

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 Racquet Club shall supersede the policies set forth in the handbook in the event of a conflict. *Revised 3.28.17*

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ABOUT THE BARRACUDAS

The Johnson Ranch Racquet Club Barracudas Swim Team is comprised of approximately 275 swimmers from ages 5 to 18. We compete in the Comstock Conference of the Nor Cal Swim League. There are 5 teams in our conference comprised of approximately 1,200 swimmers. Our season begins the first Monday in April and ends in late July.

OUR TEAM VISION

Every swimmer fit for life.

OUR TEAM MISSION

The Johnson Ranch Barracudas are a recreation-based age group competitive swimming program committed to providing every participant with high quality swim technique training in an environment that is safe and fun. We believe that the Barracuda emphasis on sportsmanship, family participation, teamwork and continual strive to "Do your best!" teaches essential life skills that will lead to a lifetime of fitness, personal and professional success for our children.

SWIM TEAM STATEMENT OF VALUES

PHYSICAL FITNESS

Take care of ourselves through proper nutrition, exercise and rest.

INDIVIDUAL EXCELLENCE

Do your best by always striving to master skills that contribute to your best personal performance.

TEAMWORK

Work together by being flexible and supportive, to produce a result better than what could be achieved alone.

COMPETITIVENESS

Develop and maintain a high level of discipline, perseverance and determination that results in positive competition.

SPORTSMANSHIP

Demonstrate integrity, respect, responsibility and accountability in our behavior towards others and ourselves.

A GREAT PLACE TO SWIM

Create a fun, encouraging environment that fosters a positive attitude about the sport of swimming, our teammates, our coaches, and ourselves.

OUR TEAM GOALS

1. Swimmers will be instructed in the proper technique of the four swim strokes.
2. Coaches will utilize endurance training and instruction of proper take offs, turns and finishes.
3. Parent volunteer committees shall be coordinated to include all parents in the running of swim meets, Championships, social events and fundraising events.
4. Social activities that help develop camaraderie & team spirit among team members will be planned.
5. Appropriate behavior, good sportsmanship and respect of all club properties/facilities by swimmers and parents will be expected at all times.
6. Parents will be supportive of coaches and use appropriate procedure for complaints.

COACHING STAFF

The coaches are employees of the club and report to the JRRC Club Manager.

The coaches shall understand and accept the philosophy of the team and the NorCal Swim League. They shall provide examples of leadership, cooperation and good sportsmanship to the team members. The coaches shall attempt to foster these qualities in the swimmers.

In the event of a violation of the Swimmer Code of Conduct agreement and/or general deck rules, or any behavior deemed unacceptable at any team function, the coaches shall have the discretion to enforce disciplinary action including suspension or expulsion from the team. Junior coaching staff shall defer disciplinary action to the Head Coach or Associate Head Coach.

The coaches shall familiarize themselves with each swimmer's abilities and instruct each swimmer so that the swimmer learns the proper techniques for each stroke, starts, turns, and touches. The team intends that the techniques of each swimmer and his or her times will improve over the course of the season.

The coaches shall schedule swimmers for the meets in a manner that is consistent with the philosophy expressed in this handbook and league rules.

PRACTICES

Practice begins on **the first weekday in April** and continues Monday through Friday until the Championships Meet in July. Regular season practices end after Championships.

- Each season the team issues a practice schedule with the practice times for each age group/level.
- During the school year, practices are conducted after school in the afternoon/early evening. Practice times move to mornings during the summer break.
- Each swimmer should arrive at least ten (10) minutes before the scheduled practice.
- Swimmers should not enter the water until invited by their coach and must not remain in the pool after their scheduled time ends.
- **Children under 5 may not use the spa at any time. Swimmers under 14 may only use the spa in the presence of a parent/guardian within view of the spa, even before/after practice. The Coaches are not responsible for children in the water after their practice ends.**
- Practice is only canceled in the event of electrical storms and severe wind. Rain, hail, or cold weather is not grounds for canceling practice.
- Parents are welcome to observe practice from the deck, but should not approach coaches on deck during practice. Any questions or concerns for the coaches should be emailed to the coach or to any of the board members.
- Practice levels for each swimmer will be determined by the coaches and based on each swimmer's technique, endurance, and/or age. Typically, levels are determined as follows: Level 1 – Ages 5-7, Level 2 – Ages 6-8, Level 3 – Ages 7-10, Level 4 – Ages 9-12, Level 5 - Ages 10-14, Level 6 – Ages 13-18.
- Swimmers may be asked to move up or down a practice level to best meet the needs of the individual swimmer. Swimmers should only attend their assigned level unless a change is approved in advance by a coach.

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 JRRRC 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 RACQUET 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 league Bylaws. Refer to: 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 Bylaws.)*
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 RESPONSIBILITIES

1. Within a single swim season, swimmers should attend at least 2 (two) league dual or tri meets and the Championship Meet. A request to be excused from time trials or the Championship meet must be requested **in writing** to the JRRRC Barracuda Swim Team board of directors (board@johnsonranchbarracudas.com) and is subject to approval provided a suitable replacement is arranged for the championship meet parent(s) volunteer responsibilities.
2. In order to be eligible for Championships, a swimmer must swim at least 2 (two) events each (not to include relay events) at 2 (two) league meets each season.
3. Swimmers should attend at least 3 (three) practices each week.
4. **Each swimmer (or parent) must sign 'In' or 'Out'** for each meet on the team website, by the registration deadline.
5. Each swimmer **must** be present to Check-in by a pre-determined time at each meet.
6. Each swimmer should wear appropriate swimwear, goggles and swim cap (long hair) to practices as directed by the coaches. The team uniform (or racing suit) and team cap should be worn at all swim meets.
7. Swimmers are expected to be **on time** to all practices and swim meets.
8. Each swimmer **MUST** exhibit good sportsmanship and adhere to Swimmer Code of Conduct.
9. General deck rules shall be followed and respect for home and away facilities shall be shown at all times.
10. Swimmers should always maintain a cooperative and positive attitude during practices and meets.

PARENT RESPONSIBILITIES

1. Get your children to practices and meets **on time**.
2. Sign up for and fulfill the required number of volunteer shifts at meets or team social events as determined at the beginning of the swim season. See 'Parent Volunteer Positions' section.
3. Ensure your swimmer(s) is well rested, hydrated, and properly nourished for meets and practices.
4. **Sign your child 'In' or 'Out'** for each meet of the season.
5. Communicate constructively with coaches, swimmers and other parents.
6. Set an example of good sportsmanship through positive, encouraging behavior.
7. Avoid approaching coaches with questions/comments on deck during practice times.

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 JRRRC.
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! 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 up on the team website for 6 shifts during the regular season. (a description of each job can be found on the website)
2. By volunteering as a Coordinator for a particular job for the entire season*. (i.e. "Hospitality Coordinator")
3. By serving on a specific time intensive committee for the entire season*. (i.e. "Social Committee")
4. 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 events.

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.

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 \$500.00, 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.

*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		

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. JRR 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.)

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 Bylaws, 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
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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 Friday 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 in 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 make an effort 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 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 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.

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

The Barracudas have several social events throughout the season to foster team camaraderie and relay important information! Some include:

- **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/Barracuda FUNdrasier (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!

- **Parent Socials (throughout the season)**

Call the sitter and get to know your fellow swim parents in a relaxed setting. Drinks and appetizers served!

- **Team Breakfast (June)**

After practice all age groups combine to sit together for a tasty breakfast on the pool deck/lawn.

- **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!

- **Car Decorating Night (July)**

A chance for swimmers and their families to get together and show team spirit by decorating their cars prior to Championships. Pizza and snacks provided!

- **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 swim meet, with goodies 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

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.

Weekly Newsletter updates will be sent via email to the entire team with important information regarding upcoming events, reminders, coach messages, and swimmer highlights. These newsletters can also be found on the website on the homepage and 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.

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.

The Den Door is located on the inside of the door of "The Den" on the pool deck. Announcements and reminders of all sorts can be written on this chalkboard surface.

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

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 = Event 25, 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 in which a swimmer competes in a race.
SHORT FREE 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".

VOLUNTEER JOB DESCRIPTIONS

AGE GROUP PARENT (Season-Long Commitment):

- Two families each sign up for an age group. (6U Boys, 6U Girls, 7/8 Boys, or 7/8 Girls)
- Both families work together at all home and away meets including Champs.
- Responsible for helping swimmers get to ready bench, writing and distributing relay team slips, and helping parents write event/heat/lane information on swimmers' arms.
- **Who's it for:** Families that love hanging out with a tent full of kids! Two families who would like to work together can sign up as a pair for the season!
- **Who it's not for:** Parents that want a 'neat and quiet tent'. Parents who do not have 6 & Under or 7/8 swimmers.
- **Benefits of the Job:** NO NEED TO BRING A TENT...IT'S ALREADY SET UP FOR YOU! You know your job assignment for the whole season...no stress about signing up for shifts or wondering what your shift is at a meet.

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! Plus, you get to sit on the lifeguard throne and they bring you food!!

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!
- **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!

HOSPITALITY:

- Prepares and delivers snacks and drinks to volunteers and coaches during home meets.
- **Who's it for:** Someone who enjoys prepping food and serving folks! Also a great job for someone who would rather move around during a shift than sit.
- **Who it's not for:** Some who would rather sit and doesn't like being in the sun.
- **Benefits:** FREE SNACKS! And you're well loved...you're delivering food and drinks!

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!

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 JRRRC 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 along side 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:** This is 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. Contact the Social Chair at social@johnsonranchbarracudas.com ASAP if you would be interested in serving on the Social Committee!
- **Spirit Committee Member** - Helps Spirit Chair with spirit related functions at swim meets and the FUNdraiser/Kick-off Party. This position is season-long and includes volunteering at Champs! Contact the Spirit Chair at spirit@johnsonranchbarracudas.com ASAP if you are interested.
- **Johnson Ranch Invitational Coordinator** – Organizes our home Invitational Meet in June. Contacts and coordinates visiting teams, vendors, and more. Organizes volunteer staff to ensure an efficiently run meet. This is best for an experienced swim parent with great communication/organizational skills. Contact a board member board@johnsonranchbarracudas.com to learn more!
- **FUNdraiser/Kick-off Party Coordinator** – Sets up fundraising communication and promotes the event to the team. Works with the Spirit Committee to put on a fun, team-building event! Organizes food, entertainment, activities, etc. Tracks fundraising dollars and swimmer's donations. Contact the Fundraising Chair at fundraising@johnsonranchbarracudas.com if interested.