



CIRCLE CITY AQUATICS

Mission Statement:

To inspire and enable our members to achieve
excellence in the sport of swimming and in life.

CCAQ Hand Book



Po Box 77183
Corona, CA 92877
www.ccaqswim.org

Receipt of Hand Book

I, _____, acknowledge that I have received and read the CCAQ Hand Book.

This policy manual was explained to me by _____.

"I understand it is my responsibility to periodically check the website and / or office for updates to this handbook."

Signed: _____

Date: _____

Board of Director: _____
(signature/ printed name)

Welcome!

Dear Parents,

Welcome to Circle City Aquatics! We are excited to have the opportunity to welcome you and your swimmer(s) to our CCAQ family. We also understand that swimming may be new to you and you may have many questions. Please don't hesitate to contact us for help at any time.

Communication of our team is so important at all times, especially with all of the conditions in which we swim under. There are times that we are given information about the pool and its availability with very little notice. We will do our best to get information to you as quickly as possible. For current information please check the CCAQ web site and/ or Hotline. We will also send out e-mail announcements and occasional phone messages. In order to receive this information, please make sure you update your contact information on our web site. Once your registration paperwork is processed, you will receive an e-mail with log-in information.

www.CCAQswim.org

In order for the Coaches to give our swimmers 100% of their time during practice, **we ask that parents talk to coaches before or after practice.** If you are staying on deck to watch your swimmer, please remember parents are not allowed to sit behind the coaches. You can sit to the side or at the other end of the pool near the entrance. Also, parents are responsible for their children if they are not in the pool, please keep an eye on your children so we can maintain a safe pool deck. There is no running on deck. Chairs are in the office for your use if needed. Please return them when you are done.

There are meetings for families who need to learn about swim meets. These meetings are held on the deck during practice. You will learn how to read the SCS book, how times work, how to prepare for a meet, how to enter your swimmer into the meet and what to do when you get there. Please sign up in the office if you would like to attend the next parent meeting.

Each family is required to volunteer 16 hours a year to the team. There is a Volunteer Log to track this time. If you are helping on the deck, please check the Pro Shop for the Log Book and be sure to record your time. At the swim meets and other team events, the Log will also be available to record your hours. Please ask anyone in the office what you can do to help the team and get credit for your volunteer time.

If you need any swim equipment, check our Pro Shop in the office. We offer the convenience of swim equipment on deck at a competitive low price.

Again, welcome to CCAQ and please don't hesitate to contact us at any time!

Sincerely,

CCAQ Coaches &
Board of Directors

About CCAQ

CCAQ Philosophy

CCAQ is a year round program that promotes physical fitness, superior skills, friendships, and competition. While all of these are important and all are a part of our program. Our **main goal** is to develop highly skilled individuals and, therefore, a highly competitive swim team.

CCAQ History

Circle City Aquatics of Corona, was incorporated in 1999 and added an additional year round team in Corona to accommodate the growing number of new swimmers in the Corona/Norco area. We started with 17 swimmers from 10 families and now have over 120 families and over 200 swimmers during peak season. CCAQ is proud to have swimmers ranking in the Top 16 in Southern California Swimming.

Financial Assistance

You can obtain a Scholarship Applications from the President of the Board of Directors. All applications are reviewed by the Board of Directors and will need to be reapplied for annually. Scholarship swimmers must have a 75% attendance record for their swim group and must participate in all fundraisers.

CCAQ Property

Please remember to be respectful of all CCAQ property. Your contribution to the team helps pay for all of our equipment and supplies as well as repairs or replacements. CCAQ will not loan property or equipment to other organizations or individual parties.

CCAQ Coaches

Our coaching staff is dedicated to providing a program for swimmers that will enable them to learn the sport of swimming and teach them the value of striving to improve oneself.

Coaches are responsible for the following:

Placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by the coach.

Stroke instruction and training regimen. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.

Final decision concerning which meets CCAQ swimmers may attend and the events each swimmer will compete.

Supervise Warm-Up at meets.

Offer constructive criticism regarding the swimmers performance after each race. (It is the parent's job to offer love and understanding regardless of their swimmers performance)

Building a relay team at meets.

We are here to support your needs. If your questions are related to workouts, meets, events, goal setting, and other swimming related needs, please contact your coach. For all questions related to administrative, such as dues, safety, or policy issues, please contact any Board Member.

Board of Directors

CCAQ is a non-profit corporation guided by a Board of Directors elected from the membership. The positions are elected for a one year term at our general meetings. At the general meeting in April there are elections for the positions of Vice President, Treasurer, Equipment Manager and Corporate Sponsorships. Elections held in September are for the positions of President, Secretary, Director of Ways & Means and Meet Manager. The Board is committed to the continued success of CCAQ. Listed below is a brief description of each positions responsibilities, but not limited to.

President – shall act as the chief executive officer and shall have general supervision, direction, and control of the affairs of the Club. He/She shall establish dates for meetings, appoint committees as required and coordinate and negotiate Club related activities with the Corona Parks and Recreation Department and with team coaches. This person shall represent the Club, or designate a representative at SCS Eastern Section/USA Swimming Board meetings.

Vice President - shall assist the President and serve as second in command of Club activities. In the absence or indisposition of the President, the Vice President shall assume and perform the duties of the President and act in the President's capacity. The V.P. shall act in a public relations role for the Club (marketing and advertising, welcoming committee, news articles, etc.). Recruiting a chairperson for the purpose of establishing a phone committee is also a responsibility of the V.P.

Secretary – shall keep the minutes of the meetings of the Board of Directors and of the General Membership. Desired entries shall include the time and place for each meeting, how the meeting was called or authorized, the notice given, names of those present at Board of Directors meetings, and number of members present at General meetings, and the proceedings. The Secretary shall maintain a current roster showing the names and addresses of Club members and coordinate the Club's periodic newsletter. The Secretary will also be responsible for compiling a list of eligible voting members as defined in Article 1, Section 4 of the Constitution, prior to every General meeting.

Treasurer – shall maintain correct and complete books of account showing receipts and disbursements and a balance of cash and other assets, if any. Such accounts shall at reasonable times be open to inspection by any officer or member. The Treasurer shall disburse Club funds as ordered by the Board of Directors. This person shall report a statement of income, disbursements, and the present financial condition of the Club at each General meeting of the membership.

Ways & Means – shall be in charge of developing and presenting to the Board of Directors for approval, special fund raising events and implementing and monitoring said events. He/she will also be responsible for tracking any special obligations of each member family.

Equipment Director - shall handle the ordering, purchasing, renting, repairing, and replacing of Club equipment. This also includes Club sales (i.e., suits, caps, goggles, etc.).

Meet Director – Shall be the coordinator for all the meets hosted by the Club. They also coordinate various team tarps and timing at away meets CCAQ attends. Responsible for repair and maintenance of CCAQ equipment needed for meets.

Corporate Sponsorship– Shall be responsible for the Corporate Sponsorship Program. Working with the members to reach out to the community to secure sponsors from local and surrounding areas.

Communication

Communication of our team is important at all times. There are times that we are given information about the pool and its availability with very little notice. We are doing our best to get information to you as quickly as possible. For current information please check the CCAQ web site. We will also send out e-mail announcements and occasional phone messages. In order to receive this information, please make sure your contact information is current.

www.ccaqswim.org: This site is a vital tool to stay connected and informed. This web site has practice schedule, meet information, team event information, billing data, swimmers times and much more.

E-Mail:

We need an active e-mail address, so we can send information regarding changes in practice, meet information, and general team data.

Mail Boxes:

Most written communication, such as the monthly invoices, Splash News, schedule changes, meet information sheets, and other notices, will be put in a file folder on deck that has your family name on it. It is the swimmers' responsibility to check their folders daily.

Splash News Newsletter:

The team publishes a newsletter that covers results of the latest swim meet(s), general information from the coaching staff, and announcements from the Board of Directors.

White Board:

The white board will be up on deck, with important facts about upcoming meets, changes, and other useful information.

Absent from Practice

Please notify your Coach if your swimmer is unable to attend practice.

Contacting Coaches:

If you need to speak to your Coach, please approach them before or after practice. Please do **NOT** interrupt them during practice. Sending a note to the coach with your swimmer is a good way to get information to them also.

Parents' Responsibility

Your swimmer's goals can be achieved only through a successful program and a program can only be successful when all the required elements are met. Therefore, parents are responsible for the following.

Transport swimmers to workout on time.

Stay informed: Check your swim mailbox daily, read the periodic mailings, attend meetings.

Make sure all financial obligations are settled when due.

Donate your time and volunteer.

Offer positive encouragement to your swimmer.

Promote CCAQ in your business, professional and civic involvement—it's a good program for the community.

Participate in fundraising activities that involve the team.

Sign up to help at CCAQ hosted meets. It is an important fundraiser and we need everyone's help.

Children who are not swimming should be under adult supervision at all times during practice and at swim meets. Even when it's hot, CCAQ **cannot** allow non-SCS registered people into the water.

The following guidelines will help you keep your children's development in the proper perspective and help your children reach their full potential as athletes.

The coach is the Coach. We want your swimmers to relate to their coaches. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and often insurmountable, confusion about to whom the swimmer should listen. If you have a problem, concern, or complaint, please contact the coach.

Be Supportive. The coach's job is to motivate and constructively enhance the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the children work harder in practice, which in turn gives them the confidence to perform well in competition. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent.

Ten and Unders: This age group tends to have the most inconsistent swimmers, which can be frustrating for parents, coaches, and the swimmers alike. Parents and coaches must be patient and permit these swimmers to learn to love the sport. When young swimmers first joins CCAQ, there may be a brief period in which they appear to slow down. This is a result of the added concentration on stroke technique, but it will soon lead to much faster swims for the individual.

Even the very best swimmers will have meets where they do not achieve their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive if your swimmer does not always swim their best times.

Swimmers' Responsibility

At Practice and in General:

Be on-time.

Attend required meets.

Make sure you have all required equipment and clothing for training sessions and meets.

Assist in keeping all facilities clean and orderly. This means pick up and put away all equipment, take in lane lines, etc.

Turn in any item that does not belong to you to the coach.

Advise your Coach when you will be unable to make it to practice or fulfill any other team obligation.

Participate in all team fundraising events. Swimmers desiring to participate in competition requiring travel are not eligible for travel subsidies from the team if they do not adequately participate in team fundraisers.

Offer encouragement to discouraged teammates and compliment them for their achievements.

Establish realistic goals for yourself and work hard to achieve them.

CHEER and support your teammates at meets and represent CCAQ proudly to the other swimmers and their communities.

Enjoy and be proud of your team.

CCAQ Rules

No running on deck.

No dogs allowed on deck at all.

No balls on deck, except with Head Coaches approval.

No gum on deck - especially children in the water.

No sitting directly behind the coaches during practice.

Pick up what you bring on deck and put chairs away if borrowed.

Absolutely **NO** coaching your child. The coaches are the professionals.

No talking to the coaches during practice. You may approach them before or after practice, e-mail and/ or call them.

Be on-time for practice.

Parents are responsible for their younger children on deck.

Pick-up your swimmer on time after practice.

Transportation

Transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by Circle City Aquatics as a purely private agreement between the parties involved and that neither Circle City Aquatics, nor the Circle City Aquatics Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

Volunteer Policy

A. General: Every family is required to volunteer a minimum of 16 hours each Effective Year, July 1st- June 30th. If a member joins after July 1st, the volunteer requirement will be prorated at 80 min. per month.

B. Background and Purpose: To ensure CCAQ remains a premier, member- involved swim organization. Operating a best-in-class swim team requires every ones help. Sixteen hours is a low annual requirement that is much less than the swim industry average.

C. How to fulfill Volunteer Requirement:

CCAQ-hosted Swim Meet: These meets are run exclusively by Circle City Aquatics two times per year. Each CCAQ family is required to work "sessions", which usually last 4 hours. Anyone who has conflicts in working our meets needs to see the Meet Manager before the meet. There may be other options available, such as providing assistance running errands or making deliveries prior to, or after the swim meet, in the event you have a conflict.

Other Volunteer Opportunities: Other ways you can fulfill your volunteer hours outside of a CCAQ hosted meet include the following:

Help put in/ take out lane lines, pool covers

Be a committee member. i.e. Swim-A-Thon, Welcome, Fundraising, etc.

Help Pro Shop. i.e. File announcements/ fliers/ medals in swimmers folder on deck or shop for snacks

Transport team tarps to meets

Prepare monthly mailings

Help coaches time swimmers at practices and help coaches get swimmers splits at the coaches tables

Just about anything that helps the team can be counted as volunteer hours. If you think of something or see a need, please ask a Coach or Board Member if you can log it.

D. Recording Procedure and Obligation:

CCAQ-Hosted Meets: It is the members' responsibility to sign in at the "Volunteer Table" at the beginning of each session. Your time will be recorded and credit issued for your work.

General: It is the members' responsibility to log your time in the "Volunteer Log" located in the Pro Shop.

E. Communication and Verification of Records: It is the responsibility of each member to check and verify number of volunteer hours recorded to date upon receipt of each monthly invoice, and immediately advise us if a discrepancy exists. This tabulation of Volunteer Hours will carry forward monthly and for the remainder of the Effective Year.

F. Rollover: There is no rolling over of Volunteer Time into a future Effective Year. However, volunteer time may be taken into consideration for other opportunities.

G. Volunteer Hours Buy-Out: At any time during the Effective year, a member may opt to "buy-out" all or any remaining portion of the Volunteer Hours at the rate of \$15/hour. Entire year "buyout" equals \$240. **CCAQ does not encourage this option as it would prefer to have the assistance and family participation; however it is an option that is available for our members.**

H. Volunteer Bill-Out: Once the Effective Period begins, the entire amount of the volunteer hours becomes an obligation to the organization.

Note: Should a member leave the team for longer than a 90-day period, and advise or fail to advise CCAQ in writing of the member's intention to return to the team, the remaining Volunteer Hour balance owed will become an assessment and a financial obligation will appear on an ensuing invoice. This assessment, computed at \$15/hour of the remaining hours owed, will be a financial obligation owed to the organization and the member agrees to compensate CCAQ this entire amount upon immediate (permanent or temporary) termination of its membership.

Please be advised that USA Swimming may uphold any and all debts owed to a prior club as a condition for future eligibility status.

Fundraising Policy

CCAQ Fundraising Policy (effective January 2008, rev. February 2009)

A. General: Every family is required to fundraise a minimum of **\$100** per swimmer or **\$200 per family** each Effective Year, April 1st- March 31st. This becomes an obligation from the first day of the effective year, or upon registering with CCAQ, and may become an assessment at the end of the effective year. The amount of this obligation may be subject to change in the future, whereby advance notice shall be provided by CCAQ. Families that join CCAQ after the fiscal year starts will be prorated: 1 swimmer at \$8.33/month and 2 plus swimmers at \$16.66/month.

B. Background and Purpose: Fundraising is a critical element of any successful swim club for the continued cash flow and operations that experience seasonal membership variances. Fundraising allows the team to adapt to fluctuations in income, and continue to provide top caliber and professional swim instruction for all of our year-round members. Some families typically help in excess of \$500 per year. CCAQ is very fortunate to keep its fundraising requirement at such low levels, which speaks to the efficiency of the operations and the commitment absorbed by many of the CCAQ members through the years.

C. Opportunity and Need: CCAQ will typically offer several fundraising events during the year which will help you to raise part, or all, of your obligation at your pace and at your level of comfort. Aside from hosting swim meets, one of our major fundraising events is an annual Swim-A-Thon, which we run towards the end of each summer. Often families can raise their entire obligation in this month, but for good measure, we run a few other smaller activities during the year.

D. Recording Procedure and Obligation:

Swim-A-Thon©- It is the members' responsibility to submit the funds to the team in the S-A-T tracking envelope provided.

General- Due to the fact there are different ways a member can raise funds, there are different ways the funds will be reported to the team and credit issued to the members fundraising obligation. The Ways and Means chair person will advise on each situation.

E. Communication and Verification of Records: If your fundraising commitment has not been met after the S-A-T, the amount owed will be reflected on your monthly invoice and will be due by the end of the Effective Year. It is the responsibility of the member to check and verify these amounts upon receipt of his monthly invoice, and immediately advise us if a discrepancy exists.

F. Rollover: There is no rolling over of fundraising amounts into a future Effective Year. However, extraordinary fundraising may be taken into consideration for other opportunities.

G. Fundraising Option-Out: At any time during the year, the family may "option-out" of the fundraising by paying the remaining fundraising obligation amount, if any.

H. Fundraising Bill-Out: Once the Effective Period begins, the entire amount of the Fundraising Obligation becomes an obligation to the organization. Please be advised that should a member leave the team for longer than a 90-day period, and either advise nor fail to advise CCAQ in writing of the member's intention to return to the team, the remaining Fundraising balance owed will become an assessment and a financial obligation that will appear on an ensuing invoice. This assessment will be a financial obligation owed to the organization and the member agrees to compensate CCAQ this entire amount upon immediate (permanent or temporary) termination of its membership.

I. Donations: Only cash donations will be credited to a members fundraising commitment. All donations are needed and appreciated. Items donated to be sold for cash during a CCAQ event, i.e.; Yard Sales, Food Court, Raffles, etc. will not be credited to a members fundraising commitment.

Please be advised that USA Swimming may uphold any and all debts owed to a prior club as a condition for future eligibility status.

Billing Policy

(effective December 2008)

New Registrations: Dues pro-rated 50% if joining after 15th of month. Before the 15th, full monthly dues apply. Dues are reduced to \$20 per swimmer starting with the third swimmer. (Discount applies to lowest level.)

Monthly Dues: Dues are due on the first of the month and late after the 15th of every month. If dues are thirty (30) or more days delinquent, the swimmer will be asked not to practice until the dues are brought current.

Late Fee: Effective September 1, 2008 all past due accounts will be charged a \$20.00 late fee. An account is considered past due when a previously invoiced balance is outstanding after the 15th of the month.

Non-sufficient Funds Fee: Members will be liable for a \$7.00* bank fee for any check returned for non-sufficient funds. *Bank fees are subject to change.

Meet Fee's: Meet entry fee's will be charged to each members account once the final meet entry is available. Meet fee's that are delinquent may cause a swimmer to have their meet eligibility suspended until their account is current.

Payments made by Check: If paying by check, it is acceptable to issue one check for all balances due to CCAQ that are outstanding on your account.

Absence: In the event a swimmer is absent from the team for more than two months, their spot can not be guaranteed without paying the monthly dues. If after two consecutive months of absence and no communication, a swimmer will be dropped from the team and must re-register and pay the \$50.00 Family Registration Fee to rejoin. If there are no available positions, the swimmer will be placed on a waiting list in the order received. If an extended absence is required due to an illness or other unforeseen circumstance, a parent needs to inform the Head Coach and Treasurer when their swimmer will be absent.

Annual Family Registration: The \$50.00 Annual Family Registration Fee is billed in April each year.

High School Season: Dues will not change during the High School Swim Season. If your swimmer chooses not to practice or compete with CCAQ during this season, please notify the Treasurer and the Coach and CCAQ will hold their spot on the team until High School Season is over.

On-Line Auto Pay (optional): Effective August 1, 2008, all payments are taken out on the 1st of the month. Please be aware if you sign up for automatic withdrawals on-line between the 1st and 20th of any month, it will not be effective till the following month. To avoid late fee's, a hand check will need to be issued for that current months dues.

Time Line

Time of Sign Up: Monthly Dues and SCS registration Due

Monthly: Dues are due on the 1st and late after the 15th of each month

April: Annual Family Registration Due

April 1 – March 31: Fundraising effective year

July 1 – June 30: Volunteer effective year

October– December: SCS renewal fee's are collected. Swimmer is not allowed to swim after Dec. 31st if fee is not paid.

USA and SCS Membership

USA SWIMMING

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act, which decreed that all Olympic sports would be administered independently. Prior to this Act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union. As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, insure the development of its' member clubs and age group swimmers.

CCAQ is a (LSC) club member of USA Swimming by paying an annual fee. Membership benefits include USA Swimming Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USA Swimming have liability insurance coverage for approved insured activities. Due to insurance compliance, every swimmer in the water **MUST** be registered with SCS to swim with CCAQ. USA Swimming staff are available to assist in answering questions or providing additional information about USA Swimming. For information or assistance, contact:

USA Swimming National Headquarters
One Olympic Plaza
Colorado Springs, CO 80909-5770
(719) 578-4578

CCAQ is in the Southern California Swimming (SCS) LSC which covers the area west from Las Vegas, Barstow, and Indio to the Pacific Ocean and south from Atascadero to Mission Viejo and Irvine. SCS is further divided into seven sections: Coastal, Eastern, Desert, Metro, Pacific, Olympic, and Orange. CCAQ belongs to the Eastern section. The SCS is responsible for setting standardized guidelines under which all member teams operate. It sanctions meets; certifies officials; establishes the time standards, publishes the SWIM GUIDE and meet schedules; and disburses the SCS travel funds to send some swimmers to National and Zone level meets.

Swim Meets

In order to participate in meets, a swimmer must have a current USA card. Swimmers are divided by gender and age into the following groups: 5-6, 7-8, 8 and under, 9-10, 10 and under, 11-12, 13-14, and 15-16, 17-18 or 15 and up. Swimmers will compete in their age group based on their age on the first day of the meet. Swimmers are further divided by ability based on meet established times. A new swimmer with no established time begins in the White group. Once a time has been established, he or she will fall into one of the following groups: White, Blue, Red and Invitationals. A "BRW" meet is open to swimmers of all ability levels. An "RW" meet is open to those swimmers who have met a minimum time standard, but they may not enter an event in which they have previously established a "B" time.

The SCS swim season is currently divided into two seasons: Short Course and Long Course. Short Course is swum in a 25 yard pool from September to March. Long Course is swum in a 50 meter pool from April through August.

Coaches will announce when a meet is coming up. Members must declare on-line if their swimmer will OR will not be swimming at each meet.

1. Go to www.ccaqswim.org
2. Click on Events tab
3. Find the event you wish to attend.
4. Click on "Attend this event".
5. Click on the swimmer that will be attending.
6. Click on the pop down and select if your swimmer will or will not be attending.
7. In the "Notes" box, please tell the coaches which day(s) your swimmer will be competing.
8. Click "Save Changes".

If you do not sign up for the meet prior to the deadline, your swimmer will not swim in the meet, There are no exceptions.

Race Events chosen by the Coach

Coaches choose the events for swimmers based on a training plan. The coaches will send out the events prior to sending them to the host team. It is the parents responsibility to review them and comment before they are given to the host team. You may ask the coaches why certain events were chosen, but it is the coach's decision to enter a swimmer into a race. Many of the events are based on the training season and coaches recommendations as where the training levels should be. All 13 and over swimmers WILL swim the 500, 1000 and 1650 regularly. All Junior level swimmers and up WILL swim the 500 and 200's of stroke regularly. Many teams wait until the swimmers age out of certain events, (ie: wait until they turn 13 to start swimming 100's since they can no longer swim 50's). Which is unproductive for the development of the swimmer. The swimmers of our program will be well versed in all of the events offered in the sport.

Once the entries are submitted to the host team, only the HEAD COACH can remove a swimmer from an event. Beginning January 1, 2009 – should a swimmer refuse to check in or scratch a checked in event; the swimmer will be removed from the rest of the meet. Repeat offenses will require a meeting with the Head Coach, before the swimmer is entered in another meet.

Team Swim Suit

A CCAQ Team Suit and Team Cap is required for competition. Visit our Pro Shop for suits, caps and all your

Swim Meets (continued)

swimmer's equipment needs. Your swimmer will not compete unless they are wearing a CCAQ cap and suit. There will be no refunds for the meet fee's.

The procedure at the meet is as follows:

If you are in the morning session, arrive at the meet at 7:30; afternoon session by 11:30. (Unless a Coach tells you otherwise.) Swimmer should know their event number(s) when they go to check-in. (Hint: write numbers on their hand) Swimmer must check-in for their events at the check-in table. It is the responsibility of the swimmer to check-in for all of their events. Events close approximately 30 minutes before it will be swum. The first four events close at 8:30 am. Once an event is "closed", the heats are seeded according to the swimmer's entry times, with the fastest swimmers seeded in the last heats. Find the area that CCAQ is sitting and settle in with the rest of the team. Find your coach and wait for them to announce the pool is open for warm-up. Listen and watch for events to be posted. Find your heat and lane assignment. The swimmer then needs to be "staged" behind their lane. It is your responsibility to be at the starting blocks on time. Before each race, swimmers need to check in with their coach.. After you race, check your time with the timers and warm down. Report to your coach so they can talk with you about your race. If you miss your event, report to your coach or the Meet Secretary. You may be scratched from your next event. The decision is made by the Meet Secretary. All final results will be posted, check your official time before you leave.

Awards vary with each meet. Coaches pick up the medals and ribbons at the end of the meet.

The coach will hand out the awards at practice or may put them in your folder on deck.

Disqualification

Disqualification can occur as the result of an infraction of stroke and/or turn rules or a "false start". It is not unusual for a new swimmer to be "DQ'd". If a Meet Official has made a judgment call, there is no appeal. If you have a question go to your coach. **DO NOT argue with the official!** Disqualification's from all or part of the remaining events can be the penalty imposed for an infraction of the rules.

Meet Administration

Swimmers and parents should not need to visit Meet Administration. Swimmers may be called over (via the PA system); or need to check in for an event. Only one coach should be the contact person for Administration.

Relay Events

Relays can generate tremendous excitement and do much to promote team spirit. Coaches will announce if your swimmer will be on a relay.

Support your Swimmer

Swimmers must practice many hours to get ready for a meet. Please be at the meet to support your swimmer and cheer them on.

Timing

When CCAQ competes in swim meets hosted by other teams, each family is responsible for timing at least one timing shift per swimmer per session. If swimmers participate in more than one session, families are responsible for timing shift(s) in each session the swimmer(s) participate in. There will be Mentors/Captains for both the morning and the afternoon sessions available for questions regarding timing shifts.

Swim Meets (continued)

Timing (continued)

Remember these tips:

Sign up for shifts online at the CCAQ website before the deadline. Failure to sign up for timing shift(s) before the deadline will result in the assignment of a shift(s). Parents are responsible for fulfilling the timing obligation. Upon arrival at the swim meet please check the posted timing sheet located in the CCAQ tarps area for shift information.

Pay attention to the time to ensure timeliness in reporting for the timing shift. Don't be late!

Know how to operate the stopwatch prior to the event.

Practice "start-stop-clear" several times before the event begins.

Pay attention at all times. It is easy to chat with fellow timers and forget the stopwatch, event status, number of laps, etc which can cause errors in the time reported for the swimmer.

Remember, timing is a requirement imposed upon all teams based on the number of swimmers participating in the meet and the timing chairs are the best seats in the house for watching the events!

Timing Refusals

Direct denial of timing responsibilities could cause consequences for the entire team and operation of the swim meet. Therefore, the following disciplinary actions will apply.

First refusal, the parent will receive a letter of warning and swimmer will be pulled from the next meet committed to attend. All meet fees incurred by CCAQ will be the parent's responsibility in the event a timing assignment is refused.

Second refusal, the swimmer will be removed from competing, at which time the family will need to petition the board of directors to be reinstated. All meet fees incurred by CCAQ will be the parent's responsibility in the event a timing assignment is refused.

Hosting Meets

Hosting meets are great fundraisers during the year. Our meet manager is extremely experienced at coordinating a smoothly run meet. In order to do this, we need 100% participation from our members. The meet manager will announce the planning of the meet about 3 months prior to the event. At this time you can sign up to help. If you have special talents, please let the meet manager know. Remember the old adage, *many hands make light work*. It is very true in running a meet.

CCAQ has equipment available for purchase in the Pro Shop. Snacks available too!

Below is a list of required equipment for your swimmer.

Equipment Requirements for all Groups

	Teal	Stroke	Juniors	Senior 1	Senior 2	Senior 3	Senior 4
Mesh Bag	X	X	X	X	X	X	X
Training Suit	X	X	X	X	X	X	X
Goggles (2 pair) 1 clear/1 tinted	X	X	X	X	X	X	X
2 caps	X	X	X	X	X	X	X
Team suit	X	X	X	X	X	X	X
Fins	X	X	X	X	X	X	X
Fingertip paddles	X	X					
Pull Buoy			X	X	X	X	X
Paddles			X*	X*	X*	X*	X*
Tempo Trainer			X	X	X	X	X
Old Tennis Shoes for Swimming			X	X	X	X	X
Snorkel (front mount)				X	X	X	X
Stretch Cords				X	X	X	X
Alarm Clock						X	X

* Stroke Maker 0.0 small blue-0.5 small red

* Stroke Maker 1 green

* Coaches Recommendation/swimmer specific (typically JO qualifiers-girls=1 green/ boys=2 yellow) (typically JO Finalists-Sectional qualifiers-girls=2 yellow/ boys=3 red)

* Coaches Recommendation/swimmer specific (typically JO Finalists-Sectional qualifiers-girls=2 yellow/ boys=3 red) (typically sectional finalist and faster-girls=3 red/ boys 4 blue)

Training, Attitude & Discipline

Training is one of the most important aspects of all athletic endeavors. Training includes mind and body. Athletes, in order to succeed, must make the mental commitment to their goal in order to endure the physical preparation necessary to achieve it. Natural talent can take one just so far; beyond that, one must train. Training is like taking many raw ingredients and blending them into a final product. However, in order to produce a quality product, one must provide quality ingredients.

CCAQ provides quality coaching and facilities; the swimmer must provide the remaining elements. For our advanced swimmers, we provide other types of conditioning training. This training is designed to increase the swimmer's basic muscle strength and endurance. We also include stretching exercises to maintain flexibility.

Swim practice provides the swimmer the opportunity to improve and "fine tune" stroke and turn technique and to increase endurance. The swimmer's attitude towards practice will determine to what extent he or she will benefit. Attitude is also important when it comes to competition. Some swimmers may be intimidated when competing against swimmers of merit. They may also react adversely to the psychological stress of competing in a major meet or traveling to unfamiliar facilities.

Swimmers can expect to have "plateaus", or periods during which their times may not improve or even regress. These are discouraging at best and can create all sorts of problems with the possibility of quitting swimming at the worst. It is during these periods that cooperation and communication between the coach and swimmer, the coach and parent, and the swimmer and parent be elevated to a priority status. Knowing the problem is knowing the answer. What remains is proper implementation and execution of the solution.

Discipline is also a part of training. Individual discipline of maintaining the training regimen and individual and team discipline are imposed by the coaching staff. Not following instructions and disruption of practice are detrimental to the individual as well as the team. Horseplay can be dangerous and is disruptive; therefore, it is imperative that the coaching staff maintain discipline to insure safe conditions and attention to the task at hand.

Health & Diet

Training and diet will maximize each individual swimmer's potential. Proper nutrition in conjunction with a good training program can improve performance.

Most competitive swimmers' caloric needs lie somewhere between that of the endurance athlete and non-endurance athlete since most competitive swimming events are sprint events; that is, they are events lasting less than ten minutes. However, training sessions are endurance oriented as are the longer events swam at meets. The caloric requirements for most swimmers will be 30-50% more than the calories required to maintain their resting Basal Metabolic Rate (BNM), the resting metabolism.

Fluid is the single most important nutrient for sports performance. The concentration of the beverage used should be diluted. Too highly concentrated beverages can produce undesirable physical effects. If you are unsure of the beverage concentration, choose water. Diluted half strength fruit juice is also acceptable. The temperature of the beverage should be slightly cool (use only a small amount of ice) but not cold. *Remember, you don't see a swimmer sweat.*

General Nutrition Guidelines For Maximum Performance:

Eat starches (complex carbohydrates). These should be 55-65% of total calories eaten.

Avoid simple sugars. If they are used, eat only with meals.

The amount of protein eaten should be 15-20% of the total calorie intake (moderate amount of protein).

Fat in the diet should be limited to 15-20% of total caloric intake (this is less than average Americans eat).

Drink adequate water. 6-8 glasses per day is recommended with extra water to replace that lost in exercise.

Eat breakfast daily and spread food evenly throughout the day to include meals and snacks.

Caloric intake should maintain desirable weight.

Eat a variety of foods. Calorie intake should be 65% carbohydrate; complex (starches) in preference to simple (sugars), 15% protein, 20% fat.

Taken from seminar on Sports Nutrition. Diet, Longevity, & Aging sponsored by Institute for Natural Resources (March 2, 1990).

During Training

Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4-6 hours a day to burn 2500 to 4000 calories a day. The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.

Pre-event Nutrition

The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre-event meal should include a light, high carbohydrate meal three to four hours before the event.

Nutrition During Competition

Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition-related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.

Health & Diet (continued)

Nutrition After Competition

High intensity work will deplete the muscle's energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained.

Food Choices

The best food choices include a well balanced, mixed diet with choices from each of the four food groups. You can get all the nutrients you need by selecting a variety of foods in the recommended serving size from each of the following food groups:

Fast Food Nutrition (??) Yes! "Fast Food" restaurants play an important role in the diets of athletes on the go. Today, these restaurants can provide a viable source of good nutrition--but the choice is yours and selection is critical.

Meet Nutrition

The pre-meet meal should be moderately small at about 500 calories. It should be consumed three hours before the event consisting of 80% carbohydrate, 10% protein, and 10% fat. Avoid concentrated sweets and caffeine. Foods that are familiar and well tolerated are best.

During the meet, consume complex carbohydrates (starches) between events as needed. Do not consume foods too close to an event. Proper hydration is most important after the event. Water is the best fluid because it enters the system quickly.

Post meet meals should follow the same strategies. They should be high in carbohydrates, moderate in protein and low in fat.

Food Group	Selections	Servings
MILK	Milk, Cheese, Yogurt, Cottage Cheese, Ice Cream (Vitamins & Protein)	4 or More
MEAT	Meat, Fish, Poultry, Eggs, Beans, Peas, Nuts (minerals & protein)	2 or More
FRUIT & VEGETABLES	Fresh, Frozen, Canned, Dried and Juiced Fruits and Vegetables (Vitamins and Carbohydrates)	8 or More
GRAIN	Cereals, Breads, Rolls, Pasta, Muffins, Pancakes (Carbohydrates and Minerals)	8 or More
OTHERS	Cakes, Cookies, Pies, Candy Soft Drinks, Chips (Carbohydrates and Fat)	ONLY if you need additional calories AFTER selections from above

Body Care

Hair Care

Chlorine can be very damaging to the hair. Swimmers should rinse their hair as soon as possible after swimming and shampoo once a day with a mild shampoo. Conditioners for dry hair are a good idea. There are products sold in beauty salons and at some swim meets which help take the "green" out of blonde hair. Ask your hair stylist. A rinse of 3 Tbsp. baking soda to one gallon of water is a good rinse before shampooing to restore pH balance.

Eyes

Goggles are always a good idea for workouts and distance swimming. They can be purchased from the equipment manager or most sporting goods stores. With some practice, swimmers can learn to dive with them on. Because many swimmers have the same goggles, always label them with your swimmer's name. If eyes do become irritated from the chlorine, some swimmers find relief from a few drops of milk dropped in each eye. Always pull down the lower eyelid and place drops there. Blinking will spread the drops.

Swimmer's Ear

Swimmer's ear is an infection of the external ear canal as opposed to Otitis Media or middle ear infection. Otitis Media is a more serious condition and usually requires systemic antibiotics as prescribed by your physician. However, both can be painful, cause missed water time, and swimmer will need to be seen by a physician. The external infection is the most common one for swimmers and is caused by the constant wetting of the ear canal. The best medicine is an ounce of prevention! Usually placing a few drops of Domoboro, an over the counter solution in each ear after swimming will help dry out the ear canal between swims. A few drops of (1Tbsp.) white distilled vinegar to 1/16 oz. bottle of Isopropyl alcohol will also do the trick. When in doubt see your physician.

Swim and Skin Facts

Q: Does chlorine penetrate the skin?

A: No, but you should at least rinse, and preferably wash it off with soap, after each swim

Q: Why is it important to get rid of all the chlorine on my skin?

A: Because chlorine and salt water remove the oils that keep your natural moisture in. Paradoxically, prolonged immersion in water of any kind can actually dry your skin so use a moisturizing soap when you shower off after a swim. Then, while your skin is still slightly damp, apply a moisturizing lotion; those containing urea or lactic acid are best. People with dry or delicate skin or eczema must use extra care, because chlorine will worsen their condition, so it's especially important to apply a moisturizer if you fall into this category.

Q: Does that mean that chlorine will help people with oily skin?

A: Yes; chlorine will clear up oily skin by removing excess oil. People with acne will tend to see an improvement. Also, swimmers are generally immune from "athlete's acne" caused when excess body heat and sweat increase oil production and clog the pores.

Q: Sometimes my skin gets itchy between swims. Why?

A: That's probably "swimmer's itch," which occurs especially in open water. It's an allergic reaction to a parasite (one of the schistosomes) that superficially penetrates the skin. Repeated exposure eventually results in an itching rash that lasts about three days. The best treatment is calamine lotion. (Antihistamines may also help but you should consult your physician)

You may also experience temporary itchiness after a really strenuous swim. This frequently happens after hard exercise of any kind, and has nothing to do with swimming, chlorine, or water. When you're exercising, the blood vessels dilate from extra blood flow, and when you stop, they constrict, sometimes causing "the blotches".

Developmental Program

Groups in the Developmental Program are designed to teach proper technique of competitive swimming strokes, and basics. These groups offer a great transition from swim lessons to more independent swimming. Our Developmental Program will also introduce healthy stretching and dry-land exercises. Attendance to our Developmental Program is normally 2 –3 practices / week. Saturday practices are posted on the team website (if available).

TEAL (typical ages 4-1/2—8)

Requirements: Swim 25 yards / meters (unassisted on stomach and back)

TEAL will focus on learning the proper technique of all four competitive strokes, through the use of drills and games. The TEAL group may register for selected swim meets on the meet calendar. Their primary competitive distances include 25—50 yards.

STROKE I (typical ages 6—10)

Requirements: Swim 50 yards freestyle, swim at least 25 yards of 2 non-freestyle strokes.

STROKE I participants will focus on continued learning of proper swimming technique. The STROKE I group may register for selected swim meets on the meet calendar. Their primary competitive distances include 25, 50 and possibly 100's.

STROKE II (typical ages 8—11)

Requirements: Swim 100 yards freestyle, swim 25 yards of 3 non freestyle strokes, perform basic turns, circle swim with the group during practice.

STROKE II will continue to progress with stroke technique. STROKE II will add starts and turns to their education of the sport of swimming. The STROKE II swimmers may register for selected swim meets on the meet calendar. Their competitive distances include 25, 50 and possibly 100's.

SENIOR I (typical ages 13—15)

Same requirements as TEAL or STROKE

Training Program

Groups in the Training Program are designed to utilize proper technique in a training / aerobic environment. The Training Program will teach key fitness concepts including heart rate and basic nutrition. The Training Program will also continue to utilize proper dry-land / stretching exercises to increase participant athleticism. Participants of the Training Program may also be involved with other sports programs (either school or community). Attendance to our Training Program is normally 3—5 practices per week.

JUNIOR I (typical ages 9—12) 75% attendance minimum

Requirements: Swim 100 IM and 100 Freestyle demonstrating controlled breathing and a 50 of choice stroke (non-freestyle). JUNIOR I swimmers will increase their aerobic fitness level through continued use of proper technique. JUNIOR I will also continue learning concepts and strategies of competitive swimming. JUNIOR I swimmers are encouraged to register for swim meets on the calendar. Their competitive distances are 50's and 100's of stroke and 200's of freestyle and backstroke.

SAMPLE TEST SET:

10 x 100 (maintaining good freestyle—controlled breathing) @ 1:40
8 x 50 IM ORDER @ 1:00
4 x 100 IM @ 2:15

JUNIOR II (typical ages 10—12) 80% attendance

Requirements: 200 freestyle controlled breathing. Swim 100 yards of another stroke other than freestyle. Perform the 200 IM.

JUNIOR II swimmers will increase their aerobic training. JUNIOR II swimmers are expected to work with coaches to develop, outline and achieve goals. (swimming, dry-land and academics). JUNIOR II swimmers will continue learning concepts and strategies of competitive swimming. JUNIOR II swimmers are encouraged to register for swim meets on the calendar. Their competitive distances include 50's, 100's, 200's and the 500 Freestyle.

SAMPLE TEST SET:

10 x 100 maintaining good freestyle @ 1:35
5 x 100 IM @ 2:00 // 5 x 100 Kick @ 1:55
3 x 200 Free @ 3:15

SENIOR 2 (typical ages 13—15)

Requirements: 200 Freestyle controlled breathing. Swim all 4 competitive strokes. Perform a 200 IM. Senior II will follow Junior II plan as above.

SAMPLE TEST SET:

10 x 100 Freestyle @ 1:35 // 6 x 100 Backstroke @ 1:50
5 x 100 Breaststroke @ 2:00 // 3 x 100 Butterfly @ 2:10

Competitive Program

Groups in the Competitive Program are designed to pursue swimmer's specific goals. Swimmers in the Competitive Program are striving to qualify for Championship level meets. Swimmers in the Competitive Program are expected to exhibit good sportsmanship, dedication to improvement, team work, time management, goal setting and volunteerism. Attendance to our Competitive program is normally 5-8 practices / week (some 2 practices /day)

SENIOR 3 (typical ages 13 & up) - 85% attendance

Requirements: Swim 500 Freestyle (breathing every 3 strokes), swim 200 IM, swim a 100 of all 4 competitive strokes.

SENIOR 3 swimmers must have achieved the 13—14 AA Time Standards in at least 3 events.

All other eligible times must be at or above the SCS Blue time standards.

SAMPLE TEST SETS:

12 x 100 FREE @ 1:20 // 8 x 200 IM @ 3:00
8 x 50 IM ORDER @ 0.45 // 6 x 24 kick @ 30 (25 sec. or faster)

SENIOR 4 (typical ages 14 & UP) 90% attendance

Requirements: Swim 500 Freestyle (breathing every 5 strokes) with flip turns. Race the 200 Freestyle and two other non-freestyle stroke. Swim a 400 IM.

SR-4 swimmers must have achieved 15—16 AAA time standards in at least 4 events.

All other eligible times must be at SCS Invite times or faster.

SR 4 swimmers are EXPECTED to compete at the highest level of competition of which they qualify, (including prelims, finals, relays)

SAMPLE TEST SET:

8 x 100 FREE @ 1:15
4 x 500 FREE @ 6:30 (holding 5:45 girls / 5:30 boys)
8 x 200 IM @ 2:40 // 8 x 50 IM ORDER @ 40
8x 25 KICK @ 25 (20 seconds or faster)
8x100 KICK (4 x free / 4 x choice) @ 1:30

Practice Attendance Policy

Swim practice is the most important facet of the program, although competition is the obvious test of a swimmer's ability and the emphasis seems to be on achievements accomplished within this framework. However, it is practice where the potential and the foundation for achievement is established, and we encourage parents to have an interest in and provide support and praise for the swimmer's progress in his or her practice.

The number of times per week and the time allocated for practice is dependent upon the group to which the swimmer is assigned. Parents are cautioned against letting their enthusiasm override the swimmer's need to develop in a controlled progression and thereby exert undue pressure on the swimmer.

Early dismissals from practice will only be allowed when requested by the parent or the swimmer, if they do so at the beginning of practice. In the event the swimmer needs to be excused from practice, please notify the coach. If the absence is expected to be prolonged as a result of injury or illness, the coach should be notified so that the swimmer's practice can be modified to accommodate the swimmer's condition upon return to practice. If you will be out for an extended period of time, please note on the invoice stub the dates your swimmer will be out and return the stub to the team's post office box.

Swimmers must attend practice on a regular basis in order to give themselves a chance to achieve their potential as a swimmer.