

Albany Armada Aquatics

TEAM HANDBOOK



Developing Champions For Life

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Welcome to Albany Armada Aquatics

Albany Armada Aquatics (AAA) is a year-round, USA swimming team established in 2012. AAA is a coach owned program with a well-trained coaching staff. AAA is located at the Albany Aquatic Center at Albany High School on Portland Avenue in the city of Albany.

Mailing Address:

Albany Armada Aquatics
PO Box 5479
Richmond, CA 94805

Web site: www.albanyarmada.com

Pool Location:

Albany Aquatic Center
1311 Portland Ave.
Albany, CA 94706

Coaching Staff

- Helen Garcia Mini Blue & Gold Group Coach:
helenswim@gmail.com
- Jesus Salcedo Junior & Blue Group Coach:
jesswimming@gmail.com
- Dan McGary Yellow & Navy Group Coach:
dbmcgarry7797@gmail.com
- Tim Wisniewski Dryland Trainer:
fitwiz@gmail.com

Current Team Billing

All Dues are billed and invoices are generated according to the billing cycle you have selected. All invoices are emailed when there is a balance on your account.

Billing Options: Annual, Semi Annual, Quarterly, Monthly

Annual

- Four quarters of membership
- \$100 discount when paid in full

Semi Annual

- Two consecutive quarters: Fall/Winter, Spring/Summer
- \$40 discount when paid in full

Quarterly

- Fall (September-November)---Billed in August
- Winter (December-February) --- Billed in November
- Spring (March-May) --- Billed in February
- Summer (June-August) --- Billed in May

Monthly

- Dues are billed at the beginning of each month

Other Fees

- USA Swimming Registration Fee \$75. AAA pays to Pacific Swimming for your athletes membership. This is our liability insurance and required of all participants.
- AAC (Albany Aquatic Center) User Fee: As of July 2018. A \$5 Fee will be billed every quarter (July/October/January/April)

Payment Method

- Credit Card
- Echeck: Free
- Checks: \$10 processing fee for all check payments

Either payment options can be set up directly from your team account. Once you set up your billing information the autopay system will automatically bill the team fees. Team fees which bill on the first of the month on your designated billing cycle i.e. Monthly/Quarterly/Semi-Annual or Annual.

Late Fee

- Accounts with a balance will receive a \$10 late fee after the 5th of the month.

NEW Team Billing Effective Fall 2018

Billing Structure

Semi Annual Team Commitment

The team now requires a 6-month team commitment due to our ongoing year round operating costs. Families are required to make a 6-month team commitment (September-February & March-August)

- Pay cycle will not change: Monthly, Quarterly, Semi-Annual & Annually
- Billing methods will not change: eCheck, Credit Card, Check (\$10 fee)
- No inactive period option except for injury or health reasons
- Quarterly Commitment Option: Dues will be assessed a premium
- Those opting out of the semi-annual commitment will pay a \$50 premium on their monthly dues.
- Those withdrawing from the team within the 6 month period will be retroactively assessed the premium team fee per month.

2018	Monthly	Quarterly	Semi-Annual w/ \$40 Discount	Annual w/ \$100 Discount
Mini Blue Group	148	434	781	1621
Blue Group	157	461	877	1729
Yellow Group	168	500	955	1885
Navy Group	180	530	1015	2005
Junior Group	191	560	1075	2125
Gold Group	215	635	1225	2425

Parent Volunteer Requirements

2018-19

AAA Hosted Swim Meet Dates: October 20 & 21st & March 2 & 3rd

Each family is required to volunteer at all AAA hosted USA swim meets and make a donation to the ABC Boosters to support the snack bar & hospitality.

Job shifts are about 2-4 hours in length. Families are required to work one job shift PER SWIM MEET DAY. Most AAA Meets are 2 day meets. Please note for AAA hosted meets **ALL families are required to work even if your swimmer is not attending the meet.**

Type of Jobs Needed at Meets:

Head Timer	Snack Bar
Marshal	Hospitality
Runner	Announcer
Stroke & Turn Official	Awards
Colorado Time Operator	Check In
Intermediary	Timer
Office Assistant	Set Up & Take Down

Each job shift is about 2-4 hours long and is worth 3-5 points. Jobs descriptions can be found on our **Parent Information** tab posted on our website.

Higher Job Points

When jobs are posted, you will find some jobs will give you 8-points per shift. These jobs are essential jobs that are imperative to the running of the meet & worth more points per shift.

- Team Lead- Set Up, Break Down
- Stroke & Turn Official & Trainees
- Head Marshall

Donation Points

We require 1 donation point PER SWIM MEET DAY. The donations will help stock our Our team is required to provide hospitality to coaches and officials. We will provide breakfast items, snacks, drinks and lunch at all meets.

There are some donations that require some food preparation. For those donations there are more points offered since they require more work, at home preparation and a larger food donation: Baked goods, Baked potatoes etc.

For these jobs we factor in the donation and work to prepare the food and list them as 5-point jobs, which will cover your work shift and donation credit.

Please note you are welcome to work more than one job per day. This can help work around any schedule conflicts. We also offer a few work shifts prior to the actual meet dates that can be an option if you cannot attend the meet.

Parent Volunteer Requirements continued...

Total Points Required

The total points you need to earn for swim meets depends on the duration of the meet. Most meets are two day events. . For one day meets the total work-donation is 5 points. For two day meets the total work-donation requirement is 10-points. For three day meets the total work-donation requirement is 15-points.

Buy Out

You have the option to buy out of your volunteer job responsibility. Buy outs must notify Coach Helen two weeks prior to the swim meet date. Buy out payment is \$200 per day of the swim meet. Please note we have raised the buyout from last year. We ultimately want your help and time rather than your money.

Fine

Families not fulfilling their volunteer requirement will be assessed \$250 for each job shift not completed. An additional \$50 will be imposed for parents signed up for a job shift who fail to show up for their work shift or show up late. This fine will also be imposed on families that sign up to donate an item but fail to do so.

How to Sign Up

Work shifts must be signed up through the website to properly log your work credits. To sign up, you must first LOG IN to your team account . Select your meet jobs by clicking on the empty square next to the job shift. Click Sign Up then input your phone number as well as the name of the person working the shift. Please include a cell number in case we need to contact you regarding your work shift.

Our goal is to run a successful fundraiser and give our swimmers an opportunity to compete at their home pool and represent their team. We need your help filling our jobs, so our coaches focus on the swimmers.

Thank you for your support!!

Monthly Meet Volunteer Requirements

For every meet on our calendar AAA will be assigned meet jobs by the host team, such as timing & officiating. Parents with swimmers participating in the meet are required to work one shift per day your swimmer is attending the meet. This includes if your swimmer is carpooling or in other cases with older swimmers driving themselves to meets. These jobs will be posted a few days prior to the date of the meet and are typically 1.5 to 2 hour shifts.

Championship Meet & Quad Meet Volunteer Requirements

AAA is part of a three swim leagues: Pacific Zone 2, Redwood Swim League (RESL),. Each league hosts a swim meet every year:

Zone 2 Championships, Late January

RESL Championships, Late July

For these swim meets our team is required to take on a job to assist with running the meet. These meets will require more volunteer jobs. Parents not signed up by the deadline will be assigned a job shift. Parents with swimmers participating in the meet are required to work one shift per day your swimmer is attending the meet.

Swimmer & Parent Expectations

Swimmer Expectation

- Be on time. Swimmers should be ready for workout at the group start time with their equipment at the side of the pool.
- If a swimmer has a schedule conflict and can not be on time, please inform your coach of an expected late arrival.
- Attend specified number of workouts required for their group.
- Attending swim meets regularly. This is the expectation and essential part of the swim team experience. Swim meets allow us to assess the swimmer's progress and what skills need improvement. Swimmers will also connect and understand the importance of the skills they are practicing each day in workout.
- Swimmers new to the team should consult their coach before signing up for meets for guidance on what events to swim and if they are ready for meets.

Parent Expectations

- Be supportive of the Team!
- Volunteer! We need your support to help organize our events and make them great for our swimmers.
- Make sure to complete your volunteer requirements. We have many opportunities to fill these hours/points, please plan accordingly.
- Donate snacks for Friday Snack Day. We need small snack size items that can be stored. Healthy snacks please!
- Make sure your child behaves in the locker rooms; many swimmers are unsupervised in the locker room and we expect swimmers to respect the facility and represent Armada appropriately. If you see behavior that needs attention please alert a coach.
- Please pay your dues in a timely manner. Setting up a credit card or eCheck for auto pay is the preferred method of payment & saves us time administratively. If you receive a credit card declined or expired notice please communicate with our billing clerk to avoid a late fee. Jessica Getz getzjr1@gmail.com

Swimmer & Parent Expectations continued...

- Attend swim meets according to our team swim meet schedule. Our coaches have planned the season and selected meets according to training cycles. Look ahead at the meets on our calendar and plan around swim meets as much as possible.

Parent Expectations: Swimmer Support

- Participate in Team Fundraisers
- Swimming is a challenging sport. It takes a tremendous amount of time energy, skill, effort & commitment. Be proud of your swimmer!
- Support them in goal setting!
- Encourage your swimmers to participate in swim meets.
 - Look at their swim meet calendar and plan around monthly meets.
 - Sign them up as soon as a swim meet opens for registration
 - Get them to the meet at the required time for their swim group.

Parent Expectations: Coach Support

- Need to talk to a coach? You are encouraged to contact them by email and set up a time to talk away from the workout.
- Please sit on bleacher area of the pool during workout. The deck space is very limited.
- If you have any questions for our coaches please keep them brief or set a time to meet with them outside of our workout time.
- Help your swimmer get to practice on time. Being on time is our first expectation of each swimmer. We appreciate your help.
- Help your swimmer set a consistent practice schedule. If your swimmer has a change in their schedule keep your coach informed and communicate the change to your coach.

Swim Groups

Mini Blue Group

Group Structure: Technical 100% Type: Introductory

Criteria: Swimmers should be able to swim one length Freestyle with side breathing, one length of Backstroke, and be comfortable working in a group setting.

Objective: Improve stroke technique, learn basics of Breaststroke and Butterfly, learn competitive diving, and introduction to turns. Prepare swimmers to compete in their first swim meet.

Attendance: Swimmers are encouraged to attend 2-4 times a week

Stroke work: Highly emphasize stroke efficiency, timing and balance.

Blue Group

Group Structure: Technical 80% & Training 20% Type: Introductory

Criteria: Swimmers must meet all basic swim team standards to join Blue Group. Freestyle with side breathing, Backstroke with good body position, basic knowledge of Breaststroke with legal Breast kick, and basic knowledge of Butterfly.

Objective: Improve stroke technique and balance. Improve conditioning and gain competitive knowledge.

Attendance: Swimmers are required to attend 2-4 times week.

Stroke work: Highly emphasize stroke efficiency and developing a foundation of all four strokes.

Training: Group will focus on specific drills that will help swimmers develop all four strokes, as well as dives and turns.

Swim Groups cont.

Yellow Group

Group Structure: Technical 70% Training 30%

Type: Introductory & Developmental

Criteria: Swimmers must meet the goal set standard for the Blue group. Must be able to swim a 25 of all four competitive strokes, know how to do a dive start, as well as a flip turn and IM turns.

Objective: Improve stroke balance and timing and technique. Gain competitive skills and work towards competing at meets monthly.

Attendance: Swimmers are encouraged to attend as many workouts as possible with a minimum of 2 workouts per week. All workouts have been extended to one hour to continue the advancement of the group.

Stroke work: Efficient stroke balance, distance per stroke, starts, turns to become a more competitive swimmers.

Training: Training will be introduced to help prepare for 100 and 200 events

Goal Set: 8x50 kick on 1:10, 6x50 Free on :50, 4x100 IM on 2:00, 8x100 Free on 1:45, with proper technique and legal turns. Able to swim a 500 Free & 1000 Free events.

Junior

Group Structure: Technical 40% & Training 60%

Type: Training & Development

Criteria: Swimmers should be physically, technically and mentally prepared for an intensive and focused training group. Swimmers should have exceed the goals sets in J1 groups Swimmers should be goal oriented and self motivated.

Objective: Prepare swimmers for Senior level swimming and train to reach their goals. Create a training base with dryland workouts and interval training. Teach race strategies that will prepare swimmers for the elite level.

Attendance: 4-7 workouts a week, swimmers who have goals to swim on the senior team should attend one morning a week in addition to Saturdays.

Stroke work/Training: Swim 3,000 – 4,000 yards per workout. Intensity will increase, technique will always be emphasised, improve overall stroke balance and improve race strategies/concepts.

Swim Groups cont.

Navy Group

Group Structure: Technical 50% & Training 50%

Type: Developmental & Fitness

Objective: Athletes in this group are at or near high school age. This group is for swimmers training for high school season or a training group with swimmers their age. Competing at swim meets is not required for this swim group but encouraged at a rate of about one per quarter.

Stroke Work/Training: The primary focus is to optimize the swimmers stroke and improve turns and underwater movement. We want to prepare swimmers for the high school swim season.

Attendance: Swimmers are encouraged to attend as much as possible with no less than 2-3 workouts a week.

Gold Group

Group Structure: Technical 40% & Training 60%

Type: Training & Development

Criteria: Swimmers should be physically, technically and mentally prepared for an intensive and focused training group. Swimmers should have exceeded the goals sets in J1 groups Swimmers should be goal oriented and self motivated.

Objective: Prepare swimmers for Senior level swimming and train to reach their goals. Create a training base with dryland workouts and interval training. Teach race strategies that will prepare swimmers for the elite level.

Attendance: 6-8 workouts a week, swimmers who have goals to swim on the senior team should attend one morning a week in addition to Saturdays.

Stroke work/Training: Swim 4,000 – 5,000 yards per workout. Intensity will increase, technique will always be emphasised,improve overall stroke balance and improve race strategies/concepts

Group Promotions

When is my swimmer ready for the next level group?

Coaches will make group move ups when swimmers are ready to take on the challenge of the next level group. We assess swimmers at the end or beginning of each swim season cycle or quarter.

Its important to note that swimming is not like school where swimmers progress into the next grade level each year. Its not uncommon for swimmer to be in a group for 2-3 years. We have 7 ability groups that will span across a swimmers career in the sport from beginner to elite swimmer.

Criteria:

- Swimmers must know all the skills thoroughly outlined in the group description.
- Swimmers must comfortably achieve the goal sets outlined in the group description with proper form.
- We aim for swimmers that move up to fit into the next group in the middle of the group. We want it to be a smooth transition and don't want swimmers to struggle and loose motivation if they are at the bottom of the group.
- Ultimately it is the coach's decision.
- Keep in mind, as coaches we want to keep challenging and progressing our swimmers rather than hold them back.

Our Website: www.Albanyarmada.com

NEW & IMPROVED WEBSITE COMING SPRING 2019

We have been exploring other options for our team website and have committed to a new partnership with the Active Network. We hope to launch the new website, billing system & home page in the Spring of 2019.

The information below is for the Team Unify Website:

Be sure to keep your email up to date. This is our primary source of communication.

Set Up your Password and gain access to your Member Account:

- Log in instructions are sent to your primary email address when you join.
- Your log-in is the primary email address you entered when you registered for the team.
- If you are having trouble with logging in to your account after updating your password, contact Coach Helen for assistance.

Member Account

- View billing statement & view payments
- Set Up Credit Card for Auto Pay (preferred)
- Swimmers Info
- Please Update Emergency Contact Info!!
- Volunteer Job Sign Up
- Swim Team Event

Schedules

- Swim Meets by Group
- Workout Schedules – Changes in Nov & Feb
- Non Swim Days: Holidays & winter summer breaks

Team Information Tab

- Team Records
- Equipment Requirements by Group
- Links for ordering

Parent Information Tab

- How to enter a Swim Meet
- Swim Meet Survival Guide
- Time Standards...What it all means

How to sign up for meets: **Online Meet Entry System(OME)**

www.ome.swimconnection.com

- Most meets use OME as their primary mode to enter events
- AAA weekly emails and Event announcements will have direct links to connect you to the meet sign up page.
- Create an OME account. When you set-up your account, request to receive email notifications of new swim meets open for registration.
- For detailed steps on account set-up, look at the article “How to Sign Up for Meets” on our Parents Education Tab.
- Some meets do not allow No Time entries. If this is your swimmers first meet you can make up a time. If you need help with this just email your coach.
- Swim meets only stay open as long as there is space, so immediate sign-up is highly advised.
- Find info on current time standards and other information @ Pacific Swimming Website: www.pacswim.org
- Track your swimmers progress, see national rankings, and receive patches by creating a USA Swimming Deck Pass account at www.usaswimming.org
- Quick reference to course designation:
SCY=Short Course Yards/ LCM= Long Course Yards

Equipment

Equipment Needs for each group are detailed below. Each swimmer will need a Armada team suit for competition, which is only available through our team vendor, Making Waves. Our vendor will be on deck at the start of the Fall Season for a suit sizing and equipment order day.

For team apparel: Parkas, Sweatshirts, T-shirts, & hats refer to our team apparel link on our home page.

Team Suit:

Swimmers are welcome to wear any suit for practice as long as it is a lycra suit suitable for workout. No two-piece swimwear or tie up stringy suits for girls. No board shorts or non-lycra suits for boys.

Team Suit: ARENA Navy Blue Suit with Embroidered Team logo

Girls Suit

Boys Brief

Boys Jammer

Mini-Blue, Blue & Yellow Swimmers

Fins:

Before you purchase fins see if you can find a pair in the team fin bin. These are extras that have been donated to the team by swimmers that have outgrown their fins. If you find a working pair please take them home & write your name on them big and on both sides. Then bring them and use them for workouts.

Juniors

Junior Snorkel

Finis Edge Fins (if your swimmer foot is still growing stick with floating fins)

Mesh bag

Navy Group

Finis Edge Fins

Gold Group

Junior or Senior Snorkel

Arena Fins

Mesh bag

Paddles- Stroke Maker (Green or Yellow size)

Pull buoy

VoloBlade Paddles

Extra's

Team Parka

Team Backpack

Albany Armada Aquatics (AAA) **Electronic Communication Policy** www.usaswimming.org/protect

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

GENERAL CONTENT

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: drugs 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, the 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 the Club'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 the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate

FACEBOOK, INSTAGRAM, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club 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. AAA 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.

TWITTER

Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

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

EMAIL

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

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

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.



Code of Conduct

The 3 R's

Respect yourself & your teammates

Respect your coach & all Armada
staff

Respect your facility

In accordance to the previous statement, we expect our swimmers to adhere to these guidelines as a member of Albany Armada Aquatics:

Be on time for practice: Arriving late for swim practices usually means a swimmer will miss some important information, a vital set, or an essential lesson for that day.

Be prepared for practice: Forgetting your swimsuit, cap, goggles, or equipment means that you are not prepared for workout. Pack your swim bag the night before practice, and always make sure you have your suit, cap, goggles, and all required equipment. A water bottle is highly recommended, and is even mandatory in some groups. Also, each swimmer must own and maintain an ARMADA team cap.

Wear appropriate swim attire: All swimmers are required to use an appropriate swimsuit. This means that the swimsuit should be in good repair, and boys should use a brief or jammer style suit, not shorts or trunks. Your suit should also be an appropriate size.

Be prepared to do your best at practice each day: Because swimming is a sport that not only requires skill, but also hard work to improve, it is important that you give each practice 100% effort each day.

Be courteous to your teammates, coaches and other members: irresponsible behavior will not be tolerated at anytime. Unacceptable behavior will be dealt with at the discretion of the coaching staff.

Rules of the facility must be followed at all times.

All rules and regulations set by the aquatics facility must be followed at all times.

The possession, use, or sale/distribution of any illegal substance or any form of weapon is forbidden. The sale or distribution of controlled substances to others is also forbidden.

Additional guidelines may be established as needed to assure the safety and well-being of the team members.

Athlete's Name Printed

Date

Athlete's Signed

Date

Parent's Signature

Date



The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a member of Armada parent(s)/guardian(s) are required to sign and return this document to your coach.

As a parent/guardian, of _____
(Swimmers Name)

I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

Lead by example: I will set the right example for my child(ren) by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.

Be involved: I will get involved by volunteering and fulfilling all required volunteer hours. I will observe practices from the bleachers, cheer at meets, and talk with my child and their coach about their progress.

Be Informed: Read the Team Handbook and understand the team policies, athlete and parent requirements.

Parent Role: I will refrain from coaching my child from the stands/pool deck during practices and meets. Your role as a parent is important. Let the coach do the coaching, so you can provide unconditional support as a parent.

Appropriate Behavior: 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.

Officials: I will respect the integrity of the officials and represent Armada appropriately

Follow the Protocol: I will direct my concerns first to my child's coach; then, if not satisfied, to the head coach.

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

Parents Name Printed

Date

Parent's Signature

Date