

Almaden Riptide

Swim Team Handbook

2018-2019





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Mission Statement

To develop an aquatics program that teaches and trains all levels of swimmers, emphasizing individual progress, team unity and family participation. The Almaden Riptide is committed to excellence and dedicated to developing athletes to their full potential.

Season

Tuesday, September 4, 2018 to Wednesday, July 31, 2019

Comparison Between Swim Groups

	Competitive Team Performing/Achieving Groups	Competitive Team Planning/Dreaming/ Learning Groups	Recreational Team Exploring Group
Practice Schedule	Monday thru Friday, some Saturdays and mornings	Monday thru Friday	MW, and every other Friday OR TTh, and every other Friday
Family Annual Registration Fee	\$100	\$100	\$100
Per Swimmer Annual Registration Fee*	\$175	\$175	\$175
Monthly Dues Per Swimmer	\$175	\$140	\$90
Volunteer Requirements	12 hours per year	12 hours per year	6 hours per year
Swim Meets	Approx. one per month	1-2 meets per quarter	Meets optional

* Includes a team swimsuit, silicone caps, a t-shirt and the USA swim registration fee

Practice Schedule and Pool Location

Swimmers are divided into groups depending on age and swimming ability. Practice times vary depending on the age groups, but practices generally take place between 3:30 – 7:30 PM, Monday through Friday, and on some Saturdays beginning in October. Practice times are available on the team web site (www.almadenriptides.com).

Dry land practice is included in the practice time so your swimmer may not be in the water for the entire practice. After the season starts, the Riptide may need to adjust practice times slightly to balance the number of swimmers in the pool.

Practice is held at Shadow Brook, 1079 Shadow Brook Drive, from September through May. The practices will compress in mid-April and swimmers will be swimming from 3:45 PM to 5:00 PM because the Shadow Brook Cabana team will begin practices (we have to share the pool). In June, practices will move to another nearby location. Updates to our practice location will be emailed to the Riptide team as that information becomes available.

Swimmers on the recreational team (Exploring Group) cannot switch between MW and TTH within the same month without written authorization from the coach. For swimmers who want the flexibility of being able to swim any days during the week, please register as a competitive swimmer.

Registration Fees and Requirements

For safety reasons, swimmers should be able to swim 25 yards unassisted and have some basic knowledge of freestyle and backstroke.

There is an annual one-time per family registration fee of \$100 and a \$175 per swimmer fee to become a member of the Almaden Riptide swim team. **The per swimmer registration fee includes a swim suit, silicone caps, a t-shirt and the annual USA swimming fee.** The USA swimming fee helps cover the cost of insurance for your swimmer and makes him/her a member of the national organization.

In order to participate in year-round swimming, each swimmer must also register for USA Swimming. **Membership is included in your per swimmer registration fee of \$175.** All NEW year-round swimmers are required to also fill out the USA Swimming Registration form. The club name is Almaden Riptide and the team code is TIDE.

Link for USA Swimming Registration Year-Round Registration Form:

<http://www.pacswim.org/documents/forms/Registration-Membership>

Returning Riptide swimmers do NOT need to fill out the USA registration form. USA Swimming registration will automatically be renewed in the new year by Riptide for all our returning swimmers.

If you are transferring from another team, you are required to fill out a USA swimming transfer form.

[USA Swimming Transfer Form](#)

Group Descriptions

There are two main teams for the Riptides, one is a recreational team (Exploring Group) and the other is the competitive team. The length of the practices each day depend on the group and are listed below to give you some idea of how long your swimmer will be practicing.

Exploring (Rec Team, 45 minute practices) - This is the group for an introduction to year-round swimming. Practices are offered twice a week and swim meets are optional.

Learning (Comp Team, 60 min.) - This is the group for our beginner to intermediate swimmers, ages 9 and under. Swimmers in the Learning group must know at least Freestyle and Backstroke. The goal of the group is to learn the other two strokes as well as development of proper technique.

Dreaming (Comp Team, 75 min.) - This is the group for our intermediate swimmers ages 11 and under. Practices are offered 5 times a week. Swimmers will work on all 4 strokes as well as begin to do more structured workouts. Swimmers in this group set their goals to qualify for 10 & Under Champs and Junior Olympics.

Planning (Comp. Team, 75 min.) – This group focuses on planning the future of swimming for the athletes. Swimmers in this group should have at least 1 BB time standard. Practices are offered 5 times a week with Saturdays when necessary. Swimmers in this group set their goals to qualify for Junior Olympics and Far Westerns.

Achieving (Comp. Team, 135 min.) – This group focuses on ACHIEVING specific goals in swimming. This is a group for our higher-level middle school swimmers as well as high school swimmers. Swimmers should have at least an 11-12 year old “A” time standard to swim in this group. Practices are offered at least five times a week with some Saturdays. Swimmers should want to achieve Junior Olympics, Far Westerns and CCS.

Performing (Comp. Team, ~160 min.) – High school swimmers in this group have committed to being full-time, year-round swimmers (continue through high school season and the summer season). Swimmers in this group should have at least ONE Senior 2 time standard. Practices are offered at least five times a week with some Saturdays and mornings added. Swimmers in this group should enter all meets asked of them and will have at least one required travel meet. Swimmers are committed to attending practice at least 80% of the time. Swimmers in this group should want to qualify for Far Westerns, CCS, Sectionals, Futures, and Junior Nationals.

Monthly Dues

The monthly dues structure is based on your swimmers' group, and is due before the 5th of the month. At the time of invoicing, a \$25.00 late fee will be assessed if there is a balance due. Monthly dues can be paid online (small charge) or checks payable to **Almaden Riptide** can be dropped off in the MONTHLY DUES folder in the family file at the pool. Checks may also be mailed to our treasurer, Karen Rockwell, at 6856 Bret Harte Drive, San Jose, 95120.

If you would like to pay your monthly dues online, please use the link below. There will be a \$5.00 additional fee to process your payment online.

<https://almadenriptide.wufoo.com/forms/r1mi4hly0i7uz21/>

Withdrawals

If your swimmer decides to stop swimming during the year, you must give 30 days notice by submitting an online withdrawal form to the Almaden Riptide. Please use the link below to withdraw your swimmer, or place your membership on hold.

<https://almadenriptide.wufoo.com/forms/s1xu61di0exs3p6/>

Monthly payments are due with applicable late fees until 30 days after an online withdrawal form is submitted; however, please note that the team does not prorate the monthly dues. Checks are made payable to **Almaden Riptide** and can be dropped off at the pool during practice times, be paid online (additional fee), or can be mailed to our treasurer, Karen Rockwell, 6856 Bret Harte Drive, San Jose, CA 95120.

Competitive Team	One Swimmer	Two Swimmers	Three Swimmers	Four Swimmers
Family Annual Fee	\$100	\$100	\$100	\$100
Swimmer Annual Fee*	\$175	\$350	\$525	\$700
Performing/Achieving Group	\$175	\$325	\$450	\$575
Learning/Dreaming/Planning Group Monthly Fee	\$140	\$240 (\$100/additional swimmer)	\$340	\$440

Recreational Team (Exploring Group)	One Swimmer	Two Swimmers	Three Swimmers	Four Swimmers
Family Annual Fee	\$100	\$100	\$100	\$100
Swimmer Annual Fee*	\$175	\$350	\$525	\$700
Monthly Dues	\$90	\$180	\$270	\$360

* Includes a team swimsuit, silicone caps, a t-shirt and the USA Swim Registration fee.

Parent Volunteer Requirements

Any successful swim team needs parents who help out and keep our swim facility clean, time swimmers at meets, officiate, and assist with fun social activities. The Riptide requires parents of our team to volunteer for a minimum of 6-12 hours per year (Sept 2018-April 2019) per family.

Incomplete volunteer hours are billed at a rate of \$25 per hour. This bill needs to be paid by July 31, 2019 and before the new swim season begins in September 2019. You will not be able to register for the 2019-2020 season until all outstanding fees have been paid. There are opportunities for all parents to achieve their volunteer hours by helping with the following:

- Timing at meets

- Covering the pool, maintaining pool facilities
- Officiating (Stroke and Turn certification is required)
- Social and fundraising events

We ask our Riptide families to volunteer 1-2 hours per month until you complete your volunteer commitments. The team uses iVolunteer to sign up for volunteer hours so be sure to look for emails. Our volunteer tracker records your hours and sends monthly updates with the number of volunteer hours you completed. If you withdraw from the team before your hours are complete, you are assessed a fee of \$25 per hour for each incomplete hour. Hours are prorated at a rate of 1.5 hours per month. **If your swimmer participates in a meet, you may be asked to take a timing shift during that meet even if you have completed your volunteer requirements.**

Equipment

The annual per swimmer registration fee includes a Riptide team suit, caps, and a t-shirt. Check our web site for links to the team suit. In addition, the following equipment is used during practice and may be purchased at Making Waves Swim Shop, or you can check online at Swimoutlet.com or other online sites. Other equipment may be added for the Performing Group as the season progresses.

Exploring- Fins, Cap, Goggles

Learning- Cap, Goggles, Fins, Agility Paddles, Mesh Bag, Junior Swim Snorkel, Buoy

Dreaming- Cap, Goggles, Fins, Agility Paddles, Mesh Bag, Junior Swim Snorkel, Buoy

Planning- Cap, Goggles, Fins, Agility Paddles, Mesh Bag, Swim Snorkel, Buoy

Achieving- Cap, Goggles, Arena Power Fin or Finis Edge Fin, Agility Paddles, Mesh Bag, Swim Snorkel, Finis Axis Buoy, Water Bottle

Performing- Cap, Goggles, Arena Power Fins or Finis Edge Fin, Agility Paddles, Strokemaker Paddles, Swim Snorkel, Finis Axis Buoy, Water Bottle, Mesh Bag, Finis Swim Parachute, Tennis Balls, (possibly Drag Sox).

Achieving and Performing Groups- Need to wear appropriate attire as well as athletic shoes to practice everyday.

Swim Meets

Year-round swim meets are different from the summer cabana league meets because they involve a lot more swimmers and teams. The meets usually span 2-3 days, and you can choose to just swim one day or multiple days. Parents need to enter their swimmers in the meets and sign up for the events your child will swim. There is an online entry program that makes it easier than signing up by mail, but there is a small fee (less than \$2) to use the service.

<http://ome.swimconnection.com/>

Directions to use Swim Connection can be found on the team website.

You can either create an account (it is free) or just enter a meet without creating an account. If you do not create an account, the system does not keep your information so you have to enter your swimmer's information the next time you sign up for a meet.

The fees usually associated with a meet are a meet entry fee (\$5-8) plus a per event charge, which is a fee you pay for each race that your swimmer enters. You can select up to 4-5 events

in one day your swimmer wants to race. It costs approximately \$40-50 to enter a swim meet for two days. Costs will vary depending on the type of meet and the number of events.

Fundraising

The team will hold a “Lots of Laps” fundraising event in the month of October. Every swimmer either needs to get pledges per lap, or their family can make a flat donation. Proceeds will go toward purchasing equipment such as waterproof iPad covers so swimmers can be video-recorded under water for developmental purposes. We will also be holding two Diner’s Nights that we encourage families to attend.

Team Code of Conduct

Swimmers, parents, and coaches are expected to conduct themselves in a manner that shall bring credit to themselves, their team, communities, and families. Good sportsmanship is expected by all at both workouts and meets (home and away). Swimmers, parents, and coaches who fail to abide by the Team Code of Conduct will be subject to disciplinary action that may include being required to leave the pool deck immediately, and/or being asked to leave the swim team. Disruptive or inappropriate behavior during a practice can result in removal from practice at the discretion of the coach(s).

Swimmers are expected to:

- Attend regular practices. Be attentive and listen.
- Always swim to their best ability.
- Be cooperative with coaches and considerate of their teammates at all times. Bullying will not be tolerated.
- Always display good character by being respectful and polite to others.
- Practice good sportsmanship during workouts and at meets. This includes the use of appropriate language and behavior on deck.
- When texting or emailing coaches, the information must relate to swimming. Social media posts should always be respectful.
- Follow all pool rules at all times at home and away.
- Clean up after themselves and not leave personal belongings at the pool.
- Participate in meet warm-ups.

Coaches are expected to:

- Serve as role models.
- Foster sportsmanship, fair play, and building of the mind and body in a competitive atmosphere.
- Provide an appropriate level of discipline at practices and meets.
- Actively encourage and motivate swimmers to do their best at practices and meets.
- Email and text swimmers only about swimming, and all social media contacts should be through our team sites.
- Unify the team and build team spirit.

Parents are expected to:

- Support coaches.
- Support their child’s efforts through encouragement and positive reinforcement.
- Provide general parental guidance for their children.

- Please notify coaches and/or board members immediately if any inappropriate behavior or internet posts are observed.
- Social media posts should always be respectful toward the team, coaches and fellow swimmers and parents.
- Provide transportation for their swimmer to and from meets.
- Actively volunteer at meets and/or participate in other team events.
- Pay all fees on time.
- Set an example of sportsmanship and leadership for the children. This includes the use of appropriate language and behavior on deck.

Anti-Bullying Policy

Bullying of any kind is unacceptable at Almaden Riptide and will not be tolerated. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying or harassment does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach or board member as soon as possible.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress to the victim. Bullying can also occur in person or online through photos and social media (cyber-bullying).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

1. Talk to your parents.
2. Talk to a Club Coach, Board Member, or trusted individual.
3. Write a letter or email to the Club Coach, Board Member, or trusted individual with a report of the incident.

There is no expressed time limit for initiating a complaint but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that the behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

Almaden Riptide coaches and club leadership will take the necessary steps to remedy any bullying. Swimmers who bully or harass other swimmers will be subject to disciplinary action that may include being asked to switch practice times or being asked to leave the swim team. Every swimmer has a right to feel safe during swim practice and swim meets.

Contact Information

Founder and Head Coach:
Kyle Kikuta
tidecoaches@gmail.com

Treasurer:
Karen Rockwell
thealmadenriptide@gmail.com

Team Manager:
Katie Ciciarelli
thealmadenriptide@gmail.com

Assistant Coach:
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