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## Reston Swim Team Association

P.O. Box 2668 Reston, Virginia 20195

[www.rsta.org](http://www.rsta.org)

Email: [rstaboard@rsta.org](mailto:rstaboard@rsta.org)

Facebook: [www.facebook.com/swimRSTA](http://www.facebook.com/swimRSTA)

Twitter: <https://twitter.com/SwimRSTA>

### 2016 Officers and Board of Directors

<b>President</b>	Lyn Fiscus Cordts	Lake Audubon
<b>Vice President</b>	Paul Thomas	At-large
	Louis Flori	At-large
<b>Treasurer</b>	Eric Johnson	At-large
<b>Secretary</b>	Terry Redican	Lake Newport
<b>Registrar</b>	Cyndy Norford	Autmnwood

### 2016 Personnel Committee Team Representatives

**Autumnwood:** Kim Douglas  
Email: [kim.douglas1@verizon.net](mailto:kim.douglas1@verizon.net)  
Phone: \_\_\_\_\_

**Lake Audubon:** Nancy Cole  
Email: [nhcole@comcast.net](mailto:nhcole@comcast.net)  
Phone: \_\_\_\_\_

**Glade:** Lisa Mahon  
Email: [lkbmahon@gmail.com](mailto:lkbmahon@gmail.com)  
Phone: \_\_\_\_\_

**Lake Newport:** Terry Redican  
Email: [tredican@gmail.com](mailto:tredican@gmail.com)  
Phone: \_\_\_\_\_

**Hunters Woods:** Colleen Line  
Email: [line.colleen@gmail.com](mailto:line.colleen@gmail.com)  
Phone: \_\_\_\_\_

**North Hills:** Myles Flint  
Email: [Myles.Flint@usdoj.gov](mailto:Myles.Flint@usdoj.gov)  
Phone: \_\_\_\_\_

**Lake Anne:** Angela Cramer  
Email: [line.colleen@gmail.com](mailto:line.colleen@gmail.com)  
Phone: \_\_\_\_\_

**Ridge Heights:** Katy Boswell  
Email: [griffith.katy@gmail.com](mailto:griffith.katy@gmail.com)  
Phone: \_\_\_\_\_

# Welcome to the Reston Swim Team Association

Dear RSTA Team Managers & Coaches,

Welcome to the 2016 summer swim season!

The Reston Swim Team Association (RSTA) is a year-round developmental swim league open to all swimmers between the ages of 6 and 18. RSTA's purposes include:

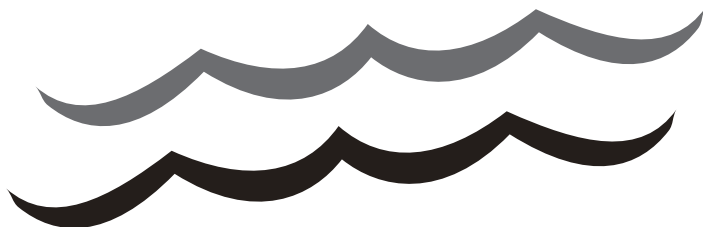
- to foster and promote the ideals of good sportsmanship, honesty, and perseverance in the children of Reston, Virginia, and environs, so they will grow into finer, stronger, and healthier men and women
- to encourage parental participation in RSTA activities so as to foster those benefits derived from the mutual involvement of parents and children in a common endeavor
- to provide a means for teaching and a forum for learning both the fundamentals and the fine points of swimming, so as to heighten appreciation of such activity as well as to encourage healthful, lifelong participation in swimming activities.

RSTA accomplishes these purposes by providing coaching to teach the fundamentals and fine points of swimming and by providing opportunities for supervised competitive swimming—and that's where you come in. Coaches and managers are an integral part of our program and a large part of what makes our league special. We look to you to be the backbone of the league. This handbook was created to provide information to help make your job a little easier. If you don't find the information you're looking for here, please let a Board member know so we can include it in the next edition.

On behalf of the RSTA Board of Directors, I would like to thank you in advance for all your efforts this summer on behalf of our swimmers. You will put in countless hours of hard work for your team, and I hope you'll find the smiling faces of the swimmers as they set new best times or win meets as rewarding as the thought that you're helping make memories to last a lifetime.

See you on the pool deck!

Lyn Fiscus Cordts  
RSTA President



## Goals for the 2016 Season

**My goals as a coach for this season are:**

- ① \_\_\_\_\_
- ② \_\_\_\_\_
- ③ \_\_\_\_\_
- ④ \_\_\_\_\_

**I will reach these goals by:**

**Our goals as a coaching team for this season are:**

- ① \_\_\_\_\_
- ② \_\_\_\_\_
- ③ \_\_\_\_\_
- ④ \_\_\_\_\_

**We will reach these goals by:**

## Contact Information

	Name	Cell Phone
<b>Head Coach:</b>	_____	_____
<b>1st Assistant:</b>	_____	_____
<b>2nd Assistant:</b>	_____	_____
<b>2nd Assistant:</b>	_____	_____
<b>Team Lifeguard:</b>	_____	_____
<b>Team Lifeguard:</b>	_____	_____
<b>Manager:</b>	_____	_____
<b>Manager:</b>	_____	_____
<b>Manager:</b>	_____	_____
<b>Personnel Rep:</b>	_____	_____

**RSTA President:** Lyn Fiscus Cordts      703-860-2259

### RA Staff

Brad Wilson, RA Aquatics Coordinator  
703-435-6543 • bwilson@reston.org

Willa Whitacre, RA Aquatics Program Manager  
703-435-6532 • willa@reston.org

Laura Kowalski, Deputy Director for Recreation (& former North Shore Swim Team member!) 703-435-6528 • lkowalski@reston.org

RA Unit Manager Pager: 800-425-3889  
(For staff use only. Not for public use.)

**Non-Emergency Police:** 703-691-2131

**Poison Control:** 800-222-1222

## Autumnwood Piranhas Team Information

Home Pool:	Autumnwood	703-467-0903
Head Coach:	Kaylyn Macaluso	
Assistant Head Coach:	Erin Bradley	
Second Assistant Coach:	Anna Byrd & Olivia Heatherly	
Team Lifeguard:	Andrey Smiraygin :& Vikrant Mahajan	
Team Representatives:	Kim Douglas	571-334-4305
	Cyndy Norford	703-467-8276
	Clarence Taylor	703-975-0043
Team Managers:	Stacy Bushee	703-888-8060
	Kim Douglas	571-334-4305
	David Nielson	703-628-4338
	Anne Taylor	703-975-2867
Computer Coordinator:	Eric Lyon	703-430-2828
Equipment Manager:	Sean Wilson	571-230-7682
Webmaster:	TBD	

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 31	First Night of Practice:		Autumnwood
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 11	Glade @ AW	7:30 am*	Autumnwood
June 18	Lake Anne @ AW	7:30 am*	Autumnwood
June 24	Morning Practice Begins:		Autumnwood
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
June 25	AW @ Hunters Woods	7:30 am*	Hunters Woods
July 2	BYE Happy 4th of July!!		
July 9	North Hills @ AW	7:30 am*	Autumnwood
July 16	AW @ Ridge Heights	7:30 am*	Ridge Heights
July 20	IM Finals Meet	6:00 pm	Lake Newport
July 21	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 23	AW @ Lake Newport	7:30 am*	Autumnwood**
July 24	Team Pool Party	6:00 – 9:00 pm	Autumnwood
July 30	All Star Meet	7:30 am	Lake Newport
July 31	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Autumnwood

*\* Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*

*\*\* This is a HOME meet for Lake Newport held at Autumnwood*

## Glade Dolphins Team Information

Home Pool:	Glade	703-476-5732
Head Coach:	Greg Mayo	
Assistant Head Coach:	Brian Gibbons	
Second Assistant Coach:	Patrick O'Malley & Laine Davison	
Team Lifeguard:	Emma Stiglitz & Francis Bowen	
Team Representatives:	Lisa Mahon	703-774-7922
	Radhika Murari	703-332-4474
Team Managers:	Jennifer Dodson	703-249-9335
	Debbie Wagner	703-201-3456
	Kathy Joyner	703-283-1971
	Beth McCloskey	571-235-2365
Computer Coordinator:	David Stiglitz	571-225-1986
	Vladimir Milosevic	571-969-2497
Equipment Manager:	Suman Sharma	703-371-9490
Webmaster:	Debbie Wagner	703-201-3456

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 31	First Night of Practice:		Glade
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 11	GL @ Autumnwood	7:30 am*	Autumnwood
June 18	Ridge Heights @ GL	7:30 am*	Glade
June 24	Morning Practice Begins:		Glade
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
June 25	Lake Newport @ GL	7:30 am*	Glade
July 2	BYE Happy 4th of July!!		
July 9	GL @ Lake Audubon	7:30 am*	Lake Audubon
July 16	GL @ North Hills	7:30 am*	Lake Newport
July 20	IM Finals Meet	6:00 pm	Lake Newport
July 21	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 23	Lake Anne @ GL	7:30 am*	Glade
July 24	Team Pool Party	6:00 – 9:00 pm	Glade
July 30	All Star Meet	7:30 am	Lake Newport
July 31	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Glade

*\* Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*





## Lake Anne Stingrays Team Information

Home Pool	Golf Course Island	703-435-8397
Head Coach:	William Dealey	
Second Assistant Coach:	Emma Dodd, Jocelyn Wulf & Joseph Letteri	
Team Lifeguard:	Hannah Ziaii & Sage Raphael	
Team Representatives	Ed Keusenkothen	703-338-5770
	Angela Cramer	703-862-2643
	Bill Dealey	703-475-7152
Team Managers	Susan Randerson	614-804-4047
	Emma Leigh	703-474-8871
Computer Coordinator	Bill Dealey	703-475-7152
Equipment Manager	Ed Keusenkothen	703-956-9903
Webmaster	Bill Dealey	703-475-7152

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 31	First Night of Practice:		Golf Course Island
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 11	North Hills @ AN	7:30 am*	Golf Course Island
June 18	AN @ Autumnwood	7:30 am*	Autumnwood
June 24	Morning Practice Begins:		Golf Course Island
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
June 25	Lake Audubon @ AN	7:30 am*	Golf Course Island
July 2	BYE		
July 9	AN @ Hunters Woods	7:30 am*	Hunters Woods
July 16	Lake Newport @ AN	7:30 am*	Golf Course Island
July 20	IM Finals Meet	6:00 pm	Lake Newport
July 21	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 23	AN @ Glade	7:30 am*	Glade
July 24	Team Pool Party	6:00 – 9:00 pm	Golf Course Island
July 30	All Star Meet	7:30 am	Lake Newport
July 31	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Golf Course Island

*\* Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*

## Lake Audubon Barracudas Team Information

Home Pool	Lake Audubon	703-860-3080
Head Coach:	Kathryn Cole	
Assistant Head Coach:	John Hughes	
Second Assistant Coach:	Robby Cordts	
Team Lifeguard:	Emily Fritz, Griffin Scanlan & Zac Bell	
Team Representatives	Nancy Cole	703-673-6076
	Lyn Cordts	703-860-2259
	Alisa Harriot	703-434-1251
Team Managers	Colleen Scanlan	703-628-0844
	Lisa Fritz	703-862-1687
Computer Coordinator	Jeff Fritz	703-860-1550
Equipment Manager	Adam Macaluso	703-203-6154
Webmaster	Lyn Cordts	703-860-2259

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 31	First Night of Practice:		Lake Audubon
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 11	LA @ Ridge Heights	7:30 am*	Ridge Heights
June 18	Lake Newport @ LA	7:30 am*	Lake Audubon
June 25	LA @ Lake Anne	7:30 am*	Golf Course Island
June 24	Morning Practice Begins:		Lake Audubon
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
July 2	BYE Happy 4th of July!		
July 9	Glade-@ LA	7:30 am*	Lake Audubon
July 16	Hunters Woods @ LA	7:30 am*	Lake Audubon
July 20	IM Finals Meet	6:00 pm	Lake Newport
July 21	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 23	LA @ North Hills	7:30 am*	Lake Newport
July 24	Team Pool Party	6:00 – 9:00 pm	Lake Audubon
July 30	All Star Meet	7:30 am	Lake Newport
July 31	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Lake Audubon

*\* Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*



## North Hills Hurricanes Team Information

Home Pool:	Lake Newport (practice) North Hills (party)	703-467-0694 703-707-9367
Head Coach:	Kurtis Kunkel	
Assistant Head Coach:	Zach Decker	
Second Assistant Coach:	Natalie Flint & Nicole Flint	
Team Lifeguard:	Allison Boone & Ryan Luczak	
Team Representatives:	Nancy Cazenias Myles Flint Colene Luczak	202-549-7905 202-532-3377 703-307-1096
Team Managers:	Charlie Shoening Jerome Ferrara Sandy Ellen Sciortino	703-517-7756 571-243-8260 703-437-8874
Computer Coordinator:	Eric Hill	703-471-9405
Equipment Manager	Abby Schopp	703-868-7882
Webmaster:	Sandy Ellen Sciortino	703-437-8874

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 31	First Night of Practice: 10 & Under 11 & Older	7:00 – 7:40 pm 7:45 – 8:30 pm	Lake Newport
June 11	NH @ Lake Anne	7:30 am*	Golf Course Island
June 18	Hunters Woods @ NH	7:30 am*	Lake Newport
June 25	NH @ Ridge Heights	7:30 am*	Ridge Heights
June 24	Morning Practice Begins: 10 & Under 11 & Older	8:00 – 8:45 am 8:45 – 9:45 am	Lake Newport
July 2	BYE Happy 4th of July!!		
July 9	NH @ Autumnwood	7:30 am*	Autumnwood
July 16	Glade @ NH	7:30 am*	Lake Newport
July 20	IM Finals Meet	6:00 pm	Lake Newport
July 21	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 23	Lake Audubon @ NH	7:30 am*	Lake Newport
July 24	Team Pool Party	6:00 – 9:00 pm	North Shore
July 30	All Star Meet	7:30 am	Lake Newport
July 31	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Lake Newport

*\*Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*

## Ridge Heights Sharks Team Information

Home Pool	Ridge Heights	703-476-7084
Head Coach:	Madisen Cook	
Assistant Head Coach:	Andrew Shedlock	
Second Assistant Coach:	Jean-Claude Guill & Paige Sognandares	
Team Lifeguard:	Katie Imel & Eva Decker	
Team Representatives	Annette Bobby	703-217-5684
	Katy Boswell	703-975-1669
	Steve Brown	571-512-2228
Team Managers	Annette Bobby	703-217-5684
	Frank Sogandares	571-344-3672
	Kristin Dougherty	703-581-7569
Computer Coordinator	Liz Falcone	571-243-4915
Equipment Manager	Handy Handerahan	571-296-7783
Webmaster	Liz Falcone	571-243-4915

### Practice and Meet Schedule

Date	Event	Time *	Pool
May 31	First Night of Practice:		Ridge Heights
	10 & Under	7:00 – 7:40 pm	
	11 & Older	7:45 – 8:30 pm	
June 11	Lake Audubon @ RH	7:30 am*	Ridge Heights
June 18	RH @ Glade	7:30 am*	Glade
June 25	North Hills @ RH	7:30 am*	Ridge Heights
June 24	Morning Practice Begins:		Ridge Heights
	10 & Under	8:00 – 8:45 am	
	11 & Older	8:45 – 9:45 am	
July 2	BYE Happy 4th of July!!		
July 9	RH @ Lake Newport	7:30 am*	Lake Newport
July 16	Autumnwood @ RH	7:30 am*	Ridge Heights
July 20	IM Finals Meet	6:00 pm	Lake Newport
July 21	IM Finals Meet (rain date)	6:00 pm	Lake Newport
July 23	RH @ Hunters Woods	7:30 am*	Hunters Woods
July 24	Team Pool Party	6:00 – 9:00 pm	Ridge Heights
July 30	All Star Meet	7:30 am	Lake Newport
July 31	All Star Meet (rain date)	7:30 am	Lake Newport
TBD	Team Photos	Morning Practice	Ridge Heights

*\*Dual Meet Warm-ups: Home Team @ 7:00 am; Away Team @ 7:15 am.*

## Duties of Coaches

RSTA endeavors to hire the best-qualified coaching staff possible following the guidelines established by the RSTA bylaws and those of the Personnel Committee. The Personnel Committee of the RSTA Board supervises the coaching staff. Coaching staff members are contracted to refine our swimmers' skills and to teach competitive swimming.

The coaching staff's duties include but are not limited to:

- Attendance at all meets and practices of the team to which they are assigned
- Maintaining safe practice, warm up, and competition conditions for all swimmers
- Knowledge and application of all rules and regulations as adopted by RSTA
- Taking attendance at practices
- Planning meet strategy and completing entry sheets for their own team for each meet
- Posting a Team Entry List at each meet so swimmers and parents know in what events each swimmer is entered in the meet
- Overall supervision of all team members during practices and meets, with constant direct supervision of swimmers
- Setting up and cleaning up team areas and pools for both practices and meets
- Setting up and cleaning up team areas and pool for Individual Medley and All Star meets
- Promoting team spirit
- Conducting two sets of Performance Reviews (mid-season & end-season) on the coaching staff of their team
- Attending one session of the "Rusty Guard" training conducted by Reston Association each year
- Providing patron surveillance from the lifeguard stand during any free-swim time
- Maintaining current American Red Cross Lifeguarding, First Aid, and CPR certifications
- Recognizing and responding to emergencies within the scope of your training
- Participating in emergency rescues/care as required
- Providing first aid for any injuries sustained during practice and fully documenting incident for reporting to Reston Association
- Ensuring proper use and care of equipment
- Abiding by and enforcing Fairfax County Health Department and RA rules
- Communicating concerns to team managers and RA staff
- Other duties as assigned by the team managers or the Personnel Committee.

Questions, compliments, comments, or concerns about the coaching staff should be directed to the Personnel Committee chairperson, the team personnel representatives, or to your team managers.

### Job Descriptions

Each position on an RSTA team coaching staff has specific responsibilities as follows:

#### Head Coach

##### Practice and Swim Meet Responsibilities

- Provide a safe and fun swimming environment for all team members
- Demonstrate and promote good sportsmanship at all times

- Perform pool operations prior to the beginning of each practice and record all necessary information for Reston Association (RA)
- Conduct dry land drills at the beginning of the first practice of the day while second assistants and team lifeguards are installing lane lines
- Develop activities for each practice
- Utilize the team's white board to identify those daily practice activities
- Encourage all swimmers during practice and offer developmental feedback to swimmers as appropriate
- Ensure that all swimmers and coaching staff are treated with respect and fairness
- Schedule the weekly meet stroke selection meeting at a time when the entire coaching staff is available
- Lead the weekly meet stroke selection meeting with the team's coaching staff
- Participate in selecting the weekly meet theme
- Cheer for all swimmers during the weekly meet
- Lead team cheers during the swim meet
- Train all coaches
- Organize set-up for all home swim meets
- Ensure all chairs are returned to an orderly arrangement; all trash around the pool is collected and removed at the end of practice and after swim meets
- Complete assigned responsibilities for IM's and All Stars assigned by the personnel chairperson

### **Administrative Responsibilities**

- Notify the personnel chairperson immediately by e-mail if you are going to be late or unable to attend practice for whatever reason
- Attend the preseason coaches' meeting
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to the team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to Mrs. Stettner no later than the date determined by the league
- Submit all coaches' timesheets to Mrs. Stettner and the personnel chairperson no later than 12 noon on the day they are due
- Submit an end of season evaluation on each team coaching staff member to the team personnel representative and personnel chairperson by the date assigned by the personnel committee
- Facilitate the end-of-season paper plate awards preparation for their team
- Return the team white board to personnel chairperson at the All Stars Swim Meet

### **Assistant Head Coach**

#### **Practice and Swim Meet Responsibilities**

- Provide a safe and fun swimming environment for all team members
- Demonstrate and promote good sportsmanship at all times
- Perform pool operations in the absence of the head coach and record all necessary informa-

tion as required by Mrs. Stettner

- Assist the head coach in leading dry land drills while second assistants and team lifeguards are setting up the pool prior to the first practice of the day
- Assist the head coach in developing activities for each practice
- Assist the head coach in ensuring daily practice activities are posted on the white board
- Encourage all swimmers during practice and offer developmental feedback to swimmers, as appropriate
- Ensure that all swimmers and coaching staff are treated with respect and fairness
- Assist the head coach in leading the weekly meet stroke selection meeting with the team's coaching staff
- Participate in selecting the weekly meet theme
- Cheer for all swimmers during the weekly meet
- Lead team cheers during swim meets
- Assist the head coach in training all coaches
- Assist in organizing the set-up for all home meets
- Ensure all chairs are returned to an orderly arrangement; all trash around the pool is collected and removed at the end of practice
- Complete assigned responsibilities for IMs and All Stars assigned by the personnel chairperson

### **Administrative Responsibilities**

- Notify the head coach and personnel chairperson immediately by e-mail if you are going to be late or unable to attend practice for whatever reason
- Attend the preseason coaches' meeting
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to the team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to Mrs. Stettner no later than the date determined by the league
- Submit their timesheet to the head coach by 11 AM on the date it is due
- Submit an end of season evaluation on each team coaching staff member to the team personnel representative and personnel chairperson by the date assigned by the personnel committee
- Participate in the end-of-season paper plate awards preparation for their team

### **Second Assistant Coach**

#### **Practice and Swim Meet Responsibilities**

- Provide a safe and fun swimming environment for all team members
- Demonstrate and promote good sportsmanship at all times
- Set up lane lines prior to practice and take lane lines down after practice
- Expected to be in swimming pool with the swimmers during the first practice of the day and assisting swimmers assigned to their lane
- Encourage all swimmers during practice
- Ensure that all swimmers and coaching staff are treated with respect and fairness



- Participate in the weekly meet stroke selection meeting
- Participate in selecting the weekly meet theme
- Ensure that members of relay teams are on time for their event(s) during the weekly meet
- Cheer for all swimmers during weekly meets
- Participate in team cheers during swim meets
- Assist in setting up for home swim meets
- Ensure all chairs are returned to an orderly arrangement; all trash around the pool is collected and removed at the end of practice and after swim meets
- Complete responsibilities for IMs and All Stars as assigned by the personnel chairperson

### **Administrative Responsibilities**

- Notify the head coach and personnel chairperson immediately by e-mail if you are going to be late or unable to attend practice for whatever reason
- Attend the preseason coaches' meeting
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to the team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to Mrs. Stettner no later than the date determined by the league
- Submit their timesheet to the head coach by 11 AM on the date it is due
- Submit an end of season evaluation on each team coaching staff member to the team personnel representative and personnel chairperson by the date assigned by the personnel committee
- Participate in the end-of-season paper plate awards preparation for their team

### **Team Lifeguard**

#### **Practice and Swim Meet Responsibilities**

- Provide a safe and fun swimming environment for all team members
- Demonstrate and promote good sportsmanship at all times
- Set up lane lines prior to practice and take lane lines down after practice
- Expected to be in swimming pool with the swimmers during the first practice of the day and assisting swimmers assigned to their lane
- Participate as a swimmer during the second practice of the day
- Encourage all swimmers during practice
- Ensure that all swimmers and coaching staff are treated with respect and fairness
- Participate in the weekly meet stroke selection meeting
- Participate in selecting the weekly meet theme
- Ensure that members of relay teams are on time for their event(s) during the weekly meet
- Cheer for all swimmers during weekly meets
- Participate in team cheers during swim meets
- Assist in setting up for home swim meets
- Ensure all chairs are returned to an orderly arrangement; all trash around the pool is collected and removed at the end of practice and after swim meets
- Complete responsibilities for IM's and All Stars as assigned by the personnel chairperson

### **Administrative Responsibilities**

- Notify the head coach and personnel chairperson immediately by e-mail if you are going to be late or unable to attend practice for whatever reason
- Attend the preseason coaches' meeting
- Attend the "Rusty Guard Training" conducted by the Reston Association
- Attend the mid-season coaches' meeting
- Submit a mid-season evaluation of each team coaching staff member to the team personnel representative and personnel chairperson by the date determined by the league
- Submit new league employee and tax paperwork to Mrs. Stettner no later than the date determined by the league
- Submit their timesheet to the head coach by 11 AM on the date it is due
- Submit an end of season evaluation on each team coaching staff member to the team personnel representative and personnel chairperson by the date assigned by the personnel committee
- Participate in the end-of-season paper plate awards preparation for their team

## Standards of Conduct for Coaches

RSTA employees are employees of the league; they are not employees of a specific team. As such they will work to promote friendly competition and sportsmanship among RSTA teams.

RSTA employees may not work or attend any RSTA function or event under the influence of alcohol or any illegal substance.

RSTA employees may not physically possess alcohol or any illegal substance at any RSTA function or event.

RSTA employees may not use tobacco products at any of its functions.

RSTA employees will not engage in, condone, or be involved in any manner with hazing or bullying while representing RSTA and will intervene to stop it if observed.

RSTA employees will not engage in any act of inappropriate behavior including violence, vandalism, lewd or lascivious behavior, harassment, or the use of obscenities while at work or at any RSTA function.

RSTA employees will adhere to the RSTA social media guidelines.

RSTA employees will adhere to the guidelines of the SafeKids Program.

**Violation of these rules may result in disciplinary action, including termination of employment by RSTA.**

## RSTA Social Media Guidelines

While the RSTA team structure makes it difficult to draw clear lines of distinction between coaches and team members, the RSTA Board expects coaches to use discretion in their interactions with swimmers on social media. Please adhere to the following guidelines:

**Assume nothing is private, ever.** If you are posting something on the Internet, there is no “invasion of privacy.” You have no control over who sees it after you post it and it can live on in cyberspace forever. You can’t take it back.

**Update your privacy settings** for your personal social media sites to “private” to prevent athletes from accessing the coach’s personal information. But be aware: There are limitations to privacy settings.

**Remember that you are a role model** to the swimmers on your team. Conduct yourself accordingly by not posting anything that relates to any of the following:

- trash talk or poor sportsmanship toward other teams
- drugs or alcohol use
- sexually oriented conversation; sexually explicit language; sexual activity
- relationship or family issues, or personal problems.

**Never post identifiable youth athlete information**, including photographs, without the permission of both the athlete and the parent. You should not ‘tag’ photos of other coaches, parents, athletes, or league administrators without their prior permission. Even when you do have permission from athletes and parents to post team photos to your site, never post a child’s first and last name—use only first names.

**Texting from coaches to team members** only shall be used for the purpose of communicating information directly related to team activities.

**Complaining about your coaches or teammates** through social media will not solve anything. Talk to them directly to solve problems to make yourself and your team better.

RSTA has official Facebook and Twitter accounts that swimmers and their parents can follow for information and updates on league-related matters, and many teams have their own social media accounts as well. Encourage swimmers to follow these accounts rather than your personal accounts.

**Keep up with RSTA news in the following ways:**

**Website:** [www.rsta.org](http://www.rsta.org)

**Facebook:** [www.facebook.com/swimRSTA](http://www.facebook.com/swimRSTA)

**Twitter:** <https://twitter.com/SwimRSTA>

## Team Managers' Responsibilities

The Team Manager is the best job available within RSTA and it's never done alone! Getting to know the coaches and parents is one of the best perks of this position. Managers should be positive, energetic and flexible—after all, this is summer swim...it's supposed to be fun. Ideally, managers will serve 3–4 years and then pass the torch. This allows others to have the opportunity to get involved and spreads the fun around!

To share the responsibilities, most teams have up to three managers (more than that can become unworkable). Between them, the managers oversee the day-to-day operations of the team. At least one manager must be present on deck at all practices. Managers are responsible for:

- team communications
- supervision and evaluation of coaches
- serving as an additional layer of supervision for safety at the pool
- volunteer coordination
- ensuring meets run smoothly
- ensuring proper use and care of equipment
- serving as the liaison between the coaching staff and the parents
- abiding by and enforcing Fairfax County Health Department and RA rules
- communicating concerns to coaches and RSTA Executive Committee (as needed)

### Volunteer Coordination

The following volunteer positions are needed for all team meets.

#### HOME team is responsible to provide:

- 1 Referee
- 2 Stroke & Turn Judges
- 1 Announcer
- 1 Chief Timer
- 12 Timers
- 1 Clerk of Course
- 1 Chief Scorer
- 1 Assistant Scorer
- 3 8 & Under Aides
- 1 Meet Marshal
- 2 Time Sheet Runners

#### AWAY team is responsible to provide:

- 1 Starter
- 2 Stroke and Turn Judges
- 1 Assistant Chief Timer
- 12 Timers
- 1 Clerk of Course
- 1 Assistant Chief Scorer
- 1 Scoring Assistant
- 3 8 & Under Aides
- 1 Meet Marshal

**NOTE:** Many teams choose to add volunteer positions as needed. Jobs to consider: Equipment Manager, Meet Set Up, Meet Clean Up, Concessions, Ribbons, End-of-Year Party Planners, etc.

At the end of each meet, at least one manager must stay until the final score is verified. The manager will sign the final score sheet and collect the team DQ slips for distribution to the Head Coach.

## Communication with Parents

It's a good idea to conduct a parent meeting either the first night of practice or sometime the first week. Topics to cover in this meeting include:

- Introduce Coaching Staff
- Discuss Team Priorities
  - Safety First: Top priority is a safe environment
  - Competition: Work hard at practice and swim your very best at practice
  - Fun: Summer league should be rewarding and fun
- Discuss Expectations of Swimmers
  - Must show up to practice on time
  - Must swim in 3 of the 6 swim meets and 2 events in the meets to be eligible to come back next year as a returning swimmer
  - Be courteous and non-disruptive
  - Work on stroke and time improvement
- Discuss Expectations of Parents
  - When should parents notify head or assistant head coach that their child will not be able to compete in a meet?
  - What is the process for parents to talk to the coaches?
  - Expectation that either a parent or a responsible adult will be present for swimmers under the age of 10 during practice.
  - In what ways are parents expected to volunteer?
  - Parent code of conduct (in swimmer handbook)
- Discuss Ongoing Communication
  - Team website and social media as well as RSTA social media
  - How you will communicate practice cancellations and other messages
  - How to reach managers by team:

<a href="mailto:teammgrsan@rsta.org">teammgrsan@rsta.org</a>	<a href="mailto:teammgrsln@rsta.org">teammgrsln@rsta.org</a>
<a href="mailto:teammgrsaw@rsta.org">teammgrsaw@rsta.org</a>	<a href="mailto:teammgrsnb@rsta.org">teammgrsnb@rsta.org</a>
<a href="mailto:teammgrsgl@rsta.org">teammgrsgl@rsta.org</a>	<a href="mailto:teammgrsnh@rsta.org">teammgrsnh@rsta.org</a>
<a href="mailto:teammgrshw@rsta.org">teammgrshw@rsta.org</a>	<a href="mailto:teammgrsrh@rsta.org">teammgrsrh@rsta.org</a>
<a href="mailto:teammgrsla@rsta.org">teammgrsla@rsta.org</a>	

To reach managers of all teams: [rstamanagers@rsta.org](mailto:rstamanagers@rsta.org)

## Equipment Managers' Responsibilities

The Equipment Manager is the person responsible for organizing the equipment necessary for the successful operation of a meet.

### Prior to Meet

- Arrange exchange of meet equipment with other team (if needed) including the PA System and the starter
- Ensure meet equipment is charged prior to meet

### Day of Meet

Bring meet equipment:

- PA (with stand and accessories)
- Starter (with stand and accessories)
- Team box (see other list for contents)
- Set up the public address equipment, starter, and chairs for waiting swimmers.
- Take down all meet equipment, clear the pool area, and return the equipment to its non-meet storage space.

### Inventory: Timers Box

The Timers Box should have the following items in the stated quantities. Complete the listed checks at pickup and to prepare for the next meet.

		<i>At Pickup</i>	<i>Prep for Meet</i>
Stopwatches	24	Count	Dry, test, count
Clipboards	12+	Count	Count
Philips Screwdriver	1		
Flat Screwdriver	1		
Crescent Wrench	1		
Tape Measure	1		
Lane Line Wrench	1	Make sure you get this!	Present?
Big Pliers	1		
Batteries	4		
Pencils	12		Sharpen?
Officials Patches	6	Count	Count, safety pins?

### Inventory: PA System

		<i>At Pickup</i>	<i>Prep for Meet</i>
PA	1	Switch off	Charge; test
Microphone	1	Switch off	
Extra AA batteries	2		
Stand	1	Correct case?	
1/8" stereo extension cable	1	Included?	
1/8" to 1/4" stereo adapter	1	Included?	

## Inventory: Starter

		<i>At Pickup</i>	<i>Prep for Meet</i>
Starter	1	Switch off	Charge; test
Charger	1	Present?	
Microphone	1	Present?	
Stand with adapter	1	Adapter included on stand	Adapter mates to starter housing

## Inventory: Equipment Box

The Equipment Box should have the following items in the stated quantities:

		<i>At Pickup</i>	<i>Prep for Meet</i>
100 ft ext cord	1	Rewind	
50 ft ext cord	1	Rewind	
Backstroke flags	2	Collect both from venue!	Untangle, dry
Colored tape	2		Check quantity (enough?)
Duct tape	2		Check quantity (enough?)
Rope 50+ feet	1	Collect if used	Dry
Blue/yellow pinny	1	Collect	Dry
Red/blue pinny	1	Collect	Dry
Power strip	1	Collect	
Chair covers	12	Collect	Dry

## Pool Setup Committee Responsibilities

A committee of volunteers to help with setup of the meet is a good idea. This committee can undertake the following tasks:

- Put up lane numbers and backstroke pennants
- Place a mark 15 meters from each end of the pool
- Remove and make safe diving boards
- Rope off officials, starters areas
- Return pool to original state



# Swimmer Safety

## SafeKids Program

Reston Swim Team Association is committed to provide a safe environment and to prevent child abuse and sexual misconduct. The following constitute our policies with regard to awareness and prevention of abuse within our organization:

- RSTA will make every reasonable effort to ensure that every person involved in coaching/training a sport activity in our organization will abide by the SafeKids guidelines.
- RSTA will make every reasonable effort to exclude any adult with a legally documented history of child abuse/molestation or any other conviction or record that would bring unnecessary risk to the health and safety of the participants of this organization.
- RSTA will perform a criminal background check on every person offered a coaching or manager position at our organization.
- RSTA will take appropriate action on all allegations of child abuse and/or sexual misconduct. All allegations will be reported immediately to the authorities for investigation and RSTA will cooperate fully with any such investigation.

The following represent the preventive measures of our organization with regard to abuse:

- Physical, mental, and verbal abuse of any of the participants, coaches, managers, employees, volunteers involved in our sponsored activities is not permitted.
- Inappropriate touching of any kind is forbidden.
- We agree to provide more than one adult to work at or oversee every activity. If a child needs special attention (one-on-one training or an individual meeting), it will be handled with the assistance or presence of another adult.
- Coaches/managers should not socialize with the participants outside of the sponsored activities of the organization.
- Coaches/managers should never ride alone with a child or participant in the car. Procedures will be established for coaches to follow in the event a participant is stranded at an activity.
- Parents are encouraged to attend sponsored activities.

## Child Abuse

The Code of Virginia requires reporting of child abuse as follows:

§ 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline: ...

16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team; (<https://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+63.2-1509>)

If you suspect potential child abuse you are expected to report it *immediately* to the Personnel Committee chairperson and the RSTA Board president.

## On Deck Behavior

Swimmer safety includes:  
Safe from physical harm  
Safe from emotional harm  
Safe from mental harm

The Head Coach or Assistant Head Coach must be on deck at all times. Maintain control of the pool, deck, bathhouse, and parking lot at ALL times:

No running  
No wrestling  
No pushing

## Progressive Diving

RSTA has become aware that some of our swimmers have scratched their chins, face, and knees by diving deep into the shallow end of the pool. All coaches need to be aware of your swimmers' diving abilities and work with those swimmers who need assistance so they don't dive deep (downward) in the pool.

During the first week of practice review diving with swimmers by demonstrating it properly to them and watching them practice. Have all swimmers first demonstrate the ability to do shallow head-first entries into deep water. Ensure that swimmers can execute a shallow head first entry before attempting to teach racing starts. If swimmers are fearful or unable to complete a shallow head-first entry, teach or review the process. (Refer to "Coaching Starts" on the USA swimming websites for tips on teaching this skill: <http://www.usaswimming.org/ViewMiscArticle.aspx?TabId=1781&mid=7898&ItemId=5217> )

Do not allow swimmers to practice any racing starts unsupervised. Use caution when practicing movements on a wet pool deck, which may be slippery. A coach must be near the swimmer when they are practicing diving or during a meet. Because both the Head Coach and Assistant Head Coach have Water Safety Instructor certifications, one of those two individuals will supervise diving activities.

## Fun Day Activities

In the event that a head coach determines the team will have a Fun Day practice, at least one guard must be in the guard chair and the following guidelines must be followed:

Minimum lifeguard guidelines: (these are minimums—more is always better!)

1 – 24 people	=	1 lifeguard
25-40 people	=	2 lifeguards
41-65 people	=	3 lifeguards
75 or more people	=	4 or more lifeguards

Fun day activities are intended to be a reward for swimmers' hard work, but should not be a free-for-all. Plan fun day activities that are enjoyable but still strengthen swimming skills in some way—kickboard wars, funny relays, diving games, etc. Parents should not be watching the fun day practice thinking "this is a waste of time!"

## Lifeguarding, Safety & Emergencies

This section contains important safety requirements and information from Reston Association. Safety must be maintained throughout the facility—in the water, on the deck, and in the bath house. RSTA coaches with a lifeguard training certification are responsible for the safety of the facility during all RSTA practices, meets, meetings, parties, and events.

If you ever feel there is a need of more training, please contact RA. RA is happy to help with training in a group setting or one on one.

### Policies

#### Practice (Lifeguard Coaching Staff)

- Certified lifeguards must be on deck and actively supervising before any swimmer enters the water.
- Practices should be organized and closely supervised.
- During “free swim” a certified lifeguard must be in the lifeguard chair with appropriate equipment.
- Coaches should provide appropriate supervision based on the number of swimmers, age and abilities of the team, water depth and number of lifeguards available.
- Coaches must provide one-on-one training for head first entries and utilize the deepest entry point of the pool for beginners as they learn this skill.

#### Diving

- Coaches must provide close supervision whenever swimmers are diving into shallow water.

#### How can Managers help?

- Team Managers are an additional layer of supervision at the pool facilities.
- Managers should assist with rule enforcement of all participants.
- Managers are also the only person supervising swimmers who attend practice but then stay at the pool facility during the other practice time to wait for a sibling or friend.
- Ensure participants are not entering restricted areas during practice; wading pools, spas, lifeguard office, lifeguard stands, access chairs, and spray feature areas.
- Ensure that everyone inside the facility is an RSTA participant—a person not affiliated with RSTA should be asked to leave.

#### RSTA Staffing

RSTA will provide a minimum of 4 lifeguard-certified coaches and 1 designated pool operator for all practices. The pool operator may be one of the 4 lifeguards.

#### Coach Certifications

RSTA staff are required to hold the following certifications/licenses\*;

Head Coach:	Lifeguarding	Pool Operator	Swim Instructor
Assistant Head Coach:	Lifeguarding	Pool Operator	Swim Instructor
Second Assistant:	Lifeguarding		
Team Assistant:	Lifeguarding		

*\* All Lifeguarding certifications must be valid, current versions from the American Red Cross. Lifeguarding and operator certifications must be current however swim instructor certification can be current or prior.*

RA will provide one designated pool operator during all meets and parties with additional lifeguards as appropriate for specialty meets and parties. RSTA must provide a minimum of four lifeguard-certified lifeguards on deck at each swim meet (general or specialty). No RSTA staff ratios are required for parties as these are fully staffed by RA personnel.

### **Supervision**

RSTA will provide two adult volunteers on the pool deck during all team functions to provide general supervision and enforce agreement terms. These can be the Team Managers, Board representatives, or other designated volunteers.

### **Pre-Season Training**

- All Team Managers and Coaches are required to attend their respective orientation and training meeting prior to the season start. Dates are set on an annual basis and participation is mandatory. Any exception to attendance must be pre-approved by RSTA and RA.
- All coaches will attend and participate in the RA 'Rusty Guard' training held Tuesday-Friday evenings the week before the first week of practice. Each coach must only attend one evening. Efforts are made to keep teams together and attending on the same night as their home pool staff.
- All Head Coaches and First Assistants must attend an on-site operator training prior to the first practice at their home pool to receive an orientation to the physical system that operates the pool. These orientations are conducted by RA professional or leadership staff and are scheduled at the convenience of the coaches to ensure attendance.

### **Continued Training**

RSTA staff will complete a training activity on the first day of practice to promote safety among swimmers, parents, and staff. The activity should be repeated for each age group on the first day of evening practice and reviewed on the first day of evening practice.

The first day drill should be Emergency Action Plan (EAP) and Incident Basics, to include

- Where is safety equipment kept at the pool (rescue tubes, FA kit, backboard, AED, CPR mask, incident forms).
- Where to go if you (a swimmer) need help – AKA, where is 'home base' for the Managers
- Where should everyone go if told to "clear the pool"
- Where do you gather if you have to leave the pool facility

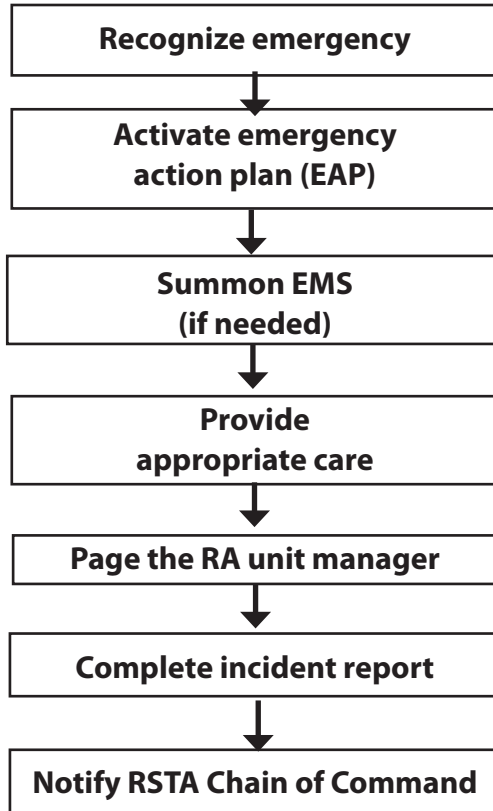
A mock emergency should be conducted every two weeks for each age group to ensure that swimmers, parents/siblings, managers and coaches all know their role in an EAP. Mock emergency topics can include; Reaching Assists, Active Victims, First Aid or land injuries, or suspected injuries to the head, neck, or back. If a new coach joins a team, a make-up training must be provided for them. RA reserves the right to require additional training of RSTA personnel throughout the season as needed.

### **Emergency Action Plan**

Accidents will occur during the summer. The goals of RSTA and RA are to minimize the number of accidents and incidents by taking preventative measures when possible by:

1. Enforcing rules.
2. Intervening if you see anyone or anything that could cause harm.

## Emergency Plan



3. Reporting all incidents.

In the event of an emergency, follow the Emergency Action Plan (EAP) steps listed on the following page:

The Emergency Action Plan is required to be practiced during the first week of practice as well as reviewed during the first week of morning practice.

### Incident Reports

EVERY incident must be documented. If you open the First Aid kit you are required to complete a report. Examples of incidents can include, but are not limited to;

#### MINOR INCIDENTS

Vandalism/Graffiti  
Missing item (potential theft)  
Abrasions (pool toe, scrapes)  
Bandage (whenever you hand one out!!)

Insect sting w/o allergic reaction  
Animals living at the pool

#### MAJOR INCIDENTS

Violent/threatening behavior  
Fire/Explosion  
Chemical spill/exposure  
Severely bleeding wound (soaks through gauze)  
Any in-water rescue (active or passive)  
Potential spinal injury

Broken fingernail/toenail

Facial injuries (poked eye, busted chin, split lip)

Altered level of consciousness

Sudden Illness

**IF YOU'RE NOT SURE WHICH REPORT TO USE ALWAYS DEFAULT TO THE MAJOR INCIDENT REPORT BECAUSE IT IS MORE DETAILED.**

Remember that as a *coach-led* league the coaches are in charge during emergencies and managers and on-deck adults should take cues from the coaches regarding where to go and how they can help. Every incident requires the head or assistant head coach to notify the Personnel Chairperson immediately.

**RESTON ASSOCIATION  
MINOR INCIDENT/INJURY REPORT**



**BASIC INFORMATION:**

Pool where incident occurred: _____	Date of incident: _____
Time of incident: <small>(in 24 hours)</small> <u>AM / PM</u> _____	Date of report (if not incident date): _____
Type (check one): <input type="checkbox"/> Break-in <input type="checkbox"/> Explosion (FCK) <input type="checkbox"/> Theft <input type="checkbox"/> Graffiti <input type="checkbox"/> Pool Toy	
<input type="checkbox"/> Abrasion <input type="checkbox"/> Bandage <input type="checkbox"/> Property Damage <input type="checkbox"/> OTHER _____	

**PERSONS INVOLVED:**

Name: \_\_\_\_\_ Gender: M / F Age: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ INVOLVEMENT (circle one): VICTIM PERPETRATOR WITNESS

Name: \_\_\_\_\_ Gender: M / F Age: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ INVOLVEMENT (circle one): VICTIM PERPETRATOR WITNESS

Name: \_\_\_\_\_ Gender: M / F Age: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ INVOLVEMENT (circle one): VICTIM PERPETRATOR WITNESS

Manager on duty during incident: \_\_\_\_\_  
 Person filing report: \_\_\_\_\_  
 Was LHM paged?  YES  NO If YES - Time: \_\_\_\_\_ Who answered: \_\_\_\_\_  
 Were police notified?  YES  NO If YES - Time: \_\_\_\_\_ Case #/Officer name: \_\_\_\_\_  
 Is injured person RA staff?  YES  NO If YES - Title: \_\_\_\_\_  
 Number of dependent children: \_\_\_\_\_ Do you want to go to the doctor at this time?  YES  NO  
 If going to the doctor you MUST take Ability/Disability form

**DETAILS OF INCIDENT:**

Write all pertinent information here - include exact times and details:

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OFFICE USE ONLY: LHM Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Office Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

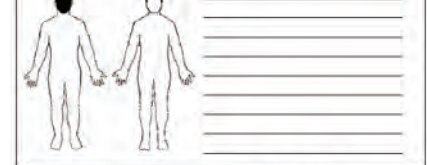


**RESTON ASSOCIATION  
MAJOR INCIDENT/INJURY REPORT**  
(Use report for injured persons)

**BASIC INFORMATION:**

Pool where injury occurred: _____	Date of injury: _____
Time of injury: _____ <small>AM / PM</small> _____	Date of report (if not injury date): _____
Type (check one): <input type="checkbox"/> Violence <input type="checkbox"/> Trip/Fall <input type="checkbox"/> Loss of Consciousness (land)	<input type="checkbox"/> Chemical spill/leak/spill
<input type="checkbox"/> Split skull/eye <input type="checkbox"/> Trauma <input type="checkbox"/> Bite <input type="checkbox"/> Ankle/Bone/Joint <input type="checkbox"/> Swollen/Itchy	
<input type="checkbox"/> Head Related <input type="checkbox"/> Cold Related <input type="checkbox"/> Active rescue <input type="checkbox"/> Pool surface	<input type="checkbox"/> Passive submerges
<input type="checkbox"/> Simple assist <input type="checkbox"/> Poolstar/Alarm (land or water) <input type="checkbox"/> OTHER _____	

Location of injury on swimmer - draw a picture AND write in words below



Name of injured person: \_\_\_\_\_ Gender: M / F Age: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Does injured person wear glasses (circle answer)?  YES  NO Were glasses on at time of injury?  YES  NO  
 Was injured person wearing shoes at time of injury?  YES  NO If YES - type: \_\_\_\_\_

Manager on duty during injury: \_\_\_\_\_  
 Primary responder: \_\_\_\_\_ Title: \_\_\_\_\_  
 Secondary responder: \_\_\_\_\_ Title: \_\_\_\_\_

## Pool Locations and Phone Numbers

*NOTE: These directions start from Reston Town Center (Market Street) at Reston Parkway.*

### **Autumnwood (AW)**

**11950 Walnut Branch Road – (703) 467-0903**

Head north on Reston Parkway for 1 mile (past Baron Cameron). Turn left onto Bennington Woods Road and go .3 miles. Turn right onto Walnut Branch Road and proceed .1 mile. The pool is on the right. Parking is in the lot and on the street.

### **Glade (GL)**

**11550 Glade Drive – (703) 476-5732**

Head south on Reston Parkway for 1.8 miles (over the Dulles Toll Road). Turn left onto Glade Drive and proceed 1.4 miles. The pool is on the left just before reaching Soapstone Drive. Parking is in the lot and on the street.

### **Golf Course Island (GCI)**

**11301 Links Drive – (703) 435-8397**

Head north (briefly) on Reston Parkway for .1 mile. Turn right on Temporary Road and continue to end. Turn right onto North Shore Drive and go .9 miles. Turn left into Links Drive. The pool is on the left. Parking is in the lot and on the street.

### **Hunters Woods (HW)**

**2501 Reston Parkway – (703) 391-2187**

Hunters Woods pool has two parking lots and directions differ coming from the north versus the south. **FROM NORTH:** (Reston Town Center), head south on Reston Parkway for 1.8 miles (over the Dulles Toll Road). Turn left onto Glade Drive and proceed .2 miles. Turn right at the light onto Colts Neck Road and go .2 miles. Turn right at the stop sign onto Steeplechase Drive and go another .3 miles. Parking is in the lot and on the street. Street parking is in a residential area so please be considerate.

**ALTERNATELY FROM NORTH:** Proceed 0.2 miles past Glade Drive and turn left at the Reston Animal Hospital. Parking is in the Hunters Woods Park lot. Walk down the path past the garden plots to the pool area. (Note there is no left turn into the Hunters Woods pool parking lot when traveling south from Reston Parkway.)

**FROM SOUTH:** If traveling north on Reston Parkway, proceed 0.3 miles past the light at Fox Mill Rd. Turn right into the Hunters Woods pool parking lot.

### **Lake Audubon (LA)**

**2070 Twin Branches Road – (703) 860-3080**

Head south on Reston Parkway for 1 mile (over the Dulles Toll Road). Turn left onto Sunrise Valley Drive and go 1.9 miles. Turn right onto South Lakes Drive and go .2 miles. Turn left at the first light onto Twin Branches Road and proceed down the hill .4 miles. The pool will be on the right before the lake. Parking is in the lot and on Twin Branches Road.

### **Lake Newport (LN)**

**11601 Lake Newport Road – (703) 467-0694**

Head north on Reston Parkway for 1.4 miles (past Baron Cameron). Turn right onto Lake Newport Road. The pool is on the right side. Parking is in the lot and on the street. Parking is not allowed in front of the entrance on the outer curb of the circle.

**Lake Thoreau (LT)****2040 Upper Lakes Drive – (703) 860-0640**

Head south on Reston Parkway for 1 mile (over the Dulles Toll Road). Turn left onto Sunrise Valley Drive and proceed 1.7 miles (past Wiehle). The pool is on the right. Parking is in the lot or on side streets surrounding the pool.

**Newbridge (NB)****11768 Golf Course Square – (703) 476-1301**

Head south Reston Parkway for 1 mile (over the Dulles Toll Road). Turn left onto Sunrise Valley Drive and go .9 miles. Turn right onto Soapstone Drive and go .1 mile. Take second right onto Golf Course Square and proceed .2 miles. The pool will be on the right before the first curve. Parking is in the lot and on the street.

**North Shore (NS)****11515 North Shore Drive – (703) 689-4091**

Head north (briefly) on Reston Parkway for .1 mile. Turn right onto Temporary Road and continue to end. Turn left onto North Shore Drive and proceed for .8 miles (past Lake Anne Elementary). The pool will be on the right side. Parking is only on the street.

**Ridge Heights (RH)****11400 Ridge Heights Road – (703) 476-7084**

Head south on Reston Parkway for 1 mile (over the Dulles Toll Road). Turn left onto Sunrise Valley Drive and go .9 miles. Turn right onto Soapstone Drive and go .6 miles. Turn left onto Ridge Heights Road and go .3 miles. The pool will be on the left side. Parking is in the lot and on the street.

**Tall Oaks (TO)****12025 North Shore Drive – (703) 435-1072**

Head south on Reston Parkway for ¼ mile. Turn left on Sunset Hills Drive and proceed about 1 mile. Turn left onto Wiehle Avenue and proceed about .6 miles. Turn right onto North Shore drive and proceed .1 miles. The pool is on the right across from the Tall Oaks village center. There is limited parking in the pool area. More parking is available in the Tall Oaks Village Center with the pool accessible via a pedestrian walkway tunnel.



# RESTON ASSOCIATION FACILITIES

**RESTON ASSOCIATION HEADQUARTERS (14)**

12001 SUNRISE VALLEY DRIVE  
703-435-6530

**NORTH HILLS POOL (1)**

1325 NORTH VILLAGE ROAD  
703-707-9367

**AUTUMNWOOD POOL (2)**

11950 WALNUT BRANCH ROAD  
703-437-3847

**DOGWOOD POOL (24)**

2460 Green Range Road

**GLADE POOL (29)**

11550 GLADE DRIVE  
703-860-9765

**GOLF COURSE ISLAND POOL (12)**

11301 LINKS DRIVE  
703-437-9792

**HUNTERS WOODS POOL (26)**

2501 RESTON PARKWAY  
703-860-9763

**LAKE AUDUBON POOL (22)**

2070 TWIN BRANCHES ROAD  
703-620-9801

**LAKE NEWPORT POOL (3)**

11601 LAKE NEWPORT ROAD  
703-689-9862

**LAKE THOREAU POOL (19)**

2040 UPPER LAKES DRIVE  
703-860-9843

**NEWBRIDGE POOL (17)**

11718 GOLF COURSE SQUARE  
703-860-9713

**TALL OAKS POOL (13)**

12025 NORTH SHORE DRIVE  
703-437-9854

**UPLANDS POOL (7)**

11032 RING ROAD  
703-437-9784

**NORTH SHORE POOL (8)**

11515 NORTH SHORE DRIVE  
703-437-9888

**RIDGE HEIGHTS POOL (21)**

11400 RIDGE HEIGHTS ROAD

**SHADOWOOD POOL (23)**

2201 SPRINGWOOD DRIVE  
703-860-9708

**LAKE ANNE PICNIC PAVILION (6)**

11301 NORTH SHORE DRIVE

**POLO FIELDS RECREATION AREA (15)**

THUNDER CHASE DRIVE



Reston Association Staff Liason

Willa Whitacre 703-435-6532

Willa @ reston.org

## RA Operational Policies

These policies have been developed by RA and RSTA with consideration to the Fairfax County Health Code, Fire Code, Department of Labor, and aquatics industry standards and practices.

### Pool use

- Use of wading pools, spas, and their surrounding areas is prohibited.
- Use of pool features not typically required for swim team practice; slides, diving boards, and splash pad areas require prior arrangements with one week notice to RA so that any operational training or safety considerations can be shared.
- A sign indicating that the pool is closed for RSTA practice should be placed at the entrance.
- RSTA practice is only open to swimmers and their accompaniment – please ask any other people to leave.
- All swimmers must enter through the bathroom – the emergency gate is only to be used for meet set-up.
- Set up and clean-up are the responsibility of RSTA – a checklist is provided herein.
- Any/all vandalism or graffiti must be report to RA at time of discovery.
- Amplified sound/announcing cannot begin until 7 a.m.
- In cases of lightning the pool must be cleared for 30 minutes after the last sighting.
- In cases of rain practice may continue so long as the main drain grates are visible.
- If the pool phone is not operational the facility cannot be used for any purpose.
- All locks must be stored in a locked position on their respective door and display 0000 during practice.
- The pool combination is for Managers and Coaches only.

### Operators

- A licensed pool operator must be present before swimmers/parents may enter the facility and must remain present for the duration of practice. Only one (1) operator is required however RA recommends having multiple licensed staff for each team.
- Should a Health Inspector or Fire Marshall visit the facility during practice the pool operator on duty must cease their coaching responsibilities to accompany this person around the pool.
- Only operators age 18 and older may administer chemicals.
- Only persons 16 and older may enter the pump room or any chemical storage areas.
- All required Personal Protective Equipment (PPE) must be worn when handling chemicals.
- Hourly water tests must be conducted and recorded for every body of water, regardless of use.
- System levels (pressure, flow) must also be checked hourly and documented throughout practice.
- Any out-of-range chemical or system levels are to be remedied by RSTA staff – page UM if unable to do so.
- Failure to conduct water tests and document regularly could result in suspension of operator responsibilities or termination of employment.

## Cancellation

In all cases of a pool closure by RA due to mechanical failure, water contamination, or weather, an RA staff member will contact the RSTA President, affected Team Manager, and affected Head Coach via email and phone to explain the situation. RSTA is encouraged to share these closures with swimmers and families through whatever means they have available.

## Practices

In the event of pool closure and subsequent cancellation of RSTA practice, RA will follow the notification and relocation guidelines stated below:

- **Advance notice** (more than 24 hours): Every effort will be made to identify alternate locations for practice; Signage will be posted at the normal practice site indicating the new location or cancelation.
- **Short notice** (less than 24 hours): With short notice an alternate location is not always an option although efforts will still be made to relocate rather than cancel. RA staff will also try to place signage in short-notice situation however this may not be possible.
- **NOTE:** For cancellation of one practice, due to mechanical problems or water contamination, we will most likely not relocate. If approved by RA, RSTA is welcome to conduct a land practice at their home pool. All chemical readings must still be documented for all bodies of water at the facility.

## Meets

In the event of pool closure and subsequent cancellation of an RSTA swim meet (including Specialty Meets) RA will follow the notification and relocation guidelines stated below:

- **Advance notice** (before 5 p.m. the preceding Wednesday): RA staff will develop a list of options to allow for the meet to happen – although not necessarily on the originally scheduled date. The options will be shared with the RSTA President who can discuss with Team Representatives and Managers prior to selecting.
- **Short notice** (after 5 p.m. the preceding Wednesday): The meet will be canceled pending development of available options which will be shared by 5 p.m. on the Tuesday after the missed meet.

## Equipment/Facility

### General use:

- If you discover vandalism in the form of graffiti, broken equipment, or items in the pool water you must;
  - Page the Unit Manager and complete a minor incident report
  - Wait for permission from RA staff to remove items from pool
  - Wait for permission from RA staff to hold practice (which depends on severity of damage)
  - RA staff will determine if the occurrence requires involvement of law enforcement

### Permanent fixtures:

- Ladders, diving boards, and access chairs are to remain installed and useable during practices.
- Ladders, diving boards, and access chairs may be removed for meets using the detailed

instructions beginning on page 57.

### **Rescue equipment:**

- Rescue tubes should be placed at each lifeguard station during practice.
- The backboard and First Aid kit must be on deck in designated locations during practice.
- A hip pack with resuscitation mask and multiple pairs of gloves must be on deck in a designated location close to the pool edge during practice.
- Rescue tubes, backboards, and First Aid kit must be stored in a secure location outside practice times.

### **Facility equipment:**

- Trashcans and recycling cans must be on deck and available during practice.
- PM practice – these will be on deck when you arrive, ensure they are locked up when you leave.
- AM practice – please move all of these to the deck upon arrival.
- Clocks may be moved between deck and office at some pools, please follow RA staff instruction.

## **RA Daily Checklist**

This checklist is provided by RA to assist coaches on a daily basis in the operational needs of the pool and safety needs of the swimmers in our program.

\*\* = operator's responsibility

### **Prior to Practice:**

- Arrive at the pool at least 15 minutes early.
- Enter through front gate/bathhouse
- Place a-frame sign outside gate indicating that the pool is closed for RSTA practice
- Confirm that locks are secured to gates and set to 0000
- Ensure deck, bathhouse, and underwater lights are at proper setting  
Evening practice = make sure they're all ON before swimmers get in  
Morning practice = make sure they're all OFF before swimmers get in
- Ensure rescue equipment is in proper place on deck
- Set trashcans where they are most convenient for your team
- Install lane lines as needed for practice
- Complete the FACILITY CHECK and DAILY LOG on "Daily Operations Checklist"

### **During Practices/Events:**

- Remind swimmers to gather their trash and take all belongings with them
- \*\*Conduct water test for chemical levels (CL and pH), correct as needed and record on log

## **After Practice/Event:**

- Pick up all trash and recycling left on deck and in bathhouse
- Gather all lost items and place in designated bin
- Straighten deck furniture
- Secure all rescue equipment and trashcans inside bathhouse
- Close and lock all gates with combination set to 0000
- Remove lane lines back to default for your pool
- Ensure deck and bathhouse lights are at proper setting
  - Evening practice = make sure they're all OFF before leaving (except AW and GL)
  - Morning practice = make sure they're all OFF before leaving
- Ensure underwater lights are at proper setting
  - Evening practice = leave one set ON overnight for security
  - Morning practice = double check that you turned them OFF when you arrived!
- Complete any unfinished closing duties on "Daily Operations Checklist"

## Suggestions for Effective Practice

Arrive “on-time” means 15 minutes early

- Arrive 7:45am for 8:00am in-water start time
- Arrive 8:00am for 8:15am in-water start time

Prepare pool—Install lane lines before in-water start time

Start on Time—Swimming by 8:00am all pools or 8:15am at Lake Newport Pool

Be Organized:

- Know what you are doing each day
- Keep things moving
- Focus on stroke development

Safety First—Maintain control

### First Day of Practice

Be prepared before practice starts:

- Meet with your staff early and discuss swim drills for both practices
- Keep it light
- Be upbeat
- Show spirit
- Welcome all swimmers to the team
- Introduce the coaching staff to the swimmers (can do this when they are in the water before you start)
- Be aware the water may be cold—keep them moving & coaches should be in the water too
- Consider some land drills
- Do a cheer or two (a “must-do”)
- Explain the “white board”
- Complete EAP Practice

### First Week of Practice

- Stress the importance of safety on deck and in the pool, especially regarding diving into the pool
- Demonstrate proper diving techniques to all swimmers
- Assess each swimmer with his or her diving technique where the coach is standing beside them on the deck
- Work with all swimmers who need additional assistance with their diving

### Daily Practice

A good practice is important because it sets the foundation for a solid team and provides the framework for teaching proper stroke technique. While the pool is being set up each day by the team lifeguards and second assistants, the head and assistant head coach should work with swimmers on team cheers and dry land drills.

### Components of a good practice

- Determining what to work on and when—plan ahead, don't figure it out on the fly
- Use white board to detail each day's practice.

- Planning exercises (split into groups)

### **For younger swimmers (8 & Under)**

- Have dry land exercises available as back-up for especially cold days
- Pick a specific stroke to work on but consider including all strokes at each practice as most children have a favorite
- Have your coaches demonstrate their strongest stroke
- Implement the Training Triangle (Explain – Demonstrate – Hold Accountable)

### **To keep older swimmers engaged:**

- Have a structured plan for the older swimmer practice
- Use time trials, longer distances, detailed stroke refinement

Remember, Team Managers can be your best allies in controlling the deck and managing parents. HAVE FUN! If your swimmers see you enjoying practice they will be more likely to enjoy practice

## **Handling DQs**

Inevitably there will be swimmers who are disqualified during a swim meet. Coaches should help these swimmers learn from the DQ by following these steps at practice:

- After each meet, coaches should obtain DQ slips for team (see page 55 for sample)
- Review DQ slips prior to Monday's practice
- Develop a strategy for discussing DQ slips with swimmers—speak generally in a group setting, do not single out swimmers
- Review stroke requirements so all swimmers understand disqualifications
- Break swimmers into groups to work on stroke techniques

Explain

Demonstrate

Observe

Correct

## **Job responsibilities at practice**

During practice every member of the coaching staff should be working with the swimmers, with as many coaches in the water as possible.

### **Head & Assistant Head Coach**

- On deck at all times
- Call out drills and starts
- Demonstrate strokes
- Observe swimmer performance
- Manage the deck
- Deal with any conflict

### **Second Assistant & Team Lifeguard**

- Provide stroke instruction / in-water
- Build swimmer confidence
- Swimmer development
- Demonstrate strokes



# RSTA Weekly Practice Planner

Goals for this week:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

	Mon.	Tues.	Wed.	Thur.	Fri.
<b>Swimming Mechanics</b>					
Stroke technique instruction					
Butterfly					
Backstroke					
Breaststroke					
Freestyle					
Start technique instruction					
Turns technique instruction					
Endurance conditioning drills (laps)					
Speed conditioning (sprints)					
Relay practice					
<b>Meet Review &amp; Planning</b>					
Review prior meet results					
Review prior meet DQs					
Review upcoming meet details					
Plan for spirit theme					
Practice cheers					
<b>Swimmer Recognition</b>					
Distribute ribbons					
Recognize best times					
Recognize multiple event winners					
<b>Other Practice Items</b>					



## Seeding Meets

Preparation for a meet begins early in the week and all swimmers will be entered in the meet unless they have notified the coach otherwise. Swimmers may swim in no more than three individual events and two relays. There is strategy involved in creating a meet sheet. Take into consideration each swimmer's skill level, attendance, performance, and best times in meets—both your own swimmers' times and those of the opponents—when making the determination of which events swimmers should be entered in. Keep the big picture in mind and put swimmers in positions to best help the TEAM—you may want to ask swimmers to swim events that are not their fastest or favorite stroke for the good of the team. Also keep in mind that swimmers who want to participate in the IM meet will need to have legal times in all four strokes, so be sure to have them swim everything at some point.

### **Steps involved in seeding an RSTA meet include:**

#### **Saturday (during meet), Monday & Tuesday (during practice)**

- Determine which strokes your swimmers want to swim and are qualified to swim at next week's meet

#### **Tuesday Afternoon/Evening**

- Work with Team Computer Coordinator to get the "Best Times" report for your team and for next week's opponent
- Check absence sheets
- Strategize using swimmer preferences and "Best Times" reports
- Decide who will be swimming what strokes and relays
- Create swimmers list detailing individual events & relays
- Get list to Team Computer Coordinator for input of entries

#### **Wednesday through Friday (during practice)**

- Work with swimmers on their events for the next meet
- Be aware of absentee list for meets as well as who will replace them

#### **Saturday Morning (before the meet)**

- Submit deck changes
- Confirm/change relay lineups as well
- Post Event Lists so swimmers can see what events they're swimming

#### **Saturday Morning (during the meet)**

- Help your 8&Under and 9–10 swimmers keep track of their events
- All swimmers must check in with the Clerk of Course for each event they are swimming
- Enjoy the meet!

## Deck Changes

Despite best laid plans made at seeding meetings, sometimes a team will need to change its entries for a meet—someone gets sick, or they forgot to tell you about a soccer tournament they're in, or they just don't show up. If a coach needs to make a change to the submitted entries, follow this procedure:

- Coach of the requesting team must initiate a deck change on a Deck Change Slip (see sample below)
- The Deck Change Slip must be signed by a manager from each team
- The Deck Change Slip must be turned into the Clerk of Course, who will verify the swimmer can swim in the event
- Deck changes are not permitted once the stroke starts.

### Deck Change Request Slip

Event # \_\_\_\_\_

Heat # \_\_\_\_\_

Lane # \_\_\_\_\_

Purpose of this change: \_\_\_\_\_

Add New Swimmer(s)

Change Swimmer(s)

Scratch Swimmer(s)

Reason for change: \_\_\_\_\_

Current Swimmer(s) \_\_\_\_\_

\_\_\_\_\_  
New Swimmers(2)

Requesting Team Review: \_\_\_\_\_

Opposing Team Review: \_\_\_\_\_

Clerk of Course Review: \_\_\_\_\_

# Rules of Competition

The objective and primary purpose of the Reston Swim Team Association shall be the education (i.e., instruction and training) of all individuals ages 6–18 for the purpose of developing and improving their capabilities in the sport of swimming. In addition to the development of competitive skills, RSTA shall promote the virtues of good conduct and sportsmanship.

## Rules

All interpretations of rules contained in this handbook will be made by the Rules of Competition and Officiating Committee. Protests regarding conduct of the meet and/or violations of the RSTA Rules of Competition shall be made to the Referee immediately. As the senior meet official, the Referee's review and decision regarding any protests at the meet are final. The protestor(s) may appeal the Referee's decision by filing a written protest with the RSTA Board of Directors within twenty-four (24) hours of the meet's conclusion. Written protests will be heard by the Rules of Competition Officiating Committee as set forth in Section Two (2) L2 of the bylaws.

## League Structure and Competition

The RSTA shall consist of eight (8) teams. Each team shall compete in dual meets in accordance with the 2016 RSTA schedule. For the 2016 season the RSTA teams shall be:

- Autumnwood (AW)
- Glade (GL)
- Hunters Woods (HW)
- Lake Anne (AN)
- Lake Audubon (LA)
- Lake Newport (LN)
- North Hills (NH)
- Ridge Heights (RH)

The following RSTA Championship Teams shall be determined by the best win-loss percentage with any ties being considered co-champions:

- Overall League Championship Team
- Five Age Group Championship Teams (8 & Under, 9–10, 11–12, 13–14 and 15–18)
- Three Class Championship Teams ("A", "B" and "C")

## Swimmer Eligibility and Team Assignment

To qualify for participation in RSTA, a swimmer must:

- Be registered in accordance with the policies of RSTA
- Be six (6) years of age by June 15, 2016

All children under the age of 11 are required to participate in and pass the new swimmer evaluation to participate in the summer league. RSTA has revised its new swimmer assessment process to give new swimmers and their families a more realistic understanding of the demands of a daily swim practice and the likelihood that their child is capable enough in the water to be safe and have a fun and rewarding swim team experience. New swimmer evaluations will take place prior to new family registration.

During the evaluations, RSTA coaches will conduct a 45-minute practice that incorporates the skills detailed below. New swimmers will be evaluated by RSTA evaluators, who are

representative of RSTA teams. Final decisions will be communicated to parents within 48 hours after the end of the evaluation.

Evaluations will be based on performance in the following categories:

- **Swim Team Readiness:** comfort level in water, as well as willingness and interest to practice developmental swimming with teammates for 45 minutes in the pool.
- **Water Readiness:** ability to function safely in shallow and deep water while swimming, diving, bobbing, and treading water.
- **Stroke Readiness:** ability to complete an age appropriate distance of front crawl stroke and backstroke (25 meters for 8 and under, 50 meters for older ages) as well as willingness to learn, practice, and improve the four competitive strokes through drills and instruction.

The criteria for Water Readiness and Stroke Readiness are based upon a combination of published American Red Cross Level 3 and Level 4 swimming skills. Swim Team Readiness criteria is based upon RSTA new swimmer development standards.

## Registration

RSTA follows a tiered registration process:

- **Returning families:** Registration opens first to returning RSTA families whose children swam on an RSTA team the previous summer. They can register new siblings, who must then also register for and participate in the new swimmer evaluation if they are under the age of 11. During registration, returning swimmers who wish to swim for a different team may submit a request to change teams. Requests will be accommodated if openings are available.
- **RSTA Winter Swim:** Registration then extends to RSTA Winter Swim participants.
- **New families:** New family registration opens after Winter Swim participant registration. For new children under age 11, the registration system requires a code to be entered indicating that the child passed the new swimmer evaluation. Winter swim and new families are encouraged to select teams with open positions if their first choice for team is full.

For safety reasons, teams cap at 110 swimmers, which includes all swimming coaches. RSTA does not offer waiting lists, but may offer openings if swimmers drop from teams prior to the registration close date.

Swimmers must pay all fees as requested. Financial assistance can be requested with registrations. No refunds will be issued except in the case of failed swim evaluations, team caps, moves greater than 50 miles, and major medical emergencies. RSTA reserves the right to revoke the registration or participation of any swimmer if unreasonable demands are placed on the time and attention of coaching staff and/or team managers. These cases will be reviewed and acted upon by the RSTA Executive Committee.

## Safety Rules

These safety rules apply to all RSTA events (practices, warm-ups, and meets):

- No breakable containers are allowed on deck.
- No running on deck.
- No dunking, tripping, pushing, or other rough play is allowed.

- No one is allowed on the diving boards or in baby pools.
- Only Reston Association employees are allowed on lifeguard towers.
- Only feet-first entry is allowed into general warm-up lanes during warm-ups.
- Only feet-first entry is allowed in preparation for starting backstroke events.
- Sprint lanes (one direction swimming only) will be used to practice racing starts.
- Swimmers should stay to the right when swimming in practices or warm-ups.
- At least two coaches shall be present.

### **Alcohol**

- No alcoholic beverages shall be permitted in the pool area during meets or practices.

### **Smoking**

- Smoking, including electronic cigarettes, is prohibited on all RA property and within 50 feet of facility entrances.

## **Time Classifications**

Each RSTA swimmer's times shall be classified as an "A," "B," or "C" time for each event swum based on the swimmer's recorded times relative to the RSTA 2016 Time Standards (see the chart inside the back cover).

## **2016 Time Standards**

See page 75 of this handbook for the 2016 time standards. Time Standards are also viewable on the website ([www.RSTA.org](http://www.RSTA.org)).

## **Rankings**

The RSTA shall maintain a ranking for each stroke by gender and age group. The ranking shall be updated each week of the season to reflect improved times with the time used always being the swimmer's best time. Rankings will be posted each week on the RSTA website. The ranking shall determine each swimmer's All Star qualification.

## **Dual Meet Competition**

A dual meet is a regularly scheduled meet between any two teams in the RSTA. See elsewhere in this handbook (refer to table of contents) for Order of Events and 2016 schedule.

## **General Rules of Competition**

Except as modified herein, the rules governing the conduct of swimming meets are the "2016 United States Swimming Rules and Regulations."

Only those swimmers on a team's official roster in compliance with RSTA rules shall be eligible to compete in a dual meet.

A swimmer may enter a maximum of three (3) individual events and two (2) relays in any dual meet. Regular attendance at meets is important! A swimmer must attend at least three (3) dual meets during the 2016 Summer Season in order to register as a Returning Swimmer for the 2017 Summer Season.

Swimmers shall swim their age as of June 15, 2016 for the entire season.

A swimmer may "swim up" only in team relay events provided no swimmer from that age group is displaced or otherwise denied participation. Any swimmer who "swims up" in one

relay may still swim with his/her age group relay. However, the “maximum two (2) relays per dual meet” rule still applies.

Entry Sheets shall be submitted by both teams to their respective Meet Managers no later than Tuesday evening prior to the meet. Each entry shall note the swimmer’s age, and “best time” in the event. Deck entries will be allowed prior to the start of each stroke.

The referee at a meet and/or manager(s) at a practice or team event may bar, suspend, or expel from an RSTA event any swimmer, coach, manager, official, members of the RSTA, or any person (including spectators), who has violated any of its rules or regulations, or who encourages another to violate or who has acted in an unsportsmanlike manner that brings disrepute upon the RSTA, or upon the sport of swimming.

Starting blocks will not be used in any RSTA dual meet, IM Finals Meet, or the All Star Meet. RSTA will operate under a “No False Starts Allowed” rule, except for 8 & under swimmers, who are allowed one false start.

Swimmers shall not be permitted to compete in swim caps that include the name or insignia of any team other than an RSTA team.

Due to RSTA liability insurance, no RSTA swimmers, coaches, officials, parents, siblings, spectators, etc., may enter the water after the last event.

## **Changes to the Published Meet Program**

The published meet program refers to the meet program that is posted on the RSTA website on the Friday before the meet. The host team cannot make changes to the meet manager database created for the meet by the League Computer Coordinator. Changes to the published meet program, “deck changes,” must be presented to the Clerk of Course at the meet before the event begins.

**RSTA Deck Change Slip Procedures:** The deck change slip will be reviewed and initialed by requesting team manager and the opposing team manager. The Deck Change Slip is presented to the Clerk of Course and attached to the Lane Time Sheet. The slip summarizes the additions, changes, and scratches in swimmer entries as well as the approvals for them.

## **Official Times**

Official RSTA times shall be expressed to the 100th-of-a-second (e.g., 36.94; 1:04.93).

To the best of our ability, each swimmer shall be timed with three (3) digital electronic stop-watches and the official time shall be either:

- The “middle time” (e.g., 36.54, 36.56, 36.51— the official time will be 36.54)
- The time appearing on two (2) watches in agreement (e.g., 36.55, 36.56, 36.56 — the official time will be 36.56).

Where circumstances (missed start, watch malfunctions, etc.) prevent the use of three (3) watches and the time appearing on two (2) watches is in disagreement, the official time shall be determined by the Scorers as follows: Average the two (2) times. Round up the average to the next highest 1/100th of a second. Examples:

- 36.51, 36.49-official time is 36.50.
- 36.50, 36.51-official time is 36.51.

No time from just one (1) watch shall be deemed an official time. In the event a swimmer, who has finished a race legally, can not be given an official time, the entire heat will be repeated, after at least a one heat break, and the times in this heat will be official.

A disqualified swimmer shall not receive an official time. Any disqualified swimmer shall abide by the decision of the referee, whose decision shall be final. No official judgment shall be rendered by another meet official (e.g., timers, starter, etc.).

## **Protests**

Protests against official judgment decisions must be made immediately to the Referee by a Manager. Spectators may not challenge officials or rulings. Once a Referee's decision has been handed down, it shall become final. A meet protest can be made if and only if the outcome of the meet would be reversed. A written protest (e-mail) must be made to the Rules of Competition and Officiating Committee within 24 hours of completion of the meet. The Rules of Competition and Officiating Committee would have 72 hours to either uphold or reverse the Referee's decision. During a meet protest, neither the meet results nor those of a specific heat or event under protest shall become official and no awards or point will be granted. A grievance could be filed by a Manager to the Rules of Competition and Officiating Committee whereby the committee would work to find a solution to prevent the issue from repeating itself in the future.

## **Competition and Scoring**

**Individual Events**—Competition and scoring in each individual event shall be based upon the points scored by each team's classification of swimmers' times competing against the other team's same classification of swimmers' times ("A," "B," "C"). To the extent possible, heats shall be organized to fairly reflect the different time classifications of the swimmers competing in the event and shall be run in order of descending time ("C," "B," "A"). Place shall be determined solely by official time.

First through third places shall be scored in each swimmer time category for each event and weighted accordingly:

1st = 5 points

2nd = 3 points

3rd = 1 point

**Relay Events**—Competition and scoring of relays shall be organized without regard to individual swimmer classifications and scored as follows:

1st = 8 points

2nd = 4 points

3rd = 2 points

In case of ties, the points of the places involved shall be split by the competitors. (A two-way tie for first place would equally share first and second place combined points, with no second place awarded. A three-way tie for first place would equally share first, second, and third place combined points, with no second or third place awarded. A two-way tie for second place would equally share second and third place combined points with no third place awarded. Points for any tie for third place would be split equally among the third place winners.) Ribbons shall be awarded to first through third place in each stroke and class. Heat

ribbons shall be awarded to any swimmer placing first in his or her heat but NOT placing first through third in their event or class (i.e., no swimmer shall receive both a heat and a place ribbon).

## **Results**

Total points as computed by the Hy-Tek Meet Manager Program at the conclusion of the meet shall determine the winning team. Results are official at the end of the meet unless the meet is under protest. A manager from each team and the chief scorer will verify the validity of the final scores at the conclusion of the meet. After the managers and chief scorer have verified the scores, the Referee will certify the results by signing the official score sheet. No meets will be re-scored after the meet. In the event of an equipment failure that prevents the computation of the final meet results during the meet, the official score will be manually computed during the meet.

## **Postponement or Delay of Meet**

The decision to delay a meet shall be by the sole decision of the most senior Reston Association (RA) employee at the pool who is not a coach of either team involved in the meet. The designated RA employee has the sole authority to close the pool. The decision to postpone a delayed meet shall be made by the referee at the request of both team managers.

NOTE: If lightning bolts or heat lightning is sighted, the pool is required to be closed for 30 minutes after the last lightning is sighted.

## **Rain Date Rules for Dual Meets**

In the event that a meet must be postponed prior to completion of all events, it will be declared completed if the age group relays have been swum, and the team leading in the results will be declared the winner, except that the meet will be declared a draw under the following conditions:

- If the age group relays have been swum and the point differential is less than 50 points
- If the breaststroke events have been completed and the point differential is less than 25 points
- If the freestyle events have been completed and the point differential is less than 10 points.
- If the meet is swum through backstroke, a make-up will be scheduled to complete the meet. If the make-up meet is rained out, the meet will be considered completed and the team leading in the results will be declared the winner except that the meet will be declared a draw if the point differential is less than 50 points.
- If the meet is not swum through backstroke and if the make-up date is rained out, the meet will not be rescheduled and a score will not count toward championship standings. Individual times for all events swum, however, will be considered for All Star rankings.
- If the meet is stopped in the middle of a stroke (all age groups of stroke not swum) and that stroke is not completed on a make-up date, team points for that stroke will not be scored. However, individual times will be considered for All Star rankings.

There will be no make-up dates for meets not swum or not completed on or before Saturday, July 23, 2016.



## Other Meets

### **I.M. FINALS MEET—JULY 20, 2016**

A special Individual Medley (I.M.) Finals meet will be held on Wednesday, July 20, 2016 (rain date: Thursday, July 21, 2016) at the Lake Newport Pool at 6 p.m. If the rain date is used, only those swimmers entered for the original date may swim in the make-up meet. Awards will be given for places 1–12.

The meet will be swum by age group from youngest to oldest (8 & Under to 15–18). Swimmers need to be on time and swim with their own age group. All DQs are final. The false start rules will apply at this meet except that the swimmer will be allowed to swim the event unofficially.

Swimmers who wish to compete in this event, and who are deemed capable of doing so by their team coaches, may do so. It is strongly recommended that swimmers have a valid time for each stroke before being entered in this strenuous event.

### **ALL STAR MEET—JULY 30, 2016**

An All Star Meet will be held on the last Saturday of the season, July 30, 2016 (rain date: Sunday, July 31, 2016) at the Lake Newport Pool beginning at 7:30 a.m. Team warm up times will be assigned prior to the All Star meet.

To the extent possible, the top 12 swimmers in each stroke by gender and age group, as determined by the final RSTA rankings, shall be invited to compete in this meet with no swimmer competing in more than two (2) of the four (4) individual events (Free, Back, Breast, Fly). A swimmer also will be able to swim in the age group and mixed age relays should the coach select them.

A list of the fastest swimmers in each age, gender, and stroke will be maintained during the season with a list of these swimmers being published weekly. Swimmers may still qualify up to and including the last dual meet of the season. Due to the limit on the number of strokes (2) a swimmer is allowed to swim in the meet and the fact that some swimmers will be unavailable for the meet, swimmers ranked beyond #12 frequently will be invited to swim in the meet. It's important for swimmers to let coaches and managers know if they will not be available to swim in the All Star Meet.

After the last dual meet, a list of the top 12 available swimmers in each age, gender, and stroke will be drawn up with each eligible swimmer being allowed to swim in two of the four strokes. Any swimmers qualifying as #1 in four strokes will be asked to choose the two strokes they wish to swim, all others will be placed using an automated software process to manage the seeding in a fair, equitable, and repeatable manner. The software process seeds the #1 swimmer in fly, back, breast, then free and then seeds the #2 swimmer in that same stroke order, with each swimmer only being selected for two individual events. Once a swimmer has been selected for two events, their name drops out of consideration for the other two events and other swimmers may move up in the overall rankings. Swimmers who are ranked #1 in more than two events are the only swimmers given the option of expressing a preference.

The order of events at the All Star Meet shall be:

Strokes: Fly, Back, Age Group Relays, Breast, Free, Mixed Age Relays

Age Groups: 8 & Under, 9–10, 11–12, 13–14, 15–18

Gender: Boys then Girls

*Note: This follows the same order as the regular season dual meets.*

Special awards shall be given for the All Star Meet. For individual events, swimmers placing 1–6 shall receive medals; those placing 7–12 shall receive rosette ribbons. In the relay events, the top three teams shall receive medals and places 4–9 shall receive rosette ribbons. DQs shall receive participation ribbons if the event is swum. The false start rules will apply at this meet except that the swimmer will be allowed to swim the event for a participation ribbon.

Pins for records set at this meet will be given to the swimmer with their award. Officials shall be selected by the All Star Committee. Except as noted above, the All Star Meet shall be conducted in accordance with the RSTA Rules of Competition.

Souvenir programs listing each swimmer's name, team and qualifying time will be available on the RSTA website for downloading and printing at home prior to the meet. Food and beverages will be available for purchase.

*Note:* Every effort must be made to let your coaches or managers know if a swimmer will be unavailable to swim in the All Star meet. It is important to fill all 12 slots for every event and it is very disheartening to have “no-shows.” This consideration also applies to relays. Swimmers must swim in their designated age groups. Swimmers may not swim up in age group relays at the All Star Meet.

## Rules for Swimming the Strokes

In case of any questions or disputes concerning the rules for swimming the strokes, the 2016 United States Swimming Rules and Regulations shall govern.

### Breaststroke

**Start**—The forward start shall be used.

**Stroke**— After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.

The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inwards at the widest part of the second stroke.

**Kick**— After the start and each turn, at any time prior to the first breaststroke kick a single butterfly kick is permitted. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

The feet must be turned outwards during the propulsive part of the kick. Scissors, alternating movements or downward butterfly kicks are not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

**Turns and Finish**—At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

### Butterfly

**Start**—The forward start shall be used.

**Stroke**— After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pull under water, which must bring the swimmer to the surface. It shall be permissible for a

swimmer to be completely submerged for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. Both arms must be brought forward simultaneously over the water and pulled back simultaneously under the water throughout the race.

**Kick**—All up and down movements of the legs and feet must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.

**Turns**—At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The swimmer's shoulders must be at or past the vertical toward the breast when the feet leave the wall.

**Finish**—At the finish, the body shall be on the breast and the touch shall be made with both hands separated and simultaneously at, above, or below the water surface.

## Backstroke

**Start**—The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the ankles of a volunteer. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start, is prohibited.

**Stroke**—The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible to be completely submerged during the turn, at the finish and for a distance of not more than 15 meters (16.4 yards) after the start and after each turn. At that point, the head must have broken the surface of the water.

**Turns**—Upon completion of each length, some part of the swimmer must touch the wall. During the turn the shoulders may be turned past vertical toward the breast, after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to execute the turn. The swimmer must have returned to a position on the back upon leaving the wall.

If, upon completion of the first length, but prior to the turn, the swimmer rolls over onto the stomach and immediately touches the edge of the pool, he may push off the wall in a position on the back. If the swimmer rolls over onto the stomach prior to reaching the edge of the pool, but does not perform a flip turn, the swimmer has turned past the vertical toward the breast but has not maintained a continuous turning motion, and is therefore disqualified.

**Finish**—Upon the finish of the race, the swimmer must touch the wall while on the back.

## Freestyle

**Start**—The forward start shall be used.

**Stroke**—In an event designated freestyle, the swimmer may swim any style, except that in a medley relay or individual medley event, freestyle means any style other than butterfly, breaststroke, or backstroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 meters (16.4 yards) after the start and each turn. By that point the head must have broken the surface.

**Turns**—Upon completion of each length the swimmer must touch the wall.

**Finish**—The swimmer shall have finished the race when any part of his person touches the wall after completing the prescribed distance.

## Individual Medley

The swimmer shall swim the prescribed distance in the following order: the first one-fourth, butterfly; the second one-fourth, backstroke; the third one-fourth, breaststroke; and the last one-fourth, freestyle.

**Start**—The forward start shall be used.

**Stroke**—The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke.

**Turns**—The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:

- Butterfly to Backstroke—The swimmer must touch as described in Butterfly Finish. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.
- Backstroke to Breaststroke—The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall and the prescribed breaststroke form must be attained prior to the first arm stroke.
- Breaststroke to Freestyle—The swimmer must touch as described in Breaststroke Finish. Once a legal touch has been made, the swimmer may turn in any manner.

**Finish**—The swimmer shall have finished the race when any part of his or her person touches the wall after the prescribed distance.

## Relays

**Freestyle Relay**—Four swimmers on each team, each to swim one-fourth of the prescribed distance using any desired stroke(s). Freestyle finish rules apply.

**Medley Relay**—Four swimmers on each team, each to swim one-fourth of the prescribed distance continuously in the following order: first, backstroke; second, breaststroke; third, butterfly; and fourth, freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.

**Mixed Age Freestyle Relay**—Five swimmers on each team, consisting of one swimmer from each of the five age groups: 10 & under swimmers shall swim 25 meters each; 11 & over swimmers shall swim 50 meters each. Freestyle rules apply. It shall be the responsibility of the swimmers in the mixed age freestyle relay to swim in the following order: 8 & Under swimmer, 9–10 swimmer, 11–12 swimmer, 13–14 swimmer, and 15–18 swimmer. If a team is unable to create a mixed age relay because they do not have an available swimmer from each of the five age groups, swimmers may age up to create relays and participate in the event. A swimmer may “swim up” only in team relay events provided no swimmer from that age group is displaced or otherwise denied participation. Any swimmer who “swims up” in one relay may still swim with his or her age group relay.

### **Rules Pertaining to Relay Races**

- For all age group relays at least one swimmer must be of that age group. No swimmer shall swim more than one leg in any relay event.
- In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg. Swimmers cannot run when making a relay takeoff.
- Any relay team member and his relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg shall jump into or enter the pool in the area where the race is being conducted before all swimmers of all teams have finished the race.
- Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
- In relay races, the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
- Relay lanes for the home team shall be 2, 4, and 6 and for the away team shall be 1, 3 and 5.



# RSTA Disqualification Form

Event #	Heat #	Lane #	Swimmer Name	Judge
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## Stroke and Reason for Disqualification

Check

<b>Butterfly</b>	
After start/turn, shoulders not past vertical towards breast	
After start/turn, first pull does not bring to surface	
After start/turn head does not break water surface prior to 15m.	
Arm recovery alternating and/or underwater	
Alternated position of feet or executed scissors or breaststroke kick	
No simultaneous two-hand touch at turn/finish	
<b>Backstroke</b>	
After start/turn head does not break water surface prior to 15m.	
After start/turn or at finish, shoulders past vertical towards breast	
No touch at turn or finish	
Delay initiating turn	
During turning motion executed more than 1 single/double arm pull	
<b>Breaststroke</b>	
Hand past hip line during stroke after first pull at start/turn	
Head submerged as hands turned inward at widest part of 2nd pull	
Head remains submerged through a complete stroke cycle	
Arm pull and kick are non-sequential during stroke cycle	
Executed fly/flutter/scissors kick <i>(except a single butterfly kick is permitted during or at completion of first arm pull after the start and each turn, which must be followed by a breaststroke kick)</i>	
Arms not simultaneous in same horizontal plane	
Either foot turned inward during propulsive part of kick	
No simultaneous two-hand touch at turn/finish	
Not on breast at beginning of first arm pull at start/turn	
Shoulders not past vertical towards breast when feet leave wall	
<b>Freestyle</b>	
After start/turn head does not break water surface prior to 15m	
Walk or pushed off the bottom or used lane line for forward motion	
No touch at turn or finish	
False start or relay take-off before touch	
<b>Other</b>	

## Spirit Themes

One of the fun things about summer swim teams is the spirit themes selected by each team for the meets. Dressing up helps swimmers feel a part of the team and get their spirits psyched for the meet. Coaches are required to set an example by dressing up for the selected themes. You will get more participation from swimmers if you keep these points in mind:

- Give swimmers and their parents advance notice of the theme so they can find things to wear. Letting them know late in the week doesn't give them much time to assemble costumes.
- Talk about the theme and give ideas of things people could do to dress up.
- Select themes that are appropriate for all the ages on your team.
- Select themes that are easy for lots of people to participate in or that have lots of options within the overall theme.
- Consider ramping things up by awarding prizes or just giving recognition to the best interpretation of the theme or the most spirited.

### Theme Ideas

In addition to the familiar team color day, pajama day, or Hawaiian day, some ideas for spirit themes include:

**Multi-Color Day**—wear as many different colors as possible

**Neon Day**—wear brightly colored neon clothing

**Circus Day**—dress up as any person or animal from the circus

**Spots and Stripes Day**—wear spotted or striped clothing or a combination of spots and stripes

**Safari Day**—everything from low-key khakis to more creative safari gear with hats, binoculars, etc.

**Multiplicity Day**—like twin day, but match as many people as you can

**Extreme Weather/Weather Disaster Day**—wear raincoats, boots, etc.

**Fashion Disaster Day**—dress in deliberately unfashionable clothes or mismatched clothes

**Celebrity Day**—dress like your favorite celebrity or celebrity look-alike

**Superhero**—dress like your favorite Marvel and DC superheroes

**Jungle Fever**—dress like jungle animals or wear jungle animal prints

**Wild Wild West**—dress in western gear

**Flower Power**—dress as a hippy



## Coaches' Responsibilities at Meets

All your hard work during the week with swimmers culminates on Saturdays at the meets. Coaches' responsibilities at meets include:

### Head & Assistant Head Coach

- On-deck all of the time
- Dress according to the theme and lead cheers
- Ensure smooth and organized swimmer participation
- Observe swimmer performance
- Cheer on swimmers while they are swimming
- Touch base with swimmers after they swim to encourage them and give tips for next time
- Deal with any controversy (Head Coach)
- Ensure things are going smoothly behind the scenes (Assistant Head Coach)

### Second Assistant & Team Lifeguard

- Collect and organize 8&under and 9–10yr swimmers
- Collect swimmers for relays
- Have a presence on deck
- Cheer on swimmers while they are swimming
- Touch base with swimmers after they swim to encourage them and give tips for next time

### General Points to Remember

- All Swimmers **MUST** check in with the Clerk of Course regardless of their age
- 8 & Under Aide will line up all 8 and under swimmers for their heats at the Clerk of Course station.
- Relay Teams will **NOT** need to check in with the Clerk of Course, however, it is the responsibility of the coaches to have their relay teams in place.
- Coaches need to be at both ends of the pool during relay races.
- Coaches at the shallow takeoff area need to ensure swimmers are not diving in deep
- Remind swimmers of deck etiquette—swimmers-stay in pool until end of heat and shake hands with the swimmer to their left and right
- ***All coaches need to cheer and encourage all swimmers!***
- At the end of the meet, coaches should shake hands with opposing coaches, the meet referee, starters, and stroke/turn officials

# Removal and Installation of Equipment for Meets

The purpose of this section is to provide approved instructions for the removal and installation of equipment (diving board, ladders and ADA hydrolift) if applicable to your team.

Removal and installation of equipment could be dangerous if the proper procedure is not followed. Please:

- Be safe
- Do not attempt alone
- Follow guidelines
- Ask for assistance from RSTA Equipment Manager or RA Maintenance Staff

## Ladders

### Pools Affected:

- All Pools

### When:

- Swim meets only
- Ladders are *not* to be removed for practice.
- They must be reinstalled immediately after the meet.

### Tools needed:

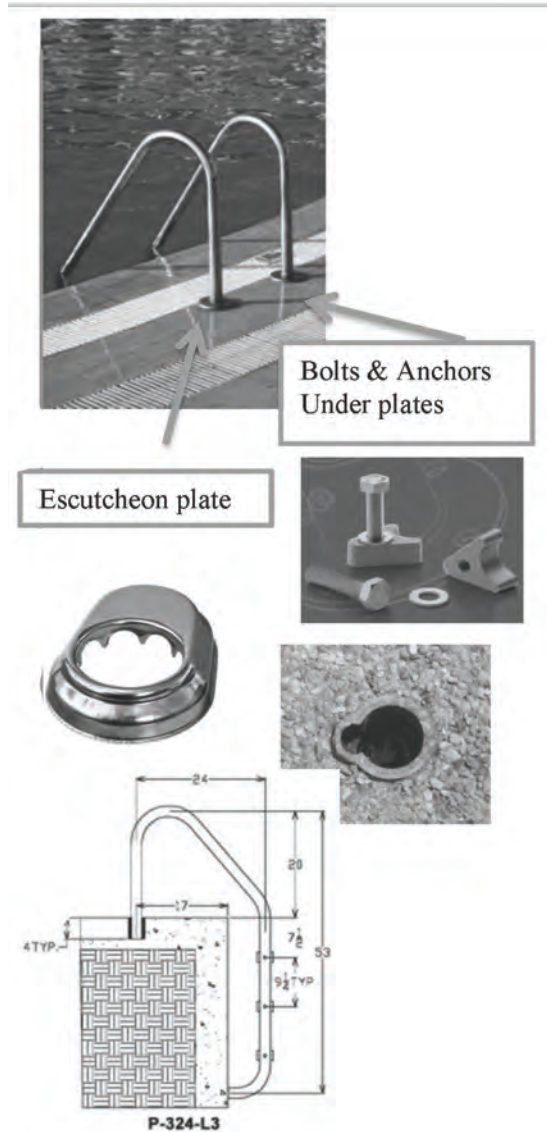
- A 1/2" or 9/16th wrench or socket
- RA will supply and place in a designated location at the beginning of the season, RSTA is responsible for replacements.

### Removal:

- Start by pulling the escutcheon plates up the rail to expose the bolts.
- Loosen the bolts (do not fully remove) just under the escutcheons plates (2).
- Pull ladder straight up. (Never hit the ladder with a tool or any object to force it out.

*TIP: If the ladder will not pull out, loosen bolts a little more and try again).*

- If an anchor or bolt is lost, the ladder cannot be installed, contact a unit manager immediately.



## Installation:

- Ensure bolts are loosened enough to allow ladder to slide in.
- Line up and slide the ladder back into the cups. The ladder should go down all the way on both sides. TIP: If the ladder does not slide back into place evenly on each side, pull the ladder back out, loosen bolts, then try again.
- Once in place, tighten the bolts as tight as you can, pull up on the ladder to ensure it does not move at all.

*TIP: if you see the ladder rising up when you're tightening the bolts, you must stop. This means the anchor is not set correctly; the ladder must be removed and the anchor must be reset by a unit manager – page immediately)*

- Place the escutcheon plates back over the anchors flush with the deck.

## Diving Boards

### Pools Affected:

- Glade, Golf Course Island (Lake Anne swim team), Lake Newport (North Hills & Lake Newport swim teams).

### When:

- Swim Meets Only
- Diving boards are **not** to be removed for practice.
- They must be reinstalled immediately following the meet.

### Tools needed:

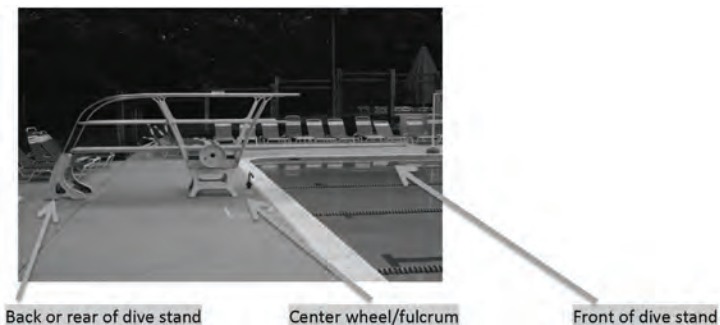
- A 15/16th wrench
- RA will supply and place in a designated location at the beginning of the season; RSTA is responsible for replacements.

This is to show you the reference points of the board and stand you are looking at the right side of the dive stand.

At the back, or rear, of the stand are the steps and hinges that hold the board & the top metal piece used to hold 15/16" nuts in place.

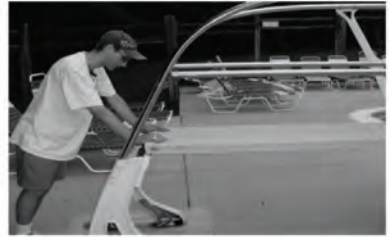
In the center, where the wheel is located, lie the fulcrum and the front of the stand.

The front of the board hangs over the water.



## Removal

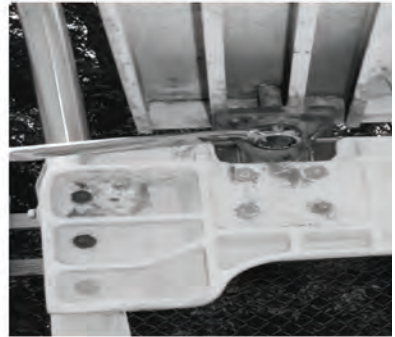
- To remove the board, start at the rear of the stand and have one person hold the end of the board down to keep it from flipping up when the bolts and nuts are removed. Minimal pressure is needed. Shown to the right:
- Place your wrench on one of the nuts on the underside of the board. (see below)
- Loosen nuts by turning counter clockwise or to the left.
- Remove nuts, washers, and bolts.
- Lift board at rear and pull backwards not allowing board or fulcrum pads to scrape over hinge. As shown below:



Arrow shown below points to designated nut:



Wrench on nut shown below:



(Notice in this picture the board *is not* touching the hinges and is rolling backwards on the fulcrum)



- Gently place board slowly down to the ground.
- Move to the center of stand between the steps and the fulcrum under the board itself.
- Have someone on each side of the board to support and stabilize it. Lift the board up. (see below)

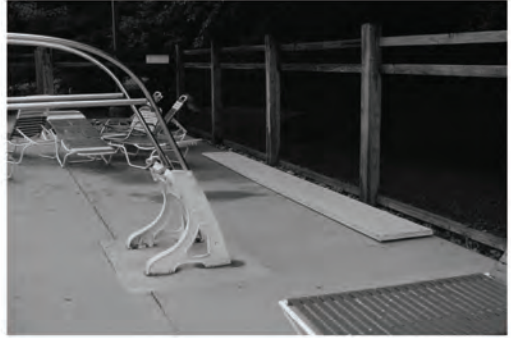


Shows board resting on handrail.

- When up high enough gently place center of board down on top handrail. Have at least one person on the side of stand to hold board in place when on handrail.
- Come out from the center of the stand and pick the board up off of the handrail and walk towards the front of the board in a hand-over-hand motion to lower the board to the deck in a slow and safe manner.
- Move the board up to the edge of the deck/fence out of the walking path.



- Place the bolts through the holes in the hinges. Now place the washers over the bolts, and then thread a nut over each bolt. This will help ensure that the fastener assemblies remain complete until you are ready to reinstall the diving board.



### Installation

- To install board follow directions in reverse.
- Remove the nuts bolts and place in a safe place.
- Pick the front of the board up and walk to the side of the dive stand.
- Place the board on the handrail. (Have someone hold the board in place and stationary.)
- Get in the center of the stand and lower it down onto its hinges.
- Go to the rear of the board and lift it up so the front of the board is resting on the fulcrum.
- Push board over fulcrum (TIP: for help, pushing the board forward have someone roll the fulcrum wheel forward to move board into place.)
- Line the holes in the board up with the holes in the hinges.
- Drop (do not force) the bolts in the holes. If they do not line up have someone lift and straighten the board from the front until the holes line up.
- Use 15/16 wrench to tighten nuts as tight as possible.
- Place the “Closed for inspection” A-frame on the board.
- The diving board will remain closed until RA staff visits the pool to inspect.

**If you have any questions or if equipment is broken or damaged, stop and call for help from the RA Unit Manager. They will determine the next course of action.**

### ADA Hydro-Lift

#### Pools Affected:

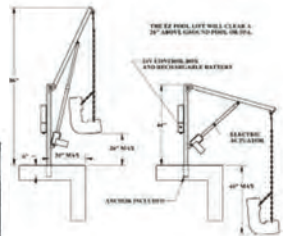
- Golf Course Island(Lake Anne swim team) and Ridge Heights

#### When:

- Swim Meets Only
- Hydro-life chairs are *not* to be removed for practice
- They must be reinstalled immediately after the meet.

#### Installation and Removal:

- *Only RA staff or RSTA Equipment Manager may remove and install the lift.*





# RSTA Bylaws

## ARTICLE I - ORGANIZATION

**SECTION 1. INCORPORATION—RESTON SWIM TEAM ASSOCIATION, INC.,** herein called RSTA or the association, is incorporated in the Commonwealth of Virginia under the Virginia non-profit corporation code to qualify as an exempt organization, and shall be managed at all times in such a manner as to qualify the corporation for such exemption. RSTA shall not be operated for pecuniary gain or profit, and shall have no capital stock and no stockholders.

**SECTION 2. PURPOSE—**The Reston Swim Team Association is a developmental and recreational program. The intent of this organization is to foster and promote the ideals of good sportsmanship, honesty, and perseverance in the children of Reston, Virginia, and environs, so that they will grow into finer, stronger, and healthier men and women; to encourage parental participation in the Association's activities so as to foster those benefits derived from the mutual involvement of parents and children in common endeavor; to provide a means for teaching and a forum for learning both the fundamentals and the fine points of swimming, so as to heighten appreciation of such activity as well as to encourage healthful, lifelong participation in swimming activities. The purpose of this organization will be accomplished by providing coaching to teach the fundamentals and fine points required in swimming activities, and by providing opportunities for supervised competitive swimming.

**SECTION 3. GOVERNANCE AND MANAGEMENT—**RSTA shall be managed by a Board of Directors, herein called the Board, acting in accordance with these Bylaws.

## ARTICLE II –MEMBERSHIP

**SECTION 1. MEMBERSHIP—**Membership is available to any family registering a swimmer(s) upon payment of the RSTA summer season registration fee(s) with the limit of one (1) membership per family.

**SECTION 2. VOTING—** Each member family in RSTA shall be entitled to one vote in the affairs of RSTA. Voting shall be in person.

**SECTION 3. PROXIES—** There shall be no proxies.

### SECTION 4. MEMBERSHIP RIGHTS

(a) A member in good standing shall be entitled to participate in any activity sponsored by RSTA.

(b) The property rights and interests of all members shall be equal on a per family basis.

**SECTION 5. TERMINATION—** Membership shall terminate automatically if a family membership is not renewed during the next year's registration period, or if dues are more than thirty (30) days in arrears as determined by the Registrar.



## ARTICLE III – FEES, SCHOLARSHIPS, AND PARTICIPATION

**SECTION 1. MEMBERSHIP FEES**—Registration Fees will be set by the Board of Directors, with the concurrence of a majority of the members present, to cover the projected expenses of the program. The Board of Directors shall, upon review of the financial position of the Association, recommend any fee adjustments necessary to maintain the financial health of the Association. Fees may not be adjusted retroactively.

**SECTION 2. SCHOLARSHIPS**— Scholarships may be made available. Any family participating under a scholarship shall have full membership in RSTA. All scholarship information shall be held in the strictest confidence.

**SECTION 3. VOLUNTEER PARTICIPATION** – A quality program as conducted by RSTA requires the active participation of all members in the operation of this league and the teams, in the operation and maintenance of the necessary facilities and equipment, and in other activities. Membership carries with it the obligation to participate in these activities to the extent and in accordance with such rules and regulations as the Board shall promulgate to assure that these obligations are fairly shared by all members.

## ARTICLE IV – MEETINGS OF MEMBERS

### SECTION 1. BI-ANNUAL MEMBERSHIP MEETINGS

- (a) **Time and Place** – At least two (2) general meetings shall be held each year, one before the summer season on or before March 15 and one after the conclusion of the summer season on or before October 31.
- (b) **Purpose** – The first general membership meeting of the calendar year shall be for the purposes of approving the annual operating budget of the association, receiving committee reports, and transacting such other business as may be required. The second general membership meeting of the calendar year shall be for the purpose of electing Directors to take office at the beginning of the next term, receiving committee reports, and transacting such other business as may be necessary.

### SECTION 2. SPECIAL MEMBERSHIP MEETINGS

- (a) **Call** – A special meeting of the membership shall be called upon the presentation of a petition to the Board of Directors containing the signatures of at least twenty-five (25) members or by vote of an absolute majority of the Board of Directors. Any special meeting shall be open to the general membership.
- (b) **Time and Place** – Special meetings of RSTA shall be held at such reasonable time and place as the Board may designate.
- (c) **Purpose** – The purpose of any special meeting shall be stated in the notice of the call, and no other business shall be transacted.

**SECTION 3. NOTICE OF MEMBERSHIP MEETING**—Written notice of any meeting of members shall be given to each member not less than 10 days or more than 45 days prior to such meeting.

(a) **Delivery** – Delivery of notice to each family shall be by email or by US mail.

(b) **Posting** – Notice of meetings shall be posted on the RSTA website.

**SECTION 4. QUORUM** – One-tenth (1/10) of members in good standing and eligible to vote or fifteen (15) members present, whichever is less, at any properly called meeting shall constitute a quorum. Each membership unit (hereinafter referred to as voter) shall be eligible to cast one (1) vote.

### **SECTION 5. MEETING ORGANIZATION AND AGENDA**

(a) **Presiding Officer** – The RSTA President shall preside at any meeting of members, and if absent, a Vice President shall preside. If neither is present, the members present shall elect a presiding officer.

(b) **Secretary** – the RSTA Secretary shall serve as secretary for the meeting, and if absent, the presiding officer shall appoint an acting secretary.

(c) **Order of Business** – The order of business at any meeting, if applicable, shall be:

- (1) Call to Order;
- (2) Proof of Notice of Meeting;
- (3) Approval of Previous Minutes;
- (4) Reports of Officers;
- (5) Reports of Committees and Task Groups;
- (6) Old Business;
- (7) New Business.
- (8) Adjournment

### **SECTION 6. VOTING**

(a) **Method** – Voting may be viva voca, but ten (10) members or the president shall have the right to demand voting by roll call.

(b) **Decision** – All matters coming before the meeting for vote shall be decided by majority vote of those voting, except where different requirements are given elsewhere in these Bylaws.

**SECTION 7. MINUTES OF MEETING** – Minutes of each meeting shall be available for inspection by any member desiring to do so as soon as practicable but no later than sixty days after completion of a general membership meeting.

## ARTICLE V—BOARD OF DIRECTORS

### SECTION 1. BOARD COMPOSITION

The Board of Directors shall be comprised of a maximum of 37 directors allocated as follows:

- a) Three (3) directors from each of the teams participating in the RSTA League
- b) Up to nine (9) directors-at-large, and
- c) The immediate past president.

The three directors from each team will be known as Team Representatives. The team representative's team affiliation is to be determined by the team on which the candidates' child or children swims.

### SECTION 2. QUALIFICATIONS

Candidates for the Board of Directors must:

- a) Be members in good standing of RSTA and
- b) Be willing to work to advance the mission of RSTA.

### SECTION 3. TERMS

- a) Directors shall be elected to serve a one-year term.
- b) Directors may serve terms in succession. Team Representatives shall not serve as Team Representatives more than five years in succession.
- c) The term of office shall be considered to begin upon election at the October General Membership meeting and continue until the following year's October General Membership meeting.

### SECTION 4. ELECTION OF DIRECTORS

- a) **Nomination.** Directors from teams in the Association who will serve as Team Representatives may be nominated by the team they will represent, be self-nominated, or be nominated from the floor at the General Membership meeting.
- b) **Election.**
  - 1) **Team Representatives** shall be elected annually by a plurality vote of those members attending the General Membership meeting on or before October 31 of each year. The top three vote recipients from each team will be declared the Team Representatives for that team.
  - 2) **Directors-at-Large** shall be elected by a ballot cast by the newly elected Team Representatives and the immediate past president. Up to nine (9) directors-at-large shall be elected, with those receiving the greatest number of votes being elected.
- c) **Vacancies.** Should vacancies occur in the Board for any reason, they shall be filled by another member upon a majority vote of the Board. At the discretion of the Board, by

majority decision, a position may remain vacant until the next general election of the board of directors.

## **SECTION 5. REMOVAL OF DIRECTORS FROM OFFICE**

- a) **Removal by Board Action.** Members of the Board of Directors may be removed from office for just cause. Just cause shall be determined by a quorum of the Board of Directors by three-fourths (3/4) vote, excluding such member. A Director missing three (3) consecutive meetings of the Board without an excused absence may be removed from office by majority vote of all the other Board members.
- b) **Automatic Removal.** A Director whose membership is terminated in accordance with ARTICLE II, SECTION 5, shall automatically be removed from the office.

## **SECTION 6. MEETINGS OF THE BOARD**

- a) **Frequency of Meetings.** The Board of Directors shall hold monthly meetings, or as necessary with the exception of a recess in August.
- b) **Notice.** Seven (7) days' notice, by email or by telephone, shall be given all Directors of meetings called by the President or by the majority of Directors. Notice of meetings shall be distributed at each location where sponsored teams are practicing if time permits or by posting to the RSTA website and by email notification.
- c) **Open Meetings.** All meetings of the Board shall be open to any RSTA member except that executive sessions shall be permitted for the purpose of contract negotiations, employment issues, and for administering the financial assistance fund.
- d) **Quorum.** A majority of the Directors shall constitute a quorum for the transaction of business and the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board. If at any meeting of the Board there shall be less than a quorum present, a majority of those present may adjourn the meeting without further notice, until such quorum shall have been attained.
- e) **Special Meetings of the Board.** Special meetings of the Board of Directors shall be convened at the request of at least five (5) members of the Board or at the direction of the president. The request should be accommodated within 30 days of the request unless extenuating circumstances prevent it. The purpose of the special meeting shall be stated in the notification of the meeting to all Board members.
- f) **Meetings by Electronic Conference.** Any meeting, regular or special, may be held by electronic conference, webinar, or similar communication method, so long as all directors participating in the meeting can communicate with one another and their identities can be confirmed.

**SECTION 7. POWERS OF THE BOARD** – The Board shall provide governance of the association, as well as regulate and supervise the management and operation of RSTA. It shall attend to all internal affairs of RSTA, shall make such arrangements for carrying on the business as it deems best and in addition to the powers by these bylaws expressly conferred upon

the Board, it may exercise all the powers of the association and to all such lawful acts and things as are not by statute or by the charter or by these bylaws required to be done or exercised by the members. The control of the Board over these affairs of RSTA shall be subject to any action from time to time taken by vote of the members of RSTA.

## ARTICLE VI—OFFICERS

### SECTION 1. SELECTION

- (a) **Officers** – Only members of the Board of Directors are eligible to hold office in the Association. Officers of RSTA shall be President, two Vice Presidents, Secretary, Registrar, and Treasurer; and shall be elected by the Board of Directors.
- (b) **Election**— At the Board meeting which shall be held immediately after the adjournment of the fall general membership meeting, the Board of Directors Elect shall elect the officers of the association. Officers shall be elected by a plurality of the board of directors.
- (c) **Terms** – The elected term of officers shall be from the date of election until October 31 of the following year. No officer, with the exception of treasurer, shall succeed him/herself for more than two terms and in no case shall serve as an officer in any capacity for more than four (4) full consecutive terms.
- (d) **Vacancies** – Should vacancies occur in the officers of the Association due to any reason, the Board of Directors shall solicit and select a replacement for such vacancy from the remaining members of the Board of Directors, and such person selected shall be deemed elected to such office. Should a further vacancy be created by such process, the process would be repeated until all such vacancies are filled.

**SECTION 2. REMOVAL OF OFFICERS** – Any officer may be removed for “just cause.” The Board of Directors shall determine “just cause” by three-fourths (3/4) vote of the Board excluding such officer.

**SECTION 3. POWERS AND DUTIES OF THE PRESIDENT** –The President shall:

- (a) Preside at all meetings of members of the Board, have general and active management of the business of RSTA, and see that all orders and resolutions of the Board are carried into effect.
- (b) Appoint standing and ad hoc committees, subject to approval of the Board, and serve as ex-officio member of such committees except for the nominating committee.
- (c) Authorize, with the Treasurer, all checks and other instruments of payment by the treasury in excess of \$3,000.00.
- (d) Be responsible for the timely sending of notices and calls of meetings and for keeping members informed of decisive actions by the Board and of issues to be brought before the membership.
- (e) Perform such other duties as the Board may direct.

**SECTION 4. POWERS AND DUTIES OF THE VICE-PRESIDENTS** – The Vice-Presidents shall:

- (a) In the absence of the President, or in case of his failure to act, in conjunction with the Secretary, have all the powers of the President, and the two of them acting together shall see that all orders and resolutions of the Board are carried into effect.
- (b) Perform such other duties as the Board may direct or the president may delegate.

**SECTION 5. POWERS AND DUTIES OF THE SECRETARY** – The Secretary shall:

- (a) Have charge of the records and of the Corporation, and perform all the duties inherent to the office of the Secretary of the Corporation subject at all times to the direction and control of the Board.
- (b) Record and the minutes of all general membership meetings.
- (c) Record the minutes of all meetings of the Board of Directors, which minutes shall be presented to the next meeting of Directors for approval.
- (d) Keep a copy of the Charter of the Corporation, together with a dated copy of the current bylaws and amendments.
- (e) Maintain a current list of members with addresses, and prior to any meeting of members, with the assistance of the treasurer update this list in accordance with ARTICLE II, SECTION 6.
- (f) Conduct the general correspondence of RSTA.

**SECTION 6. POWERS AND DUTIES OF THE TREASURER** – The Treasurer shall supervise the bookkeeper in the following:

- (a) Keep accurate and full accounts of receipts and disbursements, collect and deposit all monies and other properties and effects in the name of and to the credit of RSTA in such depositories as the Board may direct.
- (b) Disburse the funds of RSTA as may be ordered by the Board, taking proper vouchers for such disbursements.
- (c) Render to the Board upon its request, an account of any and all transactions as Treasurer and of the financial condition of RSTA, and at the annual meeting of members present a like report for the preceding year.
- (d) Authorize disbursement and payment by the bookkeeper of \$3,000.00 or less.
- (e) Perform such other duties as are inherent in the office of treasurer or as directed by the Board.

**SECTION 7. POWERS AND DUTIES OF THE REGISTRAR** – The Registrar shall:

- (a) Chair the registration committee.
- (b) Manage the annual registration process.

- (c) Manage the annual new swimmer evaluation process.
- (d) Supervise the registration administrative assistant in processing registrations.
- (e) Make final assignments of swimmers to teams.

## **ARTICLE VII – COMMITTEES**

### **SECTION 1. COMMITTEE STRUCTURE**

To facilitate the business and management of RSTA, work shall be accomplished through standing and ad hoc committees with duties and responsibilities as established and enumerated by these bylaws.

- a) **Powers.** All powers assigned to standing committees are subject to the authority of the Board.
- b) **Membership.** Membership in standing committees may be comprised of both board members and general members. The president of RSTA may be an ex officio member of all committees.
- c) **Chair.** Standing Committees shall be chaired by a director who is elected by the members of the committee at the start of each term of office following the October election. Co-chairs may be elected at the discretion of the committee, as needed.
- d) **Size.** Committee size will vary depending on the number of members needed to accomplish the work of the committee and shall be not smaller than three nor more than fifteen.

### **SECTION 2. STANDING COMMITTEES**

Standing Committees shall be as follows: All Stars, Audit, Awards, Computer, Equipment, Executive, Fundraising, Handbook, Managers, Personnel, Registration, Rules of Competition and Officiating, Schedule & Meet Management, and Winter Swim.

- a) **All Stars & IMs Committee** shall be responsible for organizing and conducting the IM Meet and the All Star Meet to be held at the end of the season. This will include (but is not limited to) ranking and invitation of swimmers, establishing meet rules and order of events, coordination of volunteers, distribution of awards, choosing of officials, publication of results, recording of records, and coordination with fundraising committee on the sale of any items deemed worthy (e.g., food, programs, shirts, caps, etc.)
- b) **Audit Committee** shall be responsible for validating the bank accounts and other accounts of RSTA, and for auditing the treasurer's records of income, expenses and bank balances at least once per year and no later than 15 January of their term.
- c) **Awards Committee** shall be responsible for the development and recommendation of an achievement awards program for participants in RSTA; the design and purchase of all materials needed to implement the achievement awards program; and the distribution of RSTA records awards.

- d) **Computer Committee** shall be responsible for compiling times for each meet; producing labels for meet cards; updating records; maintaining all individual and relay team and league records; authorizing RSTA record awards; and publishing results of meets.
- e) **Equipment Committee** shall be responsible for the maintenance and repair of all equipment; the recommendation and purchase of new or replacement equipment; and making equipment required for the conduct of swim meets available to Team Managers.
- f) **Executive Committee** of RSTA shall be the elected officers and the immediate past president. A quorum of the Executive Committee for any meeting shall be at least three members of the Executive Committee. The Executive Committee shall conduct such business as is deemed necessary by the president or the officers. The executive committee is authorized to conduct urgent business of the association when there is not time or it is not feasible to wait for a regularly scheduled meeting of the board of directors.
- g) **Fundraising Committee** shall be responsible for organizing fundraising events and sales for the benefit of the league, including concessions at IM and All-Star meets and sale of any items deemed worthy (e.g., food, programs, shirts, caps, etc.) This committee also will identify and recommend to the Board vendors for supplying team apparel, concessions, and other supplies not associated with other committees.
- h) **Handbook Committee** shall be responsible for updating and publishing the handbook.
- i) **Managers Committee** shall be responsible for the training of Team Managers and the distribution of all materials and information to Team Managers prior to the season.
- j) **Personnel Committee** shall consist of one team representative from each team. It shall be responsible for the recommendation and implementation of RSTA personnel policies governing the duties, salary, recruitment, hiring, dismissal, and performance evaluation of the RSTA coaching staff. The Personnel Committee shall select the coaches with consideration for age, swimming background, maturity, temperament, and past employment, including RSTA tenure, from the pool of available candidates. The Personnel Committee shall provide direction and guidance to all coaches in personnel matters, and shall provide counseling and support for the Team Managers in their daily activities with the coaching staff.
- k) **Registration Committee** shall be responsible for the design, implementation, and administration of a summer season registration program, including the assignment of swimmers to teams in accordance with the approved guidelines. The committee recommends registration tiers and dates, fees, and team cap levels for Board approval.
- l) **Rules of Competition & Officiating Committee** shall be responsible for the development and recommendation of policies governing competition in the RSTA; the technical implementation of Board policies governing League competition and the conduct of meets; the training of officials; the establishment and implementation of safety policies and procedures for practices and meets (including warm-ups). They shall also be responsible for hearing and acting upon any and all disputes regarding interpretation of the rules in accordance with Board policy. Any member of this committee who has



a personal interest in any party involved in a dispute (i.e., parent of swimmer or coach, team representative, manager or spouse of manager, etc., of the team or teams involved) shall disqualify him/herself from the committee until the matter has been settled. In the event that the committee is reduced to fewer than three (3) members by the application of this rule, the dispute shall be referred to the Board for immediate consideration.

- m) **Schedule & Meet Management Committee** shall be responsible for the recommendation and implementation of the RSTA competition schedule to include the times and locations for all regular and special meets, rain dates, pool parties, and any other items deemed necessary by the Board. In preparing the schedule, the Committee shall coordinate with Reston Association (RA) and, upon Board approval, conclude all arrangements with RA to implement the schedule. This committee shall be responsible for developing the forms required prior, during, and after a meet to make a meet run smoothly and efficiently (e.g., meet sheets, swimmers individual times, entry cards, etc.).
- n) **Winter Swim Committee** shall be responsible for providing swimmers eligible to swim with RSTA an opportunity to improve their swimming skills during the off-season. The committee shall define each of the winter swim programs (e.g., number & age range of swimmers; swimming pre-requisites; and fees), handle registration and staffing, and provide on-going oversight for the duration of all programs.

**SECTION 3. AD HOC COMMITTEES**— Ad Hoc committees shall be formed as deemed necessary by the Board of Directors. To form an ad hoc committee, the committee must be approved by a simple majority of the Directors present and voting at any regular meeting or at a special meeting called for this purpose. Upon approval of an ad hoc committee, members shall be selected from among the Directors and general membership. The committee shall designate its own chair and will disband upon completion of the purpose of the committee.

## **ARTICLE VIII – ACCOUNTING, BUDGET FINANCE**

### **SECTION 1. AUDITS**

- (a) **Annual Audit** – the Books of the association shall be closed on the last day of the fiscal year to be audited by a qualified individual or individuals other than the Treasurer and approved by the Board. The audit shall encompass a review of the bank accounts, financial assets, cash flow, and deposits and expenditures. The written report of the audit shall be prepared in time to be presented to the members at the first general membership meeting of the calendar year.
- (b) **Special Audits** – An audit similar to the annual audit shall be prepared at any time there is a change in the office of Treasurer during the fiscal year.

**SECTION 2. FISCAL YEAR** – The fiscal year of RSTA for reporting and filing purposes shall be from October 1 to the following September 3. The operational year will run from January 1 to the following December 31.

**SECTION 3. BUDGET** – An annual operating budget year shall be prepared by the Treasurer

with the assistance of the executive committee with input from all standing committees, for presentation and approval at the first general membership meeting of the calendar year. A copy of this budget shall be posted on the RSTA website not later than ten (10) days prior to this meeting.

**SECTION 4. CONTRACTS** – Contracts for personal services shall require approval of two-thirds (2/3) of the full Board of Directors. Contracts involving loans, leases or other obligations of more than twelve (12) months' duration shall have to be ratified by a majority of all members of the association. Contracts with the Reston Association shall be signed by the president or the president's delegated representative.

**SECTION 5. REIMBURSEMENT** – Officers and Directors may be reimbursed for reasonable out of pocket expenses made on behalf of RSTA, but shall not otherwise be compensated.

**SECTION 6. INDEMNIFICATION** – RSTA shall indemnify and save harmless any individual against the expense of any action, suit or proceedings in which they are made a part by reason of his being or having been a Director, Officer or duly authorized agent of RSTA, except in relation as to matters to which they shall be adjudged in such action, suit or proceedings to be liable for gross negligence or willful misconduct in the performance of their duties. This right shall extend to all such persons, their successors, heirs and legal representatives.

**SECTION 7. INSURANCE** – The board shall obtain sufficient insurance from commercial carriers to manage the financial and legal risks to the association, to provide "directors and officers" liability insurance, and to meet any reasonable insurance requirements stipulated by the Reston Association.

**SECTION 8. DISSOLUTION** – In the event this organization dissolves, splits, or otherwise ceases to legally exist under the terms and conditions of these bylaws, the remaining assets of RSTA, after all just debts have been discharged, shall be disbursed to any non-profit organization or organizations. These other organizations shall be determined by the individual members; and their pro rata share of the assets shall be sent to that non-profit organization.

## **ARTICLE IX – BYLAWS AND RULES OF ORDER**

**SECTION 1. BYLAWS** – These bylaws, duly revised and adopted on the 11th day of February, 2008 succeed any and all previous bylaws and amendments thereto, which are declared null and void.

**SECTION 2. INTERPRETATION** – Any question as to the proper interpretation of any provision of these bylaws shall be determined by the Board.

**SECTION 3. AMENDMENTS** – These Bylaws may be amended by two-thirds (2/3) majority vote of those eligible voters present at any general meeting of the Association duly constituted in accordance with Article IV, provided that fifteen (15) days prior notice has been given to all eligible members of the nature of the proposed amendment.

Adopted September 25, 1979

Amended November 11, 1981

Amended October 13, 1982

Amended October 15, 1984

Amended October 7, 1985

Amended October 20, 1986

Amended October 11, 1988

Amended October 7, 1991

Amended March 14, 1994

Amended October 4, 1999

Revised and reissued February 11, 2008

Amended October 12, 1983

Amended February 25, 1985

Amended February 10, 1986

Amended February 8, 1987

Amended February 13, 1989

Amended October 19, 1992

Amended March 20, 1995

Amended October 10, 2000

Amended April 13, 2015

**SECTION 4. RULES OF ORDER** – *Roberts Revised Rules of Order* shall be the parliamentary guide for all meetings of the general membership, the Board of Directors or of Committees, but shall not take precedence over these bylaws.

# RESTON ALL-TIME BEST RECORDS

## 8 & Under Boys

Tim Evans	72	18.00	25 FLY
Evan Elsaesser	92	20.12	25 Back
John Fedak	73	21.60	25 Breast
Roger Kordes	78	15.60	25 Free
Jonathan Christensen	99	1:33.88	100 IM
Michael Satterfield	99	1:18.04	100 FR
Sean McGuire			
Mark Hyland			
Jonathan Christensen			

## 9–10 Boys

Brad Dillon	02	16.01	25 FLY
Evan Elsaesser	94	37.65	50 Back
Brendan Gill	88	40.96	50 Breast
Brad Dillon	02	32.20	50 Free
Jonathan Christensen	01	1:21.39	100 IM
Brendan Gill	88	1:12.71	100 FR
Kris Skrzycki			
Reinaldo Faberlle			
Jeremy Aisenberg			

## 11–12 Boys

Darius Truong	14	30.13	50 FLY
Darius Truong	15	31.55	50 Back
Darius Truong	15	35.06	50 Breast
Darius Truong	15	27.63	50 Free
Darius Truong	15	1:04.95	100 IM
Obie Obenchain	86	1:04.42	100 MR
Ethan Gill			
Andy Faberlle			
Scott Moore			

## 13–14 Boys

Tyler Ellis	14	27.58	50 FLY
Ryan Ha	14	29.85	50 Back
Josh Zhang	15	33.07	50 Breast
Tyler Ellis	14	25.60	50 Free
Jonathan Christensen	05	1:04.08	100 IM
Robert Dalton	88	2:10.82	200 FR
Steve Facterman			
Andy Faberlle			
Scott Moore			

## 15–18 Boys

Adam Orton	99	26.70	50 FLY
Adam Brenneman	03	27.73	50 Back
Adam Brenneman	03	30.78	50 Breast
Adam Brenneman	02	24.43	50 Free
Jonathan Christensen	08	1:00.51	100 IM
Steve Webb	99	1:55.30	200 FR
Alan Webb			
Adam Orton			
Domenic Bourgeois			

## Boys 200 Mixed Age Freestyle Relay

Grant Romero	13	2:01.25	8 & Under
Garrett Linn			9-10
Alan Yu			11-12
Casey Storch			13-14
Nathan Williams			15-18

## 8 & Under Girls

Lauren Stinnett	89	17.32	
Lauren Stinnett	89	18.42	
Jennifer Lichtblau	93	21.14	
Sophia Landeryou	11	15.83	
Jennifer Lichtblau	93	1:29.84	
Katie Hodgdon	88	1:14.14	
Mary Mittendorf			
Christianne Voegele			
Lauren Stinnett			

## 9–10 Girls

Lauren Stinnett	91	14.95	
Lauren Stinnett	91	34.63	
Jennifer Lichtblau	95	39.71	
Lauren Stinnett	91	31.02	
Lauren Stinnett	91	1:16.19	
Sarah Durkin	83	1:14.42	
Hannah Schuster			
Mischi Carter			
Jessica Paul			

## 11–12 Girls

Lauren Stinnett	93	30.40	
Lauren Stinnett	93	31.86	
Jennifer Lichtblau	97	35.80	
Lauren Stinnett	93	28.19	
Lauren Stinnett	93	1:09.70	
Monica Kriso	96	1:04.95	
Katie Tatman			
Diana Winings			
Kelly Burke			

## 13–14 Girls

Emily Landeryou	13	29.94	
Emily Meilus	13	30.60	
Jasmine Jones	06	34.94	
Emily Meilus	13	28.02	
Emily Meilus	13	1:06.96	
Katie Tatman	98	2:13.15	
Kelly Burke			
Monica Kriso			
Diana Winings			

## 15–18 Girls

Joanne Fu	15	29.68	
Emily Meilus	14	29.81	
Jasmine Jones	07	33.91	
Lauren Stinnett	96	27.20	
Sabrina Groves	13	1:08.12	
Katie Sennett	07	2:11.41	
Jasmine Jones			
Laura Dillon			
Elisa Becker			

## Girls 200 Mixed Age Freestyle Relay

Vania Zeledon	14	2:01.68	
Meghna Sharma			
Anna Redican			
Emi Redican			
Katie Storch			

# 2015 RSTA League Standings

## Overall Standings

1	Lake Newport	6-0-0
	Ridge Heights	6-0-0
3	Lake Audubon	4-2-0
4	Hunters Woods	3-2-1
	North Hills	3-2-1
6	Autumnwood	2-4-0
7	Lake Anne	1-5-0
	Newbridge	1-5-0
9	Glade	0-6-0

### "A" class

### "B" class

### "C" class

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### 8 & under

### 9-10 year olds

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### 11-12 year old

### 13-14 year olds

### 15-18 year olds

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## 2016 Order of Meet Events for Dual Meets

AGE GROUP	EVENT	BOYS	GIRLS
		EVENT #	EVENT #
8 & Under	25 Meter Butterfly	1	2
9 & 10	25 Meter Butterfly	3	4
11 & 12	50 Meter Butterfly	5	6
13 & 14	50 Meter Butterfly	7	8
15 – 18	50 Meter Butterfly	9	1
8 & Under	25 Meter Backstroke	11	12
9 & 10	50 Meter Backstroke	13	14
11 & 12	50 Meter Backstroke	15	16
13 & 14	50 Meter Backstroke	17	18
15 – 18	50 Meter Backstroke	19	20
8 & Under	100 Meter Freestyle Relay	21	22
9 & 10	100 Meter Medley Relay	23	24
11 & 12	100 Meter Medley Relay	25	26
13 & 14	200 Meter Medley Relay	27	28
15 – 18	200 Meter Medley Relay	29	30
8 & Under	25 Meter Breaststroke	31	32
9 & 10	50 Meter Breaststroke	33	34
11 & 12	50 Meter Breaststroke	35	36
13 & 14	50 Meter Breaststroke	37	38
15 – 18	50 Meter Breaststroke	39	40
8 & Under	25 Meter Freestyle	41	42
9 & 10	50 Meter Freestyle	43	44
11 & 12	50 Meter Freestyle	45	46
13 & 14	50 Meter Freestyle	47	48
15 – 18	50 Meter Freestyle	49	50
Mixed Age	200 Meter Freestyle Relay	51	52

The Age-Group Medley Relay is a 4-person relay whereby each person swims a different stroke for one-fourth of the prescribed distance in the following order: backstroke; breaststroke; butterfly; and freestyle (a stroke not previously swum).

The Mixed Age 200 Meter Freestyle Relay is a 5-person relay comprised of one swimmer from each of the five age groups; 10 & under swim 25M each, 11 & up swim 50M each.

## 2016 RSTA Time Standards

BOYS			GIRLS	
Fastest B-Times	Fastest C-Times		Fastest B-Times	Fastest C-Times
<b>Butterfly</b>				
29.00	37.00	8 & U 25m	28.00	37.00
22.00	29.00	9–10 25m	22.00	27.00
42.00	57.00	11–12 50m	43.00	52.00
35.00	44.00	13–14 50m	38.00	45.00
31.00	35.00	15–18 50m	35.00	41.00
<b>Backstroke</b>				
29.00	37.00	8 & U 25m	28.00	36.00
54.00	64.00	9–10 50m	52.00	62.00
46.00	57.00	11–12 50m	45.00	53.00
38.00	46.00	13–14 50m	40.00	47.00
34.00	39.00	15–18 50m	36.00	42.00
<b>Breaststroke</b>				
31.00	41.00	8 & U 25m	31.00	39.00
58.00	70.00	9–10 50m	56.00	67.00
50.00	61.00	11–12 50m	49.00	58.00
41.00	48.00	13–14 50m	44.00	51.00
37.00	42.00	15–18 50m	42.00	48.00
<b>Freestyle</b>				
24.00	31.00	8 & U 25m	24.00	32.00
44.00	53.00	9–10 50m	44.00	52.00
37.00	46.00	11–12 50m	38.00	44.00
31.00	36.00	13–14 50m	34.00	39.00
28.00	31.00	15–18 50m	31.00	36.00

## 2016 Schedule

DATE	DAY	TEAMS	TIME	POOL
May 31	Tues	First Night of Practice	Various	(see home pool info)
June 11	Sat	Glade @ Autumnwood	7:30 am	Autumnwood
		Hunters Woods @ Lake Newport	7:30 am	Lake Newport
		North Hills @ Lake Anne	7:30 am	Golf Course Island
		Lake Audubon @ Ridge Heights	7:30 am	Ridge Heights
June 18	Sat	Lake Newport @ Lake Audubon	7:30 am	Lake Audubon
		Ridge Heights @ Glade	7:30 am	Glade
		Lake Anne @ Autumnwood	7:30 am	Autumnwood
		Hunters Woods @ North Hills	7:30 am	Lake Newport
June 25	Sat	Lake Newport @ Glade	7:30 am	Glade
		Autumnwood @ Hunters Woods	7:30 am	Hunters Woods
		Lake Audubon @ Lake Anne	7:30 am	Golf Course Island
		North Hills @ Ridge Heights	7:30 am	Ridge Heights
July 2	Sat	BYE WEEK ALL TEAMS Happy 4th of July Weekend!!		
July 9	Sat	North Hills @ Autumnwood	7:30 am	Autumnwood
		Glade @ Lake Audubon	7:30 am	Lake Audubon
		Lake Anne @ Hunters Woods	7:30 am	Hunters Woods
		Ridge Heights @ Lake Newport	7:30 am	Lake Newport
July 16	Sat	Autumnwood @ Ridge Heights	7:30 am	Ridge Heights
		Glade @ North Hills	7:30 am	Lake Newport
		Hunters Woods @ Lake Audubon	7:30 am	Lake Audubon
		Lake Newport @ Lake Anne	7:30 am	Golf Course Island
Jul 20	Wed	IM Finals Meet	6:00 pm	Lake Newport
Jul 21	Thur	IM Finals Meet (Rain Date)	6:00 pm	Lake Newport
Jul 23	Sat	Autumnwood @ Lake Newport	7:30 am	Autumnwood**
		Lake Anne @ Glade	7:30 am	Glade
		Ridge Heights @ Hunters Woods	7:30 am	Hunters Woods
		Lake Audubon @ North Hills	7:30 am	Lake Newport
Jul 24	Sun	Team Pool Parties	6:00 pm	Home Pools
Jul 30	Sat	All Star Meet	7:30 am	Lake Newport
Jul 31	Sun	All Star Meet Rain Date	7:30 am	Lake Newport

*\*Warm ups for all dual meets: home team—7:00 am; away team—7:15 am.*

*\*\*This meet takes place at Autumnwood but is a home meet for Lake Newport*

**PLEASE NOTE: Schedule is subject to change.**