

2026 AQUAKNIGHTS SWIM TEAM HANDBOOK



[https://www.gomotionapp.com/team/rectcslakca/
page/home](https://www.gomotionapp.com/team/rectcslakca/page/home)

HANDBOOK CONTENTS

1. [Parent Board Roster & Email List](#)
2. [Aquaknights Coaching Team](#)
3. [Practice Times](#)
4. [2026 Meet & Event Schedule](#)
5. [Squires Program](#)
6. [Aquaknights Swim Team Responsibilities](#)
7. [Aquaknights Behavior Protocol](#)
8. [DHSC Policies and Procedures](#)
9. [Rules for Exhibition Swimmers](#)
10. [Swim Meet Information](#)
11. [Work Assignment Policy & Descriptions](#)
12. [Frequently Asked Questions and Hints](#)

The following items are available on our website (www.aquaknights.com):

- ★ Meet Addresses
- ★ Link to USA Swimming Stroke and Turn Rules
- ★ How to Read a Disqualification (DQ) Slip
- ★ Aquaknights Swim Team Bylaws
- ★ MUCH MORE!

Aquaknights Swim Team is a summer recreation team for children from 4 to 18 years old. Our team is family-oriented and dedicated to providing a rewarding and competitive program. In addition to learning sportsmanship and making lasting friendships, swimming is a life-long sport that builds physical fitness, confidence, and self-esteem.

AQUAKNIGHTS SWIM TEAM PARENT BOARD

Role	Board Member	Contact Email
President	Rob Lanam	AquaknightsPresident@gmail.com
Vice President	Laura Lasnier	AquaknightsVP@gmail.com
Treasurer	Richard Lucero	AquaknightsTreasurer@gmail.com
Fundraising Coordinator	Kyla Tynes	AK.fundraising24@gmail.com
Work Assignment Coordinators	Cyrina Henderson Carrie Head	AquaknightsJobs@gmail.com
Merchandise Coordinator	Olivia Hamilton	AquaknightsMerch@gmail.com
Social Coordinator	Renae Gonzalez	AquaknightsSocial@gmail.com
Webmaster	Anastasia Billings	AquaknightsWebmaster@gmail.com
Awards Coordinator	Robin Kuhner	AquaknightsAwards@gmail.com
Meet Directors/Computer Leads	Cory Reed Anthony Robbins Mike Ahern	AquaknightsGeek@gmail.com

Website: <https://www.gomotionapp.com/team/rectcslakca/page/home>

 Join our facebook group here: www.facebook.com/groups/357293874455367/

 Follow our AK Coaches Instagram: @ak_swim_coaches

AQUAKNIGHTS COACHING TEAM

Head Coach:

Sam Dix ~ akcoachsd@gmail.com

Assistant Coaches:

Sophia Cadero

Jenna DaSie

Sean Meads

Connor Thompkins

Katy Turner

Diamond Hills Sports Club and Spa – (925) 420-4575

General Manager:

Margie Duignan ~ MargieD@sparetimesportsclubs.com

2026 AQUAKNIGHTS PRACTICE TIMES

****Schedule is tentative and subject to change**

March 31st - June 4th (Monday-Thursday)

8 & Under Navy Group: 4:15 - 4:45 pm

8 & Under Royal Group : 4:45 - 5:30 pm

9-10's : 5:30 - 6:20 pm

11-12's: 6:20 - 7:20 pm

13-18's: 7:20 - 8:30 pm

June 8th – July 24th (Monday-Friday)

13-18's: 7:30-9:00 am

11-12's: 9:00-10:15 am

9-10's: 10:15-11:15 am

7-8's: 11:15 am-12:00 pm

6 & Unders: 12:00-12:30 pm

***County Qualifiers* July 27th - July 31st (Monday-Friday)**

8 & Unders: 5:00 - 5:45 pm

9-12's: 5:45-6:45

13-18's: 6:45 - 8:00 pm

2026 MEET & EVENT SCHEDULE

****Schedule below is tentative and subject to change**

January 5th- Registration for Returning Members
January 12th- Registration for New Members
January 19th- Spring Clinic Registration
March 2-20- Spring Clinic
March 30th- Season Kickoff
March 31st- First Day of Practice
April 6th- No Practice
May 16th- Time Trials
May 25th- No Practice
May 30th- Forest Hills (Home)
June 4th- No Practice
June 6th- Benicia Stingrays (Home)
June 10th- Gehringer Park (Away)
June 12th-14th- Devil Mountain Pentathlon (Away- Clayton)
June 17th- Sun Valley (Away)
June 20th- Bishop Estates/Forest Park (Home)
June 20th- Adult Casino Knight Fundraiser Event
June 24th- Oakhurst (Home)
June 27th & 28th- Battle of the Ages (Away- Pleasant Hill)
June 29th-July 3rd- No Practice
July 8th- Pleasant Hill Dolphins (Away)
July 11th & 12th- East County Invitational (Away)
July 15th- Dana Hills (Away)
July 18th- Walnut Country (Home)
July 22nd- River Otters & TBD (Home)
July 25th- House Meet (Home)
August 1st & 2nd- County Championships (Away)
August 6th- Awards Knight
August 17- October 29- Fall Clinic
November 2- December 30- Winter Clinic

***** 7 Day Advanced Registration for Dual Meets is required *****

Squires Program

Explanation:

Swimmers who are not able to complete a 25-yard lap unassisted will be enrolled in the Squires Program. This program will run from June 11th to July 21st. The Squires program will practice during the 6 & Unders age group time, as a separate group, on **Tuesday and Thursday**. Swimmers will focus on basic swim skills, including freestyle kick with and without a kickboard, streamline on the stomach and back, proper breathing technique, and diving. Squire participants will participate in the Aquaknights team picture on June 12th, the 6 & Under age group party on June 13th, and have the opportunity to swim at the final home meet on July 20th, only swimming the 25 yard freestyle and/or 25 yard backstroke.

Details:

10 total practices and 2 home meet swim

All swimmers will receive a medal at our awards night banquet on August 6th

Instruction Time:

5 hours total instruction- swimmer to coach ratio never more than 2:1

Fees:

Those swimmers who qualify for the Squires program will be decided on Day 1 of practice on March 31st, or the first day of being assessed, after their 25 yard test swim with a coach. Those swimmers that qualify for Squires program, and do not yet qualify for full swim team, will be credited back \$150 to their account. The \$35 swimmer activities fee will still apply.

AQUAKNIGHTS SWIM TEAM

RESPONSIBILITIES

Minimum Meet Requirement:

Attendance at swim meets is crucial for the development and success of our team. Each swimmer is required to participate in a minimum of 5 meets during the season, with at least 2 of those meets being away meets. This ensures that our team can compete effectively at a high level against other swim teams, and provides swimmers with valuable coaching instruction and opportunities to showcase their growth.

Families are expected to support this commitment, and those who do not meet the minimum meet requirement will be subject to a \$100 fine per swimmer. This fine helps cover the costs associated with meet participation and reinforces the importance of full team participation. We appreciate your cooperation and dedication to the success of our swim team

Code of Conduct:

Consistent with dignified behavior, Diamond Hills Aquaknights Swim Team members and families will observe the following:

- ★ No one shall behave in an unsportsmanlike manner at any team activity,
- ★ No one shall be intoxicated or become intoxicated during a team activity,
- ★ No one shall use obscene or abusive language during any team activity,
- ★ No one shall disrespect Aquaknights or Diamond Hills facilities or equipment (vandalism, destruction of property, etc.),
- ★ No one shall conduct himself (herself) in any manner that can be considered detrimental to the best interests of the team,
- ★ Bullying of any kind is unacceptable and will not be tolerated
- ★ All DHSC Rules and Regulations must be adhered to at all times

Violations:

Anyone violating the code of conduct or intentionally disregarding Diamond Hills Sports Club and Spa (DHSC) or Aquaknights regulations shall be subject to a minimum of one week suspension and possible expulsion from the team. A second violation will result in immediate expulsion from the team. All violations will be reported to DHSC management. DHSC management reserves the right to suspend or terminate the privileges of members who do not conform to Club rules.

Swimmer responsibilities:

It is imperative that swimmers pay attention to the coaches. If swimmers do not follow instructions or endanger the health and/or safety of themselves or others, the coaches have full authority to remove the individual from the pool and/or deck.

ALWAYS

- ★ Be respectful of coaches, teammates, opponents, officials, parents, and club members
- ★ Be respectful of all DHSC facilities and equipment
- ★ Be prepared; bring a spare set of **goggles**, suit, and cap for use as needed
- ★ Pay attention; when the coach is talking, listen and focus on what the coach is saying
- ★ Be water safe (able to swim unassisted for a minimum of 25 yards)
- ★ Be on time for practice
- ★ Be a positive supportive member of the team and encourage your teammates.
Aquaknights demonstrate good sportsmanship and team spirit
- ★ Swim for the fun of it and for your team
- ★ Challenge yourself to give your best effort on each lap, streamline, turn, and finish
- ★ Attend practice regularly

AT MEETS

- ★ Check into meet upon arrival
- ★ Be on time for warm ups
- ★ Be sensible about what and when you eat and drink both before and during meets
- ★ Get as much rest as possible before meets
- ★ Hydrate – drink lots of water before and during meets
- ★ Support teammates by cheering for each other
- ★ Check that the lane recorder has your correct name after each event
- ★ Set personal goals for yourself. We have bronze, silver, gold and special medal times to help you achieve your personal best.
- ★ Keep track of your swim times
- ★ Stay for the entire meet unless released by coach
- ★ Each swimmer is expected to help clean up the team area after meets

Parent responsibilities:

Aquaknights Swim Team is a recreational team with an emphasis on developing strokes, technique and a sense of sportsmanship. It is important to remember that winning a particular race is not necessarily the ultimate goal. Winning in recreational swimming comes in many forms: swimmers improving times, challenging themselves by swimming different strokes, completing a “no breather,” etc.

BE INVOLVED!!

Help lighten the load for everyone!

- ★ Fulfill work obligations at meets willingly and completely. It is your responsibility to ensure that your work assignment is completed. Fees will be assessed for incomplete and/or missed work assignments. If a family misses a work assignment there will be a **\$75.00** fine charged to his/her DHSC account for the first infraction and \$150 for each reoccurrence. See [Work Assignment Policy & Descriptions](#) for details.
- ★ Support your swimmer and team in a positive manner. Cheer for your swimmer and team and not against the opponents. Children mimic what they see. Nothing makes a meet more fun than seeing the adults as excited as the kids for our team.
- ★ Stay informed by checking emails, website, bulletin board, and family folders.
- ★ Notify coaches, in writing, of vacations or other absences from meets as early as possible. This can be done by signing out of the meet online and adding a message in the notes section.
- ★ Do not forget to sign in swimmers to meets. If a swimmer is not signed in, the parent is not excused from work obligations
- ★ During practice times, stay in the designated area so as to not interfere with coaching and distracting your child and other children
- ★ Help with set up and clean up before and after home meets
- ★ Discuss any concerns, issues, or comments regarding the team with a parent board member. The parent board will discuss any communications with the coaches and/or swim members if necessary
- ★ Show respect for all swimmers, coaches, volunteers, officials, opponents, parents, and club members
- ★ Allow the coaches to coach and know they have the best interests of your swimmer in mind
- ★ Remember the time to discuss the progress of your child is not during practice. While your child may be done with practice, the coaches may still be coaching other swimmers
- ★ Remember you are responsible for supervising your swimmers during meets. Coaches are responsible for the supervision of swimmers during practice times

★ **Late Meet Registration:**

If you sign in late to a meet or forget to sign in and show up to the meet, there is **NO GUARANTEE** your swimmer will participate. It is the coaches' discretion whether the swimmer will be added as a "courtesy" swimmer depending on space and computer team availability.

★ **There are no late sign-ins to invitational meets – no exceptions.**

Coaches Responsibilities:

- ★ Work closely with Aquaknights Swim Team Parent Board
- ★ Work and cooperate closely with DHSC staff and leadership
- ★ Assume full control of practices
- ★ Provide positive support for the swimmers to help them improve physically and mentally
- ★ Responsible for swimmer meet event assignments based on a review of swimmer's current times
- ★ Has authority in discipline matters at meets and practices to the extent of expelling a swimmer if necessary
- ★ Stroke and turn work with swimmers
- ★ Responsible for: team discipline, meet sign in, meet lane assignments, practice plans, and reviewing computer printouts
- ★ The coaching staff has the final word in all matters concerning the team programming. This includes workouts, grouping of swimmers in practice, and relay selections

AQUAKNIGHTS BEHAVIOR PROTOCOL

Aquaknights swim team strives to be a place for athletes to grow as confident and courageous human beings. We ask all families to review the information below for when any behavioral incidents occur.

Steps that will be taken in regard to all behavioral incidents:

- ★ Verbal team talk to review and highlight team cohesion, vision, and values
- ★ Verbal and written one-on-one athlete communication with an additional follow-up with parents after practice

If issues continue, the following steps will be taken:

- ★ Coach, athlete, and parent meeting with a written coaching moment and plan of action
- ★ Coach, athlete, and parent meeting with a written final warning
- ★ Coach, athlete, and parent meeting with termination from the team

We strive to create a positive place for athletes to grow and thrive. We hope by reviewing our Response Protocol, we can always focus on the team values: sportsmanship, character, respect, and excellence in who we are and what we do.

Aquaknights Oath

This is the oath of an Aquaknight swimmer
and should be for all of us to take to heart.

I will develop my techniques for the greater good.

I will place character and respect above wins and losses. I will never boast, but cherish the moments I have made in the pool. I will support my teammates and show true sportsmanship to my opponents. I am an Aquaknight of the round table.

DHSC POLICIES & PROCEDURES

All Aquaknights Swim Team practices and home meets will be held at the Diamond Hills Sports Club and Spa (DHSC) and club policies will be adhered to. Please respect the facility, surrounding areas, and other members using the facility at all times.

- 1) Park in legal parking spaces only. Do not leave your car in the pick-up/drop-off zones. Do not block driveways or any area designated as a no parking zone. **No neighborhood parking is allowed. During meets, do not use the entrance on Daffodil Drive.**
- 2) Please ensure your swimmer(s) enter the pool area safely. All swimmers must be picked up no later than 5 minutes after the end of their practice as the coaching staff will not stay any later.
- 3) Parents and siblings watching swim practice must stay in designated areas to ensure (a) swimmers and coaches are not distracted, (b) there is a safety perimeter around the pools, and (c) there is adequate space available for non-swim team members to enjoy DHSC facilities.
- 4) Monitor children closely at all times. Stay out of plants and planters.
- 5) Swimmers are to start gathering in the team meeting area 10 minutes prior to practice time beginning. Once swimmers are on deck, they must gather in the team area and wait for practice to begin or receive instruction from a coach.
- 6) An Aquaknights coach must be on the pool deck for swimmers to enter the pool.
- 7) Swimmer files will be in the team area on the pool deck by the competitive pool. Please check swimmer files regularly for any new information.
- 8) The following items are not permitted on club grounds: dogs, skateboards, bikes, scooters, roller skates, etc. Bicycles must be parked in bike racks at the front entrance and it is strongly recommended they be locked. DHSC is not responsible for theft or damage to bikes.
- 9) Smoking is NOT permitted in the club or on its grounds
- 10) The DHSC café liquor license DOES NOT allow individuals to bring personal alcoholic beverages onto DHSC premises.
- 11) Food or drinks must be in non-breakable containers—glass is NOT permitted in the pool area.
- 12) Locker rooms for girls and boys are located in the hallway nearest the DHSC Kids' Zone. The bathrooms located in the pool house/storage building at the far end of the competition pool are reserved for swimmers to use during their practice times (these bathrooms should not be used for changing). Please note that children under 17 years are not allowed in the adult locker rooms unless accompanied by their parent/guardian. Children 4 years and older may not use the locker room of the opposite sex.

- 13) Swimmers must keep all personal items on the pool deck in our team area or locked in a locker room locker—DO NOT leave items in the bathrooms. DO NOT leave any items overnight. Aquaknights/DHSC will not be responsible for any items left behind.
- 14) Appropriate sports specific attire is required (i.e. swimsuits only allowed in the pool area or bathrooms).
- 15) Diamond Hills has a “behavior policy” to ensure other club members have an enjoyable experience. “Disruptive behavior” will not be tolerated. Individuals will receive one warning, their name placed on a list, and a second infraction will be cause for immediate suspension. Disruptive behavior is using the club in a manner that is not intended or not following the club rules and regulations.
- 16) Appropriate locker room etiquette and behavior is expected. Any behavior deemed to be inappropriate will not be tolerated and will be cause for immediate suspension.
- 17) Use of cell phone/cameras in the locker rooms is strictly prohibited.

Cost

Following are the registration fees for the 2026 season. Swimmers must be members in good standing of DHSC for the duration of the season. The fees below are in addition to DHSC membership fee:

1 Swimmer	\$360
2 Swimmers	\$695
3 Swimmers	\$1030
4 Swimmers	\$1365
15-18 Year Old Group	\$250

An Activity/Fundraising Fee of \$35 per swimmer will also be collected at time of registration. This fee is used to help pay for swimmer activities, and to purchase equipment needed to support team practices and meets.

Refund Policy

In the event of cancellation by the swimmer/family , swimmers/families will not be refunded a \$75 administration fee, fundraising fee, or funds collected for team merchandise orders.

Reimbursement for the remaining balance of DHSC Aquaknights Swim Team registration fees may be provided up to two weeks after practice starts. Refunds after this time will be prorated per the following dates and amounts for a single swimmer:

- Notification prior to 3rd of April - \$150 maximum refund
- Notification prior to 17th of April - \$115 maximum refund.
- No refunds will be provided for cancellation after 18th of April.

Direct all billing questions to Club Manager Margie Duignan at
MargieD@sparetimesportsclubs.com

★ **No Show Fee:**

Failing to attend a meet that the swimmer was registered for will result in a **\$25.00 “NO SHOW”** charge for each swimmer for each incident. In addition, coaches will NOT enter your swimmer(s) in any relay events and possibly no individual events at the next meet.

★ **Relay No Show Fee:**

If a swimmer is in a relay and comes late or leaves early from a dual or invitational meet without prior coordination with a coach, **the swimmer will be fined \$25.00**. More than once, relays have been canceled, much to the disappointment of the other three swimmers, because someone left the meet without checking with the coach first. It is the coaches' discretion on whether the swimmer will be entered in any relays in subsequent meets.

Meet Declaration Policy

Aquaknights is a large team and we count on each swimmer to do his/her part. The coaches put a lot of time and thought into building the line-ups for each meet which is determined by online declaration (attend/decline) on the Aquaknights website. When a swimmer/parent declares for a meet and fails to attend the meet, this negatively impacts the lane assignments and relay teams who count on that swimmer being there. The meets are run on a computer program so all of the entries are due days in advance. Parents may declare swimmers online several weeks in advance. However, parents must declare no later than seven days prior to the meet as online meet entries close. If you are declaring your swimmer for a Saturday meet, you must declare no later than the preceding Saturday. For a Wednesday meet, the declaration deadline is the preceding Wednesday. Declarations for larger meets are handled separately, as deadlines vary depending on the host. These meets can typically be declared up to three weeks in advance.

If a swimmer becomes sick or injured suddenly before a meet please call or text one of the coaches as soon as possible; if the coaches cannot be reached, please contact an Aquaknights Swim Team Parent Board member. Please note that pulling a swimmer for a meet does **not** excuse the family from any assigned job responsibilities.

Rules for Exhibition Swimmers

Adopted by the Parent Board on June 14, 2024

The Aquaknights swim team complies with all LMYA Contra Costa County (County) rules, and is designed to be a summer-based recreational swim program. We understand that circumstances may arise with swimmers who want to join our team but practiced and/or competed past the eligibility deadline. These swimmers MAY be allowed to join the team as "Exhibition Swimmers." The following rules, regulations, and guidelines will apply to all Aquaknights Exhibition Swimmers.

- ★ Exhibition swimmers and their families must be honest and forthcoming about their participation in any other swim programs.
- ★ Exhibition swimmers must receive prior approval from the Aquaknights head coach and the parent board before registering.
- ★ Beginning with the 2025 season, swimmers may swim a maximum of one season as an exhibition swimmer. Swimmers must adhere to all County and ECSL approved practice dates, deadlines, and rules for the following season(s).
- ★ Exhibition swimmers will not be placed on relay teams unless there are not enough swimmers to complete a relay in that age group.
- ★ Preferential lanes may be assigned to non-exhibition swimmers.
- ★ Exhibition swimmers are unable to score points, qualify for County or Sacramento Meet of Champions (MOC), earn awards, or break any pool or meet records.
- ★ If an exhibition swimmer is found to be out of compliance with any of the above guidelines, the board and head coach will implement appropriate consequences. Swimmers found in violation will receive a minimum of a two meet suspension, and in severe cases may be expelled from the team with no refund of any fees paid and/or incurred.

SWIM MEET INFORMATION

Helpful Hints

- ★ Parents are responsible for getting their swimmer(s) to meets on time. Meet Addresses are provided on our website at www.aquaknights.com.
- ★ We strongly encourage swimmers to support their teammates by cheering for each other; however, the time between races is a resting period, not playtime
- ★ Please encourage your child to behave in a sportsmanlike manner
- ★ Do not leave a meet early without informing a coach, particularly if swimmer is in relays
- ★ Label all belongings: towels, suits, goggles, sweats, parkas, fins, etc.
- ★ Questions regarding meet procedures or disqualifications (DQs) should be directed to the coaches who will address them through proper channels
- ★ Come to each meet prepared to help, whether signed up to work or not

Checklist of suggested items:

- ★ Team swim suit (should only be used at meets)
- ★ Team swim cap
- ★ Goggles
- ★ Fins
- ★ Footwear
- ★ At least two beach towels per swimmer
- ★ Sunscreen
- ★ Sweatshirt and sweatpants
- ★ Blanket or towel to lay on ground
- ★ Cards, books, games to pass time between events
- ★ Baseball cap/sun visor
- ★ Pop-up tent for shade (or share with another family)
- ★ Sleeping bag for chilly early mornings or late evenings
- ★ Sharpie pen
- ★ Pen and paper to record swimmer events and times
- ★ Healthy snacks and drinks
- ★ Lawn chair
- ★ Extra Suit, goggles, and caps are highly suggested

WORK ASSIGNMENT POLICY & DESCRIPTIONS

Thank you in advance for being involved in the team, supporting your swimmer(s) and other team members. A typical meet requires about 90 people from each team to run smoothly. It is imperative that parents and family members adhere to the policy below in order for meets to run smoothly.

- ★ **Each family is required to serve a work assignment at each meet (home or away) that they have 1 or more swimmers registered for.**
- ★ Work Assignments will be assigned by the work assignment coordinators. Please check your TeamUnify account prior to the meet to view your assignment.
- ★ If a parent cannot fulfill a work assignment, he/she IS RESPONSIBLE for finding a qualified replacement for the work assignment commitment. Replacement workers must inform the Worker Check-In desk personnel who they are replacing, so the responsible parent is not charged.
- ★ **If you do not find a suitable replacement for your work assignment and do not perform your assignment, your Diamond Hills Sports Club and Spa account will be charged \$75. You will receive an email notification and receipt of charge in your family file folder. Your swimmer will not be allowed to participate in meets until this fine is paid.**
- ★ **Each reoccurrence of a missed work assignment will result in a \$150 fine which will also be charged to your Diamond Hills Sports Club and Spa account.**
- ★ Please be prompt for your work assignments. You must report and sign in for your Work Assignment no later than 30 minutes before the start of your work assignment. You will likely be performing your scheduled job for the entire meet as we do not have the manpower for split sessions.
- ★ Aquaknights must also supply workers at invitational or larger meets and parents must fulfill additional work assignments if their child(ren) is entered in the meet (this is beyond the required work assignments). Failure to work will result in the same fines as described above.
- ★ Aquaknights families with only 15-18 year old swimmers are not required to work at dual meets but will still be required to work at invitational meets.
- ★ **Communication is key. Please contact the work assignment coordinators ASAP if something comes up, or if you need support.**

2026 Work Assignment Descriptions

***The following job descriptions are subject to change as necessary**

Starter/Referee – Responsible for running the meet and ensuring clean starts. This is a key position that paces the meet and sets the swimmers for the start of an event. Works with other officials to verify DQs and false starts. This position requires training. (1 starter and 1 referee per home meet)

Head Timer – Responsible for back-up time for each race. Starts two watches at the beginning of each race. If a timer fails to start a watch or the watch malfunctions during the race, the timer will call for the head timer. The head timer will then switch watches with the timer. Also responsible for signage by the Starter which indicates the upcoming event(s). (1 position per home meet)

Lane Timers – Responsible for accurately taking the elapsed time of the swimmer. Start watch at the signal and stop when any part of the swimmer touches the wall at the end of the race (not during turns). Most starting systems have a strobe light and a buzzer. When the starter starts the race, watch the strobe light and start your watch when you see the light flash. As the swimmer is coming in at the end of the race, stand up and lean over the edge of the pool to see the touch (the touch cannot be seen from behind the blocks or while seated). Do not touch a swimmer during a race. If your watch does not start or malfunctions during the race, raise your hand and call for the head timer. There are three timers at each lane. (12 to 16 timers needed per meet depending on the number of lanes)

DQ Runner – Responsible for collecting disqualification slips from the stroke and turn judges and delivers them to the starter/referee for verification. The approved/verified DQ slips are then given to the score keeper to enter into the computer. Also responsible for collecting time card/sheets from each recorder after each race and delivers sheets to the score keeper. (1 needed per meet)

Coaches Support/ Hospitality – Assist Coaches with various tasks throughout the meet. Provides snacks and drinks to the coaching staff and parent volunteers from both teams. (1 needed per meet)

Deck Marshall – Checks the swimmer names prior to the start of each heat. Ensures the swimmer(s) compete in the correct event/heat. Signals to the starter/referee that the correct swimmer is in position to compete. This position is important to ensure the meet progresses quickly and smoothly. (2 positions per home meet)

Shepherds – Responsible for getting young swimmers to their race. Shepherds are used for boys and girls in the 6 & under and 7-8 age groups. Shepherds gather the swimmers and ensure they are in the correct race, lane, and heat. A “6 & Under Head Shepherd” and a “7/8 Head Shepherd” will lead the shepherds for boys and girls in the age group and be the main point of contact for coaches. This is particularly important for coordinating replacement swimmers for relays if swimmers are missing. For relays, swimmers in the first and third position go to the main starting blocks and swimmers in the

second and fourth position go to the opposite end of the pool. (2 Head Shepherds and 8 shepherds needed per meet – two per age group, per gender)

Head Shepherd (Must be an experienced Shepherd) – Head Shepherd will be responsible for leading the shepherds for boys and girls in each age group and be the main point of contact for coaches. This is particularly important for coordinating replacement swimmers for relays if swimmers are missing. For relays, swimmers in the first and third position go to the main starting blocks and swimmers in the second and fourth position go to the opposite end of the pool. (2 Head Shepherds and 8 shepherds needed per meet – two per age group, per gender)

Stroke and turn judges - These officials are positioned at the side of the pool, walking the length of the pool as the swimmers race. If the stroke judges see something illegal, they report to the referee and the swimmer may be disqualified. Also referred to as stroke and turn official. This position requires training. (3 to 4 positions per meet)

Computer team – This should be a team of individuals who are knowledgeable about swim meet operations and terminology (preferably returning team members). These individuals should be capable of computer data entry and comfortable learning the basics of HyTek Meet Manager. These individuals will perform data entry in preparation for home and away dual meets. The team members rotate responsibility for working at home meets. Data entry needs to be performed accurately as well as in a timely fashion. This data will include meet times, event records, and pool records. Record Breaker information should be delivered to Coaches and AK Board as soon as possible for recognition during meets. (3 needed per home meet – prefer same team to work all home meets)

Score Table - Organize paper and DQ slips as they come into the score table. Highlight and check times and check to see that paper is filled out correctly. Put paper in proper order and post official times. (2 needed per home meet)

Ribbon writer – Responsible for accurately recording swimmer's name, date, meet, event, and race onto appropriate ribbons. Responsible for filing ribbons and DQ slips into swimmer family folders at home meets. Job requires staying after the meet until all duties are fulfilled. (2 – 3 positions per meet)

Heat Winner Ribbon Runner - Distributes ribbons to heat winners in individual events. (1 needed per home meet)

Set up AND Take down – Responsible for set up of the meet. This also includes starting blocks, starting system, chairs, tables, and canopies. Must arrive 2 hours before the start of the meet (generally 7:00 am). Also responsible for take down of the meet. This includes returning starting blocks, starting system, chairs, tables, and canopies. Must stay until the meet is over and all items are put away. (5 needed per home meet)

Announcer – Makes announcements over speaker system to competitors and spectators. Announcer will state warm up times, meet progress/updates, and other communications to aid in smooth meet

operation. The announcer must be very aware of Starter/Referee activities so as to not disrupt the meet. (1 per home meet)

Volunteer Check-In/Timer Relief – Work the Volunteer Check-In Desk, prior to start of the meet (duties start at 7:45am). Once the meet has started, responsible for checking with Timers periodically (every 20 minutes) to see if temporary relief needed (for bathroom break, etc). Should be able to answer general questions about volunteer positions. (1 per home meet)

Swimmer Check-In/Floater – Work the Swimmer Check-In desk prior to start of the meet (duties start at 7:45am). Responsible for periodically (every 20 minutes) checking locker rooms and covered pool to ensure swimmers are adhering to DHSC policies. "On call" for remainder of meet in case another position needs to be filled. (1 needed per meet)

Greeter (Experienced Team Parent) – The greeter will ensure that Aquaknight's families and visiting families enter DHSC through the side entrance gate rather than the front entrance. Signs will be posted, and DHSC staff will assist with directing competitors to the correct location. The greeter will help direct families to the correct location and where they can set-up / place their personal belongings. Designated individual will need to begin greeting appx. 1 hour prior to the meet start time. (1 per home meet)

Facilities Monitor- Facilities Monitor will be responsible for walking the DHSC club hallways, locker rooms, and junior locker rooms every half hour to ensure that all DHSC policies and procedures are being followed. This will require 1 male and 1 female per home meet as well as during the first week of practice.

Merchandise Table- Assists with selling items in the Team Store throughout the swim meet. (1 per home meet).

Concessions- Assists with selling items from the snack bar throughout the swim meet. (2 per home meet).

FREQUENTLY ASKED QUESTIONS

★ **How long is the season?**

Practice starts in April with meets starting in mid May. The competitive season runs until the league finals held at the beginning of August with the Contra Costa County Championship meet in mid August for those swimmers who qualify.

★ **How often is practice?**

Practice is typically held four days a week, Monday through Thursday when school is in session. During the summer, practices are Monday through Friday and times are adjusted. Please check the website for updates on practice times or cancellations.

★ **What does practice consist of?**

The Aquaknights program emphasis is to instruct and refine competitive swimming techniques—it is not a replacement for regular swim lesson instruction. Practice consists of stroke technique, distance and sprint work, starts, and turns. Swimmers must be water safe and able to swim unassisted.

★ **Are parents allowed at practice?**

Parents are allowed to observe practices, although you are not allowed to disturb/interrupt swimmers or coaches. Please do not talk to the coaches during practice as they want to give our swimmers all of their attention. If you need to talk to a coach, please contact them outside of practice or between practices if it is very important. If you need to talk to the coaches, please schedule a time before or after practice, by phone, or email. You are also encouraged to contact any of the Aquaknights Swim Team Parent Board members.

★ **Does my child have to wear a team swimsuit?**

A team swimsuit is not required but builds team camaraderie and enables coaches to more easily identify swimmers at larger meets (particularly invitational meets) Please do not wear the team suit to practice as it is to be worn at meets only. Instead, wear competitive swimsuits to practice. Goggles are highly recommended and caps are advisable as well. Coaches request that for ease of identification, all swimmers wear team swim caps at meets (particularly large or invitational meets).

★ **How often are meets and how long do they last?**

Dual meets are typically 4.5 hours long and held Saturday starting at 9:00am and Wednesday at 5:30pm. Please refer to the meet schedule and our website at www.aquaknights.com.

Depending on whether it is a home or away meet, please arrive 45 to 75 minutes prior to the meet for set up and swimmer warm ups. Larger meets (not dual meets) usually begin at 9:00am and last most of the day depending on the events your child is swimming.

★ **Do we need to stay for the entire meet?**

Unless coordinated with a coach, all swimmers are expected to stay until the end of the meet. If swimmers have completed all of their individual events and are not scheduled for a relay, they should check with the head coach before leaving. Often a swimmer will be needed on a relay at the last minute to replace someone who becomes ill, has to leave suddenly, or is a no-show. Also, the coaches will sometimes have the opportunity to swim an extra relay to allow more swimmers to participate. More than once, relays have been canceled, much to the disappointment of the other three swimmers, because someone left the meet without checking with the coach first. If a swimmer is entered in a relay and leaves early without prior coordination, the family will be fined **\$25.00** and it is the coaches' discretion whether the swimmer will be entered in future relays.

★ **What are dual meets?**

Dual meets are swum against one other team. A swimmer is allowed to swim three individual events and two relay events. The strokes swum at most meets are individual medley (IM), freestyle, breaststroke, butterfly, and backstroke, in that order. In the free, breast, back and fly events, 8 and younger swimmers swim 25 yards (one lap), 9 to 14 year-old swimmers swim 50 yards (two laps), and 15 to 18 year-olds swim 100 yards (four laps). Swimmers 7 to 18 year-olds may compete in the 100 IM, which is one lap each of butterfly, backstroke, breaststroke, and freestyle in that order. Typically, dual meets also consist of two relay events: medley relay at the beginning and free relay at the end of the meet. Four swimmers make up a relay team. In the freestyle relay, all swimmers swim freestyle and in the medley relay, each swimmer swims a different stroke in this order: backstroke, breaststroke, butterfly, and freestyle. Meets are scored to determine the winning team.

★ **What is a larger (invitational) swim meet?**

Aquaknights may participate in several larger meets during the season—East County Invitational, 8 & Under Invitational, Scottsdale Invitational, and Contra Costa County Championship Meet. These are usually larger meets and many teams are invited. These meets are not mandatory and if your swimmer participates, he/she will need to sign up and pay and all parents must fulfill a work assignment (this is in addition to scheduled work assignments for dual meets). These meets are a lot of fun and a good opportunity to improve times and build friendships.

★ **What is “County?”**

The Contra Costa County Championship Meet is the last meet scheduled in the recreational swim season. It is an invitational for those swimmers who have qualified or achieved a minimum time. For all of the fastest swimmers in the county, it is a great achievement to make a county time.

★ **Do swimmers have to participate in all swim meets?**

No, swimmers will participate in those meets parents sign them up for online. Coaches will attempt to ensure all swimmers are entered in a minimum of two individual events per meet if the swimmer has been signed into the meet. The coaches decide who will swim which events based on times and ability—swimmers will not swim a stroke in meets unless they can do it correctly and in a reasonable time. Please understand that our team is large and coaches will try to enter swimmers in as many events as possible in the meets. If a swimmer misses a meet he/she was signed up for and a parent work assignments missed, the swimmer may not be entered in the subsequent meet (please see work assignment responsibilities and swimmer sign in requirements).

★ **How does my swimmer fill out the log sheet?**

Log sheets are provided to help swimmers set personal goals and track their progress toward those goals. Swimmers should fill in their personal information (name, age group, etc.) and medal time standards for each event. The sheet has columns for each event (freestyle, backstroke, butterfly, breaststroke, and individual medley) and rows for each meet with space across the top to fill in these benchmark times. Simply fill in the time swum for the specific event at a meet. The sheet has fields where the swimmers can fill in tips from the coaches, which will help remind them what needs improvement when they swim the event next. (These coaching tips could include streamline off the dive, no breathing into or out of the flip turn, touch with two hands on butterfly, etc.)

★ **Is there a scholarship fund?**

Aquaknights Swim Team Parent Board is committed to the Lucy Moyer Athletic Scholarship Fund, named after our dear friend who lost her courageous battle with cancer in December 2009. A true supporter of the sport of swimming, Lucy served on the swim team parent board for three years and even competed for the Aquaknights as a young girl in the 1980s. A lifelong volunteer, Lucy believed all should enjoy sports and extracurricular activities and the scholarship fund is envisioned to provide financial aid to swimmers under the following criteria:

1. Must be eligible for free/reduced price lunch programs offered through local school districts.
2. Recommendations from board/coaches/outside individuals (particularly for new families).
3. Priority will be given to returning swimmers.
4. Aid amount is no more than 50% of the swim team registration fees as available (not including DHSC monthly membership fees).

*Scholarship(s) are awarded at the discretion of DHSC management and may or may not be awarded every season.

★ **What type of recognitions or awards do swimmers receive?**

Aquaknights provides a variety of awards to motivate swimmers from ribbons at meets to trophies and medals at the end of the season. At home dual meets, ribbons are awarded 1st through 8th place. In addition, swimmers 10 years and younger receive participant ribbons stating their time swum in the event. All swimmers who finish first in their heat in an individual event will receive a “heat winner” ribbon immediately after completing the race; this ribbon will not have the swimmer information or time on the reverse but this can be written on a sticker if desired. The team also tracks swimmer time improvement awards coupons to those swimmers who “popped” or improved at least one time. These coupons can be redeemed for otter pops at a home meet. During the competitive season (typically the months of June and July), coaches also award “Knights of the Week” from each age group weekly based on effort, attention, team spirit, dedication, etc.

★ **What should I do if I scheduled myself to work at a meet but cannot?**

It is your responsibility to switch work assignments with another family. Your replacement must have the ability/skills to fulfill the assignment. If you absolutely cannot find a replacement, contact the Work Assignment Coordinator ASAP of any emergencies that prevent you from working an assignment.

★ **What happens if I miss a work assignment?**

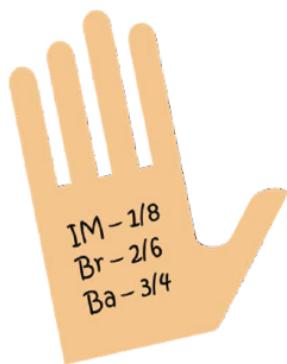
If a family misses a work assignment without proper notification, there will be a **\$75.00** fine charged to his/her DHSC account. The treasurer will report any unpaid fines to the coaches and parent board. Swimmer(s) will be removed from the pool until any outstanding fines have been paid. Each subsequent incident will result in a **\$150.00** fine. Please see the policy outlined in the work assignment description section.

★ **What is the role of the Shepherds?**

Shepherds will gather the 8 and under swimmers together approximately 30 minutes before each event and line them up in their lanes. Parents must assist by instructing their children to stay in the team area and letting the shepherds know if they leave. Older swimmers, 9 and older, are responsible for knowing their heats and lanes for each event. They must follow the progress of the meet and line up behind their lanes, ready to swim when their event is called.

★ **How and where do you write what your swimmer is competing in?**

Marking events and lanes that your swimmer(s) is competing in on the back of his/her hand is a big help. Heat and lane information is shown on the meet line-up sheet posted before and at each meet. Next to the stroke (IM, free, breast, fly, back, or relays), there are two numbers with a slash between them: the heat number is first and the lane is second. For example, Free 2/3 means heat 2, lane 3 of the freestyle event. Swimmers will usually have a different heat/lane for each event. Generally, in dual meets faster swimmers are put in the center lanes and earlier heats so everyone swims against swimmers of similar ability. In addition to writing event information on a swimmer’s hand, it is also helpful to write your swimmer’s name on his/her back as



well as heat/lane information to ensure the recorder has the correct name. For 8 and under swimmers, we highly recommend writing this information on your swimmer's back as this is particularly helpful for the Shepherds.

★ What is the relay policy?

The below rules provide a framework of guidelines to help determine relays. Due to the nature and purpose of recreational swimming, swimmer availability, time pressures, and other circumstances, exceptions or deviations from the relay policy may occur. For dual meets, the relays will be determined by the computer based on the fastest combination of four swimmers for the A relays. The times used to generate the relays will be based on individual times (or official split times). The fastest combination of swimmers will form the A relay and other relays will be formed per coaches' discretion. The relay order is determined by the coaches and may not be changed without expressed consent by the coach. Every effort will be made to post the maximum number of relay teams as time and pool size allows. In the event that a child is missing from a scheduled relay, the coaches, the Meet Director, and/or Team Representative will determine who will substitute.

Please be aware that because in many cases we are dealing with young children, the coaches have the discretion to change the order or stroke a child is swimming if they determine that such a change is in the best interest of a particular child or the relay team as a whole. For the relays at the league championship meet, the four swimmers within each age group with the four fastest times throughout the previous five weeks of the season ending at the conclusion of the event at the league finals meet will form the A free relay at the championship meet. The next four fastest will form the B free relay. The swimmers on the free relay will only be changed if another swimmer posts a faster time at the championship meet, resulting in a faster average than another swimmer. In the event of a tie using the above criteria, the relays will stay the same as initially posted by the coaches. Changes to the members of the relay based on time will only apply to the A and B relay teams.

For invitational meets, relays will be formed if enough swimmers sign up for the meet. Swimmers may swim up an age group to form relays. For example, there are only three 11/12 girls so a 10 year-old girl may swim up an age group to enable the team to compete. Swimmers may not swim down to a younger age group. In the case of the Contra Costa County Championship meet, coaches will only choose relay teams that will be competitive enough to place in the top eight. This requires that at least two individuals out of the four have county qualifying times. Relay changes are up to the discretion of the coaches. If a swimmer is in a relay and leaves early from a dual or invitational meet without prior coordination with a coach, the swimmer will be fined **\$25.00**. More than once, relays have been canceled, much to the disappointment of the other three swimmers, because someone left the meet without checking with the coach first. It is the coaches' discretion on whether the swimmer will be entered in any relays in subsequent meets.

10 Reasons Swimmers are the Best Kids

- 1. They are too tired to get into trouble. They'd rather be tucked into bed watching Netflix than going out late at night.**
- 2. They have unbelievable appetites and can eat 5,000 calories a day without feeling guilty**
- 3. They are clean. They get a daily rinse in chlorine as well as take long showers.**
- 4. They are good students. They know they won't have time or be too tired to do homework after practice so they work ahead and try to get their homework done before practice.**
- 5. They're comfortable around adults. They communicate with coaches, other swim parents and officials regularly.**
- 6. They've experienced failure and know it's not the end of the world. They understand that there's another chance and with hard work, they can do better.**
- 7. They're strong and fit. Working out is something their bodies crave and they're in better shape than most of their classmates.**
- 8. They are there for their teammates and their friends. If someone is upset or has a problem, they're more than willing to listen and help out. They also have fun with their friends, and can make hours at a meet pass by with silliness and laughter.**
- 9. They are confident. They put in long hours and hard work to reach their goals. With each improvement along the way, they build self-confidence.**
- 10. Swimming is better than doing chores**