

Swim Team Handbook



**VALLEY FOOTHILL
COMPETITIVE
AQUATICS LEAGUE**

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AQUA KNIGHTS SWIM TEAM HANDBOOK

Introduction to the AquaKnights

Welcome to the AquaKnights Swim Team!

Dear Swimmers and Parents,

We are thrilled to welcome you to the Rio Linda Elverta AquaKnights Swim Team! As we dive into a new season, the Rio Linda Elverta Recreation and Park District is excited to bring you another exceptional year of swimming, growth, and community spirit. Our team is ready to make waves this year, and with your support, we know it will be our best season yet!

At the Rio Linda Elverta Recreation and Park District, we've been preparing all winter for this season, working hard to ensure everything is set for our swimmers to have a memorable, successful year. This season, we're lucky to have Kimby Hirschi returning as our Head Coach! Coach Kimby brings exceptional technical expertise, a passion for swimming, and an inspiring dedication to helping every swimmer reach their full potential. Her unique ability to motivate and uplift our swimmers truly sets her apart, and we're excited to see the progress our team will make under her leadership.

More Than Just Swimming—It's Team Spirit!

The AquaKnights aren't just a swim team; we're a community. This program is as much for our families as it is for our swimmers. Parents, your involvement is essential. From cheering at meets to volunteering in various capacities, every bit of support helps create the positive, spirited environment our team is known for. Be sure to check out the "Parent Involvement" section of this handbook for ways you can be part of this journey!

Keeping Our Costs Down—Fundraising Together

While registration fees cover some of our costs, fundraising is essential to keeping the AquaKnights program accessible for everyone. Our fundraising activities—like Candy Sales, Snack Bar, and our Lap-A-Thon—not only help cover expenses for equipment, awards, pool rentals, and lifeguards, but also build camaraderie within our team. Join us in these fun efforts and support our nonprofit partner, RLE Foundation for the Future (501(c)3; EIN 68-0251420), as we work together to make this season affordable and fulfilling for all.

Your Go-To Guide—The Handbook

This handbook is here to help! Inside, you'll find essential information on procedures, activities, and events. Take a few moments to read through it with your swimmer to stay informed about everything we have planned. We're all in this together, and your help is key to making this season the best it can be. Should you have any questions, suggestions, or concerns, the RLERPD Recreation Department is just a call or email away.

Thank you for choosing the AquaKnights, and for trusting us with your child's growth and experience in the water. We're grateful to have you with us on this journey.

Here's a season of hard work, growth, and unforgettable memories. Let's go, AquaKnights!

Yanni Lagge
Recreation Supervisor
Rio Linda Elverta Recreation and Park District
yannil@rleparks.com
(916) 704-7373

Greetings from Coach Kimby!

I would like to welcome both new and returning swimmers and families to the AquaKnights Swim Team! I am Coach Kimby Hirschi and I am so excited and blessed to once again have the opportunity to coach this amazing team!

A bit about me.... I started my swimming ventures right here at Rio Linda High School. Along with being on the HS swim team I taught swim lessons at the RLHS pool and lifeguarded at Ye Old Watering Hole at Gibson Ranch, way back in the day. I have coached recreational sports for over 35 years. I coached T-Ball a few years, soccer for 25 years, and swim now going on my 16th year. I was fortunate enough to coach the AquaKnights from 2008-2010, and to return mid-season 2013. I have been here ever since! We are truly a family-oriented team focused on the growth and improvement of our athletes, incorporating fun and team bonding along the way. I retired a year ago from my full-time job at the State of California as an IT Manager after working for 38 years in the IT field.

I enjoy helping others, which includes working with young athletes and helping them reach their potential while instilling 'the love of The Sport' in hopes they continue for many years to come.

I look forward to expanding each athlete's swimming ability to reach their greatest potential. My goal is for all our swimmers to develop better techniques, reduce their times, build positive and supportive relationships with their teammates, have fun, and to have as many of our swimmers as possible qualify and swim at our final two events, VFCAL Champs and NorCal Meet of Champions. but most of all, I want us all to have fun while engaged in practice, growth, and competition!

I am looking forward to a fun, challenging, and exciting season! If you have any questions, feel free to contact me: coach@rleaquaknights.org

Coach Kimby

Kimby Hirschi, AquaKnights Head Coach

History of the Team

The Rio Linda Elverta AquaKnights Swim Team was established in 2007 by the Rio Linda Elverta Recreation and Park District Board of Directors. In 2008, the team joined the Northern California (NorCal) Swim League, competing against teams such as Highlands, Parkway, Woodland, and Arden Manor. Since its inception, the AquaKnights have experienced remarkable growth, reaching record enrollment levels and continuing to thrive.

The team welcomes swimmers aged 5 to 18, catering to a wide range of skill levels and fostering a supportive, competitive environment. Today, the Rio Linda AquaKnights proudly compete in the Valley Foothill Competitive Aquatics League, facing off against teams from across the Greater Sacramento Region.

Team Philosophy and Goals

At the Rio Linda Elverta AquaKnights Swim Team, our philosophy is rooted in creating an exceptional recreational swim program that offers an enjoyable and rewarding experience for both participants and spectators. Together with our coaches and league, we are committed to fostering a supportive and engaging environment for all.

Our guiding principles align with the league's core purposes:

- Excellence in Recreation: To deliver a top-tier recreational aquatic league that provides enjoyment for swimmers, their families, and spectators alike.
- Inclusive Participation: To encourage all swimmers to actively participate throughout the season, helping each individual reach their full potential. While achieving championship status is a welcome accomplishment, it is not our primary goal.
- Recreational Focus: To preserve the recreational essence of the league, emphasizing growth, camaraderie, and enjoyment.

Our ultimate aim is for participants to cherish memories of fun practices, thrilling meets, lasting friendships, and the shared highs and lows of competition. Success is not measured by the number of first place finishes but by the personal growth, teamwork, and achievements of each swimmer. When these goals are met, we know we've succeeded in creating a meaningful and fulfilling experience for everyone involved.

Coaching Expectations

As members of the Rio Linda Elverta Recreation and Park District team, coaches are expected to embody the District's vision, mission, and core values. Under the direct supervision of the Recreation Supervisor, coaches will provide professional and respectful instruction to swim team members, with a strong emphasis on positive mentoring both in and out of the pool.

Coaches' responsibilities include:

- Prioritizing safety and delivering high-quality training.
- Maintaining polite and respectful interactions with participants, parents, and community members.
- Offering clear, concise, and effective instruction.
- Upholding integrity and following through on commitments.
- Demonstrating leadership in promoting good sportsmanship.

AquaKnights Code of Honor

The AquaKnights are committed to fostering good sportsmanship and team spirit, and this goal can only be achieved with the support and cooperation of everyone involved in the success of our team. To ensure we maintain a positive environment for our youth participants, we have established the AquaKnights Code of Honor. This code serves as a set of guiding principles for all staff, participants, parents/guardians, spectators, and visitors, and adherence to it is essential. I will listen to and follow instructions of Coaches, Lifeguards, Team Parents, Officials, and other designated persons.

1. I will listen to and follow the instructions of Coaches, Lifeguards, Team Parents, Officials, and other designated individuals.
2. I will respect the honesty, integrity, judgment, and decisions of Coaches, Lifeguards, Team Parents, Officials, and other designated individuals.
3. I will support the team and coaches by modeling appropriate behavior and reinforcing the importance of following the rules.
4. I understand that while winning is important, honesty and hard work are just as valuable.
5. I will demonstrate good sportsmanship in both victory and defeat at every practice, meet, or team event.
6. I will offer positive support for my team, coaches, teammates, opponents, and all staff, parents, and volunteers at all times.
7. I will insist on an environment free from drugs, tobacco, alcohol, bullying, physical or verbal assault, discrimination, and vulgarity, and will refrain from these behaviors myself.
8. I will communicate positively and refrain from engaging in divisive behaviors such as verbal or physical confrontation, slander, malicious rumors, threats, or inciting others to do so.
9. I will handle disagreements responsibly. If I am unable to resolve an issue respectfully, I will first approach the coach, followed by the District's Recreation Supervisor, and, if necessary, I understand I may contact the League as a last resort.

SAFETY FIRST!

Pool Safety Rules

For the safety of everyone at practices, meets, and team events, please adhere to the following pool safety rules:

- Always walk on the pool deck.
- Use ladders and steps for entering and exiting the pools only.
- Dive only in designated areas; it is not safe to dive into shallow water.
- Use equipment properly (i.e. kickboards, pull-buoys, lane-lines and blocks)
- Do not hang on or swim over lane lines.
- Do not enter the recreational pool or play on the recreational pool slide.
- One person at a time in the shower; please turn off water when done.
- Keep your hands and feet to yourself and do not participate in rough play on the deck, in the pool or in the restrooms/locker rooms.
- Use of violence is grounds for immediate expulsion from the pool facility and may also result in expulsion from the Team with no refund of registration fees.
- Bikes, rollerblades, skateboards, and scooters are prohibited inside the aquatics complex.
- **The pool office and shed are for official use only; please do not enter unless told to do so by a coach or lifeguard.**
- First aid kits are available in the guard office.

Sun and Heat Safety

Along with following pool safety rules, it is important to help keep swimmers, parents, and others safe by focusing on sun and heat safety. Here are some tips to stay healthy during the hot, sunny Sacramento summer.

- Protect yourself and your swimmer by wearing sunscreen with a minimum SPF 15 every time you are outside. Remember to reapply as indicated by the manufacturer's direction. This is especially important during long days at swim meets.
- Whenever possible swimmers should wear protective clothing such as hats, light weight shirts, pants, lip balm and sun glasses.
- Remind your swimmer to drink plenty of water to avoid dehydration. Bring your own personal drinking water to each practice and swim meet and stay hydrated.
- Use an umbrella or shade structure to protect yourself from the sun.
- If a swimmer starts to feel ill or show signs of sweating, dizziness, nausea, headache, or general weakness, please alert the coach or lifeguard that the swimmer may be experiencing a heat-related illness.

Healthy Swimming Practices

Without your help, even the best maintained pools can spread illness. Pool water is shared by everyone. Swim only when you and your children are well. Keeping pools open for the swim season requires the following:

- Swimmers who are ill with fever, diarrhea or vomiting may not enter the pool until they are symptom free.
- Swimmers with open wounds, sores, eye infections, colds, nasal or ear discharge and/or skin infections shall be excluded from the pool until they are symptom free.
- Avoid drinking or swallowing the pool water.
- Please practice good hygiene. Wash hands often and shower before/after swimming.
- Take regular bathroom breaks and remember to wash your hands.

TEAM PROCEDURES

Registration

Registration for the AquaKnights Swim Team will begin each year with an Early Registration time period to be determined on an annual basis. The Early Registration offers families the opportunity to receive a discount on their registration fees and gives the team a head start in building their roster. Upon the expiration of the Early Registration Period, Regular Registration will run until April 30th of that year. A sibling discount is provided for families with multiple swimmers.

During the registration process you will be required to pay your registration fee and provide details on each swimmer including proof of age. You will be required to complete a District Registration form and sign a District Agreement, Waiver & Release form.

In addition, you will be required to agree to our Parent Volunteer Program, Fundraising Agreement, and Coach in Training Agreement (when applicable).

In order to fully complete your registration, you will also need to register online with the AquaKnights' team website.

Fees

Each Season the District will establish the registration fee for the AquaKnights. Every effort is made to keep registration fees as low as possible and limit additional costs throughout the season; however, additional fees may include team swimsuit costs, fundraising costs, and parent volunteer fees. You may also choose to purchase additional equipment, spirit gear, and/or team photos all of which will be an additional expense.

Communication

One of the key elements to a successful team is the effective communication of ideas and information throughout the year. This process requires the cooperation of all swimmers, parents, coaches, and the District. In order to facilitate communications, the swim team utilizes several forums for communication.

1. Email will be the primary form of communication. Please be sure your AquaKnights website account has your current email address.
2. The Team Website has Meet Results, News, Calendar of Events, Documents, and more. Announcements will be posted to the website as soon as possible. Please check the team website on a regular basis.
3. There is a Parent Box with a file folder for each family at the pool during every practice. Announcements will be printed and filed in your folder so please remember to check it regularly.
4. The Team has a private Facebook Group to which announcements, meet results and other communications are posted. This group contains current swimmers, parents, and alumni.
5. Finally, please feel free to contact the District Office at any time. A complete list of contact information is provided in the appendix of this handbook.

Participation & Swimmer Expectations

While the AquaKnights Swim Team is a recreational program, it is a competitive racing team. Each swimmer has their own level of ability, and it is the responsibility of the Swimmer, the Parent and the Coach to determine that level and help challenge each swimmer toward continuous improvement. However, swimmers age 7 and older must be able to swim the full length of the pool, unassisted and without stopping, in order to participate in Dual Meets or Championships.

Team practices are structured to build off of the basis that each swimmer has the basic abilities to allow them to safely participate in their age-group workouts and training. Swimmers who are having difficulty participating in their age-group workouts may be asked to participate in a lower age group workout session until their skills/abilities improve. Additionally, some swimmers may be asked to take swim lessons in addition to, or instead of, participating with the swim team. This will only be recommended on a case by case basis and is solely for the safety of the swimmer and their athletic development. It is the responsibility of the coach, parent and swimmer to make the best decision in these cases.

All swimmers are expected to:

- Participate in all practices.
- Be on time, ready to swim with all necessary equipment, when your practice or race begins.
- Always have a positive attitude no matter the drill or stroke.
- Always display good team spirit and sportsmanship and follow the AquaKnights' Code of Honor, treating themselves and others with respect at all times.
- Always follow the pool rules.
- Pay attention when a coach is issuing instruction, refrain from talking and perform your workout as demonstrated and/or instructed.
- Ask for clarification if he/she does not understand how a drill should be performed.
- Maintain a safe and proper spacing between other swimmers, always swim on the right side of your lane and avoid interfering with other swimmers as they complete their drill or set.
- Refrain from hanging on the lane lines at all times.
- Be a leader to your peers, and those who look up to you, and HAVE FUN!

Swim Suits, Caps and Goggles

Swimmers can wear any well-fitting, appropriate swim suit for practices. All team members are required to wear the approved Team Suit for all meets. Team suits can be purchased through our online team store at www.swimoutlet.com/rleaquaknights. A Team Parent volunteer will have sample suit sizes available to try on to ensure you order a properly fitted suit. Returning swimmers may use their suit from the previous season provided it is well-fitting and in appropriate condition for use at a meet.

Caps are not a requirement but are strongly recommended specifically for swimmers with hair long enough to impede their vision while swimming. If your swimmer elects to wear a swim cap, a Team Cap can be ordered with your suit.

Goggles are also not a requirement but are strongly recommended for all swimmers as the chemicals in the water can cause irritation to the eyes. There are no official team goggles, but suggested options are available through our team store. Good quality goggles can be purchased at most sports stores.

Spirit Gear

Team logo apparel and gear is also available to purchase through our team store.

Equipment

Swimmers should come to every practice and meet with the following equipment:

- Swim Suit
- Goggles
- Swim Cap
- Towel
- Water Bottles
- Healthy snacks

Additional recommended items:

- Sports Bag
- Sleeping Bag or Blanket
- Sweats or Change of Clothes
- Team Spirit Gear

Swimmers will not need any additional or specialized equipment. All training aids such as kick boards, paddles and pace clocks are provided by the District for use by the coaches as they see fit. Please label all personal items with a name or mark that can be used to identify your property. If you lose equipment or items at a practice or meet, check with the coaches or lifeguards to see if items have been turned in to the lost and found. Lost equipment and personal property is the sole responsibility of the person that brought it to the pool. The Swim Team and the District are not liable for its replacement, but they will do what is reasonably appropriate to assist in the recovery of lost items.

Practices

Team Practices begin on the Monday the week of May 1st and continue through July until the final Championship meet. A specific practice schedule to include days and times will be established and communicated each season. All swimmers should regularly attend practices. Swimmers that are

habitually absent at practices will not be able to adequately train for competition and will not be able to push themselves to their athletic best.

- Practice is for swimmers to work out, learn and improve their swimming skills.
- Swimmers should not enter the water before their scheduled practice times and must exit the pool when their practice is over, except as directed by the coach.
- Parents must pick up their swimmers immediately after the practice session ends.
- Parents are welcome to observe practices but cannot be in the immediate swim deck area and should refrain from communicating directly with swimmers while practice is in session.
- Spectator seating is provided on the East and West sides of the pool. The North and South ends of the pool must remain clear of any obstacles or traffic so coaches and swimmers can easily access this space.

Coaching staff have a plan for each practice and many times they will be focusing on some factors to the exclusion of others. When a coach is in the process of handling a meet, a practice or is working in some capacity with his/her swimmers, please do not interfere. The coaching staff is available before and after practice for parent questions.

Coach in Training Program

The AquaKnights Swim Team has designed a Coach in Training program for mature swimmers. The program encourages our 15-18 year old swim team members to continue to grow with the Team and help others to grow along with them. Any 15-18 year old swimmers that wish to participate in the program will be asked to assist the coaching staff in the development of the team, in exchange for a discounted registration fee. Depending on the proficiency of the mature swimmer they may be helping with various tasks throughout the swim season. Tasks could include helping with coaching, mentoring, meet preparation/clean up, organization and more. The Head Coach and District Staff will lead the program and will be working with all the mature swimmers to find proper tasks where they are able to give back to the team in an appropriate way.

Time Trials

Time Trials are held to get an official time for each swimmer in each of their event categories. Time Trials are set-up and run as a “practice” meet to help our families learn what is needed to run a dual meet. Recorded times from the Time Trials are important for setting a baseline for each swimmer, determining each swimmer’s performance level and strengths, and having a comparison for improvement throughout the season. They also serve as seed times for dual meets, and assist the coaches in seeding events and relays for competition. This is a mandatory event; any swimmer that is not available for the scheduled Time Trials must communicate in advance with the coach. These swimmers will be responsible for coordinating with the coaches to schedule time to record their official seed times before or after a regular practice session prior to the first scheduled dual meet.

Parents are required to volunteer for this event as if it were a dual meet. This event serves as good practice and introduction to the volunteer positions necessary to run a home meet.

WHAT YOU NEED TO KNOW ABOUT SWIM MEETS

Swimmer Eligibility

Participants must be:

- Bona fide Team members – meaning they must have on file with the Park District a Release and Waiver of Liability, presented proof of age documentation, paid all registration fees and have completed registration.
- Eighteen (18) years of age or younger on June 1st of the current season.
- Safe in the water, as determined by the coaches.

Participants cannot:

- Swim for another club in the League during the season.
- Participate on a USS swim team after the League's starting date.
- Participate in any organized swim practice or competition between January 16 through the month of February of the current swim season, unless it is because they are a current team member of:
 - A high school water polo, synchronized or swim team;
 - An intercollegiate (junior college, community college, college or University) swim team;

Swim Meet Etiquette

Each meet is an opportunity to showcase our team to our community and to surrounding communities. We are a representation of the AquaKnights and its values. All participants, spectators, parents and staff are expected to maintain high standards of etiquette and follow the Knights Code of Honor.

General Deck Rules

Swimmers and spectators are expected to conduct themselves in a sportsman like manner:

- Show good team spirit and cheer on fellow teammates and competitors in an appropriate and respectful manner. No excessively loud cheering or obnoxious behavior.
- Facilitate the smooth operation of the meet.
- Be respectful of other teams – their swimmers, coaches, or families.
- Have fun and do your best!

Certain sections of the pool areas have restricted access. For example, the Ready Bench, Computer Table, Coaches' Table, Officiating Area, and pool perimeter are for authorized volunteers only. There must be an alley on each side of the pool for the Stroke-and-Turn Judges and during 25 yard races swimmers may be starting from the opposite end of the pool. Unless you are authorized to be in such areas, please keep out. Recreation pools at competition sites are strictly off limits before, during and after meets - please refrain from "dipping" in closed pool areas.

The following are strictly prohibited in the pool area:

- Smoking
- Alcoholic Beverages
- Glass Containers
- Profanity or Abusive Language
- Water Guns
- Animals – other than seeing eye dog

The meet referee has the authority to eject any person from the pool area who is not abiding by these rules.

Dual Meets

A Dual Meet is defined as a Swim Competition between two teams. Dual meets are held on Saturdays and typically run from 7:00 a.m. to 3:00 p.m. The League Board establishes the Dual Meet Schedule typically alternating travel each year. Swimmers are allowed to compete in a maximum of 3 individual and 2 relay events per dual meet.

All team members are required to participate in the Dual Meets. If a swimmer is unable to attend a meet, must be late, or must leave before a meet is completed, the Coach must be informed at least one week before the meet. For emergency situations where prior notification is not possible, contact the coach as soon as possible so he can prepare for the absence of your swimmer. Should a team member not show up to a meet without notifying a coach, that swimmer could be scratched from future swim meets at the coach's discretion.

Families are required to declare each swimmer's intent to attend/decline each swim meet on the Team web-site or in-person at the practice pool with the designated person and coach.

The Swim Meet - What to Expect

- Dress in layers - mornings tend to be cool with warm/hot afternoons.
- Bring water and snacks, as well as "pop-up" shades or umbrellas for your personal shade needs.
- Check-in time is 6:45 a.m. with warm-ups beginning around 7:30 a.m.
 - Swimmers need to arrive ready to swim.
 - The first responsibility of the swimmer is to check in with the designated parent.
 - Late arrival or failure to check in may result in being scratched from the meet. Once a swimmer is scratched, there is nothing the coaches can do to get you back into the meet!
- Swimmers are expected to stay with the team, not with their parents or friends. Team Parents that are assigned to help swimmers get to their races will not be responsible for swimmers that are not in the designated team area. If you want to be able to sit with or near your child during the meet, consider taking on this position for his/her age group.
- Swimmers are given a tentative list of the events/relays they will swim in at check-in. Changes may occur during the scratch session. A final meet program will be posted prior to the start of the meet. Swimmers are encouraged to check for changes prior to the start of the meet.
- Swimmers will be required to check-in at the ready bench approximately 3-5 races before their scheduled race. The announcer will call events to the ready bench. There are usually 2-3 calls per event so there is no excuse for a swimmer to not hear it.

Swimmers are checked in before each event.

- Lane assignments are reviewed, and swimmers placed on bench/chairs in proper order.
- Relay swimmers are placed in the proper order.
- Swimmers go to the starting blocks where they will start their event. (Young swimmers are walked directly and managed by an adult until a coach takes over or they mount the blocks.)
- Only swimmers and Ready Bench Volunteers are allowed in the area.
- Swimmers must know what event/stroke they are swimming and must pay attention to the starter when they are at the blocks.
- Swimmers should remain in the water until all swimmers have completed the race.
- After the event the swimmer should politely get their time from the timers; talk with coaches if needed; then return to the team area to await his/her next event.
- Spectator space is limited; please remain in that area only long enough to watch your swimmer's event then move out to make room for spectators for the next event.
- Results are posted periodically throughout the meet; usually in a prominent area of the pool complex.
- All swimmers are encouraged to remain at the meet until all of the events have been completed. Do not leave the meet just because you have finished swimming, this is a team sport! Your swimmer can help cheer on and encourage other swimmers in the water.

Event Entries

Event entries are subject to League rules. A swimmer may swim no more than three (3) individual events and two (2) relay events per dual meet. There are also League rules as to how many swimmers a team may enter in an individual event. Pool time allotted for the meet can also be a factor in event entries.

- The Coaches will determine who swims what events at meets according to individual goals, abilities, and what is best for the team.
- All swimmers will have the opportunity to compete in each eligible event by the end of the season.
- Swimmers: check the bulletin board to see your final meet entries!
- Parents: assist younger swimmers in checking the board.

The Events

There are three types of events at each meet; Individual, Individual Medley and Relays.

- Individual events are races that involve only one of the four styles of stroke:
 - Freestyle ("Free")
 - Backstroke ("Back")
 - Breaststroke ("Breast")
 - Butterfly ("Fly")

- Individual Medley (“IM”) events are races where each swimmer swims a designated number of laps using each of the four individual strokes in the following order: Butterfly, Backstroke, Breaststroke, and Freestyle.
- Relay events consist of four swimmers tag teaming one race. There are two types of relays:
 - Freestyle relay; each swimmer will swim freestyle.
 - Medley relays; each swimmer will swim a different stroke in this order: Backstroke, Breaststroke, Butterfly and Freestyle.

The distance swam for each event depends on the type of event and the age of the swimmer. Each competition pool is 25 yards long. Events with distances longer than 25 yards will require multiple laps of the pool.

Boys and Girls compete separately in the following age groups, as determined by their age on June 1 of that season.

6 & under	11 – 12
7 – 8	13 – 14
9 – 10	15 – 18

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DUAL MEET ORDER OF EVENTS

EVENT #	AGE GROUP	EVENT
1-2	9-10	100 YARD INDIVIDUAL MEDLEY (I.M.)
3-4	11-12	
5-6	13-14	
7-8	15-18	
9-10	6&U	100 YARD FREESTYLE RELAY
11-12	7-8	100 YARD MEDLEY RELAY
13-14	9-10	
15-16	11-12	200 YARD MEDLEY RELAY
17-18	13-14	
19-20	15-18	
21-22	6&U	25 YARD FREESTYLE
23-24	7-8	
25-26	9-10	
27-28	11-12	50 YARD FREESTYLE
29-30	13-14	
31-32	15-18	
33-34	6&U	25 YARD BACKSTROKE
35-36	7-8	
37-38	9-10	
39-40	11-12	50 YARD BACKSTROKE
41-42	13-14	
43-44	15-18	100 YARD BACKSTROKE
45-45	7-8	25 YARD BREASTSTROKE
47-48	9-10	
49-50	11-12	50 YARD BREASTSTROKE
51-52	13-14	
53-54	15-18	100 YARD BREASTSTROKE
55-56	7-8	50 YARD FREESTYLE
57-58	9-10	
59-60	11-12	100 YARD FREESTYLE
61-62	13-14	
63-64	15-18	
65-66	7-8	25 YARD BUTTERFLY
67-68	9-10	
69-70	11-12	50 YARD BUTTERFLY
71-72	13-14	
73-74	15-18	
75-76	7-8	100 YARD FREESTYLE RELAY
77-78	9-10	
79-80	11-12	200 YARD FREESTYLE RELAY
81-82	13-14	
83-84	15-18	

ODD EVENT #'s = GIRLS, EVEN EVENT #'s = BOYS

Disqualifications

The purpose of disqualifying swimmers is to ensure that participants are using proper stroke techniques and do not have an unfair advantage over other swimmers. A swimmer who is disqualified in an event shall neither place, score points, nor receive an award in that event. (Some teams provide participation ribbons for disqualified swimmers.) Coaches are informed of the disqualification of their swimmers and have the option to challenge all disqualifications. The Meet Referee will elect to either uphold or overturn the disqualification. A swimmer who has been disqualified in an event before the race begins shall not swim the race, and the substitution of a teammate shall not be allowed.

A swimmer may be disqualified for any of the following:

- Improper execution of a stroke, turn and/or finish.
- Walking or pushing off the bottom of the pool.
- Pulling on a lane line or side of the pool other than pushing off the end of the pool for a start or turn.
- Entering the water while a meet is in progress without having been giving official permission or remaining in the water having officially been requested to exit the pool.
- Using any device such as flippers or hand paddles which might unfairly contribute to a swimmer's speed.
- Interfering with another swimmer who is properly within his/her lane.
- Deliberate Delay or Misconduct.
- False start in individual or relay events.

Each of the four strokes have rules governing the proper way the stroke is to be done, including the start, the stroke itself, turn at the end of the lanes, and the final touch. A written description of each stroke is contained in the USS Rules and Regulations book (although leagues may adopt slight variations of the USS rules) and any variation from these rules are distributed to coaches from the League. Contact your League representative if you want to review these rules.

Coaches will instruct the swimmers on proper stroke techniques including start and finish techniques throughout the season and will review as necessary with disqualified swimmers.

Scoring

Individual swimmers and their associated team earn points in individual and relay events. Points are only awarded to swimmers in the fastest (last) heat of each event and each team can have a maximum of three scoring swimmers per heat. No points will be awarded to a disqualified swimmer. Individual scores are used for determining the high point winner in each age group.

Dual Meet Scoring (6 lane pool)

Individual	Relay
1st 7	14
2nd 5	10
3rd 4	8
4th 3	6
5th 2	4
6th 1	2

Dual Meet Scoring (8 lane pool)

Individual	Relay
1st 9	12
2nd 7	9
3rd 6	7
4th 5	5
5th 4	3
6th 3	1
7th 2	0
8th 1	0

Championship Scoring (top 10 of all heats)

Individual	Relay
1st 11	21
2nd 9	17
3rd 8	15
4th 7	13
5th 6	11
6th 5	9
7th 4	7
8th 3	5
9th 2	3
10th 1	1

Swim Meet Volunteers

To properly operate a swim meet approximately 60 volunteers are needed. Parent participation is key to the success of every meet. Without volunteer assistance, the meet cannot be held. Many volunteer positions are divided into first half and second half shifts. Each family is expected to volunteer for a minimum of one shift for every meet. Swimmers may not be allowed to participate in meets if they do not have a family member volunteer at the meet. Volunteers from each competing team work together to fill the required positions. For each meet the AquaKnights must provide:

Home Team

Meet Director (1)
 Meet Referee (1)
 Stroke-and-Turn Judge (2 per half)
 Starter (1 per half)
 Clerk of the Course (1 per half)
 Head Timer (1)
 Lane Timer (9 or 12 per half) *
 Announcer (1 per half)
 Head Computer (1 per half)
 Computer Assistant (1 per half)
 Timing Console Operator (1 per half)
 Runner (2 per half)
 Ribbon Clerk (1 per half)
 Ready Bench Coordinator (2 per half)
 Hospitality (3 per half)
 Swimmer Check-In (1-2)
 Team Parent (2 per age group per half)
 Set-Up (8)
 Tear-Down (8)

Visiting Team

Swimmer Check-In (1-2)
 Stroke-and-Turn Judge (2 per half)
 Lane Timer (9 or 12 per half) *
 Computer Assistant (1 per half)
 Ribbon Clerk (1 per half)
 Ready Bench Coordinator (2 per half)
 Team Parent (2 per age group per half)

* Depending on the number of competition lanes.

Volunteers should sign-up for their desired position on the AquaKnights Website

Volunteer Job Descriptions

Meet Director - The Meet Director is responsible for overseeing the proceedings of each meet with respect to proper staffing, equipment, and the preparation of the pool site for the meet. The Meet Director ensures that each head official does his or her job to have a successful meet. He/she will work closely with the Set-Up and Tear-Down crews to ensure proper preparation of the pool complex for each home meet. This requires Friday evening Set-Up preparations. The Meet Director can be seated or standing and will be positioned at the Computer Table in the Officiating Area throughout each meet. This position is required for Home meets only.

Meet Referee - The Meet Referee is responsible for the proper conduct of each meet. He/she will ensure fairness and accuracy, resolve disputes, and sign off on all disqualifications. The Meet Referee has jurisdiction over all swimmers, coaches, officials and spectators at the meet. The Meet Referee can be seated or standing and will be positioned at the Computer Table in the Officiating Area during each meet. To be eligible to be a Meet Referee you must attend a mandatory Stroke-and-Turn training. This position is required for Home meets only.

Stroke-and-Turn Judge - The Stroke-and-Turn Judge is responsible for disqualifying swimmers who use illegal strokes, turns, touches, and relays starts. The Stroke-and-Turn Judges must be familiar with the proper technique for each stroke. One Stroke-and-Turn Judge will be selected as head judge and shall be the head of all the judges and shall report to the meet referee. Judges must be able to stand for extended periods of time and will be positioned at pre-determined intervals around the perimeter of the pool and rotate throughout their shift. He/she will be required to read and write small print. To be eligible to be a Stroke-and-Turn Judge you must attend a mandatory Stroke-and-Turn training at the beginning of the season. This position is required for both Home and Away meets.

Starter - The Starter announces each event and heat prior to the start of each race, gives the swimmers their starting instructions and starts each race. The Starter watches each start to ensure there are no false starts and takes appropriate actions if a false start occurred. The position of Starter is a seated position and will be located on the officiating side of the pool near the starting blocks. He/she should be able to read small print and must be able to enunciate and project loudly for all the swimmers to hear. Starters must be familiar with the proper way to start each event and therefore some training is required. This position is required for Home meets only.

Clerk of the Course – The Clerk of the Course is responsible for ensuring that the correct swimmer is at the starting blocks and is in the proper lane prior to the start of each race and signals the referee as such so the race can begin. The Clerk of the Course must be able to stand/walk for extended periods of time and will be positioned behind the starting blocks on either end of the pool. He/she should be able to read small print. This position is required for Home meets only.

Head Timer - The Head Timer is responsible for ensuring that all timing equipment is in proper working order. He/she will ensure that each race has back-up timers running in the event of a technical malfunction or Lane Timer error and shall be the head of the Lane Timers reporting to the Meet Referee. The Head Timer will ensure all Lane Timers understand proper timing techniques and will run a practice with all volunteer Lane Timers at the beginning of each shift. This position is primarily seated and will be located on the officiating side of the pool near the starting blocks. This position is required for Home meets only.

Lane Timer – The Lane Timers are assigned to one swim lane per shift. Each swim lane will have three (3) Lane Timers with volunteers from each of the competing teams. Lane Timers must start the timing equipment at the start of each race and carefully watch their assigned lane throughout the race stopping the timing equipment when the swimmer has made their final touch. One Timer per lane will be designated to manually record the swimmers time. The position of Lane Timer is a seated position yet requires frequent standing and will be positioned at either end of the pool behind the starting blocks. This position is required for both Home and Away meets.

Announcer - The Announcer is responsible for all announcements at the home meets including calling swimmers to the ready bench, announcing the swimmers by name and team during each race, announcing broken records, and any additional announcements needed during the meet. The Announcer must be able to read small print, enunciate and project and have familiarity using public address systems. This is a seated position and is located in the Officiating Area. This position is required for Home meets only.

Head Computer - The Head Computer operator is responsible for coordinating with coaches and computer operators from each team prior to the start of the meet to input all events and swimmers into the computer system. Check-in sheets must also be printed in advance. The morning of the meet the Head Computer operator will need to set-up the computer and printer and will conduct a “scratch session” with each team to update event entries as needed. He/she will print all the required meet programs, lane timer sheets, record updates, etc. Throughout the course of the meet the Head Computer operator will ensure swimmers times are properly recorded for each event as well as enter all upheld swimmer disqualifications. He/she will also need to periodically print ribbon labels and results for posting. This position requires basic computer skills and a complete understanding of the Team Manager and Meet Manager software. The Head Computer operator is a seated position and is located at the Computer Table in the Officiating Area. Training is available each season for interested volunteers. This position is only required for Home meets.

Computer Assistant – The Computer Assistant helps the Head Computer operator. Duties can include sorting, printing, stapling, posting, reading off or entering times and disqualifications or other clerical tasks. The Computer Assistant should also have basic computer skills and be familiar with the Team Manager and Meet Manager software and therefore will need to attend the same training as the Head Computer operator. This is primarily a seated position but will require some standing and walking periodically. This position is located at the Computer Table in the Officiating Area and is required for both Home and Away meets.

Timing Console Operator – The Timing Console Operator enters events into the timing system, records and save each race. Coordinates with the Starter to let him/her know the console is ready for the next race. This position is primarily a seated position and is located at the Computer Table in the Officiating Area. This position is only required for Home meets.

Runner - The Runner is responsible for collecting lane timing sheets and disqualification slips and taking them to the Computer Table throughout the course of the meet. This position requires frequent standing and walking and is based in the Officiating Area. This position is required for Home meets only.

Ribbon Clerk - The Ribbon Clerk is responsible for organizing the ribbons at the meet. He/she will adhere computer generated labels to the back of the appropriate place ribbon and file in the

swimmer's folder in the Parent Box. This is a seated position located at the Computer Table in the Officiating Area. He/she should be able to read small print. This position is required for both Home and Away meets.

Ready Bench Coordinator – The Ready Bench Coordinator, working with a volunteer from the opposing team, is responsible for seating the swimmers from both teams at the ready bench in the proper location according to the event number and lane assignment. He/she will need to send the “on-deck” event to the blocks in a timely manner to maintain the flow of the meet. Ready Bench Coordinators should take special care to ensure that swimmers 10 years old and under are in their correct lanes and know which stroke and distance they are swimming. He/she will work closely with the Clerk of the Course to ensure swimmers are staying in their proper places as they transition from the ready bench to the blocks. Special care must also be taken for relay races to ensure the swimmers are sent to the appropriate end of the pool based on their swimming position. The Ready Bench Coordinator should be able to read small print, have a loud voice and be able to control the behavior of the swimmers at the bench. The Ready Bench Coordinator reports to the Meet Director and is primarily a standing position requiring good organizational skills and is located at the Ready Bench Area. This position is required for both Home and Away meets.

Hospitality - The Hospitality volunteers are responsible for organizing, prepping and serving hot and/or cold drinks and snacks to the meet workers throughout the course of the meet. This position requires frequent standing and walking and a high level of customer service and will be located on the officiating side of the pool. This position is required for Home meets only.

Swimmer Check-In – The Swimmer Check-In volunteer will be responsible for checking in swimmers the morning of the meet. They should remain in the team area and distribute the swimmer's check-in sheets as they arrive. This position will be responsible for communicating non-arrivals with the coaching staff after the close of the check-in period. This position is required for both Home and Away meets.

Team Parent - One to three Team Parents are needed for each age group. Together the Team Parents are responsible for all swimmers in that age group. The Team Parent should establish their Team Area under a team pop-up/s and ensure that swimmers stay in the team area and return to the team area upon completion of their events. They should assist the swimmers in understanding which events they are swimming and ensure they proceed to the Ready Bench Area accordingly and therefore must maintain a keen understanding and awareness of the progress of the meet. They are also responsible for ensuring that the swimmer follow the Knight's Code of Honor at all times. This is primarily a seated position and will be located outside the pool complex in the team set-up area. The Team Parent should feel comfortable with their ability to maintain control over a large group of children. This position is required for both Home and Away meets.

Set-Up/Tear-Down - The Set-Up/Tear-Down volunteers are responsible for setting up and tearing down all the equipment needed for each home meet. Duties include putting up the flags, installing lane lines, assembling and securing shade structures, setting up tables and chairs, assembling the ready benches, roping off restricted areas and setting up additional supplies/equipment as necessary. One volunteer shall serve as the lead and report to and receive instructions from the Meet Director. Some set-up occurs the evening prior to the meet so volunteers will need to be available Friday evenings and early Saturday mornings. The pool complex needs to be ready for the swimmers and opposing team by 6:00 a.m. the morning of the meet. This is a physically labor intensive position and volunteers should be able to lift and move heavy objects. All work happens prior to, or at the

conclusion of competition so volunteers are free to enjoy the meet, or volunteer for additional positions during the meet. These positions are required for Home meets only.

Championships

The Championship meet is held after all dual meets and all teams from the Division will compete. The location of the Championship meet is determined by the League.

Eligibility to swim at Championships:

- Each swimmer must compete in a minimum of two dual meets with a minimum of one individual event per meet during the regular season. For purposes of complying with this requirement, it does not matter whether the swimmer swam in a scored or non-scored heat of an event.
- Each swimmer must have a seed time taken from a dual meet, practice meet or time trial conducted by a Team Official or Coach for each event the swimmer will participate in.

There are no minimum pre-qualifying times for the Championship Meet; any swimmer who meets the above qualifications may compete. The Championship Meet operates in the same manner as the dual meets.

Championship Scoring (top 10 of all heats)					
Individual Scoring			Relay Scoring		
1st	11		1st	21	
2nd	9		2nd	17	
3rd	8		3rd	15	
4th	7		4th	13	
5th	6		5th	11	
6th	5		6th	9	
7th	4		7th	7	
8th	3		8th	5	
9th	2		9th	3	
10th	1		10th	1	

Meet of Champions

Every year, an "All-Star" swim meet called the Meet of Champions occurs after the Championships. To qualify for this meet:

- Swimmers must place in the Top 10 in one or more events at their Championships, or
- Swimmers must officially record a qualifying time at any League meet.

Swimmers who qualify for an event at this meet may swim in that event plus one additional bonus event of their choice. Relays do not have any qualifying standards and any Team may enter one relay team from each age group and gender per relay event. There are additional fees to participate in the Meet of Champs which are not covered by registration fees for the Rio Linda Elverta AquaKnights.

Actual cost will be announced each season. If a swimmer qualifies for an event at Championships, the coach will work with them to attend the Meet of Champions if they so choose.

Awards

Dual Meet Awards

Placement ribbons are awarded per heat for each event; even in non-scoring heats. If a swimmer has been disqualified, the swimmer may receive a participation ribbon at the home team's discretion. All ribbons will be placed in the Parent Box for retrieval at the practice pool the following Monday.

Championships Awards

Awards for Championships are: medals for 1st - 3rd place and rosette ribbons for 4th - 10th place. Championship ribbons will be given out to 11th – 20th place. Championships Awards not picked up by the swimmer at the conclusion of the meet will be given out at the Team's Awards Banquet.

End of Season Team Awards Banquet

Each season the Team hosts an end of season Awards Banquet. Please check your season schedule for details on date, time and location. All swimmers that participate in at least one dual meet will receive a participation medal. High Point Trophies are awarded to the high point earner for each gender and age group. (Points received during Championships are not included in the calculations for these awards.) Various additional recognition trophies/certificates are awarded at the Coaches discretion and can include awards such as Most Improved, Hardest Working, Team Spirit and/or Coaches Award. These additional awards can be based on results, work ethic, teamwork, dedication, or other discretionary qualities.

PARENT INVOLVEMENT

Volunteer Parent Committee

Our swim team's success depends on committed athletes and engaged volunteers. Without dedicated volunteers, our team cannot thrive and grow. To assist with planning and operations during the pre-season and throughout the season, the District has established a **Volunteer Parent Committee**. This committee works closely with the District Recreation Supervisor and is organized into several focus areas. Each area is designed to address specific needs and tasks to ensure the team's success. *Focus area coordinators may oversee multiple events or tasks, which may span different focus areas.*

Focus Areas and Responsibilities

Administration: Handles organizational needs such as swimmer registration, communication, and apparel orders. Positions and events include: Coordinator, Computer Operator, Registrar, Webmaster, Orientation, Awards Dinner, Team Pictures, Swimwear and Team Gear.

Fundraising: Coordinates fundraising activities to keep registration costs low and support expenses such as coaching, facility rentals, supplies, and equipment. Positions and events include: Coordinator, Candy Sales, Lap-a-Thon, Backstroke Flags, Fireworks Booth, and Miscellaneous Fundraisers.

Swim Meet/Event Prep: Manages meet logistics, including setup and tear-down, as well as supply management. Positions and events include: Coordinator, Meet Setup and Tear-Down, and Equipment Management.

Snack Bar/Hospitality: Oversees home meet snack bar operations and hospitality functions. Positions and events include: Coordinator, Snack Bar Operations, and Hospitality Operations

Team Bonding and Swimmer Incentives: Collaborates with the coaching team to implement recognition programs and swimmer incentives. Positions and events include: Coordinator, I Beat My Time, You Rock, and Miscellaneous Incentives. Team Bonding

Dedicated to fostering team spirit and camaraderie, this role involves organizing offsite activities outside of practice. Planning team-building events such as: After meet gatherings, Sunsplash outings, and bowling nights etc.

Volunteer Coordination: Organizes and oversees volunteers for meets, special events, and fundraisers. Maintains a record of hours worked and provides updates to the Recreation Supervisor. Positions and events include: Coordinator, Meet/Event Volunteer Oversight, and Volunteer Program Oversight

Coaching: Establishes practice schedules, workout groups, Coach-in-Training program plans, and meet seeding. Includes: Head Coach.

Parent Committee Meetings

Volunteer Parent Committee meetings are held monthly during the pre-season and regular season and are open to all parents/guardians. **Coordinators are required to attend these meetings.**

Will You Help?

Details about committee positions and responsibilities are available on the following pages. If you're willing to join the Volunteer Parent Committee, please contact:

Yanni Lagge

Phone: 916-704-7373

Team Parent Committee Responsibilities

Administration

Coordinator - Oversees all functions for Administration, taking on all unfilled roles. Manages the general administration of the team by working closely with District representatives and coaching staff to ensure all team needs are met. Assist the District to ensure all team equipment, schedules, documents and policies are current and in place prior to open registration each season. Manage administrative activities for the team throughout the season. Ensure District staff understands the team operations and lobbies the District in the best interest of the team. Communicates with swimmers/families/District, via email distribution list and/or Team Website email database, information regarding team schedules, functions, important dates, schedule changes, deadlines etc. throughout the season. Sends weekly email updates during peak season with weekly schedule, event information and important deadlines including swimmer meet declaration and volunteer sign-up deadlines.

Computer Operator – Ensure meet software is current and up to date for the season. Prepare database for each dual and championship meet, working with the Volunteer Coordinator to ensure meet volunteer positions are posted for sign-up. Ensure each swimmer has seed times for all events. Work with coaching staff preparing seeding for each meet. (Done by Coaching staff – create seeding rosters/reports, entering seeding into meet database, run reports to verify proper seeding) Run reports and validate after coach seeding complete (seed times entered, max events entered, events evenly distributed), and provide feedback to coach on seeding. Upload seeding and prepare pre-meet documents and provide copies of entries and rosters to appropriate teams. Track swimmer eligibility throughout the season to ensure maximum number of team members meet championship eligibility. Provide eligibility updates to swimmers, families and coaching staff throughout the season and for Meet of Champs.

Registrar – Receives and maintains copies of all swimmer registrations from District. Ensures District has copies of all swimmers' birth certificates. Enters all swimmers into team database and assigns to appropriate age group rosters. Tracks swimmer completion of Team and League website registration and assists District with activation and confirmation of website registration. Ensures only active swimmers have membership access to team website, deactivating past swimmers/families and ensuring activation of new members. Provide coaching staff with final rosters and age group rosters as requested.

Webmaster – Ensure team website is current and up to date. Work with District staff to ensure public domain is current and up to date, including News, Events, Coaches Information, Practice Times, Pools, Documents and Team Gear. Work with District staff to ensure annual registration is set-up and assist with the management of website registration each season. Work with District staff and Computer Operator to keep members' interface current and up to date including Events (Meets and Fundraisers), Volunteer Opportunities, Meet Results, Records, and Photos.

Orientation Coordinator- responsible for welcoming new and returning families to the team and providing them with essential information for a successful season. Will act as a primary point of support for parents, helping them navigate team expectations, schedules, and procedures. Responsibilities will include organizing and leading orientation session at the start of the season to introduce families to the team's structure, policies, and opportunities. Preparing and distributing orientation materials, including handouts or digital guides on topics such as practice schedules and locations, meet schedules, volunteer requirements and opportunities, team communication platforms and procedures. Coordinating with District staff, registrar and webmaster to ensure orientation materials align with team registration and website information.

Awards Dinner – Maintain relationship with awards vendor. Negotiate pricing and select awards and medals each season. Work with team database, coaching staff, parent committee, and District staff to identify appropriate award recipients. Ensure orders are placed and shipping arranged to meet team deadlines. Work with vendor and District to ensure proper shipping, invoicing and payment for all orders. Prepare certificates for printing by District staff. Work with the Parent Committee, District staff, and photo vendor to plan appropriate recognition for Coaches and other staff. Plan awards night to coordinate invitations, food, supplies, awards, and agenda. Work with the District to ensure staff is scheduled for the event.

Team Pictures – Maintains relationship with photographer/vendor. Negotiates pricing and schedules picture day with input from the District and Parent Committee. Ensures order forms are properly prepared by vendor and available online prior to scheduled picture day. Works with the vendor and the District to plan the schedule for picture day set-up and photo shoot. Work with the District to ensure proper access and availability of the pool and proper set-up for picture day. It is present on picture day to coordinate with vendors, swimmers and families to ensure smooth operation of photo shoot. Receive and maintain copies of all order forms. Ensure shipping will meet all necessary deadlines. Perform audit of received photo packages and prepare for distribution. Distribute photo packages in a timely manner. Work with vendor to ensure the team receives payment for fundraising portion of photo package payments.

Swimwear and Team Gear - Maintain a complete inventory of swimsuits, swim caps, and spirit gear sizing kits. Ensure inventory is tracked and updated regularly to meet team needs and avoid shortages. Maintain strong relationships with swimsuit, swim cap, and spirit gear vendors. Negotiate pricing annually to secure the best rates for the team. Ensure the availability of team suits, caps, and spirit gear each season. Ensure swimmers have access to sizing kits during nightly practices or orientation dates. Facilitate sizing clinics to help swimmers determine proper suit and gear sizes. Orders placed directly by swimmers through Swim Outlet will be shipped directly to them, and the team will not handle bulk order preparation. Distribute swim caps at the time orders are received and document associated swimmers. Keep track of inventory for caps sold on deck and through Swim Outlet. Turn in all payments to the district with proper receipts for documentation. Compile and submit bulk orders to vendors, ensuring proper lead time to meet team deadlines. Collaborate with vendors and the district to ensure accurate shipping, invoicing, and payment processes for all orders. Audit received orders for accuracy upon delivery. Distribute orders promptly after verifying accuracy. Maintain records of all order forms and payments for proper documentation. Provide the District with a final financial statement, detailing payments received, orders placed, and payments made. Ensure accurate profit/loss statements for all apparel and gear-related transactions.

Fundraising

Coordinator – Oversees and organizes all fundraising efforts to help reduce registration costs and support team expenses, including coaching, facility rentals, supplies, and equipment. Ensures that fundraising activities run smoothly and meet financial goals to benefit the team. Responsibilities include planning and coordinating annual fundraising events and activities. Managing and delegating tasks to volunteers involved in specific fundraising initiatives such as: Candy Sales-Organizing and overseeing sales of candy to generate funds. Lap-a-Thon- Planning the event, promoting participation, and tracking donations. Backstroke Flags- Coordinating sales or sponsorships for team equipment. Fireworks Booth – Overseeing the setup, staffing, and operation of the booth. Miscellaneous Fundraisers– Developing and implementing creative fundraising ideas as needed. Working with District staff to ensure fundraising efforts align with team policies and financial requirements. Tracking fundraising progress and reporting updates to the Parent Committee and District staff. Engaging with team sponsors and ensuring proper recognition for their support.

Swim Meet/Event Prep

Coordinator- Oversees all Swim Meet/Event Prep functions, stepping in to fulfill any unfilled roles. Manages all logistics related to deck setup for meets and events and is responsible for swim meet supply management. Additionally, the Coordinator works closely with the Computer Operator to ensure the starter is properly plugged in and charged for Saturday meets.

Meet/Event Setup and Tear-down: This role involves supervising the setup and tear-down of the pool deck for home meets and events. Responsibilities include directing **Thursday evening** and **Saturday morning** setup and tear-down activities using the designated pool deck setup diagram. Assigning tasks to volunteers and ensuring all equipment is set up correctly before the meet/event begins. Ensuring all equipment is properly stored at the conclusion of the meet/event.

Equipment Manager – Responsible for overseeing the organization, maintenance, and inventory of all team equipment to ensure smooth operations during practices, meets, and events. Ensure that all necessary equipment is available, functional, and properly stored, contributing to the team's success both in and out of the water. Maintain an up-to-date inventory of team equipment, including timing systems, lane ropes, backstroke flags, starting blocks, and other essential items. Inspect equipment regularly to identify any issues and coordinate repairs or replacements as needed. Ensure all equipment is in proper working order for practices and meets. Collaborate with the Swim Meet/Event Prep team to ensure all necessary equipment is set up, tested, and ready for use before home meets and events. Coordinate with charging and setup of the starter and other electronic devices. Organize and manage the storage of all equipment to ensure it is easily accessible and protected from damage. Oversee and direct volunteers during equipment setup and teardown for meets and events. Provide updates to the Parent Committee and District staff on equipment status, needs, and any upcoming expenses.

Snack Bar/Hospitality

Coordinator – Oversees all functions for Snack Bar/Hospitality, taking on all unfilled roles. Works with the District Representative to coordinate all home meet Snack Bar and Hospitality functions.

Snack Bar Operations– Determine menu of items to sell in snack bar observing all Health Code requirements. Manage inventory of supplies and equipment. Compile donation requests to input into the website for parent donations/volunteer hours. Provide District inventory needs to purchase with 2 weeks advanced notice to have supplies available as required for home meets and other team events. Direct volunteers and manage snack bar during set-up, throughout event duration, and during clean-up. Ensure proper storage of all inventory and equipment during season. Work with District personnel to manage cash box and ensure all monies are accounted for and submitted to the District. Monitor the cost of goods and sale prices to ensure profitability. Assist with final storage of inventory and equipment at the end of season.

Hospitality Operations– Plan hospitality items and generate donation lists to input into the website for parent donations/volunteer hours. Ensure donations are received in advance of event. Manage inventory of supplies and equipment. Direct volunteers in set-up and preparation of hospitality station and supplies. Direct volunteers throughout event in distribution of items. Ensure the proper storage of inventory and supplies during the season and assist with final storage at the end of season.

Team Bonding and Swimmer Incentives

Coordinator- The Coordinator oversees all functions for swimmer incentives and team bonding activities, stepping in to fulfill any unfilled roles. This position collaborates with the Coach to plan and implement swimmer incentives, recognition programs, and team-building events.

Swimmer Incentives- Focuses on creating and managing swimmer recognition programs to motivate and celebrate athletes. Responsibilities include planning and coordinating incentives such as: I Beat My Time, You Rock, and other onsite incentive programs and fun nights during practice. Managing event logistics, including supplies and donations.

Team Bonding- Organizing offsite activities outside of practice. Responsibilities include planning team-building events such as: After meet lunches, Sunsplash, bowling nights etc. Coordinates logistics, communication, and transportation (if applicable). Collaborate with District staff to track non-events.

Volunteer Coordination

Coordinator - Oversees all functions for Volunteer Coordination, taking on all unfilled roles.

Meet/Event Volunteer Oversight- Swim Meet Volunteers – Work with the District to ensure lists of volunteer positions for each meet, both home and away, are added to the website for sign-ups. Print sign-up sheets and make available at practice to gather additional volunteers. Enter manual sign-ups into online forms to prevent double bookings. Manage those lists ensuring all positions are filled prior to meet. Make calls as necessary to uncommitted families to fill open positions. Print completed sign-up sheet and have volunteers sign-off during each shift at the meet. Request additional volunteers during the meet to fill any open positions, keeping accurate records of any no shows as well as those that step in to fill vacancies. Provide/transfer data to tracking sheets.

Event Volunteers – Work with the District to ensure lists of volunteer positions for each fundraiser/event are added to the website for sign-ups. Print sign-up sheets and make available at practice to gather additional volunteers. Enter manual sign-ups into online forms to prevent double bookings. Manage those lists ensuring all positions are filled prior to event. Make calls as necessary to uncommitted families to fill open positions. Provide completed sign-up sheet to event coordinator and have volunteers sign-off at event. Provide/transfer final data to tracking sheets.

Volunteer Program Oversight- Donation Hours: Collaborate with committee members and District staff to ensure all donation needs are listed on the website for sign-ups. Collect donation forms from families and transfer the final data to tracking sheets for accurate record-keeping.

Tracking Hours- Collect, manage, and organize donation and volunteer forms to track parent volunteer hours and contributions. Maintain a binder with blank forms for use and ensure completed forms are collected and stored. Create and manage a comprehensive tracking system for all volunteer hours and donations. Enter data from forms and Swim Meets into the tracking sheet, ensuring accuracy and alignment with the website records. Cross-reference volunteer and donation data with swim meet participant lists to track exemptions for families not attending meets. Provide regular progress updates to families throughout the season to keep them informed of their standing. Submit final hours and data to the District in a timely manner after the season concludes. This role ensures smooth coordination of volunteer contributions, accurate record-keeping, and effective communication with families.

Coaching

Head Coach - Establish practice schedules, workout groups, practice plans. Oversight and training of Assistant Coaches, Parent Coaches, and Coach-in-Trainings. Assess and monitor athletes' levels and improvements. Prepare meet seeding. Coordinate with the computer operator for meet seeding. Oversight for all practices, swimmers, coaches, meets, and events.

Note- Not a Parent Committee Position

In addition to the paid coaching staff, the AquaKnights utilizes Parent Volunteer Coaches to provide additional help and supervision during practice and meets.

Parent Volunteer Coaches – Interested parents must complete the District background check and all necessary paperwork prior to working directly with any team members. Swimming and or coaching experience is not required but it is helpful. Parent Volunteer Coaches may be needed in the water to assist with non-swimmers and well as on deck to assist the Coaching Staff with the implementation of the day's workout. Must be willing to commit to a semi regular schedule. All Parent Volunteer Coaches will be required to always represent the AquaKnights in a mature and professional manner during all practices, competitions and team events following all Pool Safety Rules, Coaching Expectations, AquaKnights Code of Honor and Swim Meet Etiquette as outlined in the Team Handbook. They must always use positive reinforcement and behavior management techniques when dealing with all swimmers.

APPENDIX

RLERPD District Contact Info

Rio Linda Elverta Recreation and Park District

810 Oak Lane, Rio Linda, CA
95673

P: 916-991-5929

F: 916-991-2892

www.RLEparks.com

www.RLEaquaknights.org

DISTRICT STAFF

General Manager

Mike Heller
916-991-8110
mheller@rleparks.com

Recreation Division

Recreation Supervisor
916-704-7373
yannil@rleparks.com

AQUA KNIGHTS COACHING STAFF

Head Coach: Kimby Hirschi 916-812-3045

coach@rleaquaknights.org

AQUA KNIGHTS POOL LOCATION

Rio Linda High School Pool
6309 Dry Creek Road
Rio Linda, CA 95673
Pool is located off Elkhorn Drive

IMPORTANT PHONE NUMBERS

911

916-874-5115

916-286-4875

916-874-5115

EMERGENCY

Park Police Patrol

Twin Rivers Police Department

Sacramento County Sheriff (Non-Emergency)

What to Bring to Swim Meets

Remember to mark your items for easy recognition.

- ☐ **Swim Suit** – Come dressed in your Team Suit.
- ☐ **Cap** – Don't forget to bring your swim cap if you use one.
- ☐ **Goggles** – It doesn't hurt to have an extra pair or two!
- ☐ **Towels** – Extra towels are recommended; you'll be in and out of the water often.
- ☐ **Sunscreen** – Remember to reapply throughout the day.
- ☐ **Sweats/Parka** – Mornings are cool; wear sweats or jackets over your swim suit to keep warm between events
- ☐ **Tarp/Blanket/Sleeping Bag** – Arrival time is early in the morning and the ground tends to be wet. Bring a tarp and/or an old blanket or sleeping bag to sit on.
- ☐ **Entertainment** – There is a lot of down time at swim meets. Bring travel games, cards, coloring books, books etc. iPods or other electronic games should be monitored closely.
- ☐ **Pop-up/Tent/Umbrella** – You'll need to set up in the team area which may have limited shade.
- ☐ **Spray Bottle** – Spray bottles can help keep you cool during the hot afternoons.
- ☐ **Water/Sports Drink** – Please avoid sodas and sugary drinks!
- ☐ **Snacks** – Granola bars, fruit, yogurt, cereal, sandwiches and crackers are good snacks for swimmers.
- ☐ **Money for snack bar** – Most meets will provide some sort of snack bar for your convenience.

RIO LINDA AQUAKNIGHTS SWIM TEAM

INDIVIDUAL SWIMMER TIME TRACKER

SWIMMER: _____

EVENT	PRE SEASON PERSONAL BEST	TIME TRIALS	FIRST MEET	SECOND MEET	THIRD MEET	FOURTH MEET	FIFTH MEET	CHAMPS	MEET OF CHAMPS
FREE RELAY									
INDIVIDUAL MEDLEY									
SHORT FREE									
BACKSTROKE									
LONG FREE									
BREAST STROKE									
BUTTERFLY									
MEDLEY RELAY									

* * Keep track of your progress throughout the season so you can see how you are progressing, or what needs improvement. If you are ever missing a time, please see a coach to get that information.