



Almaden Whales Team Handbook

The purpose of this handbook is to provide swim team families with an understanding of our program, policies and procedures. Please read each section carefully and sign the Parent Contract of Participation and Financial Obligation and the Swimmer Contract of Cooperation. We require signed copies of both these forms to be on file for each family before swimmers may participate in practices.

Websites

ALMA Swim Team website - <http://www.goalma.org>

Almaden Swim & Racquet Club website - <http://www.asrc.org>

Swim Connection - <http://www.swimconnection.com/pc/exec/member/AccountView>

Online Meet Entry - <https://ome.swimconnection.com/>

Pacific Swimming - http://www.pacswim.org/index_new.html


Club Phone Numbers

Main: 408-268-9555

Team Manager: 408-268-8509 (Dan)

Mobile: 904-860-0925 (Andre)

Coach Email Addresses




| | |
|---|---------------------------|
| Andre Salles-Cunha acunha@asrc.org | Head Coach |
| Carrie Miller cmiller@asrc.org | Head Age Group Coach |
| Chris Henry | Age Group & Masters Coach |
| Joan Smith jsmith@asrc.org | Age Group Coach |
| | |
| Dan Chapman dchapman@asrc.org | Team Manager |



Swim Committee Email Addresses

| | |
|--|----------------|
| Carole Keighley carole_keighley@yahoo.com | President |
| Mary Kane maryk5@pacbell.net | Finance |
| Kari Jufiar ankjufiar@hotmail.com | PTS |
| Marianne McGee mariann@mcgeeclan.org | Spirit |
| Joan Smith joansmith60@comcast.net | Meets |
| Jim Nachtigal jimnachtigal@comcast.net | Board Liaison |
| Kim Burrill jkburill@mac.com | Membership |
| Jackie Sandoval jackiefs@comcast.net | Communications |



10 Commandments for Swimming Parents

I. Thou shalt not impose thy ambitions on thy child.


Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push him based on what you think he should be doing. The nice thing about swimming is every person can strive to do his personal best and benefit from the process of competitive swimming.

II. Thou shalt be supportive no matter what.

There is only one question to ask your child after a practice or a competition - "Did you have fun?" If meets and practices are not fun, your child should not be forced to participate.

III. Thou shalt not coach thy child.

You are involved in one of the few youth sports programs that offer professional coaching. Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. Never pay your child for a performance. This will only serve to confuse your child concerning the reasons to strive for excellence and weaken the swimmer/coach bond.



IV. Thou shalt only have positive things to say at a swimming meet.

You should be encouraging and never criticize your child or the coach. Both of them know when mistakes have been made. Remember “yelling at” is not the same as “cheering for”.

V. Thou shalt acknowledge thy child's fears.

New experiences can be stressful situations. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event or meet if your child was not ready. Remember your job is to love and support your child through all of the swimming experience.

VI. Thou shalt not criticize the officials.

Please don't criticize those who are doing the best they can in purely voluntary positions.

VII. Honor thy child's coach.

The bond between coach and swimmer is special. It contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child.

VIII. Thou shalt be loyal and supportive of thy team

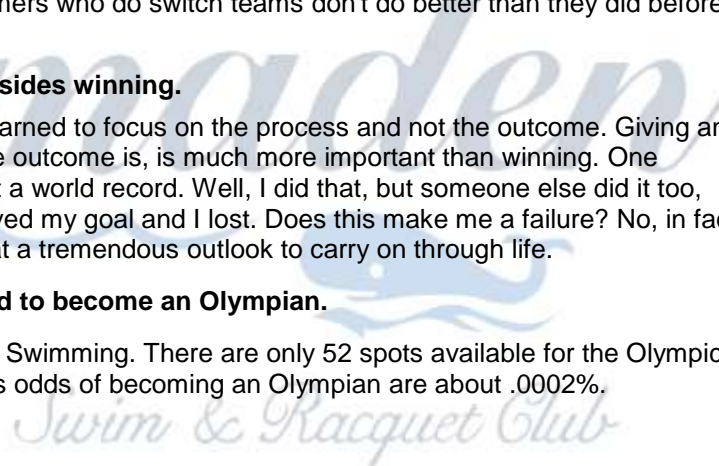
It is not wise for parents to take swimmers and to jump from team to team. The water isn't necessarily bluer in another team's pool. Every team has its own internal problems, even teams that build champions. Children who switch from team to team find that it can be a difficult emotional experience. Often swimmers who do switch teams don't do better than they did before they sought the bluer water.

IX. Thy child shalt have goals besides winning.

Most successful swimmers have learned to focus on the process and not the outcome. Giving an honest effort regardless of what the outcome is, is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. Does this make me a failure? No, in fact I am very proud of that swim." What a tremendous outlook to carry on through life.

X. Thou shalt not expect thy child to become an Olympian.

There are 250,000 athletes in USA Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are about .0002%.

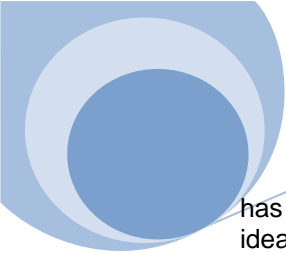


Coaching Staff

Coach Andre has a long history in swimming, together with a fantastic set of accomplishments. As a Stanford Graduate, Andre was two-time PAC-10 Champion in the 100 Breast, and was a three-time Collegiate All-American.

More recently, Andre was Head Coach and Owner of North Florida Swimming (NFS - USS), along with performing as an Assistant Coach for the University of North Florida Women's Swim Team. As Head coach of NFS for four years, his swimmers broke 12 Florida State age-group records, had 10 short course and 5 long course NRT top-16 times, and achieved one National Age-Group Record. Andre helped coach the university squad to two conference championships in the Southern States conference. He also coached a summer league team to a 39-3 dual meet record in seven years with the club, and, prior to NFS, was Head Coach of the Holmes Tigershark Swim Team (USS) for four years.

We are excited about Andre's background and knowledge in stroke technique and conditioning. Along with having benefited from working with some very well-known names in our sport, Andre



has a natural desire to continue to learn more about the sport, and to stay current with the latest ideas in swimming.

Coach Carrie began competitive swimming for the Davis Aquadarts when she was five years old and continued year round swimming for 13 years. Her best events were fly and back and she still holds club records in the 100 and 200 meter fly as well as relay records. In high school, she began playing water polo and played polo at San Jose State.

Carrie began coaching in the Davis Aquadarts summer program when she was just 12. She taught private and group swimming lessons and stroke technique for many years in the Davis area. Since moving to San Jose, she has organized a summer swim lesson program in Sunnyvale and was the assistant coach at the Shadow Brook Swim Team. We welcome Carrie back for her 8th year at Almaden.

Coach Chris has been coaching swimming for 18 years beginning on October 17th, 1989..... 4 minutes before the big earthquake of that year. One might say his coaching career started on shaky ground.

Starting with Morgan Hill Swim Club, he has coached reputable teams such as Mission San Jose Aquatics, Sunnyvale Swim Club, Stanford Covington Racing Aquatics (SCRA, now known as "PASA"), and of course Almaden Swim and Racquet Club where he started with the Masters in 1996. He has coached the full spectrum of swimmers including entry level swimmers, kids with special needs, high school, various swim camps, All Stars and Western Zone teams, and Masters swimming. Apart from swimming, one of his personal interests is meteorology. He has often been referred to as "Willard" when asked about what the weather will be.

Coach Joan competed locally, starting as an age grouper through the National level with the De Anza Swim Club in Cupertino, CA. She continued swimming in college on a swimming scholarship at the University of Miami, Florida. During her summers she taught swim lessons at all levels and coached at the Cupertino Hills Swim and Racquet Club and Santa Clara Swim Club.

Taking a long hiatus from coaching to pursue high tech career at HP (20 years) and start a family, she has and continues to stay active in the Masters Swimming Program and still enjoys open water competitions when not attending weekend swim meets with her daughters. Always having the feeling she would return to coaching someday, she welcomes this opportunity with the Almaden Swim and Racquet Club. Joan is back for her 3rd year at Almaden.

Coach Jason is excited to be back with the Whales. He began swimming at the Swim and Racquet Club in 2002 and was team captain as a high school senior in 2004. His coaching background began as a coach for the Almaden Country Club Gators. He started as an assistant coach and finished his six year career as head coach of the 2008 Valley Cabana League Champs.

In college, Jason swam for the University of California at Santa Cruz while getting a degree in chemistry. As a two year captain he achieved All Conference every year and achieved an NCAA B-cut in the 400 IM his senior year. Jason decided to come back his 5th year as the men's and women's mid distance coach under Kim Musch at UCSC. Here he saw much success coaching six NCAA All Americans and helping both teams place higher than before at the Pacific Coast Swim Conference Championships. Jason is very excited to be back, this time coaching, at Almaden. Jason is back for his 3rd year at Almaden.



TEAM Goals

GOAL: GREAT STARTS

PLAN TO ACHIEVE GOAL: We will work on jumping and quickness in Dry-land; we will go off the blocks in practice every week and swimmers will always be expected to practice great starts at every opportunity.

GOAL: BEST TURNS IN THE STATE

PLAN TO ACHIEVE GOAL: We will work on Jumping and quickness in Dry-Land; Swimmers must use the great jumps off every wall in the water and work the under water kick every wall; Wall training in the Diving Well will be our edge.

GOAL: FAR WESTERNS SEASON FOCUS

(Everybody knows, Everybody Goes; 20+ Top 8 finishes, especially relays!)

PLAN TO ACHIEVE GOAL: Every swimmer will go to Far Westerns to swim, work, or cheer; FW Time standards are posted at the club; Swimmers will be challenged to get those times or splits in practice; swimmers who have the cuts will be asked to find out the top 8 times from last year in their events, and try to be over 1 second faster than the place they seek.

Goal: PLACE 1ST OR 2ND AT ZONE 1 SOUTH CHAMPS

(Be the best cheering team at Z1S Champs and SBSLs and show great teamwork.)

PLAN TO ACHIEVE GOAL: Build team atmosphere in and out of practice; have practice cheers; work as a team everyday; team success or failure on sets; spirit activities to strengthen bonds between swimmers. Swimmers that care about one another can do more for each other than they could alone; Value Relays!

GOAL: 20+ TOP 8 FINISHES AT 14 & UNDER JO'S AND TOP-3 TEAM

PLAN TO ACHIEVE GOAL: Create a team atmosphere at the meet

GOAL: GET OVER 80% CCS BEST TIMES

PLAN TO ACHIEVE GOAL: CCS focus for HS swimmers, Train with goals in practice and execute race plans in meets!

GOAL: ESTABLISH A TEAM PRESENCE AT SECTIONALS

(Including men's & women's relays.) Train for Junior National and US Open cuts in 2012 to set Olympic Trials in 2012.

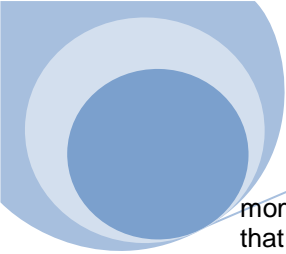
PLAN TO ACHIEVE GOAL: Make sure we train at the standard needed to achieve everyday!

INDIVIDUAL Goal Setting

I would like to see more of our swimmers take an interest in writing down and keeping track of their goals. It is one constant among the top swimmers of our nation, they all write down their goals. Beyond swimming, goal setting is a technique used by successful people in every walk of life. Hopefully all of our swimmers will learn techniques that they will be able to use beyond swimming. Successful goal setting starts with a vision: Visualize yourself achieving your ultimate goal in the present tense. Feel the emotions and sense the environment, oh what a feeling!

In swimming you'll need to visualize the greatest race of your life, (hopefully that will be in the future) and make sure to look at the clock to get your time! We'll call that time the ultimate goal. Hopefully that time is faster than your current best. (it needs to be!) Now break down the calendar time that you have to get there into seasons. What time do you need to do each season to be on track to achieve your Ultimate Goal?

That should bring us to this season. What time do you need to do this season to be on track? Now figure out the splits you will need to get in that race. Let's get splits all the way down to the first 15 meters. Now you have a set of training goals that you can use everyday to make sure you are on the path to your Ultimate goal! We can do this with stroke counts and underwater kicks as well! We can use goal setting to reach career goals too! It helps us keep our eye on the ball every



moment of what might otherwise be just another dreary day at the office. The great swimmers that I have known and heard speak all excelled at this type of goal setting.

Program Structure

We will be using the three equally important training areas:

DRYLAND - Here we will get our muscles warm to prevent injury. We will work on body balance and strengthening stabilizing muscles to increase body awareness and prevent injury. We will work on stretching and creating longer muscles to increase our flexibility and strength (a long muscle is a strong muscle) and it will coincidentally help prevent injury. We will work on explosiveness and power so we can have great starts and push-offs.

DIVING WELL - This will continue be a powerful resource for our program.

In the Well our swimmers will:

- Work on pure speed
- Work towards excellent turns
- Strengthen their legs while kicking only water on difficult vertical kick sets (we discovered a few weeks ago that kicking air doesn't move us)
- Work on drills where the coach will have virtually immediate feed back rather than having to wait for an entire lap to intervene
- Work on power and tempo training

25 YARD POOL - Here the groups will have the opportunity for an uninterrupted 45+ minute set with no overlapping of groups! We are very excited that we were able to work this out in the schedule. This will allow us to work on goal time pacing, middle and back end speed, and anything else the coaches see that we need in practice. Using these three training areas we will be able to offer a program that will allow our swimmers to strive for their goals at every level.

Group Practice Schedules

Our practice schedule will be updated on the Team Unify website so please check periodically.

http://www.teamunify.com/TabGeneric.jsp?_tabid_ =13274&team=alma

Swimmers are to attend the practice for their assigned Roster Group only. Swimmers may attend another group practice only with prior approval from their coach.

Meet Schedule

Our meet schedule will be updated on the Team Unify website so please check periodically.

http://www.teamunify.com/TabGeneric.jsp?_tabid_ =11601&team=alma

Meets in **Blue** are exceptionally important team meets that you should notify your coaches in writing (e-mail at least 1 month in advance) if you will be unable to attend.

It is critical that we sign up for each of the CBA+ meets that tend to close early, as soon as the meet is posted on Swim Connection. This means you should be looking to sign up for meets as much as 8 weeks before the meet start date. Please be vigilant and proactive in signing your swimmer up for their meets (we are powerless to get them in once a meet has closed). If done properly, this schedule should allow us to get in good training between meets until the championship parts of the season. It should allow us to make adjustments, and train them, between meets.



ALMA Group Descriptions

Pre-Bronze : Ages 4-8

Objective: In practices this group focuses on coordination of arm and leg movements and the development of proper breathing and body position focusing on freestyle and backstroke technique. This group will be briefly introduced to breaststroke and butterfly. The overall goal is to build strength and endurance after stroke technique, so they can begin to do multiple laps in the 25 yd pool. These swimmers should check with their coach to see if they are ready to compete in a meets. Swimmers in this group are recommended to practice 2 to 3 days a week.

Tryout Standards

- 1 x 25 yard of freestyle
- 1 x 25 yard of backstroke

Swimmers in the Starter-Age Group are expected to:

- Be prepared and on time to practice (suit, cap, and goggles).
- Be focused and attempt any given drill or task without disrupting other swimmers.
- Listen to instructions and translate what coaches ask into correct body movements.
- Be physically and mentally mature enough to handle a 1 hour practice.
- Perform streamlines, turns, and side breathing as often as possible

Required Equipment:

- 2 pairs of goggles
- 1 or 2 practice suits
- Practice Cap

Bronze Group: Ages 5 - 10 years old

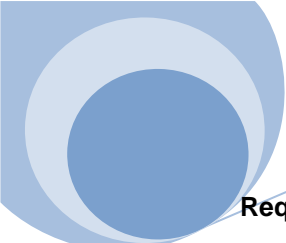
Objective: Swimmers focus on stroke technique, body position, and kicking to set themselves up for future success and limit future injuries.

Swimmers entering this group should be water safe, be able to swim multiple laps of a 25 yard pool, and pay attention to their coach. In this group swimmers will learn the fundamentals of each stroke (Streamlined Underwater Kick, Butterfly, Back, Breast, & Free) and will begin to learn how to use a pace clock. These swimmers may have no previous competitive swimming experience, but are enthusiastic and eager to learn. These swimmers are recommended to swim 2 – 4 times per week. Games and drills will be frequently used to keep learning fun and exciting. Swimmers in this group should check with their coaches about which events to enter at scheduled meets.

| Tryout Standards | Workout Goals |
|---|--|
| 1 x 25 Free 1 x 25 Back 25 streamline kick 25 kick on back | Stretch, Streamline, and Kick off walls Swim all 4 strokes with proper body position 100 IM on 3:00 8 x 25 on 40; 2 of each stroke (Fly, Back, Breast, Free) 4 x 50 Kick on 2:00 |

Swimmers in the Starter-Age Group are expected to:

- Be prepared and on time to practice (suit, cap, and goggles).
- Be focused and attempt any given drill or task without disrupting other swimmers.
- Listen to instructions and translate what coaches ask into correct body movements.
- Be physically and mentally mature enough to handle a 1 hour practice.
- Perform streamlines, turns, and side breathing as often as possible



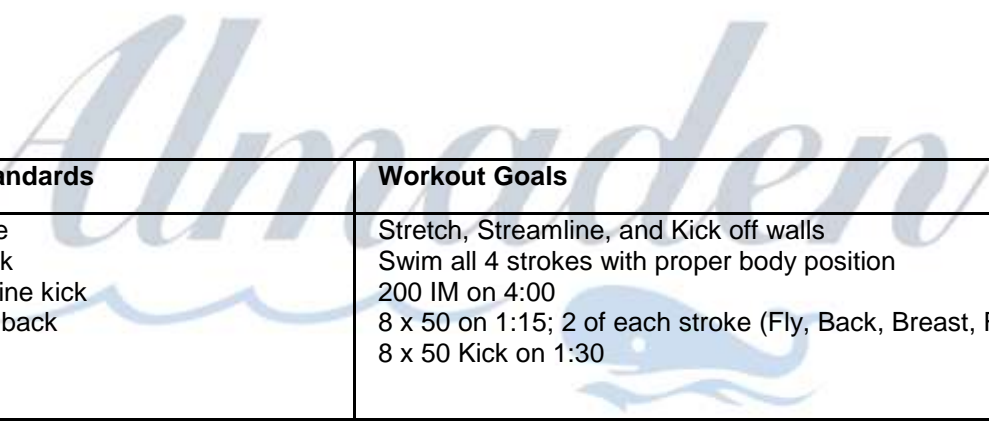
Required Equipment:

- 2 pairs of goggles
- 1 or 2 practice suits
- 1 ALMA team suit for swim meets
- Team Cap for meets
- Practice Caps

Silver Group: Ages 11 & under

Objective: Maintain focus on stroke technique, body position, and kicking to set themselves up for future success and limit future injuries, while building up workout intensity. Swimmer's competitive goals should include Junior Olympic standards.

Swimmers in this group have learned the fundamentals of swimming and have experienced some competition. More frequent practices are encouraged with emphasis on technique, conditioning, and endurance. These swimmers are encouraged to swim 2 – 4 times per week. These swimmers are learning interval swimming and should know how to read a pace clock. Swimmers in this group are strongly encouraged to attend meets scheduled by the coach and should know the Junior Olympic qualifying times.



| Tryout Standards | Workout Goals |
|---|--|
| 2 x 50 Free 2 x 50 Back 25 streamline kick 25 kick on back | Stretch, Streamline, and Kick off walls Swim all 4 strokes with proper body position 200 IM on 4:00 8 x 50 on 1:15; 2 of each stroke (Fly, Back, Breast, Free) 8 x 50 Kick on 1:30 |

Swimmers in the Age Group are expected to:

- Be prepared and on time to practice (suit, cap, and goggles).
- Be focused and attempt any given drill or task with out disrupting other swimmers.
- Listen to instructions and translate what coaches ask into correct body movements.
- Be physically and mentally mature enough to handle a 1 hour practice.
- Perform streamlines, turns, and side breathing as often as possible

Required Equipment:

- 2 pairs of goggles
- 1 or 2 practice suits
- 1 ALMA team suit for swim meets
- Team Cap for Meets
- Practice Caps
- All rubber fins

Gold Group: Ages 12 & under

Objective: To develop elite age group swimmers with well rounded training methods. Maintain focus on stroke technique, body position, and kicking to set themselves up for future success and limit future injuries, while building up workout intensity. This group contains swimmers with competitive swimming experience. Swimmers learn the fundamentals of a well rounded training

program and are encouraged to work toward training and personal goals. This includes learning dry-land training, race strategies, pacing and improving technique. Swimmers are encouraged to be aware of their best times and training paces and to attend 3 – 5 workouts per week.

Swimmers in this group are expected to attend meets scheduled by the coach with an eye toward Junior Olympic and Far Western Top 8 and qualifying times.

Swimmers will graduate to the National Development Group in the last season before they turn 13 if they are still working towards 11-12 JO cuts or attend 0-3 practices per week.

Swimmers will graduate to the Pre-National group after competing at JO's in the season they qualify for 11-12 JO's or 10 & Under Far Westerns and post 4-5 day a week attendance for the season or show 6-7 practices total a week cross training with 3 practices of swimming.

| Tryout Standards | Typical Workout |
|---|--|
| 6 x 50 yards @ 1:15 free style 4 x 100 yards @2:00free style 4 x 200 yards @3:50 free style 4 x 100 yards @2:45 IM 5x 50 yards @1:10 butterfly 5 x 50 yards @ 1:20backstoke 5 x 50 yards @1:30breaststroke 8 x 50 Kick @1:30 | Warm-Up 400 200 kick with board 6 x 50 Drill/Swim 3 x 100 kick 6 x 50 build, 4 being the fastest 2 x 200 free style 3:55 4 x 100 drill swim stroke 2:10 100 cool down TOTAL = 2400yds |

Swimmers in the Gold Group are expected to:

- Arrive prepared and on time to practice and meets (suit, cap and goggles).
- Focus and attempt any given drill or task with out disrupting other swimmers.
- Listen to instructions and translate what coaches are asking to correct body movements.
- Know all four stokes and are able to do 50 yards legally in practice and at meets.
- Consistently utilize streamlines off walls, front flip turns, and side breathing.
- Participate in swim meets and excited about learning more and challenging themselves.
- Physically and mentally mature enough to handle a more strenuous workouts

Required Equipment:

- 2 pairs of goggles
- 1 or 2 practice suits
- 1 ALMA team suit for swim meets
- 1 team cap for meets
- SMALL finis fulcrum hand paddles (small should be the color red)
- Adult Finis snorkel
- TYR rubber fins or S & R rubber fins
- Practice Caps

National Development Group: Ages 12 & up

Objective: To continue the gradual building of workout intensity as a swimmer progresses. Maintain focus on stroke technique, body position, and kicking to set themselves up for future success and limit injuries. Swimmers know Junior and Senior qualifying times and begin to take responsibility for their own and their teams' success.

These swimmers have competitive swimming background, but need more work on their strokes and ability to workout. These swimmers are strongly recommended to workout 3 – 5 days a week. The Primary focus of this group is to improve the swimmers stroke skills, Technique and speed. Development of competitive attitude for the sport is also an important focus. These swimmers attend all levels of competition according to each one's level of speed or ability.

Swimmers who achieve 11-12 or 13-14 JO cuts and post attendance of 4+ practices per week for the season may choose to shift over to the Pre-National Track after competing at the JO meet.

Swimmers with flexible attendance who wish to focus on the high school season will enter the senior national development group.

| Tryout Standards | Typical Workout |
|---|--|
| 10 x 50 yards @ 1:00 free style 8 x 100 yards @ 1:55 free style 6 x 200 yards @ 3:50 free style 8 x 100 yards @ 2:15 IM 10 x 50 yards @ 1:00 butterfly 10 x 50 yards @ 1:00 back stroke 10 x 50 yards @ 1:00 breast stroke 10 x 50 Kick @ 1:00 | Warm-Up 700 (200 fr, 100 b, 100 br, 100 fly drill, 200 kick) 8 x 50 Drill/Swim 5 x 100 kick 12 x 50 build, 4 being the fastest 4 x 200 free style 3:55 5 x 100 drill swim stroke 2:10 200 cool down TOTAL = 3700yds |

Swimmers in the National Development Group are expected to:

- Arrive prepared and on time to practice and meets. Suits, cap, goggles, Water bottles.
- Physically and mentally mature to handle strenuous work outs.
- Focus thought out the entire practice and must work toward challenged themselves in each set given.
- Listen to instruction and attempts any given drill or task with out disrupting other swimmers
- Participate in at least one swim meets per month
- Set short term and long term goals and work to achieved them.

Required Equipment:

- 2 pairs of goggles
- 1 or 2 practice suits
- 1 ALMA team suit for swim meets
- Team Cap for meets
- Medium finis fulcrum hand paddles
- Sr Finis snorkel
- TYR rubber fins or S & R rubber fins
- Water/Sports drink Bottle
- Practice Caps

Senior Development Group: High School Swimmers

Objective: To provide challenging workouts to swimmers who are training to compete at the High School level. This group will focus on the high school events and will try to help swimmers do their best during the high school season. Focus will be on stroke technique, sprinting, kicking, and increasing the fitness level. Swimmers should make sure their attendance and effort are in line with their goals.

Swimmers will attend practice as their schedules permit and will be expected to try their best when they attend.

| Tryout Standards | Typical Workout |
|--|--|
| 12 x 50 free style @ :40 12 x 100 free style @ 1:20 8 x 200 free style @ 2:30 2 x 500 free style @ 5:50 6 x 200 IM @ 3:00 12 x 50 butterfly @ :50 12 x 50 back stroke @ :50 10 x 50 breast @ :55 6 x 50 Kick @ :50 | Warm-Up 500 IM (100Ch,400IMDP) 12 x 50 Drill/Swim x25 4 x 25 Record Breakers 9 x 100 kick 16 x 50 4 of each stroke, Build 12 x 100 Rolling int. 3 of 4 10 x 50 Build Stroke 6 x 100 fast for time. 6 x 100 cool down with breathing control TOTAL = 5400yds |

Swimmers in the Senior Development Group are expected to:

- Arrive prepared and on time to practice and meets. Suits, cap, goggles, Water bottles.
- Be physically and mentally mature to handle strenuous work outs.
- Focus throughout the entire practice and work toward challenging themselves in each set given.
- Listen to instruction and attempt any given drill or task without disrupting other swimmers.
- Participate in a cross training program, set up by coach.
- Participate in at least one swim meet per month
- Set short term and long term goals and work to achieve them.

1) Training Set Goals

- *Streamline > 10 yards off every wall
- *6 x 100 on 6 min, maintain < 4 seconds from goal time
- *30 x 100 descending interval 1:30 to 1:05 maintaining DPS
- *Diving well record breaker swim in < 9s(Boys) or <10s(Girls)
- *42 x 50 holding < 25s

2) Biomechanical/Physiological Goals

- *Maximize core strength and balance
- *Maintain and increase flexibility
- *Build explosive strength and quickness

3) Character Development Goals

- *Swimmers take responsibility for their own success
- *Work with teammates to help the whole group succeed
- *Be a positive influence in and out of the water
- *Respect and listen to all members of the coaching staff
- *Respect yourself and others at all times
- *Communicate with coaches to maximize success
- *Keep the deck clean and beautiful
- *Provide team spirit & leadership (cheers, etc)

Required Equipment:

- 2 pairs of goggles
- 1 or 2 practice suits
- 1 ALMA team suit for swim meets
- Team Cap
- Snorkel
- Water/Sports drink bottle (bring full and drink it)
- Equipment Bag
- Rubber fins



Highly Recommended:

- Finis Fulcrum Paddles
- Full sized all-rubber fins (Breaststrokers)

Put your name on Everything!

Pre- National Group: Ages 14 & under

Objective: To provide an intense and focused training environment for those swimmers who are training for the age-group championship meets (JO's & Far Westerns). Swimmers have written race goals and corresponding training goals. Swimmers swim with their goals in mind every practice. Swimmers maintain focus on stroke technique, body position, and kicking to set themselves up for short and long term success. Mentally and physically these swimmers must begin to demonstrate progress towards the high levels of training necessary to compete at the national level.

Swimmers are expected to attend team meets to prepare for JO's and Far Westerns.

Swimmers will need to attend 4-5 Practices per week and represent ALMA at JO's and Far Westerns in individual and relay events.

Swimmers who achieve Sectional standards will graduate to the national group after competing at Far Westerns at the end of that season.

Required Equipment:

- 2 pairs of goggles
- 1 or 2 practice suits
- 1 ALMA team suit for swim meets
- Team Cap for meets
- Practice Caps
- Snorkel (Finis)
- Water/Sports drink bottle (bring full and drink it)
- Medium sized paddles
- Rubber fins
- Pull Buoy

Highly Recommended:

- Finis Foil Monofin

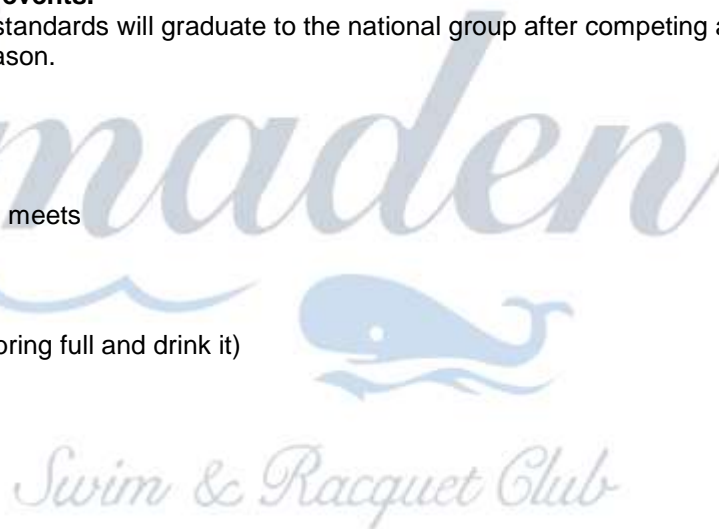
National Group: Ages 13 & up

Objective: To prepare swimmers to compete at the highest levels. Swimmers have written race goals and corresponding training goals. Swimmers swim with their goals in mind every practice. Swimmers maintain focus on stroke technique, body position, and kicking to set themselves up for national success and physical health.

The primary focus of this group is to achieve the highest level of swimming potential of each individual swimmer. This group consists of committed swimmers that have sufficient competitive swimming experience. Mentally and physically these swimmers demonstrate the ability to train at a high level. **Swimmers will need to attend 5 – 6 workouts per week.** Senior swimmers should attend all competitions scheduled by the coach.

Required Equipment:

- Team Cap
- 2 Pairs of Goggles and 2 caps (if worn in practice) by your lane at every practice
- Suit



- Snorkel
- Water/Sports drink bottle
- Equipment Bag
- Finis Fulcrum Paddles
- Full sized Fins or all rubber monofin
- Short fins or flips

Move-Ups

The coaches evaluate each swimmer's progress and will inform the swimmer and parent(s) when it is time to move to the next level. Group changes generally happen 3 times during the year.

- September: at the start of a new swim season (based on the summer season)
- December/January: after JO's or the Zone Championship Meet
- April/May after JO's or the end of the yards season

Team Operations

FEES FOR ASRC SWIM TEAM 2011-2012

- Annual Family Fee
- USS Registration Annual Fee
- Trimester Fees (Dues)
- Group Surcharge Fees
- Fund Raising Fee (Almaden Relays Sponsorship)
- Parent Team Support Fees (PTS)

The swim committee put a significant amount of effort in to the analysis behind the team fees. Member family prices remain considerably below average. Thus your club membership continues to provide significant benefits. Prices for attached swim team families equate to the average for south bay swim teams.

Annual Family Fee:

- \$200 for Club Members, billed in January 2012
- \$300 for Attached Swimmers, billed in January 2012
- \$100 (pro-rated) for new families in Fall (Sept.-Dec.) to cover the remainder of 2011.

USS Swimming Annual Registration Fee – 2012: \$65

Trimester Fees: Dues / Group Surcharge Fees (Jan-Apr, May-Aug, Sept-Dec):

Trimester (3 times/year) Swim Dues

| Swimmers in Family | ASRC Member Family Swim Team Fee | Almaden Attached Family Swim Team Fee |
|--------------------|----------------------------------|---------------------------------------|
| 1 | \$200 | \$348 |
| 2 | \$300 | \$567 |
| 3 | \$350 | \$859 |
| 4 | \$375 | \$1158 |
| 5 | \$387 | \$1463 |

Trimester Group Surcharge For Each Swimmer

| Group | ASRC Member Swimmer | Almaden Attached Swimmer |
|------------------------------------|---------------------|--------------------------|
| National, Sr. Development | \$47 | \$62 |
| Pre-National, National Development | \$47 | \$62 |
| Gold 1, Gold A | \$20 | \$27 |

TEAM FUNDRAISERS

Each ALMA swim family is obligated to participate in fundraising for the Gerald Macedo Relay Invitational by raising \$100 in advertising. Ads may be solicited from local businesses or from your own personal business. If your family is unable to obtain the minimum \$100 in ads, your account will be billed for the balance of the \$100 obligation.

Parent Team Support

Parents are required to volunteer their time in support of the ALMA swim team program. Each family is responsible for 38 volunteer hours during the 2011 - 2012 season. Of these, 8 hours must be worked at the first two ALMA home meets in October and November 2011, either all 8 at one meet or split between the two. Hours due, but not contributed, will be billed to the family account at the rate of \$25 per unfulfilled hour. Families joining or leaving the team during the season, will have their volunteer hours prorated to 3 hours for each month or partial month on the team.

In addition to the 38 hours, each family is responsible for contributing 7 volunteer hours at the 2012 Spring Far Western Championship Meet that will be hosted by ALMA. FW hours due, but not contributed, will be billed to the family account at the rate of \$25 per unfulfilled hour.

For questions about meet volunteer hours, please contact ankjufiar@hotmail.com. For questions about Social event volunteer hours, please contact mariann@mcgeeclan.org. Most volunteer opportunities are announced in advance and are open for on-line sign-ups. If you have signed up for a volunteer shift, please report to your station 5 minutes early and check in with the volunteer coordinator. If you need to cancel a volunteer commitment, please notify either ankjufiar@hotmail.com or the on-duty volunteer coordinator as soon as possible so that the position can be filled by another volunteer. If you fail to show up for your shift and do not notify the volunteer coordinator your family account will be billed \$25 per un-worked shift.



Communication

GoALMA.org. The best source of information is the team website: <http://www.goalma.org>.

Email. Regular emails are sent to the swim team membership to keep everyone informed of upcoming events and other important information.

Family Folder. Every family has a family folder in the file cabinet near the office door. Swimmers should check this folder once per week. Items such as unclaimed ribbons, etc., will be placed in your folder.

Team Directory. A team phone list will be published in October so that team members can better communicate.

ALMA Team Gear

Team equipment order: Once each year in October, we offer the opportunity to buy team equipment through the club. Team suits, bags, parkas, sweats, warm-ups, etc ... are available for fitting and purchase. The team order has a very strict deadline. Order forms must be completed by this deadline (usually in early October) so that items are available before Christmas.

Team suit: At Almaden, our team suit is unique to our team. You can buy suits through the team order process, or at other times during the year you may buy your suit through NorCal Swim Shop.

Parkas: For those new to year round swimming in California, you should know that it can get somewhat chilly during the winter months. Team parkas provide a great solution to keeping warm. They are waterproof, windproof, and well-insulated. They are intended to cover to below the knee, and are an easy way to quickly cover up – especially at meets, when it is most important to stay warm!

Warm-ups: Warm-ups are stylish blue nylon suits (pants and a jacket), with cotton lining.

How to Register on Swim Connection

Good News! The ALMA Swim Team has a global agreement with SwimConnection for the 2010-2011 swim year to provide your family FREE membership.

So, enjoy your 2010-2011 membership and make sure you have registered at SwimConnection to take advantage of all the benefits provided to our members.

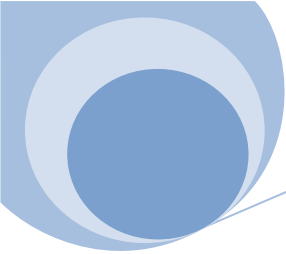
To register follow these directions:

1. Go to www.swimconnection.com
2. Click on “club pages central”
3. Click on “PC-Pacific”
4. Click on “Membership has its benefits”
5. Click on “sign up now” - * it is free as long as you are part of ALMA
6. Enter your username & password. ***you must put ALMA in #3 under team affiliation - if you do not, you will be charged.
7. Click “register” at the bottom

It will take a few days to be approved. If you have not received an email back stating that you are approved, please email Kim Burrill jkburrill@mac.com and/or Jackie Sandoval jackiefs@comcast.net.

How to register for meets:

1. All meets are now on a separate website. Go to <http://ome.swimconnection.com> to register for all swim meets.


- 
2. Click on “Sign up Now”.
 3. Create your own user name and password.
 4. Next, you will receive an email to confirm your account.
 5. Click on the link in the email to confirm your account.
 6. To enter a meet: click on log on/sign in. Enter your own user name and password.
 7. Click on “add swimmers to my profile”.
 8. Click on the “add swimmer button”.
 9. Fill in the information to add your children. The swimming association is Pacific swimming. Your child’s registration number is their birthdate, the first 3 letters of their first name, their middle initial, and the first 4 letters of their last name. For example, for Kevin Lance born 3/14/97, his registration # is 031497KEVDLANC.
 10. Please note: if you are a new swim team member, it takes several weeks to officially have an USS registration number and when you enter your 1st meet, the USS registration number may not be available yet. You can click on the box stating “registration pending”.
 11. To enter a meet, click on the meet you wish to enter.
 12. Click “enter” next to your swimmer’s name.
 13. Click on the events you wish to enter.
 14. Click on “get best times” to display your child’s best times. These are not available if you haven’t swam in a USS meet yet. Otherwise, enter their times manually.
 15. Click “save”.
 16. Repeat this process to enter more than one swimmer.
 17. Follow the payment process.
 18. Print out your entry confirmation form before leaving the site.
 19. You should be sent an email with all the entries information.
 20. Make sure to bring the entry confirmation sheet to the meet.
- If you have any questions, please contact Kim and/or Jackie.

ALMA Mentor Program

The mentor program is designed to help new families joining the team for the first time, the opportunity to meet ALMA swim team families. New families registering for the mentor program will be assigned an experienced ALMA Family who will help you through the initial stages with the team. They will try to attend at least your first meet to guide you through the process. Spirit Committee will choose the best match for your family that has a swimmer in the same age group as your child, but ALL our ALMA Families are very knowledgeable and friendly. Attending a competitive swim meet for the first time can be overwhelming, so team up with a Family Mentor by sending an email to our Spirit Committee Chairperson. Make sure to include your swimmer’s name, age, and color group, parent(s) name and phone number(s)

PURPOSE – Our goal for initiating this program is to continue our ‘family’ club culture. ALMA swim team is not just a competitive swim club, but also a family sport/ family outing. With family mentors, we aim to improve communication, to help new members feel ‘at home’, and to help them become acquainted with meet procedures. We also want to strengthen team spirit (not only amongst swimmers, but also amongst their families).

EARN PTS HOURS AS A MENTOR FAMILY - Returning ALMA families may earn PTS hours. Just for making a new friend, you get to earn two hours/meet attended with your assigned family that will go towards the PTS Program! The number of new families we have that request a family mentor will determine the number of family mentors that we’ll need. In some cases where we have more requests for mentor families, volunteers will be assigned more than one new family.



Make sure to contact the Spirit Committee Chairperson at the beginning of each season to convey your interest in becoming a mentor family.

BASIC DUTIES OF A MENTOR FAMILY

- Call new family and attend their first meet with them if possible. If you cannot attend their first meet, please try hard to coordinate with another ALMA family to meet them there so they are not left without directions.
- Give suggestion and tips for what to bring to the meet.
- Arrange to meet and sit together during meet and go over the meet process.
- Help new swimmer with check-in process
- Any other helpful advice
- Inform them about PTS Program and opportunities to volunteer
- Encourage and help families get set up on www.swimconnection.com





POLICIES & PROCEDURES

Almaden Swim and Racquet Club is fully committed to implementing USA Swimming's Policies and Best Practices for Athlete Protection and will strictly adhere to the following guidelines.

Policies and Best Practice Guidelines for Athlete Protection

In order to provide a positive experience and a safe environment for athletes, all non-athlete adult members of USA Swimming should maintain professionalism and avoid any appearance of impropriety in their relationships with athletes. Coaches, in particular, should recognize the influence, power and position of trust they have with athletes and should use these only in an athlete's best interest.

This document provides specific mandatory policies and best practice guidelines that are strongly recommended.

Policies

The following policies for Athlete Protection are mandatory for all members and are incorporated by reference into Section 304.3.4 of the USA Swimming Code of Conduct.

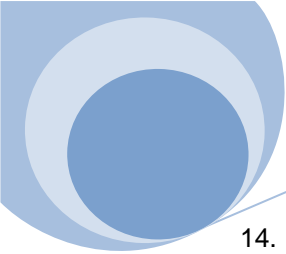
1. Inappropriate touching between athletes and non-athlete adult members is prohibited. This includes, but is not limited to, kissing, provocative games and athletes sitting on adults' laps.
2. No rubdowns or massage by any non-athlete adult member unless by a member who is a licensed massage therapist or other certified professional. All massage by member licensed professionals must be done in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not give rubdowns and/or perform massage.
3. Coaches may not invite or have an athlete to their home without the permission of the athlete(s)'s parent (or legal guardian).
4. No audio or visual recording in changing areas, restrooms or locker rooms. This includes using a cell phone camera.
5. Travel
 - Regardless of gender, coaches shall not share rooms or other sleeping arrangements with athletes. An exception would be if the coach is the parent of that particular athlete.
 - Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
 - When only one athlete and one coach travel to a competition, the athlete shall have a parent's (or legal guardian's) written permission to travel alone with the coach.
 - Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and adults associated with the club.



Best Practice Guidelines

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
6. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
7. During overnight team travel, if athletes are paired with other athletes they should be of the same gender and similar age. Chaperones and/or team managers would ideally stay in nearby rooms.
8. When only one coach and one athlete travel to a competition, while at the competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
9. Where a chaperone or team manager is included, the chaperone(s) or team manager(s) should be of the same gender as the athletes and written consent should be given by the athletes' parents (or legal guardian).
10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.

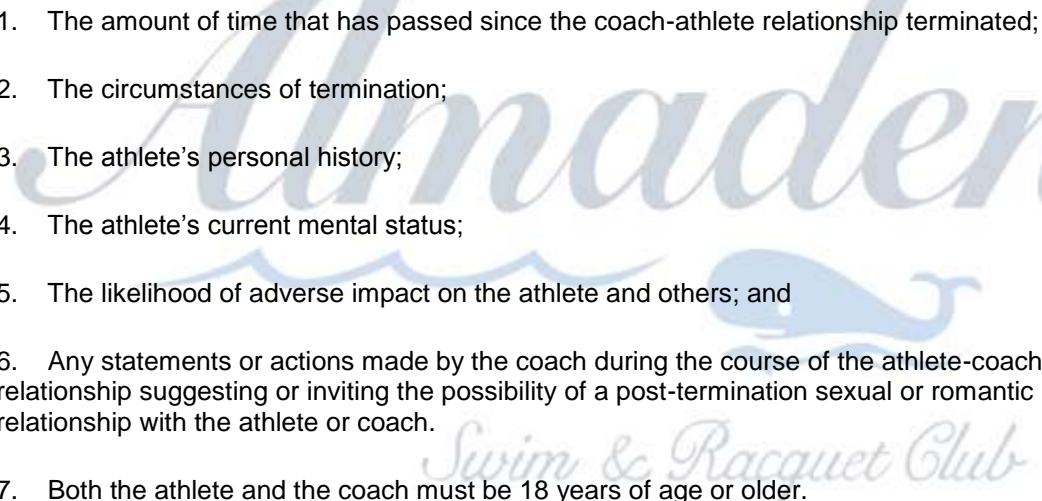


14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.

15. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.

16. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

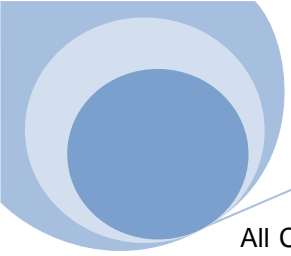
1. The amount of time that has passed since the coach-athlete relationship terminated;
 2. The circumstances of termination;
 3. The athlete's personal history;
 4. The athlete's current mental status;
 5. The likelihood of adverse impact on the athlete and others; and
 6. Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
 7. Both the athlete and the coach must be 18 years of age or older.
- 

Updated: 27 July 2010

POLICY VIOLATIONS

If you believe that one of the Team Policies have been violated, please report such violation to a Coach or Board member. The Team, or authorized consultants, will immediately undertake a thorough and objective investigation of the allegations. Do not assume that the Team is aware of any problem.

If it is determined that a policy violation has occurred, remedial action will be taken in accordance with the circumstances involved. Any Coach or employee determined by the Team to be responsible for a policy violation will be subject to appropriate disciplinary action, up to and including termination, or criminal prosecution. A Club Member determined to have violated a club policy will also be subject to remedial action, up to and including expulsion from the Team and criminal prosecution. A Team representative will advise all parties concerned of the results of the investigation. The Team will not retaliate against any Coach, employee, or Club Member for filing a complaint and will not knowingly tolerate or permit retaliation by Coaches, employees or other Club Members.



All Club Members, Coaches and employees are encouraged to report any incidents forbidden by these policies, **immediately**, so that complaints can be quickly and fairly resolved. Board contact can be initiated in any manner including through the link on the website, email, voicemail, in person.

Drop Policy

To terminate your ALMA swim team membership, you must notify Dan Chapman, club manager (dchapman@asrc.org) before the next trimester billing and submit the drop form below.

If you later decide to rejoin the swim team, there is a \$50 fee to reinstate your membership on the ALMA swim team.



Drop ALMA Swim Team Form

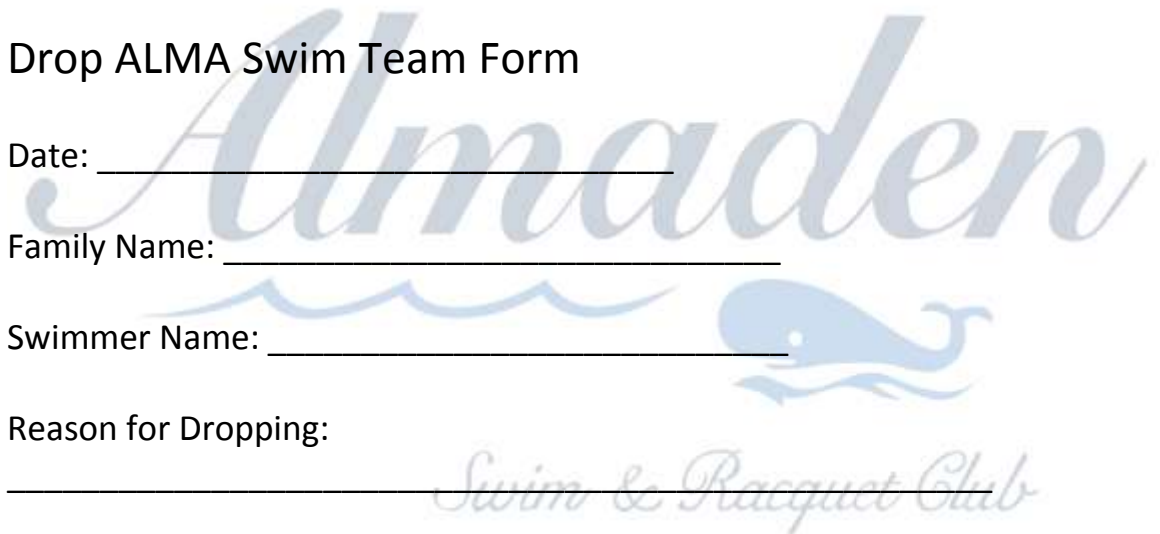
Date: _____

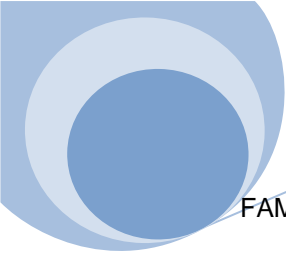
Family Name: _____

Swimmer Name: _____

Reason for Dropping:

Signature: _____





FAMILY NAME: _____

ALMA SWIM TEAM 2011-2012 SEASON

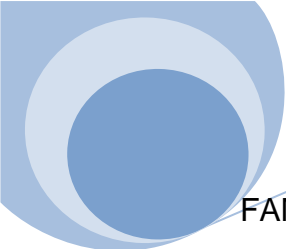
PARENT CONTRACT OF PARTICIPATION & FINANCIAL OBLIGATION

Parental involvement and financial obligation are crucial to every USA Swimming club. At Almaden Swim & Racquet Club (ALMA), parents are a vital part of the team. Many swim parents develop long-term friendships and enjoy the family like atmosphere that develops at ALMA.

ALMA parents are needed to volunteer their time to help with swim meets, coordinate social events, organize fundraising and numerous other tasks. Volunteering to help at ALMA is a great way to get involved, meet other parents, have fun and teach your child about commitment. When your child sees you devoting time and energy to help the team, he or she understands that team loyalty is important and worthwhile.

- I have read, understood and familiarized myself with the team policies and will conform to these policies. I will immediately report any perceived violation of policy to a coach or a Board member. _____ initial
- In order to ensure compliance with the Guidelines for Athlete Protection, I will pick up my swimmer promptly at the end of practice. _____ initial
- I understand the financial obligation that comes with being a member of the ALMA swim team. I will ensure my family account is kept current. _____ initial
- I understand that parental participation is part of the swim experience at ALMA and that there are many opportunities for participation. _____ initial
- I understand that my family is responsible for 38 volunteer hours during the 2011 - 2012 season. Hours due, but not contributed, will be billed to my account at the rate of \$25 per unfulfilled hour. Families joining or leaving the team during the season will have their volunteer hours prorated to 3 hours for each month or partial month on the team. _____ initial
- I understand that my family is responsible for contributing an additional 7 volunteer hours at the 2012 Spring Far Westerns Championship Meet that will be hosted by ALMA. Hours due, but not contributed, will be billed to my account at the rate of \$25 per unfulfilled hour. If you do not show up for a shift that you have signed up for, your account will be billed \$25 per no-show _____ initial
- I understand that if I terminate or suspend my ALMA swim team membership there will be a \$50 fee to rejoin. The Club Manager should be notified before the billing trimester. _____ initial
- I understand that ALMA fundraising activities are intended to raise money for the operation of the swim team. _____ initial
- I understand that each "family" on the ALMA swim team is obligated to collect \$100 in advertising sponsorship for the Gerald Macedo Relay Invitational. I understand my account will be billed for the balance of any uncollected team obligation. _____ initial

PARENT SIGNATURE: _____ DATE: _____



FAMILY NAME: _____

ALMA SWIM TEAM 2011-2012 SEASON

SWIMMER CONTRACT OF COOPERATION

The purpose of this conduct policy is to ensure that every swimmer is provided an environment that allows them the opportunity to reach their individual goals.

- A swimmer’s conduct at practices and swim meets should support every other swimmer’s ability to learn and the coach’s ability to teach other swimmers. _____ initial
- Each swimmer should be committed to striving for their own goals and for the good of the team. _____ initial
- ALMA swimmers are expected to remember that at practice, during swim meets and in public they are representing Almaden Swim & Racquet Club. They should represent ALMA with excellence, team spirit, good sportsmanship, and politeness. _____ initial
- ALMA swimmers are always expected to follow the directions of any member of the coaching staff and any person who is a team chaperone. Disrespect or failure to obey instructions will not be tolerated from any athlete. _____ initial
- ALMA swimmers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated. _____ initial
- ALMA swimmers shall be respectful to the Team, Club Members, Coaches and competitors in all forms of Social Media communications (ie. Facebook). _____ initial
- There shall be no drinking of alcohol or use of tobacco products or illegal drugs or any substances banned by US Swimming or FINA. _____ initial
- ALMA swimmers are expected to respect each other. Fighting, intentional touching or striking another athlete will subject the swimmer to the most severe discipline. _____ initial
- ALMA swimmers are expected to respect and care for the property of others. Vandalism, intentional damage to property or theft of property will not be tolerated. _____ initial
- Swimmers must notify the coach in advance if they are planning to leave practice or swim meets early. _____ initial
- Disruption of practice by an athlete will be grounds for removal. _____ initial

SWIMMER SIGNATURE: _____

SWIMMER SIGNATURE: _____

SWIMMER SIGNATURE: _____

SWIMMER SIGNATURE: _____