



El Cerrito Gators Swim Club

Parent Handbook & Program Policies

2018 – 2019

(9/4/18-8/23/19)



**El Cerrito Swim Center
7007 Moeser Lane, El Cerrito, CA 94530**

Phone: (510) 559-7011

Fax: (510) 528-9413

Email: recreation@ci.el-cerrito.ca.us

The El Cerrito Gators Swim Club is a year-round program run by the City of El Cerrito. Gators follow the WCCUSD calendar. There is no practice on school and federal holidays. Gators Swim Club is broken down into three levels, Stroke Development, Junior Group and Senior Group. Our mission is to provide a well-rounded program that emphasizes individual fitness, teamwork and fun.

Gators swimmers have opportunities to compete in swim meets throughout the year. Participation in swim meets is encouraged but is not required. Parent participation however, is required of swimmers participating in swim meet and additional parent training is required to fulfill volunteer jobs. Please speak to the coaches for more information.

Tryouts for the Gators Swim Club program are held Tuesday/Thursday at 3:30pm by appointment only. Please complete a tryout form prior to your scheduled appointment. Coaches will evaluate and place swimmers in appropriate practice groups based upon age and swimming ability, space permitting. Minimum swimming requirements are listed in the "Group Levels and Descriptions" section. Once you try out for the Gators Swim Club, if you don't meet the minimum swimming requirements, you may be instructed to sign up for the Gators Pre-Team program or swim lessons.

For more information or to set up a tryout, call (510) 559-7011 or email recreation@ci.el-cerrito.ca.us.

You have completed your tryout, what now?

Once you have completed the tryout process and commit to join the Gators Swim Club, or Gators Pre-team program, you need to complete an enrollment packet and credit card authorization. This packet including credit card authorization needs to be resubmitted each year at the end of August. Swimmers are enrolled for the entire season. Note: *Registration for the program will be accepted on an ongoing basis space permitting.*

Additionally, upon enrolling in the Gators Swim Club program, swimmers will receive directions on how to register with USA Swimming. All Stroke Development, Junior, and Senior group members are required to register with USA Swimming. USA Swimming registration fees are paid directly to USA Swimming. Please contact Stephen Dunkle, Assistant Aquatics Supervisor at (510) 559-7008 or sdunkle@ci.el-cerrito.ca.us for more information.

PAYMENT AND REGISTRATION POLICIES

Program Cancellation: The City of El Cerrito reserves the right to cancel any programs that do not reach the enrollment minimum. If at any time, you wish to cancel your child's enrollment in the Gators Swim Club or Gators Pre-team program, you must submit your cancellation request in writing. Cancellation requests must be submitted in writing and will be effective 10 business days from the date of receipt. Cancellation requests can be submitted by email recreation@ci.el-cerrito.ca.us or in person in the Community Center office located at 7007 Moeser Lane.

- **Change of Address/Phone:** It is important that the parent/guardian contact the Swim Center (Email: recreation@ci.el-cerrito.ca.us) if their home address or phone numbers change during the year. In the event of an emergency, staff must always have the most current contact and emergency information.
- **Waiting List:** If space is not available in our program, interested parents/guardians may register their child for the waiting list. Parent/guardian will be called when space becomes available in the program have requested and given 48 hours to respond. The wait list expires the last day of the season. Please note that all past due balances must be paid prior to enrollment from a wait list.

- **Billing Receipts:** Households will receive receipts when their auto-debit payment goes through on the 1st of each month. **If you do not receive a receipt by the 5th day of a month please call the Aquatics Assistant Supervisor at (510) 559-7008** or email sdunkle@ci.el-cerrito.ca.us
- **Payment of Fees:** Fees must be paid through the auto-debit system.
 - Payments for Gators Swim Club and Gators Pre-team program must be paid by the first business day of each month for services scheduled for that month. If your payment method is declined, your receipt will indicate this information. It is your responsibility to notify us and update your payment method by the 10th of the month. If this is not done, a late fee of \$19 shall be charged.
- Payments must be made with Visa/MasterCard/American Express that is scheduled as a payment method through your log-in at <https://web2.vermontsystems.com/elcerrito.html> .
- If you do not have your log-in information please call (510) 559-7000 or email recreation@ci.el-cerrito.ca.us for your username and password.
 - If your payment declines, you may select “Pay Balance” to make a payment with another card, or please contact the office immediately at (510) 559-7008.
- **Refunds/Credits:** There are no refunds for City of El Cerrito activities unless the activity is cancelled due to lack of enrollment or the child is out for a medical reason lasting 5 days or more with a doctor’s note provided.
 - Credits/Refunds will not be given if a child does not attend the program.
 - No credits are given for family vacations or days off, etc.
- **Collections Notice:** If your City of El Cerrito Gators Swim Club or Gators Pre-team bill is one month or more past due, we reserve the right to send any past due balances to a collection agency. Each month billing statements are sent to house-hold email and this includes all outstanding balances. The City is not required to make any additional contact in-regards to past-due accounts.
- **Family members sent to collections will not be able to participate in any programs offered by the City of El Cerrito until the amount due is corrected.**

BEHAVIOR POLICY

The staff members are directed to keep an open line of communication with parents/guardians. Should any misbehavior, behavioral changes or positive incidents occur with a child in our program, the staff is instructed to talk with the parent/guardian. **There is no corporal punishment administered in our programs.**

In the case of behavior problems:

1. Staff discusses the behavior with parent/guardian asking for their assistance in the matter. Staff records any incidents of misbehavior in a "child log".
2. If misbehavior continues, staff again speaks with the parent/guardian regarding the incident letting them know that the child's behavior needs to be corrected.
3. If the misbehavior continues, a parent/guardian will be reminded of the seriousness of the behavior. The parent/guardian is informed that if the behavior does not change the child may be suspended and/or dismissed from the program.
4. Continuation of poor behavior may result in the suspension and/or dismissal of the child from the program.

Staff reserves the right to suspend or dismiss a child from the program any time unsafe behavior occurs, or the child harms another child or staff.

Gators Swim Club Group Levels & Descriptions:

Group Levels:	Practice Days:	Length of Workout:	Emphasis:
Stroke Development (max 28)	Monday–Friday	60-minutes	Refinement and perfection of freestyle, backstroke, breaststroke and butterfly. Kick sets, stroke drills, and introduction to interval training.
Junior Group (max 22)	Monday–Friday	75-minutes	Interval training, stroke drills and kick sets emphasized.
Senior Group (max 25)	Monday–Friday	90-minutes	Senior Group maintains focus on stroke technique while working on sprinting and endurance.

Fall 2018 Practice Times

(effective: 9/4/18-2/1/19)

NO practice on the following dates 2018: Sept. 3, Oct. 31, Nov 12, 19-23 & Dec. 24-31

NO practice on the following dates 2019: Jan 1-4, 21

Practice Groups:	Monday	Tuesday	Wednesday	Thursday	Friday
Stroke Development (60 min)	3:30–4:30pm	3:30–4:30pm	3:30–4:30pm	3:30–4:30pm	3:30–4:30pm
Junior Group (75 min) *dry-land	3:45–5pm	3:45–5pm *Dryland	3:45–5pm	3:45–5pm *Dryland	3:45- 5pm
Senior Group (90 min) *dry-land	4:30–6pm *Dryland	4:30-6pm	4:30-6pm *Dryland	4:30-6pm	4:30-6pm

Spring 2019 Practice Times

(effective: 2/1/19-5/31/19)

NO practice on the following dates 2019: Feb. 18, May 27 & Jun 3-7

Practice Groups:	Monday	Tuesday	Wednesday	Thursday	Friday
Stroke Development (60 min)	3:45-4:45pm	3:45-4:45pm	4:15-5:15pm	3:45-4:45pm	3:45-4:45pm
Junior Group (75 min) *dry-land	4-5:15pm *Dryland	4:15-5:30pm	4-5:15pm	4:15-5:30pm *Dryland	4- 5:15pm
Senior Group (90 min) *Dryland (Note: JR & SR combined during High School Season)	4-5:30pm *Dryland	4-5:30pm	4-5:30pm	4-5:30pm *Dryland	4-5:30pm

Gators Swim Club Monthly Fees

**fees effective 9/4/18 – 8/31/19*

Group Level	EC Resident	Non-Resident
Stroke Development (60 min/5 days/week)	\$85	\$100
Junior Group (75 min/5 days/week)	\$105	\$115
Senior Group (90 min/5 days/week)	\$110	\$123
Sibling Discount (each additional) Stroke Development/JR/SR only	-20%	-20%
Gators Late Fee (charged after the 10 th of each month)	\$19	\$19

Gators Pre-Team Program Description

Pre-Team Program (max 20)	Mon/Tues/Thurs/Fri	50-minutes	Pre-Team is an introduction to the concepts and techniques of competitive swimming. Minimum swimming skills: Level 4 or equivalent. Must be able to swim a minimum of 50 yards front crawl and backstroke with rhythmic breathing and proper body positioning, 25 yards breaststroke, and have basic ability in butterfly.
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Practice Groups:	Monday	Tuesday	Wednesday	Thursday	Friday
Pre-Team (50 min)	5:40-6:30pm	5:40-6:30pm	No Practice	5:40-6:30pm	5:40-6:30pm

Pre-Team Program Fees	EC Resident:	Non-Resident:
Pre-Team (50 min/4 days/week)	\$59	\$71

Practice Expectations:

We strive for all Gators swimmers to swim better, swim longer and swim faster. The Gators program is designed to encourage all swimmers to be good citizens and good athletes. We emphasize individual achievement while encouraging teamwork. Full participation in daily practices is important for success.

Swimmers should wear sunscreen during every practice. Water magnifies the effects of the sun.

Swimmers are highly encouraged to bring a water bottle to every practice to stay hydrated and perform their best.

If a swimmer needs to leave practice early, please let the Coach know prior to the start of practice so as not to interrupt the other swimmers or the flow of practice.

In the event of a late arrival, swimmers must check in with their Coach before they are permitted to enter the water and start the workout. Tardiness disrupts the flow of the workout for the rest of the team.

Swimmers are not permitted on the pool deck or in the pool until lifeguards and Coaches are in position on pool deck.

Swimmers are expected to begin warm ups and enter the water at the designated time.

Swimmers are not permitted to hang out or rough house in locker rooms or on the grassy areas. The Swim Center is a public facility and swimmers must act in manners that are respectful of all pool users. Swimmers are expected to shower, dress and leave the facility within 20-minutes of the end of their scheduled practice.

Parents are encouraged to watch team practices. Please sit in the lawn area during practice times. Do not hover on the pool deck or distract the Coaches from their duties during practice. Parents are encouraged to discuss any questions or concerns with Coaches after the practice session is over. Parents of swimmers participating in competition are also expected to take an active role in supporting the team at swim meets. Parental responsibilities at swim meets include serving as runners, officials, timers, and coordinating snacks for the team.

Coaches should be informed of any illness or injury prior to practices or meets. Call the swim center (510) 559-7011 or email recreation@ci.el-cerrito.ca.us . If a swimmer is not able to swim for an extended period due to injury or illness, please contact the Assistant Aquatic Supervisor regarding the situation. Swimmer will be responsible for paying all monthly payments until written request of cancellation processed. Written cancellations take up to 2-weeks to process.

The El Cerrito Gators Swim Club will post information on the bulletin board located between the locker rooms and will send out regular email updates. Please check for upcoming events, meet sign-ups and general swim team news. If you are not receiving email updates, please call or email Assistant Aquatics Supervisor, Stephen Dunkle at (510) 559-7008 or sdunkle@ci.el-cerrito.ca.us .

Gators Swim Club/Gators Pre-Team Registration Form 2018-2019

(valid 9/4/18-8/23/19)

Date of Tryout:		
Swimmer #1 Name:	Birthdate:	Group: Pre SD JR SR
Swimmer #2 Name:	Birthdate:	Group: Pre SD JR SR
Swimmer #3 Name:	Birthdate:	Group: Pre SD JR SR
Parent/Guardian Name:	Cell phone:	
Home address:	Home phone:	
City:	Zip code:	
Email:		
Emergency Contact (name & relationship):	Emergency Contact Phone numbers:	
Emergency Contact (name & relationship):	Emergency Contact Phone numbers:	
<p>Liability Release: To the extent permitted by law, I hereby absolve the City of El Cerrito, its employees and volunteers from all liability that may arise as the result of my participation in the activities mentioned on these sheet, and if the above named participant is a minor, I hereby give my permission for his/her participation as indicated and in so doing absolve the City of El Cerrito, its employees and volunteers from such liability. I realize that the City of El Cerrito is not responsible for lost or stolen articles. I understand that participants in the City of El Cerrito programs do so at their own risk and the City does not provide accident insurance.</p> <p>Change Policy: I understand that once I enroll my child in the Gators Swim Club or Gators Pre-team program, all cancellation, transfer, schedule change and late fees apply, and that registration is confirmed for the time indicated.</p> <p>Emergency Procedure: I understand in case of a serious medical emergency, 911 will be called and that my child may be transported by ambulance to a nearby hospital at the discretion of emergency personnel. Every effort will be made to contact the parent/guardian.</p> <p>Photo Release: I acknowledge that the City of El Cerrito takes photographs and videotapes of its activities and events for publicity purposes and authorize the use of my image or my child's image by the City for such purposes. I understand I will not be compensated for use of photos or videos.</p> <p>Behavior Policy: I understand that my child is expected to follow all rules established by his or her coach, and any failure to comply may result in dismissal from the program. I also understand that no refunds will be given. A copy of our policy is included in the information packet and available upon request in the Community Center office.</p> <p>Bill Policy: I understand that my auto-debit will be charged on the first day of the month. All receipts, bills and statements will ONLY arrive electronically; no bill will be sent in the mail. I understand that auto-debit does NOT roll over from the previous year/summer. I understand that if my auto-charge is declined, my receipt will indicate this information and it is my responsibility to notify the City of El Cerrito to update my payment method by the 10th of the month. I understand that if this is not done, a late fee of \$19 will be charged. I understand that if my City of El Cerrito bill is one month or more past due, we reserve the right to send any past due balances to a collection agency. I understand that the City is NOT required to make any additional contact regarding past-due accounts. I understand that family members sent to collections will not be able to participate in any programs offered by the City of El Cerrito until the amount due is paid.</p>		
I have read and understand the El Cerrito Gators Swim Club/Gators Pre-team program parent handbook and policies.		
Parent/Guardian Signature: _____		Date: _____

Credit Card Authorization Form:

Gators Swim Club/Gators Pre-Team Program 2018-19 (valid 9/4/18-8/23/19)

Please print information neatly, in blue or black ink

To activate my automatic credit card authorization, I understand that I must either (1) already have a credit card on file or (2) come to or call the Community Center to store my credit card information securely encrypted and stored.

Once I have a credit card on file, I authorize the City of El Cerrito Recreation Department to automatically deduct monthly payment(s) for the Gators Swim Club program from my credit card.

Please note: Your credit card will be charged on the first business day of each month. Your credit card will continue being charged through August 2019 unless written notification of cancellation is submitted to the Recreation Department. All cancellation requests must be submitted in writing and must be submitted 2-weeks prior to the cancellation.

Auto Charge Start Date: _____ **End Date:** August 31, 2019

Credit Card Type (please circle): **VISA** **MASTERCARD** **AMEX**

Name as it appears on Credit Card: _____

Last Four Digits of Credit Card: _____ **Expiration Date: Month/Year:** _____

**note: do not write your entire credit card number on this form.*

Signature: _____ **Date:** _____

Home Phone: _____ **Cell Phone:** _____

Email: _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Please indicate the participant's full name, age and which group they swim with: Pre-Team = 50-minute workout 4 workouts/week; Stroke Development = 60-minute workout 5 workouts/week; Junior & Senior Group = 90-minute workout 5 workouts/week).

Swimmer Name:	Age:	Circle One: Pre-Team Stroke Development Junior Group Senior Group
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