



Team Handbook

2019/2020 Handbook

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Website: ardenhillsswimteam.com

PRACTICE SCHEDULE

Fall/Spring Practice Schedule

(began Aug. 26)

Intro: M-F 5-5:45pm

Developmental: M-F 4-5pm

Developmental COMP: M-F 6-7:15pm, Sat 10:45-12pm

Training COMP: M-F 4:00-5:30pm, Sat 9-10:45am

Advanced: M-F 4-6pm, TF 5:45-6:45am, W 5:15-6:45am, Sat 9-11am

2019-2020 Short Course Meet Schedule

<u>Date</u>	<u>Meet</u>	<u>Location</u>
Sep 20-22	'Beat the Freeze'	@ Truckee
Sep 29 2019	Sierra Nevada Open Water Championship	@ Folsom Lake
Oct 04-06	Spooktacular	@ Roseville
Oct 12-13	Sac Regional T/F	@ Cameron Park
Oct 26-27	Pirate Pentathlon	@ Woodland
Nov 2-3	SASO Fall Back Invite	@ Solano College
Nov 22-24	Gobbler Classic	@ Folsom
Dec 06-08	EGAC 'Come in from the Cold' Invite	@ Elk Grove
Dec 13-15	CA/NV Winter Sectionals	@ East Los Angeles
Dec 21-23	San Diego 'Winter Championship'	@ Chula Vista
Jan 24-26	STAS 'Bud Meyer'	@Rio del Oro
Feb 15-16	ACSC T/F	@ Santa Cruz
Feb 21-23	'Last Chance Qualifier'	@Solano College
Mar 06-08	SN 14 & Under SC Junior Olympics	@ Vacaville
Mar 19-22	SWAGR	@ Fresno
Apr 02-05	Far Westerns	@ Pleasanton

Arden Hills Swimming 2019/2020 Coaching Staff

Coaches

Adric Jope | **Head Coach**

Developmental/Training Comp, Advanced Groups

Contact Info

ajope@ardenhills.net

Jeff Float | Assistant Coach

Developmental/Training Comp, Advanced Groups

coachjeff@ardenhillsotters.com

Cody Crossland

Intro, Developmental Groups

coachcody@ardenhillsotters.com

Arden Hills Swimming Mission Statement

To provide a specific athlete-tailored swimming program in order to produce the highest-achieving participants, both in and out of the water.

Arden Hills Swimming Team Philosophy

Our team philosophy is to provide each of our athletes with the necessary tools to reach their highest potential. We believe in keeping our lanes uncongested and our trainings specific to each athlete. We require the highest level of **participation, dedication and commitment** to the program. Through a common, universal mindset we will be able to achieve success on both the individual and team level.

Arden Hills Swimming Team Goals

- Getting swimmers to establish and attain personal goals, such as improving times or mastering stroke technique.
- Enhancing swimmers' conditioning.
- Attend as many meets as requested.
- Obtaining proper stroke technique for every swimmer.
- Improving the number of swimmers qualifying and increase the number of finalists each season at Championship style meets.
- Making sure all involved with the Arden Hills Swimming have fun and a great swimming experience.
- Participation in team activities and in volunteering as timers and meet officials during our meets.
- Have fun!

Team Fees

Enrollment Fees

- \$50 for returning member, \$75 for returning non-member

Monthly Fees (billed on the 1st of every month: September-July)

- Intro: \$100/month (member), \$150/month (non-member)
- Developmental Group: \$120/month (member), \$180/month (non-member)
- Developmental Comp: \$130/month (member), \$195/month (non-member)
- Training (Group & Comp): \$140/month (member), \$210/month (non-member)
- Advanced: \$180/month (member), \$270/month (non-member)

Notice of Departure

- In order for billing to cease, a 30-day written notice is due to Concierge for any swimmer withdrawing from the team.

Extended Absence

- Any swimmers taking an extended absence (2 months or more) and intending to maintain their spot in the group must submit, in writing, their request to the Aquatics Director a minimum of 2 weeks prior to the break. Monthly dues will be charged at 25% during the absence. Dues will return to full upon the swimmers return.

Partial Months

- There is no proration for partial months.

Media Release

In order to celebrate our swimmers accomplishments, the team may publish images, articles, posts, etc... These releases may include certain swimmers names, faces, accomplishments and achievements, through a photograph, video or other means. If you consent to your swimmer potentially being included in these posts, no action is required. If you do not grant permission for your child to be included in any publication, please submit in writing your non-consent to the Aquatics Director. Your non-consent will need to be renewed annually.

Private Swim Lessons

If interested in private lessons, the coaches can help. Just ask any one of the coaches, and we would be more than happy to arrange for one-on-one lessons.

- Lesson Prices:

- Jeff Float & Adric Jope: \$40/30mins
- Cody Crossland & other coaches: \$30/30mins

General Information

Attendance

Regular and prompt attendance at practices and meets is very important and expected from every swimmer. A swimmer who does not attend practice is not likely to swim his or her best at meets. Swimmers cannot attend different practices outside their group.

Team Web Page

The team has a web page located at www.ardenhillsswimteam.com. At this site you can find important information including meet and practice schedules, calendar of events, and more.

LSC Web Page

The Local Swim Committee (LSC) has a web page located at www.lsc.snswimming.net. At this site you can find directions to pools, time standards, and other relevant information.

Parent Participation

- Every family attending a meet will be required to time a shift of varying length determined by the numbers of swimmers attending.
- Arden Hills Swimming needs 4-5 Meet Officials to serve as Officials at swim meets on a rotating basis. Without adequate participation, our swimmers and team will be ineligible to receive awards

Season Jobs:

Parent Participation Coordinator: The parent participation coordinator will compile job assignments and track each family's progress toward meeting their volunteer obligations each meet. He or she will report this progress back to coaches so they can take any disciplinary action. The parent participation coordinator will not be required to time or officiate at meets.

- 1 person

Swim Meets

Who Swims at Meets?

All swimmers who registered in Developmental Comp, Training Comp and Advanced Group are expected to participate in each swim meet. Swimmers in Intro, Developmental and Training Group are more than welcome to participate in swim meets as well but may do so on an optional basis. Swim meet registration is held at

www.ome.swimconnection.com. Please create a Free Account and follow any email instructions from your coach on when, which meet and what events to register for.

USA Swimming Registration

Do I have to be registered with USA Swimming?

Yes, all swimmers on our team, regardless of fall or year-round status, must be registered with USA Swimming. Swimmers in the Developmental Comp, Training Comp and Advanced Group are expected to obtain a Premiere Year-Round Membership. Swimmers in Intro, Developmental and Training Group are able to register with a Flex Membership.

The Following is from Sierra Nevada Swimming's website:

Welcome new swimming parents! The purpose of this document is to guide you through the initially bewildering "online" aspect of being a USA swimming parent. This consists of two major areas to know about. One is the USA Swimming (the national governing body for the sport) and the other is the Sierra Nevada Local Swimming Committee (LSC). There are fifty-nine LSC's in the country, corresponding to geographic and demographic factors.

USA Swimming has its own website www.usaswimming.org and Sierra Nevada has its own administrative website www.sn-swimming.org. In addition to those, Sierra Nevada (and a few other LSC's) use a company called "SwimConnection" to host the functional aspects of swimming for us. These include online swim meet entry and tracking of results and swimmer history.

Your tasks as a parent are summarized very briefly below as numbered steps. A much more detailed explanation of the entire process follows, for those interested.

- 1) Register your swimmer with USA Swimming using www.swim-smarter.com. You will receive the USS ID #. Swim-smarter.com help page can be found here [swim-smarter instructions](#). The club code for our team is STAS.
- 2) Get an account on the www.swimconnection.com website. This will allow you to track you swimmers meet times online.
- 3) Get an account on the www.OME.SwimConnection.com website and add your swimmer to your account there (via the USS ID #). OME help page can be found here [OME swimconnection instructions](#).
- 4) Get an account on your team website from your team administrator. Once your registration has been processed by your site you will receive a login email.
- 5) Enter your swimmer into meets (via the OME website) as instructed by the coach.

While the two administrative websites contain countless amounts of useful information, no particular skill or knowledge is required to use them. The “Swim Connection” side of things does require you to know how to do certain tasks. The screens themselves are very easy and self-explanatory (once you understand why you are there). What isn’t obvious is the overall goal and requirements of the process, hence this document. Please note that the parent will need a valid email account to do any of this. Please also note that there does exist a hard copy and postal mail processes to register with US Swimming as well as to enter swim meets. The USS program does not require that a swimmer be online, but being online certainly makes things easier.

The two SwimConnection websites used to be one and there remains lingering confusion during navigation. The other confusing point is that you need a userid for each site now. They can be the same userid and password as long as you know that they actually are different entities. The main website is www.swimconnection.com (select “Sierra Nevada”) or go directly to www.swimconnection.com. The other website is www.ome.swimconnection.com. From the main website, there is a link labeled “online meet entry” to forward you to the newer site. The main website handles your account for your swimmer’s registration and all past swimming results. The OME website has been broken out as a separate site to handle entering your swimmer into upcoming meets.

The swimmer “exists” in all of this via the fourteen character US Swimming Registration number which consists of portions of first and last name, birthday, and sometimes other random characters needed to keep the userid unique nationwide. The intent of the format is that it be relatively easy to memorize. Note that the swimmer id is not the userid for the website. Normally, parents will create an account userid and password and then create and link swimmer(s) to that account (via the USS number). There are links on the SwimConnection website Account screen to “renew” annual USS registration for existing swimmers or to “register” a swimmer who is new. Your account screen is accessed by clicking on your userid after you are logged in.

Either of these tasks is typically done between September 1 and December 31 for the following swimming year. The swimming year runs from September to August, traditionally from the start of “short course” season to the end of “long course” season, while the finances remain on a calendar year. Thus they let you sign up in September for the remainder of that year and all of the next year. Annual and Seasonal fees may change year to year so please check the swim-smarter website for the most up to date fee structure.

At some point following the USS registration, an actual id card will be mailed to the team coordinator, who checks the cards in and then forwards them to the coach, who checks them into a separate database, and then forwards the card onto the swimmer. The rules state that the swimmer needs to have their card with them at swim meets, but with the almost ubiquitous ability at swim meets to verify swimming id via online methods, the rule is seldom enforced.

Once your swimmer(s) are all setup on the main Swim Connection website and have their USS registration numbers (or are at least pending for them), you then need to create a User ID on the OME website (ome.swimconnection.com). On the “My Swimmers” area, you will be able to link the swimmer (via USS Registration number) to your account. You will then be ready to enter the swimmers into upcoming swim meets as well as review information about the meets. Remember you can use the same User ID (and same password) for OME as for the main website, but they are in fact separate accounts. Making changes to one account (such as password) will not change the other. Also note that SwimConnection does not charge you for having an account on the website. They make their money by imposing a small per swimmer surcharge during meet online entry.

The online list of swimmers eligible for upcoming meets is derived from the main swim connection database. This includes all past/best times for the swimmer which are required to be submitted during meet entry for seeding purposes. Open meets will allow entry without submitted time if the swimmer has never swum the event before. Some meets will have qualifying times (meaning the swimmer cannot even sign up unless they have certain times for certain events). The governing staff for the Sierra Nevada LSC have special direct links into the databases to monitor and enforce such things as well as to ensure that all athletes are USS registered (or at least pending registration). As stated earlier, all of this can be handled via paper, pen, and mailboxes, but with timely deadlines and busy staff, that will often greatly disadvantage the swimmer’s chances of keeping up with the program and it requires that the parent be far more diligent and willing to plan ahead. The online database and email world allow a much better chance for correcting problems at the last minute before an important meet.

Note: Research the meets before you enter your swimmer; entry fees are not refundable. Check with the coach or other qualified team parent about which meets to enter and how if you are not sure. You can view the “meet sheet” online for information prior to entering. You can enter events and then scratch them at the meet, but again, there are no refunds.

ARDEN HILLS SWIMMING TEAM CODE OF CONDUCT: ATHLETES

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- I will represent the team properly and appropriately at all times through my actions and communications.
- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will not use, possess or be associated with any alcohol, tobacco, e-cigarettes or any other illegal behavior.
- I will attend all team meetings and training sessions possible, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- I will refrain from bullying any teammates or associates. If I witness bullying I will notify a parent and a coach.
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action.

Swimmer's signature

Date

Parent's signature

Date

ARDEN HILLS SWIMMING TEAM CODE OF CONDUCT: PARENTS

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will be the parent and let the coach be the coach.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will not approach a coach for discussion during practice.
- I will respect the privilege in having open lines of communication with a coach. Harassing messages/over-communication may result in the privilege being lost.
- I will direct my concerns to first to the appropriate group coach; then, if not satisfied, to the Aquatics Director.

I understand the above expectations and that my failure to adhere to any item may result in disciplinary action.

Signature(s)

Date

ARDEN HILLS SWIMMING TEAM CODE OF CONDUCT: COACHES

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor.