



2026 Board of Directors

President – Paul Cassada

Vice President – Alyssa Russell

Secretary – Kelly Joyner

Treasurer – Tim Efremidis

Parent Representative – Kevin Miller

Volunteer Coordinator – Ashley Antognoni

Member-At-Large – Molly Holston

2026 Coaching Staff

Head Coach – Alex Counoupas

Assistant Head Coach – Maddie Clark

Assistant Coach – Bella Pew

Junior Coach – Adeline Jordan

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Leadership Contact List

Board of Directors		
Position	Name	Email
President	Paul Cassada	waveridersswimteam@gmail.com
Vice President	Alyssa Russell	
Secretary	Kelly Joyner	
Treasurer	Tim Efremidis	
Member-At-Large	Molly Holston	
CAL Parent Representative	Kevin Miller	waveridersparentrep@gmail.com
Volunteer Coordinator	Ashley Antognoni	volunteercoordinator@gmail.com

Coaches		
Position	Name	Email
Head Coach	Alex Counoupas	waveriderscoaches@gmail.com
Assistant Head Coach	Maddie Clark	
Assistant Coach	Bella Pew	
Junior Coach	Adeline Jordan	
Coaches in Training (CIT)	Carter S., Whitley H., Reece M., Lumen M., Caleb S.	

2026 Events and Meets

Please go to our [website](#) to see details about each event and to RSVP. Dates are subject to change.

Date	Event
April 6	Registration Opens
April 22	WaveRiders Suit Fitting @ RounTrey Clubhouse
May 18	First Day of Practice
May 21	WaveRiders Suit Fitting @ RounTrey Clubhouse
May 21	WaveRiders 2025 Season Kick Off Party
May 27	New Parent Meeting
June 6	Team Breakfast and Photo Mock Meet (NEW WaveRiders only)
June 9	Swim Meet – HOME vs Hallsley
June 16	Swim Meet – HOME vs. Harpers Mill
June 23	Swim Meet – AWAY @ Tarrington
June 30	Swim Meet – AWAY @ FoxCreek
July 7	Swim Meet – AWAY @ Magnolia Green
July 13	Swim Meet – HOME vs. Hampton Park
July 15	WaveRiders End of Year Banquet
July 20	CAL Champs Meet for qualified swimmers age 10 and under*
July 21	CAL Champs Meet for qualified swimmers age 11+*

*Subject to change based on CAL

Practice Schedule

Before Summer Break – 5/18-5/21 and 5/25-5/28 (Monday-Thursday only)

Practice Groups	Time
13+ Years Old (Middle & High)	4:00-4:45PM
10-12 Years Old (Elementary & Middle)	4:45-5:30PM
8-9 Years Old (Elementary)	5:30-6:15PM
7 & Under (Elementary)	6:15-7:00PM

Summer AM Practice - Monday, Tuesday, Thursday, Friday*

Practice Groups	Time
8-9 Years Old	7:00-7:45AM
10-12 Years Old	7:45-8:30AM
7 & Under	8:30-9:15AM
13+ Years Old	9:15-10:00AM

*No Wednesday AM practices due to routine pool maintenance

Summer PM Practice - Monday, Wednesday, Thursday, Friday**

Practice Groups	Time
13+ Years Old (Middle & High)	4:00-4:45PM
10-12 Years Old (Elementary & Middle)	4:45-5:30PM
8-9 Years Old (Elementary)	5:30-6:15PM
7 & Under (Elementary)	6:15-7:00PM

**No Tuesday PM practices due to meets

Note: Due to limited lanes and days available, evening practices are reserved for swimmers who cannot make the morning practice due to summer school, camps, and parent work schedules.

Registration

Registration will open on April 6th for the 2026 season. Until then, feel free to check out our [website](#) for events and practice details. We will update the website with any dates and details as soon as we have them.

All swimmers must be registered on the swim team before participating in practices. The cost of the team swimsuit and other equipment (such as goggles, water bottles, etc.) is not included in the registration fees. These items must be purchased separately. Please attend a suit fitting (details under “Important Dates”) or order suits directly by visiting our [website with the VA Swim Shop](#).

Registration fees cover the following:

- Coaches’ salaries
- League fees
- Administrative costs
- Insurance
- Miscellaneous expenses

Swimming Proficiency Policy

WaveRiders is not a learn-to-swim program, and swimmers without basic swimming skills can pose a safety issue. Swimmers must already have some basic swimming skills before joining the team. They must be able to safely swim 25 yards (one length of the pool) unassisted as determined by the head coach. Please note that parents/guardians may only attend swim practice as a spectator. Please do not participate or interrupt the coaching staff during practices.

Swimmers will be tested early in the season. Additionally, the coach can remove a swimmer from the team if he/she feels the swimmer has insufficient skills to be safe in the water.

Refund Policy

Due to pre-season administrative costs incurred by the team, such as CAL fees, **we do not offer a full refund on any swim team registrations for any reason**. Partial swim team registration refund requests must be submitted in writing to waveridersswimteam@gmail.com. Refund decisions will be decided by the full board and any approved refunds will be paid once a decision is made.

- Swimmers that leave the team by **May 31** due to personal choice or because the coach determines they are not ready for the swim team will receive a refund of 75%.
- Swimmers that leave the team due to disciplinary issues will not be issued a refund.
- After **May 31**, no full or partial refunds will be considered (including moving out of the neighborhood) unless a valid medical reason is submitted in writing to the board. Such requests will be subject to review.

Swimmer Levels

Practices will be organized by age groups. Each age group will be organized further based on swimmer knowledge, skills, and abilities to allow our coaches to develop swimmers in the most efficient way possible.

Swim Meet Participation

Parents must commit their swimmer for the meets on the WaveRiders website before the deadline each week; this is for both committing and declining. Swimmers cannot be entered in swim meets once the deadline has passed. Please familiarize yourself with the website so your swimmer is not excluded in a meet.

Parent Volunteer Requirement

Family participation is essential to the success of a summer swim team. To ensure fairness and effective coverage, a parent or guardian must volunteer at least **TWICE** at meets per swimmer over the course of the season. If your swimmer will not be participating in meets this summer, please reach out to our volunteer coordinator to arrange other options.

Volunteer Sign-Up

Our WaveRiders website is used for volunteer registration. For **any** volunteer position, **all families are required to sign up by using our website**. Meet volunteer positions will be structured for ½ meet and full meet support.

If you are unable to fulfill a volunteer shift, another family member or friend may volunteer in your place. Please let the swim team volunteer coordinator know when this occurs. Email is the best form of communication. Scheduling conflicts arise and if you cannot fulfill your selected role, it is your responsibility to find a substitute.

Meet Day Volunteer Sign-In

Volunteers for each swim meet will need to check in with the volunteer coordinator **no later than 30 minutes prior to the meet start time**. It is the responsibility of the volunteer (first and second half) to check-in prior to the swim meet starting. At that point, the volunteer coordinator will give any additional information that may be needed.

Officials / Meet Volunteer Job Descriptions

The following are positions that have been held in the past. Please note: Certain positions are “official” positions and require attendance at a preseason clinic as noted by a “Y” in the “CAL Clinic” column. Please send an email to waveridersvolunteercoordinator@gmail.com if you are interested in learning more about any official positions.

POSITION	CAL CLINIC	EXPERIENCE REQUIRED
1. Referee	Y	Y
2. Starter	Y	Y
3. Strokes and Turns	Y	N
4. Head Timer	N	Y
5. Computer Operations Specialist	Y	Y
6. Announcer	N	N

7. Clerk Of Course	N	N
8. Timer	N	N
9. Ribbon Labeler	N	N
10. Concessions	N	N
11. Results Table Worker/Verifier	N	N
12. Hospitality	N	N
13. Runner	N	N
14. Mite Parent	N	N
15. Heat Winner Ribbons	N	N
16. Floater	N	Y
17. Meet Set Up	N	N
18. Meet Breakdown	N	N

Below is a brief description of the positions. A more detailed description may be found at the end of the parent handbook in Appendix A.

1. **REFEREE (home meet only):** The referee is the head official and ensures that all CAL rules are enforced.
2. **STARTER (home meet only):** The starter advises swimmers at the start of each race as to the stroke and distance.
3. **STROKES & TURNS JUDGE:** Judges observe starts, strokes, and turns of each event; they communicate potential stroke violations to the Referee of the meet. Judges must attend a CAL clinic.
4. **HEAD TIMER (home meet only):** Head timers keep the official stopwatch and an extra in case one of the lane timers has a malfunction.
5. **COMPUTER OPERATIONS SPECIALIST (home meet only):** The computer operations run the technical aspects of the home swim meet. This includes timer setup, operating Meet Manager software, verifies timers' inputs from Dolphin timing system. The Computer Operations specialist runs the meet software, generates reports and processes results. The person filling this role must have a thorough understanding of the timing rules and how to apply them. Additionally, a Computer Operator needs a working knowledge and understanding of the software. The ability to troubleshoot computer and other related problems is very helpful. When it comes to time verification, accuracy is a must. Speed is highly desirable.
6. **ANNOUNCER (home meet only):** Supplied by the home team. Announces the next events and the results of the previous events. Calls upcoming heats to the clerk of course. This is a great job for someone with a strong voice. You

make any necessary announcements, and work with the Starter/Referee to keep the meet moving quickly and smoothly.

7. **CLERK OF COURSE:** There is one “clerk” who runs the Clerk of Course. We need two or three volunteers (seaters) for each home meet to line up swimmers prior to their events. Responsibilities include verifying the names of swimmers in each event and assigning lanes to the swimmers. These volunteers will need to be willing to speak loudly as necessary to ensure swimmers are paying attention. This is a crucial job to keep the meet running smoothly and on time.
8. **TIMER:** Multiple timers are needed at each meet (home and away). Timers record each individual swimmer’s time. Additional instructions will be given at the beginning of each meet. This is the most popular meet job among both new and experienced swim parents. You use a stopwatch to time the swimmer in your assigned lane. There are typically three timers per lane, and the median of the times is used as the official time (or as backup for electronic timing systems). You get a much better view of the action. One timer will also record the times on a timing sheet, and one will also hand the sheet to the runner.
9. **RIBBON LABELER:** This volunteer position is needed to label place ribbons (1st, 2nd, 3rd, etc.) for WaveRiders swimmers and place them in the ribbon box. Labels are pre-printed once meet results are received.
10. **CONCESSIONS (home meet only):** Workers are needed to staff the concession stand at each home meet. Volunteers who sign up for the first half of the meet should plan on arriving an hour early to set-up the food and cash boxes. Volunteers who sign up for the second half of the meet should plan on staying after the meet ends to pack up.
11. **RESULTS TABLE WORKER:** These volunteers support the computer operations team with processing timer sheets, disqualification (DQ) forms, and verifying results for each event.
12. **HOSPITALITY (home meet only):** The expectation of this role is to meet and greet visiting team coaches, swimmers, and guests; provide direction to away team swimmers and parents; answer general WaveRiders questions; and deliver water to coaches, officials, and meet volunteers during the meet.
13. **RUNNER (home meet only):** After each race, the runner collects the timesheets from the timers in each lane, and strokes and turns judge slips, and any cards from the starter/referee and takes them to the scoring table. You stay on the move throughout the meet, so it's great exercise!
14. **MITE PARENT:** This is a parent position that assists with 8 and under swimmers during the meet. This position works with the Clerk of Course to ensure our youngest swimmers report to their proper lanes in an orderly and timely fashion. They stay with the swimmers until they are seated behind the blocks. It is often needed to find the swimmers in the team area and/or escort the swimmers in lane assignment and heat order from the clerk area to the starting end of the pool.
15. **HEAT WINNER RIBBONS (home meet only):** This position will provide an award ribbon (or prize) to each heat winner during the meet. This is a great spot to watch the meet!
16. **FLOATER (home meet only):** This position does whatever duties are needed on the day of the meet. This volunteer will need to have a good understanding of how a meet operates.
17. **MEET SET-UP (home meet only):** Assists with getting the pool ready for the meet. Requires early arrival.
18. **MEET BREAKDOWN (home meet only):** Assists with pool clean-up after the meet ends.

Swim Practice Behavior Expectations

It is the goal of the coaching staff to provide instruction and training during the entire practice session.

WaveRiders swim coaches create lesson plans for each day and week of the season to teach the swimmers proper technique, prepare them for competitive swimming, and meet the needs of each swimmer in the practice group. In order to achieve those goals, WaveRiders expects swimmers to adhere to the following behavior guidelines:

- All swimmers should encourage and support their teammates at practice as well as in competition.
- Swimmers may not conduct themselves in any manner that is disruptive to others.
- Swimmers should refrain from being on the pool deck if it is not their assigned practice time and should not interrupt another practice by talking with coaches or other swimmers.
- Swimmers are expected, at all times, to follow the coaches' instructions. At no time will disrespectful attitudes or back-talk be tolerated from any swimmer.
- Rough-housing, yelling, and touching items that belong to other swimmers is not acceptable.
- Abusive language, lying, and/or stealing will not be tolerated and are grounds for immediate expulsion from the team.
- Vandalism will not be tolerated. Any property that is vandalized by a WaveRiders swimmer will be repaired or replaced by the swimmer's parent(s) or legal guardian.

Violation of the above-mentioned behaviors will be disciplined as follows:

- First violation will receive a warning.
- Second violation will result in expulsion for the rest of that practice session and a phone call/meeting with the swimmer's parents.
- Third violation will result in suspension from practice for 1 week.
- Fourth and final violation will result in expulsion from the team.

Communication

Parents should not interrupt practice by talking with coaches or swimmers. The best way to contact the coaches is to talk off deck or via email at waveriderscoaches@gmail.com.

WaveRiders Swim Team Code of Conduct

As a member of the WaveRiders Swim Team (WRST), I am part of a swimming organization that believes teamwork, integrity, respect and good sportsmanship are more important than winning. By signing this Code of Conduct, I agree to follow the rules for behavior and sportsmanship while I am a member of WRST. The following behavior guidelines state the principles WRST expects all members to demonstrate and uphold.

WRST is fortunate to have experienced, professional coaches working to develop our children into better swimmers, and more importantly, teaching and instilling important life skills. These skills include time management, self-discipline, and sportsmanship. Your child will reap the benefits of swimming long after his/her participation with WRST ends.

As parents, it is absolutely essential that we give our coaching staff the respect and authority they deserve to run our swim team. Our coaches are hired for that purpose, and the Head Coach oversees the direction of the staff.

For the purposes of this section, a swimmer is defined as the registered child participating in the WRST. Parent is the person or persons responsible for the swimmer and would be considered an Active Member as noted in the WRST bylaws. Additionally, conduct of persons who are not swimmers or Active Members will be expected to adhere to the Parents Code of Conduct and will be subject to the same consequences.

PART I – PARENTS CODE OF CONDUCT

- Set the right example for our children by showing respect and common courtesy at all times to team members, coaches, Board members, competitors, officials, parents, and for all facilities and other property used during practice or competition.
- Respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.
- Understand that opposing teams, including their swimmers, coaches, and fans, want the same positive experiences for their swimmers as we do. Help WRST achieve our goals by avoiding criticism either verbally or by gesture. Look for opportunities to build rapport with teams with which we compete.
- Demonstrate good sportsmanship during all practices, competitions and team activities. Promote good sportsmanship by setting an example and by helping others do likewise. WaveRiders win gracefully, lose graciously, and congratulate their opponents either way.
- Be an active participant in all fundraising events and other team activities, and encourage and support your child by permitting them to be timely for practices and competitions.
- Realize that swimmers become easily confused when coached by parents and benefit most from positive reinforcement of the coaching staff's instructions and advice. Your unconditional love and support before and after races will help them best.
- Allow WRST coaches to coach your child without interference during practices and meets, including not being present in the coaching area(s) on deck (ie: behind the blocks) during practice or competitions unless you are working at the meet.
- Support your coaches as they strive to do what is best for each WRST swimmer. Our expectations and methods are based on USA Swimming, the American Swim Coaches Association and other recognized swimming authorities.
- If you have concerns, you will address it with the appropriate coach or the team parent representative in private.
- Maintain open and honest communication among all members of the WRST family. We reach our common goals by working together.
- Insist that your child refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive, or disrespectful of others.

PART II – PARENT – BASIC RESPONSIBILITIES

- Practice teamwork with all parents, swimmers, and coaches by supporting the values of discipline, loyalty, commitment, and hard work.
- Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time and bring the proper equipment.
- Arrive at meets in time for volunteer and/or swimmer check in and warm-ups.
- Represent WRST with excellence, respect, team spirit, good sportsmanship, and politeness.
- Maintain self-control at all times. Refrain from inappropriate behavior that detracts from a positive image of the team or is detrimental to our performance objectives.
- Know your role. Swimmers – Swim / Coaches – Coach / Officials – Officiate / Parents – Parent
- Do not coach your child at practice or during meets. That is the coaches' job.
- Assist the coaches by not talking with or motioning to swimmers during practices unless clearing it with a coach first.
- Do not interrupt or confront the coaching staff on the pool deck during practices or meets.
- Trust and support your swimmer's and coaches' decisions around goal-setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child.
- Any questions about disqualifications, judging, etc. should be directed to your swimmer's coach.
- Get involved... be an official, work on the board, help plan a fundraiser, help plan a group social. Find something you enjoy!
- Share the burden among parents by volunteering to help at meets.
- Know and uphold WRST rules, regulations, management, and coach directives, and by-laws that are designed to maximize the experience for all swimmers and parents.

PART III – SWIMMER CODE OF CONDUCT

- Swim for the fun of it, not just to please your parents or coach.
- Make every team practice, meet participation, and activity an opportunity to learn.
- Swimmers are expected to remember that at practice, swim meets, team activities and in public, they are representing WRST. They should represent WRST with excellence, respect, team spirit, good sportsmanship, and politeness.
- Swimmers are expected at all times to follow the directions of any member of the coaching staff, and respect any instructions by officials. Disrespect or failure to obey instructions will not be tolerated from any athlete.
- Swimmers are expected to show respect, common courtesies, and good sportsmanship at all times to team members, coaches, competitors, officials, parents, and for all facilities and other property used during practices, competitions, and team activities.
- Swimmers should be punctual and arrive on time for all practices, meets, and team events. Pool time is very valuable.
- Swimmers must notify the coach in advance if they are planning to leave practice or swim meets early.
- Swimmers are expected to wear WRST team caps at all swim meets. This displays team pride and also makes it easier to identify swimmers on the blocks and in the water.
- Swimmers should be an active participant in all team practices, competitions, fundraising events and other team activities.
- Be committed to putting forth your best effort every day. An honest effort does not include cutting laps or pulling on lane lines.
- Disruption of practice by an athlete will be grounds for removal. Continual cheating in a practice will be considered a disruption of practice.
- The coaches are there to help the swimmers. Swimmers are expected to pay attention and follow all of the coach's instructions completely and exactly. If any clarification is needed, they are to ask questions politely.
- Swimmers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.

- Dishonesty, theft, and/or vandalism will not be tolerated.
- Indiscreet or destructive behavior will not be tolerated.
- Every effort should be made to avoid guilt by association with such activities as those listed above.
- Swimmers are expected to respect each other. Fighting, intentional touching, or striking another athlete will subject the swimmer to the most severe discipline.

Swimmers are expected to follow the spirit of the rules as well as the specific rules. The coach must adapt this philosophy to an infinite number of situations. Swimmers are asked to respect the coaches' directions and give their full cooperation. Cooperation with teammates and staff will produce a productive practice environment and competitive environment for all.

PART IV – VIOLATION OF THE CODE – SWIMMERS

The coaches and Board of Directors have the authority to impose the following penalties for violation of the WaveRiders Swim Team Code of Conduct. The penalties include, but are not limited to, the following:

- The swimmer will be given a verbal warning.
- The swimmer will be pulled out of practice in addition to a verbal warning, and the coach or parent representative will contact the parent.
- A parent meeting is required before returning to practice.
- If the swimmer continues his/her bad behavior, he/she will be suspended for one (1) week. (There will be NO prorated fees). If the swimmer's disciplinary problem continues, the swimmer and parent will meet with the coach and the parent representative to discuss the problem further and to discuss possible removal from the team.

PART V – VIOLATION OF THE CODE – PARENTS

The Board of Directors has the authority to impose the following penalties for violation of the WaveRiders Swim Team Code of Conduct by parents. The penalties include, but are not limited to, the following:

- Offending parent(s) will be given a verbal warning.
- Dismissal of offending parent(s) from the current event including but not limited to practices, meets, and other team events.
- Barring of offending parent(s) from attending future events including but not limited to practices, meets, and other team events.

I agree that if I violate any of these rules, I will be subject to disciplinary action determined by the coaches, which may include expulsion from the team. By registering, you agree that you have reviewed the WaveRiders Swim Team Code of Conduct with the registered swimmer(s) and they understand the WaveRiders Swim Team Code of Conduct, and that you (the parent/guardian) and the swimmer agree to abide by this Code and accept the penalties for not abiding by these.

WaveRiders Anti-Bullying Policy

The WaveRiders Swim Team expects all members of the team to treat each other with courtesy and respect. Everyone has the right to be safe and secure at the pool and to be protected, so that all may flourish without fear of unfair treatment or harassment. The team's approach to bullying is clear: it is always unacceptable, and the team will, therefore, do all it can to prevent it.

Bullying may take many forms. Any behavior, which makes another feel uncomfortable or threatened may be construed as bullying, whether intended or not. All complaints should be taken seriously and pursued. Acting against bullying is a part of every parent's duty of care to swimmers and of swimmers to each other, both on and off site. This policy is intended to help swimmers and their families if they are concerned about bullying and to ensure a consistent response to any bullying incident.

Bullying can cause psychological damage and even suicide. Although bullying is not a specific criminal offense, there are criminal laws which apply to harassment and threatening behavior.

What is bullying?

Bullying is hurtful behavior that usually occurs over a period of time. It is behavior that a reasonable bystander would say was calculated or intended to hurt or upset the victim. It is behavior that harasses, humiliates, or intimidates others. It may take the form of teasing, verbal criticism, and harassment on the grounds, for example, that someone has different colored skin, the way they talk, their size, or their name. The following list could all constitute claims of bullying or harassment: racism, sexual bullying, negative remarks about appearance, ability, health conditions, home circumstances, nationality, religion, culture, disability, gender, sexuality, special education needs, or cyber-bullying. Sometimes the perpetrator is just being thoughtless. Sometimes it can be hurtful to be different or to be made to feel different. Bullying causes fear and distress for the victim and may distract him/her from their swimming. It may also affect other swimmers who witness it, and it can damage the atmosphere in a group or even in the entire team.

Examples of bullying behavior

- **Physical** bullying may include: fighting; damaging or hiding someone else's belongings or clothes; setting up someone else to get the blame for a breach of team rules; initiation ceremonies.
- **Emotional or psychological** bullying may include: excluding someone from a group, activity, or place; spreading rumors; being deliberately unfriendly; unpleasant emails, text messages, telephone calls, or unpleasant material placed on websites.
- **Verbal** bullying may include: aggressive name calling, teasing, mockery, insults.
- **Sexual harassment** includes making inappropriate comments about appearance and attractiveness, uninvited propositions, uninvited touching, and using innuendo or inappropriate imagery.
- **Cyberbullying** is the deliberate use of information and communications technology, particularly mobile phones, email, social websites, text messages, cameras, and the internet, to upset someone else.

What are the signs of bullying?

It isn't always easy or even possible to tell whether someone is upset. People who feel under emotional pressure may find it hard to talk. There may be changes in behavior, such as shyness and nervousness, demands for attention, feigned or real illness. Work and sleep patterns may change. There may be lack of concentration or withdrawal. A swimmer who is being bullied or feels vulnerable may be unwilling to attend team activities.

What is expected of coaches, swimmers, committee members and parents?

All those involved in the team – committee members, swimmers, parents, and coaches – have a responsibility to show they believe any form of bullying is unacceptable and set an example which reflects that view. All members of the team should help to create an atmosphere in which bullying will be spoken of openly, taken seriously and responded to with appropriate action. A young swimmer who is being bullied should tell their parent(s), their coaches, or the parent representative. It is important that any cases of bullying are reported to someone whom the victim feels able to talk to.

Any swimmer who suspects bullying should report it to their coach, parent(s), or parent representative. A parent who is concerned that a swimmer (either their own child or another swimmer) may be being bullied should speak to the coaches or to the parent representative.

The team wants to help, and it expects coaches, swimmers, parents, and committee members to:

- treat each other with respect and sensitivity
- think carefully before speaking / acting (whether face-to-face or via any form of media) in ways which may cause upset
- respect differences and variety
- be sensitive to the fact that what may seem fun to some (especially a group) may feel threatening to others (especially an individual)
- show kindness and consideration to those who appear unhappy or vulnerable
- make a stand against those who ignore or go against these aims

Implementation of the policy

Coaches will remind swimmers at the start of each year of their responsibility to ensure that bullying does not occur and to talk to a coach if they witness or suspect bullying. In the event of an observed or reported instance of bullying, the facts will be ascertained from the victim(s), alleged perpetrator(s), and witness(es). The individual initially contacted/witness will record who was involved, what happened, when, and where. This will be passed to the parent representative who will liaise with the relevant parents. The parent representative will identify patterns and decide what action needs to be taken to prevent similar occurrences.

The team will try to keep parents informed if and when it may be dealing with a significant bullying situation. Parents are asked to let the team (usually the coach) know directly if they have cause for concern, either on behalf of their own child or because of rumors about incidents involving others. The team always tries to handle information discreetly, and although what coaches and committee members are told will be in confidence, the team cannot promise secrecy. If matters need to be followed up, the team will do so with sensitivity. It is much easier to counter problems at an early stage. Once investigated, every effort will be made to resolve the problem and change the behavior of the perpetrator(s). This process will normally be carried out by the Parent Representative. For all incidents of bullying (whether isolated or occurring over a period of time), disciplinary sanctions will normally be applied and may extend to suspension, or in the gravest cases of severe or persistent bullying, expulsion from the team. The policy is applied in conjunction with the team's Codes of Conduct, which can be found in the handbook.

Electronic Communication Policy – WaveRiders Swim Team (WRST)

PURPOSE

WRST recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the team acknowledges the value of these methods of communication, the team also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult 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 regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member, or parent, the guiding principle to always use in communication is to ask: "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 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?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional (T.A.P.).

Transparent: All electronic communication between coaches and athletes 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 team'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 Team. 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 athletes will be appropriate.

FACEBOOK, INSTAGRAM, SNAPCHAT, TIKTOK, BLOGS, AND SIMILAR SITES

Coaches may have personal social media accounts, but they are not permitted to have any athlete member of the team 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.” Coaches and athletes are not permitted to “instant message” each other through social media.

The team has official Facebook and Instagram pages that athletes and their parents can “follow” 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.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7AM until 9PM. Texting shall be used only for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7AM and 9PM. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

Appendix A

Job Descriptions

Meet Referee Guidelines

What is a Meet Referee?

In many ways, the Meet Referee is like a captain of a large ship. He or she is the leader and has overall responsibility for the conduct of the meet. A swim meet, like the large ship, requires the skills of many people to run smoothly. The Meet Referee is the leader that organizes this team to run a safe, fair and fun competition.

Responsibilities during the meet:

- During the competition, the Meet Referee's role is to ensure safe competition and consistent application of rules and procedures for all sessions of the meet.
- During the meet, periodically sample coaches on the conduct of the meet to identify potential issues before they become problems that impact the competition.
- The Meet Referee supervises the entire Officials Team and as such:
 - Conducts Strokes and Turns meeting prior to start of the meet.
 - Provides guidance to Strokes & Turns Officials to ensure equitable deck coverage.
 - Provides guidance on handling "no shows" and other unusual situations.
 - Confirms with the Timing Operator the correct setup and functioning of the timing equipment.
 - Provides guidance to Starter on resolving timing issues
- It is recommended that a coaches meeting be conducted on the day of competition to ensure understanding of meet procedures. Typical topics for this meeting include, but are not limited to:
 - Warm-up procedures
 - Identifying potential issues, such as excess session timelines
 - DQ notification procedure
 - Athletes requiring accommodation
- During the competition, the Meet Referee shall ensure proper notification for all disqualifications. If a coach or swimmer has questions about a disqualification, the Meet Referee shall ensure these questions are addressed and answered.
- If, during the meet, an unusual situation arises, the Meet Referee shall ensure the issue is addressed. This does not mean the Meet Referee has to come up with the answer, but the Meet Referee should engage the appropriate parties to determine a resolution. Consulting with the members of the meet committee is one way to solicit ideas for resolving the issue.

Starter Guidelines

What is a “Starter?”

The responsibility of the starter at any level is to ensure a fair start for all competitors. This is the sole purpose - it is not a forum for the starter to show who is in charge or to entertain the crowd. If fair starts have been ensured for all competitors, the starter will experience the satisfaction of doing a good job. That, in itself, is a boost to the ego.

Responsibilities during the meet:

- Patience is a virtue, not only with the swimmers on the block, but also is paramount in developing a strong foundation at each level of starting. Too often, a starter will rush the start so that a decision does not have to be made, giving the appearance that it was a good start. Many times, a swimmer remains on the platform because they were not yet set. Patience will allow for all swimmers to get set, and experience will dictate when to stand them up and try again. It is important to understand that all situations cannot be remedied with a stand command. If you held the swimmers too long, admit your mistake and start again. An error on the slow side is not only possible, but also easy to correct. An error on the fast side is not correctable.

Five Points for a Successful Start:

1. Let the field settle, do not rush your start! A Referee may be in a hurry, but, as a Starter, you should never be in a hurry. Remember, before you get to the point of saying "Take Your Mark", you want to be confident all the swimmers are ready to swim.
2. While waiting for all swimmers to settle, when is it time to "Stand The Field?"
 - o If you lose the field (e.g. swimmers who were set start twitching)
 - o When one or more swimmers take an excessively long time to set (won't assume a stationary starting position)
 - o When you have swimmers "Leave Their Mark" (whether they catch themselves or not) or you do not feel right about the situation.
3. Remember that swimmers are not required to stand up when given a stand command. If you are not certain you were heard, try a second "Stand Please" to the field, but do not force a swimmer to stand. If for any reason you issue a second "Stand" command, the Starter should request that all swimmers step off the blocks. Let the field take a breath, then the Starter should request that the swimmers "Step Up" and resume at point 1.
4. Give the starting signal as soon you determine the whole field (6, 8, 10 lanes) is set. Not a second before and not a second after! However, a word of caution - be careful of starting the instant the last swimmer sets, particularly if one swimmer is taking longer than most. Be patient!!
5. Sound the recall signal if an unfair start has occurred and is not chargeable to one or more of the swimmers. Reasons for this recall may be:
 - o An extraneous light flash or noise
 - o A starting system gives an unexpected type of start signal (or double beep) that might or did confuse the field
 - o Observing that some swimmers did not hear the start signal based upon their response to the start
 - o Interference by timers
 - o Interference by a swimmer from the previous or next heat
 - o You started the heat too early (before all swimmers were set).

Once the heat is off successfully (no false start or recall possibility):

- You should turn your attention to the swimmers behind the blocks getting ready for the next heat, not watch the race in the water.
- You should look for such things as to whether anybody is having last minute equipment problems, any confusion about who should be where, whether all the expected lanes are reporting promptly, etc.

- If there is clearly a problem, you should quietly tell the Referee to possibly delay the short chirps or the long whistle until the issue is resolved. Swimmers should not be called to the blocks if there is a real or potential problem.

WaveRiders Swim Team is adopting the use of 'fly-over' starts, which are forward starts where a heat is started while the swimmers from the previous heat are allowed to remain in the water at the conclusion of their race. For swimmers, fly-over starts also provide the benefit of allowing in-water swimmers a moment to catch their breath before having to exit the pool and allow more time for the next heat of swimmers to assume their start positions without holding up the pace (timeline) of the meet.

Situations where fly-over starts shall **not** be used:

- Events requiring a backstroke start – i.e., Medley Relays and Backstroke events.

Strokes & Turns Guidelines

The “Professional” Stroke & Turn Official – or – the Eyes of the Referee

Chesterfield Aquatics League:

- Freestyle
- Backstroke
- Breaststroke
- Butterfly

Stroke and turn judges are the eyes of the referee on deck. Other than the referee, stroke and turn officials are the only officials who can make a call without dual confirmation, and the referee very rarely exercises this authority. Referees will ask questions when a stroke and turn judge makes a call, but the referee can only overrule the call on a point of rule interpretation, or for an action which the referee has personally observed.

Well-run meets and good competitive results are directly related to good officiating. This requires a thorough knowledge of the rules and the ability to apply them fairly and consistently. It can only be attained by studying the rules, attending training sessions, and working regularly at meets.

Swimmers should not be expected to compete to absolute perfection. Flexible judgment and common sense are necessary.

Officials must never overlook one important fact — the swimmers have worked hard to become competitive. They all deserve an equal chance. Officials must ensure that they do not, either by inaction or an irresponsible or inappropriate decision, disrupt the equity and fairness of the competition.

Swimming has a very severe penalty for violation of the technical rules: disqualification from the event. If an athlete is disqualified, it is as if the swimmer never swam the event at all. The athlete is not assigned a position in the standings, and the time in which they finished is not recorded. It is for this reason that the benefit of the doubt must always go to the swimmer.

That is not to say that stroke and turn officials should not make calls. The purpose of stroke and turn officials is to observe, but not scrutinize, the competition for compliance with the technical rules of swimming. If a stroke and turn official clearly observes a disqualification, then they should report it. The purpose of calling violations is not to punish the violator, but to be fair to and to protect the other swimmers in the race.

Take officiating seriously and work hard at it. Competitors have the right to expect officials to know the rules and interpret them correctly, fairly and courteously.

Stroke and turn officials should:

1. Study USA Swimming Official Rules book regularly.
2. Uniformly interpret and apply rules.
3. Call violations when seen, but don't guess or anticipate.
4. Be fair and consistent; always give the swimmer the benefit of any doubt.
5. Disregard club affiliation.

The “Professional” Stroke & Turn Official should:

1. **Read and be familiar with the “GUIDE TO OFFICIATING SWIMMING”**
 - o CHAPTER 5 - STROKE & TURN, RELAY TAKE-OFF JUDGE

2. Read and understand the information in the Meet Announcement prior to the meet beginning
3. Attend the Officials Briefing to:
 - o Review the technical rules
 - o Listen to and review protocols for the meet
 - o Listen to and review jurisdiction for the meet
 - o Be given an assignment by the Meet Referee
 - o Discuss any other specific instructions or duties for the meet
 - o Meet team members, including the Referee for your assigned location

Develop your own “mental checklist” of things to do before, during and after the duty session

Before the session:

- Know when and where the stroke briefing will take place
- Locate where officials should sign-in
- Be attentive during the stroke briefing
- Have a positive attitude regardless of the assignment
- Turn off (or if absolutely necessary – mute) cell phone. If you will need access to your cell phone for a compelling reason during the meet, let the Meet Referee know before the meet so that plans can be made.
- Be ready and in position 5-10 minutes before the session starts or as requested by the Meet Referee

Before each event:

- Visualize the stroke
- Run through the rule requirements of a legal stroke and any transitions
- Recall the best and recommended ways to observe the strokes and turns. Always use “benefit of doubt” observation protocol

Before each race:

- Remain out of the visual line of sight of the timers and strobe at the start
- Stand on the long whistle, next to the chair (if provided) for breaststroke and butterfly starts
- Wrap around the end to observe backstroke starts if necessary and assigned – Stand in the correct location, 15m mark, flags, etc. if walking stroke

After the start:

- Walk briskly to the edge of the pool for breaststroke and butterfly if working the start end as a Turn Judge
- Observe swimmers until they depart your jurisdiction (usually heads up)
- Determine if all heads broke the surface prior to or at the controlling 15m mark, if walking stroke
- Walk wall-to-wall, if possible, or as instructed
- Give equal observation to all lanes in your jurisdiction, even the empty ones
- Raise hand promptly to signal a possible disqualification, if an infraction is observed
- Keep the hand raised until it is acknowledged by the Referee
- Do not discuss the infraction with another official or any other individual, including a coach, before reporting it to the designated official. (Don’t discuss it afterwards unless asked to by the Referee)
- Immediately communicate the lane number to the Referee (if a Turn Judge covering more than one lane or a Stroke Judge)
- Visualize the infraction before communicating it to the Referee
- Use rule book or DQ slip language to communicate the infraction
- Answer the three questions with: 1) What I observed, 2) My jurisdiction, and 3) The rule violated
- Watch all lanes while reporting the disqualification, unless relieved by a reserve judge
- During relay exchanges, observe the toes departing from the platform and then look for the touching fingers

- Circle the lane and swimmer number on the take-off slip for a good exchange, and X for an early take-off
- Retract a call if there is any doubt, by simply stating, “No call”
- Check to make sure a disqualification slip has been written and documented properly before signing the slip

REMEMBER - BENEFIT OF DOUBT GOES TO THE SWIMMER – ALWAYS!!!

After each event:

- Reset to the correct position for the next stroke or event

Other important stuff:

- Consider your “body language” when “on duty” and at all other times when you are accessible. Always assume you are “on camera!”
- Be alert, attentive, focused, calm, professional and approachable
- Always be “friendly” and helpful to coaches, swimmers, and other officials, even if they are not
- Avoid coaching, cheering or fraternizing with coaches or swimmers
- Questions should be directed to the appropriate official. Do not engage in discussions regarding a disqualification
- Take discussions and emotional issues off-deck
- Maintain a sense of humor

Head Timer Guidelines

Before the meet begins:

- Get two stopwatches. You will use them throughout the meet.
- Make sure all lanes have the correct number of timers, watches, clipboards and pencils.
- Make sure all lanes have the correct event timing sheets on their clipboards for that lane. (Check with the computer operator if sheets are missing.)
- Help each timer understand the responsibilities of their position. Encourage each to read the instructions on the timer clipboard.
- Find out if timers will need to switch sides. Why would timers switch sides? For events which finish at the other end of the pool. Sometimes additional timers are recruited so original timers don't move. Check with the Meet Director (Parent Representative) or Referee if unsure.

Instruct timers to:

- Start stopwatch the instant they see the light on the starter at the beginning of every event. If they miss starting the stopwatch at the beginning of the heat, wave the watch in the air and get your attention. Then, switch watches with you (the (head) timer.)
- Stand over lane at every finish and stop the watch when any part of the swimmer touches the wall or pad
- Press back-up button at the end of each race
- Write time on the lane timer sheet. NOTE: If the swimmer in your lane finishes last, you may need to remember their time, clear the stopwatch, start it for the next heat, then write the time down.
- Help get swimmers to right block at right time
- Never leave lanes without proper coverage before the meet is over. Timers are important and needed! If they must leave early, make arrangements for a teammate to cover their position.
- Will timers need to switch sides? If so, let them know when and how. Quickly is preferred.

During the meet:

- Start stopwatches the instant you see the light on the starter at the beginning of every event. Watch the timers closely to see if any need a replacement watch. Quickly trade your running watch for their failed watch so they can get a time for the swimmer in their lane.
- At the end of each heat, clear your stopwatches and prepare to time the next heat. You do not need to record times on your watches unless you are timing in a specific lane for that heat.
- Monitor lanes throughout the meet. Make sure each continues to have the right number of timers. If a timer needs to leave, let the announcer or Meet Director (Parent Representative) know so a replacement can be found. Make sure the lane is covered if needed (preferably by someone else so you can continue to work as the Chief (Head) Timer)

After the meet:

- Thank timers for their help. Collect lane timer clipboards and watches from each lane. Return them to the computer table (or as instructed)

Clerk Of Course

- The Clerk of Course is responsible for checking in swimmers prior to their events.
- Responsible for lining up the swimmers by event, heat and lane and getting them to the starting blocks in the correct order and on time.
- Assure swimmers know which lanes they are swimming in and how to get to the starting area.
- This job gives you the chance to see your swimmer immediately before his/her event.
- BE ASSERTIVE
- During the meet
 - Confirm you have the FINAL version of the heat sheet and it matches the timers' sheets.
 - Confirm first AND last name of all swimmers before seating swimmers.
 - Clerk of Course will direct swimmers to be seated on chairs/benches by heat and lane number. Remind swimmers that they must not leave their seats until directed.
 - Try to keep heats lined up and ready to go throughout the meet
 - Direct the front row of swimmers to the starting area as each heat is started. Younger swimmers will need to be led to the starting area by a Clerk of Course Runner or Mite Parent
 - Move swimmers forward in rows

Results Table Worker

What is the results table?

The results table is where the meet times are entered into the computer system. This is “command central” for the meet. There are two (2) positions to optimize the flow of the meet. Both are vital administrative roles at swim meets. These positions receive, process the times received, and work with the computer operator to verify and post completed event results. Verification of reported times is a top priority task. When it comes to time verification, accuracy is a must. Speed is highly desirable.

Sorter / Circler Position

Responsibilities during the meet:

1. Make sure you have all 6 lane sheets
2. Sort sheets by Event | Lane
3. Wait a reasonable amount of time for DQ's
4. Sort DQ sheets by Event | Heat | Lane
5. Mark DQ's on lane sheets in red sharpie.
6. For the 3 Dolphin times – identify the middle time (mathematical median) and circle it in BLUE PEN
7. Paperclip the timer sheets and DQ's together for the event and pass to the computer person

Verifier Position

Responsibilities during the meet:

- Verify DQ's
 - o Correct swimmer on DQ card is DQ'd in results
 - o DQ card is signed by the ref
- Verify missing swimmers (NS) do not have a time
- Verify written-in names are correct and have a time
- Verify times against the circled times
- Verify there are no NT's (final time must be entered as the seed time)

If there is a problem:	If everything is OK:
• Clearly mark the problem in RED PEN • Pass the packet back to the computer person for correction • Repeat verification once corrected	• Initial upper-right corner on computer sheet • Pass the packet back to the computer person for posting.

- Once times have been posted, paperclip original record of posted results, lane timer sheets and DQ sheets together for meet records.

Appendix B

New to Swim FAQs:

What is a 25 (50)? Indicates the pool length: some pools are 25 meters, while others are 25 yards. Swimming a 25 simply means swimming one length; swimming a 50 would be two lengths. Times are adjusted for swimmers during meets to standardize the results when a yard pool is used.

What is a heat? Indicates a group of 6 swimmers (one per lane at the Watermill and Rountrey pools) that participates in an event; most events have multiple heats. Seeding is used to group swimmers in heats based on their times. The first heat of each event is the fastest heat in summer swim.

What does bronze, qual, silver, or gold mean? Indicates the time standards for each event. All new swimmers start in the bronze category and move up into the other categories if their times meet the standards. Swimmers in different categories (e.g. a “gold” swimmer and a “silver” swimmer) may swim in the same heat during the regular season meets, but all are awarded points and ribbons based on their own classification. For example, a first place might be awarded to a gold swimmer in 50 free. In that same event, a silver swimmer might also be awarded first place. Once a swimmer moves from Bronze to Qual, this means they have qualified to attend the CAL Champs Meet at the end of the regular season. Any swimmer with a Qual+ time may attend Champs.

What is an IM? Stands for Individual Medley. During this event, one swimmer swims 25 meters of all four strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.

What is a medley relay/free relay? The medley relay starts with the lead-off swimmer swimming backstroke, then the next swimmer swims breaststroke, followed by butterfly, and finally, freestyle. In a free relay, all swimmers swim freestyle. A relay team can have no more than 2 boys and is placed in a time category based on the highest level a swimmer in the relay has achieved.

What is a DQ? Indicates that a swimmer has been disqualified during a particular event because they did not swim the stroke legally or did not do a legal turn or a legal dive. The coaches will review the DQ cards and help the swimmer correct their error(s) during the next regularly scheduled practice(s). DQ's are a learning tool and designed to help swimmers know what they need to work on.

What is the Clerk of Course (COC)? Represents the area of the pool during a swim meet where the swimmers are told which lane and heat they will swim in. All swimmers must listen to hear their event number called by the meet announcer and then report to the clerk of course. Writing your swimmer's events, heats, lanes, and name on your swimmer is very helpful for volunteers working in COC (see page 15).

How do we know what event we are on? The announcer will announce each event, multiple times. In addition, there is a flip board near the announcer that shows the latest event needing to head to the COC. Help your swimmer to recognize their event numbers. It seems overwhelming at first, but there will be plenty of help from coaches, parents, and other swimmers.

Can I be on the swim deck with my swimmer? No, unless you have a specific job on the pool deck. Parents of younger swimmers can walk them to the entrance of the COC. The deck gets very crowded, and it is hard for meet officials, swimmers, and coaches to do their jobs if too many people are there. Please refrain from being on deck unless it is an approved area (watch & go, areas for seating, etc).

Why do kids have writing on their arms? It is helpful for the swimmers to have their events, heats, and lanes written on their arms. The COC will use this writing to ensure swimmers get where they need to be, especially our youngest swimmers. It is also very helpful to write your swimmer's name on his/her back if they are 10 or under (see page 15).

Appendix C

How to read a Heat Sheet and draw events on your swimmer:

Materials Needed: Sharpie and Highlighter/Pen/Pencil

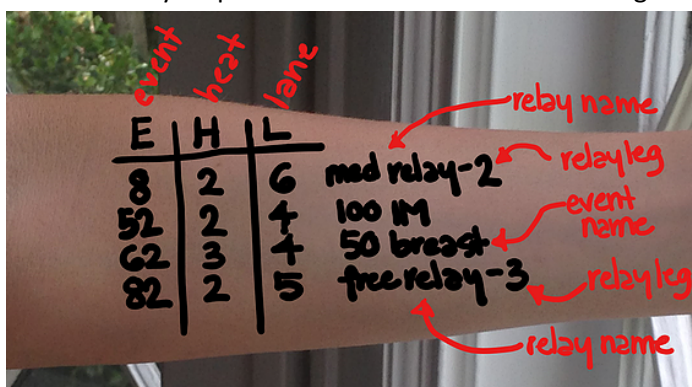
1. Find your child's name on the heat sheet. Each child should have 2-4 total events per meet. Highlight or underline his/her name. The events will be called out on a PA system. When a swimmer's event is called out, they should report to the Clerk of Course.
2. Draw the below matrix on your heat sheet or another paper and fill in the blanks. See below for example:

Event 56 Mixed 13-14 200 SC Meter Freestyle Relay			
CAL Meter: 1:52.90 7/11/2017		G. Lee, A. Watson, M. Sweat, A. Moudry	
Lane	Team	Relay	Seed Time
Heat 1 of 1 Finals			
3	WaveRiders	A	2:11.82
1) Minor, Reese W13		2) Eason, Joshua M12	
3) Marchese, Landon M14		4) Cole, Nathan M14	

The matrix should be filled out like this (if you are Reese Minor in the example heat sheet entry above):

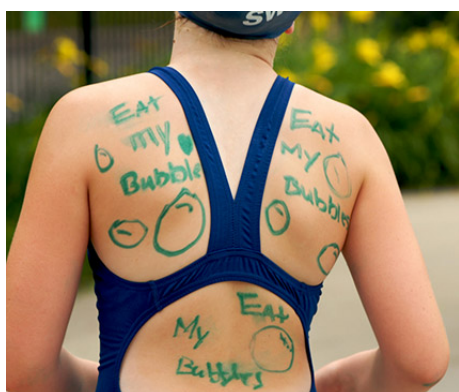
Event	Heat	Lane	Stroke
56	1	3	Free Relay- 1

3. Now draw that on your swimmer's arm in Sharpie. This allows the clerk of course to place swimmers into the correct events, heats, and lanes. If your swimmer is 10 or under, PLEASE write their full name on their back. This is very helpful for the clerk of course while organizing the kiddos.



If sunscreen is applied before adding the matrix, the sharpie will bleed and come off when the swimmer enters the pool for warm-ups. Please write the matrix before applying sunblock, and then avoid applying sunscreen over the matrix once it's written.

4. Now, just for fun- let your kid decorate their friends in sharpie! Example below:



Note! Sharpie comes off easily with spray sunscreen!