

# Arden Manor Pirates



## 2026 Parent & Swimmer Handbook



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916-487-7851  
[www.AMRPD.org](http://www.AMRPD.org)

## Table of Contents

Arden Manor Pirates Swim Club 2026 Parent & Swimmer Handbook.....	4
<b>Welcome to the Arden Manor Recreation &amp; Park District’s Pirates Swim Club!</b> .....	4
<b>Registration</b> .....	4
<b>Important Information</b> .....	4
Arden Manor Pirates – Who We Are .....	5
<b>How the Program Works</b> .....	5
<b>Friends of Arden Manor Pirates (FAMP)</b> .....	5
<b>Arden Manor Pirates Team Goals</b> .....	5
Fees and Charges .....	6
<b>Registration</b> .....	6
<b>Scholarships</b> .....	6
<b>Refund Policy</b> .....	6
<b>Injury Refund Policy</b> .....	6
Communication.....	7
<b>Swimmer – Coach Communication</b> .....	7
<b>Parent – Coach Communication</b> .....	7
<b>Parent – Parent Board Communication</b> .....	7
Swim Meet Information .....	8
<b>Are meets required?</b> .....	8
<b>How do I know if my child is swimming and what events they are swimming?</b> .....	8
<b>Relay Policy</b> .....	8
<b>What You Will Need</b> .....	8
<b>Meet Entries – Sign-in/Meet Declaration</b> .....	9
<b>Swimmer Check-In</b> .....	9
<b>Parent Check-In</b> .....	9
<b>Warmups</b> .....	9
<b>Time Trials</b> .....	10
<b>Team Photos</b> .....	10
<b>VFCAL Championships</b> .....	10
<b>Meet of Champions</b> .....	10
<b>Meet Rules</b> .....	10
<b>Meet Referee and Coaches</b> .....	10

Swimmer Responsibilities .....	12
<b>All swimmers will:</b> .....	12
<b>Discipline Policy for Swimmers</b> .....	12
Parent Responsibilities .....	13
<b>Volunteering</b> .....	13
<b>Parent Role at Practice</b> .....	13
<b>Volunteer Job Descriptions</b> .....	13
<b>Volunteer Job Descriptions – Season-Long Commitment</b> .....	14
VFCAL Rules .....	16
<b>Age Groups</b> .....	16
<b>Entries &amp; Events</b> .....	16
<b>Eligibility</b> .....	16
<b>Code of Conduct of Spectators and Participants</b> .....	16
<b>2026 Practice</b> .....	17
<b>League Team Pool Locations</b> .....	17
<b>VFCAL 2026 Swimming Schedule</b> .....	18
Glossary .....	19

# Arden Manor Pirates Swim Club 2026 Parent & Swimmer Handbook

## Welcome to the Arden Manor Recreation & Park District's Pirates Swim Club!

Please read all attached registration information, as some items change from year to year. This information packet has been assembled to help you, and your family understand what is involved when you become a part of the Arden Manor Pirates.

### Registration

Registration opens February 1<sup>st</sup> and is available in-person at our office and online at:

[www.amrpd.activityreg.com](http://www.amrpd.activityreg.com)

If you have any questions or need additional information, please feel free to contact the District Office at 916-487-7851 or visit us online at

[www.amrpd.org/arden-manor-pirates-swim-team](http://www.amrpd.org/arden-manor-pirates-swim-team)

We look forward to having your child swim with the Arden Manor Pirates!

### Important Information

Aquatics Coordinator	Kevin Cauley	916-487-7851 x305 kevin@amrpd.org
Head Coach	Carmen Chen	ardenpirates@gmail.com
Assistant Coach	Amara Black	
Assistant Coach	Sarah Clair Rogers	
Assistant Coach	Yelyzaveta (Liza) Orlova	
Parent Board President	Andrey Cardona	andrey@amrpd.org
Volunteer Coordinator	Angela Cervantes	Adv17gmc@gmail.com

## Team Suits and Practice Gear

<https://www.agonswim.com/teams/137553>

# Arden Manor Pirates – Who We Are

## **How the Program Works**

We are a recreational swim team that is focused on promoting healthy and positive opportunities that allow children to develop the values of physical fitness, sportsmanship, commitment, and accountability. This program is offered by Arden Manor Recreation & Park District (AMRPD). The registration fees go to AMRPD. AMRPD uses those fees and is responsible for:

- Hiring, Scheduling, training, and paying coaches and lifeguards
- Determining the practice times and dates
- Representing the team at VFCAL (swim league) meetings
- Paying league fees
- Purchasing and maintaining equipment to run the program

## **Friends of Arden Manor Pirates (FAMP)**

The role of FAMP (Parent Board) is to coordinate and direct the activities of the swim team during the pre-season and the swim season. It is made up of parents of swimmers on the team. Their main priorities include:

- Organizing volunteers to run swim meets during the swim season
- Coordinating social events to allow swimmers/families to make new friends
- Raising funds to pay for team expenses not covered by registration fees, social events, and supplies necessary for swim meets
- Communication with families regarding team registration, swim meets, volunteering notices, fundraising events, and other needed notices and information

## **Arden Manor Pirates Team Goals**

- Train swimmers in the correct technique of the four competitive strokes
- Involve all parents in volunteer and fundraising activities in support of the swim team
- Create social activities that help develop team spirit and friendships amongst the swimmers and parents
- Demonstrate the importance of good sportsmanship as well as setting/achieving goals
- Encourage and environment where parents work in support of our coaches and swimmers

# Fees and Charges

## Registration

Registration opens February 1<sup>st</sup> and is available both in-person at our office and online at: [amrpd.activityreg.com](http://amrpd.activityreg.com)

Registration closes May 22<sup>nd</sup>

\$235 for the first swimmer in a family

\$215 for each swimmer in a family after the first

Registration fees must be paid on or before May 22<sup>nd</sup>

## Scholarships

There are partial and full scholarships available prior to the start of each season, each case is reviewed by AMRPD and they are granted based on need, enthusiasm, willingness to participate, and other factors. The deadline for scholarship applications is April 1<sup>st</sup> BEFORE the start of the season. Please speak to a Parent Board member or come into the district office for more information.

## Refund Policy

-If a refund is requested by the first day of practice, a full refund is granted.

-If a refund is requested up to two weeks after the first day of practice, a 50% refund will be granted.

**-After the first two weeks of practice (May 8<sup>th</sup>), no refund is granted.**

## Injury Refund Policy

If a swimmer experiences an injury that is not a result of participation in the Pirates Swim Club, and that injury prevents them from swimming for the remainder of the season, refunds will be issued as follows:

-Injury occurs before May 22<sup>nd</sup> – Full refund

-Injury occurs after May 22<sup>nd</sup> – No refund

# Communication

## **Swimmer – Coach Communication**

It is important that swimmers learn to talk directly to their coaches! The coaches have everyone's best interests at heart and desires to see each member of the team succeed, but they cannot read minds. If you want to swim a certain event, improve your technique, or ask how you can achieve your goals you must talk your coach!

## **Parent – Coach Communication**

Communication gaps occur when a parent does not feel comfortable discussing their disagreements and concerns directly with the coaches. This never solves the problem and frequently creates additional ones. Please remember that the coaches have the best interests of your child at heart. Some guidelines for raising concerns are:

- Attend Wednesday Parent meetings – Someone probably has the same question.
- Keep in mind that the coaches must balance your child's interests with that of what is best for the team. There may be occasions where team needs are a priority over an individual swimmer's race placement
- If your child is swimming under an Assistant Coach, direct questions to that coach first
- Please do not approach coaches in the middle of practice 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.
- ALWAYS feel free to email questions to the coaches or parent board members

## **Parent – Parent Board Communication**

The Arden Manor Pirates are administered by a group of volunteer parents, some of whom volunteer significant portions of their time to make sure that the Pirates are a successful recreational swim team. Please treat them with respect when addressing problems or concerns you may have. It is never appropriate to berate volunteers. Parental interference in coaching as well as abusive language towards volunteers or staff may result in your swimmer's dismissal from the team.

- Meet with a board member and discuss your concerns calmly. Consider holding the conversation away from the pool deck
- Email a board member. Ask them to explain the reasons behind certain policies
- If you are not satisfied with the answers provided, please ask the board member to raise your concerns with the entire Parent Board and follow up with an email to the board re-stating your concerns
- Attend the regularly scheduled board meetings. Advise the Board President at least one week in advance of your attendance and the issue.
- Please accept the decision of the Parents Board as final

# Swim Meet Information

## Are meets required?

Yes. We encourage our swimmers to be active team members who swim most of the meets to see how they are improving throughout the season. **You must swim in two (2) league dual meets, time trials (or one (1) additional dual meet), and the league championships.**

## How do I know if my child is swimming and what events they are swimming?

Coaches determine who swims in each event, according to individual goals and abilities. The coaches evaluate the strokes, endurance and experience of all of the swimmers during the weekly practices. Seeding a meet consists of placing the swimmers in events that will benefit themselves and the team. The benefits may be to help them achieve a goal, try a new stroke, and/or post a time.

We are a TEAM made up of individuals. Each individual has a place on the team and each swimmer is important. When a child does not show up at a meet without notifying a coach, often an entire seeding sheet must be changed prior to the start of the meet. If you have questions or concerns about meet events, talk to your swimmer's coach.

## Relay Policy

The swimmers who make up the relay teams are selected by the coaches based on the team needs within the age group for the strokes involved. A relay team does not necessarily comprise of the fastest swimmers. Coaches will generally select relay team members based on:

- Top times provided by computer personnel
- Splits taken in previous relay swims
- Most recent swim meet results
- Team Chemistry
- Attendance at swim practice/meets
- Sportsmanship and effort

## What You Will Need

- |   |   |
|---|---|
| -Team swimsuit, two pairs of goggles, team swim cap, two towels, <b>SUNSCREEN</b> | -Warm clothes for cool mornings         |
| -Sleeping bag or blanket for warmth and rest                                      | -Shade structure, chairs                |
| -Water, sports drinks, and healthy snacks (ice chest recommended)                 | -Highlighter, pen, and permanent marker |

## Meet Entries – Sign-in/Meet Declaration

Swimmers must sign up for each dual meet they will be attending, as well as for the League Championships meet. There are sign-up deadlines for each meet. 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.**

**Coaches are unable to include a swimmer in a meet after the sign-up deadline. The sign-up deadline is Monday 7:00 pm, on meet week.** The coaches finalize the meet entries on the Tuesday of meet week. Once finalized, the meet entries (list of swimmers and the events they are scheduled to swim) will be posted 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.

## Swimmer Check-In

Swimmers should be at the meet before 7:00 am for dual meets. League Championship meet times may differ. **Swimmers who have not checked in by 7:15 am will be scratched and not be allowed to swim during the meet even if they arrive later.** Coaches must be able to see your swimmer's face when you are checking in.

After entering the pool deck, you should go directly to the swimmer and parent volunteer check-in tables.

Report to swimmer warm-ups when called. Swim meets are scheduled to begin at 8:30 am.

## Parent Check-In

After checking in with volunteer coordinators, be prepared to report for your scheduled volunteer position. This usually includes pre-race meetings for Timers and Stroke & Turn Judges. If you are 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 swim. Support your swimmer's Group Parent, as wrangling 16 kids to their races is a difficult task. **Make sure that your volunteer coordinator has recorded your efforts.**

## Warmups

Each Team is allowed a period of time before the scheduled start of the meet to warmup. Our team warms up the younger swimmers first, in the following order:

-10 & under 1<sup>st</sup>

-11 & up 2<sup>nd</sup>

The goal of warmups is to familiarize your swimmer with the pool prior to their race. A swimmer that participates in warmups generally has a greater amount of confidence when it's time to race. Please wait for your swimmer with a warm towel a respectable distance from the pool, as the deck is very crowded at this time.

## **Time Trials**

The Time Trials swim meet is attended only by members of the Arden Manor Pirates. Its main purpose is for each swimmer to set a time for each stroke so they can track how much they've improved by the end of the season. These times are also used for seeding dual meets. Time Trials are an excellent way to get familiar with how swim meets are run.

## **Team Photos**

Team photos and individual swimmer portraits are generally taken at Time Trials around 8:00 am. Please contact the Parent Board or district staff for specific information.

## **VFCAL Championships**

The VFCAL Championships meet is the one time each season that all teams in the league come together for one large swim meet. Swimmers must have swum in at least two dual meets during the season. Your swimmer can swim up to 3 individual events, 1-2 relays, and measure how much they have improved over the summer. The first-place finisher in each event is crowned "League Champion" and the championship team is decided.

## **Meet of Champions**

Invite only! Top swimmers from various Northern California recreation 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. It is generally scheduled for 1-2 weeks after VFCAL Championships.

## **Meet Rules**

- All swimmers and spectators are expected to conduct themselves in a sportsmanlike manor
- No obstruction of the orderly conduct
- No roughhousing or rowdy behavior around the starting blocks, in team areas, or during a race
- Certain sections of the pool are restricted, with access only for stroke & turn judges, meet referee, coaches, and timers. Please stay out unless you are authorized to be in such areas
- Swimmers will stay in their team area with an assigned group parent

**-NO SMOKING**

**-NO GLASS CONTAINERS**

**-NO ALCOHOLIC BEVERAGES**

**-NO PROFANITY OR ABUSIVE LANGUAGE**

**-NO 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 does not abide by the above rules.

Coaches are seated poolside 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.** Please save parent/coach conversations until after the meet, unless a swimmer is ill or injured.

**ALL SWIMMERS ARE EXPECTED TO REMAIN AT THE MEET UNTIL IT IS OVER,** except for 6 & under swimmers who are done early. Please do not leave because you are done swimming - this is a team sport!

# Swimmer Responsibilities

## All swimmers will:

-Follow the directions of the Arden Manor Recreation & Park District staff including coaches, lifeguards, and/or any other staff members.

### **-Always wait for a coach to tell you to enter the pool**

### **-Attend at least two meets + VFCAL championships**

-Attend practice on a regular basis and arrive on time

-Swimmers who are regularly late or absent may not be seeded in upcoming meets

-Aid in the setup and cleanup of equipment

-Demonstrate good sportsmanship towards your team and opponents, congratulating each other on achievements

-Establish personal goals and actively work to achieve them

-Bring their own suit, goggles, cap, and towel

-Follow all pool rules at Deterding Pool and other pools

-NO RUNNING

-No profanity is allowed in the pool area, deck, or within the pool area.

-Swimmers are not allowed on the slide, unless directed by a coach.

- NO GLASS bottles, jars, mugs, etc. on the pool deck. No exceptions.

- Pool offices are for employees only. Please respect their workplace.

**VIOLATION OF ANY OF THESE RULES MAY RESULT IN SWIMMERS BEING SUSPENDED TEMPORARILY OR PERMANENTLY FROM TEAM PRACTICES, MEETS OR OTHER ACTIVITIES.**

## **Discipline Policy for Swimmers**

The following is a general progression of discipline that may be applied by the coaches if a swimmer demonstrates unsafe behavior, uses disrespectful and foul language, is disobedient, belligerent, or otherwise disruptive to the team.

-Verbal Warning

-Swimmer set out of practice

-Removal from practice and parent notified

-Suspension from team

-Removal from team

## Parent Responsibilities

**Families are a vital part of the Arden Manor Pirates.** Without your support, we would not be able to have swim meets, fundraisers, or social events! As a family, you will need to make sure that your swimmer(s) arrive to practice on time with the necessary equipment, such as, swimsuit, goggles, towel, shoes, and extra clothes (if needed) for after practice.

### Volunteering

Volunteering is your greatest responsibility and it's a fun way to learn and be part of the team and sport!

-If you need additional assistance figuring out how to volunteer, please contact the Volunteer Coordinator or any FAMP member

**-YOU MUST VOLUNTEER FOR AT LEAST ONE SHIFT AT EVERY DUAL MEET IN WHICH YOUR CHILD SWIMS.**

**-Failure to check in with the Volunteer Coordinators and/or work your scheduled job or find a replacement may make you ineligible to register for the next season**

### Parent Role at Practice

-Leave the coaching to the coaches!

-Swimmers will often feel overwhelmed when getting instructions from both the coaches and their parents

-Bring a chair and sit a reasonable distance away from the pool to limit distractions for your swimmer

-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 right before or right after practice. This will only cause them stress and may negatively impact their attitude

### Volunteer Job Descriptions

The positions listed below do not require experience, unless noted with \*

**Event/Heat Board Turner (home meets)** – Requires two volunteers, one for early shift and one for afternoon shift. Sits by the pool at the 'Event/Heat' Board and changes the display/heat number as each race proceeds to the next.

**Ice and Donut Runner** – Drops off ice and donuts before the meet. Details will be provided concerning how much ice is needed.

**Lap Counter (Swim-a-thon only)** – Sits poolside during the Swim-a-thon to assist with counting laps for swimmers. Stays for the entire event and hands in sheets at end of event. Assists swimmers with water bottles and anything else they need during the event.

**Ready Bench Attendant** – Prepares swimmers on the ready bench for their race. Also checks the roster for the upcoming race and ensures each swimmer is present. Responsibilities include assisting with caps/goggles and alerting swimmers on the bench when it is time to go to the blocks.

**\*Runner** - Requires two volunteers, one for the early shift and one for the afternoon shift. Jack of all trades role that will fill in positions as needed during the meet.

**Set-Up (all meets)** - Arrives early to help set-up items needed for the meet including tents, timing system, tables and needed supplies. Need 5 - 10 people for 1 - 2 hours. Arrive at 6 a.m.

**Snack Shack/Hospitality (home meets)** - Requires four volunteers, two for early shift and two for afternoon shift. Arrives 30 minutes prior to the meet, assisting the snack shack coordinator with set up and sales of concessions during shift time. Also sets up hospitality cart to offer refreshments to timers, meet ref, coaches, and stroke and turn volunteers. Includes money handling.

**Timers (all meets)** - There are three timers in each lane at each meet; home and away. Timers operate the plunger or stopwatch to time each race. One timer in each lane also manually records the stopwatch times. Training is given at the start of each shift.

**Tear Down (home meets)** - At the conclusion of the meet, helps disassemble tents, timing system, tables, etc. and store in the team area. Need 5 to 10 people for about 1 hour.

## **Volunteer Job Descriptions – Season-Long Commitment**

Positions in this category run most smoothly when consistent volunteer(s) oversee the position, therefore if you choose one of these positions, please commit to volunteering at all meets your swimmer is swimming. Positions listed marked with \* require experience.

**\*Starter (home meets)** - Conducts the start of each race during the meet. Experience in meet operations is desirable. Instructions are provided by the League before the start of each season.

**\*Head Timer** – Helps other timers get set up and jumps in to cover if another timer must step out.

**\*Head Stroke & Turn Judge (all meets)** - Ensures the team has enough trained Stroke & Turn judges during the meet. Assists the Meet Director/Referee in placing of judges and review of infraction signals. Must be a trained Stroke and Turn Judge with several years' experience.

**\*Stroke & Turn Judges (all meets)** - Observes the swimmer's starts, strokes and/or turns to ensure the swimmers are following the rules for that stroke. In the event of a violation, the judge gives a signal and notes the infraction on paper. Knowledge of proper technique for racing strokes is desirable. Training is required and provided before the start of each season.

**\*Computer Operator Assistant (home meets)** - Assists the computer operator (PPC Position) during the meet. Experience in meet operations is desirable.

**\*Announcer and Assistant Announcer (home meets)** - Uses the PA system to keep spectators and swimmers updated on in-progress and up-coming events as well as other announcements when asked by coaches or the Meet Director. The announcer should be experienced in meet operations as well as public speaking.

**Age Group Parent (all meets)** - Depending on number and age of swimmers, 1 to 2 parents will be designated as the team parents for that age group. Responsibilities include keeping assigned groups of swimmers together until the last child in group is finished swimming, marking swimmer's arms with event-heat-lane assignments, and bringing swimmers to the starting block area or ready bench in time for their events. No experience needed, although knowing what to expect on meet days is helpful. Volunteer for the age group of your own swimmer.

# VFCAL Rules

The Arden Manor Pirates Swim Club participates in the Valley-Foothill Competitive Aquatics League. The league has a set of general and swimming specific rules that govern how the swim meets are run. Please note the following rules, as they are important. For a complete set of VFCAL rules, call Kevin Cauley, our Aquatics Coordinator

## **Age Groups**

The six age groups are: 6 & Under, 7-8, 9-10, 11-12, 13-14 and 15-18. The swimmers' age is determined by their age on June 1, 2024. A swimmer may advance to the next highest age group before they actually turn that age, but they must remain in that higher age group for the remainder of that season.

## **Entries & Events**

- Teams may enter eight official swimmers in most events.
- Teams may enter four official teams in the Medley relay event and eight in the Free Relay event.
- All Swimmers may be entered in a maximum of three individual events and two relays.

## **Eligibility**

No participant of the VFCAL may compete with any organized swimming group during the period of January 15 to February 28, 2026; EXCEPT an individual on a high school swim team. League participants may workout with any organized group prior to the May 6th start date.

All VFCAL participants have a MANDATORY rest (SWIMMING ONLY) period from January 15 to February 28, 2026 in which you are not allowed to swim in any meets. Once VFCAL season begins, VFCAL participants must workout exclusively with their VFCAL team, EXCEPT for high school swimmers. To be eligible for League Championships, all swimmers must compete in at least two League dual meets.

## **Code of Conduct of Spectators and Participants**

Smoking is prohibited in ANY pool area during VFCAL sponsored competition

Meet officials, coaches, and timers request that all spectators and swimmers stay away from the starting area (behind the blocks or in the shallow area for 25-yard events.) ONLY swimmers who have been called to the starting area are permitted in this area. With your assistance, this will cut back on the confusion with all swimmers. Please follow all pool rules.

Any empty lanes or open areas in the pool, including the zero-depth area, are not open for spectators, swimmers or family members to swim or wade in. Entering the competition area in any way during the competition can be considered interfering and the team may be disqualified.

No Photography behind the starting blocks.

## 2026 Practice

Ages 4-8	4:30 – 5:15 pm
Ages 9-12	5:15 – 6:00 pm
Ages 13-18	6:00 – 7:15 pm

Practice is a vital part of swim team! Swimmers need to arrive at the pool on time. Every swimmer is responsible for checking in with the coaches at the beginning of each practice. If your swimmer will be missing more than two practice sessions a week for any reason, please inform the coaches.

Swimmers should come to practice prepared to swim. Be sure to bring a swimsuit, towel, goggles, cap, a change of clothes, warm clothes, and slippers/shoes. Be sure to label all belongings, as items often get lost or left behind.

### League Team Pool Locations

Arden Manor Pirates	Deterding Park Pool	1415 Rushden Dr, Sacramento, CA 95864
Auburn Robalos	Sierra Pool	123 Recreation Dr, Auburn, CA 95603
Lincoln	McBean Pool	61 McBean Park Dr, Lincoln, CA 95648
Orangevale Tiger Sharks	Orangevale Pool	6826 Hazel Ave, Orangevale, CA 95662
Placerville Dry Diggins Dolphins	Union Mine H.S. Pool	6530 Koki Ln, El Dorado, CA 95623
Rio Linda Elverta Aqua Knights	Rio Linda H.S. Pool	6309 Dry Creek Rd, Rio Linda, CA 95673
Cordova Blue Marlins	Cordova Community Pool	2197 Chase Dr, Rancho Cordova, CA 95670
Woodland Wreckers	Woodland High School	155 N. West St, Woodland, CA 95695

## VFCAL 2026 Swimming Schedule

	Home	Visitor
May 16, 2026	Time Trials	N/A
May 30, 2026	<b>Arden</b> Orangevale Placerville Woodland	Lincoln Cordova Auburn Rio Linda
June 6, 2026	<b>Arden</b> Auburn Cordova Placerville	Rio Linda Orangevale Lincoln Woodland
June 13, 2026	Cordova Orangevale Lincoln Woodland	Rio Linda Placerville Auburn <b>Arden</b>
June 20, 2026	Auburn Orangevale Placerville Rio Linda	Cordova Woodland <b>Arden</b> Lincoln
June 27, 2026	Auburn Lincoln Rio Linda Woodland	<b>Arden</b> Orangevale Placerville Auburn
July 4, 2026	No swim meets	
July 11, 2026	<b>Arden</b> Cordova Lincoln Rio Linda	Orangevale Placerville Woodland Auburn
July 18, 2026	VFCAL Championships @ Woodland	
August 1-2, 2026	Meet of Champions @ Elk Grove Aquatics Center	

# Glossary

**25** - 1 lap

**50** - 2 laps

**100** - 4 laps

## **Body Positioning:**

The alignment and posture of a swimmer in the water, which encourages swimming efficiency and will minimize drag. Ideally, swimmers are intended to be in a horizontal position, maintaining a “straight line” profile and their body should be near the surface of the water.

## **Breakout Strokes:**

The first initial strokes a swimmer takes off their UWW which are critical in the transition between the UWW into the surface swimming.

## **Circle Swimming:**

What we encourage all swimmers to do during practice to limit accidental contact between swimmers in the same lane. Swimmers are to swim in a counterclockwise loop; they will swim staying on the right side of the lane to each wall.

## **Disqualification (DQ):**

If a swimmer in a meet does an illegal movement in any specific stroke, they will get disqualified. There could be a variety of reasons why a swimmer can be disqualified. Most common ones are improper stroke and incorrect touches on the wall.

## **Drag:**

Water resistance due to improper body positioning which will slow swimmers down and make it harder for them physically to swim.

## **Streamline:**

This position includes a swimmer with their head down looking at the bottom of the pool, arms up squeezing their ears. Streamline is meant to be held in a tight position; improper streamlines are loose amongst other factors. Proper streamlines minimize drag while maximizing speed for your swimmers.

## **Under Water Works (UWW):**

When a swimmer is under the water either off the wall or off the dive, every stroke has specific actions that a swimmer should be doing. For some strokes, UWW are especially important as if done incorrectly, can get the swimmer disqualified (DQ'd) at swim meets. Otherwise, UWW is important for increased speed and efficiency while in the water.