**RICHARDS AREA SWIM CLUB**

**PARENT HANDBOOK**



 **Est. 1976**

**HEAD COACH - Cheryl O’Toole**

### ASSISTANT COACHES *-* Cheryl O’Toole,Bill Magnuson, Matthew Latham

**JUNIOR OTTER COACH - Taren Gaylord**

**COLLEGE COACHING ASSISTANTS - Luke Healy**

#### RASC HEAD REFEREE & DIRECTOR OF ADMINISTRATION

|  |
| --- |
| **Glenn Gabriel** |

**Website: *rascotters.com***

**COACHING PHILOSOPHY:**

The coaches strive to guide each swimmer to reach their potential. It is their mission to teach the swimmers the value of commitment and help them reach their goals. To reach team and individual goals, team members are expected to commit to the team as much as possible. The coaches understand that there are other activities and are not asking swimmers to drop other sports, but ask the swimmers to try to fulfill a commitment to themselves and the team so we can be successful. To progress in this sport, swimmers should attend practice as much as possible. Gold swimmers should be at practice four to five times each week. Silver and Bronze should try to attend practice three times each week. It is our goal to make swimming fun, while attaining success and gaining a sense of accomplishment. Please help us, help your swimmer reach their potential.

**WINTER SEASON PRACTICE TIMES:**

**(*Please see the calendar on the website for any variations from these times; they can be changed without notice).***

***website (***[***www.rascotters.com***](http://www.rascotters.com)***) for any variations from these times)***

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| --- | --- |
| **GROUP** | **PRACTICE TIMES:** |
| Jr. Otter | 6:00 - 7:00 pm (Monday & Wednesday) |
| Bronze | 6:00 - 7:00 pm (Monday-Thursday) |
| Silver | 6:00 - 7:30 pm (Monday-Thursday) |
| Gold | 7:00 - 9:00 pm (Monday-Thursday) |

**SPRING/SUMMER SEASON PRACTICE TIMES:**

**(*Please see the calendar on the website for any variations from these times; they can be changed without notice).***

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| --- | --- | --- | --- |
| **PRACTICE TIMES:** | **Group** | **Monday - Thursday** | **Friday** |
|  | Bronze | 6:00 - 7:00 pm | None |
| **Until June?** | Silver | 6:00 - 7:30 pm | None |
|  | Gold | 7:00 - 9:00 pm | 6:00 – 7:30 pm |

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| **\*\* MORNINGS \*\*** | **Group** | **Monday - Thursday** | **Friday** |
|  | Bronze | 9:00 - 10:00 am | None |
| **PRACTICE TIMES:** | Silver | 8:30 - 10:00 am | None |
| **Starting June?** | Gold | 8:00 - 10:00 am | 8:00 – 10:00 am |

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| **\*\*EVENINGS \*\*** | **Group** | **Monday - Thursday** | **Friday** |
|  | Bronze | 6:00 - 7:00 pm | None |
| **PRACTICE TIMES:** | Silver | 6:00 - 7:30 pm | None |
| **Starting June?** | Gold | 6:00 - 8:00 pm | None |

**PICKING UP YOUR CHILDREN:**

Please come inside to pick up your children, especially the younger swimmers because Richard’s parking lot is quite busy at times. **PLEASE BE ON TIME.** This is also a great time to check the bulletin board and your family mailbox for news.

**RICHARDS HIGH SCHOOL DOOR POLICY:**

Per Richards High School: All exterior school doors are to be locked at all times. Doors cannot be propped open at any time. Please check our website and emails for updated information prior to each season starting for times someone will be available to let swimmers in. We suggest that parents may want to share cell phone numbers so that you can call each other if you need to get into the building at another time. Thank you for your cooperation in this matter. If you see a door propped open please remove the item and make sure the door closes.

**COMMUNICATION:**

Please check the website and watch for email announcements. Some announcements will also be posted in the pool entry area. Also, please check your swimmers’ **mailbox** that is usually displayed on a poolside table for any additional information and awards. We encourage you to check these areas on a regular basis.

**\*\*\*** It is imperative that we have your most current email address on file for any important team announcements. Please inform any Board member of any changes or email us on the website.

**EQUIPMENT:**

All swimmers are required to have the following equipment:

1. Short fins
2. Goggles
3. Kick Board
4. RASC Swim Cap (**must be worn by ALL swimmers at ALL meets**)

5. RASC Team Suit (**must be worn by ALL swimmers at ALL meets**)

 \* When the team updates their team suit with a new design, all swimmers must purchase and wear the

 new suit to all meets)

Gold Level Swimmers (Per Coach) are **also** required to have Pull Buoys, Snorkels, Nose Plugs & Hand Paddles.

Please bring this equipment with you to every practice.

Information on when you can purchase equipment will be posted and available on our website.

\*\*\* **Please label ALL equipment with your child’s last name**

**SWIMSUIT RULES:**

1. Swimsuits for men may not extend above the navel or below the knee and for women may not cover the neck, or extend past the shoulders or below the knee;

2. Material used for swimsuits can be only textile material which is defined as materials consisting of natural and/or synthetic, individual and non-consolidated yarns used to constitute a fabric by weaving, knitting, and/or braiding. Simply put, this would generally refer to suits made only from nylon, polyester or Lycra that does not have any rubberized material such as polyurethane or neoprene.

3. No zippers or other fastening devices are allowed except for a waist tie on a brief or jammer.

**\*\*\*** The complete swimsuit specifications and FINA approved suit list established by FINA, the international governing body for the sport of swimming, can be viewed on our website by accessing links to USA Swimming if you need further clarification.

**FUNDRAISING OBLIGATION:**

The Fundraising obligation per family will be determined at the start of each season. Please see any Board Member for more information regarding Fundraising. All Fundraising monies collected or raised go directly to the team and include but are not limited to equipment, equipment maintenance, coaching & administrative fees, website fees, pool facilities, Etc…

**VOLUNTEER DEPOSIT:**

A $150 deposit is required from each family at the time of registration before each season. Your check will be destroyed at the end of the season if you have fulfilled your volunteer obligation. The volunteer obligation will depend on the number of home meets we host during the season.

(*You will be notified shortly after the start of each new season on how many times you are required to volunteer to fulfill your volunteer obligation).*

Home meets require significant parental participation, but require less travel time and do generate revenue for the team. **Each family is expected to help with the operation of home meets.** We are in need of timers, concessions, clean-up, etc…. A sign-up sheet will be posted for each home meet to fill these positions. This help is required in order to fulfill your volunteer commitment.

**\*\*\*** We are also often required to time at ISI, Regional, Conference and Championship Meets, so please be prepared to volunteer should assistance be required and announced at the meet. **If your child is a participant at the meet this will be mandatory and in *addition* to your dual meet volunteer requirement.**

**\*\*\* “High School Swimmer Only” families are not required to pay the volunteer deposit.**

**CLOSED POOL DECK POLICY:**

Richards Area Swim Club enforces a “Closed Deck Policy” (**According to USA Swimming rules because of insurance purposes); parents are not allowed on deck unless they are serving in an official capacity. Siblings of swimmers, weather on the team or not, are not allowed on deck unless they are participating in the meet or have permission from the Board.**

**DUAL MEETS:**

Richards Area Swim Club is a member of the South Suburban Swim Conference (SSSC)**.** Dual meets are held against other SSSC teams, and take place on a weeknight evening instead of practice. Swimmers are encouraged to attend as many dual meets as possible. A sign-up sheet will be posted a few days prior to each meet for each swimmer to indicate whether or not s/he will participate in the meet. **SWIMMERS MUST INDICATE ON THE SIGN-UP SHEET YES OR NO PRIOR TO THE MEET.** If extenuating circumstances prevented a swimmer from signing up for a meet and that swimmer wishes to be placed in the meet line-up, then a parent must speak directly to the head coach.

On **dual** meet days, if your child is ill and unable to attend a meet that s/he has signed up for, please leave a message with Coach O’Toole by sending her an email her on the website as soon as possible.

Swimmers should be at the pool and prepared to warm-up at 5:45 pm on a meet night. Meets begin at 6:30 pm and last 2 1/2 to 3 hours. Coaches will designate which event each swimmer will swim. A swimmer may swim a maximum of two relays and two individual events per meet.

All swimmers are encouraged to participate in the dual meets. These meets are a lot of fun and a great introduction to competing. Swimmers stay on the deck and interact with their teammates during the meet. Please do not tell your child to dress until the coach has excused him or her. Leaving early can ruin a relay line-up, as sometimes the coaches make last minute changes in the line-up. Each swimmer is awarded a ribbon for each event s/he swims. These awards are placed in a swimmer’s mail folder following the meet.

Locations of away meets are available on our website.

**A schedule of dual meets will be posted on our website once available**

**USS/ISI MEETS:**

RASC is a member of United States Swimming (USS). USS meets (In Illinois, they are designated as ISI – Illinois Swimming Incorporated – meets.) are large weekend meets involving several hundred swimmers from a number of different teams. RASC will be entering ISI meets as a team. Information on each meet will be distributed as it becomes available.

ISI meets have many levels of competition. A swimmer will compete in three to five individual events and perhaps a relay each day. Swimmers are not required to attend all days of the ISI meets. You may select to attend one, two or three days. Every event has a number of heats, seeded from slowest to fastest. This allows swimmers to compete against others of comparable ability. Although ribbons or medals are awarded for top finishers, the emphasis at these meets is on improving times, not on awards.

There are additional fees for ISI meets. USA Swimming membership (included in RASC dues) is required. Swimmers are charged a fee per individual event as well as a participation fee. Fees can be found in the meet packets posted at the pool and on line at ILSWIM.ORG. Fees posted on line do not reflect additional monies required for coaching fees and/ or facility fees.

Please watch for posted information on the pool bulletin board and our website regarding signing up for these meets.

On **ISI** meet days, if your child is ill and unable to attend a meet there is **No** need to inform anyone, these are “positive check-in meets”, if the swimmer does not check in by the required time deadline the swimmer will not be put into the lineup. **Please do not contact the Coach**.

Sign-up forms will be posted on the pool bulletin board and can be printed from our website for ISI meets. **Payment must be submitted at time of sign-up. Separate checks are required for individual meets.** Please ask if you need a form.

Please sign up promptly so that the Meet Entry Chairperson can complete the paperwork. This is a chance for the swimmers to pick out their own events and enter events which they may need to obtain regional, state times or events to qualify for certain meets (IMX). Generally, if you are a new swimmer you may seek the guidance of the coach to pick out events that would be best for your abilities. Families will be provided with that information along with meet information during the week prior to each respective meet. See website for more detailed information.

**\*\*\*** You may be asked to time during certain USS meets, if the hosting team does not have enough volunteers. **If your child is a participant at the meet this will be mandatory and in *addition* to your dual meet volunteer requirement.**

FOR OUR TEAM TO PARTICIPATE IN AN ISI MEET, OUR ENTRY FORMS MUST BE SUBMITTED TO THE HOSTING TEAM ALMOST SIX WEEKS PRIOR TO THE MEET. NOTICES WILL BE POSTED ON THE POOL WALLS. PLEASE BE PROMPT WITH YOUR RESPONSES!

**A schedule of USS/ISI Meets will be posted on our website once available**

**CONFERENCE:**

Each season we compete against all teams in our division for the conference championship. The conference team is selected by the coaches and is based on the overall needs of the team with respect to competing against all of the teams in the division. The more a swimmer competes throughout the season both at Dual meets and ISI meets, the better their chances of being selected to represent the team at conference. Swimmers that are asked to attend conference must be able to commit to being at the event.

**COACHING/FEEDBACK AT MEETS:**

At all meets, each swimmer should seek out the coach on deck after each swim for feedback.

At ISI meets the coach will provide the following guidance:

1. The coach will supervise warm-up.
2. The coach will make every effort to witness every event his/her swimmers swim, and provide feedback after every event.
3. The coach will **NOT** be responsible for getting kids to the bullpen EXCEPT in circumstances where a young swimmer or first-time ISI swimmer is with the coach on deck (with restricted access to spectators).
4. Swimmers who attend ISI meets will not only have fun but will improve their times because of the wider range of competition and the more extensive coaching that can be provided.

**AWARDS:**

**Dual Meets**: Each swimmer who successfully completes an event will receive a ribbon. All swimmers in the meet will receive a ribbon for participation that will include the event, how they placed & their time.

USS/ISI Meets: Awards vary by meet and may include trophies, medals and ribbons. Please review the awards section of the meet packet to determine eligible awards.

**Team Awards:** All swimmers will receive a team trophy, medal or ribbon to acknowledge their participation, dedication & contribution to the team for the year.

Additionally, the Head Coach may or may not also give out additional awards that can vary from season to season.

**Otter Awards:** We also offer an incentive for participation. Each time a swimmer attends a meet (dual or ISI), he/she will be given an “Otter” slip with their name on it. At the end of the winter season they can enter them into a raffle for various prizes. The more they swim, the more “Otters” they collect, the better their chances of winning the raffle prize of their choice.

**NON-CONFORMING TIMES:**

Our record board only reflects short-course times (that is, times from swimming in a 25-yard pool). While many swimmers have posted excellent times at long-course pools, these times are technically “non-conforming times” for our pool, and so will not be posted on our record board.

Per the USA Swimming manual, you can see the definition of a “Non-Conforming Time” below.

***NON-CONFORMING TIME:*** Entry time achieved in a course which does not correspond to the course in which the meet will be conducted.

The USA Swimming manual can be viewed on our website by accessing links if you need further clarification on this issue.

**RASC RECORD BOARD TIMES:**

Richards Area Swim Club record board times are updated once annually. The times are short coarse times (that is, times from swimming in a 25-yard pool).

**Richards Area Swim Club**

**Policies & Procedures**

**Registration Fees:**

All registration fees are required prior to admittance into the Richards Area Swim Club. **No exceptions will be made**.

**\*\*\* All registration fees are NON-REFUNDABLE.**

**\*\*\* No swimmer will be allowed to enter the water or sign up for meets until fees & deposits are paid.**

**\*We can arrange payment plans based on a case by case basis, please see any Board Member for information.**

 (If you are paying in two installments; first payment and second installment are due at the time of registration. (2nd installment must be in the form of a postdated check dated as the Board decides**.**

**Who Qualifies as a “High School Swimmer” for Discounted Fees?**

RASC qualifies a swimmer as a “High School Swimmer” if they are currently attending High School. Not “registered to enter High School” in the Fall of any certain year. For example, a swimmer registering for the Spring/ Summer Season who just graduated (or will be graduating 8th grade) and will be attending High School that Fall is NOT considered a “High School Swimmer”

**Outstanding Fees at Date of Registration:**

Any fees/volunteer deposits outstanding from the previous year must be paid before a returning swimmer can be re- registered.

\*\*\*Any swimmer with any outstanding fees will not be permitted to enter the water or sign up for any meets until payment is received in full.

**Meet Fees:**

Payment of meet fees is required at the time of registration before the swim meet takes place, otherwise swimmers will be ineligible to participate in the meet but will be charged and are responsible to pay the full amount of the swim meet. All amounts will be communicated to swim families prior to the meet so that payment can be made accordingly.

**Volunteer Deposit:**

The $150.00 volunteer deposit is required at the time of registration. The deposit will be held, then destroyed upon completion of the required volunteer/fundraising obligation (to be determined shortly after the start of each new season depending on the amount of Home Dual Meets we host) or cashed if the requirement is not met.

**Apparel/Equipment Orders:**

Payment in full must be received for apparel/equipment orders prior to ordering.

**Swim Fee Credits for Swimmers Leaving the Program for Medical Reasons:**

 Should a swimmer be required to leave the program because of medical reasons and would like to request a credit to use for the next swim season, the swim family must request a medical certificate from their physician stating that it is medically necessary to withdraw and it is to be given to the RASC Board. Once received, the information will be shared with the Board and a majority vote by the Board will determine a swimmers’ eligibility for a team credit and in what amount. The team credit will only be valid for the swim season immediately following the one from which the credit was derived.

**Returned Checks:**

All checks returned by the Bank, for any reason including but not limited to stop payment or non-sufficient funds, will be charged $25 per returned item plus any cost charged to us by the financial institutions and these funds are due immediately.

**Delinquent Accounts**:

 Swimmers will be asked to leave the Club if accounts remain delinquent for more than 7 days, without exception.

Swimmers wishing to be readmitted to the program may do so in writing to the Board and must submit one payment for the full amount outstanding. Families who are delinquent will not be allowed to re-register for the following season until all fee are paid.

**Richards Area Swim Club reserves the right to cash your volunteer deposit check at any time if your account is delinquent.**



**THANKS**

**FOR YOUR SUPPORT**

**OF THE RICHARDS AREA SWIM CLUB !!!**

**LET’S HAVE A**

**GREAT SEASON !!!**

***GO OTTERS !!!!!!!!***

Revised 3/2019