



Handbook

Introduction-

The Renville County Aquatic Club (RCAC) started in 2014. It is a non-profit organization offering a competitive swim program to persons from the beginning swimmer to the most competitive and skilled swimmer. The RCAC's main focus is on the skills required for competitive swimming in the 4 basic strokes, improvement of stroke technique, promotion of water safety and most importantly, to have fun!

Swimmers must be able to swim in deep or shallow water; be able to swim the front crawl and back crawl; be mature enough to listen and follow directions.

RCAC is a member of USA swimming, which is our governing body. USA Swimming is made up of Local Swimming Communities (LSC). Our LSC is Minnesota Swimming Inc. (MSI). MSI is the body that governs all clubs in the state of Minnesota.

The Objective of MSI is to promote swimming for the benefit of swimmers of all ages and abilities in accordance with the standards, rules, regulations, policies and procedures of USA Swimming.

WWW.mnswim.org

WWW.USAswimming.org

WHY SWIM?

- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life.
- Swimming is considered the ideal activity for developing muscular and skeletal growth by many in the medical field.
- Swimming develops high quality aerobic endurance, the most important key to physical exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.



Come join the fun of swimming!

Mission Statement- Our mission is to provide all levels of swimmers a competitive swim team experience by encouraging individual development, teamwork, responsibility, fitness and good sportsmanship in a fun and safe environment.

Club Communication-

- Email is the primary form of communication to all Club Members regarding meetings, meets, schedules and special instructions or changes. Hard copies will be available upon request.
- Check Bulletin Board
- Website- Calendars, Events, & News

Board of Directors-

President- (duties) The Chairperson shall preside at all meetings of the Board of Directors, commission all committees of the corporation and Board when not otherwise provided for and attend to all such other duties as may customarily devolve upon the Chairperson, including but not limited to, employment matters, direct supervision of all employees and interaction with other swimming club boards.

Vice President- (duties) The Vice-Chairperson shall have all duties normally associated with the Chairperson when the Chairperson is unable to exercise them and shall be the Corporation's representative with Minnesota Swimming, Inc.

Secretary- (duties) The Secretary shall keep a complete record of all meetings of the Corporation or Board of Directors. In addition, the Secretary shall give notice of all meetings to be held by the members and Board of Directors pursuant to these bylaws and to hold in custody the books of the corporation where their care is not otherwise provided for.

Treasurer/Registration- (duties) The Treasurer shall oversee the collection of bills, receive and keep record of all funds belonging to the corporation and keep a full and accurate record concerning all financial affairs of the corporation and report upon them regularly in writing. The Treasurer shall have custody of all evidences of property belonging to the corporation and pay all authorized bills. The Treasurer shall be the Board of Directors' interface with the Corporation accountant. The Treasurer may delegate the execution of financial duties to a Certified Public Accountant with the approval of the Board of Directors. The Treasurer is fully accountable for his/her duties; provided, however, that the Treasurer may delegate those duties and responsibilities to a CPA as provided in this paragraph.



Member at Large – (duties) The Member at large represents and is accountable to the general membership of a group or organization. The main duty is to keep the general membership informed about board activities via written and oral communications. The Member at large will have the same voting rights as the board’s directors and is responsible for attending board meetings.

Head Coach/Meet Entries- The Head Coach shall be a voting member of the Board of Directors as long as the individual holds the position; however, the Head Coach will not be a director and will not be permitted to vote on matters of his or her own compensation or employment.

Current RCAC Board Directors:

President-

Jennifer Stratton

Cell Number (507)430-3068

jstratton999@gmail.com

Member at Large

Summer Ahrenholz

Cell Number (320)905-3723

troyahrenholz@yahoo.com

Vice President

Lisa Walton

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Secretary

Lynn Hillemeier

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Treasurer

Kelli William

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kjwilliams81@outlook.com

Head Coach

Tracey Johnson

Cell Number (320)522-0318

headcoach@rcacorcas.com

RCAC Fee Payment Terms-

RCAC is a non-profit organization. Club dues are used to help meet expenses with pool rental, salaries for coaches, equipment, advertising, supplies, etc. The Board of Directors has the right to set fees at the beginning of the year depending on the club’s budget and operating expenses.

● **RCAC Yearly Fees**

In consideration of the participation of the swimmer(s) in RCAC’s competitive swim program, the Parent/Guardian agrees to pay the fees for the swimmers that are set for the year. Payment is \$40.00/month. There is a non-refundable, yearly one-time fee of approximately \$70.00 due in September. The monthly club fee of \$40.00/month will begin Oct 1st. Swimmers must notify the Treasurer by the 20th of the month if they elect to not



swim the following month. Monthly payments and meet fees will be collected via ACH withdrawal only. No cash or checks will be accepted.

- **USA Swimming/Minnesota Swimming Membership**

All swimmers must be registered with Minnesota Swimming, our local USA Swimming organization. This annual membership fee of approximately \$70 per swimmer is due upon new membership registration and upon renewal of memberships in September. A discounted annual membership fee of \$5 per swimmer is available if the Parent/Guardian submits a current Federal Subsidized Lunch Letter from their child's school with initial registration and/or upon renewal.

New swimmers will be suspended from practice with the team until the issue is resolved if their USA swim registration has not been completed within 10 days of registration. Renewing swimmers must pay for USA Swim renewal and provide any required paperwork (forms, letters, etc.) at the time of registration.

- **Meet Fees**

A meet entry fee and event fees are required for entry in a swim meet. Meet fees for swim meets vary and are often times dependent on the events in which the swimmer is participating. Meet fees are the responsibility of the parent/guardian and are due prior to participation in a meet. Delinquent meet fees will result in a suspension in meet privileges until fees are paid.

Meet fees are non-refundable to RCAC once they have been submitted. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees. If RCAC coaches or staff make an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.

- **RCAC Scholarship**

The Renville County Aquatic Club's (RCAC) Scholarship is a program that has been created to assist swimmers in need of financial aid to offset regular monthly membership fees to the RCAC. The award of any scholarship is discretionary and scholarships may be terminated at any time at the sole and exclusive discretion of the Board of RCAC. All scholarship applications will be handled by the Board of RCAC and will remain confidential

Stipulations:

- The scholarship will cover 50% of the monthly fee for the swimmer.



- The swimmer that receives the scholarship will be required to attend at least 50% of all practices, unless the age group they register for requires a higher level of commitment. They are then required to comply with all requirements for that group. Not meeting practice requirements will constitute in repayment of the scholarship.
- All scholarship families are required to fulfill all team functions, including mandatory fundraising activities.
- The family account must be kept financially up-to-date. All payments due the first day of practice. Failure to pay timely will result in loss of scholarship funds.
- Misconduct, as defined by the RCAC Code of Conduct, is grounds for loss of scholarship. Repayment of Scholarship will be required.
- Scholarships and membership fees are non-refundable. This includes injury, moving, and/or etc.
- Scholarships are not available to cover meet fees.

How to apply:

Applications are due (2) weeks prior to the beginning date of the swim year for which you are applying. An application must be completed for each year where assistance is needed. A separate application must be filled out for each eligible swimmer and scholarships may vary between family members. All applicants must submit the following information.

1. USA Registration Form with USA registration fee attached or copy of current USA card. (Current blank form is located under the “documents” tab on the RCAC website)
2. RCAC Scholarship Application is located on the RCAC website under the documents tab.
3. Your swimmer’s free and reduced lunch acceptance letter or the most recent completed parent or parent’s 1040 tax return form (will be used to follow the free/reduced lunch income guidelines.)
4. Mail to: P.O. 15, Olivia, MN 56277 or drop in the RCAC drop box located at the BOLD School Pool near the pool office.

Our scholarships are locally funded.

Locker Rooms-

Swimmers are expected to respect school and personal property. Use of locker rooms is limited to bathroom facilities, showering and dressing area/locker room only. Any inappropriate use of

the locker rooms or vandalism could result in the swim club's loss of pool time and will jeopardize the program for everyone. **NO** cell phone use in the locker room.

Illness and Injury-

Please inform your coach of any injury or illness that may affect your swimming performance in the pool, regardless of how serious or trivial it may be. Any injury at practice or a meet should be communicated to the coach immediately. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the coaches.

A physician signed medical release is required from the swimmer before he/she is able to participate. If the swimmer complains of illness during practice or a meet, he/she will be asked to get dressed and a parent will be called. The swimmer will remain in the pool area until the parent/guardian(s) arrives.

If a swimmer is injured during a practice or a meet the injury will be dealt with appropriately, as designated on the RCAC Health Form, and parent/guardian will be notified. If a swimmer complains of injury or illness before practice or a meet please do not send that swimmer to practice or the meet.

Behavior Expectation-

The coaching staff is in charge of all practices and pool activities. Inappropriate and unsafe behavior will not be tolerated at any time. All RCAC swimmers are expected to conduct themselves in a manner that will present a positive image of our program. Proper respect toward authority, property and other people will be required at all times. Profanity will not be tolerated at any time.

Social Media

These guidelines apply to all participants within RCAC who create or contribute to any type of Social Media. Examples: Twitter, Facebook, Instagram and etc.

Our goal is to ensure participation in social media involving RCAC is conducted with respect and safeguards confidential information of our participants.

- Postings should not disclose any information that is confidential information pertaining to individuals, volunteer parents or children.
- Do not post negative comments and/or pictures regarding any aspect of RCAC. This includes but is not limited to coaching, officiating, parents, board or participants.



- Comments that are posted that can be construed as harassment or bullying will not be tolerated.

Failure to comply with guidelines may result in removal from RCAC. All concerns regarding any aspect of the RCAC program should be immediately brought to the attention of the President or Head Coach. Removal will be determined by the RCAC Board of Directors.

Swimmers Code of Conduct-

- Be coachable and be ready to learn.
- Practice good sportsmanship.
- Follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.
- Participate for personal enjoyment and benefit not just to please parents, coaches and teachers.
- Swimmers are expected to support their teammates at all practices as well as in competition.
- RCAC requires each swimmer to behave in a manner that reflects positively on the team at all RCAC functions, including practices, meets and/or social gatherings.
- RCAC expects all members of the club, whether coaches, parents or swimmers, to protect and improve the clubs excellent reputation within the community.
- Inappropriate or destructive behavior will not be tolerated; this includes but is not limit to using abusive, profane language, lying, stealing or vandalism. Swimmers will be held accountable for their actions while representing RCAC. In addition to their own behavior, swimmers are held accountable for inappropriate actions by those teammates with whom they are associating.
- Refrain from all manner of abuse and harassment of others, whether verbal, physical, emotional or sexual.
- Swimmers should never interfere with the progress of another swimmer during practice or otherwise.
- Have fun.

Parent/Guardian Code of Conduct-

- Always remember that kids participate in sports for their enjoyment, not yours.
- Encourage kids to participate, do not force them.
- Focus on the child's efforts and performance rather than on winning or losing.
- Always encourage kids to play according to the rules following the code of conduct.
- Never make negative comments to a child for making a mistake or losing a competition.
- Remember that kids learn best by watching great role models.
- Refrain from verbal and physical abuse RCAC practice, meets, and activities.



- Always respect the official's decisions and teach kids to do likewise.
- Always show respect for coaches, officials and board of directors.
- Respect the rights of all participants regardless of their gender, ability, cultural background or religion.

Expulsion from Practices and meets-

Incidents of misconduct will result in the offending swimmer being asked to leave practice or the meet they are attending. If a swimmer violating the code of conduct, he/she is not making a positive contribution to the team and its goals. The swimmer will be given a verbal warning before the following actions occur:

- 1st Expulsion: Swimmer may return to the next practice but, will not be allowed in the water until he/she has had a conference with the coach involved.
- 2nd Expulsion: Swimmer will not be allowed to practice for one week. In order to get back into practice, both the swimmer and a parent/guardian must have a conference with the coach involved and/or the head coach.
- 3rd Expulsion: Swimmer will be dismissed from the team for 30 calendar days and club dues will not be reimbursed. Prior to re-admittance a conference with swimmer, parent/guardian(s), coach and/or head coach and a board member needs to happen.

Practice Information-

All Practices will be held at BOLD-Olivia Campus Pool unless otherwise noted. Enter through the Pool Doors.

RCAC holds practices from September through April. Practices are Tuesday/Thursday 6:00 pm to 6:30 pm (Novice) 6:30 pm to 7:45 pm (Aqua & Silver members only). There is a Summer Session which is typically offered to the more advanced swimmers. Practice days/times are to be determined each year.

- **Practice Equipment-**

Swimmers need swimsuit, snorkel, swim cap, goggles and water bottle. Label Equipment with swimmer's name and bring to every practice. Please see additional hand out for suggestions on other equipment.

- **Practice and Attendance Policies-**



The following guidelines are to inform parents/guardian and swimmers of the policies regarding practice. These policies have been developed and are designed to provide the best possible practice environment for all.

- Do not drop your swimmer off without confirming that there is swim practice.
- For the swimmers protection, they should arrive on the school grounds no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim within 5 minutes after they arrive at practice.
- Plan to stay the entire practice. The last part of practice is often the most important. If you need to leave early, let the coaches know when you arrive at practice.
- While on school grounds, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without a coach's permission.
- The club has an obligation to act as guests while in the school (both swimmers and parents). Any damages to school property may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.
- Parents are allowed to observe practice from the benches just inside the pool area. Do not try to communicate with any swimmer from this area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach. Feel free to confer with the coaches before or after practice, or via phone or email.
- Cancellation Policy: If BOLD closes, practices will be cancelled. If BOLD is open and your school district closes, please use your judgment. Your child will not be penalized for not attending. Swimmers are not allowed in the water during a lightning storm.

Competition Information-

RCAC is a competitive swim club. Practice sessions and philosophies are geared toward competition. Swim meets are optional but highly encouraged. Swim meet information will be emailed to you. There are additional fees for each swim meet. Be aware of registration deadlines. No swimmer can be registered after the deadline. All awards and ribbons are to be picked up by the swimmer and/or parent/guardian. All swimmers **MUST** participate in warm ups prior to a meet in order to compete. Failure to attend warm ups will be the coach's discretion whether or not your child participates in an event/meet.

- **Minimum Number of Swimmers-**



RCAC requires a minimum number of swimmers to compete in a meet in order for a coach to attend. Six swimmers are required to register for a meet in order for a coach to attend. If there are less than six, it is the discretion of the head coach whether or not to attend.

- **Transportation-**

RCAC does not provide any transportation to or from swim practices or meets or any other club functions.

- **Meet Helpful Hints-**

Meets can be an exciting event. We want everyone to be prepared and enjoy themselves. Please remember to keep the information on the date/time of the meet, location of the pool and Information about the meet such as cost per race and **deadline to sign-up**. This process may be a little different at each meet. Deadlines are very important.

Seating is not always available in the pool area. Be prepared to spend some time in designated camp areas which can be located in hallways or gym areas of the school.

Meet programs are available through the MN Swim website or the host website. Using your highlighter, go through the program and locate the events in which your swimmer is participating. Each event is separated by gender, age and heat. If this is the first time for a specific race, you will usually find your swimmer in Heat 1 with a NT (No Time). Heats are run slowest to fastest. Within a heat, the middle lanes are the fastest times.

Mark your swimmer with a listing of events for that day. Yes, literally write on their arm or leg. A Sharpie works great. Most people make a chart with headers denoting E (event); H (Heat), L (Lane) and S (stroke). If you need assistance contact one of the coaches. For example, James is swimming in four races.

E	H	L	S
10	1	5	50 Free
23	2	4	50 Fly
35	1	6	50 Breast

Follow the program and listen to the announcer. Some meets will announce what events should be on-deck, others do not. Be sure to have your swimmer on the pool deck (with the coach) several heats before he/she is due to swim. This allows the coach to give your swimmer instructions for the race. Keep in mind, that it is the swimmer's responsibility to

be in the water at the right time and in the right lane, not the coaches or officials. So the best word of advice, follow the program, check the scoreboard for events and heats and get your swimmer down by the team at least 15 minutes before they race. (Take into account a quick bathroom run too.) Teach them to double check with the timers. Everything is written on their body they can just point and ask if they are in the right lane.

Parent/guardian(s) are NOT allowed behind the starting block! Areas along the side of the pool are reserved for officials (referees) and coaches.

Arrive at the pool at least 10 minutes before the scheduled warm-up time begins. This time will be listed on the meet sign-up page of our website. Report to the pool and/or coach for warm-up instructions. Swimmers should have all his/her gear in tow (cap, goggles, towels) Swimmers should wear appropriate suits. It is very important for all swimmers to warm-up with the team. A swimmer's body is just like a car on a cold day, the engine needs to get going and warmed-up before going all out.

After warm-up, swimmers will go back to the area where the team is sitting and wait there until his/her first event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in. The meet will usually start about 10-15 minutes after warm-ups are over.

As with any sport, officials (referees) will be studying the swimmers. If a swimmer does not legally perform a stroke, start or turn, they will receive what is called a DQ (disqualification). The swimmer will receive a NT (No Time) for this event. Generally, your child will learn this from the coach shortly after their event. Officials will not talk to individual swimmers. The coach will receive a DQ slip and will talk to the swimmer to explain what occurred. Most swimmers receive a DQ slip at some time or other. There are a lot of little rules that need to be learned. Keep the atmosphere around DQ slips low-key, learn from them; but, don't let the swimmer get discouraged.

Each event will be posted indicating the results of that race. The results are typically taped to a wall outside the seating area – look around the walls or hallways. For most meets, the awards will be picked up by the swimmer and or parent/guardian. If that is not the case we will let you know in advance. Swimmers should contact the coach on deck if unable to pick up awards.

There are four race types in swimming and one hybrid thrown in for good measure. They vary in length: Freestyle, Backstroke, Breaststroke, Butterfly and Individual Medley (IM – All four strokes, in set order, in one race).

After each event, we ask your swimmer to come talk to the coaches first. It is best when we have their race fresh in our minds to go over a quick review with them. Then they can come and visit with you. Please give them positive feedback!! You are their biggest cheerleaders and they need to hear from you how great they did! Invite grandparents, and any other family members. Remember the pool is very hot so dress for the heat!

Swim Awards:

Many swimmers ask the question, how do I earn awards and ribbons?

- **Meets-**

Swimmers can earn ribbons/awards based off of the criteria set forth by the hosting team. Please keep in mind that ribbon and award criteria may be different from one swim meet to the next and is entirely up to the host team. If your swimmer earns a placing ribbon or an award for a swim time, it will be the responsibility of the swimmer to collect his/her ribbons/awards at that swim meet. The coach will only pick up awards up if the swimmer has made special arrangements with the coach on deck ahead of time.

- **Qualifying Times by MN USA Swim-**

Swimmers that earn qualifying times (C, B, Etc.) in a swim event at a meet will be acknowledged at the RCAC Golden Goggles Banquet held after Finals in March.

Meets- Some host meets will award for these accomplishments while other host teams may not. Please note this at the event that you are at.

- **Golden Goggles Banquet Awards-**

MAC Participation: Swimmers who earn their way to MAC's and participate will be given a certificate recognizing that participation.

MRC Participation: Swimmers who earn their way to MRC's and participate will be given a certificate recognizing that participation.

Rookie(s) of the Year: The Rookie of the Year Award is presented to new swimmers who show incredible promise. Winners of this award show early signs of qualifying for more prestigious awards in future year.

Qualifications:

1. Must be new to RCAC for the current swim year
2. Good attitude and respectful
3. Hard Worker
4. Good Attendance
5. Respectful of Teammates and coaches

Awarded to: Up to (5) new swimmers. No restrictions on how many per age group or gender.

Most Improved: Medals awarded to the most improved swimmer(s) in each stroke based on time improvements and coach input.

High Point Award: The High Point Award is given to the swimmers with the most Power Points. Every swim listed in the USA Swimming time database includes a Hy-Tek Power Point value. This point system allows for comparison of the quality of performances across strokes, distances and events, as IM Ready, IMX and Virtual Club Championships programs. Power Points will be tallied based on swimmers Best Times for short course only.

Awarded to: (4) High Point Gold Medals and (4) High Point Runner-Up Silver Medals are given out.

IMR/IMX: Swimmers who earn an IMR/IMX score will receive a certificate of completion. Medals will be awarded for 1st, 2nd, & 3rd place for high points for IMR & IMX.

Great Resources-

1. Head Coach Email: headcoach@rcacorcas.com
2. General information Email: info@rcacorcas.com





3. www.rcacorcas.com

Our Team website is where you can find Coach contact information, meet registration and other great team info. You may also hear this be referred to as “Team Unify”.



4. www.usaswimming.org

This website is a great resource for parents, coaches and swimmers. As a USA swim member you have access to all this info at your fingertips. You will also receive the free publication “Splash”.



5. <http://www.active.com/mobile/meet-mobile-app>

Meet Mobile App: This app is available to download onto your smartphone, iPad or other mobile device. This app allows you to follow your swimmer via live feed. Whether you sit in the stands or can't make it to the meet but want to follow your swimmer from miles away. This is a great way to see how your team and individual swimmers are doing at the current meet. You can send photos, select your favorites and see past history too.

6. <http://www.usaswimming.org/utility/landing-pages/minor-athlete-abuse-prevention-policy>

Minor Abuse Prevention Policy

Have fun and the best of luck!

Revised 1.7.20