

2024 – 2025



Team Handbook

Rules and Important Information

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The Rawlins Swim Team

RST Board of Directors

Rawlins Swim Team is composed of competitive swimmers, parents, coaches and the Board of Directors (BOD). The board is made up of eleven officers:

PRESIDENT: Audri Morgan / Paypay522@gmail.com

VICE PRESIDENT:

TREASURER: Andrea Larsen / Andrea Larsen / andrea.larsen87@gmail.com

SECRETARY: Jessica Johannsson / jmjohan08@gmail.com

FUNDRAISING DIRECTOR: Charlotte James / cjames@crb1.net

COMMUNITY LIAISON:

PUBLIC RELATIONS:

MEET COORDINATOR:

MEMBER AT LARGE: Spencer Larsen / spencer1084@gmail.com

The Board of Directors meets to discuss issues related to our organization as a whole. The BOD manages RST's business planning and fiscal responsibilities. Election of Board Members is held each year at the beginning of the swim season. Board Members are elected to serve a one-year term. Board member positions are President, Vice President, Treasurer, Secretary, Public Relations, Fundraising Director, Apparel Coordinator, Meet Coordinator, and two Members At-Large

The board meets once a month. Anyone is welcome and encouraged to attend the board meetings.

Responsibilities of the Board

One of RST's goals is to create an environment of team cohesiveness. By providing regular social, team-building opportunities, the Board hopes to nurture the team and to instill a sense of team pride.

The RST Board will maintain vital relationships with the Community of Rawlins, Rawlins Aquatic Center, and Carbon County School District #1.

The Board will manage the budget of the team. The team will build relationships within the community and seek business sponsorships to establish a strong financial base for future growth. RST will also submit grant applications under its 501(c) (3) non-profit status.

The RST Board plans to make our team more visible to the community through the use of various avenues:

- Media – RST uses Facebook to post highlights and accomplishments of our swimmers at swim meets and events throughout the season.
- Team Website – RST's website is gomotionapp.com/team/wyrrst/page/home and will be a tool for parents and the community to use to access information about the team.

Coaches Role

All RST coaches must meet high criteria set forth by USA Swimming. Each coach is a certified lifeguard and holds a current First Aid and CPR Training for the Professional Rescuer certification. Coaches are also required to complete the USA Swimming Safety Training for Coaches Course. RST coaches have also passed a background check. All of the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and the Rawlins Swim Team.

HEAD COACH: Craig Morgan / cam.wyoming@gmail.com

ASSISTANT COACH: Spencer Larsen / spencer1084@gmail.com

ASSISTANT COACH: Matts Johansson / jmjohan08@gmail.com

RST coaches' main responsibility is to mold all of our swimmers into the best swimmers that they can be. In addition, coaches mentor swimmers in life skills and positive values. Coaches shall build relationships with team families, to achieve mutually-set goals for each swimmer. Coaches also help the team to build relationships with other aquatic organizations.

What is the Rawlins Swim Team?

Rawlins Swim Team (RST) is a non-profit, Board of Directors and parent run organization. Our club is governed by the United States Swimming, Inc. and Wyoming Swimming Incorporated (WSI) organizations. RST has been serving the City of Rawlins and surrounding communities for over thirty-five years providing a year round program for athletes. The club provides swim programs in the City of Rawlins and surrounding towns within Carbon County.

Mission, Vision, Goal, & Philosophy

Mission: Rawlins Swim Team aims to create an environment where individuals of all ages and abilities can experience the enjoyment of, and can reach personal excellence in, the sport of swimming.

Vision: RST's vision is to develop and maintain a program that will produce elite swimmers, who will represent Rawlins in all levels of swim competition. RST strives to be the aquatic organization that trains these athletes for National, International, and Olympic level performance.

Goal: RST endeavors to be a feeder program for both the Rawlins Middle School and Rawlins High School swimming teams preparing swimmers of all levels to compete for our school community.

Philosophy

- **Teamwork:** Rawlins Swim Team is a team that is built upon the commitment, support, and participation of the Board, coaches, swimmers, parents, and the community at large. RST believes that its success in achieving the team's goals is dependent upon the cooperation of all members.
- **Coaching:** RST is committed to providing comprehensive, expert swim/stroke training by an experienced coaching team. In addition to swim training, RST promotes the practice of healthy lifestyle habits, such as good nutrition and sleep.
- **The Swimmer:** RST understands that each swimmer is an individual with different backgrounds, needs, and goals. The club focuses on the development of positive self-esteem and individual goal setting. The team encourages swimmers to represent RST by participating competitively. RST believes that all members should model team spirit and sportsmanship:
- **Parents/ Guardians:** Parents and guardians are extremely important to the success of the swimmer and the team. Support your swimmer by ensuring they consistently attend practice and meets. Using positive encouragement will help your swimmer gain confidence and sportsmanship.

Dues & USA Membership Fees

In consideration of the participation of the swimmer(s) in RST's competitive swim program, the Parent agrees to pay the dues for the Swimmer's practice level that is set forth.

Monthly Dues

Pups \$35
Reef Sharks \$35
Tiger Sharks \$35
Great White Sharks \$40

Billing occurs based on the attendance from the previous month. If your swimmer attends any practices or swim meets during the month, you will be charged the 1st of the following month. Dues may be prepaid at any time. If the seasonal dues payment is not received in full by the 5th of the month following registration, a late fee of \$5 per month will be assessed to the family's dues account. **The preferred method of payment is to have a credit card on file in teamunify with it set to autopay on the 1st of every month.** If your account is past due, you will receive a courtesy email to notify you of the need to pay your charges on your account. Please contact the treasurer if you are experiencing financial challenges, so we can help.

Annual Fees (Per Swimmer)

USA Swimming Membership

- Premium Membership - unlimited sanctioned events/season \$72
- Flex Swim Membership - 12 & under only; limited to 2 sanctioned events below the championship level \$30

If a new swimmer's USA registration has not been completed within 10 days of registration they will be suspended from practice with the team until the issue is resolved. Renewing swimmers must pay for USA renewal and provide any required paperwork (forms, letters, etc) at time of registration.

Meet Fees

Meet entry fees are set by the host team and will be charged to the payment method on file after the entry due date has closed.

Scholarships

The Nord Kirkeeng is a scholarship provided by United Way of Carbon County. Please contact a board member for more information.

USA Swimming also has an outreach program that you can apply to get a discounted rate.

Practice Group Assignments

RST's practice group guidelines have been developed by its coaching team to maximize the growth and development of swim techniques for its swimmers of all levels. Swimmers of similar age and abilities will be grouped together to reach the goals set for each level. The assignment of swimmers to a group shall be the decision of the coaching staff.

An assignment may be modified during the swim year if the coaching staff believes a different group would be more appropriate for the Swimmer.

Focus: Swimmers will continue learning proper technique and building an aerobic base. They will also learn how to perform proper starts and turns, as well as race strategies. Please see the Rawlins Swim Team Swim Group Descriptions for more detailed information on each group.

Pups (Level 1)

Reef Sharks (Level 2)

Tiger Sharks (Level 3)

Great White Sharks (Level 4)

Gear for Practice and Meets

Equipment: Check with your coach—***not all items are required for all groups:***

- Practice Suit (must be specifically designed for competition and training)
- Goggles
- Cap
- Fins (provided by RST)
- Paddles (provided by RST)
- Pull Buoy (provided by RST)

Practice equipment and team suits may be purchased online. Check the RST website for T-shirts, sweatshirts and other items, marked with the team name and/or logo. Parkas are a highly recommended item to keep swimmers comfortable after workouts, between events at meets and during inclement weather.

Lost & Found

You are strongly encouraged to label all of your swimmers equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed in the pool office. It will be kept for 30 days and then if not claimed donated to a local charity. **The club is not responsible for lost or stolen items.**

Fundraising

Fundraising requirement

RST is a parent and BOD run organization. In order to keep our monthly dues low and to purchase and maintain our equipment we must conduct fundraising. Your family will be required to participate in all fundraising throughout the year. If you are unable to participate please contact a member of the board to discuss options.

Volunteering

RST Home meet volunteering

Your family must provide one adult to volunteer at each RST hosted meet. The time required of each family depends upon the size and duration of the meet. Your family is required to volunteer regardless of whether your swimmer(s) participates in the meet. Home meets will be posted on our team website.

Away meet volunteering

In order to make a more organized and enjoyable meet experience for all swim meet participants, RST requests that parents participate in various volunteer opportunities. One of the main opportunities to volunteer is as a timer. We will ask you to sign up to receive REMIND messages, so that we can all communicate as a team when we attend meets out of town.

RST encourages its families to help orient new swimmers to meet protocol at their first swim meet. We ask that you mentor a new family at one meet during the year.

Teams are required to provide officials based on the number of swimmers participating at each meet. To ensure all swimmers are able to participate in their desired meet, please consider becoming an official. The board will reimburse all expenses to become USA Swim Official Certified. Please contact a board member for more information.

Annual Break

All swimmers receive a break at the end of the Wyoming Summer State Meet in July until the start of Fall/Winter season in September

Trial Memberships

A one week trial membership is available to new members only. The purpose of trial membership is to give families an opportunity to try the sport of competitive swimming prior to making a financial commitment. A parent or guardian must be present during the trial period to ensure swimmer's safety.

Club Communication

E-mail

RST's *primary methods of communication* are e-mail. RST encourages open communication. Please feel free to email coaches or board members. E-mails will be sent to inform parents and swimmers of upcoming events, such as swim meets, team social events, fundraising opportunities, volunteer events, etc.

Text Messaging

Team Unify will send an initial text message asking you to agree to receive text messages from the coach and board. Parents need to accept this feature. Please make sure you have a current phone number on your account. Text messaging is ideal for communicating urgent matters such as pool closures, cancellations, etc.

Bulletin Board

The bulletin board in the Rawlins Aquatic Center is updated with information related to team events. Please check there for upcoming meets around the state and qualify state times.

Annual Mandatory Meeting

As stated in the Club bylaws RST must hold an annual open forum to:

- discuss upcoming team events
- communicate training objectives
- discuss fundraising and volunteer opportunities

The one to two hour meeting will include a brief presentation by the Board of Directors, a few words from the Head Coach, and a brief question and answer session. This is one of the few **MANDATORY** events we have, so all RST families will need to have an adult representative in attendance. **The first MANDATORY meeting for 2024-2025 will be September 3, 2024.**

Concerns

If you have a concern about administration of the club, coaching, finances, other swimmers' behavior, other parents' behavior, or other related matters, please contact a Board Member.

RST's Rich History

The Rawlins Swim Team (RST) was formed by a group of parents and coaches interested in promoting competitive swimming in the Rawlins Area with AAU in 1975, becoming USA Swimming in 1978. The Rawlins Swim Team is a self-supporting organization with substantial administrative responsibilities that are funded through membership fees, the Annual Rawlins Swim Meet, various other fundraisers, private donations and company/employee matching time grants.

RST parents & coaching staff are extremely proud of the accomplishments of their athletes over the years. Since its inception in 1975, the Rawlins Swim Team has finished in the top three several times in Division Two at the Wyoming State Swimming Championships. Rawlins has the finest young swimmers in the state; combined, current Rawlins Swim Team swimmers hold 19 state records. Members of the Rawlins Swim Team routinely compete in National Swim Meets such as Age Group Sectionals, The Far Western Championships and the Western Zones Swimming Championships. The Rawlins Swim Team is a great example of the multiple use of the Rawlins Aquatic Center Pool. RST has represented the City of Rawlins in all levels of competition.

Why swim?

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.

Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.

Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.

Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.

Swimming is the most injury-free of all children's sports.

Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Masters Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self-image.

Parent Code of Conduct

As a Parent of the Rawlins Swim Team (RST) Swim Team, I will abide by the following code of conduct:

1. Practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work.
2. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck. Any communication with the coaching staff will occur either prior to the start of a coach's shift or after the conclusion of their coaching day.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials & the coaches at meets & practices.
4. Maintain self-control at all times & know my role.
5. Enjoy involvement with the RST Swim Team by supporting the swimmers, coaches & other parents with positive communications & actions.
6. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.
7. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, &/or any participating swimmer will not be permitted or tolerated.

I understand and agree to the above terms and conditions of the Rawlins Swim Team in exchange for the privilege of my child(ren), registered with this agreement, to participate in the activities and swimming program of the Rawlins Swim Team.

Should I conduct myself in such a way that brings discredit or discord to RST, or USA Swimming or WSI Swimming, I voluntarily subject myself to disciplinary action. RST maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

Swimmer Code of Conduct

As a swimmer & member of the Rawlins Swim Team (RST), I will abide by the following code of conduct:

1. I will conduct myself with dignity and respect for others and for the property of others.
2. I will be on time for practice, training sessions, and meets.
3. I will comply with all team rules.
4. As a matter of team pride & courtesy to meet hosts, pool facility operators, & janitorial staff members, I will leave the RST team area in a neat & clean condition at the conclusion of each practice session. I understand this also applies to pool locker/rest rooms, bleacher areas, pool decks, etc.
5. I will practice and teach good sportsmanship.
6. I will promote positive team spirit and morale.
7. I will offer congratulations and encouragement to my opponents.
8. I will support my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of RST spirit.
9. I will follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.
10. I will respect the rights and space requirements of other groups using the swimming facility.
11. I will follow the Code of Conduct at home, at away events and at any event where RST is represented.

Prohibited Behavior:

I understand that at no times will the following be accepted:

- Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco)
- Destructive behavior
- Inappropriate or unruly behavior, including fighting or striking another athlete.
- Inappropriate language (swearing or derogatory comments) or lying
- Stealing and vandalism
- Bullying or isolating another swimmer
- Interference with the progress of another swimmer during practice or at any other time.

Consequences for Violation of the Code of Conduct:

This code shall be in force for all RST swimmers during practice, during swim meets, and at events sponsored by, or in which, RST Swim Team is represented. Disciplinary actions can range from, but are not limited to; reprimands, repetitions of a drill, push-ups, etc., being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the Board deems necessary if a member fails to adhere to the Code in part or in whole.

Suspension: Coaches may suspend a swimmer from practice for disciplinary reason for a maximum of three days. Coaches may also recommend to the board that a swimmer be expelled from the club if in his/her judgment, the swimmer is unable to conform to the disciplinary guidelines established for swim practice and club participation.

The Rawlins Swim Team board of directors reserves the right to terminate the membership of any individual whose behavior places the RST in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers at all times.

Signature Page

I understand and agree to the code of conduct.

Parent/Guardian Signature

Date

Swimmer Signature

Date

Release of Liability

I, _____, the parent/guardian of _____ hereby release RST, its employees, officers, directors and volunteers and any facility used by RST from any liability arising out of any injury to the Swimmer(s) which may occur while the Swimmer(s) is/are participating in the RST swim program, including, but not limited to, practices, meets, travel trips, and other team activities, or while the Swimmer(s) is/are using facilities leased or used by RST.

Parent/Guardian Signature

Date

Media Release

I, _____, the parent/guardian of _____ grant Rawlins Swim Team my permission to use photographs, videos, and names in emails, on FaceBook posts, on the team website, and on Rawlins Aquatic Center displays.

Parent/Guardian Signature

Date

Phone Number _____