

**RATTLER SWIM CLUB
2019-2020**



Team Handbook

TABLE OF CONTENTS

In this handbook are described the philosophies, policies, and general working of RATTLER SWIM CLUB. This Handbook is one of the many mediums we use to educate and inform parents about competitive swimming at RATTLER SWIM CLUB.

Mission Statement & Vision.....	3
Introduction	4
Team Philosophy.....	5
Coaching Philosophy	5
Objective of Youth Sports	6
Rattler Words of Wisdom.....	7
Code of Conduct	9
Bullying Policy	9
Roles & Responsibilities	10
Parent Responsibilities	11
Team Structure.....	12
Group Promotions	13
Coaching Staff	14
Team Sponsorship.....	14
Uniform	15
Team Swim Suits	15
Practice Attendance.....	16
Late Arrivals/Early Pick-ups	16
Parking Lot Safety	16
USA Swimming Meets	17
Swim Meets & Attendance	18
Championship Meets.....	19
Surviving Your First Swim Meet	19
Meet Terminology	22
Meet Checklist	23
Terms and Fees	24

RATTLER SWIM CLUB MISSION STATEMENT

We at Rattler Swim Club are committed to excellence and dedicated to developing both the finest of athlete and the finest of citizen through the sport of swimming and our swimming program.

USA SWIMMING'S MISSION STATEMENT

USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members

RATTLER'S VISION

We, RATTLER SWIM CLUB, will achieve success through:

- o ATTENDING PRACTICE FAITHFULLY
- o HARD WORK AND DEDICATION
- o ADDING MEMBERS WHO SHARE OUR VISION
- o HIRING COMPETENT COACHES
- o CREATING A FUN SWIMMING ENVIRONMENT CONDUCIVE TO THE DEVELOPMENT OF THE CHILDREN

INTRODUCTION

Welcome to RATTLER SWIM CLUB, a part of SFV Aquatics, a 501©3 non-profit organization servicing the San Fernando Valley. RATTLER (abbreviated RTLR) is a competitive swim club whose goal is to help swimmers with proficiency in the four competitive strokes, competitive training and compete at the highest level they can – whether that is a USA local swim meet, Catholic League competition, high school competition, USA Swimming Sectional, Junior National, National or Olympic qualifiers meet. Your Official Handbook contains information on the club's history and goals and outlines the club's framework by providing the club's policies and procedures. The club's policies and procedures should be reviewed at least twice a year at the beginning of each long course and short course season. The code of conduct should be signed annually.

RATTLER SWIM CLUB belongs to the Coastal Committee of Southern California Swimming <http://socalswim.org>. Swim meets are sanctioned by rules established by the national governing body, USA Swimming <http://usaswimming.org>. Over 300,000 swimmers in 2,800 clubs are all a part of USA Swimming. By joining the RATTLER SWIM CLUB, you have become a part of a much larger family. Each year you will be asked to register your swimmer with USA Swimming; registration covers the calendar year, with renewal communication distributed in September. Membership is mandatory to swim with the RATTLER SWIM CLUB. As a member of USA Swimming your swimmer will receive the SPLASH magazine. Members are also covered by an Excess Accident and Liability Insurance.

The goal of RATTLER SWIM CLUB is to create an environment for developing not only the finest of athletes but also the finest of citizens. We strive to teach life lessons and skills through the sport of swimming and to create lifelong swimmers. As a member of RATTLER, your family will join a first-class organization. RATTLER swimming is open to swimmers 5 years of age and older.

As an age group swimmer (5-12 years), focus is on stroke technique, simple sets and having fun. As swimmers get older, even though fun is still a goal of the program, the level of commitment increases to longer and more challenging workouts, early mornings and more meets. Invaluable life lessons are learned and friendships are made throughout the journey.

RATTLER SWIM CLUB competes in two seasons throughout the year. The Short Course season (SCY) features swim meets that are swum in 25-yard pools from September until March. The Long Course season (LCM) features meets that are swum in 50-meter pools (the Olympic distance) from March until the end of July/beginning of August. Each season ends with a Championship meet for all levels of swimmers. Please see the SWIM MEET portion of this Handbook for more details and Championship meet descriptions. USA Swimming meets are offered throughout the season, culminating in Championship meets. All swimmers are expected to swim in their respective Championship/end-of-the-season meet.

Along with the RATTLER website, this Handbook is one of the mediums we use to educate and inform parents and swimmers. Please take the time to familiarize yourself with our philosophies and policies. Please ask if you have any questions.

TEAM PHILOSOPHY

COACHES – Coach
SWIMMERS – Swim
PARENTS – Support

RATTLER SWIM CLUB is a USA Swimming year-round club team. RATTLER is here to offer all swimmers of varying abilities the opportunity to swim and learn. We are not here just for the fast kids or the novice kids of the San Fernando Valley and surrounding communities.

Swimming and youth sports are supposed to be fun activities that give kids the opportunity to build the mind and body and teach them life lessons and values, helping them grow and become productive members of society. Our sport does that the best!!! Winning and fast times are great, but if those are the only two aspects of swimming you focus on, you are missing the true meaning of youth sports and the sport of swimming.

Swimming is a “delayed gratification” type of sport. It rewards kids who “stick with it” and those who put in the time and effort to improve. Sometimes it takes seasons, if not years, to make major changes and to see the rewards.

COACHING PHILOSOPHY

Along with the core values of RATTLER SWIM CLUB, the RATTLER coaches believe in having fun, longevity in the sport, and teaching our swimmers life lessons through the sport of swimming. In regard to coaching younger swimmers (typically 12/under), RATTLER coach’s top three priorities are technique, technique, and more technique. When coaching 12/under, our main focus is to teach proper technique and mechanics for all four competitive strokes and the drills that reinforce that technique. Also, we strive to teach proper practice and meet etiquette, good listening skills, team unity, and all the other “little” things that help swimmers develop and improve. Our overall goal is fun and learning.

When swimmers age-up to 13 and older, kids will be expected to become role models to the younger swimmers on the team. They will be introduced to longer, harder practices and will need to make more of a commitment to the team and sport in order to continue developing and improving. Technique is still a major aspect of training and many of the “little” things that are taught as a 12/under are reinforced regularly in practice. Learning will continue with race strategy, more drills (as well as the same ones they learned as 8/under), how to swim longer sets, proper health and wellness, and commitment to the Team and sport will be stressed.

Although our sport is measured in time, time is far down the list of concerns for the coaching staff in regards to 12/under and it gets only a little higher on the list for 13/overs. Here at RATTLER, we believe if you attend practice regularly, listen to coaches, pay attention to technique, and take care of the “little” things, faster times will come. Everyone at the swim meet wants to swim fast, but how many have actually prepared themselves to swim fast?

OBJECTIVES OF YOUTH SPORTS PROGRAMS

1. To have fun.
2. To develop motor skills and fundamentals of sports.
3. To teach children how to cooperate.
4. To develop a sense of achievement leading to positive self-esteem.
5. To develop interest in, and a desire to continue participation in sports in later years.
6. To promote and convey the values of society.
7. To contribute to moral development.
8. To help develop independence through interdependent activities.
9. To develop social competencies.
10. To help bring the family together.
11. To develop speed, strength, endurance, coordination, flexibility, and agility.
12. To develop leadership skills.
13. To develop self-reliance and emotional stability by learning to make decision and accepting responsibilities.
14. To teach sportsmanship.
15. To develop initiative.
16. To teach children how to compete.
17. To teach life lessons through the sport of swimming.

BE CAREFUL OF OVER-COACHING

(excerpt from an article from USA Swimming)

Scott, an All Pro Dad, writes, “I had the privilege and honor of coaching my twin daughters for seven years as they swam for me on an age group swim team. It was tough sometimes knowing when to be coach and when to be dad. One tip I learned from coaching them, that I relay to all parents of any athlete, is to let the coach be the person to push them and you, as the parent, be the person to praise them. The car ride home from practice or swim meets should be a sanctuary, not an opportunity to nitpick their performance. Let the coaches criticize and you compliment, and it will amaze you how much more enjoyable the sporting experience will be.”

RATTLER WORDS of WISDOM

1. LEAVE THE COACHING TO THE COACHES

The coaching staff wants every swimmer to become the best swimmer he/she can be. It is RATTLER SWIM CLUB's responsibility to hire quality coaches. Please give the coaches the respect and space they need to do their job effectively.

2. COACH-SWIMMER-PARENT RELATIONSHIP

A good relationship between a swimmer and coach is imperative for positive results. The coaching staff works hard to build and develop a positive relationship and gain your swimmer's respect. You, as parents, are the ultimate word for your child. When conflicting opinions are discussed openly with swimmers (or other parents), this can be severely detrimental. Any issues of concern you may have should be taken up with the Head Coach, Coach Jimmy.

3. CODE OF SILENCE

When the coaches are running a practice, please do not speak with them or your swimmer unless it is an emergency. Please wait until the end of practice.

4. PARENTS AS SPECTATORS

As a parent of a swimmer, your best contribution is as #1 fan and supporter. Parents are allowed on deck during practice to observe practice, but please be advised that it is recommended that you watch practice (or really pay attention) once every couple weeks. When watching practice intently every day, improvement is difficult to gauge.

5. YOUNG SWIMMERS

The RATTLER coaching staff is committed to offering a program of competitive swim training and competition for our young athletes. To ensure these young athletes will continue swimming as they age up through the training groups, we stress fun and learning. The youngest swimmers can be the most inconsistent athletes on the team and this can be frustrating for parents, swimmers, and coaches. We try to be patient and encourage a child to work through inconsistent progress to minimize the frustration.

6. PLATEAUS

Swimmers are often observed to improve steadily for a period of time and then reach a point where improvement in performance does not come as easily. Coaches refer to this as “hitting a plateau”. When referring to plateaus, it is usually not a question of “if” but “when”. Every swimmer goes through this at some point in their life. This is usually not an easy time for a swimmer, but with patience, motivation, encouragement, rest periods, etc., most swimmers will bounce back. Our goal is to encourage our swimmers through these times so they will still be around to enjoy inevitable future successes.

7. “A DIAMOND IS A HUNK OF COAL THAT STUCK WITH IT”

This is one of the best quotes ever to describe swimming. Many of today’s elite swimmers didn’t shine from the start. Years of training, sacrifice, and hard work resulted in today’s success. Often swimmers who rise quickly face more hardships than those swimmers who progress steadily. For most, success requires hard work and sacrifice.

8. THE COACH IS A PROFESSIONAL

As coaches, our job is to develop swimmers. We will ensure a safe training environment and do what we can to make swimming fun and a good character building activity. Please help us maintain a positive and safe environment in the changing rooms and common areas in the building and around the pool deck by reminding your swimmers of using appropriate and respectful behavior with their teammates and others using the facility.

9. COMPLACENCY IS A DISEASE

Senior swimmers must be committed to a vigorous training schedule. We praise effort and good sportsmanship. These swimmers are expected to make sacrifices and show the desire necessary to become an elite swimmer.

10. VOLUNTEERING YOUR TIME

The reality of swim meets is that they are solely driven by parent volunteers. RATTLER desperately needs ALL parents attending swim meets with their children to help time (one hour per swimmer per day), helping to transport canopies to and from swim meets, and helping to set up “RATTLER VILLAGE”. Volunteering will enrich your and your child’s swimming experience. Please step up.

11. PROMOTE AND SUPPORT THE TEAM

As a RATTLER you will be expected to support and promote RATTLER SWIM CLUB. There is nothing more disruptive to a swim team than parents and/or swimmers who speak negatively about the program to other parents and swimmers. Please be a positive member of the team.

12. “ALL AN EQUAL MEMBER, BUT SUPPORT OUR CHAMPIONS”

We expect all RATTLER swimmers and parents to support each other no matter a swimmer’s level of ability. Our program attempts to field a team that provides for all swimmers fairly. Because of the intensive training regimen and travel required to compete at the Senior level, our older, top-level swimmers require additional coaching time, pool time, and administrative and financial support. The fee structure for each training group reflects the commitment in all areas.

CODE OF CONDUCT

RATTLER SWIM CLUB abides by a strict Code of Conduct governing all coaches, swimmers, and parents. The purpose of the Code is to ensure that all those associated with RATTLER swimming treat others with dignity and respect.

The Code of Conduct is a condition of membership for all swimmers, parents, and coaches. All members of RATTLER SWIM CLUB and their parents agree to abide by the Code of Conduct and agree to be subjected to the consequences of violating the Code.

All enforcement decisions made by RATTLER SWIM CLUB are final and are not subject to review. No refunds will be granted to those swimmers dismissed from the team for their or their parents’ violation of the Code of Conduct. Parent Code of Conduct is Appendix A.

RATTLER ANTI-BULLYING POLICY

All members of Rattler Swim Club are responsible for executing the Rattler Anti-Bullying Policy in Appendix B.

PARENT RESPONSIBILITIES

Supporting your Swimmer. We are a team – our coaches, parents and swimmers. Our club success and your swimmers success depend on our communication and cooperation. Communication is done primarily through the RATTLER website (<http://rattlerswimming.org>). Updated information on practice times and meets is posted to the website. In addition, reminder emails regarding changes to practice schedule, meets, and meetings are all done via the website. Arrangements for your monthly fees can be made through the website as well.

Additionally, we have a Facebook page. It is NOT a requirement of the team to have a Facebook page; however, since many of our swimmers have a page, we have created a Facebook page for the team. We also have an Instagram Page.

Meet entries are done through our website. It is the parents' responsibility to enter the swimmer in the meet. Reminder emails will be sent before the deadline, but please do not wait until the last minute!

Parents must also fulfill mandatory requirements each year (September to August):

1. The **annual fundraising requirement** of \$300 per year, which can be met by fulfilling Family Volunteer Commitments and through the annual swim-a-thon. The team may host occasional other fundraisers which may or may not count toward this obligation.
2. **Timing at swim meets.** All teams are assigned timing chairs according to the number of swimmers in attendance. Timing is one way parents may fulfill their Annual Family Volunteer Commitment. These parents will have priority for signing up. However, if we are short-handed, we will require parents to time even if their commitment has been met. This will be especially true during championship meets in the summer. Parents with more than one swimmer will be asked to time before parents with only one child.
3. Parents and guardians agree to support the team and the coaching staff. They should not interfere with coaches on deck nor exploit any member of the team or use the swim team for personal gain.

TEAM STRUCTURE

RATTLER SWIM CLUB is open to all levels of swimmers who have gain proficiency in basic swim strokes. The Club currently offers 5 different group practice schedules. Practice schedules differ by focus, intensity and duration based on a swimmer's age, skill and fitness. The group a swimmer trains with is determined by commitment, age, ability, and experience.

BLACK GROUP: for typically younger novice level swimmers who are still learning how to swim all four strokes legally, but who can swim across the pool swimming freestyle. The emphasis here is stroke development.

GOLD GROUP: for 12 and under swimmers who can swim 25 yards for all four strokes legally. This group will be introduced to training techniques, energy levels, goal-setting and overall swim knowledge.

JUNIOR OLYMPIC: for swimmers ages age 10-12 who can swim a 5x100 Free @ 1:35 and @ 5x100 IM at 1:50. This group will continue to work on stroke development. The emphasis here is on practice and putting more responsibility on the swimmer, expectations of matching goals to effort levels.

VARSITY: for swimmers ages 13 and up who can swim freestyle 25 yards. Swimmers will be introduced to drill sequences for all four strokes. There is an emphasis on goal-setting and matching goals to effort levels.

SENIOR DEVELOPMENT: for swimmers ages 13 and up who demonstrate the desire to take their swimming to a higher level, but are not quite ready to join the Senior Team. These swimmers must be able to do a 5x100 Free @ 1:30 and 5X100IM @ 1:45. They are invited to attend Dryland practice with the Seniors.

SENIOR: for swimmers ages 13 and up who demonstrate the desire to take their swimming to the highest level possible. These swimmers must be able to do a 5x100 Free @ 1:20 and 5x100IM @ 1:30. These swimmers understand the importance of their attendance at practice and have great work ethic and train year-round. Dryland practice is offered three times a week and additional workouts during the summer. Swimmers are expected to have a Goal Meeting and signed agreement at the beginning of the season. Senior swimmers are expected to be at practice and meets on time and prepared. Communication with the coach is expected. Swimmers must meet minimum practice attendance standards of 75%.

GROUP PROMOTIONS

Being promoted from one group to another is a proud moment for swimmers, coaches, and parents. We have structured the team so that each promotion is earned and each swimmer and parent will know precisely what is needed in order for that promotion to occur. There is nothing more satisfying than to watch a swimmer after they have **earned** their promotion and the following are the criteria in order to be promoted from one group to the other:

BLACK Promotion to GOLD

- 1.) 50% minimum attendance for 3 month period (roughly 3 practices per week)
- 2.) All four strokes done 'legally'

GOLD/VARSITY Promotion to JUNIOR OLYMPIC

- 1.) 66% minimum attendance for 3 month period (roughly 4 practices per week)
- 2.) Attendance at 2 swim meets within 3 month period
- 3.) Must be at least 10 years old
- 4.) Must complete 5x100 on 1:35 Freestyle
- 5.) Must complete 5x100 on 1:50 IM

VARSITY/JUNIOR OLYMPIC Promotion to SENIOR DEVELOPMENT

- 1.) 75% minimum attendance for 3 month period (roughly 5 practices per week)
- 2.) Must be at least 13 years old
- 3.) Must complete 5x100 on 1:30 Freestyle
- 4.) Must complete 5x100 on 1:45 IM

SENIOR DEVELOPMENT to SENIOR

- 1.) 75% minimum attendance for 3 month period (roughly 5 practices per week)
- 2.) Attendance at ALL meets available to the swimmer
- 3.) Must be at least 13 years old
- 4.) Must complete 5x100 on 1:20 Freestyle
- 5.) Must complete 5x100 on 1:30 IM
- 6.) Must hold a minimum 2.5 GPA in school

Promotions from BLACK, GOLD, and VARSITY to the next group will happen as soon as the swimmer shows to have completed ALL of the criteria listed above.

Promotion from JUNIOR OLYMPIC, SENIOR DEVELOPMENT to SENIOR will be done typically in September, December, March, or June, according to the time of the swim season.

COACHING STAFF

The main goal of the coaching staff is to create an exciting environment conducive to the personal development of each swimmer. The coaching staff is dedicated to giving the swimmers the best possible coaching. We ask our swimmers to make the necessary sacrifices to be the best swimmers they can and become good examples to our younger athletes.

Jimmy Rogers, Head Coach (Beginner, Senior Group)

Grant Richman, Age Group Coach (JO and Senior Development)

Helenka Lozano, Age Group Coach (Gold Group and Varsity)

UNIFORM

RATTLER SWIM CLUB provides the opportunity to purchase RATTLER swim suits, gear and spirit wear at least two times a year. Swimmers are REQUIRED to wear Rattler wear at all of our meets and events once they've had the opportunity to make purchases. Parents are also HIGHLY encouraged to wear RATTLER spirit wear.

At swim meets, it is important that we show our solidarity and support of the team we all are a part of. It is a BIG part of what makes us unique, it is the pride in who we are and how we do things that separates us from other clubs.

At Championship meets (WAG, JAG, Sectionals, Junior Olympics, Nationals, Jr. Nationals), swimmers may be provided with a championship T-shirt. Swimmers who advance to finals will be given a silver cap, which they should wear during their final event. National Team members will be given yellow caps.

TEAM SWIM SUITS

As stated above, all RATTLER swimmers must have a team SPEEDO swim suit for swim meets. This suit must be worn at all meets. We understand that many of our swimmers own Fastskin suits. If you already have one, great, but please do not think that you need to purchase this suit for your swimmer to swim fast. Swimmers have always 'made' the suit; the suit has never made the swimmer. We ENCOURAGE parents to hold off on these expensive purchases until your swimmer is older and has progressed to attending Championship meets such as Junior Olympics, Sectionals, Nationals, etc. We feel with young Age Group swimmers the suits do not make a big difference in regards to their performance and the coaches stress dedication and hard work as keys to improvement, not expensive suits. The coaching staff recommends taking advantage of the practice time you have already paid for the help your swimmer get that "competitive edge". As you do, we want what is best for your swimmer.

Fastskin suits are NOT to be worn at any in-season meet and should only be worn at Championship meets or approved Championship Last Chance Qualifier meets.

PRACTICE ATTENDANCE

Specific attendance requirements and suggestions for each training group are included in the training group descriptions. A swimmer's promotion and improvement is contingent on commitment; age and ability are a distant second and third on the list of reasons for promotion. Although we try to keep swimmers grouped by age, eventually a swimmer's lack of attendance and dedication to the Team will catch up with him/her in many ways. Swimmers who are committed and attend practice as outlined for their group will find themselves rewarded in their advancement through the training groups, their development as a swimmer and improvement in their times. Swimmers must earn promotion. We cannot promote a swimmer who has not demonstrated he/she is ready for advancement.

LATE ARRIVALS/EARLY PICK-UPS

The RATTLER Coaching Staff does all we can to ensure a safe environment for their patrons. When a child is dropped off at practice, there is an implied

assumption that the child will be supervised and safe. All swimmers should be on deck, sitting or standing near their respective group lanes (with caps already on if they use them) five minutes prior to scheduled practice time. Scheduled practice time is in-water time. If practice is scheduled 4:30-5:30pm, swimmers will be jumping in the water at 4:30pm already secure in the knowledge of what they are supposed to do. When swimmers arrive late and leave early, it is a safety concern for the staff. The coaching staff is not in the locker rooms or lobby to supervise.

Although less important than safety, swimmers arriving to and/or leaving early from practice are also a distraction to those swimmers already/still in the pool. It takes time away from the group for the coach to explain what is going on to the late arrival, and often a few more moments to regain control of the group. Please assist us by ensuring that your swimmer is on time for practice.

PARKING LOT SAFETY

All parents with children on RATTLER SWIM CLUB are required to abide by the following practices when picking up and dropping off at the curbside. Your cooperation in creating a safer environment for all of our children and other San Fernando Pool patrons is greatly appreciated.

1. The curbside is for **ACTIVE PICKING UP/DROPPING OFF ONLY**. This means that if your child is not at the curb ready to get in the car, you **CANNOT** stop and wait. This is at the request (*read DEMAND*) of the City of San Fernando and should be taken very seriously.
2. When your swimmer is not at the curb, please proceed to a vacant parking spot, park and walk into the pool. We do not condone 'circling the parking area' while you wait as the San Fernando Park is a park with tons of traffic, both human and car traffic. The extra traffic activity will create additional risk.
3. **NEVER** park your car along the curb and leave it unattended. This area is a designated pick-up/drop off point as well as parts being a Fire Lane. Leaving your car unattended against the curb is dangerous and illegal.
4. **NEVER** park your car, even if you remain inside it, in a Disabled Parking space. It is also illegal.
5. **ALWAYS** stop and take a good look around when at the drop off area. Please be mindful that there is a lot of pedestrian traffic here and throughout the entire parking area.

USA SWIMMING & MEETS

USA Swimming is the governing body for Swimming in the United States. USA Swimming provides competition for swimmers of all ages, levels, and abilities in State, Regional, National and international levels. Meets are offered throughout

the winter and summer seasons, and both seasons culminate with Championship meets. In order to swim in meets, a swimmer must be a registered member of USA Swimming. Southern California participates as an LSC (Local Swimming Committee) of USA Swimming. RATTLER SWIM CLUB is a part of Coastal Committee, which is a geographically created subdivision of SoCal Swimming. Our Club code with USA Swimming is RTLR.

USA Swimming (Coastal Committee) meets are conveniently held on weekends and meet locations are primarily in Simi Valley, Thousand Oaks, Ventura, and Santa Barbara areas, but meets can take place in other areas of California as well. Swimmers are grouped by age for competitions, and the age group a swimmer competes in is determined by their age the day the meet begins. Usual age groupings are as follows: 8/Under, 10/under, 11-12, 13-14, 15/Over, Senior. At the end of the winter and summer seasons, Southern California hosts a variety of USA Swimming year end championship meets including Sectionals, Winter JO's, Super JO's, JAG, and WAG to name a few. In order to compete, a swimmer must have swum in at least two USA Sanctioned meets during the short course season and swum in one during the long course season, and his/her parents must have been an ACTIVE participant in helping time over the course of the season. In order to swim in the above-mentioned meets, a swimmer must also meet a qualifying time standard.

TRAVEL: Throughout the year, RATTLER must travel to some Championship level meets, like USA Junior National Championships and Speedo Sectional Championships. These are USA Swimming sanctioned meets hosted by USA Swimming. In order to swim in one or all of these meets, a swimmer must meet the qualifying time standard. Also, a swimmer must have demonstrated that he/she is a dedicated "Senior" member of the team, mature enough to handle an overnight trip and in good financial standing with RATTLER SWIM CLUB. The coaching staff reserves the right to select which swimmers attend these meets based on the standards listed above. Swimmers will travel as a team and room with other team members at these meets.

SWIM MEETS & ATTENDANCE

Each season RATTLER SWIM CLUB will offer USA Swimming and LASA swim meets. These meets predominantly take place on the weekends at different sites throughout Southern California. A schedule will be available at the beginning of each season and meet information for each meet detailing events to be swum, start times, location, directions, etc., will be available via email as well as posted on the website.

The coaching staff decides in which meets the team will compete. All swimmers are encouraged to attend all meets in which RATTLER participates, unless told otherwise by the coaches.

There will be the ability to sign up to these meets online at www.rattlerswimming.org. It is the swimmer's and parent's responsibility to sign up for a meet. The coaches will not accept email confirmations for meets unless there is a problem with the website. If a swimmer is signed up for a meet and fails to attend, he/she will be responsible for the meet fees. Meet fees will be charged to your account upon entry submission. Costs change depending on the type of meet and will be indicated in the sign up information or on the meet form (found on socalswim.org).

RATTLER SWIM CLUB is a competitive swim team. Because we are a competitive swim team, ALL members of RATTLER will be expected to attend meets faithfully. Swimming in meets is a part of the developmental process for swimmers. Learning how to race, how to split races properly, how to 'win' and how to 'lose', is as much a part of swimming as learning proper stroke technique. A swimmer is missing a HUGE part of the sport if he/she does not compete. Please make time for swim meets.

CHAMPIONSHIP MEETS

Each season culminates in a Championship meet. As member of RATTLER SWIM CLUB, we ask that all swimmers make time for their respective Championship Meet. Aside from the fact that we are a competitive swim team and all members are expected to compete, we view all meets, especially Championship Swim Meets, as a TEAM EVENT. The Team needs all swimmers to swim and the parents to volunteer. We view this no differently than a team needing its soccer or baseball/softball players to participate in the championship game.

2019-2020 Rattler Swim Club Team Fees & Membership Agreement

Monthly Invoice: New Billing Statements are available online the 1st of each month. Payments are due the 1st of each month. Billing summaries are emailed 7-10 days in advance and always available to view online.

Training Fees: Training Fees are divided into 12 monthly payments and based on Training Group

Black Group:	\$90
Gold Group:	\$140
JO Group:	\$140
Varsity Group:	\$130

Senior Dev: \$160

Senior Group: \$180

Training fees are not pro-rated for partial months except for families NEW to RATTLER, who begin participating after the 15th day of the month; training fees will be pro-rated in half for that month.

Registration Fees: \$100 per year per swimmer, \$400 family maximum: This fee is assessed annually and includes the annual USA athlete registration fee. In April, this fee is reduced to *\$75 per swimmer - \$250.00 family maximum (* you will pay the full registration amount with the credit will be applied towards training fees).

Multi swimmer Discount: This discount applies only to training fees. The highest training fee will apply to the first swimmer; second highest fee applies to the second swimmer, descending accordingly. First swimmer pays 100% of the training fees. The second swimmer on in the same family is discounted \$20 off the training fees for each swimmer.

Annual Payment Discount: This 10% discount applies only to training fees, 12 months September – August, paid upfront. Once you register, you must notify Coach Jimmy that you would like this option. Should there be movement from one training group to the next, the fees will be adjusted accordingly. Note* this discount will be negated and converted back to the cost of monthly payments in the case of early withdraw from RTLRL.

Meet Entry Fees/Coach Surcharges: Swim meet fees vary with each meet, and will be billed as they are incurred. You are responsible for meet entry fees unless you have written confirmation with your coach that you will not be able to attend a meet.

Late Payments and NSF Fees: Late payment assessment is \$35.00 if payment is received after the 10th. NSF assessment is \$25.00 each default and may also result in a Late Payment Assessment. Recurring Late payments for underpayments may result in additional penalties such as not participating in team practice or swim meets.

Family Fundraising Commitment: Each family is expected to raise a minimum of \$300 towards their Annual Family Fundraising Commitment (FFC) for the season. We host an Annual Swim-A-Thon as our main fundraiser for the season and that is where families are typically able to complete their FFC. For those that don't care to fundraise, the \$300 charge can be billed to the family account as one charge, or broken up evenly (\$25 per month) over the course of each month.

If the swimmer(s) withdraws from the team prior to the season ending, the remaining balance will be charged to the family account.

Family Volunteer Commitment Fee (FVC): Every family will be charged \$20 every month from September through June. There will be no charge in July or August.

In June of every year, volunteer hour credits will be applied to Family Fundraising Commitment. Generally, Jobs are worth \$10 per hour. If you volunteer an average of 2 hours a month (20 hours) your FVC fees will be applied to your Family Fundraising Commitment. Rattler reserves the right to re-valuate volunteer hours based upon the needs of the team.

If you choose not to volunteer, the FVC fee will be contributed to the team’s general expenses and you will still be required to raise the full Family Fundraising Commitment. See examples below:

Scenarios	Monthly Volunteer Hours Fee	Volunteer Hours	Credit against Annual Family Commitment	Swim-a-thon Monies Raised	Annual Family Commitment	Total due at July Reconciliation	Total with Volunteer Fee and Annual Commitment
No service hours, no Swim-a-thon	\$200	0	\$0	\$0	\$300	\$300	\$500
No service hours, 300 Swim-a-thon	\$200	0	\$0	\$300	\$300	\$0	\$200
20 service hours, no Swim-a-thon	\$200	20	\$200	\$0	\$300	\$100	\$300
20 service hours, 100 Swim-a-thon	\$200	20	\$200	\$100	\$300	\$0	\$200
10 service hours, 200 Swim-a-thon	\$200	10	\$100	\$200	\$300	\$0	\$200
10 service hours, 100 Swim-a-thon	\$200	10	\$100	\$100	\$300	\$100	\$300

TO SEE YOUR HOUR BALANCE DURING THE YEAR:

- 1) Go to www.rattlerswimming.org
- 2) Log in to and click on the My Account box (left side)
- 3) Next, click on \$My Invoice/Payment box (left side)
- 4) Click on Service Hours tab (center screen)
- 5) Look at the current year’s balance (scroll all the way to the right)

If you find any discrepancy, contact the Volunteer Coordinator to ensure that you are credited appropriately.

Inactive Accounts, Withdrawing from RTL and Reactivation Fees:

Written/email notification must be submitted to Coach Jimmy (coachjimmy@rattlerswimming.org) or Admin (admin@rattlerswimming.org) by the 15th day of the month prior to becoming inactive or withdrawing, or will be subject to a \$25 administrative fee.

In order to have registration approved for the 2019-2020 Swim Season; an account must be in good standing with all fees from previous season paid in full. Once your registration is approved, and/or your account is active, you will be able use your primary billing email address and a password to log into the website. If you have questions about your account status or have not received notification, please email Coach Jimmy at CoachJimmy@rattlerswimming.org.

Appendix A

RATTLER PARENT CODE OF CONDUCT

As a parent/guardian, 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 refrain from coaching my child from the stands during practices or meets.
- 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 direct my concerns to first to Coach Jimmy; then, if not satisfied, to the appropriate Officer or Board member.

Appendix B

RATTLER ANTI-BULLYING POLICY

All members of RATTLER SWIM CLUB have the right to feel safe at RATTLER facilities and attend team practices/meets free from bullying. All members of the team will treat their RATTLER teammates with courtesy and respect.

Description: The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. .

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

Reporting Procedure:

Any swimmer who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report the USA Swimming Safe Sport staff

Every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

Consequences: Bullying behaviors will not be tolerated. . Any reported incidents will be investigated and evaluated based on the USA Swimming standard of bullying. Appropriate action taken to protect all swimmers. Rattler Swimming follows the USA Swimming model action plan to address bullying policy.

ROLES AND RESPONSIBILITIES Swimmers

1. Respect your teammates, coaches, officials, and opponents and their personal space at all times
2. Give 100% effort at each practice and meet.
3. Support and encourage your teammates
4. Set a positive example
5. Wear the required Spirit Wear at all meets and practices
6. Display good sportsmanship at all times both on and off the pool deck
7. Don't be afraid to make a mistake, that's a part of learning
8. Listen to and learn from your coaches
9. Be modest in victory and gracious in defeat
10. Show respect for all facilities and other property (including locker rooms) used during practices, competitions and team activities
11. Promote the swim team in a positive light
12. Have Fun!

Parents

1. Teach and practice good sportsmanship at all meets and practices. You are role models!
2. Respect the sport. Respect the officials. Respect the coaches. Respect other parents, who often serve as volunteers.
3. Do not coach your child. Let swimmers swim and coaches coach, and support both positively.
4. NEVER criticize other swimmers, coaches, or officials regardless of the circumstances. If there is a problem or concern, please contact the Head Coach, Coach Jimmy.
5. Notify the Head Referee or the Meet Administrator if there is a serious problem at a swim meet.
6. Emphasize the FUN of the sport and the benefits of training, competing, and putting forth effort at all times. Do NOT emphasize winning or beating another swimmer. Place and who your swimmer beats or doesn't beat are exactly the two things about racing that your child CANNOT control.
7. Promote the RATTLER SWIM CLUB in a positive light.
8. Time for a minimum of one hour per day your child is swimming at the swim meet. This is precisely how timing assignments are figured out by the meet administrators so we need "ALL HANDS ON DECK" helping with timing duties throughout the swim meet.

Coaches

1. Be role models and act with the highest moral character possible.
2. Reinforce the self-image of each swimmer. Be positive and constructive.
3. Emphasize the FUN of the sport and the benefits of training, competing, putting forth one's best effort at all times. Do not emphasize winning or beating another team.
4. Respect the sport of swimming. Respect the officials.
5. Teach the rules of swimming and abide by those rules in practices and meets.
6. Teach and practice good sportsmanship.
7. Be modest in victory and gracious in defeat.

Parents, Swimmers and Coaches

1. Any conduct, including abusive language and/or gestures, racially insensitive remarks, damage to property or belongings, or any other conduct that reflects poorly on you, your teammates, or RATTLER SWIM CLUB is deemed to be unacceptable and will not be tolerated. This rule applies to all swimmers, parents, siblings, and guests at all times when at meets and/or practices, on the pool deck, in the locker room, or any other associated facilities.
2. You represent RATTLER SWIM CLUB during any meet or practice, home or away. Any conduct such as shoplifting, destruction of property, illegal consumption of drugs or alcohol, or any other questionable activity will not be tolerated. This rule applies for the entire duration of such meet or practice.
3. The RATTLER Coaching Staff will deal with unacceptable conduct at their sole discretion, imposing warnings, suspension or expulsion, as they deem appropriate. Coach Jimmy makes the final call on all consequences to unacceptable conduct. ANY SUSPENSION OR EXPULSION FROM THE TEAM BASED ON VIOLATIONS OF THE CODE OF CONDUCT WILL NOT BE ACCOMPANIED BY ANY REFUNDS.

Appendix C

MEET TERMINOLOGY

Timer: Each lane has at least two timers. One timer will record the race with a stop watch, while the other timer writes down the time. Additionally, there are timing devices called pickles which must be pushed down the moment the swimmer touches the wall, along with the stop watch. The stop watch must be started according to the timing LIGHT, not the whistle. If your stopwatch malfunctions, you can get a replacement from the head timer. Head timers are usually near lane 1 and have 2 stopwatches in their hands just in case they are needed.

BRW: Blue, Red, White meets are open to all swimmers. Swimmers compete and are awarded according to 3 different time standards. Blue is fastest, then Red, then White. These time standards can be found on www.socalswim.org Time standards typically change every 2 years.

Check In: At the beginning of each session, there are tables set up. Volunteers at the tables “check-in” swimmers by highlighting their event. If a swimmer wants to “scratch” an event, they will circle that event and ask the swimmer to sign their name. Sometimes events (like 400s or 500s) are checked in with admin during the meet. Many swimmers write their event numbers on their hands so they can keep track of their day.

Posting: Admin prints sheets for each event. These sheets are given to a volunteer to “post”. These sheets are usually posted near the pool and divided by girls and boys. These “posting” sheets include event, heat and lane assignments.

Runner: At the end of each event, a “runner” comes to collect the paper which has the recorded stopwatch time. These sheets are collected in lane order. The sheets go back to the administration desk.

Staging: Heats for the 25 yard events or 50 meter events (8 and under) are “staged”. This means that the heats may not be posted, but instead, swimmers go to the “staging area” and are put in rows for each of the heats. They are led by an adult to the far side of the pool so that they are placed in front of the lane assigned.

Awards: Ribbons and medals are awarded at most meets. Once the final results are posted, the administration team prints out labels for each ribbon or medal. The labels are then placed on the awards and put into groups by team. At the end of each meet, your swimmers awards will be given to them by the coaches or put in their folders.

Timed Finals: Most meets are run with “timed finals”. This means that each event is swum once by each swimmer and the swimmer with the fastest time is placed first.

Prelims and Finals: Championship meets are sometimes run with preliminary heats in the morning with final heats later in the day. On these meets, younger and older swimmers are at the pool at the same time. If your swimmer makes it to finals but you MIGHT not be there to swim in the finals events, you will need to SCRATCH (definitely won't swim) your event or Declare your INTENT to SCRATCH (might not swim). If you do NOT show up for your final without following this procedure, you will be fined.

Appendix D

SURVIVING YOUR FIRST SWIM SEASON

SIGNING UP FOR A MEET

The first thing about signing up for a swim meet is that meet entry is done online at the www.rattlerswimming.org site. You should discuss the events your swimmer should enter with the coach, particularly for a first meet.

Events are separated for boys and girls by age, stroke and distance. Please make sure that you enter the correct number for the event your child wishes to swim. It's a good thing to double check the numbers to make sure that the event number corresponds to boy/girl, age, stroke and distance. A swimmer's age on the day the meet starts is the age that you use for that particular meet entry.

Southern California runs mainly two different distance meets – 25 yard pools known as short course and 50 meter pools known as long course. Short course season runs from September until February. Long course season runs primarily in March thru August. 100 yard event is much shorter than 100 meter event and your swimmer's time for long course events will be a little slower than the short course time.

The meet is divided up into an AM session and a PM session. Usually 10 and under groups will swim in the morning or AM session. Usually the boys 11-12 swim in the morning, but the girls 11-12 swim in the afternoon or the PM session. Swimmers 13 and over will swim in the afternoon.

If your swimmer has no established official times, they will be entered into the meet with NT which stands for no time. This is okay, as soon as your swimmer has an official time, that time will be used the next time your swimmer swims that event. Entries are submitted based on the best time at that stroke and distance. The maximum number of events a swimmer can swim during each day of the meet is listed on the form. While you may be able to online register for more than the allowed events, you will only be able to swim the maximum listed on the meet form. Usually the coaches will adjust this when they submit the entries. The deadline for entries is listed on our website. Typically, it is a couple of weeks before the meet, and a reminder email is usually sent to all parent, but don't wait until the last minute!

AT THE SWIM MEET

Check In

When you arrive at the meet, have your swimmer check in. To check in at a meet means that your swimmer has confirmed with the administrators of the meet which events they will be swimming. At the check-in area there are usually two tables, one for boys and one for girls. Each table is divided by age, usually 8 and under, 9-10, 11-12, etc.

At check in, your swimmer will give his/her name and confirm the events they will swim on that day. If your swimmer needs to miss an event (this is called “scratch”), you should discuss this with the coach prior to check in. At check in, they should announce that they are scratching an event and tell them what event number that is. The swimmer will be asked to circle the event number and initial or sign to confirm that they will not be swimming that event.

At this time, most swimmers write their event numbers on the back of their hands so they know what events they are swimming that day. Younger swimmers sometimes leave space on their hand for the heat and lane assignments which will come later on in the day. Fine tip sharpies work best, but in a pinch medium ballpoint will do. Don't worry, it washes off!

Warm Up

The week of the meet, look for an email from the team about the time your swimmer is due at the meet for warm-ups. Warm-ups are important. Your swimmer will stretch and then swim in the water before their event starts. Warm up time at the pool is pretty busy – it may look like a salmon run with the swimmers swimming so close to each other! Each team will have a lane or share a lane during warm up. Warm-ups typically last 60-90 minutes.

Posting

At the end of the warm up period, once check in has closed, the meet administrators will start to “post” events. Posting is when the events are divided up into heat and lane assignments. Most pools have 8 lanes and each heat has typically 8 swimmers. The number of heats in an event depends on the number of swimmers in that event.

Posting usually occurs a couple of events before they are swum. Please make sure your swimmer checks the posting area to get their heat and lane assignment. Most experienced swimmers write the heat and lane assignment on the back of their hand next to the event number so they know where they need to be.

Swimming an event

After your swimmer has checked the posting, they should check in with their coach for any last minute instructions. Coaches usually expect the swimmers to be at their lane assignment the event before their event so that no one misses an event. If you miss an event, the penalty is that you cannot swim your next event!

After swimming an event

After your swimmer has finished swimming, they should check back with the coach to get immediate feedback on their performance. After this, if it is their last event of the day, your swimmer will be asked to cool down. Cool down helps your swimmer work out the lactic acid that accumulates in their muscles during racing and helps prevent soreness (and sometimes crankiness) the next day.

Recording Times

After each event, the final times and placement are posted in the same area that the heat and lane assignments were posted. Some parents record their swimmer's time to keep track their best time for each event. The USA swimming database (www.usaswimming.org) keeps all times and you can research your swimmer's best time by event or by short course or long course.

Useful Apps

Many parents and swimmers find the following Apps useful.

OnDeck Parent – This App is tied to our team website/database. It allows you to sign up for Timing Assignments, Meets etc.

DeckPass – Is an app which is tied directly to USA Swimming's Database. It has many features such as tracking best times, goal setting and swimmer perks.

MeetMobile – Many meets utilize meet mobile so you can see meet results "real time".

Appendix E

MEET CHECKLIST

Night Before – Pack Your Swim Bag

- o Competition suit
- o Goggles (2 or more recommended)
- o Cap(s) (2 or more recommended)
- o Towel(s) (1 per event plus 1 for warm up and 1 for warm down)
- o Soap/Shampoo, etc.
- o Slippers or sandals (in warm weather) plus boots or sneakers (for cold weather)
- o Ear drying drops (if needed)
- o Water bottle/Healthy Snacks (Most events provide concession stands)
- o Clothes/shoes for after the meet
- o Books, Magazines, Music etc. to keep busy while waiting for next event
- o Chairs
- o Shade/Weather Shelter (We typically provide canopies, but be sure to read the meet information in the event that you need to provide your own shelter.)
- o Sharpie Pen

At the Meet

- o Check-in for your events at the Admin Table
- o Warm up with the team
- o Sit down and rest/drink/snack
- o Check posting for your event
- o See the coach before your event
- o Swim your event
- o See the coach after your event for feedback
- o Warm Down
- o Repeat