



FOLSOM SEA OTTERS PARENT HANDBOOK

2025

Suburban Swim League
Board of Directors

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INTRODUCTION

Welcome to the Folsom Sea Otter (FSO) swim team. We are a non-profit, recreational/competitive, parent-run swim team. Our team has approximately 375 swimmers ranging in age from four to eighteen years. We participate in the Suburban Swim League (SSL), which consists of eight swim teams, including approximately 1,800 swimmers. Our season typically runs from the end of April through the end of July. We swim seven dual meets, and at the end of July all eight teams compete in a three-day championship swim meet.

PHILOSOPHY

The philosophy of the Folsom Sea Otter swim team is to provide a positive, team-oriented learning environment where each swimmer can achieve their potential by developing and refining necessary skills while having fun. The coaching staff, Board of Directors, and parents combine their efforts to ensure a quality, recreational/competitive program, with regard for good sportsmanship. The Board of Directors establishes and upholds the team bylaws to ensure a positive and rewarding experience for swimmers, coaching staff, and parents.

MEMBERSHIP

In accordance with Team and League Bylaws, any resident of the Folsom area who has not reached their 19th birthday by June 15th, and who maintains a recreational swimmer status, as follows, is eligible for the team.

QUIET PERIOD

Out of water - no competitive swimming: The quiet period begins on February 15 and ends on the date the SSL team practices are allowed to commence. During the quiet period, swimmers are limited to a total of **TWELVE** (12) hours of in-water coached training time.

In-water, coached activity refers to any activity supervised by a coach, instructor, or person responsible, who is on deck or in the water during the activity. The activity is subject to this restriction whether it is a free or paid activity, and whether it is a public or private activity. There are also restrictions regarding being a USA Swim participant during this time period.

When in doubt, please ask! Violations of the quiet period will result in your swimmer being listed as an Exhibition swimmer and their races will not be counted towards team points and awards.

Swimming for a high school team is an exception to this rule and does not affect recreational swimmer status.

REGISTRATION

FSO conducts online registration. You must go to our website at www.folsomseaotters.com and click on the registration tab located on the Home page in the right hand corner. Read the information about registration and instructions for registering online. There will be a link to click on at the end to register beginning **January 22, 2025**, for swimmers who previously swam with

FSO (Priority Registration), attended three dual meets and fulfilled your volunteer requirements. New swimmer registration begins **February 4, 2025**. Any member knowingly entering false information on the registration form can be dismissed from the team at the discretion of the Board.

Starting in 2025, you will need to upload a copy of your swimmer(s) birth certificate (in order to register. You are NOT added to the team until you have uploaded your swimmer(s) birth certificate and it has been verified by the Board. You have **ONE WEEK from the day you register to submit your birth certificate otherwise your spot is forfeited.**

A valid credit card is required to be kept on file. By providing your credit/debit card information, you are agreeing to authorize the Folsom Sea Otters to charge your card for any and all penalties and or late fees provided for in the Folsom Sea Otters handbook, registration agreements, or bylaws. Such charges will be made when they come due.

FSO is a swim team and is not intended for swim lessons or as a swim camp.

All swimmers are required to participate in a minimum of three (3) swim meets, not including Time Trials, otherwise they will not be able to participate at Champs or receive priority registration for the following season.

Folsom Sea Otters Photo, Video, and Social Media Release

Registration includes the following Photo and Video Release: I hereby grant the Folsom Sea Otters permission to publish photographs and videos of my swimmer(s) taken at team practices, meets, and other team events. These images and videos may be used in advertising, social media, and newspapers. The Folsom Sea Otters will use the following guidelines for publishing photos and videos:

- No swimmers under the age of 13 will be identified by name on social media without parent permission.
- Swimmers age 13 - 18 may be identified by first name only.
- FSO will not tag swimmers or parents on Facebook (unless the parent is an FSO vendor).
- If a parent or swimmer wishes to tag a photo of themselves or a family member, they are encouraged to share the photo to their own Facebook timeline and tag it there.
- Any tags of minors placed on the FSO page will be removed, regardless of parental consent.
- All photos and videos will be previewed carefully before posting to be sure that no one is shown in an inappropriate or unflattering way.
- When possible, as a courtesy, swimmers in posed photographs will be verbally notified that the photo is for FSO use and will be asked for permission to take the photo and to post the photo.
- Only people designated by the FSO Board of Directors will have access to posting photos and videos on behalf of the Folsom Sea Otters.

REFUND POLICY

1. **There are no partial refunds due to your decision to not participate in any specific dual meet and/or Champs.**
2. **There will be no refunds after the official drop date (April 21, 2025).**

Returning Swimmers: Swimmers with returning swimmer status that are on the official team roster at the end of the previous season, having met the priority registration requirements and will have priority to register.

Returning Swimmer Status: To have the honor of returning swimmer status, the family must have completed the required volunteer commitments (from the previous season/year) and the swimmer competed in at least three (3) swim meets, not including Time Trials. Building a strong swim team requires committed swimmers and committed team parents.

New Swimmers: All new swimmers will be allowed to register utilizing our online system as long as there is space available in their age and gender group. All new swimmers, including swimmers on the waitlist (see below), are required to pass the **Water Safety Check** in order to secure a spot on the 2025 swim team. Swimmers who are registered but do not pass the Water Safety Check will be refunded the registration fee minus a **\$50** processing fee.

Waitlist Swimmers: Swimmers who tried to sign up on-line and were denied due to an age group being full may sign up for our waitlist. This occurs at the time of registration. There is a **\$25**, non-refundable waitlist fee that will be applied to your membership dues if you are added to the team. We will notify a waitlist swimmer as soon as a spot opens up in a particular age group.

All new waitlist swimmers need to attend the Water Safety Check on March 05, 2025 from 4:00pm - 6:30pm, rain or shine (cancelled only if there is a lightning strike). *If a waitlist swimmer does not attend the Water Safety Check, he/she will not receive a potential spot on FSO and will forfeit their waitlist fee.*

Water Safety Check: Swimmers will be allowed to rest on the lane ropes, but will not be allowed to pull themselves along or touch the bottom of the pool. We cannot accept swimmers who are unable to meet the time standards established with these conditions, as we want all swimmers to be safe in our pool at all times.

6-Under Age Group - must demonstrate his/her ability to swim 25 yards (1 length across the pool), unassisted, in less than 90 seconds. Demonstrate either some freestyle or backstroke form (not just doggy paddle). Face in the water, blowing bubbles.

7-8 Age Group - must demonstrate his/her ability to swim 25 yards (1 length across the pool), unassisted, in less than 75 seconds. Swimmer must show some ability to perform the freestyle stroke.

9-10 Age Group - must demonstrate his/her ability to swim 25 yards (1 length across the pool), unassisted, in less than 60 seconds. Swimmers must show the ability to perform the freestyle stroke with side breathing.

11-12 Age Group - must demonstrate his/her ability to swim 50 yards (2 lengths of the pool), unassisted, in less than 90 seconds. Swimmers must show the ability to swim the freestyle stroke with side breathing.

13-14 Age Group - must demonstrate his/her ability to swim 50 yards (2 lengths of the pool), unassisted, in less than 75 seconds. Swimmers must show the ability to swim the freestyle stroke with side breathing.

15-18 Age Group - must demonstrate his/her ability to swim 50 yards (2 lengths of the pool), unassisted, in less than 60 seconds. Swimmers must show the ability to swim the freestyle stroke with side breathing.

The Water Safety Test is assessed by coaches and designated team personnel. Their assessment is **final**, there will not be any redo tests (no exceptions) . Please respect their decision since it is for the safety of your kids.

Please understand that any swimmer new to the team who does NOT pass a Water Safety Check will NOT receive a spot on the swim team or cannot attend practices and those spots will go to waitlisted swimmers who pass. Waitlisted swimmers who do not attend the Safety Check automatically give up their chance of earning a spot on the 2025 swim team.

We realize new swimmers develop the ability to swim at different paces or have set backs in their ability to safely swim so if needed, and at the coach's discretion, swimmers may be placed in a special developmental practice group according to their ability. If a swimmer passes the Water Safety Check but does not demonstrate they are safe in the pool during the practices, they may be asked to vacate their spot on the team or transfer to our Junior Otters Program (if under the age of 6) until they have demonstrated they can safely swim. We have skilled coaches teaching swim technique, so we want their focus to be on improving technique and not on one swimmer who is unsafe in the water.

The Water Safety Check is scheduled for **March 5, 2025, 4:00pm – 6:30pm** at the Steve Miklos Aquatic Center pool. The pool is heated so the Water Safety Check will take place rain or shine. Please bring goggles, a towel, and some warm clothes to change into afterwards. More information about the team will be available during the Water Safety Check. We will be allowing families to SIGN UP for a time slot to attend the water safety, please ensure you attend your time slot.

Any new swimmers who previously swam for USA swim teams, High School teams, and/or a different team in previous seasons may be allowed to bypass our Water Safety Check upon verification and approval by team personnel. Please provide this information to our registrar (secretary@folsomseaotters.com) during the registration process, and they will forward the information to the appropriate person for confirmation.

TEAM COMMUNICATION

The main form of communication is through email. The weekly newsletter, bulletins, and announcements are sent out in bulk. You will need to check your application settings to determine how to allow email from info@folsomseaotters.com to get through. Please do not opt out of these emails. If you are not receiving notices from the FSO, contact us at the above email address and we will attempt to resolve it. Please follow us on Facebook and Instagram.

2025 FSO BOARD MEMBERS

President	Kristen Brown
Vice President	Christine Braid
Recording Secretary/Registrar	Jonathan Peterson
Director of Marketing	Renata Pleshchuk
Treasurer	Timothy Harrington
Coach Coordinator	Branigan Schoppman

TEAM RULES AND CODE OF CONDUCT

All organizations need rules and procedures for the success of the participants. The FSO swim team has adopted these rules to keep our organization fair, safe, and enjoyable for all its members. Violation of the Team Rules and Code of Conduct will result in disciplinary actions. The Team Rules and Code of Conduct applies to all swimmers and their families.

1. Treat all other swimmers, coaches, officials, parents, and visitors with respect and courtesy.
2. No swimmer is allowed in the water unless a coach is on duty and directs the swimmer into the water.
3. All swimmers are to be on time for their set practice (this is to prevent practice interruptions) with required equipment.
4. All swimmers are to remain in the pool during practice unless directed by the coaches.
5. **Parents, and all others, during practice workouts, are to stay away from the pool and to refrain from conversation with swimmers and coaches.** This is to ensure the safety and fairness to the swimmers and coaches. Being disruptive will result in removal from the pool deck.
6. Walk on the pool deck at all times, absolutely **NO RUNNING**.
7. Horseplay, rowdy behavior, profanity, harassment towards others, or any inappropriate activity will not be tolerated. When you represent the Folsom Sea Otters, you will adhere to the FSO Team Rules and Code of Conduct.
8. Misuse or mistreatment of team equipment or pool facilities will not be tolerated. Willful damage will be the responsibility of the swimmer and the swimmer's family.
9. Every swimmer and their family will support and practice good sportsmanship, team spirit, and cooperation.
10. Siblings are not allowed to wait unattended on deck during practice or a meet. There is no deck supervision for children not participating in practice.
11. Swimmers 8 and under must have a parent or responsible adult present during practice.

12. When picking up a swimmer from practice it is best to park in a designated spot, walk in and escort your swimmer back to the car. Having children wait outside the facility is not recommended. The red curb in front of the Aquatic Center is a NO STOPPING area. Folsom Police may ticket you even if you are waiting in the vehicle.
13. To participate in a swim meet, each swimmer must sign up online, in advance of the deadline, on the team website. You must indicate whether you will or will not attend the swim meet. The deadline to sign up for a swim meet and sign up or drop volunteer shifts is one week before the meet, unless otherwise specified.
14. All members of the swim team, according to age group and gender, will swim in at least **two (2) events per swim meet**. Events constitute individual or relay events. Current league rules state that a swimmer may enter three (3) individual events. Relays do not count as individual events. A swimmer may only enter in a fourth event for exhibition purposes (non-scoring) and if approved by the head coach.
15. All Parents/guardians will fulfill all volunteer jobs they have signed up for. Failure to complete a job assignment will result in a **fine** (see page 12 for additional information) and may impact their swimmer's ability to participate in future meets and returning swimmer status.

A team rule violation by a swimmer may require the FSO Board of Directors to review the violation, if appropriate, or the coach to discuss the violation with the swimmer and parent. It will be the coach's/FSO Board's discretion whether appropriate action consists of:

1. A verbal warning and/or removal of the swimmer from the water for a determined amount of time.
2. A written warning and/or removal of the swimmer from the pool for a determined amount of time.
3. Depending on the severity of the violation, the FSO Board and the coaches may require a meeting with the swimmer and their parent/guardian to resolve the issue. Swimmers that continue to violate the Team Rules and Code of Conduct or become a disciplinary problem will result in the FSO Board handling the situation with the swimmer and/or family. Individual circumstances will determine if a swimmer should be placed on a probationary status.

Probation: Probation will consist of a four (4) week period during which the swimmer will be able to continue with their practices and team functions, with the understanding that their behavior will determine their future with the team. If another violation occurs while on probation, the following consequences will be applied:

First Offense: Will result in a two-week parental attendance period at all team functions (practices, meets, etc.) to ensure swimmer's behavior is deemed safe. Failure by the swimmer or guardians to display appropriate behavior will result in suspension or removal. The coaches will assist the FSO Board in determining the swimmer's probationary status for continued probation, if applicable.

Second Offense: Will result in team suspension for a length of at least two weeks. Suspension will prohibit the swimmer from attending any team functions, private or open to the public.

Third Offense: Will result in a permanent suspension of all team activities. Said swimmer will not be allowed in team areas during any team-sponsored activities.

Depending upon the severity of the rule infraction, a swimmer may be suspended without being placed on probation by a decision of the FSO BOARD.

The Folsom Sea Otters swim team reserves the right to suspend a swimmer temporarily or permanently, depending on the violation.

SWIMMER'S RESPONSIBILITIES

1. Be familiar with and adhere to the Team Rules and Code of Conduct.
2. Attend assigned practice sessions on a regular basis.
3. **Attend a minimum of three (3) swim meets and support the team by attending the Suburban Swim League Championships. Swimmers MUST attend three (3) swim meets to receive an end of year award, attend Champs and retain priority registration.**
4. Sign up for a meet by the posted deadline, or you will not be able to attend that meet. ***NO EXCEPTIONS.***
5. Notify the coordinators and coach at (info@folsomseaotters.com) as soon as possible if you will not be able to attend a meet that you signed up for.
6. **Team swimsuits (or an all black suit) and FSO or a black or red swim cap (for those with hair past their chin), must be worn by all swimmers at all swim meets.** Folsom Sea Otters Swim team expects that all members will wear the team swimsuit as specified on the team website during all league meets, including SSL Championships. The team suit will be an appropriate meet-style solid black and/or red suit as shown on the website. Swimmers will be reminded of the importance of wearing team colors to swim meets.
7. Swimmers with hair below their chin must wear a swim cap for practice and for meets. The team cap for meets will be a red cap, either silicone or latex, with the FSO logo on both sides. A plain black or red cap is allowed for meets. For practice any color is allowed.
Optionally, you can choose to have your cap personalized with a name below the FSO logo. The personalized caps require a minimum purchase of two and are by order only. Please check the website for ordering and purchasing information.
8. Do not "horseplay" or use profanity or other inappropriate language.
9. Support and practice good sportsmanship and team spirit.
10. Respect the rights of other swimmers, parents, coaches and meet officials.
11. Help in setting up and putting away all equipment when asked by a coach or team and take anything you brought to the pool away with you.

PARENT'S RESPONSIBILITIES

1. Be familiar with and adhere to the Team Rules and Code of Conduct as outlined in the FSO Handbook (some of which is repeated below).
2. Read the Team By-Laws.
3. Complete volunteer shifts you sign up for. Make any changes to your volunteer shifts prior to the event closing (approx. 1 week prior to the event). After the event closes, it is the parent's responsibility to find a replacement and notify the Volunteer Coordinator of the change.
4. Support the coaches and team with a positive attitude.

5. Read all team communications including, but not limited to, the FSO Handbook, bulletin boards, team email, family folders, and the weekly Ottergram.
6. Take responsibility for the conduct and discipline of your children at practice and meets. Support any disciplinary action necessary by the coaches or the team officials.
7. Refrain from using profanity or other inappropriate language.
8. Familiarize yourself with the rules regarding citations and probation.
9. Parents are welcome to **observe** practice; however, they must refrain from disturbing the swimmers and the coaches during practice. If, for some reason, you must communicate with your child, please do so through the coach.
10. Make sure your child has signed up prior to deadlines for meets he/she wishes to participate in.
11. Notify the Head Coach and Volunteer Coordinator (info@folsomseaotters.com), as soon as possible, if your child cannot attend a meet he/she is scheduled to swim or has to leave early. You are still responsible for completing your volunteer shifts or finding your own replacement and notifying the Volunteer Coordinator of the change.
12. Make sure your swimmers make it to the ready bench (for younger swimmers) or the blocks before each of their heats during the meet.

DROP POLICY

All swimmers (excluding Jr. Otters) who decide to leave the Folsom Sea Otters swim team must provide written notice to the Folsom Sea Otters Board of Directors via email to: registrar@folsomseaotters.com by April 21, 2025.

A 75% refund of the registration fees will be given if you decide to leave the team from January 22, 2025 through March 30, 2025.

A 50% refund will be given if you decide to leave the team (according to the guidelines above) from March 31, 2025 through April 21, 2025.

New swimmers who do not pass the Water Safety Check will receive a full refund of their registration fees, less a **\$50** processing fee.

No refunds will be given on or after April 22, 2025, no exceptions.

No Jr. Otters refunds will be given on or after May 28, 2025, no exceptions.

Questions regarding our refund policy should be sent to: registrar@folsomseaotters.com

SEASON CALENDAR & MEET SCHEDULE

A calendar can be found on our website: www.folsomseaotters.com. It lists all important events throughout the season, including team events, practices and meets and will be updated as events are planned. Check the website weekly during the season.

PRACTICES

Practice schedules are available on our website. Practices will be in the afternoon/evening for the months of April/May and in the morning or evening during June and July. During June/July morning practices are the preferred time slot as space will be limited during the evening practices.

Swimmers must be on time to all practices, ready to swim with swimsuit on, goggles, swim cap, water bottle, and towel. Swimmers should wear warm clothing over their suits and shoes for when they are “on deck” during part of the practice. Swimmers 8 years and older are expected to be able to swim free, back, breast, and fly. A parent **MUST** be present at practice for swimmers who are 8 and under.

DUAL MEETS

1. A swim meet in which two teams compete. The Sea Otters swim seven dual swim meets starting in May.
2. Each team may have no more than five entries/swimmers per official heat (first heat in each event) individual and relay events.
3. All members of the swim team, according to age group and gender, will swim in at least **two** events (individual and/or relay) per swim meet. Current league rules state that a swimmer may enter three individual events, but a swimmer is considered as having entered an event only if he/she competes in the official heat. The coaches will place swimmers in events so as to best help the swimmers and the team.
4. In the “6 and under” co-ed relay event, the team may consist of any combination of girl or boy swimmers but cannot be all boys and/or all girls.
5. To participate in a meet, the swimmer must sign up one week before the meet.
6. Parents must complete volunteer shifts (see volunteer section).

CHAMPIONSHIP (CHAMPS) MEET

The Championship meet is the season’s last swim meet of the season, during which swimmers from all eight Suburban Swim League teams compete. Champs will be held at the end of July. It is the League’s belief that all swimmers should participate, regardless of swimming proficiency. Because the heats are seeded, each swimmer will be assigned to heats against swimmers of similar ability. It is a fun event in the spirit of competition and good sportsmanship where many swimmers beat their best times. League records are held for the various age groups and awards will be awarded to swimmers who earn the top points for their age groups.

In order to qualify to swim at Champs, a swimmer must participate in a minimum of **three** dual league meets during the current season. A waiver from this requirement is available for medical reasons or other hardships. The League does not consider other athletic team commitments or family vacations to be grounds for granting a waiver.

Each member of the Folsom Sea Otters may enter up to five individual events. Individual entries are the choice of each swimmer. The team covers fees for Championships. We ask that once you commit to swimming at Champs, do not scratch from your races. FSO does not get a refund of the fees we pay for you to participate.

Championship sign-ups are due approx. ONE month before Champs. No late sign ups or changes will be accepted.

1. The Folsom Sea Otters can enter two relay teams per age group, for each of the boy and girl categories, in both the medley relay and freestyle relay. Relay teams will be determined by the coaches according to times and performance capabilities. Being on a relay team is an honor and the swimmer is responsible for checking if they are on a relay team and being present for the relay.

2. Parents must volunteer for one shift each day their children swim at Champs.

Volunteering fee for CHAMPS same as below: \$100 per missed shift.

VOLUNTEERING

The Folsom Sea Otters Swim Team is a non-profit organization that values and relies on the support of parents and guardians to create a positive and efficient environment for our swimmers. This policy is designed to ensure the fair distribution of responsibilities and promote a collaborative community atmosphere. Parental participation makes the recreational swim season function. Swimmers cannot compete without volunteers, and swim meets cannot run. **Each family is required to work one shift per swim meet.** Alternate volunteer jobs will be assigned as needed; please see the Volunteer Coordinator. Additional volunteering is required at the Championship Meet, where parents are required to volunteer for one shift each day their swimmer swims.

You will sign up online for volunteer shifts through the website. Changes to volunteer shifts need to be made one week before the event before the event is “locked” online. The Volunteer Coordinator needs to be notified if changes are needed. FSO understands that not every parent can work every meet, so if you have a conflict, it is your responsibility to work with the Volunteer Coordinator to adjust your per-meet volunteer requirement (i.e., agree to work a different non-meet event, work a double shift during a different meet, etc.)

Volunteer Commitment

Parents or guardians of swimmers are required to complete a minimum number of volunteer shifts per swim season at swim meets, social events, and Champs. The exact number of shifts required will be communicated at the beginning of each season and may vary based on the team size.

Every family is required to volunteer for **FIVE** volunteer shifts (each volunteer shift is approximately three hours long) for the swim season. No more than TWO shifts per meet can be scheduled per family, and family members cannot sign up for two shifts simultaneously (as someone should be available to supervise their children).

Families with swimmers aged 16 - 18 are NOT required to volunteer unless they have a swimmer on the team aged fifteen and under. You must complete the **FIVE** required shifts if you have a 16 – 18 year old(s) and a younger swimmer on the team. Teenage children can complete volunteer hours for the family for the following positions ONLY: Hospitality, Tear Down and other duties as assigned.

Failure to complete your parent commitment hours shall result in automatic billing of **\$100 per missed shift** is *automatically* billed to your account for each missed shift. If your child misses check-in (is scratched) or is ill and you have signed up to volunteer, you are required to fulfill your volunteer requirement or find a suitable replacement (to be communicated with their name and contact information). Volunteering commitment must be fulfilled, regardless of swimmer participation in the meet.

In lieu of working your shifts, you may also have the option of buying out your **FIVE** shifts to meet the commitment for **\$500**. This arrangement must be made before TIME TRIALS so FSO has ample time to find coverage. If you do not work the required shifts and have not made prior arrangements with the Board, you will be automatically charged the penalty fee.

Volunteering at Champs at the end of the season is mandatory for all Parents/Guardians of swimmers who are competing. Champs is a 3 day meet; volunteering is required for each day that your swimmer competes without exception.

Volunteering Process

- Shift Assignments: Follow the instructions on the team website to sign up for jobs. You will receive an email notification once work shifts are prepared (usually a few days before a meet).
- Unfilled Shifts: After a day, the Volunteer Coordinator will assign parents to any remaining open positions.
- Responsibilities: Families are responsible for working assigned shifts or arranging for another parent to cover them. If another parent covers for you, you will still receive credit for the hours worked, provided you made the arrangements.
- **Signing IN and OUT:** You will be required to sign into the volunteer binder at the start of each shift and sign out at the end of each shift. If we are missing your signature by the end of the teardown of the meet, you WILL NOT BE GIVEN CREDIT for the shift worked (as your signature serves as “proof” that you completed your shift in full) and will be charged **\$100**.

Penalties for Failure to Complete Shifts

Failure to complete the required volunteer shifts will result in penalties as follows:

- \$100 fee is *automatically* billed to your account for each missed shift

Priority Registration: Priority registration is a benefit extended to those who fulfill their volunteer commitments. It ensures early access to swim team registration for the subsequent season. Parents or guardians who fail to meet their volunteer obligations will lose this priority and will need to register during the general registration period.

Appeals Process: If a parent or guardian encounters unforeseen circumstances preventing them from fulfilling their volunteer commitment, they may submit an appeal in writing to the Folsom Sea Otters. The Board will review appeals on a case-by-case basis and may provide alternative ways to fulfill the commitment or adjust penalties accordingly.

Communication: All communication regarding volunteer commitments, schedules, and penalties will be disseminated through official channels, such as email, SMS text, the team website, or team meetings. Parents and guardians are responsible for staying informed and actively participating in the volunteer program.

Implementation: This policy will be implemented at the beginning of each swim season and enforced consistently to ensure the fair treatment of all team members. The Folsom Sea Otters Swim Team reserves the right to modify the policy as needed, and any changes will be communicated in advance to all team members.

By participating in the Folsom Sea Otters Swim Team, parents and guardians acknowledge their understanding of and agreement with this volunteer policy.

Stand By List

Being on the standby list for volunteer opportunities with the Folsom Sea Otters Swim Team signifies your commitment to supporting the team's success. As a standby volunteer, you are expressing your willingness to step in and assist when needed, even if you may not have a designated shift during regular scheduling. You will only receive volunteer credit if you are required to volunteer.

If you are on the standby list and receive a call or text that you are needed and you do not respond, you will be charged a penalty fee of **\$100**.

Flexibility and Readiness: Standby volunteers should be flexible and ready to contribute their time and effort at short notice. While you may not have a pre-assigned role, your availability will be crucial in helping the team smoothly execute events and activities.

Equal Opportunity: Standby volunteers will be given fair and equal opportunities to fill vacant shifts or assist in unforeseen circumstances. The team values the commitment of standby volunteers and recognizes their integral role in maintaining a supportive community environment.

Appreciation for Support: The Folsom Sea Otters Swim Team expresses gratitude to all volunteers for their willingness to help. Your contribution, whether planned or on short notice, plays a vital role in the overall success and positive experience of our swimmers and their families.

By opting to be on the standby list, you actively participate in the collaborative effort to create a vibrant and well-supported swim team community. Your dedication to being available when the team requires additional assistance is invaluable and contributes to the overall success of the Folsom Sea Otters Swim Team.

The various volunteer choices are described below and require little or no experience:

Meet Check-In/Team Tent

Checking in swimmers before the meet begins. Once check-in is complete (usually within 45 minutes), you will go to Team Tent. This job is to support the families and swimmers by answering questions and updating any scratches or changes to the event schedule. At least **one** year of swim team experience is needed for this position.

Stroke and Turn Judge

A small amount of extra training is needed. It is best for families with at least **one** season of swimming experience (not necessarily FSO). It also gives the best “seat” in the house for watching the races! It is good for families with independent swimmers or two adults at the meets.

Hospitality

Involves taking cool drinks and snacks to people working on deck during the meets. It is good for families with young swimmers (who go to the Ready Bench), older swimmers (who are independent), or two adults at the meets.

Timers

This person sits at the head of the lanes and starts and stops the timers for each race. It is good for families with independent swimmers or two adults at the meets.

Ready Bench

This is getting our youngest swimmers organized and to the blocks for their races. This volunteer job is perfect for families with young swimmers (as you will be shepherding your little ones here anyway).

Snack/Swag Sales

Selling swag and snacks at the team tent.

Clerks of the Course (Lane/Block Monitor)

This is for home meets only. No experience is needed. It uses the meet program to ensure the correct swimmers are at their blocks. You walk behind the blocks, communicate with the timers, and check the swimmers' names. It is suitable for families with older swimmers (who are independent) or two adults at the meets.

Runners

This involves running the time sheets from the timers, and the disqualification slips from the Stroke and Turn Judges to the computer ops team. This job is excellent for families with swimmers of all ages because you can check on your tent area or young swimmers between "runs."

Ribbons

This involves putting stickers on ribbons for all racers. It is good for families with swimmers of all ages. There is also a shift on Monday morning after away meets during practice.

Warm-up Pool Monitor

This involves monitoring the warm-up pool during meets to ensure that swimmers are warming up and swimming laps only (instead of hanging out in the pool playing with friends). It is suitable for families with swimmers of all ages.

Meet Set Up/Tear Down

Friday evenings before meets, and about one hour before the meet, home meets only—no experience needed. You need to be at the meet site quite early. After a home meet, assist with tearing down the meet (tents, tables/chairs, timing system, and whatever else is needed) to prepare the Aquatic center for public swimming. Suitable for families with swimmers who are not yet independent. This crew will be primarily fixed (not rotating) and quite small. The same crew does set up and tear down and is led by our Deck Ops Lead.

Computer Ops

This works with the Colorado timing system to record the race times and enter swimmer disqualification slips during the meet. Volunteers should be comfortable with computers, but no previous experience needed. Training will be provided. This is good for families with young swimmers (who go to the Ready Bench), older swimmers (who are independent), or two adults at the meets. Volunteers must also help with Comp Ops set-up and/or teardown for home meets.

Meet Referee

The meet referee acts as the lead official on deck. The meet referee will coordinate with meet officials no later than 30 minutes before the start of the meet to ensure the volunteer jobs around

the deck are filled. The meet referee will make ruling decisions and ensure the meet provides a safe, fair, and enjoyable environment for swimmers and families.

Team Photographers

Take photos of swimmers during meets and non-meet events. You must have a DSLR camera or similar. You need to take photos of all events and heats. Provide the photos to the Webmaster for posting online shortly after the event. You can provide pictures via CD, DVD, flash drive, etc. This is good for families with older kids or two adults at the meet.

Non-Meet Events:

Fireworks Booth

This happens in the week before July 4th. Shifts are approximately three hours per shift. Shifts happen rain or shine, so you must be able to serve in the heat. This requires a FIRM commitment (if you miss your shift, you will be charged a fee). Once you volunteer, you cannot substitute or back out of your commitment. If you do not show up for your committed shift, you will be billed for the amount the team loses for a “no-show.” This amount can be several hundred dollars.

Fundraising Night Events

Varying hours outside of meets. This is helping with the fundraiser nights, including event planning, gathering donations for prizes, etc.

Carbo Night, Coaches’ Appreciation, Awards Night

There will be various fundraisers and team events. Helpers are needed to assist with setup, work the events, and gather prizes, donations, trophies, etc.

SWIMMER’S JARGON – TERMINOLOGY

Team Tent: The designated area where meet information is posted during swim meets. All swimmers should check the Team Tent prior to the start of a meet and before leaving a meet. Team Relays may be changed up to the event. It is very important to not leave a meet if you are scheduled to swim in a relay.

Ready Bench: Area where kids 10 and younger are seated prior to their Event. Each meet has a joint ready bench where kids from both teams are seated according to heat and lane for each designated event including relays.

Seeding: The placing of swimmers in heats according to **qualifying times**. At Time Trials, swimmers will get their first official times.

Heat: Each race within an event. For example, there could be four heats in the girls, age 9-10, freestyle event.

Event: Every swim meet follows the same event schedule with 83 events. Each event can have multiple heats.

Scratch: A swimmer who was officially entered in an event, but who has been deleted due to injury, sickness, or no-show.

Medley: A race in which all four strokes are swam.

Medley Relay: BACK – BREAST – FLY – FREE (events 10-19/ 7yrs and older)

Individual Medley: FLY – BACK – BREAST – FREE (events 1-8/ 9yrs and older)

Relays: A relay race; it may be either a freestyle relay or a medley relay.

TYPICAL SWIM MEET TIME TABLE

6:00 – 6:15 AM	Swimmers check in
6:15 – 6:30 AM	Team Scratches*
6:30 – 6:55 AM	Home Team Warm-up period
6:55 – 7:20 AM	Visiting Team Warm-up period
7:30 – 1:00 PM	Swim Meet (end times may vary)

Times can vary. We will communicate times for each meet beforehand.

***TEAM SCRATCHES:** In the Suburban Swim League, once changes are made in the scratch session, no further substitutions are allowed, except in the case of illness or injury. Consequently, if you do not arrive at the meet on time, the coaches have no alternative but to scratch you from the meet. *You are still responsible for completing your volunteer shifts.*

CHECK-IN Procedure

Check-in will take place early on the morning of each Saturday dual meet and each day of Champs. Check-in is **extremely important!** There will be a table with check-in sheets and parent volunteers available to help. **If you do not check-in before meets, your swimmer will be scratched, meaning that they will not be able to swim in the meet that day .** Check-in times may vary depending upon the start time and location of the meet. **For EVERY home meet, check-in is 6:15-6:45 am. Check in time at away meet will vary. Keep your eye out in OTTERGRAMs for a specific time.** Please be sure to check your email for information regarding the check-in time for away meets. **IMPORTANT: Please do not check-in any swimmer that is not physically present at the meet – it is extremely disruptive to the meet if swimmers are checked in but fail to show. Planning to attend is not the same as being at the pool.**

WHAT DO WE BRING TO A MEET?

1. Team swim suit
2. Team swim cap if needed (extra one is nice to have on hand)
Please have your swimmers remove their swim caps after their event (especially on a hot day); otherwise, the heat will cook their little heads!
3. Goggles (nice to have a backup or two)
4. Towel (more than one is nice if the weather is cool)
5. Sandals or shoes
6. Sunscreen (the more the better)
7. Sweats or parka (mornings can be cold)
8. Sunglasses
9. Hat

10. Sleeping bag, small tent, folding chairs
11. Quiet games, cards, books
12. Money for the snack bar, if applicable (it is a fundraiser at home meets) or pack some nutritious drinks and snacks

WE'RE HERE, WHAT DO WE DO NOW?

SIGN IN: There will be a sign-in table at each meet. Home meet sign-in is in the classroom.

1. Check-in for your volunteer shifts. Double check you know your volunteer job, shift and name of job lead. Failure to check in will count as a "No Show."
2. Sign in your swimmer. Sign-ins are done by age and gender.
3. Once your swimmer has been signed in at the venue you can view the computer-generated list of the events in which he/she is to swim that will be posted outside the classroom. There may be instances when, due to scratches, the swimmer's events are changed (please see "scratches" and "changes" below).

PROCEED TO LOUNGE AREA: There is a designated "lounge area" for each team. This is where the swimmers and their families wait and rest between events.

1. This is an **area where each family "sets up camp"** for the day with their tents, chairs, ice chests, blankets, games, etc. This is a great meeting place for families and friends.
2. It is important for swimmers to stay in this area as much as possible when they are not swimming or cheering for teammates. It is easier to find stray swimmers.
3. You can choose to sit in the stands but we are not allowed to set up on the pool deck area.

SCRATCHES: Swimmers who have signed up for a meet but have not checked in by the specified time, will be considered "scratched" from the meet. Parents and swimmers must check for changes (see CHANGES) throughout the day.

If your swimmer cannot make a meet that he/she has signed up for, **you MUST email FSO by 6:00 am** the morning of the meet (info@folsomseaotters.com).

Each meet is drawn up the week before. When a swimmer does not show, the meet is changed. This results in delays in the meets and a lot of extra work for our coaches and computer ops team who should be on the deck with our Swimmers. We realize that kids get sick and emergencies come up. If something comes up and your child cannot make the meet, you must email **info@folsomseaotters.com**. Having another parent tell the coach or a board member is not acceptable, leaving a note for the coach or board member is not acceptable, please send an email so that we know to scratch your swimmer from his or her events.

CHANGES: Changes in a meet are bound to happen; Swimmers get sick, injured, etc. It is the responsibility of the parent and swimmer to check for changes throughout the day. Changes will be posted in a designated area.

VOLUNTEERING:

Find your volunteer job lead. Introduce yourself and find out if they will have a short meeting before the swim meet starts.

Please report to your job **on time**. First shift starts prior to the meet starting. Second shift will be announced, but a good way to ensure you're not late is to know what swim event the volunteer lead wants you to start. Please sign in when you report to your job; this way we will be able to ensure everyone is showing up to their assigned job.

BE READY FOR YOUR EVENT:

If your swimmer is 10 years old or under, please make sure to help them to the ready bench two events before their race. Parents are not allowed to stand at the blocks. **It is the swimmers responsibility to be at the blocks for their assigned race or ready bench for the younger swimmers. Please DO NOT rely on the announcing system because you cannot always hear it when there is a lot of background noise.** Check the meet frequently. *Note: The age limit for Ready Bench is currently under revision on the league level. Please check with your coach if you are not sure whether or not your swimmer will use the ready bench.

CHEERING AND GOOD SPORTSMANSHIP:

By all means swimmers and parents please cheer for our team! Always show good sportsmanship to the other team. Swimmers should wait at the end of their lane and shake hands with the swimmers on either side of them.

THE MEET IS OVER:

Before leaving the pool at the end of the meet, please clean up around the area by putting all garbage in the appropriate receptacle. Make sure to stay for a tear down if it is your assigned job.

MEET EVENTS:

EVENT	GIRLS	AGE GROUP	DISTANCE	STROKE	BOYS	EVENT
1	GIRLS	9-10	100 Yards	Ind. Medley	BOYS	2
3	GIRLS	11-12	100 Yards	Ind. Medley	BOYS	4
5	GIRLS	13-14	100 Yards	Ind. Medley	BOYS	6
7	GIRLS	15-18	100 Yards	Ind. Medley	BOYS	8
9	CO-ED	6 & Under	100 Yards	Free Relay		
10	GIRLS	7-8	100 Yards	Med. Relay	BOYS	11
12	GIRLS	9-10	100 Yards	Med. Relay	BOYS	13
14	GIRLS	11-12	200 Yards	Med. Relay	BOYS	15
16	GIRLS	13-14	200 Yards	Med. Relay	BOYS	17
18	GIRLS	15-18	200 Yards	Med. Relay	BOYS	19
20	GIRLS	6 & Under	25 Yards	Freestyle	BOYS	21

22	GIRLS	7-8	25 Yards	Freestyle	BOYS	23
24	GIRLS	9-10	25 Yards	Freestyle	BOYS	25
26	GIRLS	11-12	50 Yards	Freestyle	BOYS	27
28	GIRLS	13-14	50 Yards	Freestyle	BOYS	29
30	GIRLS	15-18	50 Yards	Freestyle	BOYS	31
32	GIRLS	7-8	50 Yards	Long Free	BOYS	33
34	GIRLS	9-10	50 Yards	Long Free	BOYS	35
36	GIRLS	11-12	100 Yards	Long Free	BOYS	37
38	GIRLS	13-14	100 Yards	Long Free	BOYS	39
40	GIRLS	15-18	100 yards	Long Free	BOYS	41
42	GIRLS	6 & Under	25 Yards	Back	BOYS	43
44	GIRLS	7-8	25 Yards	Back	BOYS	45
46	GIRLS	9-10	25 Yards	Back	BOYS	47
48	GIRLS	11-12	50 Yards	Back	BOYS	49
50	GIRLS	13-14	50 Yards	Back	BOYS	51
52	GIRLS	15-18	100 Yards	Back	BOYS	53
54	GIRLS	7-8	25 Yards	Breast	BOYS	55
56	GIRLS	9-10	25 Yards	Breast	BOYS	57
58	GIRLS	11-12	50 Yards	Breast	BOYS	59
60	GIRLS	13-14	50 Yards	Breast	BOYS	61
62	GIRLS	15-18	100 Yards	Breast	BOYS	63
64	GIRLS	7-8	25 Yards	Butterfly	BOYS	65
66	GIRLS	9-10	25 Yards	Butterfly	BOYS	67
68	GIRLS	11-12	50 Yards	Butterfly	BOYS	69
70	GIRLS	13-14	50 Yards	Butterfly	BOYS	71
72	GIRLS	15-18	50 Yards	Butterfly	BOYS	73

74	GIRLS	7-8	100 Yards	Free Relay	BOYS	75
76	GIRLS	9-10	200 Yards	Free Relay	BOYS	77
78	GIRLS	11-12	200 Yards	Free Relay	BOYS	79
80	GIRLS	13-14	200 Yards	Free Relay	BOYS	81
82	GIRLS	15-18	200 Yards	Free Relay	BOYS	83

DRIVING DIRECTIONS

(Estimated Travels Times are from Aquatic Center)

Broadstone Barracudas

820 Halidon Way, Folsom

10 minutes travel time

From East Bidwell, turn right onto Oak Ave Pkwy. Turn left onto Halidon Way. The Broadstone Racquet Club is on the left side.

College Greens Gators

2707 Notre Dame Drive, Sacramento

30 minutes travel time

Take HWY 50 West to Watt Avenue and exit towards Watt Avenue South. Merge onto Watt Avenue. Turn right onto Folsom Blvd. Turn right onto Julliard. Turn right onto Notre Dame Dr.

El Dorado Hills Taz

1021 Harvard Way, El Dorado Hills

15 minutes travel time

Take HWY 50 East to El Dorado Hills exit. Merge onto El Dorado Hills.

Turn right onto Harvard Way. Make a U-turn at Tah-Nee Way.

Granite Bay Gators (at Granite Bay High School)

1 Grizzly Way, Granite Bay

20 minutes travel time

Take Folsom-Auburn Road. Turn left on Oak Avenue Parkway. Turn right on Santa Juanita Ave. and continue onto Barton Road. Turn Left on E. Roseville.

Turn right at Wellington Way. Take first right onto Grizzly Way.

Loomis Basin Dolphins (at Del Oro High School)

3301 Taylor Road, Loomis

25 minutes travel time

Take Folsom-Auburn Rd to Douglas Blvd. Turn left onto Douglas Blvd. Turn right onto Sierra College Blvd. Turn right onto Taylor Rd.

Park Terrace Penguins

5500 Parkfield Court, Sacramento

35 minutes travel time

Take HWY 50 West toward Sacramento. Then take I-5 south to Seamus Ave. exit towards Fruitridge road. Turn left onto Seamus Ave. Turn left onto Parkfield Court. PLEASE DO NOT PARK IN NEIGHBOR'S DRIVEWAYS.

Sierra Sharks

2502 Country Club Drive, Cameron Park, CA 95682

Cameron Park Community Center

20 Minutes travel time

Take 50 East to Cambridge Road exit in Cameron Park (exit 34), turn left, go over freeway. The first four-way stop sign is Country Club Drive (about ¼ mile.) Turn left onto Country Club Drive (about ¼ mile.)