



Lakewood Aquatics Sports Club

Lakewoodaquatics.org
562-370-0955

New Parent Packet

- Welcome Letter
- Information Sheet
- Equipment List by Group
- Code of Conduct
- Volunteer Policy
- Parent Contract

Cerritos College
11110 Alondra Blvd
Norwalk, CA 90650



Lakewood Aquatics Sports Club

Dear New Family,

Welcome to Lakewood Aquatics. We are a year-round, competitive aquatics program, affiliated with USA Swimming and we are excited to have you as a part of our team. Lakewood Aquatics has a long tradition of swimming excellence, which began in the 1960s, and has produced national and world class swimmers as well as Olympians.

Our coaching staff believes strongly in emphasizing proper swimming technique while enhancing coordination, balance, cardiovascular fitness, strength training and fast swimming. All of this is done in a fun, friendly, and challenging environment.

Our swimmers are taught goal setting, personal accountability, self-discipline, and self-motivation.

While the focus of any swim program is to develop the potential of its swimmers, Lakewood Aquatics recognizes there are additional benefits to participating in the sport of swimming. Studies have shown that swimmers are more successful in school, work, and life than their non-swimming peers.

Participation in the sport of swimming also presents the opportunity for swimmers and their families to develop long-lasting friendships. We at Lakewood Aquatics recognize this and provide many activities outside of the pool as well, which include: barbecues, camping trips, annual awards banquet, holiday parties, and fund-raising activities.

Developmental Philosophy

The Lakewood Aquatics coaching staff utilizes a progressive age group program designed to develop the swimmer both physically and mentally. Our coaching staff emphasizes long-term development over short-term results. The emphasis in the beginning groups is placed on developing technical skills and an appreciation for the sport of swimming. In the more advanced groups, the emphasis of developing technical skills continues in a more physically and psychologically demanding environment. An increased commitment level is expected in the advanced groups.

The coaching staff assigns swimmers to their respective groups based on age, current ability level, and commitment. Swimmers can develop and progress at different rates. Our coaching staff recognizes the variances in swimmer development and strives to meet the individual needs of each swimmer.

Sincerely,

Jon Moore, Head Coach



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Information Sheet

Parking & Dropping Off at Cerritos College

- Purchase a daily or monthly pass scanning the QR code that are posted on campus.
- NO parking in Staff Lots (you will be ticketed)
- You may drop off your swimmer near pool entrance on the north side of campus (near the handicapped parking)
- Ensure your swimmer is under a coach's supervision before leaving the pool parking lot
- DO NOT drive through the fire lane on the west side of the pool past the yellow bars (even if the bars are open)
- DO NOT drive up next to the tennis courts to drop off or pick up swimmers
- DO NOT contact campus police for any reason other than a true emergency
 - Speak to a coach and let the coach handle any issues on campus with Cerritos College

Parents & Families on Deck

- Parents and family members need to sit on bleachers on the South/East side of the pool
- NO parents behind the coaching area (west side of pool)
- NO talking to coaches during practice and/or while they are giving a private lesson
- If you need to speak to a coach, please arrange a meeting with the coach
- Please do not coach or talk to your swimmer during practice
- NO valuables in the pool area, we are not responsible for lost or stolen items
- Clean up after yourselves
- Please address any questions or concerns about practice with the coach.

Parent Service Hours

- 36 hours per year (September 1 – August 31)
- Hours will be prorated (3 hours per month)
- Hours can be earned by:
 - Volunteering at home meets (sign up through Team Unify)
 - Volunteering to help with team parties
 - Volunteering to help with annual awards banquet
 - Volunteering to help with annual swim-a-thon

Timing at Away Meets

- All families are required to time at away meets no matter how new you are to the swim team
- **You will NOT earn hours for timing at away meets**
- You may be required to time again during finals at championship or invite meets
- If you cannot make your timing assignment, you are responsible for finding someone to trade with or cover your timing assignment
- There will be a \$50 fine assessed on your Team Unify account for any timing no shows
- For emergencies on the day of an away meet, please contact either Lucy Moore at 949-735-8914 or Sal Castro at 562-305-3816



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Swimmers on Deck

- Please do not drop off swimmers earlier than 15 minutes before practice
- No horse-play on deck or in field behind pool
- Swimmers are expected to be respectful and pick-up after themselves
 - Leave the bathrooms clean
 - No horse-play in the bathrooms
 - Throw all trash in the trash receptacles
- **Please pick up swimmers on time**
 - **There is a \$25 fee per ½ hour for late pick-up**

Swim Meets

- Review all swim meet information sent out via email 2-3 days prior to a meet
- Swimmers must arrive at said time for warm up
- If scratching an event, the swimmer must first check with his/her coach
- Swimmers must check with his/her coach before and after each event
- If the swimmer missed an event, there are consequences
 - Swimmer must see their coach to explain why he/she missed an event
 - Your next event may be penalized
 - If you miss a consolation or finals event you may be dismissed from the remainder of the meet and/or pay a \$50 penalty
- **Parents should NEVER speak to an official/referee in regards to a missed event or DQ**
 - **If there is an issue, take it to the coach and let the coach handle it**
- What to bring to a swim meet
 - Chairs, sunscreen, water, extra towels, cooler, healthy snacks, cash for snack bar, warm clothes/parka, team competition suit (ARENA brand), extra suit, goggles (two pair), team cap, an extra cap, canopy (optional)
 - Please see coach for competition suit questions and rules
- Be aware that there may be a parking fee at some locations

Team Suits & Apparel

- We are a ARENA sponsored team and all competition wear must be ARENA brand
 - ARENA donates items for coaches, for swimmers going to Nationals and Jr. Nationals, and for special Senior Meet swimmers
- Purchase team uniform, swim equipment, and competition suits at THE SWIM GUY in Long Beach.
 - 10% discount for Lakewood Aquatics members

Team Events

- Camping, mid-September
- Halloween Party
- Winter Party
- Annual Fundraiser (each swimmer must raise a minimum of \$85)
- Team Pictures, June
- Awards Banquet, March



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Resources

- Team Unify
 - Sign up for meets, sign up for meet volunteer hours, check your account/invoice, check times, input swimmer apparel sizes, register your payment method
 - Monthly dues are assessed on the 1st of each month
A late fee of \$25 will be assessed if not paid by the 15th of each month.
A \$25 fee will be charged on the last day of the month due to an invalid or missing credit card.

Please update your account to avoid additional fees.

- OnDeck App
 - Tied to Team Unify account, same User ID and Password as Team Unify
 - Team code: cala
- Deck Pass App (sign up through www.usaswimming.org)
 - Swimmers can see their best times, earn virtual patches, and earn an IMX award
- Southern California Swimming, www.socalswim.org
 - Check time standards for Southern California, read pdf version of Swim Guide, check meet results, and much more.
- Meet Mobile App
 - Manage swim meets, follow favorite swimmers, and view results in real-time
 - Has an all access annual fee

Contacts

- Coach Lucy, Team Manager
 - coachlucy@lakewoodaquatics.org
 - 949-735-8914
- Head Coach, Jon Moore
 - coachJon@lakewoodaquatics.org
 - 949-735-8967
- Head Associate Coach, Todd Hickman
 - coachTodd@lakewoodaquatics.org
 - 714-785-7902
- Associate Coach, Matt Price
 - coachMatt@lakewoodaquatics.org
 - 562-505-2309
- Chair, Sal Castro
 - sappycastro@hotmail.com



Lakewood Aquatics Sports Club

Equipment List by Group

FROGS- ARENA kick board, swim fins

FAST FISH- ARENA kick board, swim fins, small pull buoy

BRONZE- Required equipment and apparel

Lakewood ARENA Team Swimsuit, Cap, Shirt, and Sweatshirt for swim meets

Goggles (Extra pair of goggles, and cap recommended)

Kick board, Short Fins (Arena brand recommended)

We recommend keeping all equipment in a mesh bag

SILVER- Required Equipment:

Lakewood ARENA Team Swimsuit, Cap, T-Shirt, and Team Warm-ups for meets

Goggles (Extra pair of goggles, and cap recommended)

- Kick board
- Pull buoy & Paddles
- Short Fins (Arena brand recommended)
- Water bottle

We recommend keeping all equipment in a mesh bag

GOLD- Required Equipment:

Lakewood ARENA Team Swimsuit, Cap, T-Shirt, and Team Warm-ups for meets

Goggles (Extra pair of goggles, and cap recommended)

- Kick board
- Pull buoy & Paddles
- Short Fins (Arena brand recommended)
- Water bottle

We recommend keeping all equipment in a mesh bag

JUNIOR 1- Required Equipment:

- Lakewood ARENA Team Swimsuit, Cap & Shirt for meets
- Goggles (Extra pair of goggles, and cap recommended)
- Kick board
- Pull buoy
- Short Fins (Arena brand recommended)

We recommend keeping all equipment in a mesh bag



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JUNIOR 2- Required Equipment:

Lakewood ARENA Team Swimsuit, Cap & Shirt for meets
Swim cap and Goggles (extra recommended)
Pull buoy, paddles, and Short Fins (Arena brand recommended)
Water bottle

We recommend keeping all equipment in a mesh bag

JUNIOR 3- Required Equipment:

- Lakewood ARENA team swim suit, cap and t-shirt for meets
- Swim cap and Goggles (extra recommended)
- Kick board
- Pull buoy • 2x pairs of hand paddles (1x larger size, 1x smaller size)
- Short Fins (Arena brand recommended)
- Snorkel
- Water bottle

We recommend keeping all equipment in a mesh bag

JUNIOR 4- Required Equipment:

- Lakewood ARENA team swim suit, cap and t-shirt for meets
- Swim cap and Goggles (extra recommended)
- Kick board
- Pull buoy • 2x pairs of hand paddles (1x larger size, 1x smaller size)
- Short Fins (Arena brand recommended)
- Snorkel
- Water bottle

We highly recommend keeping all equipment in a mesh bag



Lakewood Aquatics Sports Club

Team Code of Conduct

The purpose of this code is to promote the best possible individual and team performance. The code is further designed to promote a favorable image of the representatives of Lakewood Aquatics as ambassadors of their sport. Anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the objectives listed below will be subject to immediate return home, if at an out-of-town meet. This will be at the expense of the parent and/or swimmer. Swimmers are also subject to other punishments, including barring from future travel meets, competitions, or dismissal from the team.

1. All team members shall abide by this Code of Conduct.
2. Every team member is expected to behave in an exemplary manner. The reputation of Lakewood Aquatics as well as the other athletes with you is dependent upon your behavior.
3. On trips requiring overnight lodging, team members are required to stay in rooms or areas assigned by the coaching staff.
4. If members of the opposite sex are in a room not assigned to them, doors and curtains must remain open at all times.
5. Everyone must be in their assigned room at the designated curfew time and no one, except roommates, are allowed in the room after curfew time. Lights will be out no later than ½ hour after curfew time. Appropriate curfews will be established for each trip by the coaching staff.
6. Use of alcoholic beverages or any other illegal drug or substance of any kind, other than those prescribed by a physician or approved by a parent or coach is NOT permitted. In addition, any team member found or suspected to be in the presence of others, regardless of team affiliation, partaking in any of the above activities will be subject to the same punishments and probable expulsion from Lakewood Aquatics.
7. Indiscreet, destructive, disrespectful, or any behavior considered to be detrimental to the team will NOT be tolerated.
8. Certain meets require total team support. All team members are encouraged to remain at poolside while teammates are still competing. This helps team morale.
9. Any damages or thievery incurred at a motel will be at the expense of the swimmers assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. No team meeting may be missed. Be punctual to all meetings and warm-up times.
10. Additional rules may apply at certain meets.



Lakewood Aquatics Sports Club

Lakewood Aquatics Volunteer Policy

“Creating a positive environment where excellence is inevitable” is only possible with the dedicated efforts of all LAKEWOOD AQUATICS families. Your child is swimming with one of the best teams in Southern California, and a large part of the team’s success is due to the dedication and hard work of its parent volunteers.

LAKEWOOD AQUATICS requires that each family donate a minimum of thirty six (36) hours per year, from September – August. Failure to meet this obligation will result in the billing of a non-compliance fee to your account. Required hours will be prorated at two (3) hours per month the member is active with the team. Areas needing volunteer help include the following:

1. Away Swim Meet Support:

Canopy Set up: Help to transport, set up and take down LAKEWOOD AQUATICS canopies for away meets.

Timing Coordinator: Timing coordinators are responsible for filling all of LAKEWOOD AQUATICS assigned timing chairs during an Away Meet. All families who have swimmers at an away meet are required to time at least once per session in which their swimmer is competing (see Away Meet Timing Responsibility section for more information). The Timing Coordinators will make the schedule, and make sure the assigned parties fulfill their timing obligations.

2. Home Swim Meet Support:

Meet Operation Coordinator:

LAKEWOOD AQUATICS generally hosts 5-6 swim meets per year. The Meet Operation Coordinator will be required to schedule and fill the positions needed to host our meets. A sign-up sheet, typically via Team Unify, will be made available 2-3 weeks prior to each meet to fill positions such as timers, runners, check-in, announcer, set-up, break down, etc.

Snack Bar:

Snack bar workers may perform many functions. Included in these are set-up, vending, food preparation, cooking, clean up, and break down.

Meet Administrator Assistant:

The meet Administrator Assistant will work closely with the Meet Administrator. The responsibilities include posting events and results, swimmer check in, communication liaison, and sometimes running the Colorado Timing system.

Maintenance Committee: Help with small maintenance jobs around the pool decks and equipment.

3. Off Deck Volunteering:

Volunteers are needed to help organize LAKEWOOD AQUATICS social events and fundraisers.



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NonCompliance: Lakewood Aquatics families with swimmers in the competitive program will be subject to a Non Compliance Fee (NCF) of \$1,080.00 per family if the 36 volunteer hour requirement is not met. For each hour worked, the NCF will be reduced by \$30.00. Families who volunteer at least 36 hours will not be assessed the NCF. Families who have volunteered for less than 36 hours will be billed \$30.00 for each hour. Late fees will be assessed on any unpaid balance due.

Hours not worked will be billed to the families after September for the previous swim season year and will begin to accrue late fees. Since volunteering is essential to the successful operation of our Lakewood Aquatics hosted meets and a condition of Lakewood Aquatics membership, families who show a pattern of not volunteering, or fail to pay the NCF, may have their membership revoked.

Only parents/guardians and close family members including siblings 16 years old and over may satisfy your volunteer obligation. This age requirement is especially critical for timing assignments. Only adult family members may volunteer for some assignments such as head timer, restroom monitor and Meet Marshall. All families are responsible for the job shifts they sign up to work. If a family is signed up to work a shift and have not removed their name from the list prior to the event closing, they are still responsible for working that shift or making arrangements with other LAKEWOOD AQUATICS parents to cover the shift. If a family does not show up for a shift or does not make other arrangements for that shift, the number of hours you signed up to work will be added to your family commitment hours.

The intent of this policy is not to raise money, but to emphasize how very important it is that we all work together to maintain the high standards LAKEWOOD AQUATICS exemplifies and to help more evenly share the volunteer effort required to provide well run meets and activities for our children. LAKEWOOD AQUATICS cannot run a meet without adequate parental support. This policy is intended to provide flexibility for families throughout the year to fulfill the minimum thirty-six (36) hour obligation.



LAKWOOD AQUATICS Volunteer Policy

2023-2024

"Creating a Positive Environment Where Excellence Is Inevitable" is only possible with the dedicated efforts of all **LAKWOOD AQUATICS** families. Your child is swimming with one of the best teams in Southern California and a large part of the team's success is due to the dedication and hard work of its parent volunteers. **LAKWOOD AQUATICS** cannot run a meet without adequate parental support.

- **LAKWOOD AQUATICS** requires that each family provide volunteer hours each year, from
- September 1st to August 31, based on the group of your fastest swimmer. The breakdown of hours is listed below.
 - Fast Fish, Bronze, Silver, Gold, Junior 2, Junior 3, and Junior 4 families are responsible for 36 hours.
 - Frog and Junior 1 families are responsible for 24 hours.

When Lakewood Aquatics is the Host of a Championship Meet and your swimmer is in the meet, then each family is required to work 2 hours at the meet. This is regardless of Volunteer Hour status.

This policy is intended to provide flexibility for families throughout the year to fulfill their volunteer hour obligation.

- **Failure to meet this obligation will result in the billing of a non-compliance fee to your account.** Families will be fined a non-compliance fee (NCF) of up to \$1,080.00 if the family's volunteer hour requirement is not met by August 31st. This amount will be based on the family's required volunteer hours, not to exceed 36 hours. For each volunteer hour documented on TeamUnify, the NCF will be reduced by \$30.00. The remainder of the NCF will be billed to the family on September 1st. Late fees will be assessed on any unpaid balance due starting September 15th, and will accrue each month until the full balance is paid. Since volunteering is essential to the successful operation of our **LAKWOOD AQUATICS** hosted meets and a condition of **LAKWOOD AQUATICS** membership, families who regularly fail to volunteer and/or fail to pay the NCF, may have their membership revoked.
- Parents, guardians, family members, and close friends, 16 years and older, may fulfill a family's volunteer obligation.
- **Hours will not be donated from one family to another family.**
- It is the responsibility of the family that worked but did not sign up on TeamUnify to notify the Meet Coordinator to receive credit.
- Please note that all families who have swimmers at an away meet are required to time at least once per session in which one of their swimmers is competing. Away meet timing does not count towards the required hours of volunteering.

The intent of this policy is not to raise money, but to emphasize how very important it is that we all work together to maintain the high standards **LAKWOOD AQUATICS** exemplifies and to help more evenly share the volunteer effort required to provide well run meets and activities for our swimmers.

Account Name: _____

Signature: _____