

Almaden Riptide

Swim Team Handbook

2024-2025

Welcome to a new Riptide season!



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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 Dates

Almaden Riptides 2024-2025 Session
Cabana Prep 2025 Session

August 26, 2024 to July 25, 2025
January 13, 2025 to March 28, 2025

Although practices can start the last week of August,, the team will be using this week to evaluate swimmers. The coaches may have swimmers switch groups to help balance the number of swimmers and their skill levels.

Practice Locations

Shadow Brook Pool
1079 Shadow Brook Drive
San Jose, California

Almaden Country Club
6663 Hampton Drive
San Jose, California

General Registration Information

Priority Registration

Almaden Riptide is a family-oriented team that appreciates the members that have continued to swim with us season after season. We will give priority registration to our current members in good standing first and then open registration to all others. Families in good standing have completed all their volunteer hours from prior seasons and have no failed payments (open orders) in Active. We appreciate our families who continue to support the team every year.

Riptide will continue to use Active Swim Manager for registration, online payments, volunteer-hour tracking, and communications this season. For those that have registered in previous years, your information is saved in Active, and only some fields will need to be updated like medical information and waivers for the new season. For new families, the process will take longer the first time around.

At the time of registration, your initial payment will include an annual family fee which is paid each year to cover costs of starting up the team for the season, a per swimmer fee (this includes a team suit, a team shirt and a silicone swim cap), and the first month's dues.

All groups are also required to register with our parent organization, USA Swimming. **New year-round swimmers** will have to register their swimmer with USA Swimming using the link below after Labor Day when USA Swimming registration opens.

[2024-25 USA Swimming Registration Instructions](#)

There is a seasonal option for those that only want to swim through the end of January. If you only register for USA Swimming through the end of January AND decide to continue swimming with Riptide, you are responsible for extending your registration through the end of 2025 with USA Swimming.

If you are currently registered with USA Swimming, you do not have to register your swimmer because your registration does not expire until December 31, 2024. You will be re-registered by Almaden Riptide in the month of November 2024, and your Active account will be charged \$89 per swimmer to cover the USA Swimming registration fees.

Processing Fees

Initial registration fees and monthly dues will be processed by Active Swim manager using your credit card or echeck. A 4.95% processing fee is added for each transaction regardless of the payment method; this processing fee goes to Active and no part of the processing fee goes to Riptide.

We require that you either save your credit card information or an e-check so that your monthly dues payment is processed on the 5th day of each month automatically. Because of this, there are no late fees or lost checks. A reminder email will go out 7 days before your payment is processed.

Additional Purchases

In Active, the annual family fee and per swimmer fees are listed under Additional Purchases. If you join in August or September, you are guaranteed a customized TYR team suit, one team shirt and one silicone cap. Those that join after September will be given stock suits, shirts and caps while supplies last. There will be a VERY limited number of suits available after September. Register early to get the most value for your dollar; you may place your swimmer's membership on hold after you register if your child plays another sport in the fall (see Withdrawals and Holds).

Cabana Prep session has no additional purchases.

Fees at a Glance

	Learning Beg/Int Age Group	Dreaming Int/Adv Age Group	Achieving Adv Age Group Int High School	Performing Adv High School and Older
Practice Schedule	Monday thru Thursday	Monday thru Friday	Monday thru Friday	Monday thru Friday with some Saturdays
Approximate Minutes per Practice	45 - 60	60 - 90	105	120-165
Family Annual Registration Fee (non-refundable)	\$200	\$200	\$200	\$200
Per Swimmer Annual Fee*	\$150	\$150	\$150	\$150
Per Swimmer USA Swimming Membership	\$89	\$89	\$89	\$89
Monthly Dues Per Swimmer	\$ 190 (4 days)	\$215	\$240	\$290
Volunteer Requirements (each point = 6 minutes)	70 (7 hours)	150 (15 hours)	150 (15 hours)	150 (15 hours)
Swim Meets	One per quarter and Block Party	One per month and Block Party	One per month and Block Party	1-2 meets per month and Block Party

Active Swim Manager adds a 4.95% processing fee for all charges above (see Processing Fee).

For the Cabana Prep season which begins in mid-January and goes through the end of March, there are no volunteer hours required, but the fees are prorated and must be paid in full at the time of registration. More information about the program will be available at the end of December.

Active Swim Portal

Once a parent registers a swimmer, they will receive a link to the Active Swim Portal. From the portal, parents can view their payments and payment history by clicking on the ORDER HISTORY tab. If a payment fails, parents are responsible to correct/update their payment information and to complete any open ORDERS in their portal. Parents can also sign up for volunteer jobs and see how many volunteer points are owed within the Active portal.

Cancellation Policy

If you would like to cancel your membership within the first two weeks of practice, you may do so, but you will forfeit the 4.95% processing fee collected by Active and our non-refundable Family Annual Registration Fee. Please email thealmadenriptide@gmail.com should you want to cancel within the first two weeks. After the first two weeks, the team handles the cancellation like a withdrawal (see Withdrawals and Holds).

Practice Schedule

In general, your swimmer's practice times will be scheduled between 3:30 - 8:30 PM Monday through Friday at Shadow Brook's Pool, 3:30 - 8:30 PM at Almaden Country Club. Please see our team website for current practice times and locations.

www.almadenriptides.com

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

Parents and swimmers will be notified as soon as possible with regards to any practice time change or location change for your swimmer. In April, Riptide practices will change to the Shadow Brook Pool where we will be sharing the pool with the local Cabana team. When school is out in June, practices will move to Gunderson High School, or a similar location so that Shadow Brook and Almaden Country Club can open their pools for the summer season. Again, Riptide will notify parents as soon as pools and practice times have been secured.

Group Descriptions

Riptide is committed to meeting swimmers at their level as well as their interest. The length and rigor of practice each day depends on the group, and the groups are detailed below.

Some groups have qualifying time standards in short course yards (SCY) and are posted on the [Pacific Swimming website](#). Most meets will have pool lengths of 25 yards so the time standards are in SHORT COURSE YARDS; be sure to look at the correct time standard (ignore long course meter and short course meter times) Please reach out with any questions to thealmadenriptide@gmail.com.

Learning (45-60 minute practices, M-Th)

Learning 3 (Beginner, 10&Under)

Swimmers in this Learning group must know freestyle; knowledge of some backstroke is helpful. The goal of this group is to learn what it takes to be a year-round swimmer, including participating in meets and learning the butterfly and breaststroke. Our youngest swimmers will begin with 25 yard races (one length of the swimming pool) and will continue to swim longer distances. Swimmers are encouraged to participate in Block Party meets.

Learning 2 (Intermediate, 10&Under)

Swimmers in this Learning group know all four strokes, and their goal is to swim all four strokes legally (not get disqualified). They will begin with 25 yard races and will move to 50-100 yard distances as the year progresses. This group should at least participate in Block Party meets when offered.

Learning 1 (Advanced, 10&Under)

Swimmers in this Learning group have experience on a year-round team and have 8U "A" times. The goal of this group is to qualify for 10 and Under Champs and Age Group Champs. They should swim in at least 1 meet per month plus the Block Party meets.

Dreaming (60-90 minute practices, M-F)

Dreaming 3 (Beginner, 11-12 year olds)

Swimmers in this Dreaming group are our older beginner swimmers who can swim backstroke and freestyle and will work on learning to swim butterfly and breaststroke legally. In addition, they are encouraged to attend at least three practices per week while swimming longer distances and improving times at each swim meet. Swimmers should participate in Block Party meets.

Dreaming 2 (Intermediate, 9-12 year olds)

Swimmers in this Dreaming group should be able to swim all four strokes legally and attend practice at least 3 times per week. In addition, they should have a minimum of 10U "B" swim times in order to be in the Dreaming 2 group. Swimmers will set their goals toward achieving "BB" times for their age group at swim meets. They should participate in all Block Party meets and are encouraged to participate in other meets.

Dreaming 1 (Advanced, 10-13 year olds)

Swimmers in this Dreaming group should have a minimum of THREE 10U "A" times to qualify for this group, and they have a goal of qualifying for Age Group Champs and Far Westerns. Swimmers should participate in one meet per month plus Block Party meets.

Achieving (Comp Team, 105 minute practices, M-F)
Advanced Age Group to Intermediate High School (13 & UP)

The focus of this group is ACHIEVING specific goals in swimming (Senior Open time standards or better). This is the group for our higher-level middle school swimmers as well as high school swimmers. Swimmers can move to the Performing group once two Senior-2 time standards are achieved. This group should attend at least one meet per month plus Block Party meets, with a goal of attending a travel meet during the year.

Performing (Comp Team, 120-165 minute practices, M-F)
Advanced High School and Older

High school swimmers in this group have committed to being full-time, year-round swimmers. They remain on the team through the high school swim season as well as the summer long course season. Parents need the coach's permission to register for this group for the first time. Swimmers in this group should have at least TWO Senior-2 time standards. Swimmers in this group should enter all meets asked of them and will be asked to attend at least one travel meet. Swimmers are committed to attend practice daily and to perform at a high level with the goal to qualify for Far Westerns, Western Zone Seniors, CCS, Sectionals, Futures, and Junior Nationals.

Cabana Prep

Swimmers who are interested in getting in the water prior to the start of the cabana season to gain endurance and prepare for the spring/summer cabana season.

Typical Practice Sets

These are typical sets which your swimmer will be asked to complete during practice. The time listed is the amount of min:sec that your swimmer will be given to swim that distance in yards, repeatedly.

Learn 3	Learn 2	Learn 1	Dream 3	Dream 2	Dream 1	Achieve	Perf
	6x50 Free @ 1:30	6x50 Free @ 1:10		5x100 Free @ 2:00	5x100 Free @ 1:30	5x100 Free @ 1:40	8x100 Free @ 1:20
	4x50 Kick @ 2:00	4x50 Kick @ 1:30		6x50 Kick @ 1:20	8x50 Kick @ 1:05	4x100 Kick @ 2:15	6x100 Kick @ 1:45
					4x100 IM @ 1:45		4x200 IM @ 3:00

Monthly Dues

For our regular year-round session, the monthly dues structure is based on your swimmers' group, and is due on the 5th day of each month. After registering online, you will be asked to access the Swim Portal. Seven days before the automatic payment takes place, you will be reminded of the upcoming payment. Every month, you can pay by credit card or echeck, and you will be billed automatically for your dues.

Discounts are applied for families with more than two swimmers. Discounts are applied to families who register their swimmers at the same time; before checking out, make sure you have registered all the swimmers. Active Swim Manager gives discounts to the lowest monthly dues first, and does not give the discount based on the order of the swimmers during registration.

Active Swim Manager will add a 4.95% processing fee to the totals listed in the table below. Riptide does not get any portion of that processing fee.

Cabana Prep swimmers have a one-time flat fee (prorated) that is paid up front so there are no monthly dues. This special season runs only from mid-January to the end of March.

	One Swimmer	Two Swimmers	Three Swimmers	Four Swimmers
Family Annual Fee	\$200	\$200	\$200	\$200
Swimmer Annual Fee*	\$150	\$300	\$450	\$600
Performing Group Monthly Fee	\$290	\$580	20% discount for 3 rd swimmer	25% discount for 4 th swimmer
Achieving Group Monthly Fee	\$240	\$480	20% discount for 3 rd swimmer	25% discount for 4 th swimmer
Dreaming Group Monthly Fee	\$215	\$430	20% discount for 3 rd swimmer	25% discount for 4 th swimmer
Learning Group Monthly Fee	\$190	\$380	20% discount for 3 rd swimmer	25% discount for 4 th swimmer

* Includes a team swimsuit, a silicone cap, and a team shirt while supplies last.

If you have three or more swimmers, and one of them will be starting later in the season, please register all the swimmers and then email thealmadenriptide@gmail.com to hold one of the swimmer's

billing after the initial registration so that you will receive the proper swim discounts. There are no sibling discounts offered for our Cabana Prep sessions.

Withdrawals and Holds

If your swimmer decides to stop swimming in the middle of a session, Riptide tries to be flexible by having a month-to-month membership. We understand many swimmers play other sports and have activities outside of school. We kindly ask in return that you give us 30-day notice before you withdraw so that we can fill your spot on the team with another swimmer on the waitlist. Please fill out the online withdrawal form; you will be contacted by the registrar before the next billing cycle to confirm your withdrawal and your billings will be placed on hold in Active.

Monthly dues are due until you receive a confirmation so please fill out the withdrawal form at least 30 days before your swimmer's last day of practice. Please note that we do not prorate monthly dues. If your swimmer stops attending practice during the middle of the month, your monthly dues will not be refunded or prorated for that month. You will not receive a refund on your annual fee or per swimmer fee that was paid during registration.

[Withdrawal Form](#)

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. Almaden Riptide requires parents of our team to volunteer for a minimum of 15 hours per year (Sept 2024-April 2025) per family. Parents of our youngest swimmers will need to volunteer 7 hours per year (Sept 2024-April 2025). When you register, your volunteer points/hours will be shown, and you can track your points on the swim portal. Jobs will be listed on the portal, and you can volunteer for the jobs and track your points/hours. Our Cabana Prep Session does not require any volunteer hours; if your swimmer does enter a swim meet, you will be asked to take a timing shift.

Every team in Pacific Swimming will be required to host or co-host at least one meet per year. For that meet, parents will be required to volunteer regardless of whether their swimmer is attending the meet or not.

Incomplete volunteer hours are billed at a rate of \$100 per hour. You will be billed via the portal if you have incomplete volunteer points/hours. You will not be able to register for the next session if you do not complete at least half your volunteer hours and/or you have not paid for your unfulfilled volunteer hours. There are opportunities for all parents to achieve their volunteer hours by helping with the following:

- Volunteering at our co-hosted meet in the fall
- Timing at swim meets

- Officiating (Stroke and Turn certification is required)
- Social and fundraising events

We ask our Riptide families to volunteer 2 hours per month until you complete your volunteer commitments. The team uses Active Swim Manager to sign up for volunteer hours so be sure to look for emails and to check your swim portal. **If your swimmer participates in a meet, you will be asked to take a timing shift or other volunteer job during that meet even if you have completed your volunteer requirements for the month.**

In order to volunteer at any pool, parents and/or guardians 18 and over must attend our SafeSport training. Please see the section titled “Safe Sport Requirements” at the end of our Handbook.

Volunteer Buyout

If you would like to buyout of your volunteer requirement, you may elect that option under Additional Purchases at the time of registration. You will be charged an additional \$1500 at the time of registration.

Fundraising

The team will hold a “Lots of Laps” fundraising event during the season. Every swimmer either needs to get pledges per lap, or their family can make a flat donation. Proceeds will go toward purchasing training equipment or pool equipment (such as lane lines). We will also be holding two Diner’s Nights that we encourage families to attend.

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 are fees to use the service. Some meets will use Fast Swims to sign up for meets instead of Swim Connection.

<https://fastswims.com>

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

Directions to use Fast Swims and 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 (\$10-25) plus a per event charge, which is a fee you pay for each race that your swimmer enters. You can select up to 3-5 events per day that your swimmer wants to race. It costs approximately \$50-85 to enter a swim meet for one day. Costs will vary depending on the type of meet and the number of events.

Hosting Meets

When Riptide hosts or co-hosts a meet or Block Party, we need many parent volunteers to help out on deck. Every parent will be asked to volunteer for a job whether their swimmer is attending the meet or not. Those that take on the vital roles of meet director, deck referee, head marshall, or other official, must be a registered non-athlete with USA Swimming. Other volunteer jobs like timer, runner, and marshall do not need to be registered with USA Swimming. These are the easiest ways to complete your volunteer hours for the season.

A Block Party meet is a short (maximum 3 hours), family-friendly meet that will be held once or twice a month at one of our pools. Times will be official, but the meets are not sanctioned through Pacific Swimming.

Equipment

The annual per swimmer registration fee includes a Riptide team suit, a cap, and one t-shirt while supplies last. Information for ordering a team suit will be available a month after the season starts. In addition, the following equipment is used during practice and may be purchased at TYR online store, or you can check online at Swimoutlet.com or other online sites.

The Cabana Prep group will need swim fins and a kickboard. For other groups, please refer to the equipment table below.

	Learn 3	Learn 2	Learn 1	Dream 3	Dream 2	Dream 1	Achieve	Perf
Cap	X	X	X	X	X	X	X	X
Goggles	X	X	X	X	X	X	X	X
Swim Fins	X	X	X	X	X	X	X	
Kickboard	X	X	X	X	X	X	X	X
Mesh Bag		X	X	X	X	X	X	X
Swim Snorkel			X	X	X	X	X	X
Water Bottle				X	X	X	X	X
Pull Buoy				X	X		X	
Finis Ankle Buoy						X		X

TYR Catalyst Paddles					X	X	X	X
Finis Swim Parachute							X	X
TYR Hydroblade Fins or Arena Powerfin Pro								X
Drag Sox								X
2 Tennis Balls								X
Foam Roller								X
Smaller size TYR Catalyst Paddles (buy one or two sizes smaller than the original)								X

USA Swimming Registration

All year-round swimmers are required to be members of our parent organization. In order for your registration to be complete, you must register your swimmer with USA Swimming. Please follow the instructions to create a parent account with USA Swimming, and then proceed to register your swimmer(s) for either year-round, or just for the fall season.

[Riptide USA Swimming Instructions](#)

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, disqualification from participating in meets, 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 positive 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 (another adult board member should be copied on all communications).
- Unify the team and build team spirit.
- Always interact with athletes in an open environment without one-on-one interaction. Another unrelated adult or other minor athletes must be present.

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. SafeSport and Grievance
- 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. Complete Athlete Protection Training at the start of every season so they can volunteer at the pool and/or swim meets.
- 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.

Team SafeSport Requirements

On February 14, 2018, a new law went into effect, S.534, the “Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017.” The Act designates the U.S. Center for SafeSport (The Center) as the independent national safe sport organization responsible for delivering education and resolving allegations of misconduct within the U.S. Olympic and Paralympic Movement; additionally, the law requires the United States Olympic Committee (USOC) and the U.S. Olympic national governing bodies (NGBs) to report child sexual abuse to law enforcement.

Your swimmer participates in a sports organization, USA Swimming, that is a member of a national governing body recognized by the U.S. Olympic Committee, so the U.S. Center for SafeSport Code and definitions apply. As a SafeSport Recognized Club, all parents are required to attend a SafeSport for Parents training. After you register with Riptide, parents will be notified of the various options available to complete the required training.

In addition, parent chaperones for travel meets must be non-athlete members of USA Swimming, complete Athlete Protection Training (APT), complete concussion protocol, and pass a background check. Our club would also like chaperones to take on a meet level volunteer position such as meet director, head marshall, deck referee, or official. Please email thelamadenriptide@gmail.com if you are interested in becoming a chaperone or official.

All athletes between 12 and 17 will also need to complete SafeSport training for minors. Coaches will arrange training for all the athletes through the SafeSport Chair. All athletes who turn 18, including our College program, are also required to take Athlete Protection Training (APT). They must complete the course before they can register for a meet once they are 18 years old. For more information on SafeSport, please use the link below.

<https://www.usaswimming.org/safe-sport/ssrp-training-resources>

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 (please see reporting procedure).

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 (cyberbullying).

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. Report the incident on the [Riptide SafeSport Reporting Form](#).

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.

Restroom Policy

The following guidelines are designed to maintain personal privacy as well as to reduce misconduct in the bathrooms and changing areas of the pool. Generally, swimmers will be expected to come dressed for practice and to change and shower at home. Parents and other adult members are asked to refrain from using the restrooms when athletes are in the facilities.

Riptide coaches will not be monitoring restrooms during practice, but they will do a sweep of the facilities at the end of the day. The coaching staff will make every effort to keep track of athletes when they go to the restroom during a practice, and they will send another athlete to check on a swimmer if an athlete does not return in a timely fashion.

Cell phones and other devices with recording capability (either video and/or audio) increase the risk for misconduct and are not allowed in any restrooms or changing areas.

A minor Riptide transgender athlete will participate in accordance with their gender identity, regardless of their sex listed on their birth certificate. The US Center for SafeSport and USA Swimming prohibit discrimination against any member or participant on the basis of gender, sexual orientation, and gender expression is prohibited. Athletes, coaches and other team members should always respect the privacy and confidentiality of a transgender athlete. Discussion or disclosure of an individual's gender identity should only take place after expressed permission is given by the individual and/or the individual's parent/guardian.

Team Travel Policy

A team travel meet is defined as coaches, chaperones, and athletes traveling together to attend a meet. During a team travel meet, special rules and policies by USA swimming and the Riptides swim team must be followed at all times.

USA Swimming Policies

1. Club travel policies must be signed and agreed to by all athletes, parents, and coaches traveling with the club.
2. Team managers and chaperones traveling with the team must be members of USA Swimming, have successfully completed Athlete Protection Training, and pass a USA Swimming-administered background check.
3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is a parent, guardian, sibling, or spouse of that particular athlete).
4. When only one athlete and one coach travel to a competition, the athlete must have his/her/their parents' (or legal guardian's) written permission in advance to travel alone with the coach.

Team Policies

1. When doing room checks, attending team meetings and/or other activities, open and observable environments must be maintained at all times. For example, the door to hotel rooms should remain open when chaperones are checking in on athletes to make sure lights are out and athletes are in quiet time mode.
2. Athletes should not ride alone in a coach's vehicle unless prior written approval from the parent/guardian is obtained.
3. Athletes should avoid riding with a chaperone alone unless it is an emergency.
4. During overnight stays, athletes will be paired with other athletes of the same gender and of similar age. Chaperones and coaches will ideally stay in nearby rooms.
5. Athletes are only permitted to enter their own hotel room; they are not permitted to enter the hotel room of any other athlete or coach. An exception is when a coach assigns a room for socializing or eating during a specific time. The door to any room designated for this purpose will remain open at all times so that the room is observable.
6. All athletes and chaperones must sign codes of conduct and medical authorization forms before any travel meet.
7. Coaches will communicate curfews to athletes and chaperones each day of the trip.
8. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, and other activities unless otherwise excused or instructed by the coaching staff.
9. The directions and decisions of coaches and chaperones are final.

10. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not allowed to leave the meet venue, the hotel, restaurant, or any other location where the team is gathering, without the permission of the coach and/or chaperone.
11. When visiting public places such as food courts, shopping malls, movie theaters, amusement parks, etc., swimmers will be assigned groups and must remain in their groups at all times.
12. When traveling in a moving vehicle, athletes, coaches, and chaperones must wear seat belts and remain seated.
13. The coaching staff will email the parent of any minor athlete who violates team travel or conduct policy.
14. Failure to comply with the team travel policy may result in any or all of the following:
 - a. Dismissal from the trip and immediate return home at the athlete's expense.
 - b. Disqualified from one or all events.
 - c. Disqualified from attending any future travel meets.
 - d. Dismissal from the team.

Travel Meet Fees

When the team travels to a meet, there are many expenses involved so the team may ask for a deposit to secure your spot. Riptide has to book rooms many months in advance in some cases so we need to have swimmers commit by paying a deposit. **Depending on the number of days for the travel meet and the distance from home, the team will also incur a \$25-\$150 per swimmer Travel Fee, which helps to offset costs for the coach's travel, hotel and salaries.**

Travel meet expenses may include any of the following:

- Travel Fee (covers some part of coach's travel expenses and salary)
- Hotel
- Rental car
- Team dinners
- Meet entry fees

Swimmers will always have an estimated cost for a travel meet before they leave to attend the meet. Every effort will be made to keep costs down for the participating swimmers.

Electronic Communication Policy

Riptide understands that athletes use social media and other electronic communication in a wide variety of ways. There are risks associated with electronic communication when adults and minors are involved so the club has certain policies that must be followed.

All communication between a coach (or other adult team member) and athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent must adhere to the USA Swimming Code of Conduct regarding athlete protection.

If you would like to opt out of your child's photo being used on electronic communications, including newsletters, promotional materials, and social media, please complete the opt-out form located in the "Waivers" section below.

1. All electronic communication between coaches and athletes should be transparent. Parents should be copied on any emails to their minor athletes. If a minor athlete texts a coach, a parent must be copied in the response. In addition, communications should only be sent between 5:00 AM and 9:00 PM.
2. All electronic communication between coaches and any Riptide minor athletes should be considered a matter of record and part of the Club's records. Coaches will use the team email or copy the team email (thealmadenriptide@gmail.com) when corresponding with minor athletes. The team email has several registered USA adult members monitoring email content between coaches and athletes.
3. When an Adult Participant communicates electronically to the entire team or any number of minor athletes, said Adult Participant must copy the team email account, thealmadenriptide@gmail.com.
4. All electronic communication between a coach and an athlete should be conducted professionally as a representative of Almaden Riptide. This includes word choices, tone, grammar, and subject matter.
5. Coaches and all other applicable adults who are associated with Almaden Riptide will not accept any "friend" request from an athlete on any form of social media (Instagram, etc.). In addition, the coach will remind the athlete that this is not permitted. Coaches are also not allowed to follow any athlete's personal social media. Parents and athletes have official Riptide team sites on Facebook and Instagram that they can "friend" for information and updates on team related matters.
6. Athletes are reminded that they are representing Riptide, and they are expected to conduct themselves accordingly on social media posts at all times. Many colleges and future employers can review social networking sites as part of their evaluation of future applicants.

Waivers

The following waivers are included as part of the online registration. You must agree to these policies in order to join Almaden Riptide. Swimmers, who are being evaluated prior to registration, will be asked to read and sign these waivers.



Media Release Policy

By registering for the Almaden Riptide Swim Team, the athlete and his/her guardian consents to the publication, via electronic, print or other media, information and/or imagery related to their participation this season. Such information and imagery may include, but is not limited to, photographs, video, newsletters, team web pages, social media sites, print media, heat sheets, live meet broadcasts, and live or online meet results. If you would like to opt out, please fill out the [Media Opt Out Form](#).

Almaden Riptide Waiver

I understand that participation in swimming and dry land practice involves a certain degree of risk and can be physically, mentally, and emotionally demanding. I also understand that participation in these activities is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. In case of an emergency involving my child, I understand that every effort will be made to contact the individual(s) listed as the emergency contact person. In the event that this person cannot be reached, permission is hereby given to the medical providers elected by the adult in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose protected health information to the coach, adult in charge, and/or any physician or health care provider involved in providing medical care to the participant.

I have carefully considered the risk involved and give consent for my child to participate in these activities. I approve the sharing of the information on this form with Almaden Riptide's parent volunteers and coaches who need to know of medical situations that might require special consideration for the safe operation of swimming and social activities.

I release the Almaden Riptides, Shadow Brook Swim Club, Almaden Country Club, the coaches, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

Minor Athlete Abuse Protection Policy

The USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) became effective **June 23, 2019**. MAAPP contains five sections: one-on-one interactions, travel, social media and electronic communications, locker rooms and changing areas and massage, rubdowns and athletic training modalities.

Please read the full policy below.

[USA Swimming Minor Athlete Abuse Protection Policy](#)

All adults will be required to attend a **SafeSport for Parents** training session so that we can maintain our status as a SafeSport Recognized Club. Shortly after registration, the team will hold several training sessions for parents. Any adults who chaperone or officiate are also required to take **Athlete Protection Training (APT)**, pass a background check, pass concussion protocol training, and register with USA Swimming.

In addition, all athletes who are turning 18 or are over 18, will be required to complete **Athlete Protection Training (APT)** before they can register for meets once they turn 18.

I understand that my child age 12 or older will be asked to attend a **Safe Sport for Athletes** training as part of our team's Safe Sport Policy.

I acknowledge that I have received, read, and understood the Minor Athlete Abuse Prevention Policy. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with the Almaden Riptide.

USA Swimming Registration

All year-round swim teams participating in USA sanctioned swim meets must be affiliated with our parent organization, USA Swimming. As a member of Almaden Riptide, I understand that my swimmer will be a member of USA Swimming whether they swim any official meets or not. If my swimmer is new to the year-round sport, I will register my swimmer directly with USA Swimming using the link provided by my team, Almaden Riptide. My swimmer will not be allowed to practice unless I am a current member of USA Swimming.

[Riptide USA Swimming Instructions](#)

If I am a returning member to USA Swimming, I understand my Active account will automatically be charged in November for the current USA Swimming registration fee of \$89 (plus 4.95%). It is my responsibility to keep my orders in the Active Portal paid and in good standing.

Almaden Riptide Team Handbook Agreement

I have read the Team Handbook and will abide by, but not limited to, the following policies:

- I and my minor athlete understand the anti-bullying policy and will work toward a safe and comfortable environment within our team.
- I will give the team 30 days before the next billing cycle (5th of every month). Failure to do so will result in dues being assessed during the next billing cycle (5th day of the next month).
- I understand that I am responsible to complete a minimum number of 15 volunteer hours, or 150 equivalent points, per season (7 hours, or 70 equivalent points, per season for families that only have Learning level swimmers) unless I purchased the buyout for \$1500. Failure to complete the volunteer hours in the given season will result in a penalty of \$100 for each hour not completed (\$10 per point). Parents can use their swim portal to check for volunteer jobs and keep track of their hours (points). **You must have completed at least half your volunteer points and paid for any volunteer hours owed in order to register for the next season.**

By signing that I have read and will abide by the rules and policies laid out in the Team Handbook, I understand that if I and/or my minor athlete violate these policies that my athlete could be asked to leave practice, be banned to participate in certain activities, or be asked to leave the team.

Swimmer's Name _____

Parent's Name _____ Date _____

Signature _____

Revision History

Date	Description	Made by
7/21/2024	Initial release	C. Chiu

Contact Information

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

Treasurer:
 Karen Rockwell
thealmadenriptide@gmail.com

Team Manager:
 Katie Ciciarelli
thealmadenriptide@gmail.com

Assistant Coach:
 Nik Kikuta
tidecoaches@gmail.com

Assistant Coach:
 Kelly Rockwell
tidecoaches@gmail.com

Assistant Coach:
 Meghan Hall
tidecoaches@gmail.com

Assistant Coach:
 Amanda Rockwell
tidecoaches@gmail.com

Assistant Coach:
 Mackenzie Arnold
tidecoaches@gmail.com

Assistant Coach:

Registrar:
 Carol Chiu
thealmadenriptide@gmail.com

SafeSport:
 Eric Burk
thealmadenriptide@gmail.com

Volunteer Coordinator:
 Sally Cumming
thealmadenriptide@gmail.com

Communication:
 OPEN
thealmadenriptide@gmail.com