

BARRACUDA HANDBOOK

The Johnson Ranch Racquet Club **Barracudas Swim Team Handbook (the Handbook)** has been prepared in order to provide general information to the swimmers and their parents about the team, its philosophy, organization, practices and meets with other clubs. The team is a member of the NorCal Swim League and, to the extent that the policies set forth in this handbook conflict with the bylaws or rules of the league, the league bylaws and rules shall prevail. Similarly, any rules of the Johnson Ranch Sports Club shall supersede the policies set forth in the handbook in the event of a conflict. *Revised 1.1.19*

<i>About the Barracudas</i>	2
OUR TEAM VISION	2
OUR TEAM MISSION	2
SWIM TEAM STATEMENT OF VALUES	2
OUR TEAM GOALS	3
COACHING STAFF	3
PRACTICES	4
<i>Joining the Swim Team:</i>	5
REGISTRATION, CONDITIONS, SWIM TRYOUTS	5
SWIMMER ELIGIBILITY	6
SWIMMER COMMITMENT	6
PARENT COMMITMENT	7
CONFLICT RESOLUTION PROCEDURE	7
PARENT VOLUNTEER REQUIREMENT	8
POLICY REGARDING MISSED SHIFTS	9
CHAMPIONSHIPS MEET VOLUNTEER REQUIREMENT	9
JOHNSON RANCH SUMMER INVITATIONAL VOLUNTEER REQUIREMENT	9
<i>Swim Meets</i>	10
MEET SCHEDULE	10
THE EVENTS	10 - 11
SIGN-IN / SIGN OUT OF MEETS	11
MEET ENTRIES	11
DISQUALIFICATION	12
RIBBONS AND AWARDS	12
LEAGUE CHAMPIONSHIP MEET	13
PREPARING FOR A SWIM MEET	14 – 16
HOW A MEET WORKS	16
<i>Social Events</i>	17
<i>Communications</i>	18
<i>Volunteer Job Descriptions</i>	19 - 23
<i>Swim Team Jargon</i>	24

ABOUT THE BARRACUDAS

The Barracudas Swim Team at The Johnson Ranch Sports Club, is a recreational swim team established in 1993. Our team is comprised of swimmers ranging from the ages of 5 to 18 years old. The Barracuda Swim Season starts the first week in April and goes through the first week in August. Practices are Monday through Friday every week with meets on Saturdays through most of the season. We compete in the Comstock Conference of the Nor Cal Swim League in Sacramento. Our conference is comprised of 5 competing teams.

OUR TEAM VISION

Building Better People Through the Sport of Swimming.

OUR TEAM MISSION

The Johnson Ranch Barracudas is a recreation-based competitive swim program committed to instilling a LOVE of swimming in every participant. We believe that by providing the fundamentals of stroke technique, sportsmanship, teamwork, and goal setting, our program teaches essential life skills to our swimmers. We focus on accountability at every level of our organization, from our Board, to our Coaching Staff, to our Parents, and to our Swimmer. A summer with the JRSC Barracudas will leave your family with great memories.

SWIM TEAM VALUES

- **Respect:** Respect for the sport of swimming, your coaches, your parents, and your team. By respecting others, you are respecting yourself.
- **Sportsmanship:** Foster a spirit of healthy competition. Swimmers demonstrate positive action toward others during practice, meets, wins, & losses. Swimmers learn to challenge themselves and through these efforts, inspire their teammates.
- **Physical Fitness:** Swimming is a lifestyle that can extend far beyond the pool deck. In the sport of Swimming you learn that consistent repetition of the right physical and mental exercises lends to a lifetime of physical well-being.
- **Individual Success:** Success can be defined by each individual swimmer through thoughtful goal setting. Success can be achieved through focused effort, consistent work ethic, and a great attitude.
- **Teamwork:** Through individual growth, a single swimmer plays a bigger role in the growth and achievement of their team. The race is in each swimmer's lane, but each race is integral to the overall success of the Johnson Ranch Barracudas.
- **Safety:** The Barracuda pool deck is a safe place to be yourself while being a part of a team. Our job as a program is to provide our swimmers with a fun and positive environment, within which, they can learn the sport.

OUR TEAM GOALS

For Swimmers:

- Every Barracuda will receive proper stroke and racing instruction. Each will have access to a good workout that builds endurance and strength using the correct technique. Each swimmer will have the opportunity to progress over the season towards a successful Championship Meet.

For Parents:

- Our team, with the support of JRSC, aims to provide a safe and fun environment for your kids to be themselves and flourish over the course of the season. In the spirit of reciprocated accountability, parents are asked to complete volunteer requirements, support your children and coaches, practice strong communication skills, and roll up your sleeves for a fun season.

For the Entire Team:

- Maintain a GREAT attitude and High-Level Sportsmanship.
- Respect for our fellow swimmers, the Sport, the Team, and ourselves.

COACHING STAFF

The Johnson Ranch Barracudas provide high quality coaches that exemplify that values of the team. All coaches are employees of the club and report to the JRSC Club Manager. The coaches understand and accept the philosophy of the team and the NorCal Swim League. They are the example of leadership, accountability, collaboration, and good sportsmanship - all values to pass down to the swimmers.

Coach Responsibilities:

- Managing and providing a quality practice plans
- Guiding swimmers through practices and meets
- Be present for social events.
- Display good character that swimmers can emulate
- Know each swimmer and help maximize each swimmer's potential
- Schedule meet line ups
- Disciplinary Action if necessary (see below)

Disciplinary Action Guidelines:

- In the event of a violation of the Swimmer Commitment agreement and/or general deck rules, or any behavior deemed unacceptable or unsafe at any team event or function, the coaches shall have the discretion to enforce disciplinary action that may include suspension or expulsion for the team.
- Junior Coaches and Deck Coaches will refer all matters requiring disciplinary action to the Head Coach or Assistant(s) to the Head Coach.
- If it is determined that an infraction may have occurred, Coaching Staff and the Barracuda Board will work to gain context of any given situation before moving forward.
- If a disciplinary action is decided upon by the coaches, and the parents disagree with the decision, parents have one week to write a letter (send an email) to contest the decision. The Coach and Board President will have an additional week to schedule a meeting between Coach, Board President, and Parent (and club manager if necessary). At this time, the group will collaborate and finalize a disciplinary decision.

SWIM TEAM PRACTICES

Practice begins on the first weekday in April and continues Monday through Friday through the Comstock Conference Championships Meet weekend in July. **Swimmers that qualify for Meet of Champs have the Option to Continue Through the First Week of August**

- Practice Schedules will be posted on the JRSC Website. Practices will be held by Age Group.
 - 6 and Under, 7/8, 9/10, 11/12, 13/14, 15-18
 - Swimmers may be asked by Coaches to swim in an older age group. No Swimmer will swim down an age group.
- The Swim Season consists of 2 different practice times families need to be aware of:
 - Practices Prior to Summer Break: After School - Afternoons and early evenings
 - Summer Break Practices: Summer Break - Mornings into early afternoon.

There will be an evening practice available to some swimmers. Attendance must be approved by the coaching staff & should not be seen as a season long alternative to morning swim practice.

- Swimmers should arrive ready for practice at least ten (10) minutes before their scheduled practice times. Coaches will go over practice plans, meet preparation, and other info at this time. Your swimmer will miss important details if they do not come on time.
- With some practice over-lap, it is important that swimmers arrive on-time to maximize their time in the water as well as exit the pool efficiently at the end of practice.
- SPA RULES:
 - Children under the age of 5 MAY NOT use the spa at any time.
 - Swimmers under the age of 14 may only use the spa under Parent or Guardian Supervision.
 - Swimmers are only allowed to use the spa AFTER practice if they are age appropriate and supervised.
 - ****Coaches are NOT responsible for kids before their practice time begins nor after it ends****
- Practices are typically only canceled in the event of lightning or imbalanced pool chemicals. Cold weather, hail, wind, or rain are not grounds to cancel practice.
- Parents and/or Guardians are allowed on the pool deck to observe practice. They are asked to please not speak to any of the coaches while practices are running.
 - Any quick questions or comments can be brought up on deck between practices within reason or after all practices are concluded. Otherwise, questions, comments, and concerns should be emailed to the Head Coach or the Team Board.

JOINING THE SWIM TEAM

The number of swimmers in any age group will be at the coach's discretion, with priority given to those swimmers that meet the requirements outlined in the SWIMMER RESPONSIBILITIES, Item 3 within the Handbook.

REGISTRATION, CONDITIONS, SWIM TRYOUTS:

Registration will be conducted online at the team website: www.johnsonranchbarracudas.com. The current year's registration schedule will be posted on the website and included in the JRSC Newsletter and Swim Team Bulletin Board at least 4 weeks prior to the start of registration. A closing date for registration will be determined each year as the need dictates in order to fill the various age groups.

- 1. All returning swimmers in good standing must re-register during the registration period each year in order to retain their position on the team.** A returning swimmer in good standing shall be defined as someone meeting the requirements specified in the SWIMMERS RESPONSIBILITIES section of the Handbook.
2. New swimmers must sign up during the registration period with returning swimmers, and must attend the swim assessment and be approved by the coaches to join the team. Any swimmer that is not invited to join the team after assessments will receive a full refund of registration fees paid.
3. All swimmers new to our team will participate in assessments by coaches, scheduled shortly after registration closes and published on the team website. During assessments, coaches will evaluate swim ability, stroke mastery, water safety, listening skills, and overall ability to be coached with parameters appropriate for each age group.
4. Participation in assessments will be scheduled on the team website.
5. All swim team fees must be paid at the time of registration. A copy of each new swimmer's birth certificate is required by the Nor Cal Swim League and must be provided at the time of attending swim assessments and prior to the registration being approved.
6. ALL SWIMMERS MUST BE MEMBERS OF THE JOHNSON RANCH SPORTS CLUB AT THE TIME OF REGISTRATION. No registration will be approved until the Sparetime membership is verified.
7. All approved swimmers will also be required to register and pay a league fee with the Nor Cal Swim League at least 24 hours prior to participating in any swim meet, including Time Trials.

SWIMMER ELIGIBILITY

Each Swimmer:

1. May not swim for another club during the season except as provided in section 11.02 of the Nor Cal Swim League By-laws.
https://www.teamunify.com/recncsl/doc/356660_2_BylawsNCSL_2016.0622.pdf
2. Must be older than five (5) and not be older than eighteen (18) years of age on June 15th of the current season.
3. May not participate in any organized swim program consisting of endurance training between February 1st and March 31st. (*March Barracuda Clinics are acceptable since they focus on technique, not endurance training, and are in accordance with League By-laws.*)
4. Must be water-safe, as determined by coaches.
5. May not participate in any organized swim practice including any instruction or direction either verbal or written (other than stroke & turn lessons, high school practices, or as provided in section 11.02 of the League Bylaws) before April 1st of the current season.

SWIMMER COMMITMENT

1. Within a single swim season, I will attend at least 2 (two) league dual or tri meets and will swim at least 2 (two) events at each of these meets (not to include relays).
2. I will attend the Championship Meet. A request to be excused from Time Trials or the Championship meet must be requested in writing to the JRSC Barracuda Swim Team board of directors (board@johnsonranchbarracudas.com) and is subject to approval. To help the Coaching Staff prepare the team for Championships it is suggested that a request to be excused from Championships be submitted no later than 2 (two) meets prior to Championships. Medical requests are exempt.
3. I will aim to attend at least 3 (three) practices each week.
4. I will declare (sign In or Out) for each meet on the Team Website by the registration deadline.
5. I will be present to Check-In by the predetermined time at each meet.
6. I will wear appropriate swimwear, goggles, and swim cap (long hair) to practices as directed by the coaches. The team uniform (or racing suit) and teamcap should be worn at all swim meets.
7. I will be on time (as defined by the coaching staff) to all practices and swim meets.
8. I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
9. I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
10. I will not use, possess, or be associated with any alcohol, tobacco, e-cigarettes, or any illegal substances.
11. I will always maintain a cooperative and positive attitude during practices and meets.
12. I will refrain from bullying. If I witness bullying, I will notify a coach or a parent.
13. I will respect myself and those around me by doing and being my best.

PARENT COMMITMENT

1. Ensure my swimmer(s) arrives to practices on time, as set by the coaching staff
2. Ensure my swimmer(s) is as well rested, hydrated, and properly nourished as possible at meets and practices.
3. Declare my swimmer(s) as “In” or “Out” for each meet of the season as required by the coaching staff.
4. Set an example of good sportsmanship through positive behavior and communication.
5. Use appropriate procedure to resolve conflicts (See Conflict Resolution Procedure in Handbook).
6. Agree to the Volunteer Policy as set forth for each season (See Volunteer Policy in Handbook).
7. Commit to my swimmer’s attendance to at least 2 league meets a season and both days of Comstock Championships. Excusal from Championships attendance must receive Board approval (See Handbook for guidelines).
8. Read and understand the Handbook.
9. Adhere to Alcohol and Tobacco policies as described in both the Handbook and the Rules of Johnson Ranch Sports Club.

CONFLICT RESOLUTION PROCEDURE

When a conflict arises between parents and coaches, email is the best way to communicate any concerns you may have. If you prefer to meet in person, the following steps should be taken:

1. Avoid discussing the issue with other parents or coaches on deck.
2. Schedule a specific time to meet with a coach via phone or email with a reason for the meeting.
3. Be prepared with specific concerns and suggestions to resolve the issue.
4. If the conflict is not resolved, the parent should take the written complaint to a member of the swim team board and if it is still unresolved, contact the Club Manager at JRSC.
5. To email the entire board please use: board@johnsonranchbarracudas.com

PARENT VOLUNTEER REQUIREMENT

Parent volunteers are essential to the sport of swimming! In order to maintain efficiently run swim meets, fun social activities, and fundraising events, ALL parents are required to volunteer several hours each swim season. This benefits each and every swimmer on our team! When you sign the Parent Commitment (as is required by all parents of Barracuda Swimmers) you are agreeing to abide by the following volunteer requirement.

Descriptions of all volunteer positions can be found on pages 15-17 of this Handbook.

Parents can meet their volunteer requirement for the regular season in one of the following ways:

1. By signing upon the team website for 6 shifts during the regular season and fulfilling these shifts. This commitment must be met regardless of number of meets attended and regardless of swimmer's age. Each Family must also fulfill 2 Champs shifts at the Championship Meet in Stockton, CA. (a description of each job can be found on the website). All families are strongly encouraged to do at least one shift as a TIMER and at least one shift as READY BENCH so that all of our parents are familiar with how these essential jobs are run in preparation for Champs requirements.
2. By volunteering as a Coordinator for a particular job for the entire season* (i.e. "Striker School Team Member").
3. By serving on a specific time intensive committee for the entire season* (i.e. "Volunteer Coordinator Assistant").
4. Executing behind the scenes jobs as designated by the board. (i.e. Barracuda Buddy Coordinator, Personal Best Tracker).
5. By Volunteering at Social and/or Spirit events held outside of regular meets. (i.e. Splash Dash, End of Season Celebration, Kick-Off Party).
6. By serving on the Board of Directors for the entire year*.

Each shift is approximately half the duration of the swim meet, with some exceptions. Most shifts allow for flexibility to view your swimmer's events. Shifts at social and spirit events may not fulfill the same time requirements. Please inquire with the specific board member for details regarding shift hours.

If you cannot make a shift you have signed up for, please contact the volunteer coordinator at least 1 week before the scheduled shift. You may be asked to find a replacement or 'trade' with another family. You will still be required to meet the six (6) shift requirement for the regular season.

POLICY REGARDING MISSED SHIFTS

Failure to show up for a shift or not meet the season volunteer obligation will require the submission of a check in the amount of \$500, payable to the Johnson Ranch Barracudas, upon renewal of registration the following season.

- a. This deposit will be fully refunded if all meet and championship obligations are met, but will be forfeited if they are not.
- b. Swimmers will not be able to renew their registration until deposit is submitted.

By Agreeing to the Parent Commitment, you are agreeing to and accepting this Missed Volunteer Shift Policy.

*If you are interested in volunteering for an open Coordinator position, season-long Committee position, or open Board position, please contact the Board President at president@johnsonranchbarracudas.com.

BOARD OF DIRECTORS POSITIONS

President	Vice President	Secretary	Treasurer	Registrar
Championships Representative	Communications Chair	Spirit Chair	Fund Raising Chair	Social Chair
Parent Volunteer Coordinator	League Representative	Past President	Member-at-Large	

CHAMPIONSHIPS MEET VOLUNTEER REQUIREMENT

Our league Championships Meet ('Champs') is a huge, rewarding endeavor requiring parent volunteers from ALL teams in our conference. Each family in attendance at Champs (in late July) is required to volunteer 2-3 shifts over the course of the weekend, depending on needs determined by the league. Champs shifts are IN ADDITION TO the six (6) shift requirement for the regular season.

JOHNSON RANCH SUMMER INVITATIONAL VOLUNTEER REQUIREMENT

This is an all-hands-on-deck event! If your swimmer(s) is planning to attend this meet, please prepare to volunteer in any capacity needed. Our goal is to run a high-quality, organized event to give all area swimmers once last opportunity to swim fast before Championships. JRSC Invitational shifts are typically included in the six (6) shift requirement for the regular season.

SWIM MEETS

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

MEET SCHEDULE

Each season the league establishes a schedule for the team league meets, possible non-league meets, Invitational meets, and the league Championship Meet (in late July). The league strives for a balance between 'home' and 'away' meets.

- Most meets occur on Saturday mornings, with the occasional exception.
- The Championships Meet (in July) is a 2-day meet occurring on Saturday and Sunday. (6 & Under swimmers compete Saturday only.)
- The meet schedule for the season will be established before the beginning of the season and posted to the team website for planning purposes.
- "Dual Meets" (meets with one other team) generally last from 6:45am at check-in until around 2pm. (6 & Under swimmers typically finish before noon.)
- "Invitational Meets" are optional Meets. All teams in the greater Sacramento area are invited to compete. These meets are a great opportunity for your swimmer to gain exposure to new strokes, IM's and practice their skill set in a more informal setting. There is a modest fee involved for each meet. You may attend as many or as few as you like. They are also a fun way to hang out with friends from other swim clubs.

THE EVENTS

There are three types of events at each meet:

1. **Individual Events** (in which a single swimmer competes in one of the following strokes):
 - a. Backstroke
 - b. Breaststroke
 - c. Butterfly (or "Fly")
 - d. Freestyle (or crawl or "Free")
2. **Individual Medley or 'IM'**: (in which a single swimmer swims one length each of the four strokes in the following order: fly, back, breast, free)
3. **Relays** (in which 4 swimmers compete in a single relay event of two types):
 - a. Freestyle relays where each swimmer swims freestyle
 - b. Medley relays where each swimmer swims a different stroke in the following order: back, breast, fly, free

Per League By-laws, swimmers may swim in no more than three (3) individual events and two (2) relay events. The number of swimmers in a given event and the number of heats per event may be limited as well. **The swimmers who compose the relay teams for any given swim meet are selected by the coaches, at their discretion, on the basis of team needs within the age group for the strokes involved.**

Boys and girls compete separately in the following age groups, as determined by their age on June 15th:

6 & under	7-8	9-10	11-12	13-14	15-18
-----------	-----	------	-------	-------	-------

Events are organized by age group and stroke. Although there are some variations, generally all the events for a particular stroke are conducted in one block. Then, all the events for the next stroke are conducted.

6 & under boys & girls typically swim only Freestyle and Backstroke events and have 1 relay at the start of the meet.

SIGN-IN / SIGN OUT OF MEETS

- Each swimmer (or parent) must sign 'In' or 'Out' of each meet they will be attending using the team website. The sign- in/out deadline is the Sunday prior to the next weekend's meet.
- When signing in for a meet, please make sure swimmers select preferred events add comments or notes for the coach's review. Coaches ultimately determine the events that swimmers will swim based on the needs of the team.
- Any swimmer who cannot attend a meet MUST sign out of the meet on the team website by the registration deadline for the meet.
- Any swimmer who plans to attend a meet, but forgot to sign in by the deadline, should contact a coach or board member immediately.
- If a child is sick the day of the meet, parents should call to notify a coach, board member, or the check-in coordinator **no later than 7 a.m. on the morning of the meet.**

Any swimmer/family who cannot attend the Championships Meet must contact the board CHAMPIONSHIPS REPRESENTATIVE at championship@johnsonranchbarracudas.com, in writing, at least **one (1) month prior** with a reason for the request to be excused.

MEET ENTRIES

Meet entries are the events each swimmer will compete in at a particular meet. Preliminary meet entries can be found on the team website at least 24 hours before the meet under your account. Final meet entry information (including heat/lane) can be found in these locations*:

- Posted at home and away meets on large white boards near the 'Relay Tent' (This includes individual and relay events.)
- On the Meet Mobile app for smartphones
- On the Parent On Deck app for smartphones

***Swimmers/Parents: Be sure to check the posted final report for changes to your events or to relay teams, as there are often changes after the morning scratch meeting!**

DISQUALIFICATION

Each of the four strokes (Freestyle, Backstroke, Breaststroke, and Butterfly) has rules governing the proper, legal technique of the stroke and turn so as to not gain an advantage over a competing swimmer. In addition, rules governing proper starts and finishes apply. In the event of an illegal stroke, turn, start or finish, a swimmer may be disqualified (DQ'd) from an event. Please refer to [USA Swimming Rules and Regulations page](#) for more information:

Swimmers who "false start" as defined in USA Swimming Rules and Regulations will be disqualified as follows:

1. Swimmers in 6&under, 7/8 and 9/10 age groups are allowed one (1) "false start" per event. In the event of a second false start by any swimmer in the same heat, the offender of the second false start will be disqualified and not permitted to swim the event.
2. Swimmers in 11/12, 13/14 and 15/18 age groups who "false start" will be disqualified immediately and not permitted to swim the event.

Coaches shall try to constructively discuss DQ's with swimmers at the meet or at practice after the meet. Swimmers who DQ for any reason shall not receive an official time or a ribbon for that event. DQ's shall be viewed as an opportunity for swimmers to learn and work with coaches toward stroke mastery.

RIBBONS AND AWARDS

Ribbons are given to every swimmer based on their finish in their heat. Points for the team are only awarded for finishes in the first heat of each event. Ribbons will be placed in swimmer files in the Swim Team File Box following the meet and can be picked up at the next practice. Swimmers and parents should not go to the scoring table during the meet for ribbons.

Ribbons are not given for Time Trials. Special awards and recognition may be given to swimmers for team, conference and league records, personal best times, scoring at Invitational Meets, high point, overall improvement during the season and sportsmanship.

LEAGUE CHAMPIONSHIP MEET

The league Championship Meet is held at the end of each season on a Saturday and Sunday in late July. All five (5) teams in our conference compete. The location of this meet will vary from year to year and is determined by the Nor Cal League.

ENTRIES & ELIGIBILITY

1. A league participant must swim in at least two (2) events (not including relays) in at least two (2) league dual or tri meets during the regular season to qualify for participation in the Championship meet. For purposes of this Section IV.A., the term "league dual meet" is defined as any dual meet occurring on a Saturday between two teams as defined in Article 3 of the league Bylaws. In addition to the foregoing requirement, a copy of a Northern California Swim League Application and a copy of a birth certificate for each League participant must be submitted to the League Registrar by the league participant's team no later than June 15th of the current regular season to qualify for participation in the Championship meet.
2. In order for a swimmer to enter an event, the swimmer must have a seeding time taken from either a league meet, a practice meet or a time trial conducted by a Team official or coach. The swimmer's best-recorded time in each event must be utilized for championship seeding purposes. In simple terms, entries with "No Times" will not be allowed.

CHAMPIONSHIPS MEET INFORMATION

The Championships Meet is a 2-day meet that follows a preliminary heats and finals format. Attendance at Championships is mandatory for all eligible swimmers. Check the team website for the date and location of Championships and plan accordingly. Families with 6 & under swimmers only should plan to attend on Saturday only, as their events and award ceremony will conclude Saturday evening.

Depending on the location of Championships, some families choose to stay at a hotel Friday and/or Saturday nights. Room blocks are typically made well in advance of the meet. Families are not obligated to stay at team hotel(s).

Swimmers will swim all strokes in which they have "legal" technique.

Parents will be required to work approximately 2-3 volunteer shifts over the course of the weekend, as determined by the league. Sign-up for these shifts will take place on our team website 2-3 weeks before the Championships Meet. These shifts are IN ADDITION TO the 6 regular season shifts.

Each team will be assigned a team area at Championships and all Barracuda families are required to set up their tents/chairs in our team area.

Families may set up tents on Friday evening before the meet at a designated time to be announced a couple days prior to Champs and may leave their tent frame (cover removed) overnight at their own risk. Family tents may also be set up on Saturday morning if preferred, though space may be limited.

Awards for 'High Point' are given to the top three, point scorers, in each age group at the League Championships Meet. Team awards are given for Championships and the Dual Meet season. The award ceremony for 6 & Under swimmers is Saturday evening. For swimmers 7 and older, the award ceremony is Sunday evening after the conclusion of the meet.

Additional detailed information regarding Championships will be sent via email as well as on the Barracuda website as the meet approaches.

PREPARING FOR A SWIM MEET

BEFORE THE MEET

Check the team website to ensure your swimmer(s) are signed 'IN' to the meet and check to see which events your swimmer(s) are swimming.

Parents, check the 'Job Sign up' tab to see which volunteer shift(s) you may have signed up for.

WHAT TO BRING TO A MEET

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

1. Team swim suit, team cap, and **at least** 2 pairs of goggles
2. Sunscreen
3. Extra warm clothes, sleeping bag, or blanket for cold mornings and evening meets
4. A shade structure and portable chairs (EZ-Up tents can be purchased at Big 5, Costco, etc.)
5. Water and healthy snacks! Some families will pack their own lunches, however most meets provide a snack bar with lunch fare. A portable cooler is recommended for summer meets.
6. Books, games, and other relaxing activities to occupy swimmers and/or parents between events
7. Towels
8. A Sharpie (permanent marker) is recommended for writing event/heat/lane on swimmer's arm.

SWIMMER CHECK-IN

Each swimmer should check-in at the meets at least **1½ hours** before starting time of home and away meets. **Saturday meets usually start at 8:30 a.m.**

1. Find our "team area" (each team has a designated area).
2. Each swimmer must check-in in person with the Barracuda "Check-in table."
****Parents should NOT check-in their children; swimmers are NOT to leave the club after checking in****
3. Check the posted "Final Meet Program" for last minute changes to your events. Use sharpie marker to mark your swimmer's hand/arm with each event# - heat – lane. (i.e. #4 – 2 – 7)
4. Check the Relay tent for last minute changes to relays.
5. Be ready for warm-ups! Your level/age group will be called to the deck by the coaches.
6. Stay in our "team area" when not swimming.
7. Any swimmer who has not checked in by the designated time may be scratched (not allowed to compete) from the meet.

PARENT VOLUNTEER CHECK-IN

1. Parent volunteers with a scheduled shift should arrive at the meets approximately one (1) hour before the meet and check-in at the **“Volunteer Check-in Table”**. Prepare to assume duties as required. **Certain shifts may require you to arrive earlier. (i.e. Set-up, Age Group Parent, Check-in table staff)**
2. Check in with your committee head and be on time for your shift.
3. Shift one (1) begins at the start of the meet and typically ends after the last backstroke event. Shift two (2) begins at the start of all long freestyle events and lasts until the end of the meet. There are some exceptions.
4. If you are not assigned a job for a meet, and are willing step in for a shift, please let the Volunteer Coordinator know. This is much appreciated!!

WARM UPS

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

GENERAL DECK RULES

1. No photography of any kind from behind the lane start/finish ends of any pool. No exceptions.
2. No use of cell phones behind lane start/finish ends of pool during competition/warm-up.
3. No obstruction of the orderly conduct of the meet.
4. No inappropriate language or excessively loud, unsportsmanlike shouting during the meet.
5. No goofing off during races or at the starting blocks.
6. No rowdy behavior in the “team areas”.
7. Spas and wading pools may not be used at any meet.
8. Swimmers may not use the ice machine at any meet.
9. Property or facilities of any club (including locker rooms/restrooms) shall not be damaged or misused in any way.
10. Pursuant to USA-S Rule 202.4.9H use of audio or visual recording devices, including cell phones, is not permitted in changing areas, restrooms, or locker rooms.
11. Pursuant to USA-S Rule 202.4.9I, “ deck changing” is prohibited.

DECK RULES CONTINUED...

Certain sections of the pool areas are restricted as to access. For example, there must be an alley on each side of the pool for the Stroke and Turn Judges, and there must be as much room as possible in the "Ready Bench" and Timer's areas. Unless you are authorized to be in such areas, please keep out.

Parents of young swimmers should try not to enter the Ready Bench area. Ready Bench volunteers and Age Group/Assistant/Junior Coaches may assist and encourage apprehensive younger swimmers.

The following are strictly prohibited in the pool area:

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

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

HOW A MEET WORKS

Once you have arrived, checked-in, warmed-up with your level, checked the posted 'Final Meet Report' and marked your event information on your arm, the meet is almost ready to begin! A typical meet consists of 83 events, running in order starting with Event #1 (6 & under Mixed Freestyle Relays). Each event consists of several heats usually with the fastest heats swum first.

When the meet begins:

- The announcer will call for certain events to report to the Ready Bench Area.
- When one of your events is called, check in with your age group coach if possible, and then go to the Ready Area.
- You will be placed in the Ready Area according to your heat and lane assignment for that event.
- You will move up until your heat is ready to swim.
- Proceed to the starting blocks when directed.
- The Starter will then call for swimmers to step up on the blocks (or enter pool for Backstroke). Do not step on blocks or enter pool until directed by the Starter.
- The Starter will command you to "Take your mark", then will sound the loud "beep" which signals you to begin your race.
- Once you have finished your race, shake hands with swimmers in neighboring lanes then exit the pool promptly. If possible, check in with your age group coach for feedback.
- Return to the 'team area' and listen for the announcer to call your next event to the Ready Bench.

All swimmers are strongly encouraged to remain at the meet until it is over. The Barracudas have a strong tradition of cheering on their teammates in the Freestyle Relays at the end of each meet! Show your team spirit!!!

SOCIAL EVENTS & SPIRIT

Our Johnson Ranch Barracuda swim club has been successfully built through a committed community of incredible Families, Coaches and Swimmers all pulling together for the most complete memorable family experience possible! With all of the hours and hours of hard work that our Swimmers, Coaches and Families will be putting into continuing our team's unique fun traditions, we will be having some Social Events planned for everybody to enjoy! Make sure to immediately save these dates on your calendar!

- **New Swimmer Interest Night/Meet the Coaches (February)**
A great way for new families to learn about the team, get to know each other, meet the Board and Coaching staff and ask lots of questions!
- **Team Kick -Off Party (April)**
After your first official swim practice of the season, join your fellow teammates for a Barracuda Decorated Cookie Social!
- **Barracuda Splash Dash (April)**
An entire team event in which swimmers swim laps to fundraise for the team and socialize with food, drink, music and games! Always a fun event!
- **Time Trials Kick-off Party (April)**
Immediately following Time Trials, we will be kicking off our season with crazy relay races, coaches in the Dunk Tank and enjoying all of our Barracuda families with a classic Pool Party
- **Team Breakfast (June)**
After practice all age groups combine to sit together for donuts on the pool deck/lawn.
- **Flick and Float Movie Night (June)**
Bring your float or grab a noodle to enjoy a movie night in our pool with friends under the stars
- **Senior Group Whitewater Rafting Trip (June)**
Senior group (13 & up) swimmers spend the day whitewater rafting together on the South Fork or the American River!
- **Sunsplash Day (July)**
Parents and swimmers alike purchase tickets for a fun evening at Nite Slides at Sunsplash. Our team will have a special area and all-you-can-eat BBQ!
- **Pep Rally Pasta Feed (July)**
A chance for swimmers and their families to get pumped for Champs! Car decorating, Pasta Feed, Champs Cheers and more!
- **Awards Night/End of Season Party (August)**
Shortly after Championships, this is an evening to recap the accomplishments of the team. Awards are given to all swimmers and recognize certain swimmers with special honors. Cake and refreshments served after awards!
- **Various Age Group Socials (throughout the season)**
Fun gatherings of one age group at a time intended to foster bonding with swimming peers. Look for more info on the team website as these events are planned.
- **Spirit Activities (all season)**
Our Spirit Committee plans fun themes for each home meet, with fun and games the kids LOVE!

COMMUNICATIONS

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

The primary method of communication is through the Barracudas website:

www.johnsonranchbarracudas.com, and the **Weekly Streamline Newsletter**. The newsletter will be sent via email to the entire team. It will contain important information regarding upcoming events, swimmer highlights, and a message from Coach Donny. You will also find important links within this newsletter. The newsletter will also be posted on the team website under the "News" tab. Please be sure your email address is up to date on your account and check your spam folders for missing email.

Team Feed: On the team website, you will also find an area called Team Feed. This will link to the Barracuda Facebook page. If we have to cancel practice or make major changes, you will find that information here.

E-mail addresses for all coaches and Board members can be found on the team website under the 'About Us' tab. You may email any coach or Board member at any time with questions/concerns/suggestions.

An informational bulletin board is located at the South Club in hallway leading to the pool deck. Swim-related articles, upcoming events, and more can be found here.

Swim Team File Boxes can be found on tables on the pool deck at the South Club during practices and meets. Each family should have a folder with their last name on the tab. Ribbons, awards, and some team informational flyers will be placed in these files. Please check them often and collect items from your file regularly.

South Club Front Desk has a swim team box where messages can be left for coaches or board members.

Social Media: Please take a minute to Like us on Facebook and Follow Us on Instagram.

VOLUNTEER JOB DESCRIPTIONS

STRIKER SCHOOL TEAM (Season-Long Commitment): Formerly age-group tent parent.

This role has changed for the 2019 Season, please read descriptions carefully.

- Each meet will have 2 volunteers for each of the following:
- 6&U: Events 1, 20, 21, 32, 33
- 7/8 morning shift: Events 2, 3, 4, 5, 22, 23, 34, 35
- 7/8 afternoon shift: Events 44, 45, 54, 55, 64, 65, 74, 75
- Morning relay coordinator
- Afternoon relay coordinator
- All volunteers work as a team to get our youngest barracudas to the Striker School Tents (formerly age group tents) in time for their race. Coaches and junior coaches will take over at the ready bench. Relay coordinators also organize the swimmers into their relay teams based on the lists from the coaches, and then ensure all swimmers are at the correct lane, on the correct side of the pool, in time for the race.
- Responsible for circulating through family tent area and announcing for swimmers to go to the tent
- **Who it's for:** Families with swimmers in this age group. Someone who is patient and great with organizing a group of excited kids! A person who is positive, and efficient at moving kids through the ready bench process quickly. If you love to get swimmers 'pumped up' for their races, this is for YOU!
- **Who it's not for:** Parents who do not have 6 & Under or 7/8 swimmers. Families who will miss multiple meets throughout the year.
- **Benefits of the Job:** There will be a flurry of activity right around the events for which you are responsible, and then some time to relax and enjoy the meet. It is **ESSENTIAL** that these roles be filled because if these swimmers are late to ready bench, the entire meet schedule can be affected.

ANNOUNCER:

- On a microphone, announce swim events, heats, and swimmer names at home swim meets. Also make general announcements and calls for swimmers to report to ready bench. Must stay in place during the shift.
- **Who it's for:** Someone with a clear, projecting voice; good with pronunciation; enthusiastic person who enjoys being on a microphone.
- **Who it's not for:** If you don't enjoy the spotlight, or have a quiet voice, this isn't the job for you!
- **Benefits:** Great seat to see all the events! You only work at home meets.

CHECK-IN:

- Staff the check-in table to check in swimmers in the morning before the meet. Also, may check-in parent volunteers. Produce, distribute, and post the FINAL meet program and assist in writing 9 & Under relay slips for morning and afternoon relays.
- **Who it's for:** EARLY RISERS! This job starts earlier than normal shifts. Also, helpful to know a lot of families. If you are bright and cheerful in the morning, this is for you!
- **Who it's not for:** If you're not a 'morning person' or if you tend to run late to meets, this isn't for you.
- **Benefits:** You always get a great parking spot and tent space, and you get to know a lot of people on the team!

COLORADO, COMPUTER OPS SET-UP, & COMPUTER OPS SCORER:

- **Colorado** operator works with the timing system, next to the starter. Works closely with the Computer team. **Computer Operations Set-up** assists in setting up computer timing system needed at home meets. May be needed in the days leading up to home meets and on meet mornings to set-up system. **Computer Operations Scorer** runs Meet Manager software during home meets. Re-seeds the meet after scratch meetings, verifies times, processes DQ slips, prints meet results and ribbon labels.
- These three jobs work together as a team and require some training and a certain comfort level working with computer systems.
- **Who they are for:** People that LOVE working with computer systems. We know you're out there! Also, people that want to learn. It's really not that scary!
- **Who they are not for:** People that are baffled by computer systems. We know you're out there, too! Also, if you have little ones and need flexibility to come and go, this isn't for you.
- **Benefits:** Seat in the shade for the entire meet. Great view of all the events!

FLOATER:

- Essentially on-call for one shift at a swim meet and will be called to fill any position at any time. Families may only sign up for ONE FLOATER SHIFT PER SEASON. Must submit cell # for person on-call during morning check-in.
- **Who it's for:** Someone who is flexible and reliable!
- **Who it's not for:** Someone who would like to know exactly what they will be doing prior to the meet.
- **Benefits:** Sometimes you get called, sometimes you don't!

HEAD TIMER:

- Responsible for keeping JRRC stopwatches in good working order. Brings stopwatches to meets and collects afterward. Head Timer also acts as a back-up timer for timers who may have forgotten to start/stop their stopwatch.
- **Who it's for:** Someone reliable, with quick reaction time, that doesn't get easily distracted.
- **Who it's not for:** Someone who isn't reliable and gets easily distracted.
- **Benefits:** You get to be involved in the whole meet and the job isn't too stressful!

READY BENCH:

- Uses the Meet Program to arrange swimmers in proper heat/lane order prior to each event. Takes swimmers in order to starting blocks before each heat of particular race. Works with a team of Ready Bench volunteers to help kids find their spot on the benches and keep them in order.
- **Who it's for:** Someone who is patient and great with organizing a group of excited kids! A person who is positive, and efficient at moving kids through the ready bench process quickly. If you love to get swimmers 'pumped up' for their races, this is for YOU!
- **Who it's not for:** Someone who doesn't like corralling kids, or someone with little patience.
- **Benefits:** It's fun to get the kids excited about their races! You get to know A LOT of swimmers. Once the kids are over 10, they essentially know the drill!

RIBBONS:

- Places computer-generated labels on corresponding award ribbons. File labeled ribbons in the family file boxes.
- **Who it's for:** Someone who likes to sit and chat, but also enjoys some busy filing work!
- **Who it's not for:** Someone who wants to watch the whole meet. The Ribbons table is usually behind the computer tents with a limited view of the pool deck.
- **Benefits:** Flexibility to step away to watch your swimmer's events. Not a stressful or difficult job! Your kids can hang out with you and even help!

RUNNER:

- Collects timing sheets from timers at each lane and delivers to computer team. Collects and reviews DQ slips from Stroke and Turn Judges and delivers to Meet Referee. Posts results and provides additional support to computer team.
- **Who it's for:** Someone who likes to be busy and on their toes! And someone who likes to be in the know!
- **Who it's not for:** Someone who doesn't like to run around a lot.
- **Benefits:** You are essential to the meet and responsible for handling official meet business. Plus, you burn a few extra calories in the process!

SET-UP & TAKE DOWN:

- **Set-up crew** arrives early before each home meet to set up tents, tables, chairs, equipment, etc. Transports and sets up some equipment at away meets. **Take Down crew** stays after the meet to take down tents, tables, equipment and restores pool deck back to its original layout. Take Down crew may need to transport tents, tables, equipment, etc. back to JRRC after the meet.
- **FAMILIES MAY ONLY SIGN UP FOR ONE (1) SET-UP OR TAKE DOWN SHIFT PER MEET.**
- **Who it's for:** Someone who doesn't want to have to volunteer during the meet. Also great for someone with a big truck or SUV (for away meets) who likes physical work! Set-up is for EARLY RISERS.
- **Who it's not for:** Someone who doesn't like physical work. Take Down is not for people who want to leave right after the meet.... or families with only 6 & under swimmers who are typically finished at the meet early.
- **Benefits:** Set-up is great for families who might need to leave the meet early! Also, you always get a great parking spot and tent space! Take Down is great for parents that just want to relax and watch the meet, then volunteer when it's over.

STARTER:

- The Starter works alongside the Meet Referee and calls swimmers to starting blocks, announces 'take your mark', and sounds the start 'beep'. There are several rules the starter must enforce for the start of each race. The rhythm and technique of the starter is crucial to the meet; therefore, this job requires specific training. Prior swim experience is very helpful!
- **Who it's for:** A committed parent willing to go through the training!
- **Who it's not for:** Someone who doesn't want to stand for the entire shift.
- **Benefits:** The best seat in the house! Also, advance sign-up if you are qualified to do this job.

STROKE & TURN JUDGE (Season-Long Commitment):

- Stands poolside during the meet and observes swimmer's starts, turns, stroke technique, and finishes to ensure proper, legal technique. Writes disqualification slips for swimmers who do not have legal technique. Swimming experience is helpful but not necessary. Training is required for this position and is provided at JRRC.
- **Who it's for:** Anyone who wants to learn more about swimming and wants to be involved on the pool deck during meets.
- **Who it's not for:** If you might be uncomfortable DQ-ing a swimmer, or you don't like to stand a lot, or if you need to attend to little ones, this probably won't work for you!
- **Benefits:** Advance sign-up for these jobs if you commit to attend training. Lots of on-the-job training, too!

TIMER:

- Each lane at a swim meet requires 3 timers. Timers sit at one end of each lane and operate a timing plunger and/or stopwatch. They watch for the light on the starter and then watch for the swimmer to touch the wall at the finish. The timer then records each swimmer's time on a sheet that is collected by the runner. No experience needed AT ALL. Seriously, it's pushing a button!
- **Who it's for:** Everyone!
- **Who it's not for:** Someone who isn't able to sit in a timer chair for an entire shift. If you need flexibility because you are a solo parent at meets and you have younger swimmers, this may not work for you. If you don't want to get a little wet, pass on these shifts.
- **Benefits:** It's great seat in the shade and the hospitality crew brings you snacks! How great is that? Plus, you get to meet other parents who are timing with you!

OTHER VOLUNTEER OPPORTUNITIES:

- **Social Committee Member** – Helps Social Chair plan and execute Social events for the team. This position is season-long and requires that volunteers help with all activities listed below. Contact the Social Chair at social@johnsonranchbarracudas.com ASAP if you would be interested in serving on the Social Committee! The Following Opportunities will exist to help the Social Chair (and thus the team) this season:
- **Kick-Off Party:** Set Up and Take Down shifts available (April 27 following Time Trials)
- **Flick & Float Movie Night:** Set Up & Take Down Shifts Available, Candy Coordinator Shift
- **Champs Pasta Party Pep Rally:** Set Up & Take Down Shifts Available, Food Service and Coordination
- End Of Season Celebration: **Set Up & Take Down Shifts Available;**
- **Spirit Committee Member** – If you are interested in selling Barracuda Gear at Meets and helping in the spirit booth please contact the Spirit Chair. Shifts are available.
- **Splash Dash**– Sets up fundraising communication and promotes the event to the team. Works with the Fundraising Chair to put on a fun, team-building event! Tracks fundraising dollars, swimmer donations and raffle execution.
Contact the Fundraising Chair at fundraising@johnsonranch.com if interested.
- **Volunteer Committee Member** - Running an army of parent volunteers is not a job for a single person. The Volunteer Coordinator needs assistants to help during meets, and sometimes the in the week before a meet (very minimal). Roles will include monitoring check in, checking that parents show up for their assigned shift, reporting any problems to the Volunteer Coordinator and filling in for no shows in emergencies to ensure the meet stays on schedule. This is a season-long commitment and will cover the volunteer requirements for the families that help.
Contact the Volunteer Chair at volunteer@johnsonranchbarracudas.com if you are interested.

SWIM TEAM JARGON

STREAMLINE:	The most important thing in the sport of swimming! Head in line, with straight arms overhead and hands palm over palm with thumbs locked, core strong and body straight.
SCRATCH:	When a swimmer who is signed "in" to a meet is removed from some/all events. (i.e. "My son needs to scratch this meet. He has the flu." or "I need to scratch the 50 Fly...my shoulder is sore.")
MARKING EVENTS:	When a swimmer writes his or her event/heat/lane information on his/her arm with a permanent "Sharpie" marker. (#25/1/4 = Event25, Heat 1, Lane 4)
I.M.:	Individual Medley; an individual event of the four strokes swum in Fly, Back, Breast, Free order.
MEDLEY RELAY:	A four-person relay swum in Back, Breast, Fly, Free order.
ANCHOR:	The fourth swimmer in a relay.
HEAT:	A single race of swimmers in a competition pool. An 'Event' usually consists of several heats of swimmers. (i.e. "My son is in the 2 nd heat of the 25 Free.")
LANE:	A single lane of the swimming pool in which a swimmer competes in a race.
SHORT vs. LONG FREE:	All swimmers ages 7 and up swim two different freestyle events. One is the shorter distance (short free) and the other is the longer distance (long free). Long free is double the distance of the short free.
SEED TIME:	A swimmer's best time in a particular event. A seed time determines which heat a swimmer will compete in. (Seed also meaning a rank in a particular event. I.e. "My friend is the top seed in the IM!")
PERSONAL BEST:	When a swimmer achieves a faster time than their previous best. Also called a PB or PR (Personal Record).
TIME TRIALS:	A required meet swum at the beginning of the season by our team only to establish a set of seed times for upcoming dual meets.
CHAMPS:	Champs is short for "Championships"; a required meet for all swimmers at the end of the season.
MEET OF CHAMPS:	Also called MOC; a meet which takes place 1-2 weeks after Champs for swimmers with fast qualifying times only.
PRELIMS/FINALS:	Prelims means "Preliminary events" at Champs. All swimmers swim 3 events each morning (Sat: Short free, I.M, Back. Sun: Long free, Breast, Fly). The top 10 finishers in each "Prelim" advance to re-swim the same events in afternoon "Finals."