

# Hollymead Hammerheads

## 2011 Swim Team Handbook

**W**elcome to the Hollymead Hammerheads' 2011 swim season! We are pleased that you have chosen to spend your summer swimming! Swimming is one of the very few sports where both boys and girls, ages 5 to 18, of varying ability levels compete on the same team. We are proud to be a family centered team with sense of community that comes from working and playing together. Our swimmers strive to achieve their personal best, and we support each other. We are very excited about the upcoming season! Our goal is to provide a fun, safe, and positive environment for children to learn and enjoy the sport of competitive swimming.

The mechanics of participating on a swim team can be quite overwhelming to parents and children alike, especially for those first-timers! We have created this handbook for all of you. Please keep it for the length of the season as it provides schedules, directions, and guidelines that you may need to refer to throughout the summer. We will also provide regular updates by email.

### CONTACT INFORMATION

#### COACHING STAFF

<b>Kristen Wallace</b>	<b>Head Coach</b>	<b><a href="mailto:kwallace@stab.org">kwallace@stab.org</a></b>
<b>Sean Cudahy</b>	<b>Senior Assistant Coach</b>	<b><a href="mailto:scudahy@msn.com">scudahy@msn.com</a></b>
<b>Laura Gomez</b>	<b>Senior Assistant Coach</b>	<b><a href="mailto:Lagomez7@yahoo.com">Lagomez7@yahoo.com</a></b>
<b>John Leonard</b>	<b>Assistant Coach</b>	<b><a href="mailto:johnl918@vt.edu">johnl918@vt.edu</a></b>
<b>Katie Roddy</b>	<b>Assistant Coach</b>	<b><a href="mailto:kroddy01@stmarys.edu">kroddy01@stmarys.edu</a></b>

**Team website: [www.hollymead.org/hollymead-swim-team](http://www.hollymead.org/hollymead-swim-team)**

**JEFFERSON SWIM LEAGUE:** [www.jsl.org](http://www.jsl.org). (Directions to all away meets, your swimmers times and rankings, along with team standings will be listed on this website.)

#### PARENT COMMITTEE

Trish Rinald	974-1874	<a href="mailto:dantrish65@yahoo.com">dantrish65@yahoo.com</a>
Brendan Kelly	975-3756	<a href="mailto:biggame_hoo@yahoo.com">biggame_hoo@yahoo.com</a>
Debbie McPhillips	978-3909	<a href="mailto:mcsix@embarqmail.com">mcsix@embarqmail.com</a>
Nancy Tan		<a href="mailto:ntan@sercio.com">ntan@sercio.com</a>
Mary Barrick		<a href="mailto:marybarrick@gmail.com">marybarrick@gmail.com</a>
Sandi McMullen		<a href="mailto:macva44@comcast.net">macva44@comcast.net</a>

## MEMBERSHIP INFORMATION

### TEAM MEMBERSHIP

Team Membership is open to any child age 5 – 18 who can complete one length of the pool. Swim team members do not need to live in Hollymead or have a pool membership. The cost is \$110 per child. Families with three or more children swimming will be charged \$55 for the third (fourth, etc.) child. The cost increases by \$15 after April 30. Parents are required to complete a Jefferson Swim League Registration form online and sign the Hollymead Code of Conduct form.

### NO CHILD MAY PARTICIPATE IN PRACTICES UNTIL FORMS ARE COMPLETED AND FEES RECEIVED.

### \*\*HAMMERHEAD PUPS\*\*

Occasionally we receive requests from parents with children 4 yrs old to practice with the team. We have created a new group called Hammerhead Pups for this purpose. We have reserved 6 spots on the team for 4 yr olds who can swim 25 meters unassisted. These swimmers will not be allowed to swim in meets per JSL policy, but will practice with the 6 and under age group. (Please do not register them online.) Hopefully, these swimmers will return the following season experienced and ready to go!

### REFUND POLICY

We encourage young swimmers to give the swim team a try for several weeks. Any child who decides not to continue with the team should notify Trish Rinald (974-1874) on or before June 10 and the parent will be refunded \$70 of the original \$110 or \$20 of \$55 if third child. No refunds will be given after June 10<sup>th</sup>. The same dates and refund policies apply if coaches determine that a child's swimming ability is not developed enough to participate on the team.

### TEAM SUITS

2011 swimsuits will be available for purchase at Freestyle. Please tell the clerk that you are from Hollymead, as suits are reserved for us. The suit is a **TYR Universe Suit**. Team tee shirts and hoodies may be preordered online and via email. You may view the shirt on our team website. We will make one order for all spirit wear. Team caps are also available at practice and meets.

### \*\*COMMUNICATION TO THE TEAM\*\*

General communication will occur via email. All families need to be members of the *Hollymead Swim Team yahoo users group*. If you are not a member of the group, you may add yourself from the link on the team website, going directly to the group (<http://sports.groups.yahoo.com/group/HMHswimteam/>) or request to be added by contacting Trish Rinald at [dantrish65@yahoo.com](mailto:dantrish65@yahoo.com)

### COMMUNICATION WITH COACHES

A notebook will be available at practices for parents to write in if their swimmers will miss any meets or if they have any concerns or comments. **SWIMMERS OR PARENTS MUST ENTER INTO THE NOTEBOOK ANY MEETS OR PRACTICES THAT THEY WILL MISS**. Please do not interrupt coaches during scheduled practice. Please approach them before or after practice, or contact them via email with any concerns you may have.

### PRACTICES

It is very important that your child is prompt to practice. We encourage swimmers to miss as few practices as possible, and ask that swimmers inform

the coaches if they will be missing practice due to summer camps/commitments. At the beginning of the season, practices can be very chilly, so be prepared with sweatshirts, hot chocolate, etc for those chilly mornings!

Parents: We love to have you on deck during practice, but please keep all children not registered out of the pool including the baby pool. Please clean up any mess before leaving.

**Parking during practice:** Please do not park in the spaces marked for the Silver Thatch or in the circle in front of the Inn.

## **FUN-DAMENTAL DAY PRACTICES**

On the day after meets, practices will be later! 10 & unders will come at 9:00. 11&up should arrive at 9:45 so that we can distribute meet ribbons as a team from 9:45-10 am. 11&up will then practice from 10-10:45 am. If your child misses this practice, the ribbons will be placed in a "ribbon box" that is located in the guard room and it will be their responsibility to pick them up. There will be a sign up sheet on the bulletin board for parents to take turns providing snacks for the children on these days.

## **MEET INFORMATION**

There will be six JSL swim meets this season; three of them are home meets, three are away meets, plus the Jefferson Swim League Championships on Friday, July 29th and Saturday, July 30th. Each participating family is required to provide one adult to work at all meets. Please see our volunteer coordinator, Sandi McMullan (macva44@comcast.net) about one of these positions.

- **Meets** begin promptly at 6:00pm; swimmers are required to be at the pool by 4:45 in order to warm up.
- **Directions** for away meets can be found on the bulletin board at the pool, or on the team website at [www.hollymead.org/hollymead-swim-team](http://www.hollymead.org/hollymead-swim-team) **In case of** inclement weather, a determination of cancellation of swim meets is made by 5:45pm. **Thus, all families should plan on attending all meets unless otherwise notified. If a meet is delayed or postponed due to thunder, check with the coach or meet director before leaving,** often the meet will start again when the threat has passed.
- **Concessions** are available at the meets as an opportunity to raise money for the team, while providing food for hungry meet participants and families. Our concession coordinator will request donations of food items to sell, and the use of large coolers and ice to store drinks.
- **Swimmers** should find out which events they are swimming in the morning of the meet. It is crucial that they swim in each event for which they are signed up, and **should they have to leave the meet, they must inform the coach.**
- **Parking** and seating can be difficult during swim meets, as the pools are quite crowded. For Hollymead Home meets parking is available at Peace Lutheran Church and we ask Hollymead families to park there and leave spaces in the pool lot for our guests. **PLEASE DO NOT PARK in the spaces near the Silver Thatch Inn or in spaces on the road behind the townhouses.**

## **WHAT TO BRING TO A SWIM MEET!**

When getting ready for a swim meet please consider the amount of time you and your swimmers will be spending in the sun. Below you will find a checklist of items that you may want bring to the swim meet.

- Swimsuit
- Swim Cap
- Goggles
- \$\$ for concessions and heat sheets
- Towels (two for each swimmer)
- Sweatpants and sweatshirts
- T-shirts and shorts
- Baby powder (sprinkle into the cap to prevent sticking)
- Ink pen (to mark swimmers' event #'s on their hands)
- Cards, games, toys, etc.
- Water, Gatorade, juice
- Food (bagels, dry cereal, fruit...etc.)
- Lawn chairs
- Sunblock

## HAMMERHEAD PARENT VOLUNTEER POSITIONS

Swimming is a sport that needs a great deal of parent involvement, requiring as many as sixty parent volunteers to staff each home meet. Coaches are the only paid employees of the swim team; every other worker is freely giving of their time to support the team. Therefore, **it is required that each family has at least one parent who serves in some volunteer position for each meet.** No experience is necessary for most of these roles; seasoned parents will help walk you through the process. Below are descriptions for each volunteer position, note that several do require participation in a training session. If each person contributes a small amount of work, then no one individual is unfairly left with a major time commitment and we and our children all enjoy this activity much more.

## HOLLYMEAD SPECIFIC POSITIONS

**Chair/Co-Chair**, oversees staffing of all positions and completion of all tasks to ensure successful swims season.

Currently shared by the parent board

**JSL Representative** – Attends monthly JSL meetings, communicates between and represents team to the Jefferson Swim League.

Mary Barrick	<a href="mailto:marybarrick@gmail.com">marybarrick@gmail.com</a> - team rep
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Debbie McPhillips	<a href="mailto:mcsix@embarqmail.com">mcsix@embarqmail.com</a> - current JSL VP
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**Volunteer Coordinator** – keeps record of volunteers and volunteers needed to staff each meet and ensures that positions will be covered for each meet.

Sandi McMullan	<a href="mailto:macva44@comcast.net">macva44@comcast.net</a>
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Lisa Murray – meet volunteer check in
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**Web Site** - Works with coaches and other committee members to distribute weekly (electronic) newsletter to families and to send information and photos for posting on the JSL and Hollymead Web site.

Brendan Kelly	975-3756	<a href="mailto:biggame_hoo@yahoo.com">biggame_hoo@yahoo.com</a>
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**Concessions Committee** – purchases, prepares and sells food at each home meet.

Christa Nottingham	<a href="mailto:monakita1@embarqmail.com">monakita1@embarqmail.com</a>
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Wendy Shaver	978-1833
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**Recruitment/Registration/Scholarship** – distributes information regarding registration, collects and delivers all JSL registration forms and payment and prepares Parent's Handbook for distribution on Registration Day.

Trish Rinald	974-1874	<a href="mailto:dantrish65@yahoo.com">dantrish65@yahoo.com</a>
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**Photo Chair** – Schedules date and secures photographer for team photo, collects and distributes orders and payment for photos.

Kirsten Sugerman	<a href="mailto:Kirsten@cvillehosting.net">Kirsten@cvillehosting.net</a>
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**Treasurer** – keeps checkbook and expense reports for swim team and makes all payments and required tax reporting.

Nancy Tan	973-1208	ntan@sercio.com
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**DESCRIPTION OF JSL VOLUNTEER POSITIONS REQUIRED FOR EACH MEET**

**Meet Director** – ensures that the pool area is reserved and properly prepared for the meet, and insures that adequate supplies are available for the meet. He obtains official sanction of the meet if needed. He will make a determination, if necessary, when bad weather interferes with the meet.

Brendan Kelly	975-3756	biggame_hoo@yahoo.com
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**Hospitality** – responsible for preparing and serving refreshments (water, tea, lemonade) for the volunteers at home meets and handing out thank you to workers.

**Set-up Committee** – responsible for preparing the pool for Home Meets. They must set up lane lines, lane numbers, starting blocks, flag lines, lights, tables, clerk-of-course chairs, sweep judge chairs, ropes, etc. There is no formal training session required for this position, only a willingness to work!

Brian and Christa Nottingham
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**Clean-Up Committee** – responsible for breaking down the pool area after Home Meets (see above list).

Anyone who can help - please
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**Starters** – must participate in training provided by the Jefferson Swim League. He/she will be stationed within 10 feet of the starting end, directs swimmers to, “take your mark!” and gives the starting signal when all swimmers are motionless.

Dan Rinald	974-1874
Bill Briesemeister	

**Head of Table** – ensures sufficient workers are available to run the table using the computer, prepares the table prior to meet, sets up table and supplies, mediates disputes and solves problems arising at the table, and organizes clean-up of table and supplies.

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**Table Workers** – one of the most important positions at the table. It requires a thorough knowledge of the procedures and a cool head. A general knowledge of swimming and its terms is preferred. The sorter determines how swimmers actually placed in each event by "sorting" or determining the order of finish using prescribed procedures.

**Recorder** from each team is needed to record the official results of the meet on the Event Sheets.

**Scorer:** Each team has one scorer who prepares an original and one carbon of the Score Sheet (total of 2 originals and 2 copies). In addition, each scorer is responsible for determining multiple event winners for their own team for publicity purposes.

**Timers** – ideally in dual meets there should be 3 timers in each lane in addition to

designated head timer. If enough timers are not available, a minimum of 2 per lane is required with any extras assigned to the center lanes. The HEAD TIMER organizes timers prior to the meet, gives instructions, assigns lanes, gives out watches, and serves as a backup timer. The Jefferson swim league requires Head Timers to be either USS or YMCA certified or have attended a USS, YMCA, or JSL clinic for Head Timers within the calendar year. This is an easy job for first year parents.

**Runners** - Runners collect the “DQ” cards, sweep judge cards, timers’ cards, and CTS event sheet after each heat. They also take sheets or cards, in heat/gender order to the sorters at the table. No training required!

**Computer Operators** - The Computers Operators enter all times into the computer one heat at a time.


**Team Manager/Meet Manager** - maintains the team information, registration forms, times, gold times, and with coaches’ input does the meet entries between meets, and before and after meets. The **Meet Manager** inputs the meet entries from both teams, does the lane and heat assignments, scores the meets, prints labels for ribbons.

Laurie Oliva	978-1465	olivagirls@embarqmail.com
Trish Rinald	974-1874	dantrish65@yahoo.com

**Who to contact:**

**General Questions:** Trish Rinald      [dantrish65@yahoo.com](mailto:dantrish65@yahoo.com)

**Registration Questions:** Trish Rinald      [dantrish65@yahoo.com](mailto:dantrish65@yahoo.com)

**Swim Meet Volunteer Questions:** Sandi McMullan      [macva44@comcast.net](mailto:macva44@comcast.net)

## **Worker Training Dates**

### **Computer Training**

**Saturday, May 7 at Charlottesville Catholic School – please park in back**

- Meet Manager 2-4 p.m.
- Team Manager 4-6 p.m.

**Sunday, May 15, Charlottesville Catholic School**

- Team Manager 2-4
- Meet Manager 4-6

### **Stroke & Turn Judges Clinic**

**For those who have previously attended a live session and been certified, you may recertify on-line at the JSL website. You have two chances to pass. If you are unsuccessful, you will need to attend one of the sessions listed below. Please print out your certificate and turn it in to Mary Barrick.**

**New stroke & Turn Judges will also attend**

**May 26 7 p.m. Farmington Country Club**

**May 31 7 p.m. Farmington Country Club**

### **Table Workers Clinic**

**Currently, the JSL website has not been updated. Please check for updates.**

### **Starters Clinic**

**May 26 7 p.m. Farmington Country Club**

**May 31 7 p.m. Farmington Country Club**

<b>MEET SCHEDULE</b>		
Date	Teams Competing	Location
WEDNESDAY, JUNE 15	Key West (unscored)	Home
WEDNESDAY, JUNE 22	Forest Lakes	Home
WEDNESDAY, JUNE 29	Frys Spring	Away
WEDNESDAY, JULY 6	Fairview (unscored)	Away
WEDNESDAY, JULY 13	Greene Hills	Away
WEDNESDAY, JULY 20	Farmington	Home
FRIDAY, JULY, 30& SATURDAY, JULY 31	Jefferson Swim League Championship	UVA Aquatic Center

<b>Practice Schedule</b>		
Practices are held every weekday, with occasional stroke clinics on Saturday morning.		
May 31-June 10	6 and under	3:30– 4:00 p.m.
	7-8 year olds	4:00-4:30 p.m.
	9-10 year olds	4:30-5:15 p.m.
	11-12 year olds	5:15-6:00 p.m.
	13 and over	6:00 – 7:00 p.m.
June 13-July 29	8 and under	8:00 – 8:45 a.m.
	9-12 year olds	8:45 – 9:45 a.m.
	13 and over	9:30– 11:00 a.m.
Practices the morning after a Meet (generally Thursdays) will be held at 9am – 10am for 10 and unders And 9:45 –10:45 for 11 and overs.		

# Hollymead Hammerheads

## 2011 Swim Season

### Team Rules & Code of Conduct

- All posted pool rules apply before, during, and after practices.
- All swimmers shall conduct themselves in a sportsmanlike manner prior to, during and immediately following swim practices and meets. In addition, the following guidelines shall apply to Hollymead swim team members during swim practices and meets:
  - Swimmers shall refrain from offensive, abusive or insulting language whether directed at others or not.
  - Swimmers shall be present and accounted for on the pool deck or its immediate environs during swim meets.
  - Children who are not participating on the swim team are not permitted to be in the pool during practices or meets. (This applies to the baby pool as well.)
  - All kids must leave the pool premises at 11:00 after practice, and the pool deck must be cleared.
  - All swimmers are expected to attend practice every day and to notify coaches of excused absences in advance.
  - Coaches will use their discretion based on attendance, performance, and behavior when planning meets. Swimmers who do not attend or participate in practices will not swim as many events as other swimmers.
  - Swimmers who miss their event at a meet will be spoken to by a coach. If the swimmer misses another event, a parent will be notified and the situation discussed. All communication will be documented in the coach's notebook. Participation in future meets may be limited; however, a swimmer will not be pulled from any event during the current meet.
  - Children are not to be left unsupervised at meets and behavior should be monitored.
  - Children MUST inform coaches before leaving a meet early, whether or not they are signed up to swim in later events.
  - Any child who refuses to co-operate with a coach or shows disrespect to another team member will be dismissed from the practice or meet and the parent will be notified. Any swimmer who is dismissed a second time will be suspended from the team without any refund of registration fees.
  - Each family must have one adult present at all meets and working in a volunteer position.

Swimmers who violate team rules shall be referred to the Head Coach for counseling. Violations shall be recorded in writing and, at the discretion of the Head Coach, shall be communicated to the parents. For violations deemed by the Head Coach to be significantly harmful to the team or specific others, a "three strikes" policy will be enforced.

Three significant violations in one swim season may, at the discretion of the Head Coach, result in:

- 1 Suspension from practice
- 2 Suspension from remainder of ongoing meet
- 3 Suspension from next meet
- 4 Expulsion from team
- 5 Bar to registration in subsequent season(s)

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**Parent signature (I have read and agree to comply with and support the Hollymead Swim Team Code of Conduct.)**

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**Name of swimmer(s)**