



# 2022 Participant Handbook

[www.woodcreekseawolves.com](http://www.woodcreekseawolves.com)

A  
**CCA**  
*Swimming*  
Aquatics Program



## 2022 Woodcreek SeaWolves Participant Handbook

### Team History

Seasonal Rec Competitive Swimming began at the Roseville Aquatics Complex in 1995 with the Woodcreek SeaWolves. Over the next 15+ years the City of Roseville closed down the other recreational programs at its local pools and the Woodcreek SeaWolves became the sole Roseville sponsored rec team in town. In December 2019, the City of Roseville decided to no longer sponsor a city-run team and approached the RAC's other tenants California Capital Aquatics (CCA Swimming) to inquire if they were interested in continuing the recreation program. CCA Swimming took over control of the Woodcreek SeaWolves in January of 2020. There was no 2020 season, but CCA offered swim clinics to SeaWolves members to keep the crew in the water. In 2021 NorCal Swim League was able to offer a modified season with no championship meets.

We are excited to move forward into the 2022 NorCal Swim Season with some new changes and a drive to keep moving forward in the NorCal Swim League!

### PROGRAM GOALS

All aquatics programs operating within CCA Swimming operate under our mission statement:

**Building Character Through the Pursuit of Excellence in Competitive Swimming.**

**The Core Values shared by all CCA Programs are *Character, Family, and Community.***

While they are the newest program in our CCA Swimming Operations, the SeaWolves have displayed these same traits since their inception in 1995. The SeaWolves use competitive swimming as a tool to instill self-reliance, commitment, and team unity.

The goal of the SeaWolves is to have your swimmer develop skills and positive relationships that will last them far beyond their time in the pool.

### COACHING STAFF GOALS

Your coaching staff is here to help each swimmer succeed and achieve their goals. We will do our best to help your child learn something about themselves and the sport of swimming. We are committed to providing each swimmer in each age group with a safe, fun and positive experience. As the season unfolds, the coaching staff would like to see the following objectives attained for each swimmer:

- Grow self-esteem and pride for accomplishments while having fun.
- Create positive memories and friendships.
- Encourage and inspire each child at every workout.
- Develop good sportsmanship and become knowledgeable in team dynamics
- Instill fundamental competitive swimming skills and develop individual ability
- Encourage participation in every dual meet and league championship, competing in all age-appropriate events through the season



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### **PRACTICE GROUP ASSIGNMENT & GOALS**

Swimmers are assigned by the coach to specific groups based on age, ability and experience. Inexperienced, lower skill level swimmers may be assigned to a lower age group until adequate skills and development take place. Advanced swimmers may be placed in a group above their age group by a coach if it is felt to be beneficial.

**NEW FOR 2022:** The objective of the coaching staff is to find the *right place* for each swimmer on the team. Swimmers may need additional time to learn the strokes while other may need additional challenges. You will notice that our younger age groups have overlapping ages, and the younger groups have been combined into our SEAPUPS program. This will allow athletes to find the right space where they can receive the coaching and direction they need to build the foundations for a long and successful career in the pool. Swimmers still compete in their designated age groups as organized by NorCal Swim League (reviewed later in the handbook).

#### **Age Groups: 5–9-year-olds (First year(s) on the team) SEAPUPS Group**

1. Five to nine years of age (approximately).
2. 4x 45 Min Sessions Clinic style a week, plus Friday Meet preps
3. Emphasis on teaching four competitive strokes\*, starts and turns.
4. Emphasis on instilling strong team spirit and fun.

\*6 & Under swimmers do not compete in Breaststroke or Butterfly

The **SEAPUPS** group will be teaching-based the first portion of the season, helping the swimmers adapt from lessons or small group training to team environment training. Swimmers will generally be divided into age groups within the group, but this set up will allow coaches to group swimmers who need to work on the same set of foundational skills as needed (IE- all the swimmers struggling with Breaststroke kick and needing more time will get that time and focus while the rest of the group can continue on with another skill). This is also a great place for swimmers who are on a competitive swim team for the first time.

It is possible that a swimmer may begin in the SEAPUPS group, and then during the season advance to the 7 to 10 year-old training group. The coaching staff will make that decision and contact the swimmer's family if that situation arises- which will be the goal of the staff! The more swimmers needing to move up, the more swimmers will have established their core swimming skills!

#### **Age Groups: 7-10/ 10-12 years**

1. One-hour workouts, five days per week.
2. Increase emphasis on stroke mechanics, flexibility, and endurance.
3. Emphasis will be placed on proper practice habits and team spirit.

**NEW FOR 2022:** Why the overlap and two groups have 10 year-olds in them? We want to find the right group for the right swimmer. Some 10 year-olds may need more training as they had continued in other



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aquatics programs through the school year (IE- year round swimming). Some may be aging up to 11 years old after the NorCal League “age up” date and the staff feels training with those peers may be beneficial. The coaching staff will make this decision and communicate it to the families that are affected. Younger swimmers in the 7-10 group will have had experience competing and training on a swim team before (EX: Previously on the SeaWolves, Year-Round experience, other seasonal program).

### **Age Groups: 13-14 / 15-18 years**

1. One hour and fifteen minute workouts, five days per week, **13+ swimmers train together.**
2. Emphasis placed on improving stroke mechanics, starts and turns, strength and endurance.
3. Swimmers consistently show good effort and attitude at practice.
4. Possess a high level of team spirit and leadership.
5. Group members are expected to set individual performance goals

**NOTE:** Swimmers who competed in the high school swimming season will be expected to join the group by Tuesday, May 10<sup>th</sup> (first Tuesday after the completion of the High School Sections Meet). This is the date that their attendance will begin to *count* towards the attendance policy (Attendance Policy may be found on **page 10**). Swimmers MAY join this group BEFORE that date (IE- after the conclusion of their respective High School League meets, if they do not advance to Sections).

This group will also have opportunities to participate in our SeaWolves BUDDIES program, along with assisting with the SEAPUPS group. More information will be provided as we approach the season.

### **SEAWOLVES REGULAR SEASON WORKOUTS (April 19<sup>th</sup>- July 15<sup>th</sup>):**

<b>10-12</b>	M-F	4:00pm-5:00pm
<b>5-9 “SeaPups”</b>	<b>M-Th</b>	5:00pm-5:45pm (all staff)
<b>7-10</b>	M-Th	5:45pm- 6:45pm
	Fri	5:00pm- 5:45pm
<b>13-18</b>	M-Th	6:45pm-8:00pm
	Fri	5:45pm-7:00pm

### **SPIRIT FRIDAYS! Friday before Meets**

10 & U 4:30-5:15PM, TEAM Rally 5:15PM, 11 & U 6:00-6:45PM

- Coaches will go over a skill/strategy they want to see done GREAT at the next day’s meet
- Whole Team will participate in that week’s Spirit Event
- Big buddies help out their young friends to get ready for the meet!

**Week of July 19th: Meet of Champions swimmers will have a modified schedule in preparation on for the MOC Meet** (projected to be July 30/31 weekend). Swimmers who are NOT qualified for MOC may have the option to participate if space allows.

### **No Practice Days**

April 22<sup>nd</sup>, May 27<sup>th</sup>, May 30<sup>th</sup>, June 2<sup>nd</sup>, July 1<sup>st</sup>, July 4<sup>th</sup>, July 18<sup>th</sup>



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**Inclement Weather Policy:** Staff will cancel workouts or competitions in accordance with our inclement weather policies. Storms, smoke, and excessive temperatures are all possible during the SeaWolves season. Please review our policy on the SeaWolves website for more information.

### **2022 SEAWOLVES MEET SCHEDULE (HOME MEETS AT THE RAC IN BOLD)**

<b>May 14<sup>th</sup></b>	<b>Time Trial + Movie Night (WARM UPS @ 2:00PM, MEET START TIME 3:00PM)</b>
May 21 <sup>st</sup>	@ Johnson Ranch
<b>June 4<sup>th</sup></b>	<b>Rocklin</b>
June 11 <sup>th</sup>	@ West Sac
<b>June 18<sup>th</sup></b>	<b>Del Norte</b>
<b>June 25<sup>th</sup></b>	<b>Gold River</b>
July 9 <sup>th</sup>	@ Laguna Creek
<b>July 16<sup>th</sup>/17<sup>th</sup></b>	<b>League Champs (HOSTED)</b>
Meet of Champions (MOC) TBD	

### **2022 SEAWOLVES FEES**

2022 Fees Schedule (per family within the same registration transaction):

1<sup>st</sup> Swimmer \$305

2<sup>nd</sup> Swimmer \$280

3<sup>rd</sup> + Swimmer \$255

High School Swimmer Rate: \$200\*

**Last Day for Refunds is Thursday, March 31<sup>st</sup>!** (Medical exemptions only)

\*The High School Swimming rate is for those swimmers who are competing for their respective high school swim season. Expectation is that those swimmers will begin the week of May 9th (week after the conclusion of the Sections Swimming Championships). Swimmers may begin workouts earlier if they reach out to the SeaWolves coaching staff prior to attending practice.

The fees charged for the SeaWolves program are directed to the costs of the program. These include league entry team fee, pool use, salaries, and team supplies (for meets/team events). **Beginning in 2022 the fees also include a Team Shirt and Latex Team Cap!**

**Fees will be paid via the CCA Swimming site via the SeaWolves registration tab. Returner registration will be open February 8<sup>th</sup>, 2022 through February 28<sup>th</sup>, 2022. Returning members who miss the registration date will have to sign up for the SeaWolves Tryouts (March 5<sup>th</sup>, 2022).**

### **SEAWOLVES VOLUNTEERING**

The role as a volunteer is important to our sport. Our volunteers make the SeaWolves a great team by contributing each and every day to serve the athletes and community with expertise, compassion and loyalty. SeaWolves Swimming thanks you for your support and membership in our organization. Dedicated athletes, committed coaches, tireless volunteers and devoted parents make the Woodcreek SeaWolves a great place to be! We have a variety of needs to support the program through the season. There is a spot for everyone on our volunteering team! Check the appendix for volunteer position descriptions and schedules.



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**SeaWolves Families** are required to volunteer a minimum of **14 HOURS** during the season. Volunteer requirements for the League Champs Meet (July 16 & 17, 2022) is a separate requirement. Specific information regarding Champs Meet weekend requirements will be shared with the team as we approach the meet.

**Home Hosted Meets** – The SeaWolves hosts multiple swim meets through the season. Each family is required to help at these meets in order to host a successful event. The Time Trial meet is usually mid-May, followed by 3 Home Dual Meets between late may through early July. League Champs Meets are mid-July. Meet of Champions is hosted at the Roseville Aquatics Complex on a rotational basis. The SeaWolves are not meet hosts, but may be responsible for the concessions at the event for fundraising purposes.

### **SEAWOLVES FUNDRAISING**

Fundraising is crucial for a non-profit organization, and our Swim-A-Thon helps the team bridge the gap for expenses that the registration fees don't cover. This includes: ribbons and trophies, meet expenses, repair and/or replace equipment, and the remaining expenses that come with operating a successful competitive sports team. Our only other additional fundraising comes from our "Dine and Donate" evenings we coordinate with local restaurants. Your participation in fundraising is essential for our swimmers.

### **SEAWOLVES PARENT COMMITTEE**

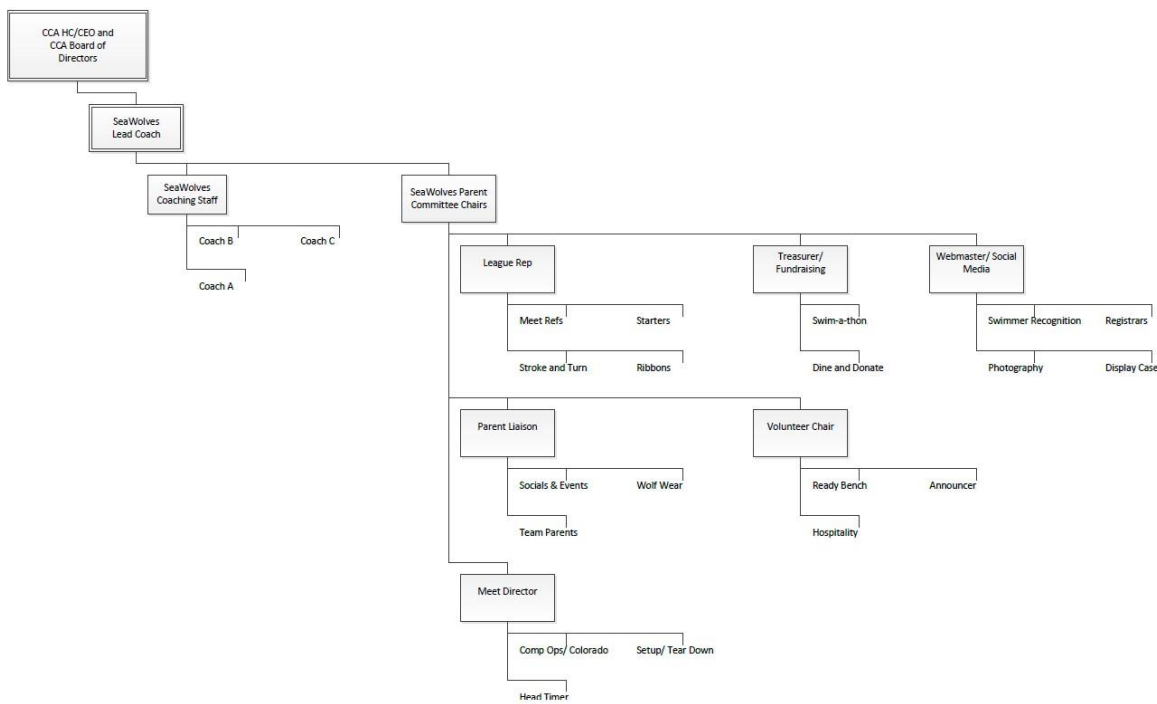
The Parent Committee operates under the direction of the SeaWolves Head Coach and CCA Leadership Team. The Committee is appointed by the SeaWolves Head Coach, with an expectation of serving on the committee a minimum of 2 years in order to create continuity in the program. There are 6 Committee Leads who direct subcommittees, and support the Head Coach and Coaching Staff in the organization and implementation of the season plan both in and out of the water. The committee is relied upon by the Head Coach for advice and guidance, but final operational decisions are made by the SeaWolves Head Coach and the CCA Leadership Team (CCA CEO and the CCA Board of Directors).

The role of the sub-committee officers is to coordinate and direct the duties and activities of the club during the swimming season. The SeaWolves Head Coach and Parent Committee work together in addressing concerns or suggestions regarding the program.



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### WOODCREEK SEAWOLVES ORGANIZATIONAL CHART



The duties and activities of the SeaWolves Parent Committee include the following:

- Providing swim meet volunteers, timers and other officials at all swim meets.
- Conducting team fundraiser projects for purchase of supplies and team equipment.
- Organizing and conducting team social activities.
- Distribution of Team Apparel/Suits
- Sponsoring team orientation and training sessions for Parent Club members.

It is important that any concerns or questions that you have regarding the program be communicated to the SeaWolves Coaching Staff. If you would like to get involved with a specific meet or team duty, please contact the SeaWolves Head Coach.

**[Detailed information on Volunteer Positions/Roles/Duties are found in the Volunteer Appendix at the end of the document!](#)**

### THE ATHLETIC TRIANGLE

To have a successful swimming program, there must be understanding and cooperation among parents, athletes, and coaches. An athlete's progress depends to a great extent on this relationship. Sports psychologists and youth sports professionals call this relationship the "athletic triangle." Each person in this triangular relationship plays an essential role in the success of the athletic endeavor. Therefore, it is important for the parent, athlete, and coach to understand and fulfill their distinctive roles in this relationship in order to achieve the highest possible level of success. The coming together point for the



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three roles are to create an environment that allows the athlete "to be the best they can be". To this end, the responsibilities for each player (coach/parent/athlete) in the athletic triangle are presented below.

### COACHES' RESPONSIBILITIES

The SeaWolves coaches are employees of California Capital Aquatics and direct the program via the direction of the CCA CEO/Head Coach. The SeaWolves Lead Coach(es) and Assistant Coaches are responsible for the planning, organizing and directing of all the activities of the swim team. Each Swim Coach is certified by the American Red Cross in Lifeguard Training, CPR for the Professional Rescuer and First Aid for Lifeguards. Our lead coaches are USA Swimming Coach registered and background checked. Specific responsibilities are as follows:

1. **Supervise the safe, efficient and effective operation of pool facilities during practices and competitive meets.**
2. **Post and maintain accurate records of meet results, times and scores for all swimmers.**
3. **Prepare entries for league meets, practice meets and Championships.**
4. **Coaches and instructs swimmers on competitive swimming techniques including stroke mechanics, starts, turns and training methods.**
5. **Organize and direct team practices in accordance with USA Swimming Safe Sport policies.**
6. **Maintain discipline and control of team members during practice sessions and meets.**
7. **Train, supervise, and coordinate efforts of parent volunteers in the conduct of swimming meets and other team activities.**
8. **Attend team social activities for team members and volunteers throughout the swim season.**
9. **Develop positive attitudes and motivates team members towards competition through team meetings, goal setting and individual swimmer counseling.**
10. **Show SeaWolves Spirit Everyday!**

### PARENTS RESPONSIBILITIES

The parent is responsible for the development of the child. Most parents have their children involved with youth sports because their children want to participate in the sport and they recognize the benefits that these programs provide for their children. Research done on youth sports found that parental involvement plays a key role in shaping their child's athletic activities and attitudes. Providing the necessary support for the child to "be the best they can be" in swimming is one of the vital roles of the parent. The parent is the #1 Fan of the swimmer. Parent's responsibilities fall into several categories. They include:

***Supporting the coach...***

***Demonstrating loyalty to the team and the team philosophy...***

***Fulfilling team obligations and assisting with team functions...***

***Communicating with the coach when questions or concerns arise...***





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**SWIMMERS' RESPONSIBILITIES**

Each team member must share in the following responsibilities:

1. Attend practice on a regular basis and arrive on time.
2. Attend all required meets in the proper team attire.
3. Communicate EARLY to your coach when you cannot fulfill your responsibilities.
4. Take an active role in promoting the positive aspects of the Swim Team.
5. Aid in setting up and putting away all equipment.
6. Refrain from all "horseplay" and misconduct before, after and during workout.
7. Take care of your own health and well-being by wearing shoes, wearing sunscreen, dressing warmly after workouts and between events on cool days, and preventing "swimmer's ear". Commercial preparations are available over the counter to help prevent swimmer's ear.
8. Compliment others on their achievements and approach all situations with a positive outlook. Encourage others who are down.
9. Actively participate in team social activities and outings. Be a part of your team. You will have a lot of fun and get to know other swimmers.
10. Support your coach and his/her training program.
11. Establish high goals and actively train to achieve them. Winning isn't as important as doing your very best.
12. MOST IMPORTANTLY: HAVE FUN!

**POOL RULES FOR SWIM TEAMS AT PRACTICES AND MEETS**

1. Only registered swimmers allowed on pool deck during workout.
2. Walk on pool deck, NO RUNNING!
3. No "horseplay" or profanity allowed.
4. No swimmers in the water unless coach or lifeguard is on duty.
5. No swimmers permitted on diving boards or slide unless directed by coaching staff.
6. No swimmers allowed in pool office, guard room, equip room, or guard stands.
7. Swimmers are not to arrive earlier than designated workout time and are expected to remain in bleachers until called by coach.
8. Swimmers are to be picked up promptly after their practice has ended (15 min window!).
9. Swimmers are not permitted to wander around pool area or locker rooms before, during or after workout.
10. No misuse of any swim equipment or mistreatment of the pool facility will be tolerated (kick boards, lane ropes, starting blocks, pull buoys, flags, and other equipment.)
11. During workout, swimmers must remain in the pool unless directed otherwise by coach. Please ask permission first before going to the restroom.

**Violation of the above rules may result in the swimmer being suspended temporarily or permanently from swim team workouts, meets and activities.**



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**DISCIPLINE POLICY FOR SWIMMERS**

The following is a general progression of discipline applied by the coaches to the swimmers for such reasons as unsafe or rowdy behavior, disrespectful or foul language, disobedience, belligerence or anything else deemed as disruptive behavior.

- 1) Verbal warning**
- 2) Swimmer set out of practice and family emailed**
- 3) Removal from practice and meeting with parents/guardians before next workout**
- 4) Suspension from team**

**All members commit to the CCA/SeaWolves Code of Conduct upon commitment to the Woodcreek SeaWolves Program.**



**As a youth athletics program CCA Swimming and the Woodcreek SeaWolves fall under the guidance of the U.S. Center for Safe Sport (through USA Swimming).** USA Swimming is committed to providing a healthy and positive environment free from abuse for all its members. USA Swimming's Safe Sport program, a comprehensive abuse prevention program, consists of a multi-layered approach to keep kids safe, including: required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reporting. Information on Safe Sport may be found on both the CCA and SeaWolves websites. Our Code of Conduct is based on these Safe Sport guidelines.

**ATTENDANCE AT PRACTICES AND MEETS (CHANGES FOR 2022)**

**PRACTICE ATTENDANCE:** Regular and prompt attendance is very important to each swimmer and for the team. A swimmer who does not attend practice is not likely to swim his or her best at meets. A swimmer who is not available at meets deprives the team of his or her contributions and may also deprive other swimmers of the opportunity to swim.

To qualify as a "returning athlete" for the next SeaWolves Season, a swimmer must complete the 3 following requirements:

- 1) Maintain 50% attendance for the season (High School Swimmers attendance requirements begin at the conclusion of the local High School Sections Meet).**
- 2) Attend 2 (two) meets (dual or championships) through the summer season.**
- 3) Parents must meet the minimum volunteer requirements.**

If these three points are not met the swimmer will be required to tryout again for the following season. If they are not met the again for that next season, the swimmer/family will not be invited back to the SeaWolves.



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**NOTE:** If a documented illness/injury or severe family emergency occurs during the season that causes one of the above points to not be completed, it is the Head Coach's discretion to allow the swimmer/family to return.

**MEET ATTENDANCE:** In order to compete in the year-end league championship meets swimmers must compete in 2 (two) regular season meets.

Promptness is also important to the team's ability to perform well at meets. Swimmers must check in by 6:45AM or designated time for Saturday meets. If they have not checked in by that time, they will most likely be scratched from the meet. This will have an effect on other swimmers too, as there are times when there is no one left to fill a relay, and three other swimmers are denied the chance to swim.

### **ILLNESS OR ABSENCE FROM SWIM MEETS**

If for any reason a swimmer will be unable to attend a swim meet due to illness or other family plans, it is extremely important that you contact the coaching staff and inform them. If you are planning a vacation during the summer, please inform the coaching staff and sign out of the meet. There are sign out procedures to follow on the team website. Swimmers must sign out one week prior to the meet date. Failing to inform the coaching staff of last-minute absences due to illness or other reasons may result in your child not being entered in the next meet and trying-out for the team the next season. The SeaWolves Website will have an emergency sign out feature that needs to be completed before Check-in on the day of the meet for emergencies or illnesses.

### **EXCUSE REASONS FOR WORKOUTS**

We do want our swimmers to be well-rounded, and we know the SeaWolves are just *part* of their youth activities journey. The 50% attendance was met last year by the *vast majority* of the team, even without taking into account the excused reasons below. We do know there are some fair reasons to miss workouts. *If the swimmer communicates with their coach*, the following are reasons for excused workouts (non-illness/family emergency related).

- 1) School Event (Award Ceremony, All School Activity)**
- 2) School GRADED event (Band Concert/Science Fair/etc.)**
- 3) Religious events (Mid-Week classes/Camps)**
- 4) Other Sports/ Upcoming Sport Tourney (need rest before/travel out of town)**

If you have concerns- communicate with your coach! The issues are *rarely* those who have other activities/events, it is those swimmers who just stop coming or plan to come sporadically from the start.

### **TEAM SUIT AND ACCESSORIES**

**Team Suits: Our Team Store for Swim Suits and Swim Gear is Elsmore Swim Shop!** Our SeaWolves' team store will be open in February, and you will be able to access the shop via the Woodcreek SeaWolves webpage. You will be able to order the team suit beginning on that date.

Elsmore will be on deck at the RAC on **TUESDAY, MARCH 29th, 2022** for suit fittings to ensure your swimmer is set to go for the season! Swimmers will also be able to purchase personalized "name" caps via this website, along with goggles and other swim gear.



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**Training Equipment:** We do have kickboard and swim fins for our swimmers, but we encourage those who know “swimming is their thing” to purchase your own training equipment. Recommended equipment will be posted on our SeaWolves Elsmore Swim Shop Page.

**Team Apparel: Just Print It Inc. is our Team Apparel provider.** This will be where you snag your “Wolf Wear” gear! The online team store will be open from **Early March until APRIL 21st!** When orders arrive at the pool our apparel volunteers will man the table to hand them out. If interest is high enough, we will open the apparel shop again in early June.

**NEW FOR 2022-** In order for all swimmers to feel “part of the pack” your registration fees include a **Team T-Shirt and Latex Swim Cap!** Shirt and Caps will be distributed to your swimmer the first practice/meeting of the season IF you have completed your NorCal Swimming registration!

**SUIT POLICIES:** Swimmers are encouraged to purchase a team suit and wear them at meets but not *required*. If you choose to not purchase the team suit please select a solid color black suit.

**Two-piece suits are not allowed at SeaWolves practices or competitions.** All suits (male and female) must be in appropriate condition for competition (IE- not see through and must be a competitive suit not a “beach” suit).

### SATURDAY LEAGUE MEETS



**Northern California Swim League (NCSL) [www.norcalswimleague.com](http://www.norcalswimleague.com)**

Meets are held on Saturday mornings during May, June and July. The meets usually run between 7:00 AM and 2:00 PM. At League meets, swimmers will be placed in events so as to best help the team. Swimmers are not necessarily entered in their best stroke or event, but will be entered to best help the team in total points. Swimmers who do not regularly come to practice may not be entered in Saturday or Championship Meets.

#### **NCSL LEAGUE RULES**

There are a few League Rules that are of interest and importance to swimmers and parents. Full bylaws are available by going to the NCSL Website:

**[https://www.teamunify.com/recncsl/\\_\\_\\_doc\\_\\_\\_/BylawsNCSL\\_2019.0925.pdf](https://www.teamunify.com/recncsl/___doc___/BylawsNCSL_2019.0925.pdf)**

#### **NCSL CHAMPIONSHIPS**

**NCSL Championships will be held on Saturday and Sunday, July 15 & 16.** NCSL Championships are the culmination of an exciting season. All events are open to all swimmers. Swimmers will be seeded in their events by their times from dual meets. Each event will be swam as a timed final. With open events for



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all strokes, all team members should be entered in Championships. Participation is highly encouraged! All team members are encouraged to cheer on our team to show support for one another.

### MEET OF CHAMPIONS

This meet is open to those swimmers who qualify to swim from the NCSL Championships and by meeting the time standard at any meet during the season. This meet has been traditionally held one or two weeks after our League Championships. This meet is run by the Nor Cal Swim Shop. The Sacramento Area Meet of Champions is open to the various Leagues in the Sacramento region. For more information on dates, times and location of this year's Meet of Champions, please contact your team's Head Coach or visit [www.meetofchampions.com](http://www.meetofchampions.com). *This year's meet is TBD but expected to be the weekend of July 30<sup>th</sup> & 31<sup>st</sup>, 2022.*

### MEET PROCEDURES

1. Swimmers should arrive at Saturday Meets by 6:30AM for a 6:45AM check in with the Coaches. Swimmers arriving late may be scratched from the meet. Check in with the Team Parent afterwards.
2. Each swimmer is to report to and remain in his/her age group designated area. Parents should notify the team parent before taking a swimmer from the ready area. (Only Swimmers and Ready Bench Volunteers are allowed in the Ready bench area)
3. If at any time a swimmer becomes a discipline problem, the parent will be asked to supervise their child.
4. Team parents are responsible for assisting swimmers in arriving to their assigned events and lane and getting swimmers to the Ready Bench area.
5. Please do not send non-team members to the Ready Bench area or Team tents. This is not a baby-sitting service.
6. Entertaining items such as games, books, cards, etc., are suggested and may be brought to the team area, but not ready bench area. Please label any such items with your child's name.
7. Swimmers are required to wear team (or solid color black) suits and caps to all meets
8. At the conclusion of each meet, team members are expected to clean up the pool area and help take down the meet.

### EVENT DESCRIPTIONS

Meets are much more interesting if you have an idea of what is going on. There are two basic categories of races, individual and relay. All relay races involve four swimmers on each team. The two relays that are swum in the NCSL are the Medley and Free relays.

In the Medley, each of the four swimmers swims an equal distance in a different stroke. The first swims backstroke, the second breaststroke, the third butterfly and the fourth freestyle. In the Free relay, each of the four swimmers swims an equal distance of Freestyle. A relay team will be disqualified (DQ'ed) if a swimmer leaves the block before the preceding swimmer has touched or if any swimmer violates the rules governing that stroke.



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**EVENTS AND ORDER OF EVENTS**

<b>1. FREESTYLE RELAY, 100 YARDS</b>	<b>6 &amp; UNDER COED</b>
<b>2. MEDLEY RELAY, 100 YARDS</b>	<b>7-8, 9-10</b>
<b>3. MEDLEY RELAY, 200 YARDS</b>	<b>11-12, 13-14, 15-18</b>
<b>4. INDIVIDUAL MEDLEY, 100 YARDS</b>	<b>9-10, 11-12, 13-14, 15-18</b>
<b>5. FREESTYLE, 25 YARDS</b>	<b>6 &amp; UNDER, 7-8, 9-10</b>
<b>6. FREESTYLE, 50 YARDS</b>	<b>11-12, 13-14, 15-18</b>
<b>7. BACKSTROKE, 25 YARDS</b>	<b>6 &amp; UNDER, 7-8, 9-10</b>
<b>8. BACKSTROKE, 50 YARDS</b>	<b>11-12, 13-14</b>
<b>9. BACKSTROKE, 100 YARDS</b>	<b>15-18</b>
<b>10. FREESTYLE, 50 YARDS</b>	<b>7-8, 9-10</b>
<b>11. FREESTYLE, 100 YARDS</b>	<b>11-12, 13-14, 15-18</b>
<b>12. BREASTSTROKE, 25 YARDS</b>	<b>7-8, 9-10</b>
<b>13. BREASTSTROKE, 50 YARDS</b>	<b>11-12, 13-14</b>
<b>14. BREASTSTROKE, 100 YARDS</b>	<b>15-18</b>
<b>15. BUTTERFLY, 25 YARDS</b>	<b>7-8, 9-10</b>
<b>16. BUTTERFLY, 50 YARDS</b>	<b>11-12, 13-14, 15-18</b>
<b>17. FREESTYLE RELAY, 100 YARDS</b>	<b>7-8, 9-10</b>
<b>18. FREESTYLE RELAY, 200 YARDS</b>	<b>11-12, 13-14, 15-18</b>

**AGE GROUPS:**

**6 years of age & under, 7-8, 9-10, 11-12, 13-14, 15-18. (Boys and Girls)**

**Swimmer's age will be determined as of June 15th.** If a swimmer's birthday is on or before June 15th, he or she must advance to the next age group. If the birthday is after June 15th, he or she will remain in their age group for the entire season.

**Copies of the swimmers Birth Certificates are required at registration**

Swimmers must swim in their own age group in all individual dual meets and in the League Championship Meet. If a swimmer chooses to swim in an upper age group, they must stay in that age group for the remainder of the season and championships.

**ELIGIBILITY: NCSL bylaws available online at [www.norcalswimleague.com](http://www.norcalswimleague.com)**

All swimmers may workout with any organized group from the end of NCSL season up to **February 1st and again March 31st to the start of the NCSL season.** The only exception to this rule is for High School swimmers. February and March are designated as the Leagues mandatory "Rest Period". Swimmers may not compete in a swim meet with another swim team after January 31st except for High School swim meets.

**CONDUCT OF SPECTATORS AND PARTICIPANTS**

Spectators at League events must remain in the stands or designated team area until the meet is concluded. At no time will any other spectator be allowed behind the blocks during the progress of the



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meet. Smoking is prohibited in the pool area. Dogs, even those on a leash or dog carrier, are prohibited on the pool deck or on the grassy area. Photography is prohibited behind the starting blocks on the starting end of a pool.

**LEAGUE CHAMPIONSHIPS ENTRY RULES**

Each team in the League may enter each swimmer at every event available for their age group. Some swimmers may swim less, including relays, for championships. Each event will have no limit to the number of swimmers entered to swim. Swimmers will be seeded in their events based on their entry times from the dual meets. The order of events are between two days and are posted on the NorCal league website.

W O O D C R E E K  
**SEAWOLVES**  
S W I M M I N G  
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*Parent Volunteer Position Descriptions may be found on the following pages.*

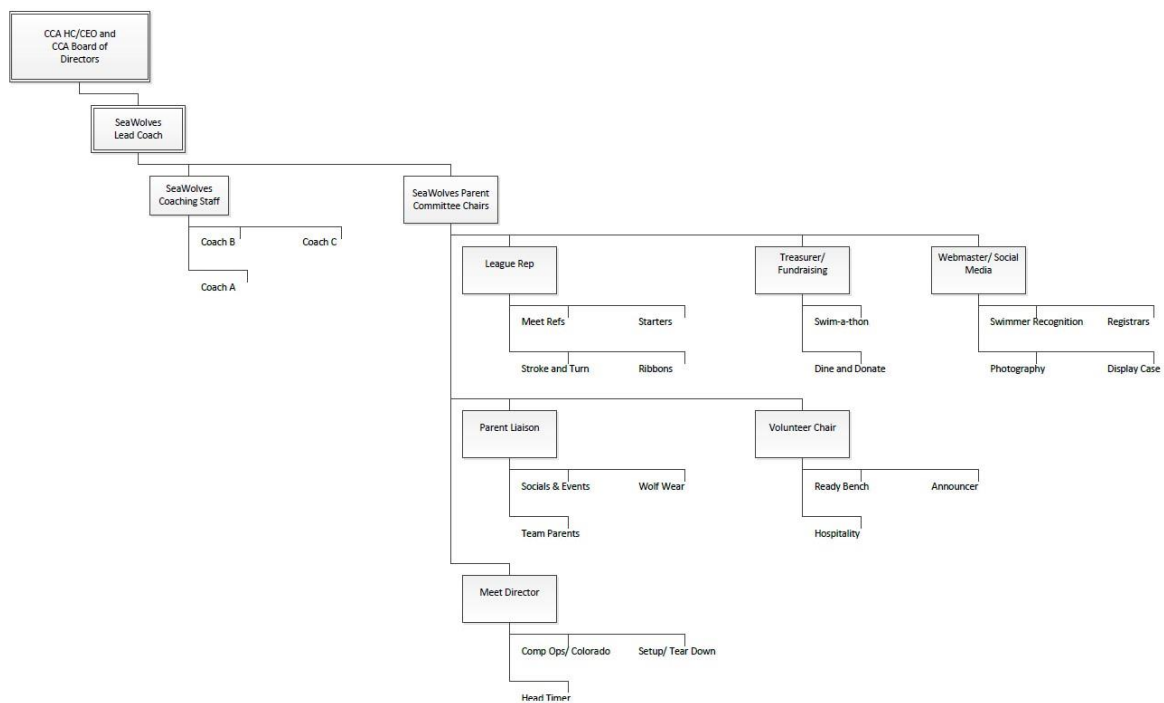


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### APPENDIX: COMMITTEE AND VOLUNTEER POSITION DESCRIPTIONS & ROLES

As a coach *led* parent *supported* program volunteers are needed to help everything from weekly events and rallies to our hosted championship meets. Our goal is to balance the requirements needed to run a great season while not “overworking” our families. Your time is valuable, and we know part of the fun is getting to see your swimmers swim! Our leadership staff has been evaluating the operations since 2020, and the changes going forward reflect our commitment to this balance. CCA Swimming is a year-round operation; our staff can handle and organize many operations that were not handled by the City of Roseville in the past and were handed off to the parents. Another step we took was to look at the operations from the past and re-focus on what the point of the SeaWolves were- swimming and having fun! Our volunteer requirements should be built out from supporting the meet operations, to the social events, to the fun little extra moments that make lifetime memories.

### WOODCREEK SEAWOLVES ORGANIZATIONAL CHART



The Woodcreek SeaWolves operate under CCA Swimming. The SeaWolves Leadership committee works under the direction of the SeaWolves Lead Coach who reports to the CCA Swimming CEO/Head Coach. Leadership Committee meetings are held monthly the 3<sup>rd</sup> week of the month January- July, with a few scheduled meetings in the fall offseason. Decisions and operations within the SeaWolves program must be in line with CCA Swimming operations and policies.





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**LEADERSHIP COMMITTEE**

The Leadership Committee meets monthly (generally the 3<sup>rd</sup> week of the month) with the SeaWolves Lead Coach and CCA Swimming CEO/HC (when needed). The Committee chairs oversee multiple positions that help run the SeaWolves recreational season. Committee chairs are selected by the Lead Coach/CCA CEO and are encouraged to hold their position for a minimum of 2 seasons. Helping out in other key volunteer roles helps build the knowledge base needed for participation in the Leadership Committee. Committee members are expected to meet with their assigned volunteer groups and bring reports/information to the monthly meetings. Committee members are assigned team emails so they can easily communicate with families and share previous information with the volunteer who takes their role after them. Volunteers are also invited to attend Committee meetings if information is pertinent to their position. Committee chairs are “sat” at the February Committee meeting. There are six (6) Committee Chairs on the Woodcreek SeaWolves:

**NorCal Swimming League Representative:** Attends the monthly NorCal League meetings and brings reports back to the committee. Helps set the season schedule. Involved in NorCal League Bylaw discussions and presents the Woodcreek SeaWolves case/point of view when needed. Coordinates with NorCal for League Champs (MOC when RAC hosted). Helps organize officials/meet operations training.

**Reporting Volunteers: Starters, Stroke & Turn, Meet Officials, Ribbons**

**Meet Director:** In charge of pre-meet and day of meet operations. Coordinates with coaching staff on meet entries. Oversees meet volunteer operations along with Volunteer Chair, coordinates with CCA on needed meet operation equipment. Provides entry information/reports to coaching staff and membership.

**Reporting Volunteers: Set Up & Tear Down, Timers (Head Timer), Computer Ops and Colorado Timing**

**Volunteer Chair:** Recruits and connects with families to help fill volunteer roles. Communicates volunteer requirements to families and helps with tracking (meet operations). Actively evaluates volunteer needs through the SeaWolves season and helps set the volunteer needs for following season.

**Reporting Volunteers: Announcer, Hospitality/Snack Bar, Ready Bench**

**Treasurer/Fundraising:** Prepares monthly reports for committee meetings, coordinates with CCA Finance director on reports/financial needs/DASH cards/Square needs. Helps with organization/reporting of the Swim-A-Thon. Reconciles funds post fundraising/League Champs/etc.

**Reporting Volunteers: Swim-A-Thon, Dine & Donate**

**Parent Liaison:** Coordinates with Team Parents on events/socials/day of meet operations (age group tents). Helps with setting up the Social aspect of the Spirit Fridays, point of contact for larger events (Baseball/Sunsplash/Banquet). Guides Wolf Wear volunteer with Team Stores/distribution.

**Reporting Volunteers: Wolf Wear, Team Parents, Socials & Events**

**Webmaster/Social Media:** Maintains SeaWolves website/social media pages. Sets up volunteer emails. Updates page/helps with operational questions through the offseason. Works with Registrar(s) during season sign-ups in Feb/March. Coordinates with Photography/Display to have matching info displayed.

**Reporting Volunteers: Registrar, Photography, Display Case**



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### **VOLUNTEER POSITION DESCRIPTIONS**

Each family is required to volunteer a minimum of 14 hours during the season. Volunteer requirements for Champs is a separate requirement. Below is the list of volunteer positions. Please reference this page when registering your swimmer. You will be asked to rank your volunteer preferences.

Some positions have filled out details for the 2022 season/timelines already that the volunteer will be able to follow and use for a guide. Others will have more details as we get closer to the start of the 2022 season. Committee Chairs will contact/communicate with their volunteers on specific details.

Below the direct reporting description are meet volunteers. These positions are day-of-meet operations that will report to chairs/key volunteers day of meets. These positions are generally filled meet-to-meet.

### **NORCAL LEAGUE REP REPORTING VOLUNTEERS**

#### **Reporting Volunteers: Starters, Stroke & Turn, Meet Officials, Ribbons**

**Starters:** Reports to Referee. Responsible for starting the swimmers from the blocks.

**Stroke and Turn:** Reports to Referee. Ensures that strokes and turns are done legally. Illegal strokes/turns are reported to the Referee. Submits event disqualification (DQ) slips to the Referee. Attends training provided by the City of Roseville (required). Watches the meet poolside.

**Meet Referee:** Responsible for running the meet. Gives instructions to other meet officials (starter and stroke and turn judges) working the meet.

**Ribbons:** Responsible for getting the ribbon labels from the computer person, placing them on the ribbons and filing ribbons in the team folders

### **MEET DIRECTOR REPORTING VOLUNTEERS**

#### **Reporting Volunteers: Set Up & Tear Down, Timers (Head Timer), Computer Ops and Colorado Timing**

**Colorado Operators:** Operate the timing system that is used to record the swimmers' times. Training on this system is required and is usually done during a meet; length of training is based on an individual's understanding of the system and comfort level in operating it during a meet.

**Computer Operators:** Sets up the meet in Meet Manager and prepares all files (meet info, hy tek, & psych sheet) to be posted on web site. Reviews and checks heat sheets prior to printing. Checks all meet entries before printing. Responsible for running the swim meet computer program. Includes, scratches, heat/lane assignments, and retrieving results from the Colorado system, printing event results, and printing ribbon labels. ***Training on the computer & Colorado is required; length of training is based on an individual's understanding of the program and comfort level in operating the computer at a meet.***

**Head Timer:** Organizes timers at meets, makes sure equipment is in proper working order and ready for meet. Coordinates with Colorado Operator to ensure correct equipment set up pre-meet.

**Set Up/Tear Down Lead:** Sets up/tears down needed equipment pre & post meet and at needed team events. Oversees crew that volunteers meet to meet. Helps maintain storage sheds, reports equipment issues. Lead set up for Champs/MOC meets. **CHANGE FOR 2022: Coaching staff will set up tents pre-dual meet (Friday) along with tables/chairs/crowd control ropes.** Set up crew helps with finalizing any issues on Saturday AM. **Coaching staff will also now take tents to the away meets (set up/tear down).** Coaching staff will help with tear down at meets.



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**VOLUNTEER CHAIR REPORTING POSITIONS**

**Reporting Volunteers: Announcer, Hospitality/Snack Bar, Ready Bench**

**Announcer:** Responsible for music and announcements. Announces events, lane changes, updates to events at home meets. Calls for missing swimmers as necessary/feasible/appropriate. Plays music as appropriate before/during/after meet

**Hospitality/Snack Bar:** Work in the hospitality area to prepare snacks for coaches, officials, and volunteers. Deliver food to be served to coaches, officials and volunteers. Responsible for set up and clean-up of hospitality area. Coordinate with Dave's Dawgs for dual meets lunch for coaches. Shops for season stock up of hospitality snacks.

**FOR CHAMPS MEETS:** Works with Shopper(s) and Treasurer week before to get supplies. Assign/work with BBQ crew. Organize/manage Snack Bar at Champs meets. **CHANGE FOR 2022- SNACK BAR IS FOR LEAGUE CHAMPS/MOC ONLY**

**Ready Bench:** Responsible for lining up the swimmers by event, heat and lane and getting them to the starting blocks in the correct order and on time. Oversees additional volunteers needed in Ready Bench area.

**TREASURER/FUNDRAISING CHAIR REPORTING POSITIONS**

**Reporting Volunteers: Swim-A-Thon, Dine & Donate**

**Swim-A-Thon:** Creates emails/fundraising literature for Swim-A-Thon event. Works with coaching staff on day of event schedule. Helps collect and report funds along with distributing awards post event.

**2022 Schedule:** Swim-A-Thon is **MONDAY, MAY 23<sup>rd</sup>**. Initial Fundraising info and schedule of event needs to be shared with members by **May 2<sup>nd</sup>**. Coordinate with Treasurer on collection deadlines.

**Dine & Donate:** Reaches out to local restaurants/food trucks to set up event dates/visits. Finds food truck for May 14<sup>th</sup> Time Trials/Movie Night

**PARENT LIAISON REPORTING POSITIONS**

**Reporting Volunteers: Wolf Wear, Team Parents, Socials & Events**

**Team Parents:** Supervises a particular age group/gender during meets, marks arms of swimmers with event/heat/lane, distributes event cards for relays, and gets swimmers to the ready bench on time with caps and goggles. For most age groups, several parents will share this job. This position is more important for the younger swimmers, and the team parents for the youngest ages (6 & under and 7-8) are especially critical to the timely start of the meet. This job keeps you with your swimmer during the whole meet.

**Socials & Events:** Help setup and put away tables, chairs, tents, etc. for social events. Assists during social events (serving food, replenishing plates & utensils, etc.). Assist with clean-up after the event.

**Social Events for 2022:** Spirit Fridays, Swim-A-Thon (May 23<sup>rd</sup>), Time Trial Movie Night, Baseball Night at the RiverCats (June 23<sup>rd</sup>), Operation Swim Towel Drive (Jun 13-21), SunSplash (projected late June/Early July), Banquet (TBD- Post Season)

**Wolf Wear:** Helps communicate to membership store Elsmore and Team Store openings. Coordinates with those businesses on any needs/info they require. Helps with distribution of Team Store Apparel when they arrive. Helps with old apparel "fire sale" early season. Works with coaches on team wear for MOC qualifiers. Helps with Fitting Sessions (Tuesday, March 29<sup>th</sup>)



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**WEBMASTER/SOCIAL MEDIA REPORTING POSITIONS**

**Reporting Volunteers: Registrar, Photography, Swimmer Recognition, Display Case**

**Registrar(s):** Work with Webmaster/CCA Staff during January-April registration periods (pre-planning, returning registration in Feb, new member in March, NorCal Registration). Registrar(s) also work with the coaching staff on the Swimmer Recognition program for through the season and end of season awards.

**Photos:** Responsible for taking photographs at the meet for team publicity purposes, web site, and/or newsletter use. Produces the end of the year video and Senior video. Helps educate families on Safe Sport Photography policies. Coordinates with Photographer on Photo Day and helps with day of organization.

**Swimmer Recognition Program:** Reports to Webmaster/Social Media. Receives weekly reports listing meet results and compiles results so that individual best times can be quantified. Distributes awards for attendance at meets, for best times, MOC times, record breaking times, and for making finals at Champs. Distributes award to swimmers once a week during practice times, during meets (all at discretion of Coaching Staff), and at the Awards Ceremony (works with REGISTRARS for Banquet Awards). Prepares report of remaining inventory of awards at the conclusion of the season.

**Display Case:** Updates the display case at the RAC with swimmer and team updates. Works with the Parent Board to obtain pertinent information to keep swim families abreast of current announcements.

*Note: This position can be done outside of meets or swim practice times. However, please note that this position will not fulfill the entire requirement for volunteer hours. You will be required to work other volunteer positions to fulfill your volunteer obligation.*

**GENERAL VOLUNTEER POSITIONS:** These positions are filled during meet volunteer sign ups or are one event needs. The committee may add or subtract positions as needed.

**BBQ (Cooks):** Cooks various items for breakfast and/or lunch shift. Set up, clean up and general maintenance of BBQ equipment and area as appropriate for shift for swimmers. CHAMPS MEETS ONLY.

**BBQ / Snack Bar Runners (Shoppers):** Responsible for purchasing supplies for BBQ and Snack Bar (ie. propane, ice, food, etc.) Drive to stores to shop prior to meets and if needed, during meets. CHAMPS MEET and early season needs possibly for hospitality stock up.

**Runners (Computers / Colorado):** Responsible for posting heat/lane assignments and results. Collects time sheets from timers and brings them to the Computer Operators. Assist Colorado Operators and Computer Operators as needed including sorting papers, checking results, etc.

**Set Up Assist:** Home Meets: Help set up tables, chairs, tents, etc. in preparation for the swim meet.  
Away Meets: Help set up team tents, banners etc.

**Tear Down Assist:** Home Meets: Help put away tables, chairs, tents, etc.

Away Meets: Help put away team tents, banners etc. We must leave the facility in the same condition as we started.

*Note: Parents with swimmers in the 6 and under age group should not sign up for tear down.*

**Snack Bar (League Champs Meet/ MOC):** Work in concession area preparing, stocking and selling food. Help set up and/or clean-up of tables, tents, food, beverages and all supplies.



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**Socials Assist:** Help setup and put away tables, chairs, tents, etc. for social events. Assists during social events (ie, serving food, replenishing plates & utensils, etc.). Assist with clean-up after the event.

**Timer:** Uses stopwatch and/or button on electronic timing system to determine swimmers' time. Ensures the swimmer is in the correct lane. Records swimmer's time on the appropriate lane slip. Watches the meet poolside.

**Safety Marshal:** Patrols deck during meets ensuring facility and Safe Sport rules are followed. Reports any issues to the facility staff or meet operations. Helps with keeping facility tidy during meet (report any restroom or trash issues to facility staff/lifeguards)

**Parking Marshal:** Ensures parking lot keeps moving and is safe during early morning pre-meet through meet start. Reports any issues to facility staff/announcers (IE- illegally parked cars). Safety Marshals may do patrols post 9AM in the lot.



**SEAWOLVES**  
S W I M M I N G

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*Revised January 2022*