



ELK GROVE AQUATICS CLUB

TEAM MANUAL

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Introduction

The purpose of this handbook is two-fold: To explain to new members what the Elk Grove Aquatics Club is and outlines various policies affecting all swimmers. It must be read by all families so they are familiar with important facts and rules of the club.

What USA Swimming?

The USA Swimming Age Group Swimming Program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits. Physical Development Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians.

Benefits of swimming

Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every minute of practice time developing fitness and teaching valuable skills. Swimming promotes proportional muscular development by using all the body's major muscle groups. Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion. Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement. Swimming is the most injury-free of all children's sports. Swimming teaches kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's. Intellectual Competence In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self image.

What is Elk Grove Aquatic Club?

Elk Grove Aquatics Club (EGAC) is a non-profit organization dedicated to providing a program that gives individuals of all ages and abilities a chance to experience the enjoyment the joys and challenges of the sport of swimming. EGAC is a Coach run, parent supported and swimmer driven swim team, governed by USA Swimming and our Local Swimming Conference (Sierra Nevada Swimming). We've served Elk Grove and the surrounding communities for over 30 years and will continue to strive for excellence by focusing on our vision and mission.

- **Our Vision:** Elk Grove Aquatics Club develops character athletes. We follow a philosophy of winning that teaches our athletes to get something out of every situation, rather than complaining. To be prepared, rather than just to show up and call themselves a swimmer. To be consistent, rather than occasional. To be early, rather than just on time. To do more rather than just enough. To be mentally tough, rather than mentally lazy or intimidated. To think about solutions, rather than worry about the problems. To concentrate on what to do, rather than what may happen. To be assertive, rather than passive—or submissive. To confront adversity, rather than denying it or running from it. To recognize that adversity is part of swimming—and life—rather than magnifying the adverse situation and seeking sympathy. To share with others, rather than be selfish. To think and act positively, rather than negatively. To be energetic, rather than complacent. To seek knowledge, rather than assume. To take responsibility, rather than seek refuge in excuses. This is the Gator Way. Our Way.
- **Our Mission:** Elk Grove Aquatics Club is committed to providing a program that helps every swimmer reach their full potential, as a swimmer and a member of the community. By putting a strong emphasis on individual progress, team unity and family participation we develop character athletes with skills that can be applied to all facets of life. Swimmer's early development focuses on improving technique and building an appreciation for the sport of swimming. As the swimmer advances in their swimming career, a stronger emphasis will be placed on broader training that builds on their strengths, nurtures their weaknesses, and can lead to the highest levels of United States Swimming. We measure success not only by national rankings and college scholarships, but also by personal improvement. We are committed to excellence and dedicated to developing world class citizens and world class athletes. We develop camaraderie, self-esteem and a healthy lifestyle that will follow them through-out their lives.
- **Our Philosophy:** We believe that "Character Shapes Communities". Our NEVER SETTLE attitude reflects commitment, support, and participation of the parents. Swimmers are provided with the opportunity to set goals, and challenges that

help foster achievement. Character shapes community. We NEVER SETTLE for less!

Elk Grove Aquatics' Rich History

EGAC was established in 1984 by Terry Payton of parents and coaches interested in promoting competitive swimming in the Elk Grove area as Cosumnes River Aquatics(CRA). In 2013 we began to the process of changing our name to to Elk Grove Aquatics Club so our name could represent the 99% of our membership. The Club is a self-supporting organization with substantial administrative responsibilities. EGAC Coaching Staff & parents/guardians are extremely proud of the accomplishments of their athletes over the years.

EGAC Board of Directors

The backbone of the Elk Grove Aquatics Club mission is our Board of Directors. The board is made up of 9 swim team member parents, and the Head Coach. The Board of Directors meets together on a monthly basis to discuss issues related to our organization as a whole. The 10 volunteer swim parents/guardians manage EGAC's business operations and fiscal responsibilities. Election of Board Members is held each year at the beginning of the summer swim season in April or May. Elected Board Members serve a two-year term, and 6 month transitional while they train their replacements. Board member positions are President, Vice President, Treasurer, Billing Specialist(non-voting member), Secretary, Registrar, LSC Representative, Parliamentarian, Parent Liaison, Volunteer Coordinator, Fundraising Coordinator, and the Head Coach would also serves as a voting member of this board. Board meetings are held the first Wednesday of each month. Anyone is welcome and encouraged to attend.

Responsibilities and goals help foster an environment of team cohesiveness. By providing regular social, team-building opportunities, the Board hopes to nurture the team and to instill a sense of team pride in support of the team vision and leadership of the Head Coach.

Parents/guardians and swimmers will be more motivated to be a part of EGAC, when they feel valued and enjoy themselves.

The EGAC Board will maintain vital relationships with the City of Elk Grove, Cosumnes River College, and the Elk Grove Unified School District. By building relationships within the community and seeking business sponsorships to establish a strong financial base for future growth. EGAC will also submit grant applications under its 501(c)(3) non-profit status.

The EGAC Board plans to make our team more visible to the community through the use of various avenues: Media – Articles that highlight the accomplishments of our swimmers at swim meets will be submitted monthly to the Elk Grove Citizen and the Sacramento Bee, and other local news media. Community Events – Participation in local Elk Grove events, such Food Drives, Elk Grove Cancer Walk, will make our team more recognizable to help foster our Philosophy “Character Builds Community” through Outreach Communication and volunteering.

Head Swim Coach

1. Provide the Board of Directors with reports of Swim Team progress, projected competitive schedules, equipment requests and general team activity information.
2. Yearly Budget
3. Develop Continuing education
4. Pool Schedule

President

1. Preside at all meetings of the Board and General Assembly.
2. Appoint the Committee Chairperson(s).
3. Coordinate all team activities.
 - i. Swim meets
 - ii. Fundraising efforts
 - iii. Coordinate Marketing and Community Outreach Efforts including:
 1. Coordinate with and reach out to local and national media
 - a. Articles that highlight the accomplishments of our swimmers at swim meets will be submitted monthly: Elk Grove Citizen, The Sacramento Bee, and other local print and digital mediums.
 2. Coordinate team participation in Community Events events, such Food Drives, Elk Grove Cancer Walk, Toy Drives, ...etc. This will make our team more recognizable and serve as a recruitment opportunity in the community.

3. Maintain and update the Team Website: EGAC's website will showcase our team and provide a valuable recruitment tool. The website will also provide a sponsorship tool for the team and an opportunity for interested businesses.
4. Coordinate Recruitment Visits and Events. Gather members of our recruitment team will visit schools and children's groups, i.e. boy scouts and girl scouts, to give a presentation with a slide show about EGAC.
4. Perform such duties as custom and parliamentary usage may require, or as the membership directs.
5. The President may appoint a Parliamentarian at his/her discretion.

Vice President

1. Assist the President when necessary.
2. Assume the duties of and/or complete the unexpired term of the President in his/her absence from the board.
3. Serve as HR Manager for the board of directors, administrative staff and coaching staff. Mediate any conflicts between for the long term benefit of the club.

Secretary

1. Attend and keep separate minutes of all meetings of the Board of Directors and Members.
2. Post minutes to Google Drive Shared Folder
3. relay inbound emails and voicemails to the appropriate board member for response.
4. Conduct the official correspondence of the team at the direction of the Board .
Examples include:
 - i. Team Newsletters
 - ii. Announcements to the team families
 - iii. Emergency Text messages
5. Preserve all the current year official records and documents pertaining to EGAC via Google Drive

6. Maintain a current copy of the Board Manual.

Treasurer I & II

1. Responsible for receipts and disbursements of all EGAC funds and keeping an accurate record thereof.
2. Disburse funds authorized by the Board on a duly authorized check with a cosigner
3. Pick up mail from PO BOX 580495 no later than the 11th of every month
4. Add new coaches to payroll
5. Delete coaches if not actively coaching
6. Create invoices and send emails for members with late payments
7. Create new members in QB
8. Create recurring invoices in QB for new members
9. Delete recurring invoices for swimmers leaving team
10. Inactivate accounts for swimmers leaving team
11. Create invoices for misc expenses (team gear, late fees, meet fees, etc.)

Inform coaching staff of delinquent accounts

Bookkeeper

The Bookkeeper's focus is on maintaining QuickBooks for the team.

1. Reconcile QB with expenses from team
- 2.
- 3.
- 4.
5. Payroll ends 10th and 25th of the month
- 6.
7. Pay payroll taxes after each pay period
8. Be responsible for filing of proper tax forms on time.
 - a. Yearly taxes
 - b. Quarterly taxes and payroll
- 9.
10. credit accounts if paid by check (automatic if paid online via invoice). If not too confusing for record keeping for the bookkeeper, I can do this part

Registrar

The registrar maintains registration records and USA Swimming information for all members.

1. Ensures that all eligible applicants are currently registered with the LSC for USA Swimming and EGAC registration systems
- 2.
3. Registers the team and coaching staff with the LSC for USA Swimming and ensures that all necessary paperwork and certifications are collected and submitted in a timely manner.
4. Collects and forward fees and associated data to the proper LSC, league, or meet officials.
5. Maintains an active list of swimmers.
6. Creates monthly roster for Treasurer, Volunteer Coordinator and Coaching Staff
7. Maintains and updates the Medical and Liability Release Form binder.
8. Coordinates and schedules new swimmer evaluations/tryouts with head coach.
9. Handles and replies questions and concerns to the registration.
10. Performs other duties as required by the Team and Board.

LSC Representative

1. Represent EGAC at LSC meetings.
2. Report information from the LSC to the EGAC Board of Directors.
3. Stand in voting member for the Head Coach

Parliamentarian

1. Be informed on Robert's Rules of Order, newly revised.
2. Advise the presiding officer on points of parliamentary law. He/She shall give similar advice to members of this Association when requested.
3. Be a Member of the Bylaws Committee.

- Parent Liaison

1. Act as liaison between the Members and the Board Members.
2. Organize and execute special events.
3. Work with Vice President to mediate any conflicts and issues between coaching staff and club members

Volunteer Coordinator

1. Coordinate timing shifts at each meet either via signup online or by assignment based on information provided by meet coordinators
2. Create online signups for volunteer events
3. Volunteer check-in at events
4. Track family volunteer hours for quarterly billing in partnership with our Billing Specialist and Treasurer.

Board Manual

A Board Manual containing Board Meeting Minutes Template, Treasurer's Reports Template, EGAC Policies and Procedures, EGAC Organizational Structure, and other EGAC Planning Information is available for member review in the EGAC office and online via the team website. The Board encourages parents/guardians to regularly review this information to keep updated on current team endeavors. Please come and sit in during any of our monthly board meetings. They are open to all members.

Coaches

All EGAC coaches must meet high criteria set forth by USA Swimming. Each coach is a certified lifeguard and holds current First Aid and CPR Training for the Professional Rescuer certification. EGAC is committed to providing comprehensive, expert swim/stroke training by an experienced coaching team. In addition to swim training, EGAC promotes the practice of healthy lifestyle habits, such as good nutrition and sleep. Coaches are also required to complete the USA Swimming Safety Training for Coaches, pass a background check, and be ASCA Certified Level II or higher.

All of these requirements must be kept up to date for a coach to remain in good standing with USA Swimming and EGAC. EGAC coaches' main responsibility is to mold all of our swimmers into the best swimmers that they can be. In addition, coaches mentor swimmers in life skills and positive values. Coaches build relationships with team families, to achieve mutually-set goals for each swimmer. Coaches also help the team to build relationships with other aquatic organizations.

Nolan Rogers

Head Coach

Nolan Rogers has 10+ years coaching experience at all levels including USA Swimming, high school, and recreational. He has coached swimmers to Junior Olympics, Far Westerns, SWAGR, Sectionals, Futures, and has helped with the development of Junior National and Olympic Trial qualifiers. Nolan's coaching philosophy is based around building confidence and a strong work ethic in each swimmer that they will carry with them through their swimming career and beyond.

[Picture]

Chris Oshiro

Red Group Coach

I began with Vallejo Aquatic Club (VJO) in September, 1994. While there VJO grew to 130 swimmers, with many Sectional and Far Western qualifiers. One swimmer in 2002 won five of his six 11-12 boys events at short course Far Westerns.

In June 2005 I joined the staff at Arden Hills. In the thirteen years there I coached many swimmers who qualified for Junior Nationals, Futures and Sectionals, including one eighth grade girl who made top eight at Futures before moving into the Senior group at AH. We also qualified many for Far Westerns, and they led AH (and later DART) to several top five finishes in the team standings.

A special quality of our staff at AH was how well we worked together. The success I had with swimmers in my group was the result of the work of the coaches in the groups they were promoted from. So, it is not just the relationships with swimmers I coach, although that is very important, it is also how I work with my colleagues to bring cohesion to our TEAM of swimmers. That, ultimately, made us successful.

Hillary Hong

Green Group Coach

This is Hillary's 10th year as an Elk Grove Aquatics Club assistant coach. She is also the head coach of the Monterey Trail High School water polo and swim teams, 2010-Present. Through coaching, she hopes to help young swimmers develop into better athletes and better people, while promoting a love for the sport.

Hillary joined the EGAC family at the age of 7, continuing to swim year-round with the team for 10 years. She swam for Sheldon High School. Her favorite events include 100 Back, 100/200 Free, and 200 IM.

Hillary studied Civil Engineering and Mathematics at CSU Sacramento. Outside of the pool, she enjoys being with family and spending time outdoors.

[Picture]

Joey Dai

Blue Group Coach

Born and raised in Elk Grove, Joey graduated high school from Franklin High School, moved to Merced to attend UC Merced, and swim at Merced College before finally finishing off his studies at UC Davis. Joey has 10+ years of coaching experience at all levels. Joey began his coaching career in the summer of 2008 as an assistant coach for the Elk Grove Piranhas. When moving for school he assisted the Merced Skimmers USA team. During his coaching career, Joey has helped the Elk Grove Piranhas become an elite Recreational Team, winning the Sacramento Valley Meet of Champions 6 years in a row. Joey is currently still working as the Franklin High School Head Coach, leading several individual section champions, a Section Swimming Championship (only one in EGUSD), as well as qualifying for the High School Swimming State Championship.

Kim Standal
White Group Coach

Matt Frediani
Age Group Coach

Growing up in Sacramento, I began swimming for EGAC when I was 13 under the care of Coach Nolan Rogers. There I learned the impact swimming can have on someone, teaching me the importance of hard work, perseverance, and camaraderie. After graduating from Franklin High School, I attended Sac City College, where I competed on the swim team for two years. I am now attending Sac State, where I am studying English education. For the past four years, I have been coaching for Franklin High School and the Elk Grove Piranhas. During this time, I have helped many swimmers reach Meet of Champions (MOC) and section qualifying times. As I coach these swimmers, I hope they will have fun swimming as they grow and improve in the sport.

Parent/Guardian's Role

As the Parent/Guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment for your swimmer. This support encourages your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets. **Parents/guardians are NOT PARTICIPANTS on their child's team but CONTRIBUTORS to the success experienced by the swimmer and his or her team.** Parents/guardians serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most importantly, show good sportsmanship at all times toward coaches, officials and athletes and coaches other teams.

Parents Code of Conduct

As a Parent of the Elk Grove Aquatics Club (EGAC), I will abide by the following code of conduct:

1. Practice teamwork with all parents, swimmers & coaches by supporting the values of Discipline, Loyalty, Commitment & Hard Work.

2. As a parent, **I will not coach or instruct the team or any swimmer** at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck. Any communication with the coaching staff will occur either prior to the start of a coaches shift or after the conclusion of his/her coaching day.
3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials & the coaches at meets & practices.
4. Maintain self-control at all times & know my role. Swimmers – swim, Coaches - coach, Officials – officiate, Parents –support.
5. Enjoy involvement with the EGAC Swim Team by supporting the swimmers, coaches & other parents with positive communication & actions.
6. If your schedule changes at a meet, notify a coach prior to leaving or removing the child from the meet.
7. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.
8. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
9. I will help my swimmer meet all the standards as an athlete representing EGAC.

I understand and agree to the above terms and conditions of the Elk Grove Aquatics Club in exchange for the privilege of my child(ren), registered with this agreement, to participate in the activities and swimming program of the Elk Grove Aquatics Club. Should I conduct myself in such a way that brings discredit or discord to EGAC, or USA Swimming I voluntarily subject myself to disciplinary action.

EGAC maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives. **Parent's Code of Conduct and the release of liability can be found on the registration form and must be signed by all families joining EGAC.**

Swimmer Code of Conduct

EGAC has a long history and tradition of athletic excellence. This tradition was not built overnight. It took years of dedication, commitment, and hard work by countless people. As an EGAC Athlete you must uphold this high standard of excellence.

As a swimmer & member of the Elk Grove Aquatics Club (EGAC), I understand will abide by the following code of conduct:

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

Prohibited Behavior

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

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
2. Destructive behavior.
3. Inappropriate or unruly behavior, including fighting or striking another athlete.
4. Inappropriate language (swearing or derogatory comments) or lying.
5. Stealing and vandalism.

6. Bullying or isolating another swimmer.
7. Interference with the progress of another swimmer during practice or at any other time.

Bullying

Bullying of any kind is unacceptable at EGAC and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to the individual. EGAC is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. EGAC adheres to the USA bullying policy and actions at all times. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor. Please visit our site for more information regarding bullying it contains our Actions and Procedures Policy. (www.egacgators.com/nobullies)

Consequences for Violation of the Code of Conduct:

I Understand that this code shall be in force for all EGAC swimmers during practice, swim meets, and at all events sponsored by, or in which, EGAC Swim Team is represented.

Disciplinary actions can range from, but are not limited to; reprimands, repetitions of a drill, push ups, etc., being sent home from practice or meets at parent's/guardian's expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that the Head Coach deems necessary if a member fails to adhere to the Code in part or in whole.

Suspension

Coaches may suspend a swimmer from practice for disciplinary reasons, Coaches may also recommend to the Head Coach that a swimmer be expelled from the club if in his/her judgment, the swimmer is unable to conform to the disciplinary guidelines established for swim practice and club participation. If a swimmer is referred for dismissal, a meeting between the head coach and parents must be held.

Safety and Behavior

Elk Grove Aquatics Club reserves the right to terminate the membership of any individual whose behavior places EGAC in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers at all times.

Elk Grove Aquatic Club Practice Group Guidelines:

EGAC's practice group guidelines have been developed to maximize the growth and development of swim techniques for swimmers of all levels. Swimmers of similar age and abilities will be grouped together to reach the goals set for each level. The assignment of swimmers to a group shall be the decision of the coaching staff. Upon fulfillment of the group's goals, swimmers may be promoted at the completion of long course and/or short course seasons. In rare instances, an assignment may be modified during the swim year, if the coaching staff believes a different group would be more appropriate and/or beneficial for the swimmer.

EGAC High School Outreach:

EGAC provides 2 one-month long stroke and turn clinics to all High Schools interested in swimming. This program is at no cost to the swimmers and the sessions are held December, and August if interested email Coach Eddie @ coacheddie@egacgators.com.

EGAC Master's Program, The Later Gators:

EGAC offers a Master's Program, for adults interested in swimming for fitness, training for triathlons, as well as participating in competitive Master's events.

Competitive Groups

Green: Grades 1-2 (Ages 7-8)

Eligibility: Swimmers must be able to swim a 25 freestyle and backstroke .

Goal: To swim 25 yards of each stroke to USA Swimming standards.

Focus: Freestyle and Backstroke racing, Butterfly and breaststroke will be introduced.

White Group: Grades: 3-4 (Ages 8-10)

Eligibility: Swimmers must be able to swim a 25 freestyle, Backstroke, Breaststroke and Butterfly.

Goal: To swim 25, 50, 100 yards of each stroke to USA Swimming standards, introduction to 200, 100 IM, 200 IM, and 500 Freestyle.

Focus :All four strokes will continued to be developed and introduce aerobic base training. Goal Setting and follow through.

Blue Group: Grade: 5-6(Ages 10-12)

Eligibility: Swimmers must be able to swim a 25 freestyle, Backstroke, Breaststroke and Butterfly.

Goal: To swim 25, 50, 100 yards of each stroke to USA Swimming standards, introduction to 200, 100 IM, 200 IM, and 500 Freestyle.

Focus: All four strokes will continued to be developed and introduce aerobic base training. Goal Setting and follow through.

Red Group: Grades: 7-8 (Ages 12-14)

Eligibility: Swimmers must be able to swim a 25, 50 and 100's of freestyle, Backstroke, Breaststroke and Butterfly. 16 x 100's on the 1:40-45.

Goal: To compete in Invitational and Junior Olympics.

Focus: Swimmers will focus on improving technique of all four strokes, as well as the 200 IM. Greater emphasis on aerobic swimming will take place.

Purple Group: Grades: 8-12 (Ages 13-18)

Eligibility: Swimmers in this group should meet blue time standards.

Goal: To compete in Invitational and Junior Olympics.

Focus: Swimmers will focus on improving technique of all four strokes Greater emphasis on aerobic swimming will take place.

Black Group: Grades 9-12 (Ages 14-18)

Eligibility: Swimmers in this group should meet the blue time standards.

Goal: To compete in Sectionals and Nationals. Focus: Swimmers will train towards specific events and distances to maximize each swimmer's potential. Athletes will also

accept responsibility for their swimming. Requirements: Senior 1 Contract. Travel Waiver for away meets.

Practice Group Assignments

The assignment of the Swimmer(s) to a group is the the decision of the coaching staff, based on three overarching criteria.

1. Grade level
2. Age
3. Ability and maturity.

Practice group changes will be made at the completion of the season year. In rare instances, an assignment may be modified during the swim year if the coaching staff believes a different group would be more beneficial for the Swimmer. The coach’s decision is final.

Group Modification rubric

In certain instances, modifications to a swimmer's placement may be made. We use the rubric below in combination with the swimmer’s grade level, age, ability and maturity to judge if he/she are ready for the challenge of the next group and to be sure that they will excel when they begin practicing with the new group.

Each of the 6 categories is weighted equally.

A swimmer must earn a minimum of 15 pts to be considered for moving up.	Below Average/ Beginner	Average/ Intermediate	Good/Advanced	Excellent
	0 pts Swimmer performs below minimum expectation of requirements.	1 pts Swimmer meets minimum expectation of requirements.	2 pts Swimmer exceeds expectation and requirements.	3 pts Swimmer exceeds expectations and requirements at an exemplary level.
Participation	Below Average	Average	Good	Excellent

	Rarely stays on task. Coach regularly reminds this person what they should be doing. Not a team player. Regularly chooses not to help others.	Stays on task some of the time. Coach sometimes reminds them about what they should be doing. Active team member and sometimes helps others.	Stays on task most of the time. Coach can count on this person. Strong team member who completes sets and often assists others.	Stays on task all of the time without reminders. Exemplary team member who works hard and helps others.
Work Ethic	Below Average	Average	Good	Excellent
	Does not perform most assigned sets or drills in practice. Rarely takes initiative.	Performs most assigned sets or drills in practice. Sometimes takes initiative.	Performs nearly all assigned sets or drills in practice. Always performs the assignments satisfactorily. Often takes initiative.	Performs all assigned sets or drills in practice. Always completed the assignment beyond expectations. Consistently takes initiative.
Interpersonal Skills	Below Average	Average	Good	Excellent

	Has poor attitude toward others and workload. Does not listen with respect, argues with coach, and does not consider other ideas. Has problems meeting people easily and graciously. Has difficulty utilizing suggestions for improvement.	Often has a positive attitude toward others and workload. Generally listens with respect and asks questions. Typically, meets people easily and graciously. Attempts to welcome and utilizes suggestions for improvement.	Almost always has a positive attitude toward others and workload. Usually respectfully listens, discusses and asks questions. More often than not, meets people easily and graciously. Often welcomes and utilizes suggestions for improvement.	Has a positive attitude toward others and workload. Respectfully listens, discusses, asks questions and helps in solving problems. Meets people easily and graciously. Welcomes and utilizes suggestions for improvement.
Swimming Achievement	Beginner	Intermediate	Advanced	Excellent
	Average of B or Lower Times	Average of BB Times	Average of AA times	Average of AAA+ times
Strong Attendance Record	Below Average	Average	Good	Excellent

	Often absent from practice. Frequently late. Does not regularly attend meets. Does not attend recommended number of meets.	Meets practice attendance recommendations and or requirements. Sometimes attends recommended meets.	Meets and often exceeds attendance recommendations and requirements. Attends almost all meets on schedule.	Almost never misses practice. Attends all meets on schedule.
Leadership	Below Average	Average	Good	Excellent
	Never leads lane when appropriate. Never lets others lead lane when appropriate. Makes negative or discouraging comments to coach and/or teammates.	Sometimes leads lane when appropriate. Sometimes allows others to lead when appropriate. Doesn't make negative or positive comments to coach and/or teammates.	Often leads lane when appropriate. Often lets others lead when appropriate. Sometimes makes positive comments and never makes negative comments to coach and/or teammates.	Almost always leads lane when appropriate. Almost always lets others lead lane when appropriate. Makes positive comments to coach and/or teammates regularly each practice. Never makes negative comments.

Equipment:

Check with your coach – not all items are required for all groups:

- Practice Suit (*must be specifically designed for competition and training*)
- It is recommend that kids use brief swimsuits to help maintain a versatile range of motion in their kicking. Can be purchased on the team affiliate store at <http://swimoutlet.com/egacgators>
-
- Goggles Cap Fins Paddles (hand & finger), Pull Buoy
 - Caps at practice must be green, black or a combination of those colors.

A comprehensive list of items are on our website under group descriptions. Items can be purchased on the team affiliate store at <http://swimoutlet.com/egacgators>

Team Attire:

EGAC Team Suit or other pre-approved suits required for all swimmers at meets. Below criteria must be met in order to comply with EGAC and USA Swimming standards

- Tech suits must be FINA approved suits. **Tech suits are not allowed at Age Group Opens(AGO) meets and for 14 and under swimmers.** The psychological effect can be a double edged sword. "A swimmer can put on a \$400 tech suit and be filled with misplaced confidence that the suit will magically make up for missed training and shoddy technique. On the other hand, it can give a well-trained swimmer the belief to know that they have covered all of the bases when it comes to preparing. One thing is for absolute sure though... Combine a tech suit with a shave down and it's pretty hard to deny that the suits in one form or another impact overall performance in the water." Most 12 and unders will not be shaving for any rested meet. It is best to focus on mastering technique and race strategy. If using a tech suits should be worn only at championship meets or when a swimmer is trying to qualify for a championship meet.
- Woman cannot wear 2 piece suits in competition or any suit that has to be tied. All racing suits must be FINA approved and one piece.
- It is recommend that kids use brief swimsuits to help maintain a versatile range of motion in their kicking.
- EGAC Team Cap (*Required for all swimmers at meets*) Can be purchased online at <https://egacgators.com/shop>
- Practice equipment and team suits may be purchased online at <http://swimoutlet.com/egacgators>
-
- Team suits for practice and competition shall be Green or Black or a combination. Team racing suits are available at <http://swimoutlet.com/egacgators>
- T-shirts, sweatshirts and other items, marked with the team name and/or logo are available for purchase in the EGAC website. Team attire is strongly suggested to be worn at all meets. <https://egacgators.com/shop>
- Parkas are a highly recommended item to keep swimmers comfortable after workouts, between events at meets and during inclement weather. Team parkas can be purchase at <http://swimoutlet.com/egacgators>

Lost & Found

You are strongly encouraged to label all of your swimmers equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed in the lost and found bin at our home pool. EGAC staff is not responsible for any lost or damaged items. In January, and July the lost and found bin will be emptied and all unclaimed items will be donated to a local charity. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. The locker rooms can be used by other groups and teams. The club is not responsible for lost or stolen items.

Registration and Monthly Dues

Being a part of the Swim Team requires the following:

- Payment of monthly dues
- Annual family fundraising fees
- Swim meet participation costs
- Annual volunteer & fundraising commitment

Swimmers and their families must be "*members in good standing*" in order to attend practices, meets and other EGAC events. Members in good standing are current on all registration fees, adhere to team obligations (dues payment, fundraising and parent volunteer hours) and conform to stated codes of conduct.

Registration Fees

New and returning swimmers are required to pay an EGAC registration fee. This registration fee is non-refundable, and includes a team cap, t-shirt and warmup jacket.

- \$100 for each new swimmer. \$300 Yearly Fundraising Commitment, per swimmer or \$400 per family if you have multiple swimmers. Swimmer participation in our annual "Laps for Cash" fundraiser, typically in September, is required of every swimmer. Each year swimmers must raise a minimum of \$300 per family.

Swim-a-thon

This is one of our primary fundraisers for the year with our goal to raise between \$30,000-\$35,000 in donations to support our team. It will be a fun day including relays, a parent swimathon and other activities, along with food and treats for the swimmers. Swimmers must

request donations/sponsorships from friends, relatives, and local businesses to support their swimathon efforts and reach their minimum \$300 goal per swimmer or \$400 if your family has multiple swimmers. Donations to our team are fully tax deductible.

Families that do not meet the minimum fundraising requirement will be charged for the remainder with their swimmers not being able to participate in team activities and practices until the fee is fully paid.

USA Swimming Membership:

- \$90 for each year round swimmer
- \$20 for USA Swimming's new Flex Membership which offers the full USA Swimming experience with the limitation of only being able to participate in 2 sanctioned meets per swim year.

Monthly Dues

Monthly dues rates are assessed to ensure that our fee structure is fair and equitable to our swim families and to the team's well-being. Swimmers will be charged for the full month regardless of time in the water. There will be **no prorating of dues**.

Members leaving the team during the season must submit a written notice of intent to leave to board@egacgators.com.

Group Monthly Dues	
Green	\$135
White	\$145
Blue	\$165
Red	\$195
Purple	\$190
Black	\$210

You will receive an invoice for your monthly dues via email. Payments are due by the 1st of the Month with a grace period until the 10th. Email reminders are sent on the 5th and 10th. You will be charged a \$30 late fee (per swimmer). You have until the 20th of the month to pay your dues

with the additional late fee or your swimmer(s) will not be allowed to participate in any team activities, including practice.

All fees are non-refundable and not pro-rated. Payments must be made by credit card online via payment link on emailed team invoices (with the addition of a \$3 transaction fee). Billpay checks from banks can also be sent to the team mailbox by the 9th of every month. Checks will be collected on the 10th of the month and all checks submitted afterwards will be considered late and will incur a \$30 penalty.

Family Discount

A family discount is offered for multiple swimmers in the same family. You will receive \$30 off monthly dues for the 2nd swimmer. The 3rd and subsequent swimmer will receive a \$25 discount each. ***4th Swimmer is Free!***

Swimmer Pickups from Practice

All swimmers must be picked up promptly from practice. You will receive one verbal warning for a late pickup. Additional late pickups will result in a fine of \$25 for every 10 minutes our coaches have to wait. It's an issue of safety for the kids and respect for our coach's time.

Annual Discount

Dues paid 12 months in advance will be given a 20% discount. Dues for months you are not able to attend will not be refunded except with a written doctor's not in the case of injury. This discount does not absolve you of volunteer or fundraising responsibilities. This discount cannot be combined with any sibling discounts. It stands alone.

Breaks

The Elk Grove Aquatics Club takes a 2-3 week break in the month of August. There will be no reduction in dues during our August break. Thanksgiving Day, Christmas Day, New Year's Day, Easter Weekend, and the 4th of July are also considered holidays and there will not be practice.. Any other break the swimmers decide to take must be cleared with coaches and registrar. Days off are not prorated. There will be no reduction in fundraising or on-deck volunteer requirements as these are annual commitments.

Suspension

If monthly dues are not received in full by the last day of the month, a notice of delinquency will be e-mailed. If Parent/Guardian fails to pay any delinquent dues or assessments, including late fees, within 14 days from the date of such notice of delinquency, the Swimmer shall be suspended from further participation in all EGAC activities, including, but not limited to, practices and meets. **If Parent/Guardian becomes delinquent in payment of dues or assessments because of financial hardship, he/she may apply to the board for a waiver of late fees and suspension. A waiver may be granted if satisfactory arrangements are made for payment of the delinquent amounts. He/she may also apply for a scholarship once the account is current.**

Athlete Registration

Athlete members must meet rules of eligibility. No swimmer alleged to be ineligible shall be denied the right to register and compete without being afforded the opportunity to refute the allegations relating to his/her possible ineligibility. Fees. Please see Swimmer Code Conduct for exceptions.

Sierra Nevada Swimming

Now we guide you through the initially bewildering “online” aspect of being a USA swimming parent. This consists of two major areas to know about.

1. USA Swimming (the national governing body for the sport)
2. Sierra Nevada Local Swimming Committee (LSC). There are fifty-nine LSC’s in the country, corresponding to geographic and demographic factors.

USA Swimming has its own website www.usaswimming.org and Sierra Nevada has its own administrative website www.sn-swimming.org. In addition to those, Sierra Nevada (and a few other LSC’s) use a company called “SwimConnection.com” to host the functional aspects of swimming for us. These include online swim meet entry and tracking of results and swimmer history.

Your tasks as a parent are summarized very briefly below as numbered steps. A much more detailed explanation of the entire process follows, for those interested.

- 1) Register your swimmer with USA Swimming. You can pay EGAC \$95 and we will register your swimmer for the full year membership
 - 2) Get an account on the www.swimconnection.com website allowing you to track your swimmers meet times online.
 - 3) Get an account at www.OME.SwimConnection.com and add your swimmer (s) to your account there (via the USA SWIMMING ID #). The OME help page can be found here: [OME swimconnection instructions](#).
 - 4) Enter your swimmer into meets (via the OME website) as instructed by the coach.
- While the two administrative websites contain countless amounts of useful information, no particular skill or knowledge is required to use them. The “Swim Connection” side of things does require you to know how to do certain tasks. The screens themselves are very easy and self-explanatory (once you understand why you are there). What isn’t obvious is the overall goal and requirements of the process, hence this document. Please note that the parent will need a valid email account to do any of this. Please also note that there does exist a hard copy and postal mail processes to register with US Swimming as well as to enter swim meets. The USS program does not require that a swimmer be online, but being online certainly makes things easier.

The two SwimConnection websites used to be one and there remains lingering confusion during navigation. The other confusing point is that you need a User ID for each site now. They can be the same User ID and password as long as you know that they actually are different entities.

The main website is www.swimconnection.com (select “Sierra Nevada”) or go directly to www.swimconnection.com. The other website is www.ome.swimconnection.com. From the main website, there is a link labeled “online meet entry” to forward you to the newer site. The main website handles your account for your swimmer’s registration and all past swimming results. The OME website has been broken out as a separate site to handle entering your swimmer into upcoming meets.

The swimmer “exists” in all of this via the fourteen character USA Swimming Registration number which consists of portions of first and last name, birthday, and sometimes other random characters needed to keep the userid unique nationwide. The intent of the format is that it be relatively easy to memorize. Note that the swimmer id is not the userid for the website. Normally, parents will create an account userid and password and then create and link swimmer(s) to that account (via the USS number). There are links on the SwimConnection website Account screen to “renew” annual USS registration for existing swimmers or to “register” a swimmer who is new. Your account screen is accessed by clicking on your userid after you are logged in.

Either of these tasks is typically done between September 1 and December 31 for the following swimming year. The swimming year runs from September to August, traditionally from the start of “short course” season to the end of “long course” season, while the finances remain on a calendar year. Thus they let you sign up in September for the remainder of that year and all of the next year. Annual and Seasonal fees may change year to year so please check the swim-smarter website for the most up to date fee structure.

Your swimmer’ USA Swimming registration, an actual ID card will be mailed to the team coordinator, who checks the cards in and then forwards them to the coach, who checks them into a separate database, and then forwards the card onto the swimmer. The rules state that the swimmer needs to have their card with them at swim meets, but with the almost ubiquitous ability at swim meets to verify swimming id via online methods, the rule is seldom enforced.

Once your swimmer(s) are all setup on the main Swim Connection website and have their USS registration numbers (or are at least pending for them), you then need to create a userid on the OME website (ome.swimconnection.com). On the “My Swimmers” area, you will be able to link the swimmer (via USS Registration number) to your account. You will then be ready to enter the swimmers into upcoming swim meets as well as review information about the meets. Remember you can use the same userid (and same password) for OME as for the main website, but they are in fact separate accounts. Making changes to one account (such as password) will not change the other. Also note that SwimConnection does not charge you for having an account on the website. They make their money by imposing a small per swimmer surcharge during meet online entry.

The online list of swimmers eligible for upcoming meets is derived from the main swim connection database. This includes all past/best times for the swimmer which are required to be submitted during meet entry for seeding purposes. Open meets will allow entry without submitted time if the swimmer has never swum the event before. Some meets will have qualifying times (meaning the swimmer cannot even sign up unless they have certain times for certain events). The governing staff for the Sierra Nevada LSC have special direct links into the databases to monitor and enforce such things as well as to ensure that all athletes are USA Swimming registered (or at least pending registration). As stated earlier, all of this can be handled via paper, pen, and mailboxes, but with timely deadlines and busy staff, that will often greatly disadvantage the swimmer's chances of keeping up with the program and it requires that the parent be far more diligent and willing to plan ahead. The online database and email world allow a much better chance for correcting problems at the last minute before an important meet.

Note: Check the EGAC meet schedule before you enter your swimmer; entry fees are not refundable. Check with the coach or other qualified team parent about which meets to enter and how if you are not sure. You can view the "meet sheet" online for information prior to entering. You can enter events and then scratch them at the meet, but again, there are no refunds.

Year-round Athlete Registration

Athlete members must meet the rules of eligibility contained in Article 303 of the [USA Swimming Rulebook](#). No swimmer alleged to be ineligible shall be denied the right to register and compete without being afforded the opportunity to refute the allegations relating to his/her possible ineligibility, pursuant to Part Four 502.7 Fees.

1. The annual fee for each class of membership is composed of the following elements:
 - A. A national fee established by the Board of Directors and House of Delegates, and
 - B. A local fee established by the LSC, except in the case of Outreach Membership, where a local fee not to exceed \$2 may be established.
2. An LSC may charge a fee for transfers. The fee for athlete membership in USA Swimming for registration year, and any additional fee the LSC has established. (USA Swimming's fees for

registration years 2006 through 2014 will increase \$1.00 each year.) Athlete membership is for a calendar year period (January through December). New or renewing athlete memberships processed on or after September 1 will be valid through December of the following year.

Benefits of athlete membership in USA Swimming include:

1. Liability and secondary accident medical insurance (See Insurance Section for further explanation.)
2. Splash magazine (one per household) six times per year Registration cannot be denied to any athlete without a formal hearing before a Board of Review in accordance with USA Swimming Rules and Regulations, Article 401 of the [USA Swimming Rulebook](#) addressing Hearings and Appeals.

USA Swimming Discount

All swimmers must be registered with Sierra Nevada Swimming, our Local USA Swimming Organization. This annual SN membership fee of 87 per swimmer is due upon new membership registration and upon renewal of memberships in September. The SN membership is an annual membership from September through December of the following year.

A discounted annual SN membership fee of \$7 per swimmer is available, if the Parent/Guardian submits a current Federal Subsidized Lunch letter from their child's school with initial registration and/or upon renewal. (An original of the letter must be sent to SN with the SN form and fee.)

New swimmers will be suspended from practice with the team until the issue is resolved if their SN registration has not been completed within 10 days of registration. Renewing swimmers must pay for SN renewal and provide any required paperwork (forms, letters, etc) at time of registration.

Outreach Membership Program

Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The national fee for outreach membership is \$5.00, and the Local Swimming Committee has the option to set a local fee that may not exceed \$2.00.

The goal is to provide opportunities in swimming to under-represented and/or economically disadvantaged youth in the United States. Each Local Swimming Committee determines how they will qualify athletes for outreach membership. They may use but are not limited to national guidelines based on Federal Food Stamps, Free School Lunch and/or Federal Poverty Guidelines.

The USA Swimming goal for this program is to make it as easy to administer as possible and have as many swimmers participate as possible. We suggest that the burden of “proof” rest with the applicant. It is not the LSC Registration Chair’s job to track down people to verify their economic status. LSC participation in the outreach membership program is not optional. The rulebook references (302.2, 502.7) mandate that the outreach category of athlete membership is available to qualifying athletes.

Fundraising

Fundraising requirement EGAC is a parent run organization. In order to purchase and maintain our equipment we must engage on fundraising. Your family will be responsible to raise a minimum of \$300 per year. This is an annual commitment and will not be prorated should you take time off or leave the team.

Every season EGAC will host Meet in first weekend of December. Participation in this event is mandatory for all swimmers. Other fundraising opportunities will be announced throughout the year.

Opportunities to Fundraising Requirements

EGAC’s fundraising opportunities include events and ongoing programs: Swim-A-Thon, BINGO Nights, Movie Nights.

Volunteering

Volunteer Requirements On-deck volunteering Your family (excluding Masters) must volunteer a minimum one(1) hour a month of their time to help run the EGAC Swim Team. This is above and beyond hours required at home meets that EGAC hosts and at away meets (see below)

This is an annual commitment and will not be prorated should you take time off or leave the team. If your family fails to fulfill your requirement you will be assessed a \$50 fee per hour for the balance remaining at the end of each quarter. This amount will be invoiced in the December, March, June, and August billing cycle or on the day your swimmer leaves the program.

EGAC Home meet volunteering

Your family (excluding Masters) must provide one adult to volunteer at each EGAC hosted meet. The time required of each family depends upon the size and duration of the meet. The meets for this season are listed below with their volunteer time requirements. Your family is required to volunteer regardless of whether your swimmer(s) participates in the meet. Failure to meet this requirement will result in an assessment for each hour/shift not worked.

Home Meets

EGAC host 4-5 meets a year

- Come in from the Cold
- 13 and Over Trials and Finals Invite
- Dual Meet - Senior Run Meet.
- 2 Long Course AGE GROUP OPEN Meets
- End of the Summer Trials and Finals

Away meet volunteering

Your family can volunteer as a meet timer at away meets that your swimmer(s) participates in. A timing chair list will be published and emailed to you a day or so prior to the meet along with a link to online signups. If you are not able to work for a shift you've signed up for, it is YOUR responsibility to find someone to work for you. In order to make a more organized and enjoyable meet experience for all swim meet participants, EGAC requests that parents/guardians participate in various volunteer opportunities.

A common team area is essential for cohesiveness and comfort, and to achieve this we need parents/guardians to set up the team's easy ups at each meet.

Buddy Family Volunteering:

EGAC encourages its families to help orient new swimmers to meet protocol at their first swim meet. We ask that you mentor a new family at one meet during the year. This is considered a volunteer job and, as such, will earn volunteer hour.

The swimmers enjoy partaking of the snack table during the meet, so we hope that families will contribute a little snack at one meet during the year. Please consider our athletes' well being and bring healthy snacks. This is not considered a volunteer job and, as such, will not earn volunteer credit.

Methods for Meeting Volunteer Hours Requirement Parents/Guardians:

Setting up, preparing, cooking, cleaning up for team social or fundraising events, as well as Summer League Snack Bars Coordinating and working special social events, such as Christmas Party and Banquet Attending community event, recruitment fair, or school visit Serving as Group parent for the season (this completes the family's annual volunteer requirement)

Community Outreach for High School or College-age Swimmer (16+):

Attending community event, recruitment fair, or school visit Helping with EGAC team social events Community Service Projects To emphasize service and to give back to the community of Elk Grove that supports the EGAC swim team, the team may coordinate various community service projects. Participation is encouraged. Volunteer hour may be offered for these charitable events. The number of hours for these various volunteer opportunities will be determined by the hours worked unless otherwise stated.

A volunteer sign-up genius MUST be made available by the person coordinating the event and completed by the volunteer(s) for hour to be given. If you are working an event and no one gives you the form to fill out **please ask for it by emailing volunteer@egacgators.com**.

Group Parents

Each practice Group has a Group parent who serves as a conduit between the board and the parents/guardians. These individuals are able to answer basic questions that you may have or

refer you to someone who can help. He or she also helps to coordinate various activities for the team.

Trial Memberships

Trial Memberships are available to new team members only. The purpose of trial membership is to give families an opportunity to try the sport of competitive swimming prior to making a substantial financial commitment. Trial memberships last for one consecutive swim week.

EGAC Scholarship

EGAC Scholarships EGAC offers a limited amount of scholarship memberships annually. The number of scholarships available each year is based on the EGAC annual budget. The swim scholarships allow families to participate on the EGAC swim team at a discounted rate. Families on EGAC scholarships must meet the fundraising requirement and volunteer requirement through active participation. Scholarship participants are not permitted to 'buy out' of volunteer or fundraising requirements. An application form is available on the EGAC website for members who are interested in applying for a swim scholarship. Swimmers must reapply every year. Scholarship applicant's accounts must be in good standing. Scholarships will not be considered for families who did not meet the terms of a previous scholarship. The Head Coach and The Board of Directors will consider each application and the information submitted will be kept strictly confidential. Once the maximum number of annual scholarships has been awarded any remaining applicants will be placed on a waiting list, in the event that additional scholarships are available or a team member on scholarship leaves EGAC or no longer needs the scholarship.

Club Communication

EGAC's primary methods of communication are e-mail and the team website. The website includes Group calendars, swimming news team events and job sign-up tabs. The site is updated regularly. Please check for new and updated information. EGAC encourages open communication.

All communications between a coach, members, and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the [USA Swimming Code of Conduct](#). Email received between the hours of 9:00PM and 7:00AM will be addressed the following business

day. Communiqués' received between the hours of 9:00PM and 7:00AM will be addressed the following business day.

Phone

Please feel free to call coaches or board members, telephone us at **916.794.1530**.

- Phone communication is limited between the hours of 7am and 9pm.
- Please be conscious of time and allow a minimum 2 hour window before hearing back.

E-mail

E-mails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, fundraising opportunities, volunteer events, etc. Be sure to keep your email address current on the website.

- Athletes and coaches may use email to communicate between the hours of 7am and 9pm.
- If you need help updating it email the Secretary at Secretary@egacgators.com. You may visit our website to send an e-mail to the coaches. You may also info@egacgators.com with any questions, concerns, or notifications. **ANY CHANGES TO YOUR ACCOUNT MUST BE FIRST SENT TO THE SECRETARY.**

Group Parents

Each practice Group has a Group parent who serves as a conduit between the board and the parents/guardians. These individuals are able to answer basic questions that you may have or refer you to someone who can help. He or she also helps to coordinate various activities for the team.

Display Case/Dry Erase Board

The display case near the EGAC office at Cosumnes River College is updated with information related to team events. Important reminders or upcoming events may also be posted on a dry erase board on the entrance gate to the pools.

Text Messaging

Use the communication editor located in your account on the website to add or remove email addresses and text messaging devices. Text messaging is used emergency messages, such as pool closures and last-minute practice changes.

- USA Swimming Requires that texting between coaches and members be done between 7:00 AM - 9:00 PM.
- Texting is allowed between coaches and athletes during the hours from 7am until 9pm.
- Texting will only be used for the purpose of communicating information directly related to team activities.

T.A.P. Communication

T.A.P. is our guiding principle for team stand of communication. **Transparent, Accessible, and Professional** are the guiding standards. For example, “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be 2 comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”

A simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

Transparent:

All electronic communication between members, athletes and coaches should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible:

All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional:

All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with member, coach, and athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS, Instagram AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method. **The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.** Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

Best Practice: The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Annual Mandatory Meeting

As stated in the Club bylaws EGAC must hold an annual open forum to: discuss upcoming team events communicate training objectives provide a financial status report hold elections for new Board of Directors members The one to two hour meeting will include a brief presentation by the Board of Directors, a few words from the Head Coach, and a brief question and answer session. You may be asked to complete a short questionnaire and survey. This is one of the few MANDATORY events we have, so all EGAC families will need to have an adult representative in attendance. Penalty for not attending may result in revoking of membership.

Concerns

As in any large organization involving significant numbers of families EGAC cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise, and we have a protocol for dealing with them. If you have a concern about administration of the club, coaching, finances, other swimmers' behavior, other parents'/guardians' behavior, or other related matters, please contact our Vice President of the Board at vice-president@egacgators.com). Your concern will be taken to the following board meeting and mediated or addressed sooner if the situation calls for it.

Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in the Elk Grove Aquatics Club should understand that we are a competitive team, not a recreational team. Swimmers should be willing to accept the responsibility of membership and participate in meets. For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meets may be good for beginners.

Short & Long Course Seasons

USA Swimming recognizes two seasons within each calendar year. The season beginning around Labor Day and ending in March is referred to as the short course season. During the short course season meets are recognized as "yard" events. There is also a long course swim season that begins in March and ends in early August. Meets during long course season are recognized as "meter" events.

Swim Meet Procedures

As a competitive swim team, we encourage all of our swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They are also a social time, enabling swimmers to build friendships with fellow teammates. All swimmers must compete in all of the EGAC home meets they qualify for, unless excused by the coach. Consult with your swimmer's coach to select the events that they will participate in. The coaching plan, swimmer ability, coach-swimmer goals, and other factors should be considered as the events are

selected. Swimmers and parents/guardians are able to request events during the sign up process, but the coaches should be consulted for the final decision. Newer swimmers will initially be placed in events that they will succeed in.

As their skills build, they will be placed in more challenging events as determined by their coach. A meet entry fee (approximately \$8.00-\$10.00) and event fees (approximately \$4.50-\$5.50 per event) are required for entry in a swim meet. Meet fees for swim meets are the responsibility of the parent. Registration for most swim meets attended by EGAC is done online through ome.swimconnection.com.

Meet fees are non-refundable once they have been submitted online.. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees.

Not all Groups attend the same meets throughout the season, so please check the Meet Schedule or consult with your swimmer's coach to determine if a swim meet is appropriate for your swimmer's level before you commit. Please pay particular attention to the deadline and commit your swimmer through your ome.swimconnection.com account as early as possible!

Each swim meet will have a meet sheet that provides information such as location, date, time, directions, events, cost of events, etc. This meet sheet is posted on the event signup page on ome.swimconnection.com. Please consult this meet sheet prior to signing up.

Some swim teams provide a timeline for the swim meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend. Do not use this timeline to determine your arrival time at the meet. Your swimmer's coach will tell them when to arrive for warm-ups. Swimmers need to check in with their coach at warm-ups, and before and after every race. This allows the coach to provide positive feedback, and a race strategy.

Timing Assignments:

Timers must be at least 16 years of age. EGAC will provide timing assignments based on the number of chairs required which is based on the number of swimmers/families in attendance. In most cases you will receive an e-mail on the Thursday or Friday prior to the meet so you may

sign up for your timing assignment(s). Timing at meets counts towards your family volunteer hour requirements.

The Gator Guide to USA Swim Meets is available on the team website at egacgators.com. Please read over it before your first meet. The guide provides you with valuable information to prepare for the meet and to understand basic swim meet protocol. The most important thing that you must know is that you will not be alone. Members of the welcome committee or mentor parents committee will be there to give you an orientation and help you to navigate through your first meet experience. There will also be many veteran parents/guardians to serve as resources at the meet as well. Please feel comfortable asking for help as necessary.

Release of liability. Parent contact and Swimmer contract:

I understand and agree to the above terms and condition of the Elk Grove Aquatics Club in exchange for the privilege of my child(ren), registered with this agreement, to participate in the activities and swimming program of the Elk Grove Aquatics Club. Should I conduct myself in such a way that brings discredit or discord to EGAC, or USA Swimming I voluntarily subject myself to disciplinary action. EGAC maintains the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

Elk Grove Aquatics Club Media Release Form

As part of the _____Swim Club communication process, the team maintains a web site and periodically prints newsletters and statistics or provides information to news organizations. This form documents how you want your swimmer's information handled. Please read and sign below. Indicate YES or NO where appropriate:

1. I hereby authorize the use of still photographs taken at swim meets or other swim team functions. I recognize these photos may be posted on the team website, Facebook, or other social media outlet or used by news media in covering swimming events. Yes or No
2. I understand that no personal demographic information will be posted on the team web site in conjunction with these photos. Yes or No
3. I hereby grant permission to post swimming-related statistics and information on the team website, the team newsletter and/or to provide this information to the news media. Yes or No
4. I understand that neither my swimmer nor I will receive payment or other compensation for the use of such photos or statistics. Yes or No
5. I understand that information listed on the LSC or USA Swimming web site regarding my child is not posted by the club. Yes or No
6. I authorize the Swim Club, LSC, and USA Swimming to use our contact information in a club roster. Yes or No
7. I hereby release the Swim Club, the LSC or USA Swimming from any and all liability in connection with the above said uses and purposes. Yes or No Swimmer's

Athlete's Name_____

Parent/Guardian Name_____

Parent/Guardian Signature_____

Date:_____