

RANCHO COLORADOS (RC) SWIM TEAM

WAHOOS HANDBOOK 2023



Welcome	1
Introduction	1
Team Cheer	1
Meet Our Head Coach	2
Communication	3
Mandatory Parent Meeting	3
Family Folders	3
Team Website	3
Swim Team Eligibility and Participant Expectations	4
Swimmer Eligibility	4
Swimmer Criteria	4
Swimmer Code of Conduct	4
Parent Code of Conduct	4
Overview of Rancho Swim Programs	6
Swim Team Prep Swim Program, aka Gutter Guppies	6
Spring Stroke Clinic	7
Swim Team	7
Fall Swim Program	7
Private Swim Lessons	8
Turn and Dive Clinics	8
Meet Information	9
Types of Meets	9
Meet Registration	10
Swim Meet FAQs	11
Swim Meets 101	14
Parent Jobs and Responsibilities	16
Types of Parent Jobs	16
Swim Team Terminology	18
Swim Team Social Events	20
Awards and Recognitions	21
During the Season	21
End of Season Awards Night	21
2023 Rancho Colorados Swim Team Committee	22

Welcome

Introduction

Welcome to the Rancho Colorados Swim Team (RC)! We are a family-oriented, volunteer-supported swim team. RC is committed to providing a fun and nurturing environment where instruction and competition are balanced with social and team building activities.

Our goal is to provide an opportunity for each swimmer, regardless of ability, to do their best, to gain recognition for their efforts, to foster fellowship among members, and to promote sportsmanship and fun. Parent and family participation is the engine that makes our swim team run!

Team Cheer

Coaches:	Waaaaa-Who, who, who are we?
Swimmers:	We are Rancho, come and see!
Coaches:	Who, who, who are we?
Swimmers:	Fastest fish in the sea!
Coaches:	Who, who, who are we?
Swimmers:	We are Rancho, tough to beat!

Meet Our Head Coach

Adrian Lohse, Head Coach



Coach Adrian is currently in his second season with the Rancho Colorados Wahoos. He brings more than 30 years of swim experience, from learn-to-swim programs up to National Championships. He is a full-time ASCA certified coach and has achieved success at each stage throughout his coaching career.

Outside of Rancho Colorados, Adrian is in his seventh year as the head coach for the Clayton Valley High School Swimming and Diving team. He is also the founder and head coach of Triggerfish Aquatics, a USA Swimming affiliated team which focuses on competition and stroke clinics outside of the summer season for all levels of swimmers.

Adrian is supported by his family of current and former swimming aficionados. His wife Kim, and daughter Grace, both swam through high school. His son, Jacob, a former Wahoo, currently swims for the Cal Bears. When he is not at a pool or working on swimming, Adrian is most likely watching the SF Giants, scuba diving, or doing a puzzle.

Communication

You will receive regular email communication from various members of our Swim Team Committee with swim team information, including a weekly newsletter–Wahoo Happenings! In addition to these emails, the following important forms of communication between the Swim Team Committee and swim team families:

Mandatory Parent Meeting

Please join us for a mandatory parent meeting. In April, the Swim Team Committee holds two meetings—one tailored for families new to swim team, and one for all Wahoo families.

This is a good time to meet Coach Adrian, members of the Swim Team Committee, fellow swim team parents, and get your questions answered. The meeting is typically held before Parent Job Sign-ups begin so bring your questions!

Please visit our team website for the date and time.

Family Folders

Each family has an individually labeled folder filed alphabetically outside the coach's office. **Please check this folder regularly.** Swimmers will receive ribbons, flyers, and team information in their folders.

Team Website

All of our swim information, including this handbook, will be posted on our website at <https://www.gomotionapp.com/team/rcw/page/home>. This is an invaluable resource. We suggest you take some time to get familiar with the site and its information.

Swim Team Eligibility and Participant Expectations

Swimmer Eligibility

All children of Rancho members are eligible to register for swim team, provided they are 4-18 years old as of June 15, 2023. Swimmers must fulfill these other eligibility requirements:

- Swimmers (other than high school and college swimmers) may not compete as members of a year-round swim team or train with a year-round swim team after December 31, 2022. Swimmers MAY NOT compete in any USA swim meets after December 31, 2021 and until August 18, 2023.
- High school swimmers who are members of their scholastic teams may continue to train with a year-round swim team until February 7, 2023. High School and college swimmers may swim in USA meets unattached until February 7, 2023.
- Swimmers assisting with the coaching of participating teams may compete, provided they meet all other eligibility rules and are bona fide members of the team they represent.
- Lafayette Swim Conference (LSC) eligibility: In order to swim at the LSC Championship meet, swimmers must swim in at least two (2) dual meets during the season, prior to the LSC Championship meet.

Swimmer Criteria

Above all, we want our Wahoos to be successful in the water while enjoying their time as a member of the team. We hope that they look forward to practices and meets. To join the swim team swimmers should be comfortable in the water so that swimming laps, 5 days a week, is not discouraging. In order to begin workouts with swim team, we suggest swimmers to be able to:

1. Swim one lap (25 yds) freestyle, unassisted (w/o holding onto a parent/coach or lane line).
2. Swim backstroke with limited assistance. Swimmers must be comfortable in the water swimming on their backside.
3. Understand that they should be diving into the pool fingers first, and are very close to it (vs. feet first).

Our head coach is committed to the success of all swim team members and it's important that new swimmers start off on the right foot. Coach Adrian will make the final decision regarding your child's readiness for swim team. If your swimmer does not meet eligibility requirements, we encourage your swimmer to participate in our Gutter Guppies program.

If you have any questions about your swimmer's eligibility, please contact Coach Adrian, swimcoach@ranchocolorados.com.

Swimmer Code of Conduct

As a swimmer & member of the Rancho Colorados Swim Team, I will abide by the following code of conduct:

1. I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of other swimmers, parents, officials and coaches at all times.
2. I will follow the directions/instructions of the coaching staff.
3. I will comply with all team rules.
4. I will promote positive team spirit and morale.
5. I will be courteous to all meet hosts, pool facility operators, coaching staff, visiting teams and guests.
6. I will leave the pool/club facilities tidy and in clean condition.

7. I will not engage in inappropriate or unruly behavior including, but not limited to bad language, bullying, or fighting.

Parent Code of Conduct

As a parent of the Rancho Colorados Swim Team, I/We will abide by the following code of conduct:

1. I/We will demonstrate good sportsmanship by conducting my/ourselves in a manner that earns the respect of my/our child, other swimmers, parents, officials and coaches at all times.
2. I/We will treat coaches, officials and fellow parents with courtesy & respect at all times.
3. I/We will maintain self-control at all times and know my/our role:
 - a. Swimmers–swim
 - b. Coaches–coach
 - c. Officials–officiate
 - d. Parents–parent
4. I/We will practice teamwork with all parents, swimmers and coaches by supporting the Wahoo values of commitment, fairness, discipline and hard work.
5. During meets, questions or concerns regarding decisions made by meet officials or coaches are only to be discussed with the RC Head Coach and/or Swim Team Director at the conclusion of the meet.
6. I/We understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
7. I/We understand that as a part of our child(ren)s involvement in RC means I/we are responsible for a specified number of volunteer jobs at meets and social events.

Overview of Rancho Swim Programs

Swimmer age groups are determined by the age of your swimmer on June 15, 2023. If your swimmer is 7 or turns 7 on June 15, 2023, they will swim with the 7/8s as a 7 year old; if your swimmer turns 7 on June 16, they will swim with the 6 & unders. Swimmers are expected to practice during the workout time when their age group is swimming. Swimmers will not be allowed to move up in age groups for workouts in order to swim with siblings or for other reasons. If you have a scheduling conflict, please contact Head Coach Adrian Lohse. All workouts will be designed to meet the ability levels of all swimmers in each age group.

Swimmers should arrive 10 minutes before the scheduled practice time and are expected to arrive in their swimsuit, with their cap on, goggles ready, and a full water bottle. Swimmers are encouraged to attend as many swim practices during the week as possible.

Coaches are not responsible for children who are not participating in workouts. Please have your swimmer exit the pool area after practice until the lifeguards arrive for the day. Regardless of their age, children are not allowed to hang out without adult supervision when the pool has not opened. Children 7 and under may never be “dropped- off” for practice.

All swimmers should bring:

- Goggles
- Swim cap (if hair is long enough to cover eyes)
- Towel
- Fins. This is especially important and necessary for our 8 & unders.
- A well-fitting competitive swimsuit (rashguards, board shorts, leotards, and swimsuits with frills and decorations are not appropriate for practice)

Please refer to the Swim Apparel page on our team website for more information about apparel.

Swim Team Prep Swim Program, aka Gutter Guppies

Gutter Guppies is a swim program for our youngest Wahoos who are hoping to join swim team. Swimmers will progress through the Gutter Guppies program, as written and directed by Head Coach Adrian Lohse.

Our goal with the Gutter Guppies program is to help build the skills and confidence of our youngest Wahoos so that they are able to move seamlessly onto swim team with ease, excitement, and proper technique. We want them to be successful, happy swim team members!

If your swimmer is not ready for swim team (see Swim Team Eligibility below), we recommend Gutter Guppies. Swimmers who register for Gutter Guppies can graduate to swim team at any time during the season. Please refer to the [Gutter Guppies page](#) for session dates/times.

Program Information

- Lessons will be semi-private with a goal of approximately 4 Guppies per group with 2 instructors (4:2).
- 30-minute lessons
- Swimmers will attend 4x/week, Monday-Thursday.
- Lessons will be held 1:00-1:30 pm or 1:30-2:00 pm. You will be assigned a time slot based on coach availability.
- No refunds will be offered for missed lessons; additionally, session costs will not be prorated for missed lessons.

- A Gutter Guppies swim meet will be held the week of July 18th and we encourage all guppies to participate!

Spring Stroke Clinic

Spring Stroke Clinic is an opportunity for swimmers to improve their understanding of all four competitive strokes and turns before preseason workout begins. It is open to all swimmers with previous swim team or Fall Swim Clinic experience (with RC or another team). Please refer to the [Spring Stroke Clinic page](#) for session dates/times.

Swim Team

Swim Team Eligibility

We want our swimmers to be successful and happy as a member of the Wahoos. In order to join swim team, we suggest swimmers join if they can do or are close to doing the following so that they are able to keep up with the workouts and enjoy their time in the water:

1. Swim one lap (25 yds) freestyle, unassisted (w/o holding onto a parent/coach or lane line).
2. Swim backstroke with limited assistance. Swimmers must be comfortable in the water swimming on their backside.
3. Understand that they should be diving into the pool fingers first, and are very close to it (vs. feet first).

Swim Team Practice Schedule During School

While school is in session, we offer practice throughout the week after the school day ends. While school is out, we offer practice throughout the week from 8:00 am to 12:30 pm. We encourage swimmers to attend as many workouts per week as their schedule allows. Please refer to the [Swim Team page](#) for practice dates/times.

Note: There will be practices on Wednesdays with evening meets.

The 2023 Contra Costa County Championship (County) meet workouts will be held August 5-6, 2023. These workouts are for County meet qualifiers and selected relay team participants only.

Fall Swim Program

Updated information will be posted to our team website. All swimmers, regardless of membership, are welcome to participate in our Fall Swim Program.

Private Swim Lessons

RC swim coaches will be offering private competitive stroke lessons during the swim team season.

Lessons will be available on a first-come-first-serve basis. Due to the limited number of lesson spaces, each child may have ONE lesson per week per coach.

Information on how to sign-up will be posted on our team website and communication regarding sign-up availability will be released to the entire team. In signing up your swimmer, you are agreeing to be available to take a lesson at the time you signed up for.

Note: If you miss your lesson time slot, no make-up will be offered and you will forfeit your payment.

Lesson fees are due by **5:00pm** on the Sunday in advance of your lesson. If payment has not been received by then, your spot will be forfeited and another swimmer will be offered your position. Please make your payment by electronic payment according to the specific coach you are signing up with.

Turn and Dive Clinics

Occasionally, throughout the swim season, the coaching staff will host separate turn and/or dive clinics during which swimmers can receive coaching specific to turns and dives. These clinics are not meant as a substitute for team workouts, but are offered as a supplement for those swimmers who want to gain confidence in their dive and turn skills through focused and small group settings.

Information about these clinics, including dates, cost, and time, will be released in the spring and posted on our team website.

Meet Information

Types of Meets

Time Trials

This meet gives each swimmer the chance to establish a baseline time in all individual events: Freestyle, Breaststroke, Backstroke, Butterfly and Individual Medley (IM) (IM is for 7 & up). Every swimmer is encouraged to swim in all events. These are not official times and cannot be used for a County qualifying time.

Conference Meets

RC is a founding member of the LSC, a non-profit organization that was established in October 2011. Current members of the conference are LMYA, Springbrook, and Sun Valley. Throughout the season, RC will participate in dual meets with teams in our conference.

Non-Conference Dual Meets

In addition to our conference meets, RC swimmers participate in dual meets with other clubs in the area as our schedule permits.

2023 Invitational Meets

Devil Mountain Pentathlon: This is a two-day meet, hosted by the Dana Hills Swim Team (DHST). At this meet, each swimmer has the opportunity to swim all of the following events in the order listed.

- Butterfly
- Backstroke
- Breaststroke
- Freestyle
- Individual Medley (IM) (7 & up)
- 50 yd Freestyle (6 & under only, instead of IM)

LSC Championship Meet

This is the most important meet of the summer, and we hope all families will make an effort to participate. Prior to the meet, the Spirit and Social Committees host a handful of events to create excitement and foster team building in recognition that the LSC Championship meet is the culmination of each swimmer's hard work over the summer. All swimmers are encouraged to swim three individual events at the LSC Championship meet. This is a fun meet for all swimmers, with lots of spirit and friendly team rivalries. The meet is held at Acalanes High School.

Note: Please try to avoid scheduling a vacation during the LSC Championship meet.

Contra Costa County Championship

The Contra Costa County Championship has been the county's premiere invitational meet since 1961 and is open to all recreational swim teams in Contra Costa County. This is the final meet of the season and is hosted by LMYA at Acalanes High School. Swimmers must qualify for this meet by achieving a County "gold" time in an event. We hope that every swimmer who qualifies for this meet will attend. Training and social activities are organized for the week of the meet. Some swimmers who have not qualified may still be placed on a relay team for RC.

Important notes about invitationals:

- Alcoholic beverages are not allowed at invitationals, the LSC Championship or County meets.
- All swim families with swimmers participating at invitationals and the County meet will need to

work a shift at these meets.

- All swim families will be required to work at the LSC Championship meet.

Meet Registration

NEW FOR 2023: Your child is automatically signed up (registered) for each meet, with the exception of invitationals (Devil Mountain Pentathlon). Further information regarding signing up for invitationals will be sent at a later date. For all other swim meets, if your swimmer is not available, please follow the instructions below for signing out of a meet. Please note the registration deadlines posted on our team's website.

Coach Adrian, and the coaching staff, will select the events for your swimmer based on what they have observed in practice. *If your swimmer has a preference or question about their swim events, we encourage them to speak directly to Coach Adrian.*

Step 1: Sign into our team website: teamunify.com/rcw.

Step 2: Go to the Calendar page.

Step 3: Click your desired meet's Attend/Decline (or Edit Commitment) button.

Step 4: Click the name of the athlete whom you want to remove from the meet.

Step 5: Click the Declaration dropdown and click 'No, thanks, [Name] will NOT attend this event.'

Pumpkin Invitational (Oct 20, 2017 - Oct 22, 2017)

Member Athlete:
Emily Black

*Declaration Select Yes or No
Yes, please sign [Emily] up for this event

Notes:
Emily cannot attend on Sunday.

Step 6: Save your changes.

After scheduling the meet, the Meet Program will be posted online under the Meet Info tab–this will indicate the events in which your child is swimming for a given meet. Please review the entries and double check if your child is placed in any relays.

Swim Meet FAQs

Does my child have to swim in any or all of the swim meets?

No. Your child does not have to participate in any or all swim meets, but we encourage them to do so! Please be sure to indicate on our team website if your child will not be swimming in a particular meet.

When do I need to arrive for meets?

Times will be confirmed in a pre-meet email from the Swim Team Committee. The coaches want all swimmers (except 6 & unders) to participate in warm-ups.

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Home Meets (@Rancho):

- Wednesday—Be at the pool by 4:00 pm for 4:15 warm-ups
- Saturday—Be at the pool by 7:45 am for 8:00 warm-ups

Away Meets:

- Wednesday—Be at the pool by 4:30 pm for warm-ups
- Saturday—Be at the pool by 8:00 am for warm-ups

My child is not swimming in an upcoming meet, do I still have to work that meet?

Yes, if you have a job assignment for that meet you still need to work that meet. Signing your child out of a meet that you are scheduled to work does NOT excuse you from your parent job commitment for that meet.

What if it is too late to sign your swimmer out of a meet that you thought they could attend? Who should they contact?

If you know your child cannot swim in a meet that they were signed into, please contact Coach Adrian and the Swim Team Director.

What if my child gets sick or injured before a meet?

Please contact Coach Adrian if your swimmer is sick or injured and is unable to swim.

During the meet, how do I get my child to their lane when they are scheduled to swim?

We have dedicated age-group specific Shepherds that will get your child to the appropriate location. Parents of 8 & under swimmers are responsible for ensuring that the swimmers report to their Shepherd when notified of their event. Shepherds are not responsible for tracking down swimmers. Shepherds are responsible for leading swimmers to the staging area where they will line swimmers up so that they can be brought to the proper heat and lane at the correct end of the pool (this is amazingly hard to do with over 100 5-8 year olds!). Swimmers will also be reminded which stroke they are swimming. Swimmers who do not come when the Shepherds call may miss their event.

For families new to swim team with swimmers 9 and up, we recommend that you arrive early to your first meet and check in at the New Families tent. A New Family Liaison or a member from the Swim Team Committee can show you where your swimmers will line up for their events, and address any questions that you may have.

Note: There are no Shepherds at the LSC Championship or County meets. At these meets, parents are responsible for getting their own young swimmers to the Clerk-of-the-Course for event check-in at the proper time.

Where will I find the meet program and my child's event assignments?

Meet programs will be emailed prior to our dual meets and posted on our team website. The meet program indicates the events (including heat and lane) in which your swimmer is entered. We

recommend that you print the program at home and highlight your swimmers' names prior to arriving at the meet. The meet program will also be posted near the Meet Captain's table at home and away meets.

For invitationals and big meets (such as the Conference Championship), heat and lane assignments will be printed in a program book that will be sold at the meet.

How do I read the swim meet program?

The program is organized by event in the order that it occurs at the meet. When looking at a particular event, the swimmers are then arranged by heat. Find your child's name in the program. Within your swimmer's event, you will see that swimmers are broken up into smaller lists of about 6-10 swimmers, these are heats. Above that list, you'll see the heat assignment. To the left of your swimmer's name will be a number. This is the lane assignment.

To the right of your swimmer's name is their seed time. You can compare your time to others in their heat. Swimmers in the lanes near your swimmer will typically have similar swim times.

For dual meets, swimmers are seeded fastest to slowest—the fastest swimmers swim in heat 1. Although big meets typically place the fastest swimmers in the last heats, there are a few different ways they can be organized.

Here are two examples of an event from a Meet Program for an individual event as well as a relay:

Event	#21 Girls 15-18 100 Yard IM				
	<div> <div>Pool: 1:02.71 2021 Maggie Hawkins</div> <div>Team: 1:00.38 2019 Katherine Hawkins</div> </div>				
	<div> <div>1:09.42 CNTY</div> <div>1:16.36 LSC</div> <div>1:20.18 WHO</div> <div>1:26.77 STRK</div> </div>				
	Lane	Name	Age	Team	Seed Time
Heat	Heat 1 of 2 Finals Starts at 05:38 PM				
	1	Dougherty, Molly	15	RC	1:13.61 LSC
	2	Galbraith, Lucy J	15	LS-WC	1:15.32 LSC
Lane	3	Smith, Rylan	17	RC	1:09.54 LSC
	4	Kardell, Naomi K	16	LS-WC	1:12.72 LSC
	5	Heffelfinger, Wer	15	RC	1:13.05 LSC
	6	James, Olivia	15	LS-WC	1:23.57 STRK
	Heat 2 of 2 Finals Starts at 05:40 PM				
	2	Heffelfinger, Hei	17	RC	NT
	3	Jones, Emily M	15	RC	1:13.96 LSC
	4	Aris-Dumas, Isab	16	RC	NT
	5	Kuhner, Jacqueli	15	RC	NT

Event → **#76 Boys 9-10 200 Yard Freestyle Relay**

Pool: 2:06.39 2016 Rancho Colorados
J. Mendelssohn, P. Kuhner, W. Smith, S. Lee
Team: 2:01.46 1986 Rancho Colorados
C. Ulbrich, S. Hansen, C. Benoit, R. Henderson

← **RC pool and team records.**

2:15.91 CNTY ← **County qualifying time.**

Lane	Team	Relay	Seed Time
Heat 1 of 1 Finals Starts at 08:54 PM			
1	RC	B	2:37.73
	Strange, Harrison W 10 Catron, Silas E 9		Kmet, Logan R 9 Harmeyer, Kai R 9
4	LS-WC	A	2:17.45
	Summers, Jonathan 10 Scarborough, Will E 9		Miller, Keegan S 10 Steger, Brayden M 10
Lane → 5	RC	A	2:19.72
	Kao, John David 10 Mason, Beckett D 9		Morantes, Jax M 10 Brockmeier, Peter J 10
6	LS-WC	B	2:44.62
Swimmer 1 →	Szabo, Dylan J 9		Iosso, Spencer T 10 ← Swimmer 2
Swimmer 3 →	Demeyere, Weston N 10		Woznak, Liam P 9 ← Swimmer 4

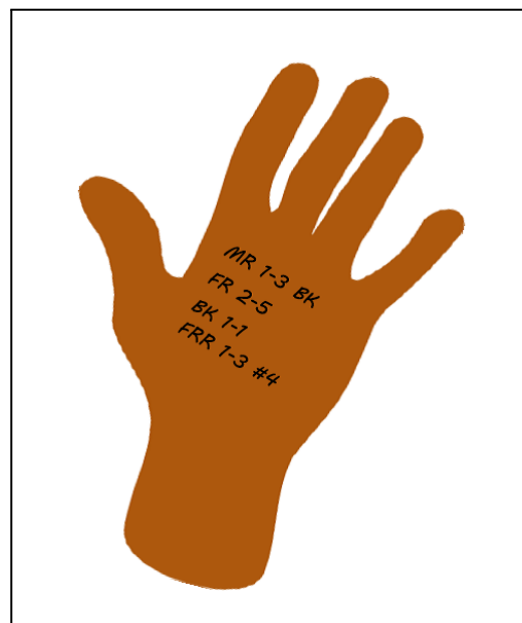
For Medley Relays (MR):
Swimmer 1 - Backstroke
Swimmer 3 - Butterfly

Swimmer 2 - Breaststroke
Swimmer 4 - Freestyle

How do race officials know what event and lane my swimmer is swimming in?

Parents please help us keep the meet on schedule by marking your 6 & under and 7/8 swimmers using the following to indicate STROKE-HEAT-LANE.

- STROKE abbreviations:
 - MR - Medley Relay
 - BK - Backstroke
 - FR - Freestyle
 - BR - Breaststroke
 - BF - Butterfly
 - FRR - Free Relay
- This swimmer is swimming:
 - Medley relay-heat 1-lane 3-backstroke
 - Freestyle-heat 2-lane 5
 - Backstroke-heat 1-lane 1
 - Freestyle relay-heat 1-lane 3-fourth swimmer



Is there an app that I can use to sign-up for swim meets and track what events my child is swimming?

Yes. There is an app called *OnDeck* that is linked to our team website. You can set-up a profile on this page, link the Rancho Wahoos Swim Team and declare your swimmer for each swim meet. You can also check what your child will be swimming in each meet under the “Events” and “Events & Meet Entries” tab on this app.

There is also an app called *MeetMobile* which can be used for real-time meet results, at an additional cost to the user for downloading. The meet results will also populate over on TeamUnify “OnDeck” once the meet is done for no additional cost.

Who do I contact with questions?

Please reach out to one of our New Family Liaisons, Dana Hollins or Sheyna Daniels at RCNewFamilies@gmail.com with any questions.

Swim Meets 101

New Members Tent. RC welcomes new member families to join us in the new members tent. New Family Liaisons, or Rancho Swim Team Committee members, will be in the tent and available to answer questions.

Be prepared! Don’t miss your event. Know what events your child is swimming in and at what time; check the meet program or heat sheets beforehand). Only 6 & unders and 7/8 age groups are shepherded to the blocks at dual meets, and only if they can be found. They should stay in the team area at all times!

Keep warm! After warm-ups and between events, wear clothing and shoes. 80% of body temperature is lost through the head, hands, and feet. Be prepared with the appropriate clothing and covering. Bring more towels than you think you need and parkas (or sleeping bags) to help stay warm.

Bring games, cards, books, etc. for entertainment between events, particularly at big meets.

Check in at Clerk-of-the-Course for big meets. All swimmers must check in on time with the Clerk-of-the-Course for each event at the LSC Championship and County meets. If a swimmer fails to check in on time they will not be allowed to swim in that event. Each big meet requires younger swimmers to write on their hands (or back shoulder) their name and the events they are swimming in (see Swim Meet FAQs above).

What to Bring to a Meet (Label Everything!)

- Swim bag
- Water
- Suit
- Towels—Extra towels are always a good idea.
- Caps and goggles (extras just in case).
- Sharpie pen, for writing stroke/heat/lane assignments on younger swimmer’s hands.
- Clothing for time between events. Some Wahoo favorites: sweats, parka, flip-flops, warm slippers.
- Sunscreen
- Money for snacks (cash is usually preferred).
- Lightweight tents, folding lawn chairs, and/or blankets can make spending time at away meets and big meets more comfortable for swimmers and parents.

Wahoos Show Sportsmanship and Courtesy

- **Look like a team!** Wear team suits, team caps, t-shirts, and Rancho Colorados gear to the meets.
- **Keep the area clean!** No one wants to stay late to clean up after you.
- **Show good sportsmanship** and common courtesy to other swimmers, adults, coaches, and meet officials.

- **Always tell a coach if you leave early.** Many times swimmers miss an event, especially a relay, by leaving early. It is important that the coaches are aware of your departure in order to field the relays.
- **Show WAHOO spirit!** Cheer for your fellow teammates and swim your best each time.
- **Share parenting responsibility** with friends, and don't ever leave an unattended child under 10 at a big meet. Unattended children at these meets will be sent home.
- **Swimmers should remain in the designated team area** at big meets between events.

Parent Jobs and Responsibilities

Parental support is the foundation of any successful swim program. Parents are needed in many areas for the team to function efficiently. All families and parents are required to contribute in areas such as meets, team socials and coach appreciation.

Parent Participation (Jobs)

Every parent not holding a board or committee position, or big job listed below is required to complete a set number of Parent/Team Jobs. The number of meet jobs required varies each year depending upon the number of meets and the number of families on the team.

Swim team runs only with the help of every family. It requires more than 40 RC parents to host a single home meet, and more than 20 to work each away meet. There are also countless behind the scenes jobs that make our meets run smoothly and numerous social events throughout the season that all of our swimmers look forward to each year. Running a swim team requires all hands on deck!

Job Sign Ups

Job sign-ups will be through our team website. An email will be sent prior to the date to let you know how many meet jobs, big meet jobs, and social jobs you will need to sign up for. **Note:** If you are a new family, please DO NOT sign up to work at Time Trials. Attending Time Trials will be a good opportunity to familiarize yourself with how a meet works!

Unable to Do Your Job?

If something comes up that keeps you from fulfilling your job at any swim meet, it is your responsibility to make arrangements to trade your job with another family or hire a suitable substitute. Please refer to the job descriptions below to determine if a suitable substitute is allowed or if the job must be filled by a parent.

Do not ask Directors/Meet Captains to find a replacement for you.

You **must** notify the designated Meet Captain of any changes. Failure to show for your assigned job or to make suitable alternate arrangements can result in a fine. All fines must be paid before your swimmer will be entered in another meet.

Types of Parent Jobs

NO SUB = Job must be filled by the parent/family who signed up for the job.

SUB = A suitable substitute may be hired. Substitutes must be at least 14 years old (16 for big meets and invitationals). **Sub fee is \$60 per shift, no exceptions.** A substitute list is posted on our team website.

Announcer: Must be comfortable using the P.A. system to announce race results and other brief announcements. Work with the computer desk team to check generated results against manual time slips. May require previous experience or training. **NO SUB**

Awards (big meets only): At the end of big meets, pick up Rancho team and swimmer awards. Distribute back to family folders at Rancho day of or next day. **SUB**

Clerk of the Course (big meets only): Help in the tent where swimmers check in and help line kids up in correct order. Specific tasks assigned on site. Must not share this job with anyone, nor have any kids to take care of. Job will require full attention the entire time. May sub out, but subs must be 16 or older.

SUB 16+

Computer Desk: Responsible for team and timing system computers and score keeping at each home meet. Training and/or previous experience required. **NO SUB**

Head Timer: Supervises and provides backup stopwatches for Timers at home meets. Able to use two stopwatches accurately and focus attention on the start and finish of each race. Must be able to communicate with the Timers, Starters, and Runners. Previous timing experience is helpful, but not necessary. **NO SUB**

Meet Assistant/Hospitality: Responsible for swim meet clean up, computer desk and coaches hospitality (dinner, replenish cooler), shepherd and ribbon desk back up and other support where needed. **SUB**

Referee: Blowing whistle commands, combining heats if possible and confirming that swimmers are in the correct place. Must be able to communicate with the Computer Desk, Head Timer, Starter and Runner. Training and/or previous experience required. **NO SUB**

Ribbons: Prepare the event ribbons until all meet results are completed. At away swim meets duties may differ slightly. File ribbons in the family folders at the pool the day of or day after the meet. **SUB**

Runner: Able to proofread the lane slips and put them in proper order for computer entry. Must be able to communicate with Recorders (to ensure lane slips are accurate) and also with Starter, Head Timer, and Computer Desk. Not a job for those with small children to supervise at meets. **SUB**

Set-up/Takedown: Set up and then take down tents and chairs at home meets, or set up/takedown pop-up tents at away big meets. For away big meets, you will pick up or bring back the pop-up tents from Rancho storage. **SUB**

Shepherd/Chaperone: This job is especially good for parents of 8 & under swimmers. The shepherds round up the children for their races by ringing the bell and announcing the upcoming event. The shepherds help line the kids up in the correct heats and lanes and bring them to the starting blocks. **NO SUB**

Starter: Calls swimmers to the blocks using a P.A./starting system to initiate the races. Must be able to communicate with Computer Desk, Head Timer and Runner. Training and/or previous experience required. **NO SUB**

Stroke & Turn: Must be able to closely observe all races for swimming infractions. The League's training session will be held on TBD. Training required. **NO SUB**

Stroke & Turn Runner: Must be constantly checking with Stroke & Turn officials to collect DQ slips to turn into the computer desk. **SUB**

Timer/Recorder: Must be able to use a stopwatch or electronic timer's button accurately and focus attention on the start and finish of each race. Must stand at the edge of the pool for an accurate recording of the finish. Help younger swimmers out of the pool at the end of races if necessary. Complete race lane slips accurately if you are Recording. Not a job for those with small children to supervise at meets. **SUB**

Social Jobs: In addition to meet jobs, parents are required to help with social events which may include assisting with an age group social, helping with Pop time awards, working Pizza Thursdays, working at a Spirit week event, etc. **SUB**

If you are interested in helping with a big job for next season, please contact the Swim Director!

Swim Team Terminology

Awards Night: Coaches and Directors present awards for all swimmers at the end of the season. There is a catered dinner followed by an awards presentation and a slide show.

Clerk of the Course: The system used at invitational meets to organize and line up swimmers prior to their events. Swimmers are required to 'check-in' at the clerk of the course prior to their events.

County: The Contra Costa County Championship meet. [Click here](#) for County qualifying times.

Desk: Runs the time system for our home meets. Responsible for organizing and recording time slips, accordingly.

Down Year: The year that a swimmer is at the 'bottom' of their age group. For example, a seven year old swimming in the 7/8 age group is said to be in their 'down' year.

Dual Meet: Any meet in which only two teams are participating

Dual Meet Jobs (aka Meet Jobs): These jobs include Timer/Recorder, Runner, Shepherd, Snack Shack, etc. Parents are required to work a specified number of dual meet jobs over the season.

Disqualified (DQ): Starter or Stroke and Turn judges may DQ a swimmer for illegal strokes, starts, turns, or finishes. If a swimmer is DQed, the swim is not counted for points, 'pops', records or County qualifying times. Please see Coach Adrian with any questions regarding your swimmer's DQ.

Event: Swim meets have events (e.g., 9/10 Boys Freestyle) and events have heats (e.g., Heat 2 of 4).

False Start: Swimmers must get into their start position and remain perfectly still until the start. A false start occurs when a swimmer moves or dives before the start is sounded.

Heat: A single race by stroke, age group, and gender. For example, the first six girls who swim in 7/8 girls freestyle are in "Heat 1." The next six girls who swim the 7/8 girls' freestyle are in "Heat 2." The heats are organized or seeded so that swimmers are grouped based upon their seeded times.

Individual Medley (IM): 6 & unders do not swim IMs, only 7 & ups. In an IM, swimmers swim at least one lap of each stroke: butterfly, backstroke, breaststroke, and freestyle—in that order. A *medley relay* team includes four team members, each of whom swims one stroke.

Invitational: Meets where RC is invited to attend and compete. These meets could have anywhere from six to 30 teams participating. Invitationals are sometimes two-day events.

Invitational Jobs: When your child swims in an invitational meet, you are required to work one job at the meet. Jobs are usually easy and fun: timer, recorder, clean-up, set-up, etc.

Lane Numbering: At a swim meet, lane one (1) is the lane closest to the starter.

Lafayette Swim Conference (LSC): LSC is a non-profit organization whose purpose is to establish, organize and hold meets for summer recreational competitive swimming within its membership (currently five teams) to enhance community spirit, camaraderie, and friendly competition.

Pop Time: A new personal best time in an event in the current swim season. Results from the first races of the season (usually at Time Trials) create the "base times" for calculating "pops" for the season.

Recorder: One person in each lane records time(s) from each race.

Runner: This person collects the time slips from the recorders at the end of each race and delivers them to the desk.

Seed Time: A time for a swimmer entered for a particular event at a meet.

Shepherding: The job of organizing and lining-up the 6 & unders and 7/8s for their events. There are no Shepherds at County. At these meets, parents are responsible for getting their own swimmers to the Clerk-of-the-Course for event check-in at the proper time, regardless of age.

Stroke & Turn: Stroke and Turn judges are parent volunteers who watch each race to ensure swimmers perform each stroke correctly and that a fair race has occurred. Stroke and Turn judges are required to attend several seminars over the summer to stay current on swimming rules. In general, they are former swimmers and have experience with swim team and meets.

Time Trials: This is our first meet. Only RC swimmers participate. All swimmers are encouraged to attend so a “base time” can be established for improvement (see Pop Time).

Timer: Three people at the finish end of each lane time each race. Half of the total number of timers are from the host team and half are from the away team.

Up Year: The year that a swimmer is at the ‘top’ of their age group.

Swim Team Social Events

The RC calendar of meets and social events can be found on our team website. Social and spirit events include the following:

Treat Tuesdays

We will offer a treat to swimmers after workouts on Tuesdays (i.e. hot chocolate on cooler days, or snow cones on warmer days).

Donuts on Deck

Celebrate the first day of practices with donuts on the deck after practice!

Relays & Root Beer Floats

Feel free to drop off your kids for this event! Swimmers will compete as part of a relay team in fun and different ways as a way to build excitement and team camaraderie for the season.

Team Photo Day

Wear your team suit and join the team for our annual team photo. Individual photos will also be available after the team photo is completed.

Wahoo-Palooza!

Summer party for the entire team.

LSC Spirit Week

During the week prior to our LSC Championship meet, there are many great activities planned to get the swimmers excited to compete including but not limited to car painting, a pasta feed, cake decorating, and more.

Coaches Lunch!

It's RC tradition that we contribute and treat our coaches to lunch. Sign up to treat our amazing head and junior coaches during the summer. More information about how to contribute will be communicated.

Awards and Recognitions

During the Season

Ribbons

At home meets, RC will award 1st-10th place ribbons to 12 & under individual finishers. 1st and 2nd place ribbons will be awarded for relays. Heat winner ribbons are given to the winner for every heat. Participation ribbons are given to all 8 & under swimmers. We do not give ribbons to 13 & ups unless they request them. Special ribbons are given for record breakers. When we are at away meets, other teams use their own ribbon procedures, which vary from team to team.

Note: There are no ribbons at Time Trials.

Pop Time Achievements/Pop-Time Thursdays

Beginning with our first dual meet, any time a swimmer achieves a best time in an event, they have achieved a pop time. Throughout the summer, on Thursdays between 9:00 am-12:45 pm, we recognize pop times with a “pop recognition” stamp on each eligible swimmer’s team shirt. Bring your RC team shirt to the pool on Thursdays to collect your stamps. This is a fun way to encourage the kids to track and strive for their goals.

A running total will be recorded by the Achievement Team, so if you miss a Thursday, you can get your shirt stamped the following Thursday.

Time Standards

RC time standards are listed on our website. Each age group has specific time standards by stroke. Time standards are intended to help each swimmer recognize that individual goals are attainable and important. The four Rancho time standard categories are as follows:

- **CTNY:** The County standard is the current qualifying time, what most teams would call a "Gold" time.
- **LSC:** The LSC Automatic standard is what most teams would call an "A" or "Silver" time. For our purposes, it almost certainly means a swimmer will make finals at LSC Championships.
- **WHO:** The Wahoo standard is our team goal time. These are historical averages needed to make a second swim at the LSC Championships.
- **STRK:** The Stroke standard indicates a proficient stroke swim time.

Awards Night

Coaches and Directors present awards for all swimmers at the end of the season. There is a catered dinner followed by an awards presentation and a slide show.

2023 Rancho Colorados Swim Team Committee

The swim team leadership is structured to divide responsibilities, serve the needs of the membership and improve communication.

Responsibilities of the Swim Team Committee:

- Report to the Rancho Colorados Swim and Tennis Board
- Assist with swim team parent concerns
- Assist with swim team participant concerns
- Provide leadership for running meets and team activities
- Agree to, and implement improvements to the process

Swim Team Committee:

- Swim Team Co-Director/Board Representative
- Swim Team Co-Director
- Spirit/Social Director
- Registration Coordinator
- Parent Jobs Coordinator
- Treasurer
- Communications Director
- Meet Scheduler
- LSC Conference Representatives
- New Families Liaisons