



## **Introduction**

The purpose of this handbook is help explain what Rice Aquatics is and to outline policies that affect all swimmers and families.

## **Why Swim?**

USA Swimming' age group swimming program is America's largest program of guided fitness activity for children. Through swimming children learn the values of hard-work, humility, goal setting, perseverance, determination as well as many other intangibles. Swimming is a sport that offers a healthy lifestyle from young novice swimmers through adult masters swimmers.

## **General Description and Team Philosophy**

Rice Aquatic Swimming Club (RICE) is a full service swimming program for swimmers of all ages, from age group to masters. We provide participants with professional guidance emphasizing individual and team growth, good sportsmanship, and a healthy lifestyle, while encouraging a life-long appreciation for the sport. We provide a foundation of proper technique and fundamental training in a fun, positive atmosphere under the supervision of a professionally trained coaching staff.

## **History of Rice Aquatics**

Rice Aquatics (RICE) began in the summer of 2003 as a masters swim conditioning group. In the fall of 2004 RICE began an age group developmental team during the school year. It was strictly skill development and non competitive. RICE was not a registered USA Swimming team at this time. This group continued into the fall of 2005 and doubled in size. Finally with the core of this group interested in competing and interest in the team growing RICE became a registered USA Swimming team in September of 2006. Rice Aquatics philosophy from it's inception has been to serve those interested in swimming from elementary school age kids to senior citizens and everyone in between and accommodate all levels of swimmers from novice to USA National team members.

## **Coaches Responsibilities**

The coaches' job is to supervise the entire competitive swim program. Rice Aquatics coaching staff is dedicated to providing professional guidance emphasizing individual and team growth, good sportsmanship, and a healthy lifestyle, while encouraging a life-long appreciation for the sport.

- The coaches are responsible for placing swimmers into practice groups. Placement into groups is based off the swimmers: age, swimming ability, background in swimming, and stroke technique. The goal of swimmer placement is to maximize each individual swimmers potential for growth within Rice Aquatics.
- The coaching staff is responsible for all stroke, training, and swimming instruction with Rice Aquatics. All practices are based on coaching experience as well as years of scientific research done by USA Swimming.



- While at swim meets, the coaching staff will be in charge of warm ups for the team. Coaches will offer encouragement and advice before each swim as well as positive, constructive criticism following each race.

The Rice Aquatics coaching staff is constantly evolving and improving the swim program. We encourage each swimmer and parent to make the most from the excellent opportunity the program provides for success in swimming.

## Programs

### Age Group 1

Age Group 1 is an entry level developmental group for swimmers 10 years and younger. Swimmers in this group typically are legal in one or two strokes and have some knowledge of all 4 strokes. Practices are offered three times a week for 45 minutes a practice. Each practice is geared toward a specific technique or concept that will help with the overall progression of all four strokes.

**Navy** - Swimmers in the navy group typically are legal in two of the strokes. They have an efficient Freestyle with side breathing and an efficient Backstroke with good buoyancy. Swimmers are able to complete a full 25 yards with out struggling. Swimmers in this group are striving for 2 practices a week.

**White** - Swimmers have been actively enrolled with RICE Aquatics for a minimum of two sessions. 8 and under swimmers in the white group exhibit good stroke technique in at least 3 of the 4 strokes, consistent practice attendance, and a willingness to learn and improve. They have also competed in at least 2 swim meets with RICE. 9 & 10 year olds are efficient in Freestyle and Backstroke and have knowledge of the 2 other strokes. Swimmers in this group are striving for 3 practices a week with a minimum of 2 per week average.

### Age Group 2

Age Group 2 is a group that encompasses an age range typically of 9-12 years of age. This is an entry level group for 11 and 12 year olds. Swimmers in this age range group typically are legal in two strokes and have some knowledge of all 4 strokes. Swimmers in the 9-10 age range are efficient in all four strokes and are working toward BB time standards. An 8 year old swimmer in this group are efficient in all four strokes, have competed in USA swim meets and have GULF BB time standards. Practices are offered four to five times a week for 45 minutes a practice. Each practice is geared toward a specific technique or concept that will help with the overall progression of all four strokes. Swimmers in this group should be swimming the following events at meets. 50's of all strokes, 100 IM, and 200 Fr.

### Age Group 3

Age Group 3 is for the swimmer who can swim all 4 strokes efficiently. Swimmers in this group typically range from 9-14 years of age. A 9-10 year old swimmer in this group has multiple BB/A time standards or equivalent times and has shown good practice habits.



Swimmers 11 -14 are working towards BB time standards and set training goals. The group offers swimmers the chance to progress by introducing elements of training and conditioning while spending the majority of their time on improving stroke technique and mechanics. Swimmers should strive for an attendance of 70-75 %. Practices are offered five times a week for an hour and 15 minutes a practice. Swimmers in Group 3 are swimming the 50's of all strokes, 200 Fr, 200 IM and 500 Fr.

### **Age Group 4**

Age Group 4 is for the swimmer who has developed a high level of swimming skills and is looking for more of a challenge. Practices are still geared towards stroke technique/correction but strength conditioning and endurance are becoming prominent in the practices. Swimmers in this group are 11 -14 years of age with multiple BB time standards. Practices are offered five times a week for an hour and half a practice. Practice attendance in this group should be an average of 75 - 80%. Swimmers are actively competing in meets and all championship meets. Events being swam at meets are the 100's of all strokes, 200 Fr, 200 IM and 500 Fr.

### **Senior 1**

Senior 1 is for a High School age swimmer looking for additional training outside of their high school swim team. Swimmers in this group will work on overall conditioning, stroke technique and strength and conditioning. Swimmers are working towards multiple A/BB time standards, test sets outlined in Senior 2 and a consistent practice attendance. Swimmers are competing at high school and year round swim meets. They are typically swimming the 100's of strokes, 200 IM, and 200/500 Fr. Practices are offered five times a week for an hour in the pm. and 5 x a week for an hour fifteen in the am. Swimmers in this group will be integrated with Senior 2 and our Masters swim programs.

### **Senior 2**

Senior 2 is for the swimmer who has shown the following: consistent practice attendance, complete knowledge of all skills and drills, the ability to train at a high level, and a commitment to RICE and swimming year round. Swimmers in this group are typically 15 years and older. Practices are offered five times a week for an hour and 45 minutes a practice as well as an hour and fifteen minute morning workout. Swimmers in this group are able to complete the following sets: 10 x 100 Fr 1:25 and 5 x 200 3:15. In addition they typically have multiple 15 and Over BB times and if 14 and younger have the equivalent of 15 and over A times. Swimmers are actively competing at year round meets and all Championship meets RICE is assigned. They are swimming the 100's and 200's of all strokes, the 500 Fr, 400 IM and 800/1000/1650 Fr at meets.

### **Rice Aquatics Masters Program**

Rice Aquatics Masters is an adult fitness swimming program. We cater to adult fitness swimmers, adult competitive swimmers, tri-athletes and adults who want to be any of the above, but just don't know it yet. The program offers eight organized swimming sessions each week offered in mornings and afternoons. Masters practices are professionally



coached, emphasize endurance and stroke technique, and a positive group effort with other motivated adults.

## Practice Times

### Age Group Programs

The Age Group training sessions all use the RICE indoor pool. RICE University pool a 25 yard pool. We will be moving into the new 50 meter facility as soon as the new rec center is open (Early October).

### Practice Times in Tudor Field-house Pool (Old Autry Building)

#### Age Group 1:

White Flight: 4:45 - 5:30 Monday, Wednesday and Friday @ RICE

Navy Flight: 4:45 - 5:30 Tuesday, Thursday and Friday @ RICE

#### Age Group 2:

4:45 - 5:30 Monday - Thursday @ RICE

#### Age Group 3:

5:30 - 6:30 pm Monday - Friday @ RICE

#### Age Group 4:

6:30 - 7:30 pm Monday - Friday @ RICE

#### Senior 1 & 2

Mornings - 6:00 - 7:15 am Monday - Friday @ RICE

Evenings - 5:30 - 6:30 pm Tuesday, Thursday and Friday @ RICE

Saturdays - 8:00 am - 9:00 am @ RICE

### Practice Times in Gibbs Recreation and Wellness Center

#### Age Group 1:

White Flight: 4:45 - 5:30 Monday, Wednesday and Friday @ RICE

Navy Flight: 4:45 - 5:30 Tuesday, Thursday and Friday @ RICE

#### Age Group 2:

4:45 - 5:30 Monday - Friday @ RICE

#### Age Group 3:

4:45 - 6:00 pm Monday - Friday @ RICE

#### Age Group 4:

6:00 - 7:30 pm Monday - Friday @ RICE

#### Senior 1

Mornings - 6:00 - 7:15 am Monday - Friday @ RICE



Evenings - 5:30 - 6:30 pm Monday - Friday @ RICE

Saturdays - TBA @ RICE

### Senior 2

Mornings - 6:00 - 7:15 am Monday - Friday @ RICE

Evenings - 5:30 - 7:15 pm Monday - Friday @ RICE

Saturdays - TBA @ RICE

## Fee Structures

### Age Group Programs

All Rice Swimmers must have a **current RICE Aquatics Registration fee** paid which is good September through August of the following year. Please make all check payable to Rice Aquatics Masters. If you are having to pay for the RICE Aquatics Registration fee please include the amount in your check to Rice Aquatics.

The RICE Aquatics Team Registration fee includes: USA Membership, two team t shirts and two team caps.

Refund- Any swimmer who commits to a session and backs out will owe \$25 non-refundable payment to the club.

### Session Fees

Age Group 1: \$340 Session Fee (\$85 per month)

Age Group 2: \$340 Session Fee (\$85 per month)

Age Group 3: \$400 Session Fee (\$100 per month)

Age Group 4: \$400 Session Fee (\$100 per month)

Senior 1: \$400 Session Fee (\$100 per month)

Senior 2: \$460 Session Fee (\$115 per month)

### Price Break Down for Swimmers Registering for Fall 2009

Age Group 1: \$340 Session Fee + \$100 Rice Aquatics Registration (Annual)= \$440

Age Group 2: \$340 Session Fee + \$100 Rice Aquatics Registration (Annual) = \$440

Age Group 3: \$400 Session Fee + \$100 Rice Aquatics Registration (Annual) = \$500

Age Group 4: \$400 Session Fee + \$100 Rice Aquatics Registration (Annual) = \$500

Senior 1: \$400 Session Fee + \$100 Rice Aquatics Registration (Annual) = \$500

Senior 2: \$460 Session Fee + \$100 Rice Aquatics Registration (Annual) = \$560



## Practice Policies

The following guidelines are to help inform swimmers and parents of Rice Aquatics policies regarding practice. All policies are to help ensure the best practice environment.

1. Swimmers should arrive no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim 5 minutes before the start of their practice.
2. Plan to stay the entire practice. The last part of practice is very often the most important.
3. We really encourage you to have your swimmer stay for the entire practice period; however, we understand this is not always possible. If you arrive late, please have your swimmer ready to swim as soon as possible. Once ready, send your swimmer to his/her coach for instructions on what the group is doing. If you need to have your swimmer leave practice early, make sure the coach knows before practice starts. This way we are able to account for every swimmer and ease any transitions of swimmers arriving/ departing.
4. If a practice is missed for any reason (other than Rice Aquatics notice) have your swimmer attend their next scheduled class. Swimmers are not allowed to swim up or down groups to make up missed classes.
5. The club has an obligation to act as guest while using the Rice University pool. Every member needs to do everything possible to respect this privilege.
6. All practices are open to parents and siblings.

Autry Pool -The hallway outside of the pool as well as the balcony is open to parents and siblings during practice. Parents are to limit communication with coaches and athletes during practice. Any questions can be answered before or after practice.

Gibbs Pool - Parents will be able to sit in our air conditioned lounge on the south east side of the pool.

7. If there is thunder or lightening in the area of the RICE pool all swimmers must exit the water and the pool deck, The coaching staff will have activities to supplement if there is bad weather.
8. Parents and Swimmers do not have access to the Gibbs Recreation center before, during or after practice. Parents and swimmers will enter through an assigned gate on the south side of the building for access to the pool. All swimmers will receive a deck pass with credentials to allow them access to the pool during RICE practice times.



## **Athlete Code of Conduct**

Our Athlete Code of Conduct is available on the last page of this handbook. Every swimmer/parent must read and fill out the form. The Code of Conduct must be in the hands of the coaching staff no later than a week and a half after the swimmers first practice.

## **Swimmers Training Responsibilities and Equipment**

Swimmers will be required to bring specific training equipment to workouts. Make an effort to bring all equipment to every practice.

### **Meets**

Team Suit, Team Shirt, Goggles, and Team Cap

### **Practice**

#### **Age Group 1**

Competitive Suit, Goggles, Rice Cap (Girls), Kick-board, Fins, Water Bottle and Shoes.

#### **Age Group 2**

Competitive Suit, Goggles, Rice Cap (Girls), Kick-board, Fins, Water Bottle and Shoes.

#### **Age Group 3**

Competitive Suit, Drag Suit (Strongly encouraged) Goggles, Rice Cap (one team cap), Kick-board, Fins, Pull Buoy, Stretch Cord Green, Water Bottle and Shoes.

#### **Age Group 4**

Competitive Suit, Goggles, Rice Cap, Kick-board, Fins, Pull Buoy, Paddles, Drag Suit, Stretch Cord Green Water Bottle and Shoes.

#### **Senior 1**

Competitive Suit, Goggles, Snorkels, Rice Cap, Kick-board, Fins, Pull Buoy, Paddles, Drag Suit, Finis Snorkel Stretch Cord Red Water Bottle and Shoes.

#### **Senior 2**

Competitive Suit, Goggles, Snorkels, Rice Cap, Kick-board, Fins, Pull Buoy, Paddles, Drag Suit, Finis Snorkel, Stretch Cord Red Water Bottle and Shoes.

## **Communication**

As with any organization, Rice Aquatics realizes that a flow of information between coach, swimmer and parent is a key to success. Listed are several avenues of communication.

**Website ( [www.riceaquatics.com](http://www.riceaquatics.com) )**



Our website is a great way to keep updated with Rice Aquatics. The website is kept up-to-date and relevant with information regarding Rice Aquatics as well as links and tips concerning swimming in general. If you see anything missing or have questions or concerns please click on the web-master link on the web page. Calendar - Events - News - Parents.

All members will receive a log in and password for our website. Once logged in members can change any contact information, sign up events and view current and past billing information. It is essential that each member keep their emails up to date with the system, if you change emails you must change your log in email within the website. Please keep the following information up to date: Email, Contact Number(s), Billing Address and Swimmers Shirt Size.

The team will use the website for billing purposes as well. You will be able to view your current and previous invoice for the team through the website and set up your bill pay option

### **Rice Aquatics Blog**

Rice Aquatics Blog is available in two places. As a submenu of the news link in our menu bar. This will open the blog within our website. You can also go directly to the blog at <http://rice-aquatics.blogspot.com>. The Blog is a mix of updates, coaches thoughts, informative info on swimming, and everything outside the lane lines.

### **Rice Aquatics News**

A new feature to the Rice Aquatics web page is the addition of a news section. Here you can find the most up-to-date info regarding Rice Aquatics. Updated with breaking news, team info and more at least on a weekly basis.

### **Flyers**

Flyers with information regarding upcoming meets, team events, or otherwise are distributed periodically after practice by the coaches. Any info handed out at practice will also be available on the News Blog.

### **Email**

The coaching staff also utilizes email to notify swimmers and parents with information regarding upcoming meets, team events, or otherwise. Coaches emails are available under the contact link of the website.

### **Coach - Parent - Swimmer**

A successful approach to communication is a triangle of support. With the Swimmer - Coach - Parent. This way we can help in the development of a successful swimmer.



When contacting the coaches, please be considerate. The best way to speak with a coach is to meet them before or after practice. Sending an email to a coach is a good way to contact them also.

## **Team Outfitting**

Rice Aquatics is a TYR swim club. All swimmers attending meets must have a team suit (available through Texas Swim Shops) and team cap( generic team caps available from coaches). It is recommended that each swimmer have two of these available at a meet in case one is misplaced or breaks. Please visit our website for more info on contacting Texas Swim Shops. The reason for these requirements is that each meet there can be in excess of 200-300 swimmers from many different teams. The team Cap and Suit help both coaches and parents spot their swimmers during the meet. It is also a great way to show team unity and pride. Other optional items are : Rice Aquatics Shirts, Rice Aquatics Hoodies, Rice Aquatics Parkas.

## **Meet Entries**

Although we do not expect all swimmers to attend swim meets, meets are a good way of rewarding a swimmer with a sense of accomplishment and help keep them excited about swimming.

- All meets entries are handled by the Rice Aquatics coaching staff. You can find a list of our scheduled meets on our website. [www.riceaquatics.com](http://www.riceaquatics.com)
- The meet schedule is listed under meets on the Rice Aquatics webpage with individual meet invitations added as they come available.( Usually 3 weeks prior to the meet)
- All entries are due no later than the Tuesday a week and a half before the first day of the meet.
- Swim meet fees will be billed at the end of each month. Meet fees are determined by the host team and range from \$3.75-\$5.00 per event.

## **Meets**

- All swimmers need to arrive 15 minutes before the scheduled warm ups.
- Swimmers are responsible for circling themselves in for their events prior to the start of the meet.
- Rice swimmers are encouraged to sit in a team area of bleachers. Sitting areas are first come first serve so arriving early is key.
- Once the meet starts keep track of event numbers being swam. Swimmers should talk to their coach two events prior to their own race. Once the race is swam they are to talk with their coach before going to sit down.
- While attending swim meets all swimmers need to have on a team suit and team cap. It is also encouraged to have on RICE apparel. Ex: T shirt, hoodie, and etc.



For more information regarding swim meet questions please refer to the Parents section of the Rice Aquatics web-page.

## **Volunteer Policy**

RICE Aquatics currently does not have a mandatory parent assigned volunteer system, parents are encouraged to volunteer when needed. Listed are a few opportunities for parents to volunteer.

- Timing at Swim Meets - Depending on the number of RICE swimmers attending meets we will be assigned a set number of chairs and lanes to time at each meet. These chairs must be filled for the entire meet, even if all of our swimmers have completed their events.
- USA Referee - USA swim meets are entirely ran by volunteer parents and individuals. With parents we would be unable to host and attend year round meets for our swimmers. All USA swim teams must have at least one registered official on their team. Some of USA swimming team recognition programs also require a set number of USA officials per team to qualify for ranking. To become a referee you must attend a class assigned by the GULF and then shadow an existing official at a set number of meets. The process is easy and it is a great way to give back to the sport.
- Meet Director, Hy Tek Timing System, and Colorado Timing System Volunteers- These are all jobs related to hosting meets and are crucial to be able to host a well runed swim meet. If you are interested in one of these jobs we can provide training and a mentor to help learn the system and process.
- Many more opportunities will come up during the swim year, please ask your coach about opportunities to help the team.

## **Swimming Glossary**

USA swimming has put together a list of common swim terms. Here is the [link](#). The coaching staff encourages all swimmers and parents to learn the terminology for the sport of swimming.

## **USA SWIMMING**

Parts reprinted from "A Tradition of Excellence" by United States Swimming.

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA staff interact with 59 Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non- athletes and 2,600 swim clubs.

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act which decreed that all Olympic sports would be administered independently. Prior to this Act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USS headquarters were moved to Colorado Springs in 1981. Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colo-



rado, USA Swimming is a Group A member of the United States Olympic Committee. Independent and a model for all amateur sport national governing bodies, U.S. Swimming is in the vanguard of the Olympic movement around the world.

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, and ensure the development of its' member clubs and age group swimmers.

USS hosts three major swimming meets each year--the Phillips 66/USS Spring and Summer National Championships, and the US Open, sponsored by Speedo America.

Sixty-six percent (66%) of the revenues of the USS budget come from registration dues from athletes and membership fees from non-athletes and clubs. Without the support of its membership, USA Swimming could not offer quality programs to its members. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications and promotional merchandise.

Year-round athletes pay an annual USA registration fee of \$62.00. Athletes receive an individual membership card and have both liability and secondary medical insurance coverage. USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

The International Center of Aquatic Research, dedicated in 1988, provides the opportunity for state-of-the-art research and testing in the sport. The information gained through this facility, which includes a swimming treadmill, will be applied to improving swimming performances.

Obviously, the "wet" side of the sport receives a tremendous amount of money and attention, but the "dry" side of the sport receives considerable study as well.

Coaches' and athletes' education play an important role in USA Swimming. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

USA Swimming National Headquarters strives to educate and inform its' membership through continued communication. Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, the final word in technical swimming rules. Splash is a bi-monthly publication providing current and timely information of interest to all USA members. Lane-lines, the USS coaches newsletter, is also included in Splash.

The USA Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USA



Swimming staff are available to assist in answering questions or providing additional information about United States Swimming. For information or assistance, contact:

### **Athlete Code of Conduct**

As a member of RICE Aquatics (RICE) I understand and will comply with the following guidelines as set forth by RICE. The intent of these guidelines is to insure that the behavior of RICE swimmers is consistent with RICE policies and objectives.

1. All members of the RICE, whether parents or swimmers continue to protect and improve the excellent reputation of Rice Aquatics.
2. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to team suspension.
3. All athletes will not speak disrespectfully to other athletes or any coaches while at the RICE pool or any other team function.
4. All members of RICE will display proper respect and sportsmanship toward coaches, meet officials, teammates, competitors and the public
5. All members of RICE will attend all team functions including meetings, warm ups, and competitions unless otherwise excused by the head coach.

### **Implementation of the Code of Conduct**

All team members and staff are apprised in writing of this policy. Annual signature of the document constitutes unconditional agreement to comply with the Code of Conduct as set by RICE. Failure to comply may result in disciplinary actions, which may include but are not limited to:

- ▶ Dismissal from team.
- ▶ Disqualification from one or more events or all events of competitions.
- ▶ Suspension from further team activities for a specific duration.
- ▶ Disqualification from future meets.

*As stated above, signature constitutes unconditional agreement to comply with the Code of Conduct.*

Team Member \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

All swimmers must sign and return a copy of this form to their coach.