

ABOUT THE HANDBOOK

The Johnson Ranch Racquet Club **Barracudas Swim Team Handbook (the Handbook)** has been prepared in order to provide general information to the swimmers and their parents about the team, its philosophy, organization, practices and meets with other clubs. The team is a member of the NorCal Swim League and, to the extent that the policies set forth in this handbook conflict with the bylaws or rules of the league, the league bylaws and rules shall prevail. Similarly, any rules of the Johnson Ranch Racquet Club shall supersede the policies set forth in the handbook in the event of a conflict.

TABLE OF CONTENTS

JRRC Swim Team Vision/Mission/Values	2
Swim Team Registration, Conditions, Tryouts	3
Swimmer's Eligibility, Swimmer's Responsibilities	4
Parent's Responsibilities, Conflict Resolution	5
Practices, Coaches	6
The Swim Meet Description	7
At the Meet (What to do)	10
Parent Volunteer Positions	14
Social Events, Communications	18
League Championship Meet	20

SWIM TEAM VISION:

Every swimmer fit for life.

SWIM TEAM MISSION:

Developing swimmer fitness, health and character that produces athletes who are a credit to their sport and community.

SWIM TEAM STATEMENT OF VALUES

Physical Fitness

Taking care of ourselves through proper nutrition, exercise and rest.

Individual Excellence

Doing your best by always striving to master skills that contribute to your best personal performance

Teamwork

Working together by being flexible and supportive, to produce a result better than what could be achieved alone.

Competitiveness

Developing and maintaining a high level of discipline, perseverance and determination that results in positive competition.

Sportsmanship

Demonstrating integrity, respect, responsibility and accountability in our behavior towards others and ourselves.

A Great Place to Swim

Creating an environment that observes a positive attitude about ourselves, our teammates and our coaches.

TEAM GOALS

- 1) Swimmers will be instructed in the proper technique of the four swim strokes.
- 2) Coaches will plan swim practices to include endurance training as well as stroke perfection, proper take-off and turns.
- 3) Parent job committees shall be coordinated to include all parents to help with the running of swim meets and Championships.
- 4) Social activities that help develop camaraderie & team spirit among team members will be planned.
- 5) Good behavior, good sportsmanship and manners of swimmers and parents will be encouraged.
- 6) Parents will be supportive of coaches and use appropriate procedure for complaints.

THE SWIM TEAM

The swim team will be limited to 20 swimmers of each gender for each age group. The number of swimmers in any age group may be increased at the coach's discretion, with priority given to those swimmers that meet the requirements outlined in the SWIMMERS RESPONSIBILITIES, Item 3 within the Handbook.

REGISTRATION, CONDITIONS, SWIM TRYOUTS

Registration will be conducted at JRRC, and the current year's registration schedule will be posted on the Johnson Ranch Barracudas Swim Team website (www.johnsonranchbarracudas.com) and included in the JRRC newsletter and Swim Team Bulletin Board at least 4 weeks prior to the start of registration. A closing date for registration will be determined each year as the need dictates in order to fill the various age groups.

1. **All returning swimmers in good standing must register at the registration for returning swimmers in order to retain their position on the team.** A returning swimmer in good standing shall be defined as someone meeting the requirements specified in the

SWIMMERS RESPONSIBILITIES section of the Handbook..

2. New swimmers will be permitted to sign up after the returning swimmer deadline, on a first come, first served basis. If an age group is filled, a waiting list will be maintained.
3. All swimmers will need to meet a basic level of swimming ability as determined by the coaches. Johnson Ranch reserves the right to require swim tryouts for any (or all) new swimmers at anytime.
4. All swim team fees must be paid at the time of registration. A copy of each new swimmer's birth certificate is required by the NorCal Swim League and must be included at that time.
5. ALL SWIMMERS MUST BE MEMBERS OF THE JOHNSON RANCH RACQUET CLUB AT THE TIME OF REGISTRATION.

SWIMMER'S ELIGIBILITY

Each Swimmer must:

1. Not swim for another club during the season except as provided in the league rules
2. Not be older than eighteen (18) year of age on June 1 of the current season
3. Not participate in any organized swim program consisting of endurance training between January 1 through March 31
4. Be safe in the water, as determined by the coaches
5. Not participate in any organized swim practice (other than stroke & turn lessons, or a high school team, or as provided in the league rules) before April 1 of the current season

SWIMMERS RESPONSIBILITIES

1. Within a single swim season, swimmers must not miss more than 2 (two) dual meets and must attend time trials and the championship meet. An approved absence from the championship meet may be requested in writing to the JRRC Barracuda Swim Team board of directors and is subject to board approval provided a suitable replacement is arranged for the championship meet parent(s) volunteer responsibilities.
2. Attend at least 3 practices each week (parents will be called if the swimmer has repeated unexcused absences)
3. **Sign In or Out** for each meet, no less than 5 days before that meet.
4. Each swimmer **must** be present to Check-in at each meet
5. Wear appropriate swim apparel and goggles as directed by the coaches
6. Be on time to practices and swim meets (see specific meet instructions)
7. Exhibit good sportsmanship and appropriate behavior at all times (failure to do so will result in discipline which may include dismissal from practice, ejection from a meet, a phone call to the parents, etc.)
8. Always maintain a cooperative and positive attitude

PARENT RESPONSIBILITIES

1. Get your children to practices and meets **on time**
2. Work as a volunteer at each meet that your child/children swim in as assigned
3. Help your children fulfill their responsibilities
4. Send a note/call to the coaches if a swimmer is to be excused from practice
5. **Sign In or Out** for each meet of the season
6. Provide a supportive attitude toward coaches, swimmers and parents
7. Set an example of good sportsmanship
8. Use the appropriate procedure to resolve conflicts (see below)

Conflict Resolution Procedure

When a conflict arises between parents and coaches, the following steps should be taken to resolve the problems:

1. If possible, write up the specific questions, complaints or suggestions
2. Schedule a specific time to meet outside of practice hours or meets.
3. Be ready to listen and discuss issues in a positive manner
4. If the conflict is not resolved, the parent should take the written complaint to the swim team President and if it is still unresolved contact the Club Manager at JRRC.

If a parent has suggestions or concerns regarding the running of the meets and general swim team business, please contact a member of the JRRC Swim Team Board or attend one of the Board meetings.

Board of Directors Positions.

President
Vice President
Secretary
Treasurer
League Representative
League Championship Representative
Communications Chair
Parent Volunteer Coordinator
Fund Raising Chair
Social Chair
Spirit Chair
Members At Large(3)
Past President

PRACTICES

Practice begins on the first weekday in April and continues Monday through Friday until the season ends, at the end of Championships in July. Each season the team issues a practice schedule with the practice times for each age group.

Each swimmer should arrive at practice at least ten (10) minutes before the scheduled practice time and wait in the area designated by the coaches. Swimmers should not enter the water before their scheduled practice time and must not remain in the pool after their scheduled time ends. **The Coaches are not responsible for children in the water after their practice ends.**

Parents are welcome to observe practice from the deck, but coaches cannot be interrupted during practice. Any questions or concerns for the coaches should be written down and put in the coach's mailbox at the club or in the Coaches folder in the team file box.

THE COACHES

The coaches are employees of the club and report to the Club Manager. In the absence of the Club Manager, the coaches shall report to the Aquatics Director.

The coaches shall understand and accept the philosophy of the team and the NorCal Swim League. They shall provide examples of leadership, cooperation and good sportsmanship to the team members. The coaches shall attempt to foster these qualities in the swimmers.

The coaches shall provide active supervision of all swimmers at all practices and meets. The coaches have the authority to discipline swimmers who are disrupting practice or who are not conducting themselves properly at a meet. They should familiarize themselves with each swimmer's abilities and instruct each swimmer so that the swimmer learns the proper techniques for each stroke, starts, turns, and touches. The team intends that the techniques of each swimmer and his or her times will improve over the course of the season.

The coaches shall schedule swimmers for the meets in a manner that is consistent with the philosophy expressed in this handbook and league rules. The JRRC Aquatics Director acts as the liaison between the parents and the Club Manager. The Aquatics Director has supervisory authority over the coaches in the absence of the Club Manager.

THE SWIM MEETS

This portion of the handbook describes the events leading up to each swim meet and the sequence of events at each meet.

THE SWIM TEAM SCHEDULE

Each season (generally May through July), the league establishes a schedule for the team meets, possible non-league meets, and the league championships meet (in late July). The league strives for a balance between 'home' and 'away' meets.

Most meets occur on Saturday mornings, although one (1) meet may be scheduled on a weekday evening.

"Dual Meets" (meets with one other club) generally last about four and one half (4 1/2) hours from the arrival time until the meet ends. The league championships run all day Saturday and Sunday of one weekend in late July.

A schedule is posted on the JRRC swimteam website at the beginning of each season. It is also posted on the Swim Team bulletin board.

THE EVENTS

There are three types of events at each meet:

- 8 Individual events that involve races for each stroke (where only that stroke is used):
 - Backstroke
 - Breaststroke
 - Butterfly (or "Fly")
 - Freestyle (or crawl or "free")

- 9 Individual medley ("IM") events where each swimmer swims each of the four strokes during the event in the following order: fly, back, breast, free

- 10 Relays (four (4) swimmers per event) of two types:
 - Freestyle relays where each swimmer swims freestyle
 - Medley relay where each swimmer swims a different stroke in this order: back, breast, fly, free

The swimmers who compose the relay teams for any given swim meet are selected by the coaches, at their discretion, on the basis of team needs within the age group for the strokes involved.

Boys and girls compete separately in the following age groups, as determined by their age on June 1st:

6 & Under boys & girls	11-12 boys & girls
7-8 boys & girls	13-14 boys & girls
9-10 boys & girls	15-18 boys & girls

The events are organized by age-groups and strokes. Although there are some variations, generally all the events for a particular stroke are conducted

in one block of events. Then, all the events for the next stroke are conducted. Not every age group swims every event.

ENTRIES

A list of events and swimmers will be posted on the Swim Team website at least twenty-four (24) hours before each meet.

- 1 Swimmers: Check the website to see if you are swimming in the meet and which strokes!
- 2 Parents: Assist younger swimmers in checking the board!

On the day of the meet the final list is posted after all swimmers have checked in, no changes will be made in the set up of the meet, except in extraordinary circumstances.

Every swimmer/parent should check the posted list for every meet. Occasionally, a parent thinks that the swimmer has signed out, or the child thinks that the parent has signed out, and does not check the posted list. Then, when they do not show up at the meet, much confusion results and the swimmer may be penalized (see below).

Our entries are subject to league rules as to how many times a swimmer may swim. For example, except for 15-18 swimmers, a swimmer may generally swim no more than three (3) individual events and two (2) relay events. There are also league rules as to how many swimmers a club may enter in an event and the number of heats for each event.

SIGN-IN / SIGN OUT

All swimmers and parents must sign up for each meet they will be attending (including Championships) in the “**Sign In/Sign out Book**” which is kept in the Swim Team File Box.

Any swimmer who cannot attend a meet **MUST:**

- 1 sign out in the “**Sign In/Sign Out Book**” at least **five (5) days**

before the day of the meet

- 2 Sign out for Championships at least **one month** before

****A swimmer who fails to sign out as required and then fails to appear at the meet will be subject to sanction at the coach's discretion.**

****If a child is sick the day of the meet, parents should call to notify the coach no later than 8 a.m. on the morning of the meet. Please call # 782-2600 ext. _____.**

PARENT VOLUNTEER JOBS

Parents will be assigned jobs for each meet in which their child swims according to the committees they signed up for. Assignment sheets for each meet will be found in the **Assignment Book** (kept in the Swim Team File Box)

- 1 Parents must sign **In or Out** for each meet of the season no later than the Monday before the meet. If you will not be at a meet that you signed IN for, you **must** contact the Parent Coordinator and the coach before the meet. (Phone Roster will be provided to each family)
- 2 Check the Assignment Book before each meet to confirm your assignment for the day.
- 3 Committee heads will coordinate all assignments and provide parents with a schedule for the entire season as well as a list of other parents on that committee.
- 4 Parents will be responsible for finding a competent replacement or must trade with another parent if they cannot fulfill their assigned duties. You **must** notify the committee head of any changes before the day of the assigned meet.

AT THE MEET

WHAT TO BRING TO A MEET

Each swimmer should make sure that he or she has the proper equipment for each meet:

1. Suit, goggles and at least one towel as well as a cap if desired.
2. Warm clothes for cold days and evening meets .
3. A sleeping bag for warmth and to rest on.
4. Shade structures are recommended.
5. Snacks and drinks--make them healthy!
6. A deck of cards, book or board games to occupy swimmers between events.

SWIMMER CHECK-IN

Each swimmer should arrive at the meets **1½ hour** before starting time of home meets and **1 hour** before starting time of away meets. **Saturday meets start at 8:30 a.m. and weekday evening meets start at 6:00 p.m.**

1. Find our “team area” (each team has a designated area)
2. Each swimmer must Check-In personally with the Barracuda “Check in table.” **Parents may NOT check in their children & swimmers are NOT to leave the club after checking in**
3. Check the “Events List” for last minute changes and mark your hand/arm with your event# - heat - lane
4. Find a place to keep your things in your Age Group Area
5. Check with Age-Group Parent
6. Stay in the “team area” except for warm-ups and swimming an event (Always let your Age-Group parent know if you are leaving the area!!)
7. Conduct yourself appropriately in the “team area” – no horseplay!!!

NOTE: Any swimmer who has not checked in by the designated time will be scratched (not allowed to swim) from the meet.

(At the Meet, cont.)

PARENTS

1. Parent worker should arrive at the meets approximately one (1) hour before the starting time and check-in at the “**Barracuda Assignment Board**”. Prepare to assume duties as required. ****Age group parents will be needed ½ hour before the first event.**
2. Check in with your committee head and be on time when called for your job.
3. If you are not assigned a job for a meet, please be ready to volunteer if needed
4. Remember: One parent of swimmers 10-years old and under should be on the Age-Group parent committee. Please check to see if you are needed before signing up to work any other job.

Note: If a parent does not work his/her assigned job or find a replacement, his/her swimmer will not be allowed to swim at the next meet that he/she would have otherwise swum.

WARM UPS

Each team has a set period of time before each meet to warm-up. Pay attention to the coaches for warm-up times and instructions. When you are asked to “clear” the pool, do so promptly. After warm-ups, the team will have a brief meeting and then the meet will begin.

GENERAL DECK RULES

- 1 Throughout the meet, all swimmers and spectators are expected to conduct themselves in a sportsmanlike manner:
- 2 No excessively loud cheering or obnoxious behavior
- 3 No obstruction of the orderly conduct of the meet
- 4 No bad language
- 5 No clowning during races or at the “starting blocks”
- 6 No rowdy behavior in the “team areas” (e.g. no chasing each other around or wrestling)

Certain sections of the pool areas are restricted as to access. For example, there must be an alley on each side of the pool for the Stroke and Turn Judges, and there must be as much room as possible in the “Ready Bench”

and Timer's areas. Unless you are authorized to be in such areas, please keep out.

The following are strictly prohibited in the pool area:

- Smoking
- Glass containers
- Alcoholic beverages
- Profanity or abusive language

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

Swimmers are to stay in the 'team area' and tell their Age Group Parent if they are leaving for a snack or to go to the restroom.

Note: Swimmers are not allowed in the “spa” or “wading pool” during the meets. Swimmers are not allowed to use the Ice Machine.

HOW A MEET WORKS

When the meet begins, pay attention to the announcements that tell you what events are being swum. When one of your events is called, check in with your **Age Group Parent** and then go to the **Ready Area**. Remain there until it is time to go to the blocks. At the Ready Area:

1. Swimmers are checked in before each event with the Clerk of the Course
2. Lane assignments are reviewed
3. Event Cards are given to each swimmer to take to the blocks
4. Relay swimmers are placed in the proper order
5. Swimmers go to the 'starting blocks' where they will start their event (Age group parents help younger swimmers get to the 'starting blocks')

Once at the starting blocks, the Starter is in charge from that point forward. Be sure to pay attention to him/her!! The Starter will give the command for

the swimmers to “get on the 'blocks', then to “take your mark”, and then he/she will fire the gun or the 'beep' of the electric starter and the swimmers begin the race.

After the swimmer swims the event, the swimmer should exit the pool quickly and return to the 'team area' to await his or her next event.

**All swimmers are expected to remain at the meet until it is over. Do not leave the meet just because you have finished swimming -- this is a team sport!

**At the end of the meet, we need to clean up our 'team area' and, once it is clean, we may leave the pool area.

DISQUALIFICATION

Each of the four strokes has rules governing the proper way that the stroke is to be done, including the start, the stroke itself, turns at the end of the lanes, and the final touch. Coaches will instruct the swimmers on how to 'start' and the proper techniques for each of the strokes. A written description of each stroke is contained in the USS Rules and Regulations Book (although the league may adopt slight variations for the USS rules). Contact the Parent Directors if you want to review these rules.

Swimmers who “false start” or who use illegal stroke or turn techniques will be disqualified as follows:

- 1 Swimmers are allowed one (1) “false start”
- 2 If the swimmer has a second “false start”, the swimmer will be disqualified and not permitted to swim that event.
- 3 The officials are more lenient with stroke and turn violations with the younger swimmers.

A swimmer who is disqualified ("DQ'd") is to be told by the coach that he or she has been "DQ'd" and why it happened. This is to be handled in a constructive and instructive manner.

RIBBONS

Ribbons are given to every swimmer (except for DQs) based on their finish in their heat. Points for the team are only awarded for finishes in the first heat of each event. Ribbons will be placed in swimmer files in the Swim Team File Box following the meet. They may also be picked up over the weekend at the front desk or at the next practice. Swimmers and parents should not go to the scoring table during the meet for ribbons.

PARENT VOLUNTEER POSITIONS

Parents must work at the meet in which their child/children swims. The following is a brief description of each of the key jobs that must be done in order for the Swim team to be a success and to make each season a fun, rewarding experience for each swimmer. More detailed job descriptions of many of the positions are available from the Parent Coordinator for your review.

There are usually two shifts at a home meet and three or four shifts per day at Championships. Some of the jobs will be for the duration of the meet, but most parents will only be required to work one shift at home meets and two on each day of the Championship Meet. You will be assigned a committee to work on (as per your request) and receive a schedule from that committee head for the season. You are expected to find a replacement for that position if you cannot be present!

MEET DIRECTOR

The Meet Director is responsible for overseeing the proceeding of each meet with respect to the proper staffing, equipment and supplies, and preparation of the pool site for the meet. The Meet Director is to ensure that each parent does his or her job. This position is for the duration of the meet.

MEET REFEREE

The Meet Referee is a member of the Team Officials Committee. The Meet

Referee is responsible for the proper conduct of each meet. The Meet Referee has jurisdiction over all swimmers, coaches, officials and spectators at the meet. The Meet Referee resolves all disputes that arise concerning the conduct of the meet. This position is for the duration of the meet.

STARTERS

The Starters are members of the Home Meet Committee. The Head Starter shall be the head of the committee and shall report to the Meet Referee. The Starters are responsible for starting each event and for maintaining the starting device and starter's bullhorn in good working order. Starters must be familiar with the proper way to start each event and for actions that require disqualifications.

STROKE & TURN JUDGES

The Stroke & Turn Judges are members of the Team Officials Committee. The Head Stroke and Turn Judge shall be the head of the committee and shall report to the Meet Referee. The Stroke & Turn Judges are responsible for disqualifying swimmers who use illegal strokes, turns or touches or who leave early in relays. The Stroke & Turn Judges must be familiar with the proper technique for each stroke and will be required to attend a Stroke & Turn clinic at the beginning of each season.

TIMERS

The Timers are members of the Team Officials Committee. The Head Timer shall report to the Meet Referee. The Timers are responsible for timing each event. The team must supply one-half of the Timers for each shift of each meet plus alternates. The Head Timer is responsible for maintaining the club's stopwatches in good working order, having them at each meet, and collecting them after each meet.

RUNNERS

The Runners are members of the Computer Committee. The Runners are responsible for delivering to the Timers any changes requested by the Scorer

at the beginning of each meet and for taking the lane slips completed by the Timers to the Scorer during each meet. There are six Runners needed each meet, three working each shift.

SCORERS

The Scorers are members of the Computer Committee. The Head Scorer shall be the head of the committee and shall report to the Meet Director. The Scorers are responsible for making changes on the meet sheet at the beginning of each meet and for scoring each meet by entering the official times from the lane slips for each event into the computer. The team must provide at least one (1) Scorer for each meet.

RIBBON WRITERS

The Ribbon Writers are members of the Computer Committee. The Ribbon Writers are responsible for writing ribbons at the meets. The team must provide at least one (1) Ribbon Writer for each meet. After each meet, the Ribbon Writers are responsible for putting the ribbons for each swimmer in the Swim Team File Box.

ANNOUNCER

The Announcers are members of the Home Meet Committee and are responsible for all announcements at home meets including calling swimmers to the 'Ready Bench', calling swimmers to the 'blocks' and announcing the score of the meets. The Announcer is responsible for maintaining the announcing equipment in good working order.

READY BENCH

The Ready Bench coordinators are member of the Ready Committee. One member shall serve as the Clerk of the Course for the team and shall report to the Meet Director. The Ready Bench coordinators organize the swimmers so they are in the correct lanes at the proper times for their events. Parents check the swimmers into the Ready Area, then send them to the Ready Bench where final checks are made and swimmers are sent to the blocks.

SET-UP/TAKE-DOWN

The Set-up/Take-Down Parents are members of the Home Meet Committee. One member shall serve as the head of the committee and shall report to the Meet Director. The Home Meet Committee is responsible for setting up the pool for all home meets and putting all the equipment away after each home meet.

RECORD KEEPERS

The Record Keepers are members of the Computer Committee. The Record Keepers are responsible for maintaining individual swimmer records, meet records, and pool records, and for determining if a team or league *record* has been broken at a meet. The Record Keepers are responsible for producing meet sheets for each meet, entry cards for the Championship Meet, and maintaining the team records board.

HOSPITALITY

The Hospitality Parents are members of the Home Meet Committee. They are responsible for serving hot and cold drinks to all parent volunteers at home meets.

AGE GROUP PARENTS (AGPs)

The committee head will report to the “Clerk of the Course” and coordinate the assigned Age Group Parents. They will identify their age-group swimmers and indicate a specific area where they will all congregate throughout the meet. The AGP will wear an apron or equivalent identifying marker so that they can be clearly identified by all swimmers in that age group. When the appropriate event is called, AGPs will escort their swimmers in the pre-assigned area to the Ready Area, working with the Ready Bench Coordinator. In the younger age groups, AGPs will help in placing the swimmers at the appropriate blocks. When not performing these assignments the AGP will remain in their age group area to attend to questions, concerns and needs of swimmers in this age group and their parents.

This assignment will be for the duration of each meet. In order to provide continuity and recognition by the swimmers, ideally the same parents should work the same age group all season. However, depending on recruitment results and the needs of the age group volunteers may serve in rotation across age groups. At least one parent of swimmers under age 10 should sign up to help on the Age Group Parent committee. You will be rotated throughout the season by the committee head and can work on other committees when you are not scheduled.

AGE GROUP PARENT SUCCESS FACTORS

Ideally, the age group volunteer should be someone who:

- is familiar with the swimmers within the age group. This can best be achieved by attending practices whenever kids in that age group are swimming.
- does not have small children who do not swim.

SOCIAL EVENTS

The team generally has certain social events throughout the year. Typically, these consist of:

Registration Night/ Meet the Coaches (February/March)

The Social Chair works with the Registration Chair to help with registering the swimmers at the beginning of each year. The Social Chair is personally responsible to take care of any food, games, information and the organization of the evening in general.

Team Kick Off Party (May)

This event is scheduled the night before time trials. It is an opportunity for kids or parents to ask questions.

Sunsplash Day (July)

Tickets are sold to this event for any swimmers who would like to go to Sunsplash as a group. It includes admission and all you can eat BBQ lunch.

Family Relay Night (July)

An evening of fun, games, and Relays. Swimmers and their families usually purchase dinner at Togos and picnic together around the pool deck, while activities are provided for the swimmers. The highlight of the evening are the Family Relays, when Moms and Dads put their money where their mouths are and find a little more appreciation for their swimmers, and for what they have accomplished over the year.

Car Decorating Night (July)

An opportunity for swimmers and their families to get together and show their team spirit decorating their cars prior to Championships.

Closing Ceremonies (August)

An evening to recap the accomplishments of the swimmers and the coaches. Awards are given to all swimmers and to those who the coach would like to recognize individually.

Other events may also be scheduled for the whole team or different age groups. Everyone is encouraged to participate in these functions so we all get to know each other better.

COMMUNICATIONS

One of the key elements to a successful team is the effective communication of information and ideas throughout the season. This process requires the cooperation of all swimmers, parents, coaches and the club staff.

The primary method of communication is through the Barracudas website located at www.johnsonranchbarracudas.com. The swim team also has a bulletin board located in the South Club. All announcements will be posted on the Swim Team Bulletin Board. Each swimmer or parent should check the website Board on a regular basis for new information, swimmer's meet entries, parent volunteer assignments, social event updates etc. The bulletin board on the pool deck will be used to post team records and photos. In addition to the website and the bulletin board, weekly email updates are sent to each email address provided with permission, reminding and updating swimmers and their families on important upcoming swim team related

dates and events.

There will also be a place outside near the pool where swimmer's assignments and other information can be posted. You may also refer to the web site: <http://www.johnsonranchbarracudas.com>

Each swimmer's family has a file in the Swim Team File Box. This will always be outside near the pool during practices and meets, and stored at the Front Desk. Team information, announcements and ribbons will be placed in this file throughout the season. Swimmers (or Parents) should check their box daily. In addition, messages can be left in the 'swim team box' at the front desk. Each Coach has a box at the Front Desk where messages can be left.

IMPORTANT: All swimmers and parents must check in or out for every meet. The Sign-in/Sign-out Book will always be at every practice and meet in the Swim Team File Box. Please check your calendars and mark the meets you will and will not be participating in for the whole season, including Championships. Changes for each meet can be made no less than five (5) days before a meet or one month before Championships. (If something unforeseen comes up, notify the coaches immediately by phone). <THIS IS ALREADY WELL-COVERED IN THE SIGN IN/OUT SECTION NEAR PAGE 10, DELETE?

THE LEAGUE CHAMPIONSHIPS MEET

The League Championships Meet is held at the end of each season on a Saturday and Sunday on one weekend in late July. All the teams in the league compete. The meet usually takes place at the Woodland High School Pool, but may vary from year to year.

ENTRIES & ELIGIBILITY

1. A League participant must swim in at least two events in at least two League dual meets during the regular season to qualify for participating in a championship meet. For purposes of complying with this requirement, it does not matter whether the swimmer swam in a relay or

individual event, or whether the swimmer participated in a scored or non-scored heat of an event. For purposes of this Section IV.A., the term "League dual meet" is defined as any dual meet occurring on a Saturday between two teams as defined in Article 3 of these bylaws. In addition to the foregoing requirement, a copy of a Northern California Swim League Application For Swimmer Registration and a copy of a birth certificate for each League participant must be submitted to the League Registrar by the League participant's Team no later than July 1 of the then current regular season to qualify for participating in a championship meet.

2. In order for a swimmer to enter an event, the swimmer must have a seeding time taken from either a League meet, a practice meet or a time trial conducted by a Team official or coach. The swimmer's best-recorded time in each event must be utilized for championship seeding purposes. In simple terms, entries with "No Times" will not be allowed.

CHAMPIONSHIPS NOTES

Parents will be requested to work various jobs at the Championships Meets. The jobs for which each team is responsible are decided by the league each season and given to the clubs. Then, the team will notify the parents. Some of the jobs for the regular season continue through the Championships Meet and other parents may be requested to perform other jobs.

Each parent is expected to sign up for at least two specific job functions to help run the meet. That equates to three to four positions worked over the weekend per family. This meet requires a lot of workers in all areas of running the meet. Sign up in with your teams championship or league representative.

AVAILABLE WORK TIMES

Friday Evening	Set-up
Saturday All Day	Running of meet (4 shifts)
Sunday 2/3 Day	Running of meet (4 Shifts)
Sunday Late Afternoon	Take Down

JOBS

Timers & Lane Writers
Stroke & Turn,
Early Take Off
Computer/Printing
Ready Bench
Ribbons
Hospitality
Starters
Announcers
Runners
Timing System
Set Up (Friday Afternoon)
Take Down (Sunday Afternoon)
Registration Table
Warm-up Lane Monitors
Deck Patrol
T-Shirt & Program Sales
Age Group Parent/Tent

HINTS

Six & Under only swim on Saturday. So if you are a parent of a 6 & U, you want to make sure you schedule yourself for work that involves set up and the first day only.

Although the League Championships do consume an entire weekend, it is exciting and positive experience for your family. Because the ultimate goal of our Barracuda Swim Team is to do well at Championships, the team strongly encourages all swimmers to participate in this meet!

The team will be camped together under a large tent. Some families bring their own tents/shade structures and camp nearby.

Set-up for Championships takes place on the Friday night before.

Some families choose to stay over Saturday night in a motel, but make your reservations early!!

There is always an Awards/Closing Ceremony at the end of the meet. Please plan to stay and support our team and coaches.

The entire team is requested to help with Take Down, although four parents will be asked to sign up for specific tasks. The meet is usually over by 5 p.m. and Take-down lasts about one-half hour.