

Handbook 2015-2016

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Swimmers self-select into the Blue Group. Coaches will not assign swimmers to the Blue Group; it is voluntary. If you are uncertain about whether the Blue Group is right for you or your swimmer, please contact RAC's Head Coach at coach@radnoraquatic.org.4

Blue group is for swimmers committed to swimming 6-11 workouts a week. In addition to after school and weekend practices, Blue group swimmers will train in the mornings before school. Morning practices will be from 5:30-6:30am. They will begin two to three weeks into the season. A specific schedule with morning dates will be sent to all Blue groups swimmers once the season is underway.4

Unlike every other group at RAC, the Blue Group does have a practice requirement. Blue group swimmers are expected to attend 88% or more of all practices. The Blue group is a commitment and we encourage anyone with questions about it to contact our Head Coach.4

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The Minnow group is a pre-developmental group designed for swimmers to improve to the Piranha Group. Minnow will run in two sessions. Session I is September – November; and session II is December – March.5

Swimmers must be able to complete a full lap unassisted. Swimmers must also be confident and comfortable in the water. The program is designed for swimmers needing basic stroke development in a small group setting. Freestyle and Backstroke are the main focus. Acceptance into the program is at the coach’s discretion. Providing a fun, learning experience is emphasized.....5

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Mission Statement

The Radnor Aquatic Club is a partnership of swimmers, parents and coaches whose main objective is to build a foundation and genuine positive attitude towards the sport of swimming on all levels ranging from the developmental swimmer to the national level swimmer.

We strive to accomplish this through a structured organization with team spirit that is coupled with enthusiastic and knowledgeable coaches. At the developmental level, our central focus is having fun and making our swimmers technically sound by providing the foundation for each swimmer to improve. As we progress to the national level, technique is at the forefront of a training regimen that will prepare high school swimmers to enter college with an increased passion for the sport.

About RAC

Radnor Aquatic Club consists of both boys and girls swimming & diving teams. These teams participate as members of the Suburban Aquatic League (SAL), which includes teams from Delaware, Montgomery, and Bucks Counties, PA (in Suburban Philadelphia).

Every swimmer is also a registered swimmer with the United States Swimming Association. This provides opportunities for the swimmer to attend meets outside the Suburban Aquatic League.

The club is open to all swimmers and divers, but consists primarily of swimmers/divers ages 6-18. Practices are scheduled weekday evenings and weekends. Meets are held primarily on weekends. Swimmers/divers compete according to age categories in meets: 8 and Under, 10 and Under, 12 and Under, 14 and Under, and 15 and Over.

Swimmers and divers practice in groups according to age and skill level: Boys and girls practice together, but compete against separate boys and girls teams fielded by other clubs in the Suburban Aquatic League. Diving meets are coed, but the boys' scores and girls' scores are tallied separately.

Governance Structure

The Radnor Aquatic Club is run by a board of directors, all of which are parent volunteers.

Description of Programs

Varsity Swimming Program (September – March):

The RAC Varsity team is broken down into several training groups: White, Red, Maroon, Black, and High School. Swimmers train 4-6 days per week, depending on what training group they are assigned to. They are placed into training groups based on a combination of age and skill level. Training includes both in-water and dry land practice.

RAC is a member of two swimming leagues: the Suburban Aquatic League and Mid-Atlantic Swimming (USA swimming). Suburban Aquatic League meets take place on Saturdays from November through February. USA meets take place on weekends from September through March. It is assumed all swimmers will attend SAL meets, unless they notify a coach in advance. USA meets are optional, and require positive sign-up. They are strongly recommended, particularly for swimmers 10 and over. The Fall/Winter season ends with SAL Championships and Middle Atlantic Championships in February and March, respectively. The full season runs September through March. Fall and Winter are not offered as separate sessions, and the weeks (and fees) cannot be pro-rated

A copy of the 2015-2016 schedule is available on the RAC website at www.radnoraquatic.org.

Training Group Descriptions – Varsity Swimming Program

All groups train September through March, unless noted otherwise below. RAC does offer spring and summer Long Course sessions to be posted in February and late spring, respectfully.

The descriptions below are provided as guidelines, not hard and fast rules. Movement from one group to another is at the coach's discretion. Many factors are considered when making placement changes including: proficiency across all four strokes, work ethic, leadership, age, speed and maturity. Please note that speed is only one factor coaches consider when placing swimmers; it is not the most important factor. Coaches assess the swimmers and their development as a whole when making placements.

White Group

Swimmers are typically 10 and younger. Swimmers should show proficiency in all four strokes. All swimmers should be able to complete 25 yards in all four strokes. The difference between a Barracuda Group swimmer and a White Group swimmer will be age, stroke economy and ability to execute technique changes required in the session by the coaches. The group's goals are water awareness, stroke efficiency and fun!

General Standard: Faster than :22 in 25 free (or fly/BK/BR equivalent).

Red Group

Swimmers are typically between the ages of 9 and 12 years old. They show proficiency in all four strokes. All swimmers should be able to complete 50 yards in all four strokes. The group's

major goal will be improvement though efficiency or getting faster though improved technique – and fun!

General Standard: Faster than :38 in the 50 free (or fly/BK/BR equivalent).

Maroon Group

Swimmers are typically between the ages of 11-14 years old and train at the level of a swimmer with previous competitive swimming experience. RAC will offer swimmers workout plans that include technique and conditioning.

General Standards:

- Faster than 1:08 in the 100 free (or fly/BK/BR equivalent).
- Have completed and turned in a goal sheet.
- Can kick 100s under 2:00 on a 2:30 interval.

Black Group

Swimmers are typically in 8th grade or High School. Black group swimmers use practice as a time to achieve short and long-term goals.

General Standards:

- Faster than :55 (male) or :58 (female) in the 100 free (or fly/BK/BR equivalent).
- Completed and turn turned in a goal sheet.
- Can kick 100s under 1:40 on a 2:00 interval.

Blue Group

Swimmers self-select into the Blue Group. Coaches will not assign swimmers to the Blue Group; it is voluntary. If you are uncertain about whether the Blue Group is right for you or your swimmer, please contact RAC's Head Coach at coach@radnoraquatic.org.

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Unlike every other group at RAC, the Blue Group does have a practice requirement. Blue group swimmers are expected to attend 88% or more of all practices. The Blue group is a commitment and we encourage anyone with questions about it to contact our Head Coach.

High School Swimming

Swimmers are all in High School. In order to assure a consistent transition between fall training and High School swimming our coaches will work closely with swimmers' high school coaches. This will ensure a smooth transition and will help swimmers reach their High Schools' team related goals.

High School swimmers train with RAC from September to November, when they join their High School teams for practice during the winter months. If a High School swimmer misses a high school practice during the winter, they are welcome to make it up by joining a RAC practice. High School swimmers compete with RAC at all SAL dual and championship meets through February. They are welcome to join RAC at any USA or invitational meet. On limited occasions there may be overlap between RAC and HS meets. RAC understands that HS meets are priority for HS swimmers.

High School swimmers choose between a 3-day practice option, a 6-day practice option and HS Blue:

- 3-day option: may choose to swim any 3 practices they wish; it need not be the same 3 days each week. The exception to this is weekday morning practices.
- 6-day option: are offered 6 practices a week in the afternoon (weekdays) and mornings (weekends)
- HS Blue option: See Blue description for details. This program runs from Sept to the start of HS season.

If a high school swimmer wishes to train with RAC post-season, they may purchase additional weeks of training in March on a pro-rated basis.

Developmental Swimming Program:

Minnow

The Minnow group is a pre-developmental group designed for swimmers to improve to the Piranha Group. Minnow will run in two sessions. Session I is September – November; and session II is December – March.

Swimmers must be able to complete a full lap unassisted. Swimmers must also be confident and comfortable in the water. The program is designed for swimmers needing basic stroke development in a small group setting. Freestyle and Backstroke are the main focus. Acceptance into the program is at the coach's discretion. Providing a fun, learning experience is emphasized.

The season includes a fun, "Turkey Splash," meet in November. Depending on progress achieved, Minnow swimmers may be offered a place on the Piranha team. All Minnow swimmers are encouraged to sign up for Spring Clinics in April to continue their stroke development.

Piranha

The Piranha team is RAC's pre-developmental group. Piranha will run in two sessions. Session I is September to November; and session II is December to March.

Swimmers must be able to complete a full lap of free style unassisted. Acceptance into the program will be at the coach's discretion. Piranha's group focus is to provide a fun learning experience where swimming skills and strokes will be introduced and practiced in small groups. The program is designed for swimmers needing basic stroke development. Swimmers participate in two practices a week.

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be offered a place on RAC's varsity team. All Barracuda swimmers are encouraged to sign up for Spring Stroke Clinics in April in order to continue their stroke development.

Stroke Development

The Stroke Development group is a developmental group designed for swimmers 10 years of age and older and feeds into RAC's Varsity team. Session I is September to November; and session II is December to March.

Swimmers must be able to demonstrate an efficient free style and back stroke, as well as a level of knowledge and ability in the other strokes. Stroke Development group goals are to continue learning and practicing the basics of all four strokes in a fun environment. Swimmers will also begin to learn and implement both practice and training skills. This group is very similar to Barracudas but will run at a faster pace and it's designed for swimmers that need to skip the first level of Varsity swimming because of their age and size.

The program is designed for swimmers needing additional stroke and technique work in order to be "meet-ready." The season includes a fun, "Turkey Splash" meet in November. Depending on progress achieved, Stroke Development swimmers may be offered a place on RAC's varsity team. All Stroke Development group swimmers are encouraged to sign up for Spring Stroke Clinics in April in order to continue their development.

Spring Stroke Clinic (April-May)

Radnor Aquatic Club's Spring Stroke Clinic is an instructional program designed to help swimmers develop basic stroke technique, starts, turns and swimming strategies. At the younger ages the clinics are very focused on technique; at the more senior level the emphasis is on technique and training. The clinic is ideal for swimmers who are interested in preparing for summer swimming programs or year-round swimmers looking to bridge the gap between the winter and summer seasons.

Non-RAC members are encouraged to sign up. The clinics are a great way to prepare if you are considering trying out for the team in the Fall.

Summer Long Course Training (June-July)

RAC provides an opportunity for swimmers in the red, maroon, black, blue and high school groups (intermediate and advanced) to continue training throughout the summer. Practice takes place in an outdoor, 50-meter pool in the early morning. The number of training days available varies from 3-5, depending upon the training group to which your swimmer is assigned. RAC participates in several USA Long Course meets over the summer months.

Any RAC swimmer who wishes to participate in long-course meets during June and July may do so. They do not have to participate in Long Course Training to attend Long Course meets.

Diving Program (September – February):

Diving

The Diving team is broken down into two training groups, novice and advanced, based on age and skill level. They practice 2 times a week, with diving meets typically scheduled for Friday nights.

High School Diving

Divers train with RAC from September to November, when they join their High School teams for practice during the winter months. High School divers compete with RAC at all SAL dual and championship meets through February. They are welcome to join RAC at any invitational meet.

Suburban Aquatic League (SAL)

Radnor Aquatic Club is a member of the Suburban Aquatic League (SAL). The Suburban Aquatic League is an organization of age group swimming and diving clubs in Bucks, Montgomery, and Delaware Counties, Pennsylvania (Suburban Philadelphia). Currently, the SAL is composed of 22 teams and is organized into four geographical divisions. The league sponsors a season of dual and championship meets, with dual meets generally beginning in early November, and the season ending with championship meets in February. All participating clubs field boys' and girls' swimming teams. Some clubs field boys' and girls' diving teams as well. The league is run by parent volunteers. According to the SAL Constitution, the mission of the SAL program is to develop skills in the sports of competitive swimming and diving; teach good sportsmanship; and provide a means of healthy self-expression for those participating.

SAL Participating Clubs	
American Conference	National Conference
East Division	North Division
Centennial (CAC)	Central Bucks East (CBAC)
Council Rock (CR)	CB South West (SWAC)
Lower Moreland (LMSD)	Hatboro-Horsham (HHAA)
Neshaminy (CORE)	North Penn (NPAC)
Pennsbury (PENN)	Pennridge (PR)
	Souderton (SOUD)
Central Division	West Division
Dolphins Community Aquatic Association (DCAA)	Lower Merion (LMAC)

SAL Participating Clubs	
American Conference	National Conference
Plymouth-Whitemarsh (PWAC)	Methacton (MAC)
Springfield (SAC)	Norristown (NAAC)
Upper Dublin (UDAC)	Perkiomen Valley (PVAC)
Wissahickon (WCAC)	Radnor (RAC)
	Upper Merion (UMAC)

Description of SAL Meets

<p>Crossover Meets</p>	<p>The first weekend of dual meets each season consists of crossover meets, crossover meaning that opponent teams are from different divisions of the SAL. Dual means that the meets involve teams from two clubs. Teams scheduled as crossover opponents had similar records during the previous season.</p> <p>Note: Crossover and Regular Season Meets are sometimes ‘Double-dual’ meets, meaning that the boys and girls meets are held in the same pool and at the same time.</p>
<p>Regular Season Meets</p>	<p>The bulk of the season consists of four dual meets. Each team swims and dives against all of the other teams in the same division of SAL.</p>
<p>Flight Dual Meet Championships (Division and League Dual Meet Championships)</p>	<p>The flight dual meet championships are divided into two meets: dual meet conference championship and league dual meet championship. First, the dual meet conference championship opponent is the team in the same place in the other division of the conference. The winner of that meet move on to compete against the winner of the other conference in the league dual meet championship. The runner up of the conference dual meet championship competes against the other runner up in the consolation league dual meet championship. Note: Athletes must have competed in at least 40% of dual meets to be eligible for flight dual meet championships.</p>
<p>League (“A”) and Divisional (“B”) Championships</p>	<p>‘A’ Championships are usually held at LaSalle University. This is the league individual championships and only swimmers/divers with the top 18 times/scores (plus 2 alternates) in the entire league in each event are eligible for ‘A’ championships. Coaches notify swimmers/divers of their eligibility for ‘A’ championships after a league seed meeting which occurs following the League Dual Meet Championships.</p> <p>ALL swimmers/divers are eligible for ‘B’ championships (but cannot swim in events for which they qualified in ‘A’ championships and there is a limit on the combined number of entries for A&B Championships). The ‘B’ Swimming Championships are divisional: each division holds a championship meet. Swimmers are seeded according to their best times for a particular event. The “B” Diving Championships are usually held at one location with the</p>

	<p>results for each event determined by division.</p> <p>‘A’ and ‘B’ championships are individual competitions only (No team competition)</p> <p>Note: Athletes must have competed in at least 40% of dual meets to be eligible for league (‘A’) championships.</p>
Invitational (“Trophy”) Meets	<p>Throughout the season there are a number of invitational/trophy meets hosted by SAL teams. These are often held on Sundays and are open to any league member. There is a small fee per event and (as always) a limit on the number of events that can be entered. Swimmers may choose the events in which they swim. These meets are considered ‘extras’ by most teams, which are entirely optional. Invitational meets are sanctioned by SAL, meaning that times from these meets are considered in the seeding for championships. Most invitational meets require that swimmers sign-up to swim in the meet 3 or 4 weeks prior to the meet. Team reps receive information about these meets from the host team.</p>

USA Swimming

Membership Benefits

RAC is pleased to be part of the USA Swimming Initiative. All RAC swimmers will be registered with USA Swimming, www.usaswimming.org under the Local Swimming Committee (LSC) of Mid Atlantic Swimming www.maswim.org. Participating in the United States Swimming program, and utilizing its vast resources and swim opportunities, enhances the overall experience of swimmers at Radnor Aquatic Club.

The typical swimmer comes to RAC aspiring for a foundation in the sport of swimming. We aim to instruct in all four strokes, while providing a platform for competing at meets. Our hope is that we can build this foundation on all levels; from the developmental swimmer to the national level swimmer. At the developmental level, our focus is on making the swimmer technically sound, while providing ways to improve. As we progress to the National level swimmer, technique is essential, yet so is the preservation and enhancement of passion for the sport at the high school and college level.

The SAL meets provide a great introductory opportunity for our swimmers to begin to focus on their swimming goals. The USA Swimming system creates additional opportunities for our swimmers to reach these goals.

USA Swimming not only offers a variety of programs that we can obviously use to enhance our swimmers’ experience, but also that of our entire club. The most common swim club model in the US is the parent governed club. Most parent-governed clubs are non-profit organizations governed by a board of directors made up of parents: USA Swimming provides models for

business & organizational success, parent & volunteer development, coach development & education, as well as athlete development & performance. As a member club, we reap the benefits of following the USA Swimming business model for parent-governed swim clubs.

Mid Atlantic Swimming advocates the growth and development of a diverse swimming community through education, innovation and a commitment to excellence. The Individual Membership Fee is included in your Annual RAC Registration/Tryout Fee.

Swimmers will be competing as members of Radnor Aquatic Club (RAD-MA) when they compete at USA Swimming meets.

USA Swimming Meets & Sign Ups

A schedule of meets to attend is posted on the RAC web site, www.radnoraquatic.org

Positive sign-up is required for all USA meets. Sign up is available through the RAC website. Because USA meets operate under strict 4 hour time limits, the entries are limited. Deadlines for entering USA Swimming meets will come **well in advance** of these meets. Entries will not be accepted after the deadline has expired. In some cases, we may be forced to accelerate our entries when a popular meet is filling up. Please understand that we will attempt to get our swimmers in as many of the selected meets as possible.

Parent Volunteers – Swimming

Anyone who has been to even one swim meet knows that it takes much effort on the part of parent volunteer workers to make it happen. Approximately 14 parent volunteers are needed for each away meet and at least 28 volunteers for each home meet in the roles of timers, judges, scorers, snack bar helpers, etc.

Every RAC swim family is required to volunteer their time and work a minimum of three (3) meets per year. Dive families are required to work two (2) meets per year. There are many different ways you can help at a meet. There is a job to suit everyone. Outlined below are descriptions of those roles RAC expects parents to fill at swim meets.

Timer

Timers use a stopwatch to time the swimmer in your assigned lane, and record times.

Backup Timer

Backup Timers stand to the side of the pool and start their watches at the beginning of each event. They look to the lane timers to see if anyone has missed an event or is having difficulty with their watch. In these situations, the back-up timer goes to the lane where the timer with trouble is working and gets a time in his or her place.

Runner

After each race, the runner collects the recorded times from the timers in each lane and takes the time cards to the scoring table.

Finish Judge

Finish judges stand at the end of pool and observe the end of the race, recording the order in which the swimmers finish.

Snack Bar (Set Up & Sell Concessions)

Arrive 40 minutes prior to the meet to set up the concessions area and sell food/drink during the meet. 4 people sell concessions so that parents working the table may each leave to watch their child during his or her races.

Snack Bar (Sell Concessions & Tear Down)

Sell food/drink during the meet and stay after the meet to tear down and clean up the concessions area. Tear down begins 15 minutes after the meet has ended, and there are no longer swimmers loitering in the lobby purchasing snacks. 4 people sell concessions, so that parents working the table may each leave to watch their child during his or her races.

Announcer

The announcer announces the name, team and assigned lane for swimmers in each upcoming race.

Deck Parent

The deck parent helps the coaches find the 10 & Under swimmers scheduled for upcoming events and get them psyched up for their swim.

Stroke & Turn Judge

These judges determine whether the technical aspects of the swimming stroke and turn of each swimmer were legal. **Training is required for this job; please do not volunteer unless you have been trained.** If you are interested in learning S&T, contact information@radnoraquatic.org.

Meet Manager/Computer Table

Scorers from each team record the results following each race, and track the team scores. This job requires knowledge of the computer program, Meet Manager, which is used for the computerized scoring system. **Training is required for this job; please do not volunteer unless you have been trained.** If you are interested in learning Meet Manager, contact information@radnoraquatic.org.

CT6 Timing System Operator

The operator runs the timing system which uses an electronic signal from the starter's device and the touchpads in the pool to determine the swimmers' times and order of finish. **Training is required for this job; please do not volunteer unless you have been trained.** If you are interested in learning the timing system, contact Annie at information@radnoraquatic.org.

Starter/Referee

The Starter/Ref runs the events in the meet by ensuring that the swimmers start simultaneously and oversees all the other meet officials. **Training is required for this job; please do not volunteer unless you have been trained.** If you are interested in learning the starter position, contact information@radnoraquatic.org.

Meet Officials Clinics

The Mid-Atlantic Swimming and the Suburban Aquatic League both provide clinics for Stroke & Turn Judges and Starter/Referees. Those who plan to volunteer for these two key jobs and those who are interested in learning how to do these jobs are strongly encouraged to attend these clinics. People interested in learning to work the computer table or the timing system should send a note to information@radnoraquatic.org or get in touch with any board member to arrange on-the-job training. We will be happy to provide more information to anyone who is interested.

Information on Stroke & Turn and Starter/Referee Clinics is available at <http://www.maswimofficials.org/clinicstraining.html>

Parent Volunteers – Diving

RAC also needs parent volunteers at diving meets.

Every diving RAC family is required to volunteer their time and work a minimum of two (2) meets per year. There are many different ways you can help at a meet. There is a job to suit everyone. Outlined below are descriptions of those roles RAC expects parents to fill at meets.

Table Workers

Record the results following each dive, and track the team scores.

Judges

Provide score for each diver after the event.

Announcer

Announces the name, team and line-up of divers in each upcoming dive (home meets only).

Team Suits

The team suit is available at Toad Hollow Athletics, 1590 E. Lancaster Avenue, Paoli 19301
Phone: 610-640-0594.

Communication

RAC uses email as the primary means of communicating with families. It is the responsibility of RAC parents and swimmers to check their email daily in case of any unanticipated schedule changes. The most up-to-date information about RAC events (including meet scheduling changes and meet results) is found on the RAC web site (www.radnoraquatic.org). We also try to post the most critical information on the RAC bulletin boards at the pool.

- Team Reps and Coaches will inform swimmers about meet warm-up times and other events
- Email Distribution: Time critical information is distributed by email. If you are not currently receiving RAC email, send an email message [to radnoraquatic-subscribe@yahoogroups.com](mailto:radnoraquatic-subscribe@yahoogroups.com). Then follow the instructions that you will automatically receive by return email from the Yahoo! System.
- RAC Web Site: www.radnoraquatic.org
- The RAC bulletin board (next to pool locker rooms) includes information about upcoming meets

There are more than 300 registered swimmers and divers with RAC this season. Keeping track of verbal requests about each swimmer is near impossible. Please email specific information about your swimmer or their meet attendance to Coach Garrett Clark (coach@radnoraquatic.org).

Parents are asked to refrain from approaching coaches on the pool deck during practices. If you need to speak to one of the coaches, please send an email and arrange a time to meet when it is least likely to interrupt their practice plan.

Club Policies

Discipline Policy

RAC swimmers and divers are expected to exhibit good sportsmanship, conduct and display respect at all times and comply with all club policies, including but not limited to the athlete code of conduct and safe athlete policies.

In general, in instances when a swimmer or diver does not adhere to these standards, one warning will be given. For example, if a behavior continues after a warning, the child will be asked to exit the pool, get dressed, and return to the pool deck as an observer until the practice is over. Upon the second violation, parents will then be informed. The RAC coaching staff and board reserve the right to suspend or expel a swimmer or diver from the program who is unable to adhere to our team standards.

Because unacceptable conduct has different levels of seriousness, the RAC coaching staff and board reserve the right to initiate discipline at an intermediate level or a step of discipline may be bypassed. In some instances, the severity of the conduct will warrant immediate suspension or expulsion of a swimmer or diver, without prior discipline or warning. In the event of discipline including but not limited to a suspension and/or expulsion, a swimmer/diver/parent/guardian will not be relieved of the obligation to pay outstanding fees nor will be eligible for reimbursement of monies paid to date.

Athlete Code of Conduct

The essential elements of character building and ethics in sports, including swimming and diving are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.” As a result, RAC athletes are expected to follow the following code of conduct¹:

1. Be respectful, courteous and demonstrate positive support for all RAC athletes, coaches, officials and spectators at every meet and practice. Unsportsmanlike conduct such as taunting, refusing to shake hands, or using profane or obscene language or gestures is unacceptable.
2. Compete and train fairly and honestly.

¹ This Athlete Code of Conduct is a general list of expectations and is not intended to be exhaustive. The RAC board and coaching staff reserve the right to discipline for other conduct or activities which are disruptive, present a safety concern and/or otherwise violate RAC’s professional standards.

3. Treat all training and competition venues with the utmost respect, putting away all training equipment in its storage location after each work out and assisting in the cleanup of the team area after each day's competition.
4. Be punctual to all practices, meets, warm-ups, meetings and other scheduled RAC activities.
5. Comply with the policies of RAC, SAL and USA swimming and diving, to the extent a RAC athlete participates in such activities.
6. Comply with all pool, facility and locker room rules. Remember that RAC athletes are guests at these venues.
7. Resolve conflicts without resorting to, or threatening, hostility or violence.
8. Treat other athletes, coaches, officials and spectators with respect, regardless of race, creed, color, sex or ability on any other protected status.
9. Participate in all RAC, SAL and USA swimming and diving activities free from the influence of alcohol, tobacco, illegal drugs, controlled substances or other substances not being used for their intended purpose ("substances"). The use, sale, distribution or manufacturing of such substances during any RAC, SAL and USA swimming and diving activity is prohibited.
10. Refrain from engaging in hostile, abusive, intimidating, bullying, threatening or demeaning behavior when dealing with other athletes, coaches, officials and spectators.
11. Refrain from sexual, racial, ethnic and all other forms of unlawful harassment and/or inappropriate behavior.
12. Refrain from destroying or stealing the property of others.
13. Refrain from any illegal or inappropriate behavior that would detract from a positive image of RAC or be detrimental to its performance objectives.

Practice Group Policy

New Swimmer Evaluations are designed to determine the most appropriate practice group for each swimmer. Please do not make requests for changes in swimmer practice groups. Swimmers are only permitted to practice with other groups with an explicit invitation from the head coach.

Volunteer Policy

Parental involvement is key to the success of Radnor Aquatic Club. Each family is asked to participate in our club's success by volunteering for a minimum of three meets during the fall/winter season. Volunteerism will be tracked, and any family who does not meet their volunteer obligation will be charged a \$100 fine at the end of the season and RAC athletes in the

family will not be permitted to participate in any individual and team SAL championship meets. Families who do not clear their fines will be unable to register for new sessions.

To volunteer for a meet go to the RAC website (www.radnor-aquatic.org), click on events, select the meet you are interested in and click on job sign up. If there are enough volunteers for a given job, the website will not allow you to sign up for this position. Select another job. To get the job you want, sign up early.

Meet Sign-Up Policy

SAL dual meets and SAL League Championships

You do not need to sign up for SAL dual meets or SAL League Championships (qualifying swimmers). It is assumed that all swimmers will participate in these meets. Please understand that writing line-ups for meets is a huge logistical undertaking. To be successful, the coaching staff must know which swimmers will be at the meet. Each swimmer is important to the team, and is a critical part of the meet line-up. Missing just one swimmer can impact several other participants, particularly in the case of relays. In the event of illness, other commitments or the last minute inability to attend, please contact the RAC coach at coach@radnoraquatic.org.

USA Meets/SAL Invitational Meets/SAL Division Championships

These meets require positive sign up. This means that swimmers must sign-up for the specific events in which they will swim in those meets. Sign-ups are available through the RAC website by going to Events.

Only swimmers who sign up will be able to swim in these meets. Entries for these meets must be sent by RAC to the host club weeks in advance. Meet hosts will NOT accept late entries from RAC, therefore we can only enter swimmers who sign up by our entry deadline.

Any eligible swimmer who signs up for a SAL Invitational or USA Meet, but then does not participate in that meet, is still responsible for all of their individual event entry fees. Swimmers who fail to reimburse RAC for event entry fees will not be entered in subsequent Invitational or USA meets. It is the responsibility of each swimmer who is a “no show” for such a meet to contact the coach at coach@radnoraquatic.org and let them know they will not be participating.

Refund Policy

Once the fall season has begun, RAC will not issue any swimmer a refund. The only exception to this policy is a medical situation that results in a swimmer missing 4 weeks of practice or more. In such a case, a doctor’s note is required and must be submitted within 2 weeks of the occurrence that resulted in the swimmers absence from practice. Registration fees are not refundable under any circumstances.

Athlete Protection Policies

RAC supports USA Swimming's athlete protection programs and believes strongly in promoting a positive, safe environment for our athletes, coaches and volunteers. As a result, RAC has established the following conduct policies consistent with USA Swimming's Athlete Protection policies (Article 305 of USA Swimming's Rulebook).²

Athletic Protection

1. Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined by USA Swimming³) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.
2. Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional.
3. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.
4. Any sexual conduct, advance or other inappropriate sexually oriented behavior or action directed towards an athlete by (i) a coach or other non-athlete member of USA Swimming, or (ii) any Participating Non-Member is prohibited.
5. Any non-consensual physical sexual conduct, or pattern of unwelcome advances or other sexual harassment in connection with or incidental to a RAC or USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of RAC or USA Swimming.
6. Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms at Radnor High School or any other venue in which RAC athletes participate in RAC, SAL or USA Swimming activities (including but not limited to practices and meets).

² In the event USA Swimming updates these policies, RAC's policy will automatically be interpreted and administered in accordance with these updates.

³ Consistent with USA Swimming guidelines, a "Participating Non-Member is defined as an athlete, coach, manager, official, and member of any committee, as well as any person participating in any capacity in the affairs and/or attending activities of USA Swimming or RAC, whether such person is a member of USA Swimming or not.

7. RAC coaches and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.

USA Swimming Reporting Procedure

1. It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described above to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Pennsylvania state reporting laws must also be observed.
2. No member shall retaliate against any individual who has made a good faith report under this policy.
3. False reporting of sexual misconduct made in bad faith is prohibited.
4. Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

Anti-Bullying Policy

RAC is committed to providing a safe, caring and friendly environment for all of our coaches and athletes and, consistent with being a USA Swimming club, adopts this anti-bullying policy.

Bullying by or against our coaches, swimmers and/or divers of any kind is unacceptable at RAC and will not be tolerated. If bullying does occur, all swimmers, divers and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening, is expected to tell a coach or a RAC board member.

What is Bullying?

Generally, bullying is the severe or repeated use 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 an athlete that to a reasonably objective person has the effect of:

- causing physical or emotional harm to an athlete or damage to an athlete's property;
- placing the athlete in reasonable fear of harm to himself/herself or of damage to his/her property;
- creating a hostile environment for an athlete at any practice, SAL, USA Swimming or RAC activity; or
- materially and substantially disrupting the training process or the orderly operation of any SAL, USA Swimming or RAC activity (which for the purposes of this section shall

include, without limitation, practices, workouts and other events of a SAL and/or USA Swimming club).

Reporting Procedure

An swimmer and/or diver 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 RAC coach or RAC board member;
- Write a letter or email to a RAC coach or board member;
- Make a report to the USA Swimming Safe Sport staff.

Please contact the individual(s) with whom you feel the most comfortable.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of a RAC coach or RAC board member 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. In response to a report, RAC will take appropriate steps to inquire, investigate and stop any bullying or other inappropriate conduct and will take such other action as appropriate to remedy the situation.

Electronic Communication Policy

RAC recognizes the prevalence of social media in today's world. Many of our swimmers and divers use these means as their primary method of communication. While RAC acknowledges the value of these methods of communication, RAC also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- illegal drugs, controlled substances or other substances not being used for their intended purpose ("substances") or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity;
- the adult's personal life , social activities, relationship or family issues, or personal problems; and

- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, RAC board, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **Transparent, Accessible and Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of RAC's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of RAC. This includes word choices, tone, grammar, and subject matter.

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of RAC join their personal page as a "friend." A coach should not accept any "friend" request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other through Facebook. Coaches and athletes are not permitted to "instant message" each other through Facebook chat or other IM method.

RAC has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters. Coaches are encouraged to set their pages to "private" to prevent athletes from accessing the coach's personal information.

RAC has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to "direct message" each other through Twitter.

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7 a.m. until 9 p.m. Texting only shall be used for the purpose of communicating information directly related to team activities.

Athletes and coaches may use email to communicate between the hours of 7 a.m. and 9 p.m. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

Team Travel Policy

1. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete unless the coach is the parent, guardian, sibling, or spouse of that particular athlete.
2. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.
3. When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.
4. In connection with team travel, additional guidelines will be provided to team members

Parent/Guardian Code of Conduct

Preamble

The essential elements of character building and ethics in sports, including swimming and diving are embodied in the concept of sportsmanship and six core principles; trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

*I therefore agree:*⁴

1. I will not force my child to participate in swimming/diving.
2. I will remember that children participate to have fun and that swimming/diving is for youth, not adults.
3. I will inform the coach of any physical disability, medication or ailment that may affect the safety of my child or the safety of others.
4. I will comply with the policies of RAC, SAL and USA swimming to the extent my son/daughter participates in such activities.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every meet and practice.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, swimmer/diver, or parent such as taunting, refusing to shake hands, or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to follow the team rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability on any other protected status.

⁴ This Parent Code of Conduct is a general list of expectations and is not intended to be exhaustive. The RAC board and coaching staff reserve the right to discipline for other conduct or activities which are disruptive, present a safety concern and/or otherwise violate RAC’s professional standards.

10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a meet or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake, having an off-meet or being disqualified.
13. I will emphasize skill development, practice and personal bests.
14. I will promote the emotional and physical well-being of the swimmers/divers ahead of any personal desire I may have for my child to win.
15. I will never question, discuss, interrupt or confront coaches at the pool during meets or practices; if I have any questions or concerns, I will arrange for an alternate time/place to speak with the coaches.
16. I will demand a sports environment for my child that is free from illegal drugs, controlled substances or other substances not being used for their intended purpose ("substances"), tobacco, and alcohol, and I will refrain from their use at all RAC events.
17. I will refrain from coaching my child or other swimmers/divers during meets and practices, unless I am one of the official coaches of the team.

In general, where a parent/guardian does not adhere to these standards, one warning will be given. However, because unacceptable conduct has different levels of seriousness, a warning may not be provided prior to the RAC Board and/or the coaching staff taking further disciplinary action. Further, RAC reserves the right to immediately suspend or expel a swimmer or diver from the program and/or immediately remove a parent/guardian from observation of and/or participation in the program where violation(s) of the Parent Code of Conduct discredits, disrupts or interferes with the RAC coaching staff and/or program and, in such situations, a swimmer/diver/parent/guardian will not be relieved of the obligation to pay outstanding fees nor will be eligible for reimbursement of monies paid to date.