



## **Swim Instructor Handbook 2025**

Welcome and congratulations on becoming a part of DART. We are pleased that you have chosen to work with our program. In the pages to follow you will find helpful information regarding our employment policies at DART.

DART Swimming takes great pride in working to be the premiere aquatics organization in the Solano and Sacramento areas. Our ability to maintain DART's reputation and to continue to grow and prosper is directly related to your enthusiasm, performance and loyalty as a member of our team. We hope that you will find your work challenging and rewarding. Working together, we can continue to progress by providing our swimmers and families with quality instruction and coaching.

Should you have any questions, whether addressed in this handbook or not, please feel free to talk to myself, Lacie (Team Admin) or our Lead Instructors.

**Ricky Silva**

**Site Lead-DART SOLano**

### **DART Swim Lessons**

DART (SASO Swim School) began in the summer of 2017. We have expanded our lesson program to offer spring, summer and fall lessons to include Solano and Winters.

Lessons are offered to the public. Spring lessons are currently held at Solano College.

Swim lessons at DART should be taught in a positive, supporting environment. Instructors should be sure to communicate in a positive and constructive way to students. Students should NEVER be forced to perform a skill.

Safety is first and foremost in our swim school. Instructors are responsible for maintaining safety at ALL times.

**Private Lessons**

Private lessons are 1-1 student to instructor ratio. Swimmers levels should be identified within the session so that parents can opt to sign up for semi-private lessons. Summer private lessons should be identified by level.

**Pre-Team**

This is a group lesson. Swimmers work on freestyle and backstroke as well as some breaststroke and butterfly skills.

**Sessions**

All sessions are 25 minutes in length. Sessions are four weeks (4 lessons in total.)

**Instructor Shifts**

Instructors should arrive 15 minutes prior to the start of their first lesson. Instructors should clock in and then start to prepare for the day. This is paid time-instructors should show up ready to work. Cell phones should be put away during work shifts and only checked if there is an expected emergency.

**Attendance**

Each instructor will have a clipboard with their roster. Instructors MUST take attendance on a daily basis. Each instructor will receive a clipboard at the beginning of the season.

Instructors will have access to our Captn system and will be able to see their assigned students.

**Registration**

All registrations are done on Captyn. This is a swim software used for registration and program management-including communication

All classes are subject to change pending availability and scheduling. Class credit will be issued if a make-up class cannot be arranged, in the event of an operational closure, a closure caused by a campus issue or event that was unforeseen. Schedule changes due to weather, safety issues or other acts of God are excluded.

Any refunds that are issued are subject to a \$10 charge due to credit card fees.

### **Swim Instructor Attire**

Swim instructors should wear attire that is “business professional” for our industry. This includes wearing swimsuits or attire that is appropriate for a family environment.

Instructors will be provided with a DART shirt.

Instructors may wear a shirt or wetsuit while in the water. Be careful with loose fitting suits as swimmers tend to grab onto instructor suits during lessons.

Instructors are HIGHLY encouraged to wear a hat as well as sunscreen if weather dictates.

### **Facilities-Locker Rooms**

Swimmers ages 4 and older are NOT allowed in the locker room of the opposite sex.

Parents/guardians are responsible for their swimmers while using the bathrooms or locker rooms.

Staff should never be alone with students in the locker rooms or bathrooms.

If a swimmer needs to go to the bathroom, the instructor should notify their parents to take them (instructors MAY NOT take a swimmer to the bathroom.) If an instructor is teaching a one on one lesson-they can get out of the pool to walk the student to the parent.

If you cannot notify a parent...notify the on deck lesson lead or a coach.

If a swimmer goes to the bathroom in the pool, IMMEDIATELY remove the swimmer and notify a DART coach on deck. The coach will clear the pool for a determined amount of time.

### **Level Recognition-Ribbons**

TBD-group discussion at our in-service meeting

### **Equipment**

Equipment is available for use at the pool. All equipment should be checked for safety before use. Instructors are responsible for putting equipment away following all use.

### **Tot-docks**

Tot docks are available at the college for use starting in March. Instructors will be taught how to use these.

Instructors should maintain the tot-docks as well as report any safety issues to the Swim Lesson Lead.

***Kickboards***

Kickboards are available for use for swimmers. These are not intended to be used as floatation devices-instructors must maintain oversight of swimmers using kickboards.

***Noodles***

Noodles are available for use for swimmers. These are not intended to be used as floatation devices-instructors must maintain oversight of swimmers using kickboards.

**Swim Toys**

Swim toys are available for instructors. These will be kept neatly in assigned instructor baskets.

**Schedule**

All instructors are scheduled in shifts based on sign ups. If there is a break in the shift (ie no lesson) instructors will be assigned to assist with the team or a deck duty.

There are 5 minute breaks in between lessons. These are intended to prepare for the next lesson as well as communication with parents.

**Swim Lesson Safety**

Instructors are required to maintain the safety of participants at ALL times. It is important that instructors remain aware of their swimmers and surroundings throughout the lessons.

***A few safety tips:***

Instructors MUST remind swimmers how to stand on and hold on to the tot docks in the first class of each session

Instructors MUST remind swimmers to hold onto the wall (gutter) if using the walls.

Instructors should NEVER turn their back on a swimmer.

Instructors should ALWAYS be the first in the pool-enter before your students

Swimmers should NEVER go under the steps in the shallow side of the pool.

Swimmers should ALWAYS be taught to dive in at least 6 feet of water (arms above head.)

**Instructor Safety**

A few safety tips for instructors:

Stay hydrated throughout your lessons. Have a water bottle that is accessible.

Do not take Bronze or Silver level swimmers to the deep end of the pool

Keep safety first and foremost when teaching. Be sure to educate your swimmers on pool safety.

Use caution when using pool covers or pool cover reels.

### **Parent Viewing and Safety**

Parents are encouraged to view their swimmers' lessons, however, they should not be coaching or teaching from the side. Chairs and shade are provided for the parent viewing area. Parents who are on the side of the pool should be asked to move to the viewing area.

Swimmers who are not comfortable (cryers) can have their parents sit on the side of the pool during the lesson. This oftentimes calms the anxiety of the swimmer during their lesson.

Communication with parents is key. An email will be sent out prior to each session communicating info.

### **Instructor Conduct**

Please note that as a swim instructor for DART swimming, you are representing our program in and out of the pool. You will be recognizable within our community (as well as online.) All instructors are expected to behave in a professional manner that reflects positively on our organization.

Cell phones are NOT allowed during work schedules. Phones should be put away and secured-do not use during your work shifts.

### **Instructor In-Service Trainings and Meetings**

A mandatory in-service training is held prior to the start of each season (fall, spring and summer.) All instructors must attend this training (or attend a make-up with approval from the Head Coach.

Additional staff meetings will be scheduled. Instructors are required to attend these meetings.

## **Lesson Structure**

5 minutes	Intro/Fun/Splashes/Bubbles
5 minutes	Easy skills/refreshers
10 minutes	Introduce New Skills
5 minutes	Jumps/Other

### **Level 1**

#### **Water Exploration**

**This is the entry level of our swim lesson program. Swimmers must be comfortable being in the water without a parent or guardian.**

Enter the water with steps or assisted at wall  
Put face in the water  
Retrieve toy from steps with face (can use steps or hold for swimmer)  
Blow bubbles  
Submerge head  
Kick holding wall  
Front float assisted  
Back float assisted  
Front kick assisted  
Back kick assisted

### **Level 2**

#### **Swim Skills**

**Swimmers must be comfortable in the water for this level. Swimmers must be able perform a front a back float with assistance.**

Front float unassisted  
Back float unassisted  
Front kick with board 5-10 yards  
Back kick with board 5-10 yards  
Freestyle arm motions  
Freestyle arms with kick assisted (wall or kickboard)  
Side Breathing-assisted  
Freestyle up to 5 yards (side breathing not needed)  
Jump into pool assisted back to wall

**Level 3****Learn to Swim**

Front kick with board for 10-25 yards

Back kick with board for 10-25 yards

Freestyle for 5-10 yards

Backstroke for 5-10 yards

Freestyle 5-10 yards with side breathing

Jump in and swim unassisted to instructor-up to 10 yards

**Pre-Team**

Front kick for 25 yards

Back kick for 25 yards

Freestyle for 25 yards

Backstroke for 25 yards

Freestyle for 10-15 yards with side breathing

Jump in and swim to instructor-up to 25 yards

**Intro-starting in April**

**Instructor Checklist  
Instructors**

**Monday/Wednesday**

**Before Lessons**

Clock In  
Pull out instructor baskets  
Pull out noodles and kickboards  
Check swim lesson area for trash  
Set up clock on white board  
Move lane line

**Monday/Wednesday**

**After Lessons**

Move Lane Line  
Pull Shallow End Cover  
Check Lesson area for lost and found/trash

**Tuesday/Thursday**

**Before Lessons**

Clock In  
Pull out instructor baskets  
Pull out noodles and kickboards  
Check swim lesson area for trash  
Check buckets holding shade structures  
Set up clock on white board  
Move lane line

**Monday/Wednesday**

**After Lessons**

Move Lane Line  
Pull Shallow End Cover  
Put away kickboards and noodles  
Check Lesson area for lost and found/trash



**Instructor Checklist**  
**Lead Instructor/Lesson Lead**

**Monday/Wednesday**

Assist with setup as needed  
Set up white information board  
Make sure locker rooms are open  
Set up small table

**Tuesday/Thursday**

Assist with setup as needed  
Set up white information board  
Make sure locker rooms are open  
Set up small table



**Swim Lessons Info Sheet**  
**Jan 20, 2025**

**Instructor Requirements**

Instructor Info Meeting-must attend to be scheduled (held monthly)  
In-service training-mandatory (2-4 times per year)  
CPR/First Aid (Red Cross or online)  
New Hire Paperwork  
Work Permit-if high school/under 18  
Availability form submitted

**Instructor Availability**

Elissa	Tue/Thu
Maleena	Mon/Tue/Wed/Thu
Nadia	Mon/Wed
Daniel	Mon/Wed/Thu
Zoie	Sub
Jailynn	Sub

**Meetings**

In-Service Training	Feb 2
Monthly Meeting	Feb
Monthly Meeting	Mar
Monthly Meeting	April
Monthly Meeting	May
In-Service Training	June

**Spring Swim Lessons 2025**  
**Solano College**

**Sessions**

Feb 3-27	Spring #1	No Feb 3, 17-Holiday
Mar 3-27	Spring #2	
Mar 31-May 1	Spring #3	No April 7-11 (spring break)
May 5-30	Spring #4	No May 26-Holiday
*April 7-11	Spring Break	Mon-Thu lessons (4 classes)

*\*\*No lessons June 2-6 due to HS finals. Summer lessons begin June 9*

**Days**

- Mondays, Tuesdays, Wednesdays and Thursdays
- Each session includes 4 lessons.
- Swimmers can sign up for 1-4 days.

**Lesson Costs**

**1 to 1**

\$110 per session (4 lessons)

Lessons will open for registration the week of January 20.

**Pre-Team Costs**

**4 to 1**

\$75 per session (8 classes)

## Swim Classes-Solano College

### Session 1

4:45-5:10 pm

5:15-5:40 pm

5:45-6:10 pm

6:15-6:40 pm

### Pre-Team

Mon/Wed

\$75

Nadia

Tue/Thu

\$75

Elissa

4 to 1 ratio

4:45-5:10

### Mondays

4:30-7:00 pm

Maleena

Nadia

Dariel

### Tuesdays

4:30-7:00 pm

Elissa

Maleena

### Wednesdays

4:30-7:00 pm

Dariel

Nadia

### Thursdays

4:30-7:00 pm

Elissa

Maleena

### Sub

Jailynn

Zoie