle and backstroke events

Note: League rules also state that a six lane pool can have up to three flights in certain events. A team can add up to 2 more flights per meet. Visiting team must request addition by 9:30 pm Monday before the meet.

- **Relay Policy**

The swimmers who compose the relay teams, for any given swim meet, are selected by the coaches based on the team needs within the age group for the strokes involved. Recognizing that the four fastest individual swimmers do not necessarily comprise the most competitive relay team, the coaches will generally follow a policy of selecting relay team members by:

- Top times provided by computer personnel
- Splits taken in previous relay swims
- The most recent meet swim results shall take precedence
- Team Chemistry

Coaches may also consider recognizing poor attendance at swim practice/meets, poor sportsmanship, or inconsistent performance/effort. The purpose of this policy is to provide the most competitive relay team, recognizing hard work and providing a fair and equitable opportunity for all swimmers.

- **Swim Meets—what you will need**

- Team swim suit, two pairs of goggles, team swim cap, two towels
- Warm clothes for cool mornings
- Deck of cards, portable game units, board games, toys to keep swimmers occupied between races
- Sleeping bag for warmth and to lay on
- Shade structure - EZ Up canopy and tarp for wet grounds
- Chairs
- Ice chest with water, sports drinks, and healthy snacks (fruit, bagels, etc.)
- Highlighter (to mark program events), pen, permanent marker (mark events on swimmer's hand – heat and lane, etc.)
- Sunscreen – take care to not apply to hands or insides of arms or legs as it will cause swimmer to “slip” through the water
- VFCAL teams are no longer required to sell programs at meets. Selling programs will be at the discretion of individual teams. Un-official Programs will be available electronically, and home meets will be posted to Meet Mobile (fee based app for phones and tablets).

- **Swimmer Check-In**

- Swimmers should arrive at the meet before **7:00 a. m.** for dual meets (or when required by coaches). Other more specific instructions will be given for the League Championship meet.
- **Swimmers who have not checked in by 7:15 a.m.** will be scratched and not allowed to swim during the meet even if they arrive later.
- Parents cannot check in their swimmer(s) as it is vital that a coach sees your child's face.
- **After entering the pool deck, you should go directly to the Swimmer and Parent Volunteer Check-In Tables.**
- After the sign-in process is completed, find your “Camp Site” for the day by age groups.
- Pirates' Group Parents will have set-up staging areas for all **6 & under** through **9/10** swimmers. It is mandatory for all swimmers to remain with the Group Parents throughout the swim meet. This helps ensure that your swimmer will not miss their races.
- Report to swimmer **warm-ups when called.**
- Swim meets are scheduled to begin at 8:30 am.

- **Parent Check-In**

- After Check-In with the Volunteer Coordinators, be prepared to report for your scheduled volunteer position assignment. **This usually includes pre-race meetings for Timers and Stroke and Turn Judges.**
- **If you're not assigned to a volunteer position for that meet, please be ready to volunteer if needed.**
- Help your swimmer know who their Group Parent is and what races they will have.
- Support your swimmer's Group Parent. It is not easy getting 16 kids to their races.
- Listen to the Announcers and Starters, they will help you track meet progress.
- Cheer for your child from behind the blocks or in the stands, but not behind the timers as it is a distraction.

- **Make sure your Volunteer Coordinator has recorded your volunteer efforts.**

- **Warm ups**

Each team is allowed a period of time before the meet to warm-up. Swimmers should listen for the warm-up announcement and report to their coaches for warm up times and instructions. The Pirates warm up the younger swimmers first, in the following order:

- 10 and under for 10 min
- 11 and ups for 15 min.

The goal of warm ups is to familiarize your swimmer with the pool, the blocks, and walls prior to their first race. A swimmer who participates in warm ups has a greater amount of confidence come race time. Parents can wait for their swimmer with their towel a respectable distance from the pool, as it is very crowded during this time. After the older swimmers warm up, a brief team meeting and the team cheer will be held.

- **Deck Rules at a Meet**

- Throughout the meet, all swimmers and spectators are expected to conduct themselves in a sportsmanlike manner.
- No obstruction of the orderly conduct of the meet.
- No clowning around at the starting blocks or during a race.
- No rowdy behavior in the team areas (no wrestling, chasing, etc.).
- Certain sections of the pool are restricted, with access only for stroke and turn judges, meet referee, coaches, and timers. Unless you are authorized to be in such areas, please stay out.
- Swimmers are to stay in their team area and with assigned Group Parent.

The following are **strictly prohibited** in the pool area

- Smoking
- Glass Containers
- Alcoholic Beverages
- Profanity or abusive language
- Wheeled objects such as skateboards, scooters, or skates

- **Meet Referee and Coaches**

The **Meet Referee** has the authority to eject any person from the pool area who is not abiding by the above listed rules.

Coaches are seated pool side and are available to swimmers at any time during the meet. Coaches are very busy at swim meets and often cannot give attention to anyone other than the swimmers. It is recommended that all parent / coach conversations wait until after the meet, unless there is a need to inform the coach of an injured or ill swimmer.

**All swimmers are expected to remain at the meet until it is over, with the exception of our 6 and-under swimmers who are done early. Please do not leave simply because you are done swimming — this is a team sport!**

- **Meet Scoring**

Dual meets will be scored based on the number of lanes available. For six lane pools, scoring is as follows:

Individual Scoring

1 <sup>st</sup> Place	7 points
2 <sup>nd</sup> Place	5 points
3 <sup>rd</sup> Place	4 points
4 <sup>th</sup> Place	3 points
5 <sup>th</sup> Place	2 points
6 <sup>th</sup> Place	1 point

Relay Scoring

1 <sup>st</sup> Place	14 points
2 <sup>nd</sup> Place	10 points
3 <sup>rd</sup> Place	8 points
4 <sup>th</sup> Place	6 points
5 <sup>th</sup> Place	4 points
6 <sup>th</sup> Place	2 points

At the VFCAL Championship meet, points are based on the top 10 places earning points for your team. This is for both individual events and relays. Points start at 11points for an individual first place and 21 points for a first place relay team.

## **VFCAL Championships**

- **League Championships**

The VFCAL Championship meet is the one time each season that all teams in the League come together for one large swim meet. This is the finale to the season! This is where your swimmer can swim 3 individual events and possibly 1 or 2 relays and measure how much they have improved over the summer. This is the swim meet where the first place finisher in each event is crowned “League Champion” and Championship Team is decided. It is what your swimmer has been training for all season and it is the most FUN meet to attend!!!

- **Who swims and What events can they swim**

- Anyone who that has swam in two (2) league dual meets during the current season is eligible.
- Any event swam this season without a disqualification (any legal swim) can be entered.
- Individuals can swim in up to three (3) individual races and each team may enter three (3) relays per event for each age group and gender in the medley and freestyle relays.
- Events are chosen by coaches to build the most competitive team to bring to Championships. Swimmers will be allowed to choose one (1) event they want to race. Swimmers who attend all meets during the season (time trials, league, and non-league meets) will be allowed to choose two (2) events.

- **Awards and Achievements from Championships**

- The top three swimmers in each event will receive medals, with places 4th – 20th receiving place ribbons. All other finishers receive participation ribbons.
- The Top 10 finishers in each event at Champs will automatically qualify for the Meet of Champions.

- **Meet of Champions (MOC)**

Top swimmers from throughout Northern California summer recreational swim teams come together to compete in a high level two-day competition. Swimmers earn points for their team, with team trophies awarded to the top three teams. High point trophies are awarded to the top swimmer in each age/gender group.

- **How do you qualify for MOC?**

- Achieve the meet time standard for an event. Standards are set for each age group and event, individual and relay. Times will be posted on the event website and on our pool deck once published by the MOC directors.
- Achieve a Top 10 finish at League Championships.

- **How many events can a swimmer enter?**

A swimmer may enter as many events as they have qualified for along with one bonus event of their choice per day. This is a wonderful opportunity to swim every event in one meet and earn your final personal best times for the season!

- **When is Meet of Champions?**

MOC is usually scheduled two weekends after our League Championship meet, typically the last weekend in July or first weekend in August. Check our website for dates.



# Arden Manor Pirates Swim Team Handbook Certification

I/we have read and understand all sections of the Arden Manor Pirates Swim Team handbook. I agree that, as parents / guardians for the following Pirates Swim Team members, we will follow all of the terms and conditions of the Arden Manor Pirates Swim Team handbook. We will ensure that all our swimmers are aware of and follow the terms and conditions of this handbook.

Please list swimmers you are registering in the Arden Manor Pirates Swim Team.

**Please print names:**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

**Signature required of all Parents / Guardians:**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Date of Signatures: \_\_\_\_\_

**This form must be completed and submitted to Arden Manor Pirates Swim Team/ AMRPD by the end of the first week of practice each season.**

# Exhibit 1: Volunteer Form

Please see Parent Volunteering requirements in Pirates Swim Team Handbook.

Complete the form below and return it to Arden Manor Pirates Parent Board (aka AM Pirates Swim Club) before the first day of practice. Training will be provided for all positions by our Team Parent Board and/or VFCAL Swim League.

Swimmer Name	Swimmer Name

Parent Volunteer Name	Phone	Email	Position(s)

You may change during the season. Check all that may apply, and indicate the name of the volunteer next to each description if more than one volunteer per family.

We are interested in volunteering for the positions marked below, during the swim season (training will be provided if needed).

\_\_\_ **Timer** – each timer is responsible for recording the swimmers’ times in their assigned lane during swim meets. **Two timers per lane** and two shifts per meet. Visiting team is required to provide one timer per lane.

\_\_\_ **Head Timer** – \*Important position\* Each home meet requires a head timer. This person relieves timers for breaks during their shifts and monitors the timers to assist with any equipment issues (i.e. maintains a manual stop watch that can be traded out for electronic timers). All day position, earning **2 service credits** per meet (or could be split and only earn one service credit per shift).

\_\_\_ **Starter** - \*Important position\* These individuals start the races by running the starting equipment. We need **two Starters** per Home meet, and maybe Champs.

\_\_\_ **Computer Operator** - \*Important position\* These individuals are responsible for operating the computer and inputting times for Home meets. Requires **two** Computer Ops per home meet (plus trainees can volunteer.) All day position, earning **2 service credits** per meet.

\_\_\_ **Announcer** – You get to announce the race events, swimmers’ first name and team. You will also make public announcements that help teams get ready for events, find lost kids and locate food for sale. Home meets only, **2** announcers per meet.

\_\_\_ **Stroke & Turn Judge** – The judges watch the swimmers and determine if they are properly swimming each stroke. The judges are required to attend an annual Stroke and Turn Clinic. Need a minimum of **4** Judges per meet, both Home and Away.

\_\_\_\_ **Ribbon “Writer”** – These individuals take the place information from the scorer and record it onto the ribbons. (Computer Ops In-Training). Need **2** Ribbon Writers per meet, both Home and Away.

\_\_\_\_ **Runner** – This individual collects time sheets / DQ slips and takes them to the data entry table. (Computer Ops In-Training). Minimum of **2** per Home Meet.

\_\_\_\_ **Hospitality** – This individual provides ice water and some snacks to Starter, Announcer, Timers, and Stroke and Turn volunteers during the swim meet. At least **2** volunteers needed. Home Meets Only.

\_\_\_\_ **Age Group Parent** – Involves chaperoning a specific age group at the meets and getting those swimmers to the ready bench (staging area) for their events. **This position lasts all season** and receives **2** service credits per meet. We can have **two** parents per age/gender grouping.

\_\_\_\_ **Ready Bench Chief** – This position helps the **Coaches** and **Age Group Parents** get swimmers ready for their races. You ensure that swimmers know Event/Heat/Lane assignments. You release swimmers to go to the blocks at the proper time. Minimum of **2** positions needed for each meet, Home and Away.

\_\_\_\_ **Snack Bar** – These individuals will pick up snack bar items, and monitor the snack bar table to sell items selected. Minimum of **2** positions at home meets only.

\_\_\_\_ **Recycling Collection** – This person will put out and collect recycling bins during home meets.

Failure to meet the required volunteer credits will automatically enforce the Volunteer Opt Out Fee.

## VOLUNTEER OPT OUT

\_\_\_\_ I am unable to meet the parent volunteer service credit requirements as stated in the Arden Manor Pirates Parent Handbook. **I also acknowledge that my swimmers will not be eligible for priority registration or any swimmer discounts that may be offered.** The parent volunteer service credit non-compliance fee of **\$175.00** per child, or \$300 per family must be paid by check (made payable to AM Pirates Swim Club) or cash.

## 2017 Registration Fees

The prices below apply to swimmers in the same family, residing at the same address and registered by 3/15/17. This includes up to 5 days a week of swim practice with coaching for each swimmer for 12 weeks. Swim practices are 30, 45 or 60 minutes depending on age group.

### AMRPD\* Residents

Swimmer 1     \$175.00  
Swimmer 2 +   \$150.00 each

### NON- AMRPD Residents

Swimmer 1     \$195.00  
Swimmer 2 +   \$170.00 each

**Note:** To qualify for AMRPD Resident pricing, families must provide proof of residency (i.e. identification or mail with resident address) at the time of registration. District borders are Arden to Fair Oaks, and Fulton to Watt. Or be an enrolled child at Thomas Edison Language Institute (Student ID required).

Registration forms and fees received by AMPRD after 3/15/17 will have a \$15 per swimmer late fee applied.