

# Hiddenbrook Hurricanes 2017



## **Hiddenbrook Hurricanes Swim Team 2017 Handbook**

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### Coaches

Head Coach	Jon Radow	202-744-5435	jradow08@gmail.com
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Assist. Coach	Shannon Freeman	703-819-3383	sjfreeman81@gmail.com
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Waterspouts Coach	Marcel van Vierssen	703-626-0974	HiddenbrookSwimTeam@gmail.com

## Introduction

The Hiddenbrook Hurricane Swim Team is one of the 102 teams that participate in the Northern Virginia Swim League (NVSL). The NVSL was founded in 1956 to sponsor competitive swimming and diving in and among the community swimming pools in that area of Northern Virginia contiguous to the District of Columbia, and to develop in the children participating in this program - *A love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship*. The Hurricanes have been part of the NVSL since 1979.

The NVSL follows United States Swimming (USS) rules and sponsors clinics for coaches and officials each spring to guarantee the highest standards of officiating and safety for our swimmers. The NVSL offers both developmental and competitive meets providing for the needs of swimmers of differing ability.

The teams in the NVSL are divided into 17 divisions based on their performances in previous years, and each division usually has six teams. The purpose of these divisions is to seed teams against others of approximately their own ability. Each team is divided by age group for competition purposes.

Hiddenbrook Hurricanes Swim Team registration is limited to members of the Hiddenbrook Swim and Tennis Club. All Swim Team members are eligible to participate in the developmental meets while the swimmers for the competitive meets are chosen by entry time.

We want our kids to have fun while learning the essentials of swimming. We have developed a comprehensive swim program and a wonderful social calendar to work toward this goal. Welcome to our Team!

## Registration

The Registration Fee is \$95.00 for the first child, \$85.00 for the second child, \$65.00 for the third child, and \$35 for the fourth on. These fees apply to Waterspouts also. Registration Forms must be completed and fees paid before a swimmer can participate in the swim program. Fees will be fully refundable through Time Trials, which this year is June 18<sup>th</sup>.

## Practices

Practices begin Tuesday, May 30<sup>th</sup>. Practices for the first four weeks are in the afternoon until Fairfax County Schools begin summer break. Morning practices begin Monday June 26<sup>th</sup>, and continue throughout the rest of the season.

### Afternoon Practice Schedule

4:00 – 4:55 p.m.	13 Yrs. & Up
5:00 – 5:40 p.m.	8 Yrs. & Under*
5:45 – 6:30 p.m.	9 -12 Yr. Olds

### Morning Practice Schedule

8:00 – 8:40 a.m.	8 Yrs. & Under
8:45 – 9:30 a.m.	9-12 Yr. Olds
9:35 – 10:30 a.m.	13 Yrs. & Up

\* New-to-the-Team 8 & Unders or Waterspouts from last year who may be ready for practicing with the 8 & Unders will be screened during the first week of practice. New and other returning Waterspouts will begin practice on June 26<sup>th</sup>.

## **Waterspouts**

The Waterspouts program was formed for the purpose of preparing younger swimmers, ages 4-8, for the Hiddenbrook Hurricanes Swim Team. Swimmers in this program should be comfortable in the water and be willing to put their faces in the water. During practices, we focus on body position, correct kicking, proper arm strokes, and other techniques to perfect strokes. Depending on ability, backstroke and breaststroke are also introduced and taught. The Waterspouts generally will be divided into two to three groups depending on Waterspouts registration, and there will be at least two coaches per group to ensure a low coach to swimmer ratio. The Swim Team brings swimmers of all ages together (ages 4-18). The younger swimmers have interaction with older swimmers, cultivate many new friends, and make lasting memories. We have planned lots of social events to help achieve our goal of having fun, while at the same time, we are teaching many swimmers valuable swimming skills.

Waterspouts will meet in the mornings for 25 minutes on Mondays, Wednesdays and Fridays. On your registration form, please choose the 8:00, 8:30, or 9:00 start time. The final schedule is subject to changed depending on how many Waterspouts are registered. Thunder and lightning may cause some sessions to be canceled – you will be notified if make-up sessions are possible.

Waterspouts will swim in a Waterspouts Lollipop Swim Meet scheduled for the morning during the final week of practice. The swimmers will either kick or swim a length of the pool in a fun meet designed just for them and run by the older swimmers on the Team. They also will have a party immediately after the meet. Each Waterspout will receive an award at this party. Waterspouts are invited and encouraged to participate in all Team social activities. The Waterspouts are also invited to the Team Awards Banquet on July 29<sup>th</sup> at 6:00 p.m.

## **Swimmer Apparel**

We hold a “try and buy” event every year at the clubhouse in the spring. Our suit vendor (Cassel’s) will have the swim suits available to try on and buy on the spot. We also have samples and order forms for all the other team “spirit wear”.

Swim Team suits may be purchased from *Cassel’s Sports & Awards* in Herndon (703) 435-4446.

Cassel’s is located at 2816 Towerview Rd, Herndon, off of McLearen Rd. Cassel’s will have this year’s suit in stock. Tell them you’re with Hiddenbrook and they’ll get you the right suit at the right price. The purchase of the Swim Team suit is optional, but recommended.

Other team apparel, such as T-shirts, sweatshirts and swim caps is available to order. May 29<sup>th</sup> is the cutoff for getting your order in.

## **2017 Meet Schedule**

June 17 (Saturday)	8:00 - 11:00 a.m.	Time Trials
June 19 (Monday)	7:30 - 9:00 p.m.	Make-Up Time Trials
June 24 (Saturday)	9:00 - 11:00 a.m.	Home vs. Sully Station (A)
June 26 (Monday)	6:00 - 9:00 p.m.	Blue vs. White Intrasquad
July 1 (Saturday)	9:00 - 11:00 a.m.	At Sleepy Hollow Bath & Racquet (A)
July 3 (Monday)	6:00 - 9:00 p.m.	Home vs. Fox Mill Estates (B)
July 8 (Saturday)	9:00 - 11:00 a.m.	At Greenbriar (A)
July 10 (Monday)	6:00 - 9:00 p.m.	At Herndon Rec (B)
July 11 (Tuesday)	9:00 - 3:00 p.m.	Herndon Olympics At Kingston Chase
July 12 (Wednesday)	6:00 - 8:00 p.m.	Relay Carnival at Hiddenbrook
July 15 (Saturday)	9:00 - 11:00 a.m.	At Mosby Woods (A)
July 17 (Monday)	6:00 - 9:00 p.m.	At Fox Mill Woods (B)
July 22 (Saturday)	9:00 - 11:00 a.m.	Home vs. Lakeview (A)
July 24 (Monday)	6:00 - 9:00 p.m.	Home vs Pinecrest (B)
July 29 (Saturday)	9:00 - 3:00 p.m.	Divisionals, Hosted by Sully Station

## **Time Trials**

This year, Time Trials will be held on Saturday June 17<sup>th</sup>. Trials will begin at 8:00 a.m. At Time Trials, swimmers will be timed in the four strokes at the appropriate distance for their age. Time Trials also provides the coaches an opportunity to assess each swimmer's strengths and weaknesses, identify swimmers who may need additional stroke work, and provides entry times for the first competitive meet of the season. Make-up time trials will be on Monday, June 19<sup>th</sup>, at 7:00 p.m.

## **Saturday (A) Meets**

There are five Saturday meets, beginning June 24<sup>th</sup>. The meets begin at 9:00 a.m., with the home team warm-ups usually beginning at approximately 8:00 a.m., and the visiting team usually warming-up at approximately 8:20 a.m. (exact times are set by the home team). These meets, called dual meets, are between our Swim Team and one of the other five teams in our division. This year, we will be in Division 6 along with teams from Sully Station, Sleepy Hollow Bath & Racquet, Greenbriar, Mosby Woods, and Lakeview. Seeding of the teams is determined by the NVSL and selection of the meet site is made by the NVSL Division Coordinator and the Team Representatives.

Saturday Meets are scored meets, and the team winning the most meets is awarded the Divisional Championship Trophy at the end of the season. Each team in a dual meet is entitled to place three swimmers in each event. No swimmer may swim more than two events, excluding relays. Meets consist of 52 events, (40 individual events and 12 relays). Boys and girls compete separately in five distinct age groups (8 & Under, 9-10, 11-12, 13-14, 15-18). In all NVSL meets, a swimmer's age as of June 1st determines the age group in which he/she swims for the entire season. Other age group rules may apply for non-NVSL meets. Each age group swims freestyle, backstroke, breaststroke, and butterfly. There are relays for each age group in addition to a boys and a girls mixed age relay. (See chart below.) Events in NVSL Dual Meets are scored as follows: 1<sup>st</sup> Place - 5 Points, 2<sup>nd</sup> Place - 3 Points, 3<sup>rd</sup> Place - 1 Point, 1<sup>st</sup> Place Relay - 5 Points.

## Saturday Meet Events

Event	Age	Boys/ Girls	Stroke	Distance	Event	Age	Boys/ Girls	Stroke	Distance
1	8 & Under	Boys	Freestyle	25 meters	27	13 - 14	Boys	Breaststroke	50 meters
2	8 & Under	Girls	Freestyle	25 meters	28	13 - 14	Girls	Breaststroke	50 meters
3	9 - 10	Boys	Freestyle	50 meters	29	15 - 18	Boys	Breaststroke	50 meters
4	9 - 10	Girls	Freestyle	50 meters	30	15 - 18	Girls	Breaststroke	50 meters
5	11 - 12	Boys	Freestyle	50 meters	31	8 & Under	Boys	Butterfly	25 meters
6	11 - 12	Girls	Freestyle	50 meters	32	8 & Under	Girls	Butterfly	25 meters
7	13 - 14	Boys	Freestyle	50 meters	33	9 - 10	Boys	Butterfly	25 meters
8	13 - 14	Girls	Freestyle	50 meters	34	9 - 10	Girls	Butterfly	25 meters
9	15 - 18	Boys	Freestyle	50 meters	35	11 - 12	Boys	Butterfly	50 meters
10	15 - 18	Girls	Freestyle	50 meters	36	11 - 12	Girls	Butterfly	50 meters
11	8 & Under	Boys	Backstroke	25 meters	37	13 - 14	Boys	Butterfly	50 meters
12	8 & Under	Girls	Backstroke	25 meters	38	13 - 14	Girls	Butterfly	50 meters
13	9 - 10	Boys	Backstroke	50 meters	39	15 - 18	Boys	Butterfly	50 meters
14	9 - 10	Girls	Backstroke	50 meters	40	15 - 18	Girls	Butterfly	50 meters
15	11 - 12	Boys	Backstroke	50 meters	41	8 & Under	Boys	Freestyle Relay	100 meters
16	11 - 12	Girls	Backstroke	50 meters	42	8 & Under	Girls	Freestyle Relay	100 meters
17	13 - 14	Boys	Backstroke	50 meters	43	9 - 10	Boys	Medley Relay	100 meters
18	13 - 14	Girls	Backstroke	50 meters	44	9 - 10	Girls	Medley Relay	100 meters
19	15 - 18	Boys	Backstroke	50 meters	45	11 - 12	Boys	Medley Relay	100 meters
20	15 - 18	Girls	Backstroke	50 meters	46	11 - 12	Girls	Medley Relay	100 meters
21	8 & Under	Boys	Breaststroke	25 meters	47	13 - 14	Boys	Medley Relay	100 meters
22	8 & Under	Girls	Breaststroke	25 meters	48	13 - 14	Girls	Medley Relay	100 meters
23	9 - 10	Boys	Breaststroke	50 meters	49	15 - 18	Boys	Medley Relay	200 meters
24	9 - 10	Girls	Breaststroke	50 meters	50	15 - 18	Girls	Medley Relay	200 meters
25	11 - 12	Boys	Breaststroke	50 meters	51	Mixed Age*	Boys	Mixed Age Relay	200 meters
26	11 - 12	Girls	Breaststroke	50 meters	52	Mixed Age*	Girls	Mixed Age Relay	200 meters
*swum in order of 11 - 12, 10 & under, 13 - 14, 15 - 18									

Swimmers are awarded ribbons through sixth place. Coaches are notified of disqualifications (DQ's) after the meet, and will explain these to swimmers at an appropriate time. Swimmers will be notified of the events in which they are swimming by the Friday morning before the Saturday Meet. The Head Coach selects swimmers for Saturday Meets based on times and other factors that will help maximize points for the Swim Team. Meet entry is at the Head Coach's discretion, and will be determined by what is best for the Swim Team as a whole rather than for an individual. After practice on Friday, the meet sheet will be posted on the Swim Team bulletin board. The posted meet sheet is final and cannot be changed except to replace a swimmer who is unable to participate due to absence, illness, or injury, with a swimmer with a slower time. ***If you are unable to swim on a Saturday, please try to give the Head Coach as much notice as possible.***

### Typical Timeline for Saturday Meets:

- Home Meets – 7:45 a.m. – Arrive at Hiddenbrook, report to Team area & await coaches' instruction  
 8:00 a.m. – Warm-ups begin  
 9:00 a.m. – Meet begins
- Away Meets – TBD - Meet at Hiddenbrook to caravan to host pool. Time depends on pool location.  
 8:00 a.m. – Arrive at host pool, gather in parking lot and enter pool together. If you drive separately, wait for Team before entering pool area.  
 8:20 a.m. – Warm-ups begin  
 9:00 a.m. – Meet begins

## Monday (B) Meets

Developmental by design, the Monday Meets are where most of our swimmers compete. The Hiddenbrook Hurricanes Swim Team participates in the Community Developmental League, which is made up of NVSL teams in our geographic area. Unlike Saturday Meets, Monday Meets are not scored and serve as a training ground for swimmers to develop their strokes, improve their times, and have fun. They are held on Monday evenings at 6:00 pm. Warm-ups begin at 5:00 p.m. when the meet is at Hiddenbrook, and usually at 5:20 p.m. when the meet is away. In addition to all the events at a Saturday Meet (except for relay events), there are events for 6 & Unders and 100 Meter Individual Medley (IM) for all age groups.

### Monday Meet Events

Event	Age	Boys/ Girls	Stroke	Distance	Event	Age	Boys/ Girls	Stroke	Distance
1	6 & Under	Boys	Freestyle	25 meters	30	7 - 8	Girls	Breaststroke	25 meters
2	6 & Under	Girls	Freestyle	25 meters	31	9 - 10	Boys	Breaststroke	50 meters
3	7 - 8	Boys	Freestyle	25 meters	32	9 - 10	Girls	Breaststroke	50 meters
4	7 - 8	Girls	Freestyle	25 meters	33	11 - 12	Boys	Breaststroke	50 meters
5	9	Boys	Freestyle	50 meters	34	11 - 12	Girls	Breaststroke	50 meters
6	9	Girls	Freestyle	50 meters	35	13 - 14	Boys	Breaststroke	50 meters
7	10	Boys	Freestyle	50 meters	36	13 - 14	Girls	Breaststroke	50 meters
8	10	Girls	Freestyle	50 meters	37	15 - 18	Boys	Breaststroke	50 meters
9	11 - 12	Boys	Freestyle	50 meters	38	15 - 18	Girls	Breaststroke	50 meters
10	11 - 12	Girls	Freestyle	50 meters	39	8 & Under	Boys	Butterfly	25 meters
11	13 - 14	Boys	Freestyle	50 meters	40	8 & Under	Girls	Butterfly	25 meters
12	13 - 14	Girls	Freestyle	50 meters	41	9 - 10	Boys	Butterfly	25 meters
13	15 - 18	Boys	Freestyle	50 meters	42	9 - 10	Girls	Butterfly	25 meters
14	15 - 18	Girls	Freestyle	50 meters	43	11 - 12	Boys	Butterfly	50 meters
15	6 & Under	Boys	Backstroke	25 meters	44	11 - 12	Girls	Butterfly	50 meters
16	6 & Under	Girls	Backstroke	25 meters	45	13 - 14	Boys	Butterfly	50 meters
17	7 - 8	Boys	Backstroke	25 meters	46	13 - 14	Girls	Butterfly	50 meters
18	7 - 8	Girls	Backstroke	25 meters	47	15 - 18	Boys	Butterfly	50 meters
19	9 - 10	Boys	Backstroke	50 meters	48	15 - 18	Girls	Butterfly	50 meters
20	9 - 10	Girls	Backstroke	50 meters	49	9 & Under	Boys	IM	100 meters
21	11 - 12	Boys	Backstroke	50 meters	50	9 & Under	Girls	IM	100 meters
22	11 - 12	Girls	Backstroke	50 meters	51	10	Boys	IM	100 meters
23	13 - 14	Boys	Backstroke	50 meters	52	10	Girls	IM	100 meters
24	13 - 14	Girls	Backstroke	50 meters	53	11 - 12	Boys	IM	100 meters
25	15 - 18	Boys	Backstroke	50 meters	54	11 - 12	Girls	IM	100 meters
26	15 - 18	Girls	Backstroke	50 meters	55	13 - 14	Boys	IM	100 meters
27	6 & Under	Boys	Breaststroke	25 meters	56	13 - 14	Girls	IM	100 meters
28	6 & Under	Girls	Breaststroke	25 meters	57	15 - 18	Boys	IM	100 meters
29	7 - 8	Boys	Breaststroke	25 meters	58	15 - 18	Girls	IM	100 meters

Times from Monday Meets and Saturday Meets are used when determining seeding for the next Saturday Meet. Ribbons are awarded for 1<sup>st</sup> through 6<sup>th</sup> place. Swimmers who do not place will be awarded a competitor ribbon.

Swimmers who swam 2 strokes in the previous Saturday (A) Meet may swim one of the other 2 strokes unofficially and the IM. A swimmer who swam one stroke on the previous Saturday (A) Meet may swim one of the other strokes officially and another stroke unofficially and the IM. Swimmers who did not compete in the previous Saturday (A) Meet may swim a maximum of any two strokes plus an IM. Unofficial swims allow every team member to swim a stroke on a Monday, but are not awarded ribbons.

The Head Coach will determine in what events the swimmers will swim. If swimmers have a personal interest in swimming a particular event, they need to communicate this to the Head Coach by the Friday before the Monday Meet. Swimmers' events will be announced on Monday.

### **Timeline for Monday Meets:**

Home Meets - 4:45 p.m. – Arrive at Hiddenbrook, report to Team area & await coaches' instruction  
5:00 p.m. – Warm-ups begin  
6:00 p.m. – Meet begins

Away Meets - TBD – Meet at Hiddenbrook to caravan to host pool. Time depends on pool location.  
5:00 p.m. – Arrive at host pool, gather in parking lot and enter pool together. If you drive separately, wait for Team before entering pool area.  
5:20 p.m. – Warm-ups begin  
6:00 p.m. – Meet begins

### **Relay Carnival – July 12<sup>th</sup>, at Hiddenbrook**

Each division in the NVSL holds a Relay Carnival on the second Wednesday in July. This year, We will host the Division 6 Relay Carnival at Hiddenbrook, on Wednesday July 12<sup>th</sup>. This meet consists of a series of age group relays, including freestyle relay teams and medley relay teams for each age group, as well as a mixed age relay team for boys and girls. The team scoring the most points wins the meet and the Division Relay Trophy. Times recorded at this meet are used in the selection of teams for the All Star Relay Carnival the following week.

### **Herndon Olympics - July 11<sup>th</sup>**

This is an invitational meet among our local swim clubs in Herndon that has been run every year starting in 1980. This year it will be held on July 11<sup>th</sup>, at the Kingston Chase Pool. This is not an NVSL meet, and no score is kept. Its purpose is to provide a friendly competition between Herndon swimmers. The Herndon Olympics is a real community event because Hiddenbrook Hurricanes swimmers have the opportunity to compete against their friends who may be in different swim leagues. The Olympics is similar in structure to a Saturday Meet, with each team entering up to two swimmers for each event.

### **Divisional Championship Meet - July 29<sup>th</sup>**

Each of the 17 Divisions in the NVSL holds a Divisional Championship Meet at the end of the season for the teams in its division. All teams in our division, Division 6, will participate in "Divisionals." This year the meet will be hosted by Sleepy Hollow Bath & Racquet, on Saturday July 29<sup>th</sup>. This meet consists of the same events as an NVSL Saturday meet, minus the relays, while adding the IM for ages 9 and up. Each team may enter two swimmers per event, normally the two with the fastest times. When a team is unable to enter two swimmers in an event, the other teams may "bid" in for the empty lanes, thereby having more than two swimmers from a team for that event. The empty lane is given to the team with the next fastest time by an eligible swimmer. Plaques are awarded for 1<sup>st</sup> – 6<sup>th</sup> place and ribbons are awarded for 7<sup>th</sup> – 12<sup>th</sup> place. Times in this meet serve as the *only* qualifying entry times for the NVSL Individual All Star Meet.

### **NVSL All Star Individual Championship Meet - August 5<sup>th</sup>**

This meet is held the Saturday following Divisionals and this year will be on Saturday, August 5<sup>th</sup>. The 18 swimmers from all the NVSL teams with the fastest times (from the Divisional meets) in each



event participate in this meet. Medals are awarded for 1st to 6th place, and ribbons are awarded for 7th - 18th place.

### **Healthy Tips for a Healthy Season**

It is recommended that each swimmer eat a light but healthy meal before each meet. Fruit and cereals are good choices (but try to avoid sugarcoated cereals). Bring healthy snacks to swim meets--fruit is a good choice. It is not recommended that swimmers consume sweet juices, sodas, and high sugar foods during meets. Not only are these snacks unhealthy, they also attract bees. If your swimmer really wants those nachos or that donut, please ask the swimmer to wait until after he/she has finished swimming his/her event(s). The swimmer should bring something to drink to the meets since swimming will dehydrate you. Water or sports drinks are good choices.

It is important to get a good night's rest before Saturday and Monday meets. Swimmers should avoid staying up late on nights before swim meets and should take it easy Monday afternoons in order to have plenty of energy for Monday night meets.

### **Swimming Etiquette**

- After the referee blows his/her whistle for the start of the event, everyone on deck must be quiet.
- Officials (referee, stroke & turn, take-off judges, timers) must not cheer or coach swimmers.
- There is no smoking on deck at anytime.
- Officials should not eat while officiating.
- All swimmers should be in the Team area during meets.
- Spectators should not interrupt meet officials during a swim meet. Any questions about official decisions should be addressed to the Team Rep. who will bring them to the attention of the referee if appropriate.
- Swim meets are NOT called on the account of rain unless the referee cannot see the bottom of the pool. In the event of lightning and/or thunder, swimmers and parents should go to their cars and wait until the referee makes a decision to wait out the storm or to cancel the meet.
- Swimmers should remain in the pool until all competitors in their event have finished swimming. It is a sign of good sportsmanship for swimmers to shake hands with their competitors before leaving the pool. Poor sportsmanship such as swearing or throwing of swim caps is unacceptable behavior and is a cause for disqualification.
- Cheering, clapping, and encouragement from spectators are appreciated by all swimmers, especially by those who may not finish first. Cheering may begin *after* the start of the race.

### **Team Records**

The official team records for each event are recorded and maintained in a database by the Data Coordinator and Team Reps. They are also posted on a record board in the lower lobby of the pool club house. A record can be set in any meet the team participates in, including A-Meets, B-Meets, Relay Carnival, All-Star Relays, Divisionals, All-Stars, Herndon Olympics, Blue/White Intrasquad (not time trials), or any other meet that follows basic NVSL rules. A swimmer's eligibility for setting a record in a particular age group is governed by their eligibility to compete in that age group, for that specific meet. The meet must be a scheduled meet, and be swum in a regulation metric pool, without starting blocks. No special events at a meet, or a special meet, will be scheduled for the sole purpose of breaking a record. The meet must be run with the appropriate officials. Any disputes regarding a new record will be settled by the Steering Committee.

## Volunteers

**Volunteerism** is the “willingness of people to work on behalf of others without the expectation of pay or other tangible gain”. A summer swim team requires a large number of volunteers to run smoothly. Parent volunteers are the key to the success of our Swim Team. It takes a minimum of 42 deck officials to run a meet, and many more to run and support the social activities and fundraising activities. The “Diane Bisbee Volunteer of the Year” award is voted on by the parents and awarded at the team banquet. Volunteering can be fun and rewarding. Talk to our Volunteer Coordinator to see how you can help.

### **Required Officials for Meets:**

Our Team is required by the NVSL to provide parent volunteers for meets that are certified officials. The NVSL provides a number of free training sessions for Official Certification. We are really in need of more people to become certified officials, so please consider attending one of the training sessions. (See chart below.) If you are interested, please contact Lynn Reda, our Officials Coordinator, at [lynnreda@gmail.com](mailto:lynnreda@gmail.com) for more information. To run a meet, the following officials are needed:

**Referee:** The referee is the official in charge of the meet. He or she runs the meet, and has the final authority to make decisions at the meet. This position requires certification, and is usually performed by someone who has extensive experience as a Stroke and Turn Judge.

**Starter:** The starter is the person who is responsible for starting each race in accordance with established rules. He or she is usually someone who has had experience with other official duties in swim meets. This position requires NVSL certification.

**Stroke and Turn (S&T):** These officials ensure that swimmers complete strokes, turns, and finishes in accordance with established rules. There are four S&Ts on deck for all events. This position requires NVSL certification.

**Announcer:** This person announces all events and information at meets. The NVSL provides training for this position.

**Table Worker:** These volunteers include a time recorder, scorer, and ribbon writer. The NVSL provides training for these positions.

**Marshal:** This volunteer ensures that warm-ups are conducted in a safe manner, and is responsible for the orderly flow of pedestrian traffic around the pool.

**Clerk of Course:** This volunteer makes sure the swimmers are assembled in the proper order for each event and instructs them when to report to their lane to swim.

**Head Timer:** This volunteer is responsible for instructing timers on proper procedures for timing swimmers, and also ensures times are recorded properly before being sent to the table workers.

**Timer:** Times and records times of swimmers in each event.

**Relay Take-Off Judge:** This person is responsible for ensuring that relay members start their leg of an event in accordance with established rules. Eight of these officials are needed for relay events, and they are usually certified referees or S&T officials.

### **Required Dress for Deck Officials:**

The dress code for all deck officials (including timers) is a white top with blue shorts (or pants/skirt). The top should not have a Team insignia on it. So as not to interfere with one’s official duties and to maintain the appearance of objectivity, deck officials must refrain from cheering. Smoking is forbidden on pool grounds at all meets.

## **Behind-the-Scenes Volunteers**

Volunteers serve on Steering Committee positions outlined in the Organizational Structure below.

## **Swim Team Organizational Structure**

### **General Membership**

The General Membership of the Hiddenbrook Swim Team consists of all parents/legal guardians of swimmers registered on the Hiddenbrook Hurricanes Swim Team. The General Membership will have the authority to vote on major issues such as the budget, fees, Team affiliation, Team structure, and other issues as deemed appropriate by a majority vote of the General Membership. The General Membership may volunteer to serve on the Swim Team Steering Committee as outlined below, and is also responsible for voting for candidates for contested positions on the Swim Team Steering Committee (see Filling Positions). Voting will only take place in person at official Swim Team meetings.

### **The Swim Team Steering Committee**

The Swim Team Steering Committee consists of the positions outlined below. With the exceptions noted in the descriptions below, members must be a current member of the General Membership. The Swim Team Steering Committee's function is to manage the day-to-day operations of the Swim Team. The Swim Team Steering Committee will make decisions on issues other than those reserved for the General Membership, and will make recommendations/proposals to the General Membership on issues reserved for the General Membership.

Each position below has one vote in voting matters except for the HOA representative, who is a non-voting member of the Swim Team Steering Committee. If a position is Co-Chaired, then the Co-Chairs may enter only one vote. Swim Team Steering Committee members holding multiple Swim Team Steering Committee positions can only enter one vote. A simple majority vote of the Swim Team Steering Committee will determine whether or not actions are to be taken by the Swim Team Steering Committee, whether votes are submitted in person or via email. Swim Team Steering Committee Meetings are open to the General Membership unless a closed session is called by the President. Any expenditure below \$500 that is not included in the approved annual budget may be approved by the Swim Team Steering Committee. All Swim Team Steering Committee members will keep a file or binder of the activities related to his/her position.

**President:** Presides over the Swim Team Steering Committee. Oversees the management and operations of the Swim Team and the coaching staff and works with the Team Representatives to support swim meets. The President shall act as intermediary and chief liaison between and among the General Membership, Swim Team Steering Committee, Hiddenbrook Homes Association, and the coaches. Oversees the filling of positions on the Swim Team Steering Committee as outlined below. Has authority to be one of two required signatures on Swim Team checks.

**Vice-President:** Assists President in managing the Swim Team and oversees matters related to social activities of the Swim Team; acts in the absence of the President as needed; acts as meeting Parliamentarian in order to ensure that proper order is maintained. Robert's Rules of Order shall be used as a guide when executing these duties. The Vice-President shall supervise swimmer registration and shall maintain the Swim Team Handbook.

**Treasurer:** Acts as custodian of all Swim Team funds and as such maintains accounts in accordance with sound accounting procedures; reports the status of Swim Team financial matters at each Swim Team Steering Committee or General Membership meeting as necessary; deposits and disburses Swim Team funds, including payment of coaches' salaries; reports Swim Team income to the Hiddenbrook Homes Association annually. Has authority to be one of two required signatures on Swim Team checks.

**Secretary:** Prepares minutes of all meetings and distributes appropriate correspondence on behalf of the Swim Team. May also manage weekly newsletters, e-mail blasts, web-site, and act as team historian.

**Team Representatives:** The main duties of the Team Representatives are as follows:

**Team Representative:** The Team Representative is the liaison between the Swim Team and the NVSL. He/she represents the Swim Team at all NVSL meetings and reports to the NVSL Division Coordinator. The Team Representative supervises the team at Saturday Dual Meets, as well as other NVSL Meets and the Herndon Olympics, and ensures that the Swim Team follows NVSL rules. The Saturday Team Representative prepares necessary paperwork and updates the computer database for each meet.

**B-Meet Team Representative:** The B-Meet Team Representative manages the Swim Team's developmental meets (Monday meets) and is responsible for making sure that the Swim Team follows Monday League Rules. The B-Meet Team Representative prepares the necessary paperwork to support the Monday meets.

**Data Coordinator:** Maintains the team database. Supports the team reps in their use of this data.

**Activities Chairperson:** Organizes social activities for the Swim Team including the end-of-year Banquet. Oversees Spirit activities to boost Swim Team morale.

**Advisory Chairperson:** Provides guidance and insight on Swim Team issues. The person in this position would ideally possess many years of active involvement with the Hiddenbrook Swim Team. With Steering Committee approval, this position may be filled by a former Team parent whose children have graduated from the team.

**Apparel Chairperson:** Responsible for selecting Swim Team swimsuits and coordinating the ordering of such suits and other Swim Team apparel. Also orders trophies and other awards.

**Concessions Chairperson:** Responsible for purchasing, storing, preparing and selling food and other items at home swim meets.

**Facilities Chairperson:** Responsible for overseeing the set-up and clean up of the pool for home swim meets, and for the procurement and storage of Swim Team-owned equipment.

**Fundraising Chairperson:** Conducts fundraising activities for the Swim Team and contacts businesses for potential sponsorship.

**Officials Coordinator:** Tracks credentials of Hiddenbrook Swim Team officials and schedules them for swim meets.

**Special Activity Chairperson:** Coordinates special events/meets, such as Herndon Olympics, Divisionals, Relay Carnival, etc. This position may remain vacant if no special event/meet is scheduled for the summer swim season.

**Volunteer Coordinator:** Finds volunteers to fill positions needed for swim meets (other than officials) and social activities.

**Winter Swim Chairperson:** Organizes and manages Winter Swim Program for the Swim Team.

**Hiddenbrook Homes Association Representative (“HOA Representative”):** Non-voting member; advisory position; attends Swim Team Board meetings; serves as liaison between the Swim Team Steering Committee and the Hiddenbrook Homes Association. This position does not have to be filled by a parent/legal guardian of a swimmer registered with the Swim Team.

## **Filling Positions**

At the conclusion of the summer, the President will solicit the General Membership for volunteers for Swim Team Steering Committee positions. Most positions on the Swim Team Steering Committee will be filled by a single volunteer or by those who agree to Co-Chair a position. In these cases, these volunteers do not have to be confirmed or elected. In the event that two or more people want to occupy the same Swim Team Steering Committee position and do not agree to Co-Chair, an election shall be held to determine who will hold the position. A season wrap-up meeting will be conducted in September,

during which the Steering Committee will be confirmed. Candidates for any contested position will be announced to the team prior to the meeting, and a vote will be taken at the meeting to determine the winner. Each Swim Team family is limited to one vote. If the position of President is included in the election because two or more people are running for this position, then the Swim Team Steering Committee will select a Swim Team Steering Committee member not involved in the running for a position to administer the election. Swim Team Steering Committee members will serve in their positions for one year until the wrap-up meeting of the next year.

### **Additional Committee**

**Coaches Committee:** Chaired by the President, this Committee consists of interested parents/legal guardians of registered Swim Team swimmers. This Committee is responsible for all aspects relating to the hiring of the Swim Team coaches. This includes but is not limited to interviews, selection, and pay/bonuses. When discussions address coaches for the Winter Swim Program, the Winter Swim Chairperson is included in this Committee. Members of this Committee with family members applying for or serving as a part of the Swim Team coaching staff must recuse themselves from decisions directly affecting their family member.

## **Communication**

In addition to this Handbook, there are a variety of ways we communicate with swimmers and families.

**Team Web Site:** [www.hiddenbrookswimteam.com](http://www.hiddenbrookswimteam.com)

**Family Folder:** Each family has a folder hanging in the file box located near the Swim Team bulletin board. Please check this regularly for Team information.

**Weekly Newsletters:** These are issued once meets begin, in late June. The newsletters are emailed to the members as a PDF file.

**Swim Team Bulletin Board:** Located in the pool entryway, information about meets, upcoming social events, volunteer assignments, and the latest announcements will be posted.

**Swim Team Email:** Email is our main form of communication. You will frequently receive emails from the Team. Also, you may contact the Swim Team President at [hiddenbrookswimteam@gmail.com](mailto:hiddenbrookswimteam@gmail.com). All emails to the Team members will be issued from this address. All of the Steering Committee members' email addresses are listed near the front of this handbook.

On the NVSL website you can find our schedule as well as official times and standings of swimmers from Saturday Meets. Visit [www.mynvsl.com](http://www.mynvsl.com).

## **Social Activities**

With the generous commitment of time by many Swim Team parents on our Activities Committee, we are able to host a wide variety of social activities. Please keep in mind that these activities can only take place when we have a coordinator for them. Details about the events will be distributed throughout the season.

**Pep Rallies:** These will be held at various events as noted on the calendar. A variety of activities take place, including cheer practice and poster making.

**Progressive Dinner:** This will be held for the 13 years and older swimmer.

**Post-Meet Lunch:** Following all Saturday Meets, home and away, the Swim Team families are invited to enjoy lunch together at a nearby restaurant.

***Pizza Party, Bagel Breakfasts, Lasagna Dinner:*** Held during the season. These are great opportunities to get to know other Swim Team families. See calendar for dates.

***Ice Cream Social:*** Held during team picture day on Thursday, June 29<sup>th</sup>.

***Team Pictures:*** Team Pictures will be taken in the evening on Thursday, June 29<sup>th</sup>.

***Team Banquet:*** The Swim Team holds an end-of-season dinner banquet at the Hiddenbrook Pool the evening of Divisionals. This year, the banquet will be held the evening of Saturday, July 29<sup>th</sup>, at 6:00 p.m. Following dinner, trophies and other awards are given out.

***In accordance with Hiddenbrook Pool guidelines, all children 8 and under must be accompanied by an adult at all social events.***

## **Responsibilities of Swimmers**

Swimmers will observe good sportsmanship at all times. They will:

- Show respect to all swimmers, parents, coaches, volunteers, and officials.
- Arrive at practices and meets at the scheduled times and be ready to participate.
- Provide advance notification whenever there is an expected absence from a meet or extended absence from practices.
- Follow directions, pay attention during practices and at meets, and conduct themselves in a safe manner.
- Abide by coaches' decisions.

## **Responsibilities of Parents**

Parents are responsible for their children's behavior outlined above, and will:

- Encourage good sportsmanship.
- Show respect and provide positive support to all swimmers, coaches, volunteers, officials and other parents.
- Observe Swim Team practices in the viewing area designated by the Team Rep. so as not to disrupt practice.
- Communicate (in writing) to the Head Coach any absences for vacations, camps, or other commitments as soon as possible.
- Ensure that the swimmer is on time and prepared for practices and meets.
- Abide by coaches' decisions.
- Volunteer at meets and behind-the-scenes when possible.
- Provide appropriate supervision of swimmers and siblings.

## **Responsibilities of Coaches**

Coaches are responsible for upholding the guidelines outlined in their Coaches Contract, and will:

- Encourage good sportsmanship.
- Show respect to all swimmers, parents, volunteers, officials and other coaches.
- Conduct swim practices in a safe and efficient manner.
- Help each swimmer achieve his/her potential.
- Make rules/decisions regarding swim deck rules and/or individuals during swim practice.
- Remove any swimmer if he/she feels that the swimmer's behavior is detrimental to himself/herself or to other swimmers.
- Select swimmers for meets.

## **NVSL Standards of Conduct**

The following Standards of Conduct shall guide swimming and diving within the Northern Virginia Swimming League (NVSL). They promote respect, fairness, civility, honesty, responsibility, and appropriate behavior. These Standards foster a positive environment at all swim and dive meets; establish an atmosphere of respect for all participants, officials, and spectators; produce positive learning outcomes for all; build participant and team spirit; and enhance the sports of swimming and diving.

### **All Athletes, Coaches, Team Representatives, Officials, Parents / Spectators, and NVSL Leadership shall:**

- Abide by the established rules of the NVSL.
- Respect all officials at all times, and address them in a courteous manner.
- Avoid using inappropriate language, profanity, humiliating or intimidating remarks or behavior, verbal or physical assault toward any athlete, coach, team representative, official, NVSL leadership or spectator.
- Follow applicable management, pool, and facility rules, respecting others' property at all times.
- Display respect, courtesy, and good manners toward athletes, coaches, Team Representatives, and spectators. Team Representatives shall assist officials in maintaining control of spectators during meets.
- Demonstrate humility in victory and courtesy in defeat.

### **Head Coaches shall:**

- Ensure athletes and assistant coaches demonstrate maturity and good sportsmanship toward other athletes, officials, coaches, and spectators at all times.
- Lead by example to instill a love for the sport, advance aquatic skills, teamwork and good sportsmanship in their team.

### **Spectators shall:**

- Maintain an appropriate distance from the competition area by remaining in established viewing areas and shall not encroach the pool deck or interfere with any officials.
- Not engage in loud, intimidating, disrespectful, or negative behavior toward officials, athletes, other spectators, support personnel, or pool staff (including lifeguards).

## **Scholarship**

The NVSL awards the MacDuff and Presidents' Scholarships each year to help NVSL graduates defray a portion of their continuing education expenses. This year, the NVSL will award three scholarships to graduating high school swimmers and/or divers to be used at a school of their choice. The applications must be received by the NVSL no later than 6:00 p.m. on Saturday, June 29<sup>th</sup>. Please see the Team Rep. if you would like an application.



## Glossary of Terms

**Backstroke Flags:** Colored pennants above the pool at the 5-meter mark that backstrokers use to gauge where they are in relation to the wall.

**Disqualification (DQ):** A technical error made by the swimmer in a stroke or race. DQs are determined by the Stroke and Turn Judges, and verified by the Referee. The swimmer usually finishes the race, but is not eligible for an official time or award for that race. Some of the more common reasons for disqualifying are:

**Freestyle:** Failure to touch the wall at the turning end of the pool, walking on the bottom of the pool, pulling on the lane lines, exiting the pool before swimming the specified distance.

**Backstroke:** Not on back except during a flip turn, leaving the wall not on back, improper flip turn (older swimmers).

**Breaststroke:** Incorrect kick such as scissor kick or flutter kick, non-simultaneous two-hand touch or one hand touch at turn or finish, toes not pointed outward during the propulsive part of the kick.

**Butterfly:** Non-simultaneous two-hand touch or one hand touch at turn or finish, non-simultaneous leg movement during kicks, arms don't break water surface during recovery (judged at the elbows), non-simultaneous arm movement during recovery.

**Relay Races:** A swimmer leaves the deck before the previous swimmer touches the wall or deck.

**False Start:** A swimmer starts the race early.

**Distances:** 25 meters - one length of pool, 50 meters - two lengths, 100 meters - 4 lengths

**Flip turn:** Underwater turn in a 50-meter or longer race.

**Freestyle Relay:** Four swimmers in the same age group swim freestyle for one quarter of the prescribed distance of the race.

**Heats:** If more than six swimmers are entered in an event, the event is run in "heats" with swimmers being divided by times. The fastest swimmers race in the last heat. Overall winners are determined by times and not by where swimmers finished in a heat.

**Individual Medley (IM):** An event where a swimmer swims all four strokes in one race in the order of butterfly, backstroke, breaststroke and freestyle. The swimmer swims 25 meters of each stroke for a total of 100 meters.

**Medley Relay:** Four swimmers on each team swim one-fourth of the prescribed distance in the following order: Backstroke, Breaststroke, Butterfly, Freestyle.

**Mixed Age Relay:** Freestyle relay comprised of four swimmers from different age groups: The first swimmer is from the 11-12 age group, the second swimmer is from the 10 and under age group, the third swimmer is from the 13-14 age group, and the fourth swimmer is from the 15-18 age group.

**N/S:** No swimmer in a particular lane.

**NVSL:** Northern Virginia Swim League.

**Officials:** Volunteers at a swim meet who serve as the Referee, Starter, Timers, Head Timers, Table Workers, Clerk of Course, Stroke and Turn Judges, Relay Take-Off Judges, and Announcer. Before serving as an official, training and certification at an NVSL clinic is required. Marshals are also officials but do not require certification.

**Split:** The time of one part of a swimmer's or relay team's event.

**USAS:** USA Swimming is the governing body for swimming in the United States. USAS establishes rules for the different strokes and for the conduct of the competition. The swimming rules we use in NVSL are USA Swimming rules with minor changes to accommodate the facilities and skill levels found in our league.

**Warm-up:** Time given to each team before a swim meets begins to get swimmers in the water and "warmed-up" and accustomed to the pool.