

# RUDGEAR ESTATES SWIM TEAM



**2019 HANDBOOK**

Welcome to the Rudgear Estates Swim Team (REST), home of the Rats. We are excited you have chosen to join the REST family! We are sure that you will enjoy the summer with the swim team. Please be patient with yourself and others. The confusion of being a swim team parent for the first time will pass. By the end of summer, you will have graduated to the ranks of the “old time” Rats families, ready to help the newcomers next year.

### **Team Philosophy**

REST has a fabulous reputation for being a fun and friendly place to swim and we look forward to building on that reputation by embracing the following team values:

#### **Self-improvement**

Our greatest competitions--in swimming and in life--are often with ourselves. By emphasizing individualized stroke instruction, we create faster swimmers in the long run and we ensure that swimmers of all abilities feel accomplished and involved in the team's success.

#### **Sportsmanship**

REST is a safe and supportive place to swim. Our coaches are committed to developing swimmers who practice kindness and embrace responsibility for their actions in and out of the pool.

#### **Spirit**

REST spirit is a huge part of what makes our team great. Our Coaches will work to make swimming fun and to foster an environment in which team involvement is contagious among our swimmers and their families.

### **Training Strategy**

REST Coaches will use a balanced training strategy that emphasizes the teaching of proper stroke technique as the foundation of fast swimming. Practices will balance; drill progressions (all strokes), race components (starts, turns, finishes, etc.), and speed training.

### **Communication with Coaches**

Open and direct communication between coaches, swimmers and families is crucial to making the season run smoothly. We respectfully request parents not approach the coaches during normal practice times so they may focus on the swimmers. Email is the best way to reach our coaches. Coaches will not be using their phones during practice times, so expect any replies to come after practices are done for the day.

If you have any questions about our training strategy or team philosophy, please email our head coach.

Coach Dow is available to speak with parents at the pool from 12:30 to 1:30pm on M, T, Th, & F.

Dow Stewart, Head Coach

[coachdow@rudgearrats.com](mailto:coachdow@rudgearrats.com)

Any communication, questions or concerns about our coaching staff, should be directed to our Coach

Liaison, Jen Landgraf at [coachliaison@rudgearrats.com](mailto:coachliaison@rudgearrats.com)

#### **Additional Board Contacts**

Board President(s): Karen & Matt Abbott

VP of Meet Operations: Aaron Davis

Treasurer: Cheryl & Mike Haga

Jobs Coordinator: Gene and Lisa Wright

Registrar: Heather Houston

Meet Entries: Desk Coordinator, Gloria Blecha

## SWIM MEETS 101

As when you registered your swimmers online, we use our website [rudgearrats.com](http://rudgearrats.com) for online sign up for each swim meet. All swimmers **MUST** be “signed-in” or “signed-out” for **EVERY** meet. It is important that you sign in or out of every meet at least 3 days prior to each meet. You are welcome (and highly encouraged) to sign in and out of meets well in advance of the 3-day prior deadline.

**What to Bring** (it is best to label everything that you bring to the pool):

Swim suit	Sunscreen	Snacks/Water
Goggles	Chairs and/or blankets	Pop-up tent or sun canopy
Cap	Swim parka or other layers	
Towel(s)	Games/cards/book	

Temperature at meets can range from very warm to very cold depending on the location, time of day and weather. Wear or bring lots of layers!

**Wednesday meets TYPICALLY begin promptly at 6:00pm**

Home meets, swimmers should be **at our pool** for warm-ups at **5:00pm**

Away meets, swimmers should be **at the away pool** for **warm-ups by 5:15pm**

**Saturday meets TYPICALLY begin promptly at 9:00am**

Home meets, swimmers should be **at our pool** for warm-ups at **8:00am**

Away meets, swimmers should be **at the away pool** for warm-ups by **8:15am**

Driving directions to Away meets are available on our website

Typically the day before the meet, you will receive an email with the Heat/Lane Report and the Relay Report that shows what events your child is swimming, along with a Meet Program. The Meet Program is a complete picture of what the meet will look like. Most people print out the Meet Program to bring to the meet. A copy of the Heat/Lane Report and the Relay Report will be posted at every meet for your swimmer to check their events.

### ORDER OF EVENTS

- Medley Relay - All boy or all girl relay teams of four swimmers with each swimmer swimming 25 or 50 yards of one stroke, either back, breast, fly, or free; 6&U may be mixed
- Individual Medley (IM) - One lap of each of the four strokes; 6&U do not swim
- Freestyle
- Breaststroke
- Backstroke
- Butterfly
- Freestyle Relay – All boy or all girl relay teams of four swimmers with each swimmer swimming 25 or 50 yards of freestyle; 6&U may be mixed

Age Group	Distance
6 & U	One lap per event - 25 yards
7/8	One lap per event - 25 yards
9/10	Two laps per event - 50 yards
11/12	Two laps per event - 50 yards
13/14	Two laps per event - 50 yards
15-18	Four laps per event - 100 yards

**RELAY TEAMS** are chosen by the coaches. Coaches look at recorded times, participation, starts/finishes and team needs. In our larger age groups, not all swimmers will participate in a relay at every meet. Also, swimmers will forfeit their relay spot in a dual meet if they miss warm ups and do not notify a coach that they are missing warm ups. Please don't leave a meet early without verifying your swimmer's participation in a relay, as sometimes last-minute substitutions can occur due to unforeseen circumstances.

**WARM UPS** Attending and participating in warm-ups prior to each meet is important not only for the swimmer's health, and performance but it insures us that each member of the medley relay team is present and able to compete as scheduled in the first event. If you foresee missing warm ups, please let the coaches know ahead of time.

**WHAT'S THAT COW BELL FOR?** All 8 and under swimmers need to report to the shepherding area when they hear the bell for their event (here's where that Meet Sheet really comes in handy). The swimmers stand on pads with their names on them and the parent volunteers (Shepherds) lead the swimmers to the appropriate lane.

**WCSC Conference Meets vs. Non-Conference Meets.** The following teams are in the WCSC with REST: Walnut Heights, Dewing Park, Larkey, Walnut Creek Swim Club, Indian Valley, Woodlands and Rudgear Meadows. Swimmers will often swim "off" strokes when swimming non-conference teams.

## **YOU NEED TO SIGN YOUR SWIMMER(S) INTO OR OUT OF ALL MEETS**

## TYPES OF MEETS

Time Trials: This is a REST only meet at the beginning of the season, where your swimmer will swim for a time. Every swimmer swims every stroke (that they are able to). There are no relays at Time Trials. Times are recorded to establish a baseline for the season.

Dual Meets: Meets between REST and one other team are called dual meets. Coaches determine all entries. Meet entries are distributed online prior to each meet and posted at each meet. Dual meets include individual as well as relay events, usually in the following order:

1. Medley Relay
2. Individual Medley
3. Freestyle
4. Breaststroke
5. Backstroke
6. Butterfly
7. Freestyle Relay

Wednesday evening home dual meets will begin at 6:00 pm and Saturday morning home dual meets will begin at 9:00am. Times for away meets will be posted in newsletters and on Team Unify. Dual meets usually last about 3 hours, though some pools have strict cut-off times, so it's not unusual for free relay to be cut at night time meets.

### Special Meets -

Walnut Creek All-City Meet: This is a two-day meet hosted every year by the Walnut Creek Swim Club. Teams from all over Walnut Creek come to compete. It's typically held about halfway through the season, so it is a great opportunity to see your swimmers progress. It's held at the Heather Farms Clarke Memorial Pool, which is a fast pool with is gutter system (meaning your swimmer could see some big time drops). Our goal is 100% participation. The meet is broken down into A & B swimmers so kids swim against kids with similar capabilities. Both A & B divisions win ribbons and/or medals and earn points for the team.

Conference Meets: The culmination of the season is the Conference Meet, which is held in late July. This is the last meet of the regular summer swim season. The seven other teams in our Conference meet to compete in this two-day meet. We want our whole team to be there, so our goal is 100% participation. The mornings of this meet have heats for each event. Finals are in the afternoon. Swimmers must swim in at least two meets during the season to participate for this meet. This meet is run by volunteers and the teams rotate responsibility each year. Parents of all swimmers participating must work one shift at this meet

*\*\* These two meets have early commitment dates due to the complexity of putting such large meets together. So when you sign in to commit your swimmer, please be sure you can attend. REST has to pay entry fees for every person signed into the meet and event/relay fees for every stroke they are set to swim.*

Contra Costa County Recreational Swimming Championships (COUNTY): This is the meet for the best recreational swimmers in Contra Costa. Only swimmers with qualifying times attend. If you've heard the term "I've made County!" it means your swimmer has qualified to swim in this meet. Qualifying times are posted on our website and at the pool. For those qualifying for the County meet, swim practice continues through the week(s) leading up to the County meet. Make it a goal to attend the County meet.

## COMMON SWIMMING TERMS

**Complimentary Swimmer** – This is a non-scoring swimmer who swims in an outside lane during a meet to obtain an officially recorded time. Swimming “comp” is done at a coach's discretion and the Desk’s permission. Comp swimmers MUST tell the timer in their lane their name and that they are swimming “complimentary.”

**Conference** – This can be a tricky term. Conference can refer to the Walnut Creek Swim Conference that we are a member of. The Conference is made up of seven other teams: Dewing Park, Indian Valley, Larkey, Rudgea Meadows, WCSC, Walnut Heights, and Woodlands. Conference can also refer to the Conference swim meet held by the Conference at the end of the season.

**Disqualification or “DQ”** – A swimmer may be disqualified by either the stroke and turn judge or the starter. DQs may occur because of illegal starts, strokes, turns or finishes. False starts in relays are also DQs. A coach will typically review the DQ with the swimmer at a later time so s/he can learn from the mistake.

**Dual Meet** – A competition between two teams. Most of our meets are dual meets.

**Event** – A swim meet is made up of events, which is just another term for what type of race you’re swimming. The individual events are I.M., Freestyle, Breaststroke, Backstroke, Butterfly. There are also two relays, Medley Relay and Freestyle Relay. Events are broken down by age group and gender. An event starts with 6 & under girls and ends with 15-18 boys.

**Freestyle Relay** – Made up of four swimmers, each swimming freestyle. 8 and under swimmers compete in the 100 yd freestyle relay, in which each swimmer completes one length (25 yds). 9 and older swimmers compete in the 200 yd freestyle relay (50 yds. each).

**Heat** – A group of swimmers that start at the same time and swim in different lanes. An event typically consists of multiple heats.

**Individual Medley (I.M.)** – An event where the participant swims butterfly, backstroke, breaststroke then freestyle (in that order). In a 100 yd I.M., the swimmer completes one length (25 yds) of each stroke. IM is only open to swimmers 7 & up.

**Lane Assignments** – At home meets, REST usually swims in lanes 1, 3, and 5. For away meets, REST usually swims in lanes 2, 4, and 6. Heat and lane assignments are emailed out prior to the meet and are posted at the meet.

**Medley Relay** – A relay consisting of four swimmers, each swimming one of the four strokes (Backstroke, Breaststroke, Butterfly, Freestyle, in that order). 8 & under swimmers compete in the 100 yd medley, where each swimmer completes one length (25 yds). 9 and older swimmers compete in the 200 yd Medley Relay, where each swimmer completes two lengths (50 yds).

**Pop Time** – A swimmer is said to have “popped” their time when they improve on their best time for that individual stroke for the current season. Swimmers receive a Time Improvement ribbon for each pop time.

**Scratch** – A swimmer who is listed on the program who does not show up for a scheduled race is said to have been scratched.

## IMPORTANT PARENT RESPONSIBILITIES

**SIGN YOUR CHILD(REN) IN AND OUT OF MEETS.** We need to know if you are coming or not, and that can only happen if you tell us. Log into your Team Unify account and either commit or uncommit to attending the meet. We recommend signing into or out of all the meets at the same time rather than going in twice a week to commit. This prevents miscommunication between parents or forgetting to do it altogether. If you plans change, you can always go back into the system and change your commitment status.

At each meet, it is the responsibility of each parent to make certain your swimmer is on time to all events. There are reports posted in the team area detailing the events each child has been entered into, including relays. If you have any questions, please ask one of the coaches.

A bell will be rung in advance of each event for 8&U swimmers, including relays. This is the signal for these younger swimmers to report to the shepherd area, where they will be organized and guided to their swims. It is the PARENTS' responsibility to get 8 & under swimmers to the Shepherds when the bell rings for their event. When the bell is rung, please see to it that your child gets to the meeting spot. **It is not the job of Shepherds to search for your swimmer.**

For older swimmers (9+), it is expected that parents and swimmers will understand the flow of the meet and allow all swimmers to report to the timing area in time for their event. Again, please ask a coach if you need clarification or assistance.

Please confirm whether or not your swimmer is in one or both relays and ensure they are available to participate. Even those swimmers not scheduled to swim in a relay are expected to remain at the meet in case there is a need to substitute or fill in. If swimmers leave before the meet is over and there is no one to act as a substitute, we lose out on that race and the rest of the relay team is unable to compete.

**BE ON TIME:** Parents may be required to report to the pool up to ONE HOUR before the start of the meet depending on your job assignment. Please check your meet assignment and job description to see the reporting time required.

Please realize your actions impact other swimmers. Please be on time! And remember – we are a team!

## JOBS

**PARENT VOLUNTEERS – THIS IS YOUR OPPORTUNITY TO HELP THE RATS AND SUPPORT YOUR SWIMMER!** The following is a brief description of the regular dual meet work assignments. You must sign up for eight (8) of these work assignments; one (1) of these must be in the Snack Shack and no more than three (3) Timer jobs are allowed.

**Substitutes:** A substitute list for meet assignments is available on our web site under the Jobs tab AFTER logging in. Substitutes are NOT allowed for Team Jobs. Any adult or responsible sibling, 16 years or older, that would like to be included on the Substitute List should contact the Jobs Coordinator. The price you pay your substitute is between you and your substitute.

### Training required positions

**Meet Director: Reports 7am for Saturday home meet, 4pm Wednesday home meet, and 45 minutes prior to the start of an away.** The Meet Director oversees the meet, home or away, for our team. The Meet Directors for each team are the final authority for all decisions relating to the meet, including but not limited to participation, safety, and length of meet. All meet assignment workers for our team must check in with the Meet Director between 30 and 60 minutes prior to the start of the meet. The meet director can be an alternate source of information for potential job subs. More detail is available online under our Meet Jobs Descriptions tab.

**Announcer: Reports 30 minutes prior to the start of a meet (home meets only).** The Announcer coordinates very closely with the Desk to announce each event and heat, indicating to the Starter that the next race should begin. Event/heat announcements also help swimmers monitor the progress of the meet and report on time to their next event. The occasional announcement regarding meet highlights or upcoming team events may also be called. A good Announcer is critical to the timely progression of the meet. Those interested in the Announcer position that do not have any experience must be an "Assistant" Announcer in order to be properly familiarized with the role.

**Starter: Reports 30 minutes prior to the start of a meet (home meets only).** The Starter coordinates with the Announcer and Desk to ensure the timely progression of the meet. The starter, in addition to starting each race and signaling false starts, is responsible for conducting a equipment check prior to the start of the meet. Those interested in the Starter position that do not have any experience must sign up for an extra job to be an "Assistant" Starter in order to be properly familiarized with the role. (Home meets only)

**Stroke & Turn: Reports 30 minutes prior to the start of a meet.** This official watches for any disqualification in stroke and turn technique. Both teams supply a Stroke and Turn Official for each meet. Training is required for this position. The team is always looking for people who are interested in being trained as Stroke and Turn officials! If you are interested, please contact our Conference Representative to find out when the training will be held

**Head Timer: Reports 60 minutes prior to the start of a meet (home meets only).** The Head Timer runs two stopwatches at the same time for every race. In the event that a timer misses a start, stops their watch early or a watch malfunctions, the Head Timer will exchange one of their watches for the one in error. This job requires significant attention to detail and a good understanding of the normal flow of a meet. Prior experience with timing is required. The Head Timer is also responsible, along with Runners, for the setup and clean-up of the timer area, including sun shades and chairs.

**CTS/Starting/PA Setup & Takedown: Reports 90 minutes prior to the start of a meet (home meets only).** A team of two is required for setup and takedown of the Colorado Timing System, Starting System, and Public Address System. Equipment setup starts one hour and a half prior to the start of the meet so that it is available for announcements that begin 30 minutes prior to the start of the meet and timing checks 15 minutes prior. At the end of the meet, the equipment must be taken down and properly stored. Those interested in this position that do not have any experience must be an "Assistant" in order to be properly familiarized with the role.

**The Desk: Reports 60 minutes prior to the start of a meet (home meets only).** The Desk is ultimately in control of meet operations and is therefore largely responsible for the success of each meet. The Desk is primarily concerned with organizing the meet ahead of time, keeping track of the results of each swimmer during the meet, and relaying that information to coaches, swimmers, and their families. Those who are comfortable working with computers are particularly well suited for the Desk team. The Desk offers the best seat in the house to watch a home meet. The Desk Coordinator usually fills the Desk Team prior to job sign ups, so individuals interested in working the Desk should contact the Desk Coordinator or other board member and let their interest be known.

### **No training required positions**

**Timer/Recorder: Reports 30 minutes prior to the start of a meet.** Timers are each assigned to a lane and time each race in that lane. For home meets there are three timers at each lane; one operates the CTS timing button only, one operates a CTS button and a manual timer, and one operates a CTS button and records the swimmer name and manual time on a slip of paper that the Runner collects. Verification of the swimmer name for each heat is critical to ensure the accuracy of results. At away meets the process may differ based on the available equipment, and timers will receive a stopwatch from the Meet Director if required. For home meets, when the meet is concluded, Timers are responsible for cleaning up the timer area, including stacking of chairs, collapsing and stowing of sun shades, and general cleanup of the timing area.

**Ribbons: Reports at start of each meet.** Receives labels from the Desk and puts labels on appropriate ribbons (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc) and files them in the family folders for home meets and temporarily in an accordion file folder for away meets, then subsequently brings them back to the pool and files them in the family folders back at REST within 36 hours of an away meet. *This job may require you to stay after the meet to complete your job*, as there is a lag between the end of a meet and the information being processed.

**Runner: Reports 60 minutes prior to the start of each meet (home meets only).** Runners pick up lane slips from the Recorders in each lane and DQ slips from Stroke & Turn, sorts them, cuts them, checks them and gives them to the Desk. Runners are also responsible, along with the Head Timer, for the setup of the timer area, including sun shades and chairs, and so must report to the Meet Director an hour before meet start. Runners then report to the Desk Coordinator 15 minutes before the start of the meet.

**Floater: Reports 30 minutes prior to the start of each meet.** Floaters most commonly relieve other workers such as Timer/ Recorders or fill in for no-shows, but should be available and responsive to the needs of the Meet Director. For home meets, Floaters are also responsible for helping cleanup at the end of the meet. This includes helping with the take down of sun shades, straightening pool furniture, and doing a final sweep of the pool, lawn, and bathroom areas for general tidiness. For away meets, Floaters may be asked to perform other small tasks by the Meet Director at the end of a meet.

**Gate/Parking Monitor: Reports 60 minutes prior to the start of each meet (home meets only).** The Gate Monitor sees that the entrance gate is monitored throughout the entire meet. When not in

use, the gate must remain closed at all times. A chair will be set up by the gate and the Gate Monitor should be at this post the entire meet. In addition, this person is also to check the parking area and side streets to make sure no cars are parked in driveways or where they may in any way block access to a neighbor's property. This position has been established at the request of the Rudgear Estates Homeowners Association governing board and is sometimes monitored by HOA members.

**Facilities Monitor:** Reports 30 minutes prior to the start of each meet (home meets only). The Facilities Monitor is in charge of keeping the bathrooms clean and stocked as well as emptying all garbage cans in the entire pool area and bathrooms during the meet. They also keep order among the swimmers near and around the bathroom and baby pool area. The baby pool is closed during swim meets because no lifeguard is on duty. Trash receptacles should be emptied prior to the end of the meet, so that they are ready for clean up at the end of final relays. At the end of the meet, the Facilities Monitor makes sure that the bathrooms are clean and swept. The Facilities Monitor is also to periodically check the lawn area to insure no one is climbing on the landscaped hillside or in any way bothering the neighboring homes around the lawn area.

**Meet Set-up:** Reports at 7AM before Saturday Home meets and at 4PM on home weekday meets. Responsible for set-up of equipment necessary to run meet. Includes sun shades and chairs for timing.

**Clean-up:** Reports at the start of the meet. Responsible for the final clean-up of the pool facility. Includes helping with the take down of sun shades and chairs in the timing area; picking up the pool deck; emptying all trash cans into the dumpster and replacing the liners; straightening pool furniture; making sure the bathrooms are in order, and snack shack is clean and closed properly. Clean up may begin shortly before the end of the meet while the last few events are running. Be sure to check in with the Meet Director at the start of the meet and check out with the Meet Director at the end of the meet.

**8&U Shepherds:** Reports 45 minutes prior to the start of the meet. While previous experience is helpful, special training is not required as the relevant tasks for a Shepherd can be learned from working with a Shepherd Coordinator "on the job". For each event the Shepherds line the swimmers up for their races in the Shepherd area and walk them to their lanes. The Shepherds stay at the lanes with the swimmers until all the 6 & Under and 7–8 races are over. The Shepherd must make sure that the swimmers know what stroke they are to swim, are in the correct heat, and do not dive in too soon. If you need a sub, you must use a substitute with previous shepherding experience. Upon arrival, after checking in with the Meet Director, Shepherds must report to the Shepherd Coordinator. Upon arrival, after checking in with the Meet Director, Shepherds must report to the Shepherd Coordinator. For this job you must have an 8 & Under swimmer.

**Snack Shack.** Snack Shack is the fuel of the team, both food and fundraising, so it is critical that everyone pitch in to ensure the success of the Snack Shack. Therefore, each family is required to work at least **one** Snack Shack assignment per season. If you cannot work at your scheduled time, you must find an adult replacement. For the current season, the Snack Shack is being coordinated by a catering service, so more detailed directions will be assigned by the Snack Shack coordinator or caterer the day of the meet (such as grilling, running snow cone machine etc).

**Snack Shack set up shift:** Reports at 5pm on Wednesday home meets OR 8am on Saturday home meets. Responsible for setting up the snack shack (tables, pop-ups, BBQ, etc) and preparing and serving food until noon on Saturday or 7:30pm on a Wednesday night meet.

**Snack Shack serve to clean up shift:** Reports at 6pm on Wednesday home meets OR 9am on Saturday home meets. Generally works in the snack shack for the entire meet, serving & preparing food, BBQ'ing, snow cones etc., and is responsible for cleaning up/takedown of snack shack; folding tables, pop ups, storing all items neatly, cleaning and closing the snack shack area.

**Snack Shack Cashier:** Reports 30 minutes prior to the start of each home meet. Works as a single point cashier for the entire meet (collects proper amounts & makes change), assuring the cash box is never out of your control or sight, unless given to caterer or snack shack liaison during a break or at end of the meet. Cashier stays for entire meet and helps with the clean-up of snack shack at the end of the meet.

**Ice/Bagel/Donut shopper:** Pick-up Bagels/Donuts before Saturday meet as directed by Snack Shack Coordinator. Must deliver by 7:15 AM. May need to make additional runs for Ice on hot days.

## REST POLICIES

**NO REFUNDS WILL BE ISSUED:** The swim season may not be pro-rated if your swimmer cannot participate in all of the meets.

**JOBS:** You must sign up for eight (8) of these work assignments; one (1) of these must be in the Snack Shack, and no more than three (3) Timer jobs are allowed. Each family must ALSO sign-up for ONE (1) Team Job. Team Jobs are needed to provide support behind the scenes so that we can offer a variety of swimming and social activities throughout the summer. Job requirements do not apply to parents/guardians of 15-18. City Meet, Conference Meet, Invitationals and County Meet require additional job duties (see Jobs section of this handbook for additional information).

**FINES:** Parents are responsible for working their meet assignments or obtaining a reliable substitute. If a meet assignment is not fulfilled as scheduled, the parent originally assigned is assessed \$75 per missed assignment. The Meet Director will notify the Treasurer of no-shows or incomplete jobs and a fine notice will be sent. The fine is payable immediately. This applies to home, away, and special meets. Families that fail to fulfill their assigned Team Job are subject to a fine of \$150. If you feel you are not able to fulfill your job duties for any reason, please contact the meet director or a board member immediately.

**MEDICAL FORMS:** All swimmers must have a current medical form on file before they get in the pool.

**SWIM MEET ATTENDANCE:** Swimmers must participate in a minimum of two dual-meets to be eligible to swim at the end of the year Conference Meet. One of these meets must be a Conference meet. As members of the team, swimmers are asked to swim in most of the meets.

**SWIM CAPS:** Swim caps are required during all practices and meets for all female and male team members with long hair. Special RATS swim caps are available for sale at our fit parties.

**SWIMSUIT:** We tend to change our team suit every two years. If you would like the suit to last two years, we recommend that you refrain from wearing the suit during swim practice. Since these suits are made from a special fabric for swim teams, they will wear out more quickly if the kids sit on the cement in their swimsuit. We hold pre-season fit parties for your children to try on the suit before ordering. We don't require you wear the team suit, but it is strongly encouraged.

**8 & UNDER SWIMMERS:** It is the PARENTS' responsibility to get 8 & under swimmers to the Shepherds when the bell rings for their event. When the bell is rung, please see to it that your child gets to the meeting spot. It is not the job of Shepherds to search for your swimmer.

**NON-POOL MEMBERS:** If you are not a member of the Rudgear Estates Pool, please do not allow your children to swim in the pool unless they are at swim practice or at a swim meet.

**FAMILY FOLDERS:** The team maintains file boxes at the pool in which each family has a folder. This folder contains ribbons, flyers, order forms, and notifications. It does not contain all team communication information. Please use the team's website or watch for Team emails for the best information.

**WEB SITE:** The team maintains a website; [www.rudgerrats.com](http://www.rudgerrats.com) with current information such as meet results, upcoming social dates, meet dates and directions, contact information for the coaches, and a great list of substitutes for any jobs you'd like to hire for.

**RATS RECORD BOARD:** The Record Board displayed at the pool reflects the "Best Times" swam by the Rudgear Estates Swim Team Members since the inception of the RATS swim team. Pool records can be broken during any RATS swim meet. Times posted during Time Trials do not qualify for a record.

**NO RAIDS:** The Rudgear Estate Swim Team and the Walnut Creek Swim Conference have a NO RAIDING policy! Swimmers do not visit other team facilities after hours and/or unsupervised for practical jokes. Conference by-laws include that disciplinary action can be taken. Swimmers participating in raids will be disqualified from Conference Swim Meets.

**BEHAVIOR PROBLEMS:** If there is a behavioral problem at a meet or during practice, upon the coaches' discretion, the swimmer may be held out of practice or a swim meet. If problems persist, parents will be notified and the child may be removed from the team.

**OBSERVATION DURING PRACTICE:** Parents should refrain from sitting by the pool when their children are practicing. The swimmers do better when their parents are not visible. If parents want to stay at the pool, we request that you sit under the canopy by the Coach's Shack and not near the pool. No one is allowed on the pool deck during practice except the practicing age group.

## PRACTICE SCHEDULE

Times/dates listed are general.  
Please check [rudgearrats.com](http://rudgearrats.com) for exact dates/times

**Spring Practice** begins Monday, April 8th and ends the day before the last day of Walnut Creek School District school year. No practices held on the last day of school or holidays.

	Monday -Thursday	Fridays and 6/7
7/8	3:30 - 4:10pm	3:30 - 4:00 pm
6U & unders**	4:10 - 4:40pm	4:00 - 4:30pm
9/10	4:40 - 5:30pm	4:30 - 5:15pm
11 & ups	5:30 - 6:30pm	5:15 - 6:00pm

*No Spring Practice for Polliwogs*

**Summer Practice** begins the 1st Monday after the last day of WCSD school year. The following schedule is TENTATIVE. The summer practice schedule is finalized the last week of May after we complete our swimmer registration process.

	Monday - Friday	Dryland
13 & ups	7:30 - 8:45am	TBD
11/12s	8:45 - 9:45am	TBD
9/10s	9:45 - 10:45am	TBD
7/8s	10:45 - 11:30am	TBD
6 & unders	11:30am - 12:10pm	
Polliwogs**	12:10 - 12:30 p.m.	

*\*\*Polliwogs do not practice on Wednesday*

**PRACTICE POLICY:** Swimmers must arrive just before their practice begins and are to leave right after their practice ends. Coaches are only responsible for the swimmers at the designated practice time. Siblings/swimmers cannot be left at the pool during another practice. No supervision is available and the pool area is not open for recreation during practice. Parents are not allowed on the pool deck during practice, please sit under the awning or at the south end of the pool area.

## WEBSITE & COMMUNICATIONS

REST uses a tool called Team Unify to support its website. The website URL is [www.rudgearrats.com](http://www.rudgearrats.com). Registration and team activities are managed through Team Unify. You will use the username login and password you set up at registration to manage your account, to sign in/out of meets, get meet schedules, information about team events, swimmer times and more. If you need help signing in or forgot your username/password, email [webmaster@rudgearrats.com](mailto:webmaster@rudgearrats.com).

We also use other means to communicate with the team. Once the season heats up, a weekly email newsletter will be distributed with important messages from the coaches, team updates, information about upcoming calendar events, etc. Family folders are located in file boxes with folders for each family and are left at the pool near the entry gate. It is your responsibility to check your folder regularly for ribbons, announcements, communications, etc. A team Facebook page is a social forum for parents, coaches and friends of REST to post pictures and share comments/updates. Note that Facebook is not an official team communication forum; for official information, please refer to the newsletters and website. To join this closed group, search Facebook for "Rudgear Estates Swim Team" and request to be added to the group. We are also on Instagram and Twitter. You can follow us there at [Rudgear\\_Rats](#) for Instagram and [@GoRudgearRats](#) for Twitter.

## **SPIRIT & SOCIAL ACTIVITIES**

### **Welcome Back Party**

This is a wonderful chance to make new friends, renew old acquaintances and have a great time. Adults & children are encouraged to attend this family oriented pot luck at the pool the Sunday after Time Trials.

### **Pep Rally(s)**

A family potluck is usually held the Thursday or Friday night before each of the big, two-day meets, City and Conference. A good chance to spread some cheer and learn some new cheers!

### **Age Group Socials**

A special event has been planned for each age group. These socials are usually held on Tuesday, and may include bowling, a play date in the park, trip to Pump it Up or Diablo Rock Gym, scavenger hunts or other events our creative parents think up. Look for information on our bulletin boards at the pool or an email about each event.

### **Spirit Week**

Spirit week is the big push to raise the energy level in preparation for the Walnut Creek Swim Conference Meet. Swimmers will be working extra hard to put the finishing touches on their strokes. It is an opportunity for our team to come together to prepare for our biggest meet! All swimmers are encouraged to participate in the daily drills and spirit activities: car decorating, tattooing, poster making, nail painting, and more.

### **Adult Social**

Our adults' only social is a great way to get to know other parents and enjoy a fun relaxing evening out. The evening usually incorporates some sort of voluntary fundraising for the team such as a silent auction, a raffle, or poker night.

### **Rudgear Idol/Talent Show**

Our interested Rats sign up to dazzle us with their talents. We've had singing, joke telling, magic shows, lip-synching, skits, just about anything they can think up – they can perform. Skills may vary, but we love to cheer on our Rats even when they're not swimming.

### **Movie Night**

Some years we are able to host a movie night away from the pool. We've had them at people's houses, at the pool at The Knolls, and even in the Sugar Loaf open space where we took a sunset hike. Sometimes swim team is more than just swimming.

## **HOME MEET RIBBON POLICY**

**(Away meets vary based on the hosting team's policy)**

### **Polliwogs Swimmers**

- Polliwogs will participate in one of the home meets (typically our last Saturday home meet) as determined by the coaches. They will receive a participation ribbon at that meet along with a special Polliwog ribbon.

### **8 & Under Swimmers**

- All 6 & under and 7-8 swimmers shall receive a ribbon for each stroke they swim at a meet in which they place 1<sup>st</sup> through 6<sup>th</sup> place, Heat Winner, a Participation ribbon for those placing 7<sup>th</sup> place or higher , and a Time Improvement ribbon if applicable.
- All 6 & Under and 7-8 swimmers shall receive a ribbon for every relay they swim at a meet in which they place 1<sup>st</sup> through 3<sup>rd</sup> place.

### **9-10, 11-12, and 13-14 Swimmers**

- All swimmers in these age groups shall receive a ribbon for each individual event and each relay in which they place 1<sup>st</sup> through 3<sup>rd</sup> place, and a Time Improvement ribbon if applicable.

### **15-18 Swimmers do not get ribbons**

Ribbons will be placed in the swimmers family folder during home meets, or the Monday/Thursday after away meets. Coaches may elect to hand out Time Improvement ribbons personally as part of training.

## AWARDS NIGHT AND TROPHIES

Awards Night is typically held on the Tuesday evening following Conference Meet at the pool. This event includes a ice cream, the presentation of awards for the season, and a slide show of the swimmers from throughout the season. Everyone is encouraged to attend, bring your own picnic dinner, and enjoy the show.

### Participation Trophy

Each swimmer receives a trophy or medal (older age groups) and gets a certificate showing their best times in each stroke from the entire season along with how many time improvements they earned all summer. Polliwogs receive team awards at the last Polliwog session.

### Achievement Trophies

The coaches award trophies (plaques) for special achievement to individual swimmers. A boy and girl from *each age group* are selected to receive:

- Most Improved – The award is based on having taken his/her strokes and/or times the farthest distance. Coaches also look at participation and attitude toward self-improvement.
- Coaches Award – The award is based on exhibiting the highest character as a competitive athlete: "R.E.S.T" respect, enthusiasm, sportsmanship and teamwork.
- MVP Award – The award is based on attitude, cooperation, participation and point contribution to the team.

A boy and girl from *the team* are selected to receive:

- Most Inspirational – The award is based on being "inspirational" to their peers, team and coaches.
- Highpoint Award – The award will be based on who scored the most points for the team throughout the season.

### Record Breaker

Each individual swimmer or relay team member breaking an existing Rudgear Estates event record at a swim meet will be recognized and receive a record breaker ribbon and their name is engraved on our record board.

# HOMEOWNER ASSOCIATION POOL RULES

## Swim Team Rules

- The Rudgear Estates Pool is open during posted hours for general use by members of the Rudgear Estates Homeowners' Association, and their guests. During the summer, the Pool is open from 12:00 noon until closing. It is the policy of the Homeowners' Association that anyone who is not a member of either the Pool Association or Homeowners' Association may not use the Pool after swim team practice or after swim meets.
- For insurance reasons, children or infants who are not team members are not permitted in the Pool area during swim practice. This rule is necessary since there are no Association lifeguards on duty during swim practices, and the coaches cannot be responsible.
- The baby pool and diving pool areas are off limits during swim practice and swim meets because there is no lifeguard on duty.
- The announcer shall announce at the beginning of each meet that no diving will be allowed except from the starting blocks at the start of a race. All other pool entries shall be feet first into the pool.
- Similarly, a "No Diving Except Starting Dives," policy shall be enforced by the coaches at all practices and meets.
- All children 10 years of age and younger must be supervised by a parent or guardian during swim meets and practices when not participating in a race or practice session.

## HOA Pool Rules

- The Rudgear Estates Swimming Pool is to be used by Members & their guests only.
- An adult must accompany children age 10 or younger.
- No running, pushing or rough housing on the deck.
- No dunking, cannon balls or rough housing in the pool.
- No unsafe equipment, toys or activity that may result in accidents or injury is allowed.
- No glass containers or bottles on the deck.
- Members must clean up after themselves and deposit all garbage in trash containers.
- Cut-offs and un-hemmed clothing are not permitted in the pool.
- No running-to-dive or diving in the shallow area of the pool.
- Non-swimmers and those wearing life preservers must have a responsible adult swimmer providing direct supervision with them when in the pool and pool area.
- Adult swim periods are for the first 10 minutes of every hour and for the exclusive use of adults 18 years or older. Adults may bring a baby in with them up to 2 years of age.
- Children older than 6 years are not permitted in the baby pool.
- An adult must supervise children in the baby pool at all times.
- Lap lanes are to be used for lap swimming only. Minimum age is 18.
- Radios are only permitted in they do not disturb others.

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## Diving Rules

- One person on the board at a time.
- No recreational swimming in the Diving Pool area.
- No diving off the board until the diving zone is clear of swimmers.
- Swimming under the diving board to exit is not permitted.
- Diving is allowed only off the end of the board and not the side