

CINCO RANCH SWIM TEAM

Policies and Procedures

Updated February 25th, 2018

1.1. A swimmer must be a resident of the Cinco Ranch I Homeowners Association who is in good standing. If you mailed your HOA dues to PMG or delivered the payment to 3022 Windermere Park – you are eligible. If you mailed to another company or delivered to a different office – you have moved outside of the Cinco Ranch I Homeowners zone. It is the parent's responsibility to contact the HOA to verify that you reside in the correct HOA neighborhood prior to registering for swim team.

1.2. A swimmer must be at least 4 years of age, but not older than 18 years of age as of May 1, of the current swim year. 1.3. A swimmer must be a novice swimmer as defined by the West Houston Aquatics League: Cinco Ranch Swim Teams follows all Policies and Procedures of the West Houston Aquatic League (WHALe), which can be found online at their website.

1.4. Each team is made up of 18 boys and 18 girls in each of the following age groups based on their age as of May 1st: 6 and under, 7-8 yrs., 9-10 yrs., 11-12 yrs., 13-14 yrs., and 15-18 yrs. 1.5. If a swimmer has a current TAGS time, in any distance, in any given stroke, in his/her age group, he/she must swim that stroke up one (1) age group. If a swimmer has a Sectional time in any stroke, they are precluded from swimming that stroke in any WHALe meet. Please refer to WHALe Policies and Procedures for penalties associated with violation of these rules. 1.6. A swimmer cannot have swum on any college or university swim team.

2. Registration

Registration fees are as follows: \$120 per swimmer, those costs include, coaches' salaries, team t-shirt, WHALe fees, end of season celebration, and participation trophy. This does not include team suits, goggles, swim cap, stroke clinics or additional team events.

2.1. CRST has 4 separate swim teams. They include CR Highland Park, CR Northlake, CR Greenway and CR South Ranch. You may register with any of the 4 teams.

2.2. CRST will allow a 15-18-year-old to swim on a CRST team of their choice regardless of the CRST affiliation of the remainder of their family provided; that, the family and swimmer meet all requirements and there is space available in that age group.

2.3. Pre-registration typically begins in February, with a date set by the Board. Pre-registration is open to returning families who continue to meet the eligibility requirements and completed their volunteer commitments. Also, to earn the right to pre-register for the following year's swim season, at least one swimmer in each family must compete in a minimum of 50% of the scheduled dual meets (two of four, or three of five).

2.4. Open Registration usually begins in March for those who did not pre-register and for new families and will continue until each team is full or when registration closes, whichever comes first.

2.5. Closing registration dates will be determined on an annual basis, by the board. Late registrants, pending Cinco Ranch I HOA approval, will be allowed to swim, on a space available basis, until the 5th practice day and with a \$20 late fee charge, per swimmer.

2.6. Once registration has closed for the season, there will be no transfers to other teams.

2.7. A penalty fee of \$25 will be assessed to a Non-Cinco Ranch I

Homeowners Association resident for any application submitted that has to be rejected due to ineligibility.

2.8. The four swim teams fill up fast and it is rare that many swimmers drop before the sea-son starts. The Registrar will let you know if the swimmer(s) is/are “wait-listed.”

2.9. No one may register for one team and wait list for a different team.

3. Refund Policy

There will be no refunds given. Please make sure to check all dates, practice times, pool locations and any other circumstance that will not allow your child to participate.

4. WHALe Release and Consent Form

4.1. All swimmers must have electronically signed online or signed a hard copy of the Release and Consent Form before beginning swim Practice.

4.2. No swimmer may enter the water to practice without having turned in this completed signed form.

4.3. This form is available online, at the time of registration.

5. Swim Across the Pool

5.1. Swim team is NOT a Learn to Swim Program. A swimmer must be comfortable remaining in the water, independently. If in doubt, it is highly recommended that swim lessons be taken, before the first day of practice.

5.2. All 6 and Under swimmers and any other swimmer, based on the coaches discretion, will be required to swim across the pool no later than the 5th day of practice unassisted.

5.3. Coaches and /or coaching helpers are NOT allowed in the water guiding / assisting the swimmer across the pool during “swim across the pool” test, for any reason.

5.4. The swimmer may not touch the side of the pool, or lane ropes for support, nor touch the bottom of the pool during the swim test.

5.5. Parents are not allowed to be on the immediate pool deck during the swim test “coaching” their swimmer.

5.6. Each swimmer will be given 3 opportunities to swim across the length of the pool during the established practice time (unless arrangements are previously made – i.e. the test is given the day before) After 3 unsuccessful attempts to cross the pool, it will be evident that the swimmer needs more swimming instruction than can be provided on swim team to remain safe. Therefore, the swimmer will be dropped from the team.

6. Assisted Swimmer Policy

6.1. CRST will allow assisted swimmer(s) provided that the child has been diagnosed with a special need that prohibits him/her from swimming unassisted across the pool. In order to receive these accommodations, the child must have a qualifying diagnosis of “special needs” through the Texas Department of Education and are significantly more dependent on other people to complete activities than children of their age. Qualifying dependence on other people for age appropriate activities would be the inability of the child to participate in or complete those activities without either verbal prompts or physical

assistance despite having sufficient instruction to complete those activities.

6.2. The swimmer will swim the freestyle stroke assisted by a CRST swim coach prior to the start of the meet and will receive a “blue ribbon” for their effort.

6.3. If a special needs child is able to swim across the pool unassisted, the individual will be placed in his or her appropriate heat.

6.4. It is not possible for CRST to provide someone to be with the child at all times while they are at swim team practices. Therefore, it will be the responsibility of the child’s family to provide someone to be in the water and at practices at all times when the child is present.

7. Coaching

7.1. Each of the 4 Cinco Ranch Swim Teams has its own head coach and two assistant coaches.

7.2. All coaches are hired in the early spring; however, commitments and placements are not made until late March or early April. Therefore, during the registration process we are unable to ensure that a particular coach or assistant coach will be returning to be placed on a particular team.

7.3. In upholding WHALe Policies and procedures, all coaches must have the following: First Aid and CPR certifications and be lifeguard certified.

7.4. A copy of certifications must be provided to WHALe each year at the April meeting, or earlier as requested by the Board of Directors.

7.5. There must be a minimum of two coaches on the pool deck who maintain all three (3) certifications for all practices and/or swim meets. If there aren't two coaches who maintain all certifications, a certified lifeguard must sit in the lifeguard chair.

8. Safety

8.1. General

8.1.1. Parents are expected to be responsible for any other siblings or friends they bring to practices or meets. No one is allowed in the pool, except for swimmers that are swimming at their designated practice time, or their scheduled event at a meet. Thus, it is strictly prohibited for any waiting friends or family members (including parents, toddlers, non-participating swimmers, etc.) to enter or partially enter any wading pool or water feature. This includes sitting on the side of the pool, with their feet in the water. No one is allowed to climb on any equipment, including all water features, diving boards, lifeguard stands, swim ladders leading in/out of the pool, chairs, lounge chairs. There will be absolutely no running on the pool deck. Skateboards, roller blades/skates, scooters, bikes and pets are prohibited inside the pool deck.

8.1.2. CRST defines the Pool Deck, itself, as anything inside the gates of the pool area. The individual Pool Directors are responsible for what occurs inside their pool deck gates, only. This does not include anything

OUTSIDE the gates of the pool, including any playground areas. That is the responsibility of each individual family.

8.2. Weather Delays/Cancellations.

8.2.1. Practice Only - The coaches will determine to suspend or cancel practice due to thunder or lightning. If this occurs, everyone will be removed from the pool deck and there will be a 20-minute waiting period, before returning. It is the responsibility of the parent to decide what course of action to take for their safety, after they are outside the pool deck gates. If the weather has not cleared by that time, it is at the coaches' discretion to cancel practice for that particular age group for the day. If it is only raining, practice will continue, unless it is raining so hard you cannot see the bottom of the pool. Each age group's practice time will be treated separately. (Example, just because the first group's practice was cancelled, due to weather, this does not mean that all of the practices are cancelled for the day.) The coaches will take it hour by hour. If you are unsure there will be a practice, a good rule of thumb is to show up for your scheduled practice time and let the coaches send the swimmers home if they determine practice will not continue, due to inclement weather conditions. Coaches will not be making phone calls, or sending e-mail / text messages, about practice cancellations.

8.2.2. Dual meets – If the Lifeguards hear thunder or see lightning, they, along with the League Reps, will suspend the meet for 20 minutes. Everyone must leave the pool deck and go outside the pool deck gates, immediately. All gates, at each pool, will be open for easy access. It is each family's responsibility, after exiting the pool gates, to determine what course of action your family will take for your family's safety. Once the all clear sign is given, an announcement will be made and everyone will be allowed back inside the pool gates and onto the pool deck. This will be done one age group at a time, starting with the youngest swimmers first. Parents and/or spectators will be allowed in, only after all swimmers have made their way back to their tents. All events through the 15 - 18-year-old Breaststroke must be completed, for

a meet to be official. If it is determined, by both teams' League Reps, that the meet cannot be continued that day, an announcement will be made of that decision. An additional announcement will be made when a make-up day, location and time has been determined (not necessarily at the meet). It is very important to remember, if you were working a volunteer job, you will be required to resume that responsibility on the day of the make- up meet. If you cannot fulfill your volunteer requirement, it is your responsibility to find your own replacement, not the Volunteer Coordinators.

8.3. Behavior/Discipline Policy

8.3.1. The pool and Cinco Ranch I Homeowners association rules will be enforced. Any swimmer whose behavior is disruptive, unsportsmanlike and/or dangerous will be asked to sit out of practice the rest of that day, or be sent home. This includes pushing others in the pool, using bad language, making fun of others, not paying attention to coach's instructions, talking while coaches are talking, or doing anything that causes harm or ill feelings

towards others in the pool. Depending on the severity and/or frequency of the misbehavior, the swimmer may be suspended for several days, or ultimately expelled from the team, with no refund. The parents will be contacted, if there is a frequent problem. Any decision to suspend, or expel a swimmer, will be made by the coaching staff and individual team boards.

8.3.2. All swimmers must have an electronically signed online or signed a hard copy of the Safety/Discipline Policy on file with his/her team. This Policy must be read and signed by each CRST family, before registration may be completed. All policies begin on the first day of practice. Violating any of these policies may result in suspension, or dismissal from your specific Cinco Ranch Swim Team.

8.3.3. Parents will also be respectful of other parents and swimmers on the pool deck and not allow their behavior to be disruptive or

unsportsmanlike. Parents will not coach or instruct their swimmer, or any other swimmer at a practice or meet. There will be no discussions, concerning your swimmer, or other swimmers, with coaches while practice is occurring. If you have anything to discuss with the coaches, please arrange a time, after practice, to discuss the matter with them. Anyone causing disruption of a practice and/or meet, using bad language, or not conducting themselves in a proper manner, may not be allowed on the pool deck the rest of the season, including swim meets.

8.3.4. The team's elected members of your respective CRST will enforce this policy. These include Team Director(s), League Representative(s), Member(s) - at-Large, and Volunteer Coordinator(s). If any of these individuals are not present at the time of the incident, but another parent witnesses the incident, a meeting will be held to determine the facts and course of action that will be taken. This may be appealed to the CRST Board, for a separate hearing.

9. Communication - The swim teams will all handle disseminating information differently. Each team will inform their parents the best way to get information about practices, meets, and all other swim team activities. Time sensitive matters, such as rainouts, or meet re- schedule information will be communicated via email. Please be sure to check the email address you registered with CRST frequently, for any such time sensitive announcements.

10. Swimsuit Policy

It is mandatory that each family purchase the current suit of the team for which they are registered. All swimmers must wear their designated Cinco Ranch Swim Team suit for all dual meets and team pictures. A swimmer will not be allowed to compete without wearing his/her team swimsuit. If a swimmer qualifies to attend Meet of Champs and/or All-Stars, they may wear either their CRST swimsuit OR any FINA Approved Suit, set forth by the WHALe guidelines.

11. Attendance

11.1. Practice

Swimmers are expected to attend practices, except due to illness or extenuating circumstances. If a swimmer cannot make practice, please discuss the reason with the coaches.

11.2. Swim Meets WHALe sets meet dates and times in late February, or early March.

The meet schedule is subject to change. However, all meets generally take place in the month of June. Each individual team will have at least 4 meets. Some years there may be 5 dual meets.

11.3 Meet of Champs/All-Stars

At the end of the season, qualifying swimmers from each team will be selected to swim at the Meet of Champs meet. This meet is usually held on the first Saturday, following the end of the regular season. If they qualify at the Meet of Champs meet, they may then earn a place at the All Star Meet, which normally is held two days later, on Monday night. All WHALe Division Meet of Champs meets will be held at one of the Katy ISD Natatoriums. The All-Star Meet will also be held at one of the Katy ISD Natatoriums.

12. Meet Attendance

All meet attendance will be handled via Swimtopia. Each team will provide instructions on how to “commit to a meet”.

13. Meet Information

13.1. Dual Meets There are typically four dual meets during the CRST Swim season.

13.2. Each DUAL swim meet consists 77 events.

13.3. Swimmers must check-in and be in their respective age group area, at least fifteen minutes before the scheduled warm-up. Check with your Pool Director or League Rep for the start time of meets and the warm up schedule.

13.4. Meets typically last for about three and a half hours, depending on the number of swimmers participating, but could last longer.

13.5. All swimmers will be expected to sit with their teammates in assigned areas according to age groups. Please check in with your “Ready Bench Parent” when you first arrive.

13.6. “Ready Bench Parents” must know the whereabouts of all swimmers assigned to them at all times, because they are responsible for getting swimmers to the right heat benches for their events. 6 & under swimmers finish early, so please pick up your child, after their last event, as there will not be any parent supervision for the 6 & under after backstroke.

13.7. All Swimmers should bring a towel, blanket or folding chair to sit on during the meet.

13.8. Swimmers are not allowed to play in/or around wading pools or water features during meets. Likewise, siblings, friends or other family members may not use the wading pools or water features during the meets.

13.9. Swimmers compete only against their own age group, unless they

have been asked by the coaches to swim in an older age group event, or have a TAGS time, which requires swimming up an age group.

13.10. There may be several heats for an event. Swimmers are seeded by their best times during the season (allowing for coaches' discretion), with the fastest swimmers in the first heat of an event.

13.11. All swimmers will swim freestyle and backstroke.

13.12. A limited number of swimmers will be asked to swim breaststroke, butterfly and Individual Medley (IM). Each swimmer (aged 7 and up), who can perform 7 the stroke legally, as determined by the coaches, will be given at least one opportunity during the season to swim breaststroke and butterfly, in a dual meet. The coaches will determine who will swim the IM. This event is generally for swimmers 10 and up. However, it is at the coach's discretion to enter a swimmer, under 10, in this event.

13.13. It is the coaching staff's decision as to which events each swimmer will be entered. It is also at the coach's discretion as to who swims relays.

13.14. Questions regarding meet entries should be addressed to the coaches after practice and NOT during a meet.

14. Scoring and Awards

All scoring and awards will follow WHALe Guidelines.

15. Meet of Champs (Divisional)

All of the teams competing in WHALe participate in their divisional meet after the dual meet season is complete. This meet will be held at a location / date TBD by WHALe. Teams are allowed limited entries per event. Entries per age group are limited to (8) Freestyle, (4) Back, (4) Breast, (4) Butterfly and (3) entries for the IM. To be eligible to compete in the MOC, a swimmer must have competed in a minimum of two (2) regularly scheduled WHALe dual meets.

All parents of swimmers participating in the Meet of Champs are required to volunteer at that meet. It is the coach's decision as to who swims each relay. Timing for this meet will be done either by stopwatch, Colorado System Timing (Touch Pad), or a combination of both.

16. All-Star Meet

The top 1 swimmer from each of WHALe divisional Meet of Champs and the next 18 fastest swimmer times will participate in the All-Star Meet at a location TBD, at the end of June. Medals will be awarded to the top 8 swimmers in each event. Timing for this meet will be done either by stopwatch, Colorado System Timing (Touch Pad), or a combination of both.

17. End of Season Awards

The end of year awards will be presented at a team party, held at the end of the season. Every swimmer participating in at least 50% of the scheduled intra-league dual meets (i.e. 2 of 4, or 3 of 5) will receive an end of year participation trophy. Meet of Champs and All Star Meet earned medals will also be presented. Team parties are determined by each individual team. Party dates and locations may differ amongst teams.

18. CRST Volunteer Policy and Procedures

18.1. Background for Volunteers

It is a requirement that each family of

a Cinco Ranch Swim Team swimmer volunteer to help with the swim meets, for the Cinco Ranch Swim Team. The following are the requirements, policies and procedures for all volunteers.

18.2. Minimum Requirements Each family must volunteer a certain

number of times during each of the meets, during the swim season, based upon the number of swimmers in that family: 1 Swimmer = 2 volunteer requirements 2 Swimmers = 4 volunteer requirements 3 or more Swimmers = 5 volunteer requirements Each family is required to commit to their volunteer duties when registering online and sign up for the appropriate number of positions.

19. Incomplete Volunteer Requirements

19.1 If a family is unable to complete their volunteer requirements as scheduled and signed up for at registration, it is the responsibility of that family to find a substitute for their volunteer position and to notify the volunteer coordinator of this change prior to the meet. Failure to do so will result in a family not receiving credit for that volunteer position. In the case where a true emergency prevents a family from completing their volunteer requirement at one meet, the Volunteer Coordinator will determine appropriate steps for the makeup of that requirement.

19.2. If a family is signed up for a meet that gets postponed, cancelled, or rescheduled, you are expected to serve at the makeup meet in the same capacity, as originally scheduled. If the family is unable to do so, then it is the responsibility of that family to find a substitute for their volunteer position and to notify the volunteer coordinator of this change prior to the meet. Failure to do so will result in a family not receiving credit for that volunteer position.

19.3. A family that has not fulfilled their volunteer requirements will be suspended from participating in the Cinco Ranch Swim Team activities

for one year, with the option to appeal to the Executive Board.

Specifically, if all family volunteer commitments have not been fulfilled by the last regular swim season meet, then the family's swimmer(s) will:

19.3.1 NOT be eligible to participate in the Meet of Champions for the current season, and

19.3.2 NOT be eligible to register to swim on any Cinco Ranch Swim Team the following year.

20. Volunteer Positions and Qualifications

20.1 6 & under Ready Bench

All 6 & Under Ready Bench Volunteers must have a 6 & under swimmer and cannot have children in any other swimming age bracket. For example, if you have a 6 & under swimmer and a 9-10 swimmer, you may not volunteer as a 6 & Under Ready Bench. Due to the 6 & under swimmers completing their swimming earlier in the meet, this guideline is to help those parents with only 6 & under swimmers be able to leave with the younger swimmers.

20.2 Assistant Coordinators

Each Volunteer Coordinator may select Assistant Coordinators for the following volunteer positions to act as the supervisor of all volunteers in their area at each meet. For example, the Bench Boss Assistant Coordinator is in charge of training and supervising all bench bosses at all of the meets for that season. The qualifications for becoming an Assistant Coordinator for any of the following positions are the completion of one previous Cinco Ranch Swim Team season in which the family volunteered in the specific area and the willingness to do so for all meets in the season.

HeadTimer

Runner (s) Bench Boss Ready Bench Console Operators (min. 2)
Judges

Setup/Clean up

Concessions Each Assistant Coordinator of the above should agree to work in this role for all of the meets in the season and is responsible for providing training to those families signed up to volunteer in their area. Completion of this role in a swim season will satisfy that family's volunteer obligations. In the event of any issues, the Assistant Coordinator should alert the Volunteer Coordinator. 20.3 Stroke/Turn Judge, Meet Director, Starter, Head Timer and Console

20.4 All Other Positions

There are no pre-qualifications for the remainder of positions. Each family that signs up is required to attend any training offered by the Assistant Coordinator prior to the first meet. Thank you for your commitments to support the Cinco Ranch Swim Team!

20.5 Reporting Email Address Changes

It is the practice of CRST to utilize email to disseminate future years Pre-Registration In-formation. Thus, it is imperative that the REGISTRAR be made aware of any changes to your email address. Should your email address change, please notify the registrar of the change promptly. In the body of the email, you **MUST** include the following information with any request to change your email address:

The full names of ALL your swimmers.

Operators Volunteer Positions

The qualifications for signing up as a Stroke/Turn Judge, Meet Director, Starter, Head

Timer, and Console Operator Volunteer are to attend mandatory training

class(es) provided by the WHALe league, as applicable prior to the start of the swim season, attending any training provided by the Team Director, and the willingness to do so for all meets in the season.

The current CRST Team on which your swimmers are/were registered.

Your NEW email address Should you fail to update your email address with the Registrar, you will not receive Pre- Registration documents for the following swim season. Please note that while we can store information regarding alternative email addresses in your swim team records, we can only send registration related emails to one primary email address per swim family.