

Rocklin Swim Team
WAVE Handbook



Rocklin Swim Team

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WELCOME

Welcome to Rocklin WAVE! Rocklin WAVE is a recreational competitive team under the non-profit Rocklin Swim Team (RST) organization that exists for the sole purpose of sponsoring youth swimming activities in the City of Rocklin and surrounding areas founded in 1996. You are considered a critical link for the success of our aquatic program. We are dedicated to the wholesome development of aquatic skills appropriate to the level of experience for each swimmer.

The purpose of this handbook is to give you a foundation of the policies and philosophy of Rocklin Wave. The safety of our swimmers and athletes is paramount! We lease the Whitney and Rocklin High School facilities and equipment so kindly request our membership to respectfully use them with great care and in best judgment during practices and meet events. We are privileged to have such outstanding facilities for our use and request you pass the importance of good stewardship onto your swimmers.

Rocklin Wave cannot function without ***unwavering parental involvement and support***. Aside from the volunteer Board of Directors and Committee Chairpersons, very little parental involvement is necessary daily; however, dual meets, championships, and social events require consistent, coordinated participation by ***every family*** to run a successful aquatic program.

Open and effective communication is crucial to the success of our aquatic program. To reach every family with up-to-date, and often critical information, email/e-blasts are sent out on a regular basis.

As always, our team web site www.rocklinswimteam.org is updated continuously throughout the year; consider this a key source for team information. Thank you again for choosing to be a part of Rocklin WAVE. We look forward to our best season ever!

OVERVIEW

WHO IS THE “WAVE”?

Rocklin Wave is a recreational swim team comprised of families representing approximately 200 swimmers, ages 3 to 18 years old. Our membership is with the Northern California Swim League (NCSL) which is comprised of 5 conferences totaling 25 teams from Sacramento and surrounding areas. Information on the NCSL and our designated assigned conference can be found at www.norcalswimleague.com.

Our recreational season commences in April and concludes in July with a 2-day championship competition. After our swim season there is an optional All-Star meet called Meet of Champions (MOC) that is held after our 2-day championship meet. This MOC meet is an opportunity for the best recreational swimmers in Sacramento and surrounding areas swim leagues (NorCal, Suburban, Valley-Foothill, Sacramento, and Sierra Foothills) to compete against each other. Swimmers qualify individually/per event and may enter as many as 2 relay teams per age group. There are two ways to qualify for this meet: Q-time (qualifying time) standards or a top 10 finish in any race at Championships. The Q-times and other information about the MOC meet are available at www.meetofchampions.com.

PRACTICE

For the entire swim season, our team rents the 14-lane pool Whitney High School pool for training purposes; and the 8-lane Rocklin High School pool for all home meets; from the City of Rocklin and Rocklin Unified School District which operate the pools jointly. While school is in session, all swimmers will practice in the evening. During summer recess, practices will be conducted in the morning. Although much consideration and planning go into arranging these practice schedules, there is always the possibility that our times/location may alter due to shared use of these facilities and other factors. For a complete training schedule, please see the website for detailed information on dates and times for practice schedules.

VOLUNTEER BOARD OF DIRECTORS

A volunteer parent Board of Directors (BOD) governs swim team activities and the BOD is listed on our website. During the swim season, various committees of parent volunteers are led by Committee Chairpersons. All volunteers are crucial to the successful operation of our team. A volunteer Board Member should be the first point of contact for parents who have questions or concerns but contact the Head Coach for questions about workouts, goal setting, or other swimming related questions. The appropriate parties will be fully informed of any issue affecting the efficient and effective operation of Rocklin Wave.

TEAM PHILOSOPHY AND GOALS

The team philosophy and goal of Rocklin Wave, its coaches and the Northern California Swim League is to promote the finest recreational aquatic program that is an enjoyable experience for all.

We are guided by the following goal: within the parameters of the league, an individual is encouraged to grow to his/her full potential. If a champion is developed along the way, that is fine, but the main goal is recreation. We want kids to improve their swimming techniques and endurance in a fun, team-oriented environment. We encourage building a strong parent, coach and swimmer relationship to enable our goals to be met.

In addition, we are guided by the following Northern California Swim League objectives:

- To be recreational in nature and to promote good sportsmanship, physical fitness and team spirit.
- To promote the participation during the swim season of all swimmers, regardless of swimming proficiency, thereby enabling the maximum number of swimmers to enjoy a well-rounded, recreational program.
- To recognize the need for and seek to maintain, to the maximum extent possible, competitive parity among the teams participating in the Northern California Swim League.

By working together to achieve these goals, our swimmers will remember much more than the number of “first place” finishes. We hope that they develop fond memories of the fun they had at practices and meets, the special friends they made, the excitement of the meets and competition, and the successes and disappointments that were shared with fellow teammates, coaches, and parents.

COACHES ROLES AND RESPONSIBILITIES

Coaches are responsible for planning, organizing, and directing all the team’s training, conditioning, and honing aquatic skills of swimmers in preparation for competition at dual, invitational and championship meets. Specific responsibilities are as follows:

- Supervise the safe, efficient, and effective use of the pool facility during practice and competitions.
- Plan, organize and direct team practice sessions.
- Prepare entries for all dual, invitational and championship meets.
- Maintain discipline and control team members during practice and meets.
- Instruct swimmers on competitive swimming techniques including stroke mechanics, starts, turns, and training methods.
- Develop positive attitudes and motivate team members to compete using team meetings, goal setting, and swimmer encouragement to strive for personal best.

- Supervise proper use of all competitive swim equipment including pace clock, lane ropes, kickboards, and other team items.
- The Head Coach will be responsible for supervising the associate coaches and assigning their specific duties.
- Coaches should conduct themselves in the highest standards of ethics and professionalism to lead by example as role models for Rocklin Wave team members enforcing all team policies.
- Coaches have final authority to decide which swimmers will swim each race, including relays. Swimmers will be chosen for relays for a variety of reasons, including their swim times, meet attendance, work ethic and attitude during practice, and the overall strategy for a meet.

Coaches are required to be present at time of try-outs and shall provide Registrar an evaluation of each try-out participant.

GENERAL POLICIES

RETURNING SWIMMER POLICY

The Wave reserves a spot on the team for all returning swimmers. However, in a community that is growing as quickly as ours, we are feeling the pressures of this growth. To this end, we will continue to reserve spaces for returning swimmers based on the following criteria:

- Return registration documents are submitted by determined deadline.
- Late registrations will not be guaranteed a spot on the team.
- Parent Participation Agreement – Parent participation is vital to the operation of our team. A copy of the Parent Participation Agreement is included in this handbook. These pages are a copy of information contained on the website and acknowledged during online registration.
- Swimmer Participation Agreement – A copy of the Swimmer’s Participation Agreement is included in this handbook. This page is a copy of information contained on the website and acknowledged during online registration.
- Acknowledgment of Facility Use Safety Rules and completion of Release Form
- Parent’s participation during the previous season.
- Swimmers attend 2 conference meets to qualify for champs and 3 meets for returning swimmer status.

NEW SWIMMER TRY-OUT POLICY

Try-outs are annually in March with information of time and location on the website. If a particular age group has more swimmers wishing to join the team than there are spaces available, siblings of current team members are given first consideration, provided they are water safe. Any remaining open slots will be given to those swimmers who in the judgement of the coaches is considered to be the best swimmers. A swimmer who attends tryouts and does not get an open slot on the team will be offered placement on our SPLASH team. Splash information can be found on our website at www.rocklinswimteam.org.

We maintain ~30 swimmers per age group, per gender. Maintaining a cap at each age group enhances your child’s opportunity to swim up to the league maximum of 3 individual and 2 relay events per meet. Impacted age groups with more than 30 swimmers reduce the amount of instruction coaches can offer, crowd swimming lanes, as well as the number of events your child can ultimately swim in at any meet.

REFUND POLICY

Refunds (less a \$25 administration fee) are only offered to swimmers who cancel prior to the start of the season. All refunds and cancellations must be sent to registrar@rocklinswimteam.org to process. For medical issues or other extenuating circumstances, please contact registrar@rocklinswimteam.org.

FACILITY USE RULES

Rocklin Swim Team is under contract with both the City of Rocklin and Rocklin Unified School District to conduct both our training and all home swim meets at Whitney and Rocklin High Schools. Under this contract, we agreed to certain safety rules when using this facility. Keep in mind we are guests at this facility and for your safety and that of your family, inappropriate conduct will not be tolerated. As a member of this swim team, it is every parent's responsibility to discuss these Facility Safety Rules with your swimmer(s). If we must repeatedly speak with any child about safety issues, we may request a meeting with the parents. Please help us maintain these safety rules so no one gets injured and everyone has fun.

- Under no circumstances should either the City of Rocklin nor Rocklin Unified School District be contacted to get any team information
- Non-registered swimmers are never allowed in the pool during official practice or swim meets.
- Only swimmers and coaches are allowed on deck during practices and in the area behind the starting blocks; spectators should watch from the bleachers or grassy area adjacent to the pool.
- The bleacher hand rails are not to be used for swinging, sliding or hanging at any time.
- There is no running or use of bikes, scooters, roller blades/skates or hee-lies either on the pool deck or the bleachers.
- There is no climbing the walls or gates.
- The planter areas, diving boards are off limits.
- No food or drink items on deck.
- No animals are allowed within the fenced area of the pool.
- Parking is strictly prohibited along the curb in front of the pool facility. Violators will be towed at the owner's expense.

UNSUPERVISED CHILDREN

As the parent/guardian, if at any time you are leaving your swimmer(s) unsupervised (either waiting for practice to begin or waiting for a sibling to finish) they must stay in the bleachers or on the grass. Our staff is being paid to work with the swimmers in the water; we cannot be responsible for watching any unattended children. At no time may non registered swimmers be left unattended on the pool deck or in the stands.

PARENT PARTICIPATION

Parental participation is crucial. We are bound by league rules to include parental workers to assist in the running of meets whether they are conducted at home or away. Understand that we too are dependent on visiting teams to provide parents to aid with the running of the meet that are also punctual and courteous. It's important to note that we cannot leave the multitude of jobs to fall on a few parents. We are a team – and the more people who are committed to supporting our team, the more successful we are.

PARENT PARTICIPATION AGREEMENT

When you register your child for the Rocklin Wave swim program, you will be asked to agree to the following terms.

Each Wave family is expected to volunteer at EVERY MEET THEIR CHILD SWIMS IN. If you are not able to meet this requirement, you will need to email volunteer@rocklinswimteam.org in order to sign up for a different volunteer responsibility for the summer (Fun Friday, Spirit Week, etc.).

PENALTY

Failure to meet your volunteer commitment without contacting volunteer@rocklinswimteam.org and signing up for a replacement activity will result in your child being scratched from the meet.

PARENT PARTICIPATION – CODE OF CONDUCT

As parents, we understand that as a member of the Rocklin Wave Swim Team we will:

- Abide by team Safe Sport Policies.
- Attend the pre-season parent information meeting and follow through on your commitments to help at each swim meet. If a conflict prevents you from participating in an activity that you are signed up to help with, take the initiative on your own to find a substitute.
- Have our swimmer(s) attend practice sessions an average of three times per week.
- Have our swimmer(s) arrive at practice sessions and meets on time and prepared to swim.
- Teach your swimmer that honest effort is as important as victory. Help your swimmer to focus on best effort, continuous improvement, and good sportsmanship.
- Sign up for meets via www.rocklinswimteam.org as soon as possible.
- Attend all meets when scheduled to swim. If for any reason we are unable to make the meet, contact our Age Group Parent Volunteer as soon as possible.
- Adhere and communicate the Facility Safety Rules with our family. Discuss the consequences for not abiding by these established rules.

- Respect the rights of other swimmers, parents, coaches, and meet officials by treating them with respect and courtesy. Applaud good effort and performance, regardless of team affiliation to lead by example to your swimmer.
- Perform our family’s volunteer requirements. It takes many volunteers to run a successful swimming program. Your energy and ideas are needed!
- Please do not interrupt coaches during practice time. If you have a question or problem, send an email to your coach. They will check the box daily and handle messages after practice time.
- Participate in team social, fund-raising, and award activities. They are planned for family participation and getting to know the other parents and swimmers on the team.
- Take responsibility for the conduct and discipline of your children at practice and meets. Support any disciplinary actions necessary by coaches or team officials. If children’s behavior cannot be controlled, they may be removed from practice or meets.
- Check In with your Meet Parent at each **home meet at 6:45 am away meets at 7:30 am.** Failure to check in might result in your swimmer being “scratched” from the meet.

SWIMMER PARTICIPATION

As a member of the Rocklin Wave Swim Team, I will strive to meet various important responsibilities. I/we must:

- Abide by team Safe Sport Policies;
- Support and always practice good sportsmanship (e.g., thank your timers and shake hands with competitors after your races);
- Refrain from horseplay, rowdiness, profanity, or any other inappropriate action;
- Respect the rights of other swimmers, parents, coaches, and meet officials by treating them with respect and courtesy;
- Compliment others on their achievements and encourage others who are down;
- Never complain about a relay partner or make fun of other swimmers;
- Support your coaches and their training program;
- Participate in team socials/awards activities;
- Take care of your health and conditioning by eating nutritiously, getting adequate rest and wearing sunscreen;
- Establish high goals and actively train to achieve them.

A swimmer who violates any of these rules or team policies may be temporarily suspended from workouts, swim meets, and/or team activities with repeat offenses as grounds for permanent dismissal from the team.

MANAGEMENT OF INAPPROPRIATE BEHAVIOR POLICY

The management of inappropriate behaviors or disregard for team policies shall include, but not be limited to:

- First Incident - Coach will issue verbal warning.
- Second Incident - Coach will request the swimmer “get dressed” and would be expected to wait in the pool area until parent picks them up.
- Coach may request a conference with the Aquatics Director and parent(s) if inappropriate behaviors continue and/or if they interfere with the effectiveness of the program.
- Parents are expected to assist in the management of their swimmer’s behavior. Parents need to reward their swimmers’ efforts and encourage the development of a positive attitude toward the program.

SWIM TEAM COMMITTEES and JOB DESCRIPTIONS

DECK OPERATIONS

Officials - Stroke/Turn

Judges are responsible for applying the rules of recreational swimming, using common sense and good judgment (videos and training are provided). The rules of swimming are intended to provide fair and equitable conditions of competition. **JUDGES MUST ATTEND MANDATORY STROKE & TURN CLINIC** where they will review all 4 strokes and turns.

Meet Referee

Serves as the Lead Official.

Announcer

The Announcer is responsible for making general announcements via microphone throughout the meet (i.e. announces swimmers in the water during all races, business sponsor info, raffle winners, time shift info, etc.). Also coordinates music during the meet, including National Anthem.

Clerk of Course

Clerk of Course is a league-mandated position required at every League meet. COC works closely with the Starter to ensure swimmers are in the proper lanes. COC stands behind the blocks and checks each swimmer's name against Heat Sheets. Any discrepancies must be reported immediately to the Starter and/or Computer Chair to ensure proper reporting can be made. Training is provided.

Computer/Colorado

Prior to each meet, this individual works directly with our team's Head Coach to set the meet, entering each swimmer's events into the meet software. Also responsible for sending preliminary meet programs, check-in sheets and age-group event sheets to Age Group Coordinator. The morning of each meet updates events during "scratch session"; prints multiple copies of the final meet program for distribution and prints ribbon labels.

Starter

The Starter announces each event and heat prior to the start of each race; gives the swimmers their starting instructions; and then starts the race. Starter also carefully watches the start to ensure there are no false starts and takes appropriate actions if a false start has occurred. Training is provided.

Timers

Timers are a critical function for every meet. We provide 12 timers for each shift for a typical meet (home and away), with two shifts per meet. Timers must carefully watch their assigned lane during races for accurate swim times, meaning they must be able to work their shift without interruption. Shift times vary depending on the pace of the meet and are split by events – AM shift (Events 1-43) and PM shift (Event 44-83).

Ribbons

Ribbon workers organize ribbons prior to start of each meet. Individuals are responsible for taking computer-generated labels, affixing them to the back of ribbons for each swimmer, and filing the Wave ribbons in the swimmer's folder for distribution. They also ensure the visiting team receives their ribbons. For away meets, the Wave folders need transporting to file the ribbons for Wave swimmers. All ribbons awarded to swimmers need to be in family boxes by the Monday following a meet. This committee will also keep a complete inventory of the ribbons and ensure that there are enough for each meet.

AGE GROUP/READY BENCH

Age Group Reps

Age Group Parent Volunteers ensure that swimmers get to the ready bench on time and are ready to swim. Two volunteers are needed for each of the younger age groups and gender (e.g. 6U girls, 7/8 boys, etc.), while one volunteer can handle each older age group (e.g. 11/12 girls). These volunteers are assigned by the Age Group coordinator.

Ready Bench

Ready bench workers are to seat younger swimmers from both teams in their position corresponding to their lane assignments prior to sending them to the pool for their races. They help maintain the pace of the meet by ensuring that swimmers are at the blocks prior to their races. Ready bench workers will walk the younger children (6U, 7/8, 9/10) to the proper blocks. There are two shifts available for meets – AM shift (Events 1-43) and PM shift (Event 44-83).

FACILITIES

Set up & Tear Down

Set-Up workers are responsible for setting up the pool and pool deck prior to each home meet. Duties include, but are not limited to: putting up flags, installing lane lines, setting up shade structures and ready bench, and placing tables and chairs in the appropriate areas. Manual labor is required so all volunteers must be able to participate in lifting heavy objects. ***Set up is typically done Friday afternoon/evening with start times varying depending on pool availability.*** There will be early Saturday set up that is needed as well. As part of this committee, you will also be required to work set up for Champs on the Friday before.

At the end of each home meet, volunteers are needed to clean up the entire facility and store away the items for the next meet. Duties include but are not limited to: removing flags and lane lines from the pool, taking down shade structures and ready bench, and placing tables and chairs back in the appropriate storage areas. In addition to the pool deck, the bathrooms, BBQ area and snack bar should all be clean and free of debris.

Facility Services

Services are responsible for maintaining the condition of the pool deck and restrooms during the meet and ensuring that they are in good condition at the end of the meet. They should ensure: that trash containers are not too full during the meet, and dispose of trash bags at the conclusion of the meet; make certain that bathrooms have necessary supplies during the meet, and that they are neat and supplied at the end of the meet; and collect all clothing, towels, etc. left on deck at the conclusion of the meet, and place in our lost and found area. Typical meets will have two shifts of two people – AM shift (Events 1-43) and PM shift (Event 44-83).

HOSPITALITY/FOOD SERVICE

Snack Bar

The Snack Bar manage all the snack bar efforts for home meets. Duties include setting up/opening the snack bar on meet days, and proper storage of the remaining supplies at the end of home meets. Will also work closely with the Treasurer to ensure all money collected is appropriately accounted for.

Hospitality

The Hospitality Chair coordinates inventory and purchasing with snack bar, sets up/stages supplies for home meets, and ensures everything is cleaned and stored properly. Hospitality is responsible for serving beverages/snacks to timers, coaches, officials, and other volunteers working during the meets.

FUNDRAISING

Works closely with Board members to meet RST fund raising goals; ensures the team's fundraising efforts are well coordinated and executed. Directly responsible for gathering voluntary contributions from local businesses for team sponsorships, events, and coordinates vendor sales at meets.

SWIM MEETS

ON-LINE MEET SIGN-IN/OUT POLICY

Located on our website is the option to sign your swimmer(s) in/out of each meet. Meets are located under “CALENDAR” and will also be posted to our homepage prior to each meet. It is your family’s obligation to indicate which meets your swimmer(s) will participate. When you are aware that your swimmer will not be able to participate in a meet due to a scheduled absence (vacation, other sport commitment, etc.), please note that as well. It requires a great amount of effort from the coaches and computer personnel to set up each meet; knowing ahead of time any swimmer conflict is invaluable.

MEET ATTENDANCE POLICY

When a swimmer is signed up to attend a meet and doesn’t show up, relay teams are affected, scratch sessions are lengthy, and many delays result in starting the meet. If something unexpected comes up and a swimmer cannot attend the meet, please contact your Age Group Parent Volunteer and Coach as soon as possible. The Age Group Parent Volunteer will introduce themselves to you at the Time Trials and will provide their cell phone number to you at the beginning of the swim season.

According to NCSL rules, a swimmer must compete in a minimum of 2 individual events in at least 2 meets to be eligible to swim in Championships. If this requirement is not met, and the swimmer competes in the Championship meet, he/she will be disqualified from the meet and the meet will need to be re-scored.

INDIVIDUAL RACE SELECTION PROCESS

Each swimmer will be entered into races based on the following criteria:

- Which events will give our team the best chance to succeed?
- Which events can the swimmer perform?
- Which events, based on past performance, will the swimmer have the best chance to improve his/her times?

It is the goal of our coaching staff to have each swimmer compete in all events available in his/her age group at least once throughout the season while maintaining as much variety as possible from meet-to-meet. Swimmers and parents may give suggestions to coaches and/or Age Group Parent Volunteers; however final event selection is the discretion of the head coach.

RELAY ASSIGNMENT PROCESS

Our coaching staff will make every effort to provide each swimmer with the opportunity to swim at least one relay per meet. To make this possible, some relays will be seeded with legal stroke ability in mind along with effort and attendance at practices. All relay assignments are at the discretion on the head coach.

Our "A" relays will be formed based on the fastest possible combination of the four swimmers. The selection of which swimmers will be based on the following criteria:

- The fastest recorded times from this season.
- Created with the intention of giving the team the best possible chance to win.

Swimmers wanting to swim in the "A" relay will need to perform a qualifying time that puts them ahead of the rest of the field (relay split times will not be considered). Swimmers may be removed from their "deserved" relay spot based on poor attitude, effort and/or attendance. If a swimmer causes a scene over his/her relay spot, he/she will be removed so that someone who will appreciate the opportunity may swim in that relay.

SWIM MEETS – WHAT TO BRING

Any swim meet could last up to 8 hours. Being prepared for an entire day of waiting and relaxing in the sun is crucial. Here are a few suggestions on what to pack for a meet (be certain your personal property has your name on it).

- Sunglasses, sun hat, sun block
- Flip Flops/shoes
- Goggles
- Sweat Clothes
- T-shirt
- Chairs
- Swim Cap
- Towel, sleeping bag, blanket
- Radios with headphones
- Games
- Cooler with drinks and snacks
- Quiet games, cards, books
- Fruit, beverages, and snacks

A Preliminary Meet Program will be posted the day of the meet at the pool prior to the meet starting. Take note of what your swimmer(s) are scheduled to swim and be aware that it is "preliminary" and possibly the swimmer's event, heat or lane assignment could change just prior to the meet starting. After Scratch Session, a Final Meet Program will replace the preliminary program, it is important to recheck prior to the meet starting.

DUAL MEET TIME TABLE

6:00am	Pool Setup
6:45am	Home Meet Check-In Time - All Wave swimmers must report to their Meet Parent and personally check-in. Any swimmer NOT checked-in before Scratch Session will be replaced. There are no exceptions.
7:00am	Pool open and ready for use - Pool facility needs to be ready for at least 1-hour before start of meet.
7:10-7:40am	Home Team warm-up period
7:30am	Away Meet Check-In Time - All Wave swimmers must report to their Age Group Parent Volunteer and personally check-in. Any swimmer NOT checked-in before Scratch Session will be replaced. There are no exceptions.
7:45-8:15am	Visiting Team warm-up period
7:30-8:00am	Scratch Session - Once changes are made in the scratch session, no further substitutions are allowed. <i>Consequently, if a swimmer is unable to arrive at the meet on time, the coaches have no alternative but to scratch the swimmer from the meet.</i>
8:30am-2:30pm	Swim Meet

DATES TO REMEMBER

DAY and DATE	EVENT
April 10	Season Kick-Off Meeting <i>This is an informational meeting for new swim families as well as returning! Topics covered will include What to expect at a Meet, Meet procedures, communication with Meet Parents and more...</i>
April 1	Practices Begin
Early May	Time Trials <i>Time Trials is an opportunity for the whole team to practice running a home meet. It is also where swimmers swim all events to record a base time for the rest of the season to be compared to.</i>
Mid May-July	Swim Meets

Our season includes both Conference and non-Conference meets. Please check the website calendar for the most up to date information and don't forget to sign your swimmer up for the meets they will be attending!

Date on Website

Picture Day

Date on Website

Swim-A-Thon

Our main team fundraiser donation/pledge drive. Families will receive information to learn how to receive online donations for their swimmer(s). Each swimmer will set their own goal and collect pledges from family and friends. Flat rate or per lap pledges are gladly accepted!

Date on Website

Championships

Date on Website

Awards Ceremony

This ceremony is the culmination of the Rocklin Wave swim season. All swimmers will be acknowledged. Any Championship Awards will also be distributed at this function.

Post-Season

Meet of Champions

www.meetofchampions.com

This meet is an opportunity for the best recreational swimmers in the Sacramento and surrounding areas swim leagues (NorCal, Suburban, Valley-Foothill, Sacramento, and Sierra Foothills) to compete against each other after their respective league/conference Championships. Swimmers qualify individually/per event and can enter up to two relay teams per age group. There are two ways to qualify for this meet: Q-time standards or a top 10 finish in any race at Championships. The Q-times will be available later in the season.

MEET SCORING, HEAT ASSIGNMENT & PARTICIPATION AWARDS

Meets are scored following the rules established by the Northern California Swim League (NCSL).

Individual Events

The first heat (having your fastest swimmers) is the only heat that scores points for the team. In the scoring heat, lane assignments are divided equitably between dueling teams for equal scoring chances.

Relay Events

Only the winning relay team can score points for their team. Typically, the "A" relay is the fastest relay team; the "B" is the second-fastest, etc. Even if our relays place 1st/2nd/3rd, we still only earn points for 1st place. With that being said, it is critical that we have all our relay teams swimming to assure we have the maximum opportunity to score points.

Heat/Lane Assignment

Heat and lane assignments are given to swimmers based on each swimmer's individual time recorded for a particular event.

Participation Awards

At all dual meets, the ribbons will be awarded to all swimmers regardless of heat assignment if the swimmer finished the race without disqualification.

Three (3) stopwatches or combination of watches and Colorado plungers, per lane will record the official time. Timers are not to judge where swimmers place in an event.

DUAL MEET SCORING

POINTS SCORED		
PLACE	INDIVIDUAL EVENTS	RELAY EVENTS
1st place	5 points	7 points
2nd place	3 points	0 points
3rd place	2points	0points
4th place	1 points	0 points

CHAMPIONSHIP MEET SCORING:***Individual Events***

In the morning, a swimmer will post a qualifying time for each event they swim. The 10 fastest qualifying times (1 heat) for each event has those swimmers participate in the Finals in the afternoon. In this only scoring heat, lane assignments are given solely by swim times. Team scores are calculated using timed final results only.

Relays

Are run as time-finals only. Team scores are calculated using timed finals results only.

POINTS SCORED		
PLACE	INDIVIDUAL EVENTS	RELAY EVENTS
1st place	11 points	22 points
2nd place	9 points	18 points
3rd place	8points	16points
4th place	7 points	14 points
5th place	6 points	12 points
6th place	5 points	10 points
7th place	4points	8 points
8th place	3 points	6 points
9th place	2points	4 points
10th place	1 points	2 points

AWARD CRITERIA

At the end of our recreational season, the Coaches recognize the accomplishments of swimmers with various awards. These awards are presented to the swimmers at the Awards Ceremony season finale gathering.

MOST VALUABLE PLAYER (MVP) AWARD

An award given to the most valuable player, male and female, in each age group who made significant contributions to the team during the recreational season.

MOST IMPROVED SWIMMER AWARD

Awarded to male and female, in each age group who demonstrated the most personal improvement during the recreational season. These awards are based solely on input from the coaching staff.

COACHES AWARD

Awarded to male and female, in each age group who in some way demonstrated extraordinary desire, cooperation, leadership, or enthusiasm during the recreational season. These awards are based solely on input from the coaching staff.

SLASHER AWARD

In 2001, Sarah Sinclair was both a 15-18's swimmer as well as a coach to the younger age groups (Under 6 and 7/8's). The head coach at the time used to write "Swimmer Sarah /Coach Sarah" at the top of the result sheets and other paperwork (Swimmer Sarah "SLASH" Coach Sarah). It was customary for Sarah to swim her races and without time to spare, run to the other end of the pool to ensure all her younger swimmers were ready for their race. After doing this repeatedly race-after race, meet-after-meet at the end of the season, the head coach wanted to recognize Sarah for her commitment not only to her races, but those swimmers she coached.

This "Slasher Award" stood for someone who was inspirational and worked hard at being both a good swimmer and member of the team, as well as being someone who dedicated their time to the team by inspiring others to be good swimmers too. It's an acknowledgment meant to award a successful swimmer who encourages others to be just as successful swimmers/teammate and not lose sight that they are a part of something bigger.

GLOSSARY OF TERMS

Backstroke	Commonly abbreviated as – BK. The swimmers start the event in the water and swim on their backs the entire time with some part of the body above the water line at all times. The flutter kick and an upward backward rotating arm stroke are used. This is the only stroke swum on the back.
Breaststroke	Commonly abbreviated as – BR. The swimmer starts with a dive and swims face down. The arms sweep out from the chest underwater and bend at the elbows to complete the stroke. A breaststroke (whip) kick is used. This stroke looks very graceful. At any time the swimmer comes to the wall, both hands must always touch the wall together.
Butterfly	Commonly abbreviated as – FL. The swimmer starts the event with a dive and swims face down. The arms swing together, forward above the water, and pull back to the legs. Two dolphin kicks are made during each stroke. This stroke requires great strength. At any time the swimmer comes to the wall, both hands must always touch the wall together.
Conference	Northern California Swim League (NCSL) encompasses 24 recreational swim teams. Teams are divided into groups, or “conferences”. There are five conferences that make up NCSL: Comstock, Gold Rush, Eureka, Mother Lode and Nugget.
Conference Meet	When a team swims against another team in their group, or “conference”. The win/loss of this conference meet counts toward the team’s conference record.
DQ	Occasionally swimmers are disqualified or “DQ'd” from their event. This may be for an improper start, turn, or stroke completion. It happens to every swimmer sometimes and it is part of the learning experience. The penalty is the swimmer will not get time, a ribbon and the team will not get any points (if in the first heat).
Event Numbers	Each event is numbered separately by gender (boys or girls) and age groups. The order in which events are swum in dual, time trials or championship meets vary slightly. Refer to the “NoCal Swim League – List of Events” in this handbook for a complete listing of events for: dual, time trails or championship meets.
Exhibition Race	When a coach enters a swimmer into an event where an open spot is available, with the sole purpose of achieving an official time. The swimmer will not achieve a ribbon or gain team points; and an "X" is usually placed next to their final time for clarification purposes. Don't let your child get discouraged if he or she swims in an exhibition

event. Everyone does, usually several times, during the season. Remember that time is what is important!

- False Start** The swimmer leaves the diving block before the race officially starts. This is like “jumping the gun” and happens to every swimmer at some time. The penalty is DQ. This is handled in various ways from not getting to swim the race at all to being allowed to swim the race, but not scoring any points. False starts are decided on an individual meet basis.
- Family Boxes** Each family is given a file folder which hangs in a plastic file box found on deck. This is another mode of communication our team uses to pass on pertinent information. Checking your file daily assures your family is informed.
- Final Meet Program** This final report is created once the scratch session for teams is completed. The program is sorted sequentially by event number, listing swimmers, and assigned heats and lanes. This becomes the final document all officials use during the meet.
- Freestyle** Commonly abbreviated as – FR. This means literally any style, but most swimmers choose the front crawl. The swimmer starts the event with a dive and swims face down. The arms move in a steady circular motion as the legs do a flutter kick. This is the fastest stroke of all strokes.
- Freestyle Relay** Four swimmers, each swimming freestyle for 1/4 equal lengths of total length of event. No person shall swim more than one leg of the relay race. The swimmer in the water must end their leg of the race before the next swimmer is allowed to start the next leg.
- Heats** If an age group has more swimmers participating in the event, then there are lanes in the pool; the event must be divided into groups. These groups are called heats; a swimmer’s seed time is what dictates which heat they will swim in. Swimmers posting the fastest times swim in the first heat and swim in the middle lanes.
- Individual Medley** Commonly abbreviated as – IM. The swimmer swims a combination of the strokes in 1/4 equal lengths of total length of event in this order: butterfly, backstroke, breaststroke and freestyle (which must be the front crawl and cannot be any form of the other strokes). The swimmer must comply with the rules of each stroke. Transition turns between the strokes shall conform, before the touch, to the finish rules for the stroke being completed and, after the touch, to the turn rules for the stroke about to be swum (note: stroke order is different from the medley relay stroke order).

- Medley Relay** Similar to the freestyle relay, except each swimmer swims a different stroke in the following order: backstroke, breaststroke, butterfly and freestyle (note: alphabetical order and different from the individual medley stroke order).
- Non-Conference** When a team swims against another team outside their group, or “conference”. The win/loss of this conference meet does not count toward the team’s conference record. This is sometimes viewed as a practice meet.
- NT** Literally means “No Time”. If going into a meet, a swimmer has yet to achieve an official time for a particular event, and they are scheduled to swim that event, they are entered in as an NT and will swim in the last heat of a particular event.
- Ready Bench** A “staging” area that seats the swimmers on a bench before they are ready to swim. This area contains rows of benches which allow the Ready Bench committee parents to line the kids up in the order they will swim. The swimmers are taken to the ready bench by their Age Group Parent Volunteer.
- Preliminary Meet Program** This preliminary report is created and posted at the morning of the meet, so swimmers can view the events they are scheduled to swim. This is considered a “preliminary” program because the lane and heat assignment can change depending on what transpires during the scratch session. Then a Final Meet Program is produced.
- Scratch Session** This happens at every swim meet and is the “session” between swimmers checking in and before the meet begins. Both teams meet with the computer person and remove (or scratches) swimmers from their preliminary scheduled events or the entire meet. It is important to note that once changes are made in the scratch session, no further substitutions are allowed. Consequently, if your family is unable to arrive at the meet on time, the coaches have no alternative but to scratch your swimmer(s) from the meet.
- Seed Times** Final times that were attained by a swimmer at a previous sanctioned meets that are used to place the appropriate heat in a subsequent meet.

NORTHERN CALIFORNIA SWIM LEAGUE -LIST OF EVENTS

Dual Event Number	Time Trials Event Number	Championships Event Number	Age Group	Gender	Stroke
1		33	06&U	C	100 Freestyle Relay
2		34	07-08	G	100 Medley Relay
3		35	07-08	B	100 Medley Relay
4		36	09-10	G	100 Medley Relay
5		37	09-10	B	100 Medley Relay
6		38	11-12	G	200 Medley Relay
7		39	11-12	B	200 Medley Relay
8		40	13-14	G	200 Medley Relay
9		41	13-14	B	200 Medley Relay
10		42	15-18	G	200 Medley Relay
11		43	15-18	B	200 Medley Relay
12	1	1	09-10	G	100 Individual Medley
13	2	2	09-10	B	100 Individual Medley
14	3	3	11-12	G	100 Individual Medley
15	4	4	11-12	B	100 Individual Medley
16	5	5	13-14	G	100 Individual Medley
17	6	6	13-14	B	100 Individual Medley
18	7	7	15-18	G	100 Individual Medley
19	8	8	15-18	B	100 Individual Medley
20	9	9	06&U	G	25 Freestyle
21	10	10	06&U	B	25 Freestyle
22	11	11	07-08	G	25 Freestyle
23	12	12	07-08	B	25 Freestyle
24	13	13	09-10	G	25 Freestyle
25	14	14	09-10	B	25 Freestyle
26	15	15	11-12	G	50 Freestyle
27	16	16	11-12	B	50 Freestyle
28	17	17	13-14	G	50 Freestyle
29	18	18	13-14	B	50 Freestyle
30	19	19	15-18	G	50 Freestyle
31	20	20	15-18	B	50 Freestyle
32	21	21	06&U	G	25 Backstroke
33	22	22	06&U	B	25 Backstroke
34	23	23	07-08	G	25 Backstroke
35	24	24	07-08	B	25 Backstroke
36	25	25	09-10	G	25 Backstroke
37	26	26	09-10	B	25 Backstroke
38	27	27	11-12	G	50 Backstroke
39	28	28	11-12	B	50 Backstroke
40	29	29	13-14	G	50 Backstroke
41	30	30	13-14	B	50 Backstroke
42	31	31	15-18	G	100 Backstroke
43	32	32	15-18	B	100 Backstroke

NORTHERN CALIFORNIA SWIM LEAGUE -LIST OF EVENTS

Dual Event Number	Time Trials Event Number	Championships Event Number	Age Group	Gender	Stroke
44	33	44	07-08	G	50 Freestyle
45	34	45	07-08	B	50 Freestyle
46	35	46	09-10	G	50 Freestyle
47	36	47	09-10	B	50 Freestyle
48	37	48	11-12	G	100 Freestyle
49	38	49	11-12	B	100 Freestyle
50	39	50	13-14	G	100 Freestyle
51	40	51	13-14	B	100 Freestyle
52	41	52	15-18	G	100 Freestyle
53	42	53	15-18	B	100 Freestyle
54	43	54	07-08	G	25 Breast Stroke
55	44	55	07-08	B	25 Breast Stroke
56	45	56	09-10	G	25 Breast Stroke
57	46	57	09-10	B	25 Breast Stroke
58	47	58	11-12	G	50 Breast Stroke
59	48	59	11-12	B	50 Breast Stroke
60	49	60	13-14	G	50 Breast Stroke
61	50	61	13-14	B	50 Breast Stroke
62	51	62	15-18	G	100 Breast Stroke
63	52	63	15-18	B	100 Breast Stroke
64	53	64	07-08	G	25 Butterfly
65	54	65	07-08	B	25 Butterfly
66	55	66	09-10	G	25 Butterfly
67	56	67	09-10	B	25 Butterfly
68	57	68	11-12	G	50 Butterfly
69	58	69	11-12	B	50 Butterfly
70	59	70	13-14	G	50 Butterfly
71	60	71	13-14	B	50 Butterfly
72	61	72	15-18	G	50 Butterfly
73	62	73	15-18	B	50 Butterfly
74		74	07-08	G	100 Freestyle Relay
75		75	07-08	B	100 Freestyle Relay
76		76	09-10	G	100 Freestyle Relay
77		77	09-10	B	100 Freestyle Relay
78		78	11-12	G	200 Freestyle Relay
79		79	11-12	B	200 Freestyle Relay
80		80	13-14	G	200 Freestyle Relay
81		81	13-14	B	200 Freestyle Relay
82		82	15-18	G	200 Freestyle Relay
83		83	15-18	B	200 Freestyle Relay