

Riverside Aquatic Club, Inc. Parent Handbook

Revised July 2016

Riverside Aquatics Club, Inc., is a Not-for-Profit Corporation organized under the statutes of the State of Indiana

Vision Statement

To provide a positive and productive swimming experience for participants at all skill levels. To allow participants to develop the competitive spirit, strengthen pride and develop character through disciplined effort. To help our swimmers develop physically, socially and emotionally in a healthy, fun atmosphere.

Mission Statement

“To enhance our athletes’ lives now.....and for a lifetime.”

This mission statement for Riverside Aquatic Club is rooted in the following core values:

- ***Desire to compete and excel***
- ***Pride in our team and a job well done***
- ***Respect for one another***
- ***Commitment to excellence***

A Welcome Message to Parents:

We are very happy that your family is part of the Riverside Aquatic Club. Over the years countless families have contributed to and benefited from the experience of swimming for Riverside. As your Board of Directors, we are firmly committed to ensuring that your experience is a rewarding one. The fitness benefits for regular participants are obvious, but anyone who has been involved in swimming for a very long time can claim other benefits as well.

Swimmers are truly remarkable individuals. They are able to balance the demands of academics, practices and meets and still find time to be well-rounded individuals. They learn to set goals for themselves and then go about achieving them. Ultimate success is found, not in individual goals, but the changes wrought by involvement in the process. The lessons learned and the discoveries made in competitive swimming can be applied to many aspect of adult life.

Swimmers and coaches are by no means the only people necessary for the smooth operation of a swim club. Parents need to be factored into the equation as well. Without adequate family involvement the best conceived swim clubs are doomed to failure. If all of us do our part, we'll be successful, we'll have fun and the kids will benefit. As we enter an exciting new season, lets all be aware of the contributions we can make to the swim family here at Riverside Aquatic Club.

The Riverside Aquatic Club Board of Directors and Committee Heads

Officers: Joe Fox, President & Membership Com.
Jennifer Freiburger, Secretary
Eric Edwards, Treasurer & Ways & Means

Members: Jennifer Owens, Special Events
Eric Edwards, Fundraising .
Christina Black, Membership
Travis Hammond, Officials

Coaches Joe Perkins, Senior,
Kathy Collings, Business Manager, Lessons
Ashley Manger, Sr Prep
Mendy Cavan, Junior
Brett MacKenzie, Asst Senior
Mike Woertz, Blue,
Elizabeth Kreilein, Silver 1 and Bronze 1
Tracie Schannep, Gold 2, Silver 3
Abbie Morris, Bronze 2 and Copper 1
Sara Schutz, Bronze 3 and Copper 2
Amanda Browning Gold 1, Silver 1

Meet Director Christina Black, Jeri Carlyle

Teamwear Emily King, Kathy Collings
Business Manager: Kathy Collings 945-9704, kcollings1@sbcglobal.net

Team Web site: www.riversideaquaticclub.com

2015-2016 RAC Fees

- * **USA Registration Fees: \$63.00 for yearly registration; \$37.50 for Seasonal April through July.**
- * **Admin Fees: \$85.00 per family for all swimmers**
\$35.00 per family for those joining April through July
- * **Fundraiser Fee \$60.00**

Senior Groups

Senior Session fees are for Fall, Spring and Summer. The Fall Session Seniors extends from August through the State Meets in March. Spring Session is April and May and Summer Session is June and July. Fees are due in full at the beginning of each session. You may pay online with credit card or echeck. Swimmers will not be allowed to participate until fees are paid or arrangements are made with Business Manager

Bronze, Silver, Gold, Blue, Junior and Senior Prep Groups

* **RAC offers two payment methods.**

#1 is pay for session, in full, online using credit card or echeck.

#2 is breaking the session into the payment plan offered below. If you choose this option, payments must be set up for automatic deduction from your credit card or checking account. Those automatic payments will start Sept 1 and are charged to your credit card to checking account before Sept 5. All Registrations for returning swimmers must be completed by August 15 or Admin Fee will be \$125.00

The Short Course Session of September thru the State Meet in March, can be paid with 6 payments from September through February. These payments will be drawn on credit card or echeck automatically on the first day of each month. The Spring Session is paid in two payments, April and May. Summer session fees apply for those who have not paid the complete Short Course and Spring Season. Senior Swimmers pay Summer fees.

Training Fees

- Bronze \$600.00 = \$75.00 x 8 payments
- Copper \$640.00 = \$80.00 x 8 payments
- Silver \$680.00 = \$85.00 x 8 payments
- Gold \$720.00 = \$90.00 x 8 payments
- Junior \$840.00 = \$105.00 x 8 payments
- Blue \$840.00 = \$105.00 x 8 payments
- Senior Prep \$900.00 = \$115.00 x 8 payments
- Senior \$240.00 per session; Fall, Spring and Summer = \$720.00

Withdrawal from Team Policy

Swimmers may leave the team at the end of each session without penalty. If a swimmer chooses to leave the team prior to the end of the session, they must do so in writing by the 25th of the month or be charged for the next payment. Should they decide to return to the team (if space is available) within the session, they will be charged a \$30.00 fee to return. **Swimmers fees must be paid before they will be allowed to enter the water.**

Fundraising

Fundraising is a part of any swim team or youth sports organization. RAC has a budget of over \$350,000.00 per year and only part of that is met by the training fees. Our fundraising efforts must fill the gap in order to provide equipment, insurance, awards, parties and events. RAC also tries to keep our fundraising efforts to a minimum, knowing families have other obligations. From time to time we will ask families to take part in fundraising efforts, particularly our hosted swim meets, which generate over \$25,000.00 in income for the team. The fundraisers that you will be asked to participate in include:

1. We will host two meets this year. Each family is required to work **at least** two sessions at each meet. Children over the age of 14 can meet the family requirement. The dates of the meets are: November 17-19, 2017 and February 9-11, 2018. *******You may buy out of this obligation by paying a \$200.00 Meet Worker Fee with your registration fees, otherwise....**

Failure to meet this obligation will result in a fine of \$50.00 per session not worked unless an alternative assignment can be arranged with the meet director.

2. **Challenge Swim (swim-a-thon)** The challenge swim allows swimmers to try a longer event (distance) while raising funds for the team. This event has always been a fun activity with prizes and treats for the swimmers, as well as the ability to earn swim gear. Our goal this year is to raise \$18,000.00. This should be an attainable goal. **All swimmers are expected to participate.**
3. **Kroger Cards.** RAC participates in the Kroger Community Cares Program. Simply register your Kroger Plus card with RAC and each swipe of your card will generate funds for the team. This is a great way for the team to pay for new stop watches and other equipment. Our goal is to bring in \$1,500.00 for the team in this way.
4. **Sponsorships.** We are actively seeking businesses to sponsor our team or an individual swim meet. This is a great way to get exposure for your company. We offer different levels of sponsorship and can provide you with information and sponsorship packets. We will also sell ads to businesses for the heat sheets sold at meets. If you think your company or someone's that you know would be a potential sponsor, please Joe Fox, Eric Edwards or Kathy Collings.

Volunteer Committees

Two primary ingredients in a great swim team are motivated, enthusiastic swimmers and committed, supportive parents. The sport of swimming relies on its highly committed corps of volunteers from the local dual meet all the way to the Olympic Trials. RAC takes great pride in its reputation for both our swimmers excellence in the water and our parents' excellence in organizing and operating meets and team activities.

There are many active ways that parents can be involved with their children's swimming that are vital to the team. Besides working at the swim meets as timers, stroke and turn judges, in concessions or running the computer and doing ribbons we have a need for volunteers on the following committees which are coordinated by a Board Member

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| Group Managers:
(2 per group)
(part of Membership Committee) | Helps organize additional social events outside swimming. Also helps the coach with papers to be distributed and helps maintain the box. Also takes pictures of group for end of year video and provides info on group for newsletters. Please talk to your child's coach. |
| Communication: | Contacts the newspapers with meet results and special interest stories about swimmers. Gets info to schools about swimmers. Helps gather information for our newsletter. Team photographer takes pics during the year for use on website and in year-end video. Contact Jennifer Owens. |
| Special Events: | Parents who help coordinate and put on our special events such as the Halloween party and banquet. Contact Jennifer Owens. |
| Fundraising: | This committee plans annual calendar of fundraising events such as Challenge Swim, ads for meet heat sheets and banquet book, seeks sponsorships and runs silent auction at banquet for scholarship fund. Contact Eric Edwards or Kathy Collings. |
| Competition: | The committee plans and hosts our swim meets. The Meet Director and Volunteer Coordinator will coordinate all parent workers. The Officials Coordinator will secure stroke and turn officials and starters. Other key volunteers are Concessions Managers, timing system operators and computer operators. Contact Christina Black. |
| Officials: | Parents who have trained as Stroke and Turn Officials who will officiate at swim meets both home and away. The team has a great need for volunteers in this area. Contact Travis Hammond. |

Your Role as Parents

Remember that your child is the swimmer. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals on your child.

Do not overburden your child with winning or achieving best times at every meet. The most important part of your child's swimming experience is that he learn about himself while enjoying the sport. This healthy environment encourages learning and fun which will develop a positive self-image within your child.

The best way to help a child achieve his goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that he is still learning. Encourage his efforts and point out the things he did well. As long as he gave his best effort, you should make him feel like a winner.

Rules for Parents

Leave the coaching to the coaches. Do not pressure or offer swimming advice. Understand that all coaching decisions are just that. Coaches are not perfect, but will try to do what they feel is fair and right. If you have a coaching concern, please feel free to arrange a meeting, and work it out together. This approach encourages a positive problem solving relationship for swimmers, parents, and coaches. (see Problem Resolution Procedures).

Stay informed. Check the swim box frequently and read any informational bulletins or emails. This is the swimmer and parent's responsibility. We encourage our swim families to participate in swim related activities. Be patient with your swimmer's progress. Every athlete progresses in a different manner. Keep in mind that improvement, long term, is the ultimate goal for a happy successful career. Be supportive through the inevitable ups and downs of victory and defeat. Encourage swimmers to take their swimming related problems to the coach.

The deck attitude of parents should be positive and sportsmanlike. While swimming is an individual sport, the swimmer cannot succeed without the support of the team and their training partners. Do not undermine the team or pit one swimmer against another.

Parents are welcome to attend practice, but are to remain in the lobby or on the bleachers. Please do not interfere with the coach or interrupt practice. The coaches attention at practice must be on the swimmers. Our insurance actually prohibits parents on the pool deck. Questions should be asked after practice or a meeting or telephone time can be set up.

Remember we are guests of the School Corporation in the facilities. Please keep siblings of swimmers in the pool area or designated seating area only and limit loud, outdoor behavior. They must be under your supervision at all times. please understand that the acoustics in the pool areas are terrible and what seems like a normal conversation to you on the bleachers becomes very difficult for the coach to talk above on the deck.

Problem Resolution Procedures

Riverside Aquatics Club strives to provide a fun and friendly environment to promote the

sport of swimming to children and families. As with any group, it is natural to have questions or issues that arise from time to time. Most issues can be resolved informally between the family and coach. This is the preferred approach in resolving any issue.

The following steps are provided in the event that further action is needed to resolve an issue.

Step 1 – Informal meeting with you, your child’s coach, and the RAC head coach.

Step 2 – If the issue remains unresolved after following step 1, then a formal meeting will be set with the Head Coach and a RAC board member. (The selected member will have a child in the same swim group, or next closes swim group.) The RAC board member will then present a written summary of the issue and outcome of the meeting at the next official RAC board meeting.

Step 3 – If the problem remains unresolved and requires further review, then a written description of the issue is to be submitted to the RAC Board by the parent/guardian. This description should clearly and specifically describe the issue to be resolved, why the outcomes of steps 1 and 2 have not been satisfactory and a suggested solution to resolve the issue. It is the responsibility of the parent to deliver this description in writing to the RAC Board Chairperson. The Chairperson will then provide copies of the description to the board members for discussion and call a special board meeting. The special board meeting will be held to discuss the issue and attempt to resolve the problem. A quorum of board members must be present to have a binding decision on the outcome. The outcome may be delayed if further information is needed.

It is important to keep the lines of communication open. Anytime you have a question, suggestion or concern, please contact the Coaches or any of the Board Members.

*** The Riverside Aquatic Club, Inc. Board of Directors, has established Bylaws and Policies. These bylaws and policies are in writing and are available to any coach, or parent upon request.

Practice Rules

**We are guests in the pool. Abuse of school property or loud and boisterous behavior in the locker rooms will not be tolerated.

1. Don't eat immediately before practice.
2. Arrive at practice 10 minutes early and be ready to get in the water when your practice time begins.
3. Go to the restroom before practice begins.
4. Swimmers arriving for practice should sit on the bleachers and wait for instructions. Don not fool around in the hallways. Do not enter the pool until directed by the coach.
5. Make sure you have all equipment as determined by the coach of your group.
6. Wear a hat in the cold weather.
7. Bring a sports drink or bottled water to place at end of lane if your practice lasts over one hour.
8. Be courteous and supportive of your lane mates and team members. Any swimmer who disrupts another swimmer's workout will be asked to sit out for the rest of the practice.
9. Help the coach with lane lines and equipment before and after practice.
10. **Never** leave the practice area without telling the coach unless you are with your parents or the person taking you home.
11. Because of insurance and liability, we are no longer allowed to use the diving boards at any of our practices. **No swimmer is allowed to be on a diving board at any time for any reason during practice.**
12. Practice schedules may change due to HS meets or pool breakdowns.

Check your folder in the group box on a regular basis for information you may need on schedule changes or the meets.

13. **No practice on days when the schools are closed for holidays or bad weather.** We will have practice on teacher in-service days etc. We will have practice over Christmas break, to be announced.
14. Make sure you pick up all your gear, water bottles and anything else laying on the deck. Do not leave junk in the locker rooms. Be respectful of the facilities that we get to use.

Swim Meet Information

Riverside Aquatic Club is a competitive swim organization. All swimmers are encouraged to attend as many meets as possible. Participation in a meet allows the swimmer and the coach to assess the effectiveness of training. Once a swimmer has progressed out of the developmental levels (bronze, gold and silver) they will be expected to attend most meets. The team usually attends one or two meets per month. Swim meets are usually held on Saturdays and Sundays (some include Friday evening events). All information pertinent to the meet (events, times, directions to pool, etc) will be placed under the "Event" on the website..

As soon as the Club receives information about an upcoming meet, that info will be placed on the website and you will be notified that you may declare for the meet. Swimmers declare for the day(s) they wish to enter. Coaches will review and make entries. Coaches will enter all relay teams based on the number of kids attending. The team pays for the relays. If a swimmer misses the entry deadline, it will be the parents' responsibility to contact the business manager to attempt a late entry. Often entry fees are doubled for late or deck entries. **Your Online Account will be invoiced for meet entries and payments will be automatically applied to payment method (credit card or echeck) that you have established. This will be done on the first day of month after meet fees are placed on your account.** The coach will help developmental swimmers pick which events he/she is ready to enter. **All meet entries must include a \$2.00 per swimmer surcharge that will be sent to Indiana Swimming by the host team. Meet entry fees are never refunded by the host team if a swimmer decides they cannot attend.**

At a swim meet, swimmers compete with youngsters of their same age, gender and similar ability. Age groups are usually designated as 8 & under, 10 & under, 11-12, 13 -14, and Senior. The swimmers birth date on the first day of the meet determines the swimmers age for that meet.

Color Meets are inter-squad mini-meets with just a few events to introduce kids to racing in a non-threatening environment and to work on times. They are usually held on a Friday evening and last less than 2 hours. No charge for Color Meets. Great for grandparents.

We discourage swimmers from attending meets outside of those listed on our meet schedule. We put a lot of thought into our meet schedule and the reasons we choose one meet over another, looking at the needs of the team as a whole. Coaches are not sent to any meet outside of our schedule and the hosting teams must find other teams or coaches to supervise the swimmer. More importantly, it puts the parent in the position of being the "coach", giving feedback and critiquing swims. Please refer to "your role as a parent" as to why this is not appropriate.

Swim Meet Preparation

1. Get a good night sleep the night before a swim meet. This is not the night for a sleepover.
2. The best meal for the night before is a healthy, high carbohydrate meal. Stay away from carbonated beverages, fatty foods and hard to digest foods. Sugar will slow you down. Be sure to drink plenty of water before and during the meet.
3. Bring a towel for each event. It is important to dry off between events and to stay warm. **Wear a sweatshirt and sweat pants between events.** Muscles stay loose and work better if you don't get chilled between events.
4. Bring a blanket to spread on the floor of "camping" area. You may want to bring a video game, book, cards, or other items to amuse yourself between events.
5. Please wear a RAC cap if you have one, even the boys. It helps the coaches and parents to locate our swimmers. Caps are always available from the coaches.
6. Cheer for teammates during their swims. Give each other support.
7. Clean team area before leaving.
8. Don't get upset with a disqualification (DQ) or the Stroke and Turn judge. There are rules in swimming, just like any other sport, and a DQ just tells the swimmer to work on getting the stroke or kick correct. Remember, the Stroke and Turn judge calls what he/she sees, but always tries to give the benefit of the doubt to the swimmer. If a parent is concerned about a call, he/she should speak to the team coach

Swim Meet Procedures

1. **Arrive 10-15 minutes before warm-ups begin.** Warm-ups are mandatory and give the swimmer time to warm up their muscles as well as hear the coaches instructions and get comfortable with the pool.
2. Have your swimmer sign-in. Signing in consists of circling their name on a sheet of paper posted by the host team. Failure to sign in will result in your child be "scratched" out of the meet. Sign-in sheets come down during warm-ups.
3. Buy the heat sheet. Heat sheets usually cost around \$5.00 and will provide all event information. They are also a fundraiser for the host team.
4. While your child swims warm-ups, you will have time to situate your things in the camping area.
5. Listen for your child's events to be called. Take your child to the clerk of course **or** have them report to the coach if there is no clerk of course. Your swimmer will be assigned a heat and lane. Remember-parents are not allowed on deck.
6. After each event, swimmers are expected to report immediately to a coach for a review of their swim. This is the "teaching moment" and very important.
7. Always check with your coach before leaving for the day. Your child may be entered into a relay at the last minute.
8. Official times and results are usually posted within 30 minutes of the race. These are the times parents should record into the swimmer's logbook.
9. Coaches pick up ribbons and awards at the end of the swim meet. They are placed into swim boxes within a couple of days.

*If you need help with any of the above information, or have questions, please contact any Board Member of the Club.

Suit Policy: 12 & Under swimmers do not wear “performance” suits, such as fastskins at regular meets. 13 & Over should check with their coach to determine if these suits are appropriate for a particular meet. We believe age group swimmers should not rely on the belief that a suit will get them a time. Hard work and commitment to practice will earn them their times. Parents, save yourself some money as these suits are generally \$200-\$300.

Awards

The following awards for both Long Course and Short Course Season will be given to swimmers at the Annual Spring Banquet. (Usually held in early April).

1. Individual Recognition will be given to all swimmers.
2. Divisional, Age-Group State and Senior State awards are given to all who participate in these meets. The award will reflect the highest level meet in which they compete.
4. Zone Award plaques are awarded to those swimmers who achieve a zone cut.
5. Team Record Holder Certificates are given to any individual breaking a team record in short course yards, short course meters, and long course meters.
6. State Record Holder plaques are presented to any swimmer breaking an Indiana State Record.
7. Top Ten Indiana Times Certificates are awarded.
8. Graduating Seniors are recognized
9. “10”-acity Award given to swimmers who have been on the team 10 years or longer.