



**Club Handbook**  
**2024-25**



# FINANCES

## TUITION -

A monthly fee is based on the total fee to swim in a particular group for a full year and divided into 12 months. This fee assumes a 2 week break in August and fees will not be reduced during August.

## REGISTRATION FEE -

USA Swimming mandates that all swimmers must be registered with USA Swimming and Central California Swimming. Each swimmer is responsible for registering themselves with USA Swimming. Registrations must be completed before competing or signing up for meets.

## ADMIN FEE -

Roadrunner Aquatics will assess each family a \$140 administration fee at the time of registration for swimmers in the following groups: Runner, Blue, Gold, Elite, Masters. This fee will be charged on July 1 of every year. Varsity group swimmers will be assessed a \$50 annual admin fee due at the time of registration.

## PRORATED CHARGES -

Swimmers starting after the second week of the month will have an adjusted rate. We do not prorate for any other reasons.

## ILLNESS/INJURY -

You will be refunded for half the month if a doctor's note is provided that explains that you will need to miss practices for at least two weeks.

## PAYMENTS -

Roadrunner Aquatics only takes credit card payments (Visa and MasterCard). When you register with Roadrunner Aquatics you create an account on a SECURED SERVICE. Billing will occur on the 1st of every month.

## LATE FEE POLICY -

If credit card is declined - you will have 5 days (5th of that month) to replace a card, if your account is not corrected by the 5th, a \$25.00 charge will be added to account. Late fees will increase every week - 10 days later, (10th) the fee will be \$50.00, after 15 days (15th) the fee will be \$100.00. After the 15<sup>th</sup> of the month without payment, swimmers will not be allowed in the water.

## TERMINATION -

If you wish to leave the club - YOU MUST - notify the club in writing to [roadrunnerswimming@gmail.com](mailto:roadrunnerswimming@gmail.com) fifteen (15) days prior the first of the month. This is the only email account that will take terminations. Emails to any other account, phone calls, and/or conversations with coaches will not be processed. If the club terminates your

membership due to disciplinary reasons, you will not receive a refund for that month. Failure to give fifteen days' notice will result in your account being billed for the next full month at the time of cancellation. To reactivate your account, e-mail [roadrunnerswimming@gmail.com](mailto:roadrunnerswimming@gmail.com) and your account will be reactivated.

**REJOINING FEE -**

Swimmers who terminate their membership and rejoin within a 3 month period will be assessed a \$75 rejoining fee. Swimmers rejoining after a 3 month period will be assessed an additional \$140 rejoining fee.

# MEET INFORMATION

## VOLUNTEERING -

As part of the culture of the club, volunteering is required if you are attending a meet. By entering your swimmer in a meet you are also signaling your availability to volunteer at that meet. Fortunately, since we tend to have a lot of athletes at these meets, we are able to spread the timing requirements across everybody. Of course, if you just love to time and have a poolside seat to the action, we love to have you do more! We also need more parents to begin officiating, just like timekeeping, our meets cannot run without trained officials. If you are interested in starting the official's training, please reach out to Coach Sam. Coaches reserve the right to pull swimmers from meets if volunteering expectations are not met.

## MEET ENTRIES -

Coaches will notify swimmers and parents of available meets and entry deadlines. All available meet info can also be found on the meet schedule page on the website. Entries will either be done via online form or by email, coaches will specify which method for each meet. To enter into a meet by email, send an email with your swimmer's events to [roadrunnerswimming@gmail.com](mailto:roadrunnerswimming@gmail.com), include the meet name and the name of your swimmer in the subject line. If you do not respond or fill out the form by the deadline, you may not get entered into the meet. Roadrunner Aquatics will not be responsible for any late entries. If you choose to go to a meet not on our schedule, we will not be able to send a coach.

## MEET FEES -

All meet fees will be billed to your account. After entries have been submitted to meets, these meet fees are non-refundable.

# **PRACTICE INFORMATION**

## **PARENTS WATCHING PRACTICES -**

We encourage parents and family members to watch practices. However, in following USA Swimming Safe Sport guidelines, parents are not permitted on deck or to talk with the coach during practice times. We ask that parents remain in the stands or near the grass area during practice. Please do not hover over the pool or try to coach your swimmers while they are at practice, this is a major distraction for both your swimmer and the coach.

## **EQUIPMENT -**

At the start of each season each group will be emailed about what swim equipment will be needed prior to each season.

## **PARKING -**

Each family will be responsible for purchasing a parking pass either online or at the Cashier's Office on the CSUB campus. Each car parking on campus will need to have a daily pass paid or an activities pass, Roadrunner Aquatics is not responsible for any tickets as a result of not following these rules.

## **DROP OFF AND PICK UP -**

You must follow the CSUB policy. YOU CAN NOT drop off right in front of the pool. The policy does allow you to drop off on the side by the soccer field. We are not responsible for tickets received for not following these rules.

Any parent who fails to have their athlete picked-up within fifteen minutes of the conclusion of that athlete's scheduled practice time will have a fee of \$10.00 for every fifteen minutes that parent/guardian is late, added to their accounts. This will help pay for the extra time our coaches have to stay and wait for your athlete. If there is an emergency please communicate with your athlete's coach.

## **MOVING GROUPS -**

All group movement is solely at the discretion of the RA coaching staff who remain in constant communication about any potential swimmers. The minimum criteria to move a swimmer to a new group is posted and varies from group to group but ultimately, it is a coach based decision looking at many factors. Our goal is to have every swimmer placed in the group that best fits their swimming needs, while still challenging the swimmer and remaining age appropriate. Group movement will happen 3x year: the primary times in March (before LCM season) & August (before SCY season) with any corrections made in December. At that time, we will email the parents and make the switch. Refer to the group page for fees and practice times for your new group.

## **OTHER INFORMATION**

### **GRIEVANCE PROCEDURE -**

If you find a circumstance unjust, please be sure to have all the proper information before placing a formal grievance. Refer to the athlete policies for most cases. Hearsay should not be used to form a complaint. If you would like to discuss a problem you might have, please email [roadrunnerswimming@gmail.com](mailto:roadrunnerswimming@gmail.com) to set up a meeting with the owner and the coach involved so we can rectify the situation.

### **CSUB -**

We love the closeness that the CSUB swimmers and the Roadrunner Aquatic swimmers have, this is one of the main reasons we started the club. We've always wanted to have these two teams support each other. However, the CSUB coaching staff are very busy during our CSUB season. We love to see how great Roadrunner Aquatics is doing, but all questions and emails **MUST** go to [roadrunnerswimming@gmail.com](mailto:roadrunnerswimming@gmail.com). Emails to Chris Hansen or return emails to the billing email will not be returned. This includes emailing one of these email accounts to cancel memberships.

### **ROADRUNNER CLOTHING -**

We love to see all the Roadrunner shirts around town and at swim meets! All swimwear and dryland clothes must be appropriate for swim practice. RA is proudly sponsored by Speedo and uses CAS as our supplier.

# ATHLETE CODE OF CONDUCT

As a Roadrunner Aquatics Athlete I promise to show respect and common courtesies at all times to my team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice and/or competition.

I promise to demonstrate good sportsmanship during all practices, competitions and team activities.

I will be an active participant in all team practices, competitions, fundraising events and other team activities.

I will come to all team sponsored events in the appropriate attire.

I will respect the coaches' and officials' instructions and will make every effort to be on time for workouts, competitions, and team events.

I will refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, defamatory, or foul language, inappropriate sexual conduct or any other behavior deemed, dishonest, discourteous, offensive or disrespectful of others.

## **PRACTICE BEHAVIOR:**

Athletes are encouraged to support their teammates at practices as well as during competition. Working together and creating a fun and safe environment is an important part of Roadrunner Aquatics.

Athletes are expected at all times to follow the verbal directions of the coaching staff. At no time will disrespectful attitudes be tolerated. Coaching staff has the right to remove any swimmer from practice who continue to display disruptive behavior.

Abusive language, lying, stealing, or vandalism will not be tolerated. Athletes may leave practice only with the coach's permission. Athletes are expected to follow the rules and regulations of all facilities used. Athletes are expected to follow the practice etiquette established by the group coach.

## **ANTI-BULLYING POLICY:**

Bullying of any kind is unacceptable at Roadrunner Aquatics and will not be tolerated. Roadrunner Aquatics is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach immediately.