

ROTA TIBURONES



Swim Club Handbook 2021-2022

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WELCOME FROM THE ROTA TIBURONES BOARD

Dear Parents and Swimmers,

Welcome to the Rota Swim Club (RSC), the Tiburones, and the 2021-2022 competitive season. This club handbook is designed to acquaint swimmers and their parents with the RSC and its policies. It is intended to contain all the information needed to be a contributing member of the Rota Swim Club.

As with any organization, the Tiburones' success is rooted in the participation and contributions of its members. This club is 100% volunteer; our Coaches, our Board members, and other key position members dedicate numerous hours on and off the pool deck to ensure we have a functioning club. Throughout the years, the dedication and hard work of the club's members have created a successful program. More importantly, this same dedication and hard work has advanced the physical fitness, sportsmanship, character, and friendship of many outstanding young individuals. It does take each family contributing to our club to allow all parts of our organization to be successful.

Our club is divided into practice squads according to ability, skill and maturity: Red, White, and Blue. The competitive season typically begins in September and we close out with the EFSL Individual Championship in March. This year our Championship Meet will be held in Eindhoven, Netherlands. Additionally, there is a Long-Distance Championship meet in November in Belgium. All meets are held on weekends, with most meets being Saturday and Sunday. Away meets generally require travel and an overnight stay. It is the parents' responsibility to transport swimmers to meets and practices and incur the additional expenses. The Travel Coordinator will be sending out helpful tips via On Deck and the team website to help members with travel plans.

Competition follows USA Swimming rules as modified by the European Forces Swim League ("EFSL"). Swimmers have the opportunity to participate in each of the four competitive strokes (freestyle, backstroke, breaststroke, and butterfly), the individual medley, and free and medley relay events. Our coaching staff will be evaluating the swimmers' abilities and then placing them in the events that they feel is best to gain them the qualification time or the experience needed in the pool. If you are interested in learning more about the swimming rules we recommend attending the Officials Training each season.

The Rota Swim Club is a registered private organization on Rota Naval Station. As such, it is entirely self-sufficient. Your financial obligations consist of paying registration fees—and fundraising. Additionally, we have a volunteer requirement where each family (swimmer's parents or guardians) is required to complete 40 points of volunteer hours at home and away meets. For additional information please review the bylaws and as always please free to contact any member of the Board with additional questions.

We look forward to this competitive season and seeing each of you on the pool deck!

RSC Board,

Adam Leigland, Sherry Morse, Cinthia Sosa, Christina Suarez, Olin Sell, Nolan Tiqui, Cameron Chen

HISTORY AND BACKGROUND OF THE EUROPEAN FORCES SWIM LEAGUE

The European Forces Swim League (EFSL) is an outgrowth of U.S. and Allied Armed Forces community-sponsored swim clubs. The League was formed in the summer of 1975 in response to a recognized need to provide an organized competitive swimming program for the youth of military and civilian members stationed in Europe. The League is not intended to be competitive with or draw participants from the local, regional, or national European competitive swimming programs.

The original clubs of the EFSL were Berlin, Heidelberg, Lahr, Mannheim, Stuttgart and SHAPE. Since then the League has steadily increased in membership to 17 clubs located in Germany, Belgium, Italy, Portugal, Spain, England, and the Netherlands. American and NATO communities are represented. The EFSL has six competitive age levels: 8 and under, 9/10, 11/12, 13/14, 15/16 and 17/18. Each level provides a stepping-stone for a swimmer to progress through successive levels of competition.

From the beginning, EFSL has conducted an annual Championship Meet; the first was held on 16 April 1977. Since then, this exciting event has been the climax of the League's regular season.

The EFSL is proud of its past achievements in providing a successful program for the personal development of our young people. It recognizes the support and efforts of swimmers, parents, coaches, sponsors, friends and community organizations without whose assistance these accomplishments could not have been achieved. Finally, the EFSL remains committed to supporting the youth of our communities through healthy competition and the fostering of the ideals of good sportsmanship.

The EFSL is chartered as a private organization on Ramstein Air Base, Germany, and as such follows Air Force private organization policies

This year, the EFSL Championship Meet will be held in Eindhoven, Netherlands. For all those that qualify, the meet will be on both Saturday and Sunday, February 26 and 27, 2022.

Clubs within the European Forces Swim League

<u>Benelux Division</u>	<u>Rhineland Division</u>	<u>Southern Division</u>
SHP SHAPE Seals	KMC Kaiserslautern Kingfish	NPS Naples Tiger Sharks
NMS NATO Marlins	SGT Stuttgart Piranhas	VZN Vicenza Mako Sharks
LKH Lakenheath Barracudas	BLN Berlin Bear-A-Cudas	AVI Aviano Sea Dragons
GKN Geilenkirchen Orcas	WSN Wiesbaden Wahoos	SIG Sigonella Swordfish
ESB Brussels Octopus	EFL Eifel Sharks	RTA Rota Tiburones
	VGC Vilseck-Grafenwohr Vipers	LIS Lisbon Bullsharks

ROTA SWIM CLUB GUIDELINES

I. PURPOSE:

This handbook is intended to provide swim club parents and swimmers with a general reference concerning the Rota Tiburones Swim Club and its activities. Parents and swimmers should be familiar with its contents. Additional information may be found in the club's bylaws; if there is a conflict between this handbook and EFSL or RSC bylaws, the bylaws will govern.

II. GENERAL

A. The objective of the Rota Swim Club is to promote the enjoyment of competitive swimming, for eligible members of the Rota Naval Station Community ages 6 to 19, inclusive. To this end, RSC strives to develop competitive swimmers, and promote good citizenship and sportsmanship, physical fitness, teamwork, self-discipline, and respect for athletic rules and regulations in a positive environment.

B. The club is a member of the European Forces Swim League (EFSL) and must comply with the rules and regulations of the EFSL as stated in the EFSL Code.

C. Activities of the club are governed by established bylaws.

D. The Rota Swim Club shall comprise of a single private organization pursuant to the provisions of COMNAVACTSPAININST 1710.4H. The Rota Swim Club exists with the consent of the Commander, NAVSTA Rota, and operation is contingent on compliance with the requirements and conditions of all relevant regulations and the Memorandum of Agreement with the MWR organization on NAVSTA Rota. However, the club is not part of the Department of Defense or any of its components and has no governmental status.

E. You can find RSC information at the Team website, www.TeamUnify.com/Rota and on the Facebook private page (add link here) During our off-season training March to August we will use the Rota Swim Club website and public page (link?) to share information on our summer swim programs so the entire Rota Community is aware of what is available as well as to help recruit incoming families not currently part of the RSC.

III. BOARD and MEETINGS:

A. RSC is governed by a board., as outlined in the bylaws

President	Adam Leigland
Vice President	Sherry Morse
Secretary	Cinthia Sosa
Treasurer	Christina Suarez
Head Coach	Olin Sell
Head Official	Cameron Chen
Head Statistician	Nolan Tiqui

The Board will be augmented by volunteer key positions that are appointed by the Board. These key positions are listed below. Note that the first three are ex officio members of the Board.

C. Board meetings will be held monthly during the year or more frequently if called by the President. Attendance is always open to general club membership.

D. There will be periodic parents' meetings called by the Board at the beginning of the season, prior to Championships, and in conjunction with the end of season banquet. The Board may call additional meetings as required.

E. Additional club information will be distributed in accordance with our communication policy.

IV. MEMBERSHIP:

A. Club membership is in accordance with Rota Swim Club bylaws and EFSL bylaws. The custodial parent or guardian of a swim team member is considered a RSC Member and will fulfill all obligations specified herein as well as in accordance with RSC Bylaws.

B. The membership year extends from 1 September to 31 August of the following year. (Membership begins when the registration fee and the first month's dues are paid and all agreements are signed and returned. Members must remain in good standing. The competitive season is different from the membership year and runs from the first week of September to the first week of March.

B. At the beginning of each season, the coaching staff will evaluate new and returning swimmers' ability to swim freestyle, backstroke, butterfly, and breaststroke prior to finalizing the team roster

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D. Participation in off-season practices does not constitute club membership for a new swimmer; an assessment must be performed with the club prior to the new swim season.

G. Each swimmer must have a signed and completed current physical before attending practice regularly. A copy of each swimmer's sports physical should be given to the Secretary by the pre-determined date or the swimmer will not be allowed in the water.

V. PRACTICES, MEETS, and EQUIPMENT:

A. Practices:

1. Each swimmer will be assigned to a practice group according to both their ability and age as demonstrated during their assessment.

2. Swimmers are expected to practice regularly with the swim club. Attendance will be taken by coaches and reported regularly. The Rota Swim Club and Coaches understand, especially in the current environment, that some absences cannot be helped. In addition, we have built flexibility into the practice policy in order to allow for participation in other school or MWR sports while still maintaining a strong commitment level to RSC. There will be numerous swimmers on the waiting list this fall eager to join the Tiburones so frequent absences or general lack of commitment will not be acceptable.

a. Excused absence. In order for an absence to be considered "excused" the coach must be notified prior to practice (ideally not less than 24 hours in advance). Examples of excused absence justifications include: medical/dental, travel, base restrictions (ROM), unavoidable circumstances (e.g. vehicle issues).

- b. Each swimmer is expected to make 70% of practice days each month. This is equivalent to not missing more than 6 practice days per month, regardless of whether those absences are excused or unexcused. Once five practice days are missed, the Squad Coach will notify the parents. At six missed practice days, the Head Coach will notify the parents and the Board Vice President.
- c. Morning Practices. For the first time the Coaching Staff will be offering morning practices five days a week (0600-0715). The intent of morning practice is twofold: (1) allow the more senior swimmers the opportunity to train twice a day, and (2) create an additional practice time for those swimmers that may have a scheduling conflict in the afternoon. Attending either a morning or afternoon practice, or a make up session as directed by a coach constitutes a “good practice day” for attendance.
- d. Unexcused absence. An absence will be counted as “unexcused” when the coach is not notified prior to the start of practice and no justification is provided. In addition, lateness without notification from the parent will constitute half (1/2) of an unexcused absence. One unexcused absence will be addressed by the squad coach. A second unexcused absence will initiate a warning from the Head Coach. Three unexcused absences will be cause for a meeting with the RSC Board, Head and Squad Coach, Parent(s), and swimmer to discuss attendance and their role in the club. If unexcused absences continue the swimmer will be evaluated for removal from RSC.
- e. If a swimmer refuses to swim or shows a continual disregard for a coach’s instructions, after several warnings, will asked to sit on the sideline. If the behavior continues, the swimmer will be asked to change and the parents will be called to pick up their child. This can constitute an unexcused absence depending on the circumstances and amount of practice missed.
- f. Swimmers will only swim with the squads they have been assigned to. Any request for a swimmer to practice with another squad will not be entertained. The Coaches take time and expertise to place each swimmer according to their ability and maturity. Moving a swimmer to a squad that doesn’t match can be detrimental to the individual’s growth as well as to the non-matching squad. If a swimmer needs to come at a different time of day to make up a practice, the parents must coordinate with the Squad Coach, obtain the workout, and that swimmer can make up the practice at the pool as a patron / dependent.
- g. Requests for exception to the attendance policy will be considered on an individual basis, and must be done in writing to the Board with an endorsement from the Squad and Head Coach.
- h. Attendance will be incentivized through fun monthly prizes or rewards in practice. In addition, awards will be handed out at the end of the year for "Best Attendance."

3. High-School swimmers can earn a Varsity Letter from DGF by participating in accordance with the Tiburones Varsity Lettering Standards

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4. Swimmers are not permitted to enter the pool area without a member of the coaching staff present. Conversely, swimmers will not leave the pool area without permission from a member of the coaching staff.

5. As a general rule, parents are highly discouraged from being on the pool deck during practice or interfering with practice in any way. This does apply to parents conducting their own workout during their child's practice time or waiting on one of the side terraces. Exceptions to this will be coordinated with the Squad Coach ahead of time (e.g. a visiting relative who wants to observe one practice).

B. Meets and Qualification / Pull-up Times:

1. Swimmers are encouraged to compete in as many meets as they can, with four being the target.
2. The schedule for swim meets can be found on the team website. See Paragraph below on "What to expect at a Swim Meet".
3. Swimmers must meet EFSL published qualification times to participate in the Long Distance and Individual Championship meets. Additionally, a swimmer must participate in a minimum of three meets to swim in Individual Championships. The Divisional Championship can count as one of those meets.
4. Swimmers have until Divisional Championships to qualify for Individual Championships. After Divisional Championships, swimmers who qualified will be required to declare whether they will attend Individual Championships.
4. Being "pulled up" into Championships. The EFSL Qualification Time Chart includes "pull-up time" requirements, which indicate that a swimmer has a time that is close enough to the qualification time to be wait listed for championships. In the event EFSL does not fill all ten lanes with qualified swimmers, the next fastest "pull-up times" will be invited to attend and swim in that particular event. For our swimmers, obtaining a "pull-up time" in an event is a great achievement and means that swimming a qualifying time is within reach.

C. Equipment:

1. Swimmers are responsible for their individual equipment, including swimsuits. Swimsuits must comply with RSC guidelines. All equipment needed for practice should be brought into the pool area upon arrival at practice.
2. Mandatory equipment: Goggles, cap (to be provided), fins, water bottle. All training equipment can be purchased through local stores or online. Coaches can provide more information on recommended items.
3. Highly recommended: hand paddles, snorkel (for swimming, not diving).
4. Provided by pool: The pool allows the use of their kick boards and pull buoys.
5. The club-approved swimsuit and swim cap will be worn at all competitions unless the swimmer has coach's prior approval.
6. Equipment provided with Club fees: T-shirt, Hoodie and two swim caps.

VI. FINANCES and VOLUNTEERING:

A. The club operates from a budget supported by a registration fee, dues, fundraising activities, and donations. Recurring expenses include such items as pool rental for swim meets, travel expenses, seeding fees for the championship meets, administrative expenses, League dues, equipment and supplies, awards, and team dinners.

B. The amounts of the annual registration fees and dues are determined and approved by the Board.

C. Payment fees and monthly payment fees (if you choose this option) are determined and approved by the Board.

1. Fees are paid for each of the six months of the competitive season: September - January. Members have the option of making one payment or using a payment plan.

2. Monthly fees are due on the 15th of the month. Payments are considered late after the 1st of following month if recurring payment is declined. It is parent's responsibility to ensure there is a valid credit card on file for payment of dues.

3. Late Payment:

a. Swimmers may be suspended from practice or meets if dues are late.

b. A \$20.00 late fee will be added if payment is received late.

c. Late payments of more than one month are grounds for suspension from the club.

d. To participate in the EFSL Championship Meet (Champs), ALL dues must be paid by the start of the Champs meet.

e. To receive end of the season awards, ALL dues must be paid prior to the end of season swim banquet.

f. Financial hardships should be brought to the attention of the Board for consideration on an individual basis.

D. Volunteering is vital to the success of the swim club and helps hold fees and dues to a minimum. Tiburones families are required to perform 40 points of volunteer swim club service per family during the competitive swim season. Points are earned in various ways; the schedule of points can be found on Active.

1. Each home meet will be supported with at least one volunteer and one donation for the concession stand, if applicable, from each family. Volunteers can serve as timers, marshaling, runners, concessions, and awards, set up, or clean up. Officials are also needed but require training and will be required to take a test. Families can opt out of the concession donation requirement with a payment of \$100 for the season.

2. Volunteer points can also be earned by participating in fundraisers, holding a board position, attending a board meeting, or assisting with the end of season banquet.

3. Volunteer points are tracked and must be self-reported. This includes signing up for volunteer point opportunities. Volunteer point disputes should be brought to the attention of the RSC Board, whose decision will be final.

4. Failure to meet one's volunteer commitment may result in the swimmer being denied the opportunity swim at Champs and may be grounds for denial to attend the end-of-season banquet and to register with the club for the following season. Further, for away meets with limited space, families with more volunteer points may be given priority for attendance.

6. Deployment concerns should be brought to the attention of the Board for consideration on an individual basis.

7. Financial concerns should be brought to the attention of the Board for consideration on an individual basis.

E. If the U.S. Dollar to Euro exchange rate drops drastically, or if facing a financial shortfall, the board will call a special meeting to discuss the situation; a supplemental fee may have to be collected at the end of the year to meet Rota Swim Club financial obligations.

VII. DISCIPLINE:

A. Membership in the Rota Swim Club is a privilege, not an entitlement, and is predicated on good participation and behavior from all members of the family. The bylaws discuss the discipline process in more detail.

B. Swimmers:

1. The Swimmer Code of Conduct is an agreement between each swimmer and the swim club. All swimmers are expected to maintain a positive image and display the appropriate behavior at all times.

a. Swimmers are expected to be familiar with and obey the Swimmer Code of Conduct and DGF Middle/High School Athletic Code.

b. Each swimmer must sign and acknowledge their intent to comply with the Swimmer Code of Conduct attached.

3. The Head Coach, and the staff coaches, have the authority to maintain order and discipline at all club training and competition activities. This includes pool training, dry land training, and club meetings, and may extend to other similar activities for which the coach is responsible. Normally, the coaching staff will be responsible for taking disciplinary action.

3. When a swimmer fails to behave appropriately the following may occur:

a. First Offense: The swimmer will receive a warning from the coach, and be removed from the pool to do conditioning exercises (e.g., push-ups and sit-ups) on the pool deck.

b. Second Offense: The second offense will result in the swimmer being dismissed from the pool, the parent will be notified and the coach will create a written record of the offense which will be provided to the parent and the Board.

c. After a swimmer has three written offenses on record, the swimmer will be referred to the Board for consideration for dismissal from the club.

d. The Board has the right to make a final decision regarding a swimmer's eligibility.

4. The following offenses will be immediately referred to the Board, in writing, for consideration for immediate dismissal from the club:

a. Stealing;

b. Vandalism;

c. Violent behavior;

d. Bullying;

d. Gross disrespect or defiance of club coaches and other authorities.

6. Disputes between swimmers will be mediated by the coach. 7. Any disagreement, dispute, or other issue arising from a disciplinary action, not otherwise addressed or addressable by the terms of this section, will be addressed under the procedures found in the bylaws.

C. Parents:

1. The Parent Code of Conduct is an agreement between each swimmer's parent(s) and the swim club. All parents are expected to model appropriate behavior for our swimmers to follow at all times.
2. Each parent will sign and acknowledge their intent to comply with the Parent Code of Conduct attached.
3. Misconduct on the part of a parent will be handled by the Board as described in the bylaws. Misconduct can be reported to the Board by a Board member or volunteer, by another parent, by a visiting team, by a swimmer, or by a pool staff member. Parents are models for the swimmers and therefore, in general, the Board will have a policy of zero tolerance for parental misconduct.

VIII. POOL REGULATIONS:

- A. All Tiburones' swimmers are reminded of the following rules:
 1. **Please bring your own towels.** MWR does not support use of their facility towels by RSC.
 2. Swimmers may not enter the pool area without a coach. Swimmers may not exit the pool area until dismissed.
 3. Swimmers are not allowed to use or play with pool dry land fitness equipment.
 5. **NO RUNNING**, no horseplay, no foul play, no hanging on safety ropes or lane lines, no playing with the rescue equipment.
 6. Lifeguards and/or coaches may clear pools during electrical storms and at any other necessary times in the interest of safety.
 7. No food or drinks in the pool area except water in plastic water bottles or sport bottles. **NO GLASS** containers are allowed in the pool area under any circumstances.
 8. Locker rooms are **OFF LIMITS** to members of the opposite sex.
 9. **Locker rooms are to be respected and kept clean.**
 10. A parent's presence on the practice deck can be a distraction to their swimmer. Parents are in general not allowed on the deck during practices. Furthermore, we encourage a drop/pick up routine be considered. Should parent attendance on the pool deck become an issue, the Coaching staff reserves the rights to ask parents exit the facility until practice is completed. When this does occur, the coaching staff will notify the board of the issue within 24 hours.

IX. AWARDS and LETTERING:

ROTA TIBURONES SEASONAL AWARDS – 2021-2022

Award	Criteria	When Awarded
CHAMPS & Long Distance CHAMPS Qualification Swim Cap	Swim faster than or equal to EFSL time standard to qualify for a specific event in the relative championship	When swimmer meets the requirement

Swimmer of the Month	1. Each practice group will have a <i>Swimmer of the Month</i> as selected by the Coaching Staff, monthly. 2. To be based on a combination of attendance, teammate encouragement, club spirit, focus, performance, or any other extraordinary measure determined by the Head Coach and group Primary Coach.	Monthly
Varsity Letter	1. Meet Tiburones & DoDDS guidelines for lettering 2. Tiburones Board and Head Coach Discretion	DGF Winter Banquet
Seasonal Trophy	1. Complete the season 2. Compete in 4 meets 3. Tiburones Board and Head Coach Discretion	End of Season Banquet
Chevrons	Swim at or faster than USA Swimming motivational time standard for a specific event, by age, gender, and course.	End of Season banquet
Best Attendance (1 per squad)	One swimmer in each squad at the end of the season banquet will be presented with this award – the swimmer with the highest percentage of practice hours met in the season.	End of Season Banquet
High Point Swimmer (1 Male & 1 Female per squad)	Each individual's meet points (determined by places throughout season meets) are totaled up, and the one male & one female swimmer in each squad with the highest number of points throughout season receives award.	End of Season Banquet
Most Improved Swimmer (1 Male & 1 Female per squad)	Awarded based on coaches' judgment using criteria including technique, time, mental and skill improvements over the course of the season.	End of Season Banquet
Grit Award (1 Male & 1 Female per squad)	Awarded based on coaches' judgment using criteria including an impressive level of tenacity, dedication, focus, positive attitude and continued commitment to swimming when faced with adversity.	End of Season Banquet

- A. Recognition of achievement will be given to Tiburones swimmers at the end of the regular swim season except for event ribbons and medals, which are presented to swimmers during the season as they are earned. The majority of the awards will be presented at the annual Awards Banquet, normally held three to four weeks following the EFSL Individual Championship Meet.
- B. Varsity Letters
 - 1. Objective - To recognize those High School swimmers (swimmers in DODDS grades 9 – 12) who successfully meet DODDS and EFSL criteria. Letter awards are based upon EFSL sanctioned meet participation, performance and practice attendance. The Head Coach shall be responsible for ensuring grade standards are adhered to before recommending any swimmer for any letter recognition. The High School Athletic Director communicates any failing grades directly to the Head Coach AND Board President throughout the season.
 - 2. Swimmers with the intention of earning a DODDS Varsity Letter must have a sports physical on file with the Rota Swim Club. The Secretary will maintain a copy of the physical.
 - 3. Award Calculation – A detailed explanation of the lettering process is included later in this document. You may also refer to the DODDS lettering regulations.

X. COMMUNICATION POLICY

- A. RSC uses several platforms to meet many different communication needs. It is our club’s recommendation that you utilize all of them. The club website, rotaswimclub.com will be our official platform for information sharing of non-time sensitive information. Every effort will be made to update this website in a timely manner. Other communication platforms the club uses are, but not limited to, Active email, Gmail, Facebook, Messenger, and WhatsApp. Items of interest will often but not always be shared over multiple platforms. RSC understands that not all members will use all platforms. It is not RSC’s responsibility to personalize communication to a members individual needs. We recommend finding a club buddy to keep you abreast of information that you may miss by opting out of using any one platform. All club members are expected to exhibit good behavior on all communications platforms
- B. Commonly communicated items and where to find them are listed below. These are suggested uses, not a comprehensive list.
 - 1. Club Website and On Deck. This will be the primary means of communication. You will be able to find upcoming events and associated links on this website, along with important club documents.
 - 2. Email: All meet registrations will be sent through email to the primary parents account. There will be times that general pertinent information will be shared via email. Email may be used to share meet documents, club documents, or any information the board or its representatives choose to send via this platform.

You are able to edit your swimmers primary parent account. The club has read only access to the personal information on your Active account. When you reply to an Active email it will be sent to one of the club Gmail accounts. This is indicated at the bottom of the Active email you are replying to.
 - 3. WhatsApp: Primary coaches may choose to use WhatsApp Groups for squad communication. Other WhatsApp groups may also be established during the year.

4. Gmail: Our official club email and all ancillary club emails are Gmail accounts. please feel free to email us at any time. Gmail may be used to share meet documents, club documents, or any information the board or its representatives choose to send via this platform.

President
rotaswimclub@gmail.com

Vice President
rotaswimclubVP@gmail.com

Secretary
rotaswimclubsecretary@gmail.com

Head Stats
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Head Official
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Head Coach
rotaswimclubhc@gmail.com

XI. REFERENCES:

- A. Rota Tiburones Bylaws
- B. DODDS-E and EFSL Memorandum of Understanding
- C. RSC and MWR Memorandum of Agreement
- D. USA Swimming Motivational Times
- E. Pertinent EFSL documents

CODE OF CONDUCT - SWIMMERS

It is each swimmer's responsibility to abide by the Swimmer Code of Conduct and to protect our Club's reputation within the swimming community. Failure to abide by our Code of Conduct may result in disciplinary actions in accordance with the RSC By Laws.

As a Rota Tiburones' Swimmer, I agree to the following:

- I. I will be a good representative of the Rota Military Community
 - a. I will display appropriate attitudes and behaviors towards members of the host nation community.
 - b. I will abide by Department of Defense Dependent Schools – Europe Athletic Regulations, if applicable.
 - c. I will be a good host to members of visiting clubs
 - d. I will behave in a manner that reflects positively on the Military Community and the Rota Tiburones Swim club.
- II. I will respect the Rota Tiburones Club
 - a. I will support, assist and encourage my clubmates at meets, dry-land training & practice.
 - b. I will support our Club Captain(s) and help foster club spirit.
 - c. I will not spread unverified information, rumors or gossip that could be detrimental to our club spirit, club and community reputation and the physical and mental well being of my clubmates and their families.
 - d. I will not participate in activities that reflect negatively on the club.
- III. I will respect the coaches:
 - a. I understand the decisions of the coaches are final. If dissatisfied, I will address my concerns to the coach after practice or meet and according to the Tiburones Grievance policy as prescribed in the RSC By Laws, Article VI.
 - b. I will correct my behavior if found inappropriate.
 - c. I will not enter or leave the pool or pool area without informing the coaching staff.
 - d. I understand that by not following the coaching staff directions, I may be subject to disciplinary action.
- IV. I will respect others and myself:
 - a. I will respect the privacy and personal space of others.
 - b. I will keep my hands, feet, and objects to myself. I understand that physical horseplay; intentional touching and public displays of affection other than high fives will result in disciplinary action.
 - c. I will display good sportsmanship.
 - d. I will not use crude or offensive language or gestures.
 - e. I will not verbally or physically intimidate, bully or interfere with other swimmers.
 - f. I will not take or use another swimmer's property without permission.
- V. I will respect the meet officials:
 - a. I will abide by the rules of the host club.
 - b. I will follow the directions of the Head Marshaller, Meet Director, and other Meet Officials.
 - c. I will treat all officials with respect and abide by the decision of the Head Official.
 - d. I will direct any issues with any meet official to my Head Coach and/or Coaching Staff.
- VI. I will respect the facilities
 - a. I will not vandalize or remove pool property.
 - b. I will be courteous to the pool management and staff.

Swimmer Name & Signature / Date

Parent Signature / Date

CODE OF CONDUCT - PARENTS

As the Parent or Legal Guardian of a Tiburones swimmer(s), I agree to the following:

1. To read, understand, and abide by the guidance set forth in the EFSL Bylaws, Rota Swim Club Bylaws, and Rota Club Handbook.
2. To address any complaints or concerns with the coaching, practices, or meet decisions with the Primary Squad Coach first, and only then, if no resolution, the Head Coach. Only after attempting to gain resolution of an issue using the coaching staff, will I contact the Board to raise my concern.
3. To attend regularly scheduled Parent's Meetings.
4. To ensure my swimmer(s) attend regular practice sessions on time with appropriate equipment. I will promptly pick up my swimmer(s) after practice.
5. To remain off the pool deck during practice sessions unless previously coordinated with the coach on deck. I will not interrupt a coach during practice. I will wait until after practice to have any discussion and do so respectfully.
6. To treat all Board members, pool staff, our swimmers, visiting clubs, visiting coaches, and visiting families with respect.
7. Respect and follow the rules of the hosting pool, club president, and referee/Official, wherever the swim meets may be.
8. To notify the coaching staff of planned absences from meets and practices. In case of illness, I will contact the coach as soon as possible.
9. To abide by the guidance of the Meet Director and Official during a swim meet.
 - a. To ask the Meet Director for help during a home meet.
 - b. For technical matters, to ask a coach.
10. To make every effort to ensure my swimmer(s) attends all regularly scheduled EFSL meets.
11. To voluntarily host visiting swimmers by providing bed & meals as necessary without compensation.
12. To provide at least 40 points of volunteer effort during the season.
13. To understand and follow the club communication policy.
14. To not consume alcohol within the swim facility (stadium seating, bleachers, or pool deck) during club practices or meets.

Swimmer(s) Name

Parent(s) Name, Signature, and Date

CODE OF CONDUCT – BOARD AND COACHES

As an RSC Board Member or Coach, I agree to the following:

1. To faithfully execute my duties as laid out in the RSC Bylaws.
2. To abide by the Club Handbook and EFSL Constitution and Bylaws.
3. To undergo a background check as required.
4. To treat all RSC members, pool staff, our swimmers, visiting clubs, visiting coaches, and visiting families with respect.
5. To not consume alcohol within the swim facility (stadium seating, bleachers, or pool deck) during club practices or meets.
6. To model responsible behavior.

Printed Name

Signature / Date

UPDATE CHAMPS QUALIFICATION TIMES

The following tables list the qualification times for the Individual and Long-Distance CHAMPS.



2017-2020 Champs Qualification Times

Girls		50	100	200		100	200	50	50	50
		FR	FR	FR		IM	IM	BK	BR	FL
8 & Under	QT	49.00	1:54.69	4:24.99		2:04.70	4:37.19	0:59.55	1:06.32	1:01.79
	Pull Up	52.95	2:05.39	4:52.19		2:16.09	4:59.99	1:05.45	1:12.72	1:07.85
9 years	QT	42.12	1:40.59	3:54.59		1:52.44	4:03.79	0:53.67	0:59.19	0:56.45
	Pull Up	46.72	1:51.89	4:18.79		2:04.64	4:32.29	59.57	1:05.59	58.97
10 years	QT	38.89	1:28.39	3:15.99		1:41.29	3:36.19	46.29	52.49	46.19
	Pull Up	42.99	1:38.99	3:40.09		1:53.39	4:03.49	51.99	58.89	52.39
11 years	QT	36.87	1:22.29	3:06.49		1:33.79	3:23.19	44.08	48.19	41.29
	Pull Up	39.47	1:29.59	3:23.19		1:40.49	3:42.59	47.18	53.69	47.89
12 years	QT	34.69	1:15.49	2:45.39		1:26.59	3:05.39	39.29	44.19	37.69
	Pull Up	37.29	1:21.29	2:58.09		1:33.19	3:25.69	42.99	47.59	42.59
		50	100	200	400		200	100	100	100
		FR	FR	FR	FR		IM	BK	BR	FL
13-14 years	QT	33.49	1:12.69	2:37.19	5:32.69		2:55.89	1:19.19	1:30.99	1:18.89
	Pull Up	36.09	1:18.29	2:49.29	5:58.29		3:09.49	1:25.29	1:37.99	1:26.56
15-16 years	QT	32.89	1:11.39	2:33.79	5:25.59		2:52.59	1:17.39	1:29.19	1:17.29
	Pull Up	35.39	1:16.89	2:45.59	5:55.69		3:05.79	1:25.39	1:38.09	1:25.79
17-19 years	QT	32.29	1:09.99	2:32.49	5:24.39		2:49.99	1:16.39	1:28.09	1:16.09
	Pull Up	34.79	1:15.29	2:44.19	5:52.29		3:02.99	1:22.29	1:35.89	1:23.99



2017-2020 Champs Qualification Times

Boys		50	100	200		100	200	50	50	50
		FR	FR	FR		IM	IM	BK	BR	FL
8 & Under	QT	47.83	1:51.49	4:03.59		2:03.69	4:36.69	59.55	1:07.09	59.39
	Pull Up	51.35	2:04.52	4:49.09		2:15.79	4:57.39	1:05.45	1:11.89	1:07.19
9 years	QT	41.42	1:37.89	3:45.69		1:51.39	4:03.09	53.67	58.79	51.59
	Pull Up	46.42	1:50.99	4:17.03		2:03.49	4:38.19	59.57	1:05.09	58.67
10 years	QT	38.09	1:26.99	3:05.69		1:38.79	3:33.49	46.79	51.39	44.79
	Pull Up	41.99	1:36.99	3:36.29		1:49.79	4:01.09	52.69	57.59	51.49
11 years	QT	36.69	1:19.69	3:02.39		1:32.39	3:21.09	43.19	48.49	41.79
	Pull Up	39.47	1:27.39	3:19.79		1:40.09	3:40.19	46.99	53.29	47.09
12 years	QT	33.39	1:12.89	2:39.79		1:22.89	3:01.49	38.99	43.69	37.79
	Pull Up	36.99	1:19.99	2:55.09		1:31.39	3:22.19	42.69	47.49	41.99
		50	100	200	400		200	100	100	100
		FR	FR	FR	FR		IM	BK	BR	FL
13-14 years	QT	30.79	1:07.29	2:26.69	5:14.19		2:44.19	1:13.89	1:23.49	1:13.29
	Pull Up	33.19	1:12.49	2:41.99	5:54.29		2:59.79	1:23.59	1:31.89	1:22.89
15-16 years	QT	29.59	1:04.49	2:20.89	5:02.79		2:36.69	1:10.19	1:19.59	1:10.09
	Pull Up	31.89	1:09.49	2:34.79	5:49.09		2:55.79	1:20.59	1:29.79	1:21.49
17-19 years	QT	28.69	1:02.99	2:18.19	4:57.19		2:33.99	1:07.99	1:17.89	1:07.59
	Pull Up	32.89	1:11.79	2:40.79	5:29.09		2:57.89	1:18.19	1:30.89	1:19.79

WHAT TO EXPECT AT A SWIM MEET – FOR SWIMMERS AND PARENTS

Swim meets can be very intimidating, especially for new swim families. The swim meet environment looks very out of control and unorganized, but trust that it is not. Things do not always run smoothly, but there is a method to the madness. Below are a few tips that I think will allow you to be prepared and make your swim meet experience more enjoyable.

1. Expect to Arrive Early: Most meets start early ~ around 9am. Warm-ups generally start at 7:45 a.m. You will be informed prior to the day of the meet when to arrive for warm-ups.
2. Find your Coach: There will be a designated “club area.” This is where the club members meet and sit together throughout the meet. Look for your Coach or club captain here.
3. Warm-Ups: Every swimmer will participate in club warm-up. Each club will be assigned specific warm-up time and lane(s). ***Be prepared to be in the water on time for the club warm-up.***
4. Event Numbers: The event number corresponds to the race that you are swimming. (Ex. 100 Fr) Girls will always swim ODD Events, Boys will always swim EVEN Events. The coach will send event assignments to each swimmer prior to the day of the meet. The swimmer's name will be on a list (heat sheet), with all the other swimmers in that event, with their heat and lane assignments. The individual swimmer will be asked to write his/her events/heats on their arm in marker to keep track of their events during the meet.
5. Heat and Lane: Since everyone cannot race at the same time, events are broken into heats. Event and heat assignments are usually known prior to the actual meet but heat and lane assignments are also posted somewhere in the competition area. The coach can help you locate this area. Swimmers are placed in heats with swimmers of like times; the slower times going in the earlier heats and the fastest times in the last. The swimmer with the fastest recorded time will be in the center lane in each heat.
6. Prior to Race: Swim meets seem very chaotic at first, but there are things to help you out. If you listen to the announcer, he or she will be announcing what event and heat are in the water throughout the day. **It is the swimmer's job to check what event is being marshaled (called) throughout the day. These event numbers will be posted somewhere in the pool area where most swimmers have a clear view of them.** You should be ready to race, and have checked in with your coach, a minimum of two events prior to your event being marshaled (called). Checking in with your coach is very important. It allows a final discussion of race strategy, tips and ideas before the race. It also lets the coach know that you are ready to swim, not off napping or playing. There is nothing that will upset your coach more than missing a race.
7. After Racing: Check with the coach IMMEDIATELY. After-race discussions are very important. Discussion about what worked and what didn't needs to happen while the race is fresh in both the swimmer's and the coach's mind.

8. Disqualifications (DQ's): If a swimmer is judged to have broken a rule during the race, an official may determine the swimmer is disqualified in that race. -However, this is not always a final decision. The Official must inform either the swimmer or the coach of the DQ. The coach has the opportunity to discuss the ruling with the Head Referee should he/she feel it was called incorrectly. There are numerous occasions when the disqualification is overturned. Remember that these are often great learning opportunities for many new and not so new swimmers.

9. Down Time: **Swim meets typically run about 7-8 hours.** There will be down time in between races. All swimmers and families are encouraged to bring water, healthy snacks, chairs, books, magazines, homework, headphones, iPods and anything else that will occupy you during down time. However, don't let these become distractions from the primary task at hand. Keep track of what event is being marshaled. The coaches reserve the right to tell any swimmer to put anything away, including electronics, if the coach feels it is a distraction from the swim meet and the day's events.

10. Ask questions: You will have questions. Where do the answers come from?
-Other Tiburones Families
-Other Tiburones Swimmers
-Tiburones Coaches.
Remember – All swim families were new at one point!

ORDER OF EVENTS AT STANDARD MEETS

*note that Pentathlon meets will differ in events offered and event numbers
 *note that Long Distance events are sometimes added at meets early in the season

1	Mixed 10 & Under 200 Medley Relay	(first leg split can be used for qualifying in 50 back)
2	Mixed 11-12 200 Medley Relay	(first leg split can be used for qualifying in 50 back)
3	Mixed 13-14 200 Medley Relay	
4	Mixed 15-19 200 Medley Relay	
5	Girls 12 & Under 100 IM	
6	Boys 12 & Under 100 IM	
7	Girls 13-19 200 IM	
8	Boys 13-19 200 IM	
9	Girls 12 & Under 50 Freestyle	
10	Boys 12 & Under 50 Freestyle	
11	Girls 13-19 50 Freestyle	
12	Boys 13-19 50 Freestyle	
13	Girls 12 & Under 50 Butterfly	
14	Boys 12 & Under 50 Butterfly	
15	Girls 13-19 100 Butterfly	
16	Boys 13-19 100 Butterfly	
17	Girls 12 & Under 200 IM	
18	Boys 12 & Under 200 IM	
19	Girls 13-19 200 Freestyle	
20	Boys 13-19 200 Freestyle	
21	Girls 12 & Under 50 Backstroke	
22	Boys 12 & Under 50 Backstroke	
23	Girls 13-19 100 Backstroke	
24	Boys 13-19 100 Backstroke	
25	Girls 12 & Under 100 Freestyle	
26	Boys 12 & Under 100 Freestyle	
27	Girls 13-19 100 Freestyle	



28	Boys 13-19 100 Freestyle	
29	Girls 12 & Under 50 Breaststroke	
30	Boys 12 & Under 50 Breaststroke	
31	Girls 13-19 100 Breaststroke	
32	Boys 13-19 100 Breaststroke	
33	Girls 12 & Under 200 Freestyle	
34	Boys 12 & Under 200 Freestyle	
35	Girls 13-19 400 Freestyle	
36	Boys 13-19 400 Freestyle	
37	Mixed 10 & Under 200 Freestyle Relay	(first leg split can be used for qualifying in 50 free)
38	Mixed 11-12 200 Freestyle Relay	(first leg split can be used for qualifying in 50 free)
39	Mixed 13-14 200 Freestyle Relay	(first leg split can be used for qualifying in 50 free)
40	Mixed 15-19 200 Freestyle Relay	(first leg split can be used for qualifying in 50 free)

MEET MOBILE APP via ACTIVE

This is the essential swimming app for swimmers, coaches, meet hosts and fans as Meet Mobile provides real-time meet results and standings from anywhere, at any time. The Meet Mobile application (app) displays meet results in real time as data is received during meets from the timer (one heat at a time). By adding this application to your mobile device, you now get results for your swimmer without having to wait for Stats to post the event result sheets and then try and crowd around a sheet of paper posted to the facility wall.

This application will work on any Apple or Android systems and can easily be downloaded from the App store on your electronic device. It does require a subscription however for an entire year it is only \$5.99 or \$1.99 per month.

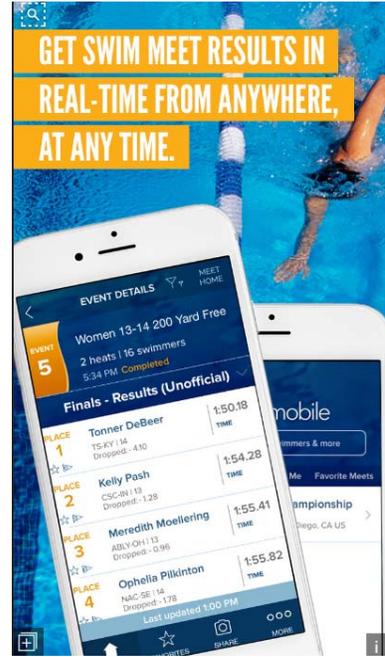
Once you've downloaded Meet Mobile you will need to find the meet in which you are attending or want to receive notifications on. To complete that the following Meet Naming Convention below will help you search and find the correct meet. The best thing about this App is Fans can flag and track their favorite swimmers in real time, without needing to be at the meet. Once the meet is active within Meet Mobile deployed parents/guardians or family members can log on and get real time updates on their favorite swimmers.

• **Meet names** are composed from Team abbreviation and date (year, month, day)

• Sample Berlin September 8th → **BLN090908**

• Team abbreviations are military 3-letter code:

Aviano	AVI	Lisbon	LIS
Berlin	BLN	Naples	NPS
Brussels	ESB	Rota	RTA
Brussels NATO	NMS	Shape	SHP
Eifel	EFL	Sigonella	SIG
Geilenkirchen	GKN	Stuttgart	SGT
Hohenfels	HFL	Vicenza	VZA
Kaiserslautern	KMC	Vilseck/Grafenwöhr	VGC
Lakenheath	LKH	Wiesbaden	WSN



SWIM NUTRITION TIPS FROM USA SWIMMING

Swim Nutrition BY MIKE MEJIA, M.S., C.S.C.S FOR USA SWIMMING

Eat Breakfast!!

Start out with a proper breakfast. This does not entail grabbing a bagel with cream cheese and eating it in the car with a large orange juice on the way there. The bagel, especially if it's made with white flour can really jack up your blood sugar levels. Granted, the fat in the cream cheese will blunt this affect somewhat, but add in the OJ and you'll be all fired up for warm-ups and likely crash shortly thereafter.

The best-case scenario is to sit down and eat some slow cooked oatmeal (prepared the night before) with fruit, or some eggs and whole grain toast, or whole grain cereal with skim, or low fat milk. If it's an early meet and you must eat on the run, at least make it a whole grain bagel with peanut butter, as these two foods together make up what is known as a complete protein by providing your body with all the essential amino acids it needs. Trade in the OJ for a lower sugar sports drink and you're good to go. Some more foods to stay away from include bacon, sausage, croissants, doughnuts and sugary breakfast cereals.

As far as what you should have in your bag for snacking, I think the best way to address this is with a list of what you should bring, vs. what you should not bring.

What to bring:

1. At least 32 oz. of water to drink during and after the meet.
2. No more than 16-20 oz. of sports drinks that meet the above criteria.
3. Energy bars: Try to stick with bars that have less than 10 grams of fat, and less than 35% of their calories from sugar (the lower the better). To calculate this: multiply the number of grams of sugar by 4 and then divide that number into the total calories. Some recommended brands include: Kashi TLC Bars, and Odwalla Bars.
4. Whole grain pretzels, crackers and cereals.
5. Nuts, seeds and dried fruit (in limited quantity due to the relatively high sugar content).
6. Low sugar fruits: Strawberries, Apples, Cantaloupe, Blueberries, Raspberries and Peaches.

What not to bring or bring less of:

1. Chips of any type. Most are loaded with fat and calories.
2. Goldfish, Cheese Nips, or any other types of crackers made with white, enriched flour.
3. White Bagels and Breads.
4. High Sugar Fruits: Bananas, Raisins, Pineapple and Grapes.
5. High Sugar Energy Bars: Many types of Power Bars fall into this category.
6. Fruit Juices of any type: Too high in sugar and don't clear the gut as rapidly as sports drinks, possibly leading to stomach cramping.
7. Soda. This one's an absolute no-no!
8. Cookies, candy, gummy bears, or anything else along those lines.

ROTA TIBURONES HIGH SCHOOL VARSITY LETTERING STANDARDS

The DGF High School awards Varsity and Junior Varsity Letters to Rota Tiburones Swimmers as part of their ongoing sports recognition program. The governing directive for these awards is the DODDS/EFSL Memorandum of Understanding signed in 2009.

Varsity Letters are awarded to the Rota Tiburones swimmers in the same manner as they are awarded to other DGF M/HS sports clubs and will be presented at the DGF Winter Sports High School Banquet coordinated by the DGF M/HS Athletic Director. The spirit of the program is that they are awarded to High School students who fully participate on the club and are recognized as full club members by the Head Coach and the Board.

Each swimmer must qualify academically on a weekly basis per DODDS requirements. The President and Rota Head Coach will monitor academic qualification. Any swimmer not academically qualified will not be able to swim in a meet until academically qualified. This will be reviewed on a weekly basis.

Letter awards are based upon EFSL-sanctioned meet participation, performance, and practice attendance.

Swimmers will be eligible for a Varsity Letter by either qualifying for the Individual Champs meet in March 2019 and by earning one point from each column in Table A or by earning a total of 60 points from Table A with a minimum of 1 point per column.

Table A

POINTS	PLACE IN DUAL MEETS	PLACE IN TRI (+) MEETS	% Participation MEETS	% Participation PRACTICE
10		1	95	100
8	1	2	90	95
6	2	3	85	90
4	3	4	80	85
2	4	5	75	80
1	5	6	70	75

The EFSL swim season runs from August through March of each year. This represents both the fall and the winter High School sports seasons. Swimmers may qualify in either the fall (via Long Distance Champs) or winter season. Swimmers qualifying in the fall are required to participate in Long Distance Champs. Swimmers qualifying in the winter must participate in the Division Championship meet. The Head Coach and Board will review any excuse for non-attendance on a case-by-case basis.

In accordance with EFSL guidelines, swimmers will be required to swim in **at least one** meet from August – November. High School swimmers completing a fall sport (not swimming) **MUST** attend a **November meet** in order to be eligible to attend the Championship meet in March.

To be eligible to receive a Varsity Letter, High School swimmers **MUST attend** at least **70% of swim meets** available once their season starts. The Head Coach and Board will review any excuse for non-attendance on a case-by-case basis.

Swimmers transferring into the club late in the season **MUST** attend a minimum of four (4) meets, earn 60 points, or qualify to attend Champs, and attend the Divisional Championship meet, to letter. This is a separate requirement from the minimum number of meets required to earn a Varsity Letter.

To be eligible to receive a Varsity Letter, swimmers **must attend an average 90% of practices** assigned to that particular swimmer. Thereby:

1. Coaches will assign practice days to individual swimmers. For the 2019-2020 season, the High School Swimmers are assigned six practice days per week.
2. Attendance will be taken.
3. Absences from practice may be excused, but excused absences are not credited toward the attendance standard.
4. Swimmers will present for practice ready to swim. Showing for a practice, but unprepared to swim, e.g., failing to bring a suit, will be not be counted as a day of attendance.
5. Attendance on Federal Holidays and during the Christmas Break are not mandatory. Failing to attend these sessions will not count as absences against the 70% standard. Attendances at these practices will count as optional and may improve the swimmers attendance percentage.
6. If swimmers attend an alternate swim practice, their coach must verify attendance. Missed or alternate practices must be excused; to the extent possible permission to be absent from a practice should be obtained in advance.
7. The average is calculated on a seasonal basis.
8. This is a minimum standard set by MOU between DoDDS and the EFSL.

The Board will have the final determination on the awarding of Varsity Letter. It will base its decision on the following information:

1. Points earned by each swimmer using the MOU and Table A.
2. The Head Coach will ensure attendance is taken at each practice.
3. The Head Coach will ensure attendance is taken at each meet.
4. Recommendation and any supporting information supplied by the Head Coach.
5. The Head Coach may also recommend a swimmer be denied the awarding of a Varsity Letter, even if basic attendance/participation requirements are met, if the Head Coach feels the swimmer's dedication, attitude, club spirit/sportsmanship or other behavior warrants denial of a letter.

EQUIPMENT LIST

Club Uniform will be ordered through our Merchandising Coordinator as a bulk purchase. The club uniform includes: Swim suit, a swim cap and a club T-Shirt that will be worn at all competitions unless swimmer has coaches' approval. Additional replacement uniform items will be the responsibility of the swimmer throughout the season.

MANDATORY EQUIPMENT

- 2 pairs of goggles (we encourage pair for practice and a pair for competition)
- 1 pair fins

OPTIONAL EQUIPMENT

- Pull Buoy (provided by pool)
- Kick Board (provided by pool)
- snorkel (highly recommended)
- 1 mesh bag to put all equipment in
- ~~1 pair of drag sox~~

******MAKE SURE NAME IS ON ALL EQUIPMENT******