March 17, 2013

**The River Run Club**4204 Clearwater Lane
Naperville, IL 60564
630.904.1494

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# Welcome

Welcome to the 2013 River Run Raptors Swim Team season. We are very excited to have you with us today. This season will kick-off our 19th year as a team with an exciting schedule of swim meets and several social activities for our swimmers and their families. The parents’ involvement and strong support for the swimmers are encouraged and critical to the success of the team.

The River Run Raptors Swim Team is a not-for-profit organization and a member of the Naperville Swim Conference. The Team was established in 1995 with a membership base that continues to grow every year. The Board of Directors consists of the President, Vice-President, Secretary, Treasurer and Park District Representatives and as a leadership team directs all facets of the team’s operations. This governing body is responsible for enforcing the Bylaws of the Naperville Park District Swim Conference and those of the River Run Raptors Swim Team. With the help of dedicated parents in various Committees, the River Run Raptors Swim Team is a private organization designed for the children of the River Run Community.

The River Run Raptors [Board of Directors](file:///C%3A%5CUsers%5Cssommers%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CLocal%20Settings%5CTemp%5Cmsohtml1%5C01%5Cclip_punused.htm) and the Swim Team look forward to a fun-filled season that promotes:

* Team Building
* Self-Esteem
* Sportsmanship

Enclosed in this package is most of the information you will need for participation on the River Run Raptors Swim Team. We also encourage you to visit our website regularly for the most recent information about events, practices, meets and other relevant information throughout the 2012 season. The official website of the River Run Raptors Swim Team is…

[**www.rrraptors.org**](http://www.rrraptors.org)

Please take the time today to meet our coaching staff and other members of the swim team. We encourage you to ask questions, provide feedback and suggestions, and simply mingle. We look forward to working together throughout the swim season.

**The Board of Directors**

# What to Do

The registration process guide will usher you, step by step from volunteer sign-up to swim suit requirements. Our coaches and other members of the Executive Board are available for help in case you need help with any or all part of the registration process. *Before you go through the process, we encourage you to read through this section first.* So, let’s get started.

## Table 1: Check In

At **Check in Table #**1, you were given this numbered packet to assist you during the registration process, which includes:

* Deciding on six (6) Parent positions plus a Parent position for the Time Trials
* Signing a waiver for each of the swimmers, both Parents must sign. There are two waivers.
* Paying for the registration fee and Parent job deposit
* Ordering swim suits and other merchandize

## Table 2: Parent Sign Up

Since this a not-for-profit, self-funding organization, parents of the swimmers also referred to as the Parents Board will need to play a very active role in the team operations. As members of the River Run Raptors Swim Team, swimmer households are required to sign-up for six (6) Parent positions plus a position for the Time Trials. These positions range from helping with the running of the swim meets, both at home and away, to chairing committee positions. This season, we are asking the Parent Board to pick from the following job assignments.

* Timers
* Officials
* Concessions

We realize that hectic schedules due to job and other family commitments may preclude you from parent jobs. You may elect to pay $500.00 in lieu of Parent for six (6) positions. In so doing, you would fulfill your Parent job responsibilities for the season.

The Parent job positions are on a first come first serve basis. When you checked in, you were assigned a number. Please wait until you are called before proceeding to the **Parent Sign up Table #2**. At this table, you will meet our Parent Chairperson.

In order for a smooth meet, we require each parent to agree to work the following times at the meet. We all count on each other and we ask that you comply with the times required to be at the meet. If for some reason you are running late, we require you to find a substitute or replacement.

Keep in mind there may be a Rainout during the season causing the meet to be moved to a new date. Please be reminded that you are still responsible to fill your slot during the makeup meet.

Please also note that any swimmers going to the City and/or Classic meets must have their Parents available for a Parent job to be assigned to them at these meets. This is a requirement from the Naperville Park District.

PLEASE NOTE THE STARTING TIMES REQUIRED FOR EACH JOB

|  |
| --- |
| **Tuesday Meets - Worker Check In Times** Swimmer Check in: 4:30 PMMeet Start: 5:30 PM |
| Job | Check in Time |
| **Non-Concessions Jobs:** |
| Hospitality | Check in by 4:30 PM |
| Marshalls (Clerk of Course), Runner, Scoring, Floaters | Check in by 5:00 PM |
| Officials and Timers | Check in by 5:00 PM &Officials/Timer Meeting at 5:15 PM |
| **Concessions Jobs:** |
| Concessions Early Shift(to 7:30 PM or Backstroke end) | **Check in by 4:00 PM** |
| Grill   | Check in by 5:00 PM |
| Concessions Late Shift(until after take down; 15-20 min after meet) | Check in by 6:00 PM, At station (after 6U Backstroke) |

|  |
| --- |
| **Saturday Meet - Worker Check In Times** Swimmer Check in: 7:30 AMMeet Start: 8:30 AM |
| Job | Check in Time |
| **Non-Concessions Jobs:** |
| Hospitality | Check in by 7:30 AM |
| Marshalls (Clerk of Course), Runner, Scoring, Floaters | Check in by 8:00 AM |
| Officials and Timers | Check in by 8:00 AM &Officials/Timer Meeting at 8:15 AM |
| **Concessions Jobs:** |
| Concessions Early Shift(to 10:30 AM or Backstroke end) | **Check in by 7:00 AM** |
| Grill   | Check in by 8:00 AM |
| Concessions Late Shift(until after take down; 15-20 min after meet) | Check in by 9:00 AM, At station after 6U Backstroke) |

## Table 3: Waivers

Upon completing the Parent sign-up, you will proceed to the **Waiver Table #3.** The Naperville Park District Swim Conference, the River Run Club and the Raptors Swim Team require that the Parent Board sign a program waiver and release of all claims. ***One waiver must be signed for each swimmer.*** If you have more than one child swimming, you must submit more than one waiver. Waivers must be signed by both parents. We understand that you may need to take them home for that. They must be returned within 1 week. In addition, we will ask you if you will like to utilize babysitting for home meets. There are two waivers, one for the Park District and the other for the Raptors.

## Table 4: Collections

Next, you will need to visit the **Collections Table #4**. At this table, we will collect the registration form you completed and we will collect your registration fees. Registration fees are as follows:

* $225.00 for the first swimmer
* $110.00 for each additional swimmer

You will also be required to provide a $300.00 deposit on a separate check. This check will not be cashed and will be held until the end of the season. In the event that you do not fulfill your Parent job assignments, the River Run Raptors Swim Team will cash the deposit check as compensatory.

Both checks must be made payable to: ***The River Run Raptors Swim Team***

## Table 5: Raptor Wear – www.rrraptors.org

The River Run Raptors have partnered with Boomer T’s in Aurora for some clothing. Here you can view samples and place an order. This is completely optional. These items will take about 4 weeks to arrive. Please make your check out to Boomer Ts, sales tax is already included. You can also order these via their website. There is a link on our website also www.rrrapotrs.org. All orders must be placed by May 1st to assure delivery before the first meet.

## Table 7: Swim Suits

New Swim suits are available this year or you can wear your old one. We have switched vendors this year and are now working with Swimmer’s edge in Woodridge. They will be on site for signups for any help with suits.

# Swim Team Fees

The River Run Raptors Swim Team is a not-for-profit, self-funding organization. Throughout the season, we as an organization incur expenses ranging from Naperville Park District fees and insurance premiums to coaching salaries and equipment maintenance. To fund these expenses, we rely on registration fees collected from the Parent Board, donations from individuals and corporation, and other fund raising activities. The fees we collect today will help fund operating expenses for the 2013 season.

## Registration Fees

The total cost to register for the River Run Raptors Swim Team will vary per household and is depended on the number of swimmers. Each additional swimmer fees are discounted. The registration fees for each swimmer are as follows:

First Swimmer in a Household $225.00

Second and Each Additional Swimmer in a Household $110.00

## Parent Jobs Security Deposit

As a self-funded organization, we rely upon the Parent Board to fulfill six (6) Parent Job positions for the year. You will need to sign-up for all Parent Job positions today to complete the registration process. The Parent jobs are specific to meet dates. If you are unable to fulfill your duties for that day, it is your responsibility to identify and secure a substitute. We can help you find a replacement or pay a worker to cover your job if given enough notice. **Unfulfilled Parent job obligations will result in a penalty and forfeitures of your Parent jobs security deposit.**

Parent jobs Security Deposits $300.00

## Swim Suits

The Naperville Park District Swim Conference asks that each member of the club swim team to wear similar suits. For the 2013 season, to save on some of your out of pocket costs, you have the option of wearing the “Old” style TYR “Sonic Wave” green suit if you already have one that fits or ordering the new style which are TYR “Great White” in green. **Naperville Swim Shop** will be taking your orders at Table 7. Please visit the **Table 7** to purchase the swim suits and caps. Swimmers not wearing one of the team swim suits will not be allowed to compete during the meet. The cost of the swim suits are as follows:

Female-All Sizes $52

Male-All Sizes $34

You may also purchase goggles, caps, and other merchandise from Boomer T’s at **table #5**. The River Run Raptors prices are as follows:



Hooded Sweatshirts – Adult Sizes $24.00

Hooded Sweatshirts – Youth Sizes $24.00

Sweat Pant – Adult Sizes $21.00

Sweat Pant – Youth Sizes $15.00

Parent - Ladies Polo $20.00

Parent – Men’s Polo $34.00

Flannel Pant – Adult Sizes $24.00

Flannel Pant – Youth Sizes $24.00

Cheer Shorts $14.00

Auto Decal $6.00

Hat and Visor $9.00 - $11.00

Ladies\Men’s T-Shirt $15.00

## Swim Team Pictures – TBD

We all know that our kids grow so fast and before you know it, they are off to college. As each year goes by, **Pictures by Jane**, the official photographers for the River Run Raptors will help us capture precious moments our kids will experience this swim season. During the team picture, **Pictures by Jane** will also take individual shots of your swimmer, still or in action. They have put together packages that you may purchase or individual pictures depending on your preferences. The cost of the packages and individual photos are as follows and are not due until June:

Order Form for River Run Raptors

*Please print – thanks!*

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Phone number |  |
| Email address |  |
| Age group |  |
| ***If photographed with siblings, please list:*** |  |

|  |  |
| --- | --- |
| **Package A: $30** | **Package B: $20** |
| 1 – 8x10 Team photo w/ graphics1 – 8x10 Individual OR Sibling photo w/ graphics1 – 5x7 individual photo with graphics1 – Photo button (3 inch ) | 1 – 8x10 team photo w/ graphics1 – 5x7 individual OR Sibling photo w/ graphics1 – Photo button (3 inch) |

**Package Selection and A la carte items**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Quantity** | **Price** | **Total** |
| Package A – *see above* |  | $30 |  |
| Package B – *see above* |  | $20 |  |
| Individual items: |  |  |  |
| C. 8x10 Memory Mate |  | $12 |  |
| D. 8x10 Individual picture w/graphics |  | $10 |  |
| E. 8x10 Sibling picture w/ graphics |  | $10 |  |
| F. 8x10 Magazine cover |  | $11 |  |
| G. 5x7 Individual with graphics |  | $ 8 |  |
| H. 5x7 Sibling picture w/graphics |  | $ 8 |  |
| I. 2x3 Individual wallets (set of 4) |  | $ 8 |  |
| J. Photo Button (3 inch) Pin  |  | $ 5 |  |
| K. 12x9 plaque with 8x10 photo |  | $22 |  |
|  |  |  |  |
| Order total |  |  |  |

Please make checks payable to “pictures by jane.” If you are not completely satisfied with your pictures, your money will be fully refunded.

Questions? Email Jane Donahue at picturesbyjane@wowway.com

Phone 630.730.5608

# The Coaching Team

## Head Coach  Kelly Healy

## Assistant Head Coach Colleen Clennon

## Age Group Coach Gian Luis Delgado

## Age Group Coach Kyle Zacok

## Age Group Coach Meghan Leshock

## Junior Coach J.P. Leshock

## Committee Chairpersons

Committee Chairmanships satisfy six (6) Parent job positions and are filled on a volunteer basis. These chairpersons are critical to ensuring that the River Run Raptors Swim Team operations go as planned during the season. The committee chairpersons provide updates and are accountable to the Board of Directors. As committee chairpersons, this group of parents are tasked with providing leadership and helping ensure that the River Run Raptors Swim Team Bylaws are enforced.

## Parent job Chairperson

The Parent job Chairperson is responsible for working with the Secretary and other chairpersons to make sure that all parents are notified of their upcoming duties.

## Classic Chairperson

The Classic Chairperson is responsible for working with the Park Representatives and the Naperville Park District to represent the River Run Raptors for the Classic Meet. This person is responsible for attending and planning meetings related to the Classic Meets and must be available for the duration of the meet. Lastly, it is this person’s responsibility to secure a group of Parents for jobs at the Classic Meet.

## City Chairperson

The City Chairperson is responsible for working with the Park Representatives and the Naperville Park District to represent the River Run Raptors for the City Meet. This person is responsible for attending and planning meetings related to the City Meets and must be available for the duration of the meet. Lastly, it is this person’s responsibility to secure a group of Parents for jobs at the City Meet.

## Officials Chairperson

The Officials Chairperson(s) are responsible for coordinating the activities of three (3) official volunteers for each of the swim meets, being the starter and head official at home meets. This would include a turn judge, a stroke judge, and a back-up judge. This person is responsible for ensuring that all officials including this person attend the officials’ clinic to be scheduled before the first swim meet.

## Scoring and Ribbons Chairperson

The Scoring and Ribbons Chairpersons are responsible working each meet to work on ribbons. After each event is completed, labels are printed out, placed on the back of ribbons and filed into the swimmer’s folder. In addition, this chairperson is also responsible for 1 scoring volunteer for each of the meets to work with the computer person to validate times that are input into the computer.

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## Social Chairpersons (2)

The Social Chairpersons will be responsible for organizing and hosting all social events for the season. The events include but are not limited to pep rally, pasta parties, luau party, and other team building activities. These chairpersons will also be responsible for working with the outside vendor for food purchases and the River Run Club for securing the facilities.

## Concession Chairperson

The Concession Chairpersons will be responsible for working with the concession volunteers for all the home meets. They will monitor all sales activities to ensure that a proper accounting of concession revenues are recorded and reconciled at the end of each meet. The proceeds will be delivered to the Treasurer for bank deposits.

## Publicity, Banquet and Records Chairperson

The Publicity Awards and Pool Records Chairperson is responsible for checking with the scorers table after every meet and getting the names of those swimmers who swam outstanding, writing a short summary of each meet weekly to be sent to the River Run Raptors Webmaster to be published on the team’s website. The same write-up should be submitted to local newspapers. Additionally, this chairperson is responsible for keeping the Records Board at the River Run Club up to date with any swimmer who may have broken any records. In addition, the chairperson is responsible for coordinating all facets of the banquet preparation including negotiating and managing the vendors and partners for facilities, food, drink, responsibilities include picking out the awards, providing input to the trophy shop, and providing all coordination between the coaching staff, the Board of Directors and the award preparations the Awards Chairperson, and the banquet program.

## Computer Chairpersons

The Computer Chairperson is responsible for maintaining the swimmers database. This person will work closely with the Secretary, the Website Chairperson and the Head Coach to ensure that auto-seeding is completed and record keeping is maintained. This person will also be responsible for submitting electronic data to the Naperville Park District Swim Conference.

## Video Chairperson

The Video Chairperson will be responsible for taking still and motion pictures for all the Raptor events and putting a year end presentation together in DVD format.

# Board of Directors

The Officers of the River Run Raptors Swim Team Executive Board will consist of President, Vice-President, Treasurer, Secretary, and Park District Representative. The Park District Representative will be a non-voting advisory member reporting to the Executive Board. The affairs of the River Run Raptors Swim Team shall be managed by the River Run Raptors Executive Board.

## President

The President shall be the principle Executive Officer of the River Run Raptors Swim Team and shall in general supervise and control all of its business and affairs. The President shall preside at all meetings of the River Run Raptors Swim Team Executive and Parent Board, and sign, with the Secretary or any other Officer authorized by the Board, any contracts or other instruments, which the Board has authorized to be executed.

## Vice President

In the absence of the President or in the event of that officer's inability or refusal to act, the Vice President shall perform the duties of the President until the River Run Raptors Parent Board meets and elects a new President. The Vice President acts as a general chairman over all of the committees.

## Secretary

The Secretary shall keep minutes of the meetings of the River Run Raptors Swim Team Executive and Parent Board in one or more books provided for that purpose; shall see that all notices are duly given in accordance with the provisions of these Bylaws; shall keep a register of the post office address of each River Run Raptor Swim Team Parent Board Member.

## Treasurer

The Treasurer shall receive and give receipts for moneys due and payable to the organization from any source whatsoever, shall receive and authorize payment of all bills incurred on behalf of the River Run Raptors Swim Team; shall prepare and present the annual budget for review and approval by the River Run Raptors Swim Team Parent Board. The Treasurer shall close the books prior to the first meeting of the River Run Raptors Swim Team Executive Board following the River Run Raptors Swim Team Annual Meeting.

## Park District Representatives

The Park District Representative will be a liaison between the Naperville Park District and the River Run Raptor Swim Team Executive Board. He/She will be responsible for attending the monthly meetings of the Naperville Park District.

# 2013 Calendar

The following dates and times are subject to change. Please check the website regularly for the most recent up to date information at [www.rrraptors.org](http://www.rrraptors.org).

## Events

Registration and Parent Job Sign-Up March 17

Parent New Swimmer Meeting TBD

Afterschool outdoor practice TBD

Outdoor Practice Start date TBD

Pep Rally TBD

Swim Team Time Trials TBD

Swim Team Time Trails Rain Date TBD

Swim Team Pictures TBD

Party TBD

Annual Banquet and Awards Ceremony TBD

## Swim Clinics (Clinics are for our 8 and unders and new swim team members, as a refresher clinic to review strokes and technique.)

Swim Clinics Sign-Up TBD

Swim Clinics Session 1 ( 6:00PM, 7:00PM) TBD

Swim Clinics Session 2 ( 6:00PM, 7:00PM) TBD

## Swim Practices (Monday – Friday)

Morning Practices TBD

 (Except July 4th)

Classic Practices TBD

City Practices TBD

Morning Practice Times

* Ages 11 and Up 8:00AM to 9:15AM
* Ages 9 and 10 9:15AM to 10:15AM
* Ages 7 and 8 10:15AM to 11:00AM
* Ages 6 and Under 11:00AM to 11:45AM
	+ **On Wednesday’s, 6 and unders practice from 10:15-11AM!!!!**

Classic and City Practices

* Ages 11 and Up 8:00AM to 9:15AM
* Ages 9 and 10 9:15AM to 10:15AM
* Ages 7 and 8 10:15AM to 11:00AM
* Ages 6 and Under 11:00AM to 11:45AM

## Swim Meets

6

**IMPORTANT:** Please notify the Head Coach at least ***48 hours prior to the meet start time*** if your swimmer is unable to make the meet. The Head Coach is required to submit the line-up 48 hours before the meet. **Please leave a voice mail message at phone number 630-904-1494 extension 22.**

***For this year we will be using our Website to sign up for all meets. More information will be sent to you after signups on the new procedure.***

# Things to Know

## What should you bring to the swim meet?

* Raptors Swim Suits
* Goggles and an extra pair
* Permanent Markers (to write the events on the swimmer’s hands)
* Swim caps (mandatory for girls, and for boys with long hair, otherwise optional for boys)
* Towels (bring at least 2, 1 to dry off and 1 to sit on)
* Protective Cover (jackets, pants etc. for colder mornings and evenings meets)
* Sunscreen
* Tents or blankets to sit on / in
* Folding Chairs
* Water Bottle
* Diversions (for in between events i.e. cards, books, games, and other items for entertainment)
* Money (for snacks or merchandise)
* LOTS OF TEAM SPIRIT – GO RAPTORS!

## Appropriate Conduct

The River Run Raptors Swim Team has been established to promote team building, self-esteem, and sportsmanship. It is this organization’s goal to ensure that the swimmers have a memorable and enjoyable experience. To that end, we must show respect and appreciation for the efforts put forth by coaches, volunteers, and the rest of the Parent Board. The Board of Directors request that everyone follow these simple guidelines:

* + - 1. **Refrain from approaching the coaching staff during the swim meets**. They are required to focus their attention to the swim meet, to guide and mentor our swimmers, and to ensure that the River Run Raptors is represented fairly during the competitions.
			2. **Suggestions and complaints must be addressed with the Board of Directors and not the coaching staff.** The President has been designated to be the single point of contact for the Board of Directors during the meet.
			3. The Board of Directors advocates open communications. Please do not hesitate to reach out to any of the Board members should you have any questions or concerns. Contact information is posted on the River Run Raptors Swim Team website: [www.rrraptors.org](http://www.rrraptors.org).
			4. Parents are integral to the orderly operation of the swim conference. Job assignments are your obligations and must be taken seriously. Failure to perform your assign jobs will result in forfeiture of your security deposit.
			5. In the event that your swimmer is unable to make the swim meet due to sickness or other emergencies, the Head Coach must be notified immediately. **This does not however absolve you from fulfilling your Parent job assignment for that day.**
			6. If you are unable to fulfill your job assignments due to unforeseen circumstances, it is your responsibility to identify and secure a substitute worker. You must notify the Parent job Chairperson of any substitute.
			7. The swim line-ups are auto-seeded by the computer based on the swimmers prior performances. Manual adjustments may be necessary at times due to unforeseen circumstances. These adjustments will be reviewed and approved by the President.
			8. Punctuality is critical and required during all swim meets. This applies to the swimmers and the volunteers.
			9. We are on the same team. Please do not hesitate to lend a helping hand.
			10. Let’s have fun and enjoy the 2013 season.

## The Website

The River Run Raptors Swim Team Website is full of valuable information. Remember to visit the site regularly as the information changes constantly. Throughout the season, the website will be updated with line-ups for each meet, results from the prior meet, and ongoing Raptors events. Please mark the website page on your browsers.

[**www.rrraptors.org**](http://www.rrraptors.org)

## Contact Information

fweyandt@rrraptors.org