

AHI Swim Team 2025 Parent Handbook

AHI Swim Team of American Canyon is a member of the Tri County Swim League. This is a competitive recreational swim team league designed for ages 5-18. The AHI swim team is dedicated to improving each swimmer's fitness level, stroke proficiency, and the opportunity to participate in regulation swim meets. Each swimmer must be able to swim 25 yds without stopping. Parent participation is required. Meets will be held Saturday mornings.

AHI Swim Team Mission:

We are a family-oriented recreational youth swim team, which inspires young swimmers to do their best as a valuable member of the team. We encourage mentorship among swimmers, teach good sportsmanship, and strive to improve youth swimmer performance at all levels.

AHI Swim Team Info:

Email address: ahiswim@gmail.com

Website: ahi.swimtopia.com

Mailing Address:

101 West American Canyon Road

#508-108

American Canyon, CA 94503

501c3 Non-Profit

AHI Swim Team 2025 Schedule:

The 2025 Swim season will begin on April 3rd and ends July 26th.

Meet Dates:

Practices for those qualifying for County Finals will be held July 28th - August 1st, with the County Meet on August 2nd and 3rd, 2025.

AHI Parent/Caregiver Volunteer Requirement:

The participation of AHI families is essential to the success of the AHI Swim Team program. Parent participation is a great way to support your children and get to know other families in the community.

There are three primary types of volunteer positions:

- Swim Meet Volunteers
- Core Volunteers
- Board Members

Aside from the differences in the tasks themselves, Core Volunteers fulfill all/most of their units with a single job done throughout the season. Meet volunteers on the other hand must fill out their units by

carrying out various roles throughout the season. This also includes away meets, where the AHI swim families will be required to fill positions. Board Members are elected at the end of the season to serve in their role for the next year. Board Members are not required to fulfill 40 units; they are required to meet year-round to plan and run the season, lead and execute their board positions, and fill in when necessary, at meets and events.

There are NO jobs that aren't important. All jobs need to be filled to make our swim season a success!

All families must complete 40 units to fulfill their volunteer requirements!

NOTE: Tri County Swim League Finals requires a volunteer from each family that is a separate requirement from the 40 units mentioned above.

Work Deposit and Buyout Policy: The yearly work deposit is \$500 and can be rolled over to the next year. If a family opts not to work, they may pay \$500 to buy out for the season*. The \$500 work deposit is a commitment of 40 work credit units made by the swim family. If the family makes this commitment and fails to fulfill their work credits for that season, not only do they forfeit the \$500, but they will also be asked to "Buyout" as a non-active volunteer for \$500 to be reinstated as a member in good standing for the following season. If a member that chooses to "buyout" decides to volunteer their \$500 will be returned.

*NOTE: The Buyout does not cover the Tri County Swim League Finals.

AHI Athlete and Caregiver Conduct:

Ahi is a recreational swim team. Any conduct that creates a physical or emotional safety issue may result in removal from the meet, practice and/or team. Athletes and spectators should refrain from negative expressions such as booing, teasing or jeering. If there is concern with another caregiver, a coach, or an official please see a board member. Keep the experience fun for the kids and be kind to your fellow volunteers.

What to expect at Practice?

Swimmers are assigned to a group based on ability. Swimmers may be moved up throughout the season as their ability increases. It is important to group swimmers by ability to keep practices fun and challenging and to ensure we have the correct ratio of coaches/lifeguards to the ability of the swimmers. Coaches will create workouts that focus on techniques, speed, stamina, endurance, and use a variety of drills, sets, and activities. This year we have added several coaching positions to provide more personalized instruction. Your child will get the opportunity to learn from multiple coaches.

Please refrain from talking to the coaches while they are leading a practice. We welcome spectators in the bleachers.

We have to remove tarps before practice and replace them after practice. This keeps the pool warm for our swimmers. Many hands make light work, pitch in and it gets done quicker.

Please ensure your swimmers bring their suit, goggles, a swim cap, fins, a water bottle, a towel and something warm to wear after practice. It gets cold quick on the pool deck.

What to expect at a Swim Meet?

Swim meets are held Saturdays and run from 8:00am until early afternoon. A swim meet is an opportunity for a swimmer to compete in various different strokes and distances, while attempting to drop time.

Swim meets are held rain or shine!

Home Meets will be held at American Canyon High School

3000 Newell Drive, American Canyon, CA 94503

The American Canyon High School Pool doors will open at the designated time; parents who arrive early will not be allowed into the facility until the designated time.

- Saturday Meets: 8:30am – 1:00pm
 - Doors Open: 7:15am
 - AHI's Warm-ups: 7:30am – 7:55am
 - Visiting Team Warm-ups: 8:00am – 8:25am

What to bring to a swim meet – Swimmer Gear:

- Backpack or Duffle Bag
- Swim Cap (2)
- Swimsuits (2)
- Goggles (2)
- Sandals, water shoes, or flip flops
- Towels (2 or more)
- Sunscreen

What to bring to a swim meet – Family Gear:

- Pop-up canopy, umbrella or other source of shade
- Sunscreen
- Hat
- Towel (an extra one is nice to have)
- Chairs
- Cooler
- Healthy Snacks
- Sleeping bag or blanket
- Sharpie

Pool Facility Capacity:

To accommodate both the AHI and the visiting swim team and spectators, swim teams are asked to set up camp (chairs, tents, blankets, etc) outside of the pool fence on the basketball court area and come inside to watch events from the bleachers.

- Home Camp: Two basketball courts outside of pool fence (school side)
- Visitor Camp: Two basketball courts outside of pool fence (football field side)

Ribbons: Ribbons are provided for individuals placing 1st – 6th place overall, heat winners for individual events with multiple heats and 1st and 2nd for relays. Scoring will follow league rules: Individual points 5, 2, 1; Relay one scoring relay per team; points 6, 3.

Order of Events:

15-18 50 Free
Medley Relay
(may include mixed relay for 6 and under)
Individual Medley
Freestyle
Breaststroke
Butterfly
Backstroke
Free Relay

25 yard event Starts: 8 & Under will have dive starts from the edge of the pool opposite from the blocks. Note this part of the pool is deep.

Shallow Water Starts: There is no diving in the shallow end of the pool. (8 & under will have “in water” starts for relays) Timers will move to shallow end (bleacher end for home meets) for races.

Snack Bar: The AHI Team Snack Bar is open on Saturday mornings from 8:00am – 1:00pm. On Saturday morning meets we will sell hot breakfast items and BBQ hamburgers and hotdogs for lunch. We will also sell a wide variety of drinks, snack items and candy.

Parking: ACHS has a large parking lot with ample parking.

See website, app, or weekly email with information regarding away swim meets (directions, event information, set-up location for visiting team and snack bar offerings)

Tri County Swim League Finals:

AHI League Finals Rally/Pasta Feed: Is held the Thursday night before League Finals. There will be a short parent meeting also. Events will not be given at this rally. Meet programs will be sold at finals.

Arrival time Saturday: 6:30am

Departure time Saturday: We hope everyone stays to watch the coach and parent relays (and some our parents can participate!) and then for the League finals results announcements and awards ceremony (finishes about 4:30pm)

The coaches will be focusing on the swimmers on deck while they swim to cheer on the swimmers. Please direct any meet related questions during the meet to our Team Marshall.

What to Expect at League Finals:

- Check in first at the “AHI Campsite” and be ready to stay! Bring chairs, pop-ups/sunshades, blankets, lots of towels, parkas, games/activities for the kids, sunscreen, drinks, food etc. Program will be posted on our site & you may buy your own.

- Mark your swimmer's hands in the following way: stroke, heat, and lane. Put your swimmer's last name on their back shoulder to help the Clerk of the Course volunteers.
- There will be an opening ceremony in the pool area on Saturday morning and awards ceremony at the conclusion of the meet.
- Swimmers hang out in our area and our Team Marshall listens via radio as to which event they are calling.
- Shepherds will bring the swimmers (6-10 yrs) to the seating area at the Clerk of the Course (a swim meet organizing system) and the Clerk of the Course volunteers ensure kids get to their correct heat and lane assignment.
- Once the swimmers are seated at the Clerk of the Course, shepherds and parents may go into the pool to wait and watch the event. To keep the meet running smoothly parents are to wait outside of the Clerk of the Course area.
- When the swimmer finishes their event, parents can go around congratulating their child after they finish their race. Kids exit to the right of the blocks when they are facing the pool.
- There will be some areas roped off during the swim meet that parents may not enter.
- Warm-down section of the pool is only for swimmers ages 13 and up.
- Volunteers are to sign in at our campsite.
- There will be meetings for Deck Marshalls, Stroke and Turn Judges, Clerk of the Course, First Aid and Computer Techs. If you are working one of these positions please attend when called.
- Please watch the clock as to when you need to check in for your jobs. There are shifts throughout the day for timers, runners, clerk of the course, first aid and stroke and turn judges, deck marshals' etc.

Swim Meet Volunteer Positions:

Starter/Announcer

- Announce all events
- Start all races
- Fun job! Watch the entire meet!

"Set-Up" Deck Volunteer

- Arrive one hour before home meets
- Set up awnings, tables, chairs, computer, sound system, etc.
- Help set up and then enjoy the meet!

Head Timer

- Start and stop 2 stopwatches for each event
- For any Timer who needs a replacement, give one of the 2 you have
- Collect stopwatches at the end of the meet and turn into the Volunteer Coordinator

Timer

- Start and stop stopwatch for each event
- Show time to the Lane Recorder
- Be prepared to be Recorder in addition to Timer if the Recorder is a "no show"

Relief Timer

- Start and stopwatch for each event
- Show time to the Lane Recorder
- Provide rotating relief for AHI timers assigned (15 breaks)

Lane Recorder

- Record times for each swimmer from the Timers
- Record accurate time from stopwatch (no rounding off); circle median time
- Hand paper to Paper Runner

Lane Runner

- Collect time sheets after each event from the Lane Recorders and put into lane order
- Give time sheets to Data Entry at computer desk
- Collect "DQ" slips from the Stroke and Turn Judges and place with time record sheets
- Not a sitting job! If you like to be "on the go" this is the job for you!

Shepherd

- Get clipboard of events/swimmers and banner from the Volunteer Coordinator
- Gather age group swimmers 3 events prior to theirs
- Help swimmers find correct lane for each event

Ribbon Volunteer

- Attach event results on ribbons
- Away Meets: attach stickers and bring ribbons back to the ribbon coordinator.

Concessions Shift "Sales and Clean-up"

- Arrive 1/2 hour prior to home meet to set up concessions
- Sell Concessions
- Provide hospitality to timers/recorders/coaches/judges
- Clean-up concession area (wipe down counters, refill drinks etc and take trash bags to dumpster)

Stroke and Turn Judge

- Weekend training class is required
- Disqualify swimmers if strokes not up to standards
- Disqualify swimmers if wall not touched

"Take-Down" Deck Volunteers

- Take down awnings, tables, chairs, and sound system
- Return items to trailer
- Clean up pool deck (sweep, empty garbage, collect lost & found items)

Data Entry

- Training necessary, if new!

- Responsible for computer entry of EACH swimmer for each event
- Print out stickers for Ribbon Volunteers

Core Volunteer Positions:

Your family can earn a lot of units with one of the following:

Concessions Manager 40 units

- **Manage Purchases**-Receive checks for purchases before proceeding with any purchase. Submit all receipts and documentation related to purchases for proper accounting.
- **Menu Planning and Inventory Management**-Plan and design the concession menu for the season, ensuring variety and alignment with customer preferences.
 - Purchase all necessary concession items throughout the season, maintaining adequate stock levels.
 - Take regular inventory counts to monitor stock and ensure items are available when needed.
 - Provide up-to-date inventory numbers to the AHI Treasurer before making any new purchases to ensure budget compliance.
- **Financial Management**
 - Track and record all profits and sales during the shift.
 - After the inventory count at the end of each shift, reconcile cash and give the money to the Treasurer or Secretary for safekeeping.
 - Ensure the Square Point of Sale (POS) system is regularly updated with current inventory items and pricing.
 - Maintain accurate records in the POS system for all sales transactions.
- **Team Coordination**-Supervise and coordinate concession stand staff, ensuring they are informed and properly trained on menu offerings, safety procedures, and customer service expectations.
- **Maintain Cleanliness and Organization**-Ensure that the concession stands are clean, organized, and meet all safety and health standards at all times.

Data Entry 40 units

- Receive information from both swim teams prior to home swim meet and enter information into the computer program. Information entered would be events/heat each swimmer is swimming and their most recent time. Print out sheets prior to swim meet for coaches, shepherds and for posting at the meet.
- Enter data during swim meet with assistance of desk help

Ribbon Coordinator 40 units

- Inventory and Purchase Ribbons confirm end-of-year inventory from prior swim season
- Order ribbons and have them sorted PRIOR to May 15
- Perform end-of-year inventor and give to Treasurer
- Provide guidance to Ribbon Volunteers
- Home Meets: be sure to get ribbons to visiting team
- Away Meets: Bring back AHI ribbons to Family Folders

- Field all ribbon questions and concerns, sometimes swimmers get the wrong ribbon or ribbon shows wrong time and sometimes there are questions about other teams ribbon policies.

AHI Board of Directors' Duties:

President:

- Attends monthly board meetings
- Fills in for missing volunteer positions during swim meets
- Completes annual schedule and board tasks
- Set agendas for monthly meetings
- Leads board meetings, Ensures a quorum, Calls motions to a vote
- Oversees all board positions to ensure jobs are completed
- Sets dates for swim season in coordination with League and City of American Canyon
- Updates webpage, Coaches Bios, Team Bio, Parent Handbook etc.
- Advertises coaching positions as needed, collect applications and interviews coaches
- Onboards New Coaches
- Supervises coaching staff, and manages performance issues with the Vice President and other board members
- Advertise nomination info and seek members to fill board roles jobs for the next year
- Represents the team to the city, High School, and other community entities
- Handles concerns, issues or feedback from families, swimmers, coaches, board
- Reviews and updates team bylaws annually
- Ensures bylaws are followed
- Minor Athlete Protection Program Manager

Vice President:

- Attends all board meetings
- Fills in for missing volunteer positions during swim meets
- Supervises coaching staff, and manages performance issues with the President and other board members
- Advertise team picture date and work with communications coordinator
- Be available on picture day to help photographer with set-up and parent questions
- Distribute order forms to team members, coordinate with photographer, distribute pictures
- Works with the coaches to determine end of season awards
- Procures end of season awards
- Plans end of year awards ceremony (the ceremony part)
- Fills in for president in their absence

Treasurer:

- Attends all board meetings
- Fills in for missing volunteer positions during swim meets
- Provides monthly financial report for board meeting
- Keeps accurate financial records for the team

- Sets budget annually
- Renews team insurance policy by February of each year
- Reimburses committee members for expenses
- Completes payroll for employees
- Ensures tax return is filed annually and 1099's mailed (coordinates with team accountant if needed)

Meet Manager:

- Attends all board meetings
- Scheduling
 - Coordinate with the League rep to double check the schedule for the season
 - Reaches out to other teams to confirm dates of meet, as well as obtaining their meet files.
- Updates Ahi Swim Team Bio to be distributed to other teams
- Home/Away Meets
 - Send/receive bio with opposing team
 - Exchange meet files with their Meet Manager or Data Team
 - Stay in communication with team regarding expected file return time, special circumstances, issues
 - Ensure all swimmers are signed in/out for swim meet
 - Double check coaches completion of meet entries including relays
 - Send email to participating swim families with meet information and heat sheet
 - Point of contact to greet and check in with the other team
 - Works with data team to make last-minute changes to events, swimmers, etc
 - Works with Volunteer Coordinator to get everyone checked in and in place
 - Announce Warm-ups, volunteer meetings, get meet started on time
 - Ensure meet results are received and posted to Swimtopia, or sent to opposing team
 - Post-meet email send to swim families with results

Volunteer Coordinator:

- Attends monthly board meetings
- Posts core jobs to be filled before end of season (ask previous person if they would like to continue/find new person to fill job if not)
- Communicate with volunteer coordinators from other League Teams in regards to work assignments for meets.
- Fill jobs for dual league meets and League Finals
 - Update Volunteer Positions on Swimtopia
 - Send a list of filled jobs/ need to fill to the communication coordinator to go out in an email week before the meet.
- Check in/out volunteers during meets and be the “go to” person for volunteer concerns/needs
Track volunteer hours and reaches out to families in danger of not completing the required units.

Facilities:

- Attends all board meetings
- Coordinate rental agreements with facilities/city for pool usage
- Maintains trailer and equipment storage
- Inventories trailer and equipment
- Coordinates meet setup and take down
- Procures replacement equipment
- Place banners around American Canyon to advertise registration dates. Take down signage in May after swim season has begun.

Registration Coordinator:

- Attend all board meetings.
- Fills in for missing volunteer positions during swim meets
- Liaison and point of contact for families and Board of Directors to head the registration process
- Order new signs if needed.
- Manages registration on SwimTopia
- Collects and tracks registration check payments
- Scholarship tracking and payment plan set up
- Keep up to date roster and communicate this info with the Board and Coaches.
- Creates emergency binder for Head Coach

Fundraising Chair/Apparel:

- Attends all AHI Board meetings
- Fills in for missing volunteer positions during swim meets
- Maintains Swim Outlet Team Shop
- Select team suit and set date with Suit Vendor for fitting.
- Place pickup, distribute orders to families. Account for money and turn into Treasurer.
- Be the liaison between team and vendors
- Leads committee(s) for fundraising events
- Solicits sponsorships for the team (business)

Communications:

- Attends all board meetings
- Fills in for missing volunteer positions during swim meets
- Maintains social media sites
- Manages email communications through swimtopia
- Advertises clinics and summer season (Email campaigns, social media campaigns, and works with the city of American Canyon to be included in the summer activities guide.
- Manages urgent communications due to pool closures, weather, etc.
- Assists other board members with communications

Secretary:

- Attends all board meetings
- Fills in for missing volunteer positions during swim meets

- Keeps and distributes minutes for monthly board meetings – records nature of discussions, and all votes
- Ensures all adult employees have passed background screening
- Maintains hiring records to include background screenings, certifications, and coach paperwork
- Gets mail from PO Box each month
- Monitors team email and phone inbox
- Deposits monies earned through registration, fundraising & snack bar

Family Engagement:

- Attends all AHI Board meetings
- Fills in for missing volunteer positions during swim meets
- Plan social activities for AHI swim families (min 4 per year)
- Plans a teen only event
- Meets and greets families at practices and meets – works with new families to welcome them and answer questions.
- Coordinate with Communications Coordinator for advertisement of upcoming events
- Recruit volunteers for events & coordinate dates with AHI Swim Board as needed.
- Plans end of year awards ceremony (the party part)

League Representatives:

- Attends all AHI Board meetings
- Fills in for missing volunteer positions during swim meets
- Manages Stroke and Turn Judges, clinic dates etc.
- Attends monthly league meetings
- Fulfills League board role (Rotates - AHI is currently president of the Tri County Swim League)
- Act as liaison between League and AHI in communicating information
- Assist with planning meetings (weekly during July), setup and cleanup for the Tri County League Meet

Frequently Asked Questions:

How many volunteers does it take to put on a Home Meet?

It takes at least 50 people to put on a Home Meet.

Do we need volunteers for Away Meets?

Yes! We need at least 25 volunteers for Away Meets. If opportunity presents, jobs will be divided to accommodate fulfillment of volunteer units.

Where and when do I sign up to be a volunteer?

Sign-ups begin in April after our Mandatory Parent Meeting. Volunteer Work Shifts can be selected on Swimtopia.com, or through the app.

How many units do I need to complete as a volunteer?

Each family needs to complete 40 units. Each position is assigned a number of units.

What kinds of volunteer opportunities are there?

There are AHI Board positions, core positions, and swim meet assignments.

What if there are not enough units for me to get 40 units?

There are always units available. Please contact your Volunteer Coordinator for possible ideas: ahivolunteercoordinator@gmail.com.

May I get someone else to work for me?

Yes. If the person is at least 16 years old they can fill your spot. The teen/other family member would need to sign in/out with the volunteer coordinator at the event. Your family will get credits for the units worked by the teen or the other family member. Teens can get their volunteer hours for school with AHI!

There is no way I can help and I cannot find another person to work for me!

You may “Buy-Out” by submitting a check for \$500 to AHI Swim Team. If you “Buy-Out” you will not be required to volunteer. While “Buy-Out” is available we strongly encourage your volunteer participation! If during the previous swim season your family did not attempt to volunteer, and the deposit was cashed, a “buy-out” will be required at time of new swim season registration. For families required to participate in the “buy-out” arrangements can be made to return this amount if volunteer units are completed during the new swim season.

Is it possible to earn all 40 units in one job?

Yes, be a Board Member or fill a Core Activity planning position that is right for you! These positions are advertised and filled at the end of each swim season so we are ready to go for the next year!

What if I have a concern or problem?

You can talk to any board member, or email ahiswim@gmail.com