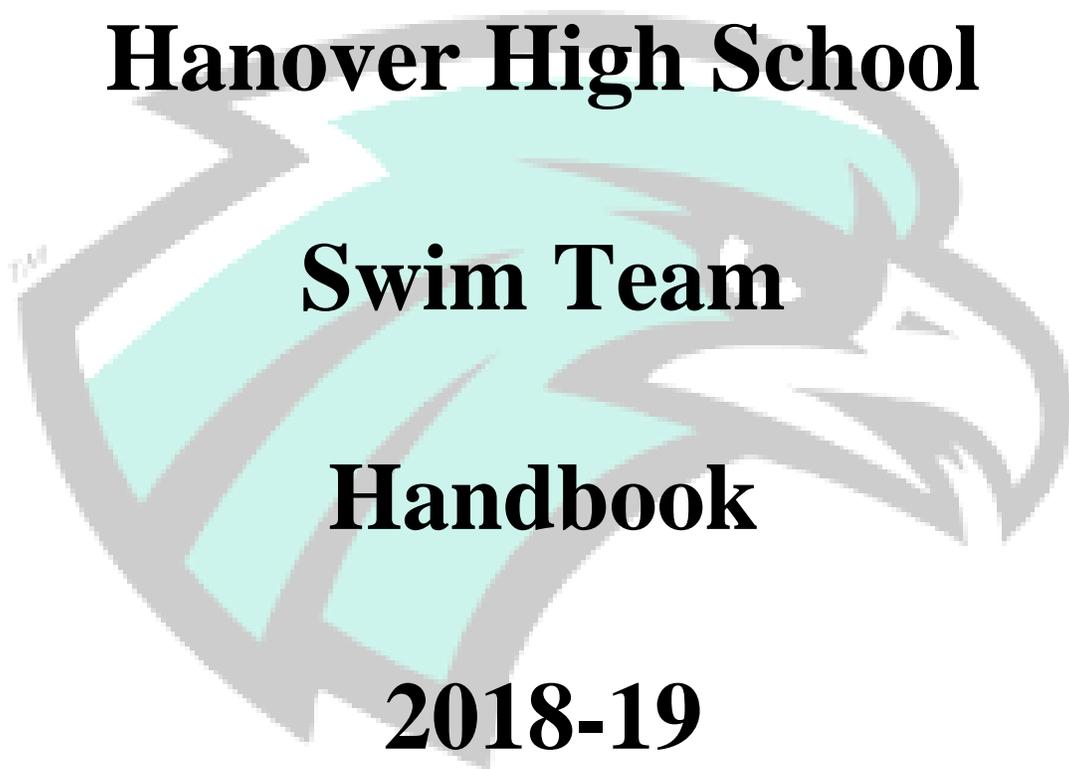


Hanover High School

Swim Team

Handbook

2018-19



Contact Information

Head Coach..... George Massey 852-8639
hswimming1@gmail.com

Assistant Coach..... Lindsey Anderson
klindseya@aol.com

Swim Team Parent Rep Marti Newton
MartiLNewton@verizon.net

Volunteer Chair..... Nora Clavell
jaclavell@aol.com

Officials Chair..... Keith Carroll
keithcarrollcpa@hotmail.com

Booster Rep..... Amy Atkinson
aatkinson@vcoy.virginia.gov

Hanover AD..... Bob Bollander 723-3700
rbollander@hcps4.hanover.k12.va.us

Websites:

[Hanover High Athletics](#)

[Capital District](#)

[Virginia High School League](#)

[USA Swimming](#)

[SwimSwam](#)

[Swim Smooth](#)

[GoSwim!](#)

[NCAA Eligibility Center](#)

Hanover High School Activity and Athletics Department

Mission

- Our mission is to provide rigorous activity and athletic programs which complement and support a challenging academic program.

Vision

- To further develop and maintain competitive and successful activity and athletic programs while promoting good sportsmanship, integrity, honesty, and an appreciation for the entire school community.

Values of Hanover High School Student-Athletes

- **Pride** --- The student activities and athletic programs at Hanover will encourage all the students, athletes, teachers, sponsors, coaches, boosters, and parents to take pride in their designated role for Hawk Athletics and Extracurricular Activities. This community pride will encourage as many students as possible to participate in athletics and extra curricular activities at Hanover High School.
- **Hard Work** – The student activities and athletic programs at HHS will develop and maintain a work ethic that is second to none. This work ethic will show in all aspects of school, from the playing fields to the class rooms.
- **Collaboration & Cooperation** – Quality athletic and extracurricular programs will establish open lines of communication and a sense of cooperation that bridges these programs with teachers, school administration, and the community.
- **Promotion** -- Quality athletic and extracurricular programs will open doors for Hanover students to opportunities after their high school careers have ended.

Hanover High Swim Team Philosophy

The Champions Creed

1. **Never** underestimate your opponent.
2. **Work** on your weaknesses until they become your strengths.
3. Remember that a great effort is usually the result of a **great attitude**.
4. **Dedicate** yourself to a mighty purpose.
5. Win with **humility**, lose with **grace**.
6. **Ignore** those who discourage you.
7. Work to **improve your moral and spiritual strengths** as well as your physical ones.
8. Remember that how you **conduct** yourself **out of the pool** is just as important as how you conduct yourself in the pool.
 9. **Talent** is God-given - **be humble**.
Fame is man-given - **be thankful**.
Conceit is self-given - **be careful**.
10. Don't ask to be deprived of **tension and discipline** - these are the tools that shape success.
11. Do **what** has to be done, **when** it has to be done, and **as well as** it can be done.
12. Remember that **when you're not working to improve**, your competition is.
 13. **Always** give your best.
 14. **Practice** like a **CHAMPION**.
 15. **Swim** like a **CHAMPION**.
 16. **LIVE LIKE A CHAMPION**.

Varsity Letter Requirements

HIGH SCHOOL ONLY SWIMMERS

1. Minimum 90% attendance at swim practices. Excused absences only. (sickness-school nurse or doctor note required, REQUIRED attendance at another high school club even such as music concert, family emergency).#

Regarding practices over Winter Break. Practices are for those swimmers who are in town and available. Missing practices over the Winter Break for being out of town will not count against varsity letter eligibility. Parents need to notify the head coach of any practices that will be missed due to travel.

2. Attendance at all swim meets, whether you are swimming or not with the following exceptions:

Regional Championships and State Championships. If you do not make the Regional or State Championship team, you do not have to attend.

Hawk Holiday Invitational. This meet is held on the first Saturday of Winter Break. If your family is scheduled to be out of town, you do not have to attend.

3. Coaches must receive satisfactory feedback from teachers regarding the conduct, involvement, and work ethic of the swimmer.

4. Meet one of the three performance requirements listed below:*

** This requirement is waived if you are a fourth year member of the Varsity swim team or are the team captain and have met all the other conditions.*

a) Score a minimum of 8 points in non-championship meets.

b) Place in the top sixteen at Regional Championship.

c) Equal or surpass two of the following time requirements:

	<u>GIRLS</u>	<u>BOYS</u>
50 FREE	30.00	26.00
100 FREE	1:10.00	1:00.00
200 FREE	2:30.00	2:14.00
500 FREE	6:30.00	6:00.00
100 FLY	1:20.00	1:10.00
100 BACK	1:15.00	1:08.00
100 BRST	1:30.00	1:20.00
200 IM	2:45.00	2:30.00

5. Represent yourself, your parents, and Hanover High School in a manner that is consistent with the expectations of the Virginia High School League, the Hanover High Student Handbook, the Hanover High Honor Code, and the Hanover Hawks Swim Team Handbook.

HIGH SCHOOL SWIMMERS ON YEAR ROUND CLUBS AND YMCA COMPETITIVE SWIM TEAMS

1. Bullet points 2-5 from above.

2. Regarding practice attendance:

3. If a year round swimmer is attending three or more practices a week, they are obligated to attend a minimum of one Hanover practice. Voluntary dryland practice on Saturdays may count as a practice.

4. If a year round swimmer is attending two practices a week, they are obligated to attend a minimum of two Hanover practices. Voluntary dryland practice on Saturdays may count as a practice.

Minimum Requirements to stay on the Swim Team

1. 50% of practices and attendance at all meets.
2. Meet the requirements of #3 and #5 above.

Practices

Swimmers need to arrive 10-15 minutes prior to the start of practice to change and prepare for the workout. Three late arrivals will count as a missed practice.

Dryland practices may be conducted on Saturdays. There are voluntary practices. They do not count toward varsity lettering.

Equipment for dryland practice: appropriate clothes and shoes for working out.

Swim practices will be conducted Mondays – Thursdays, 7:30-9:00pm at Burkwood Swim and Racquet Club (9120 Burkwood Club Drive, Mech., 730-2472) at the indoor pool (first building on your left).

Equipment for swim practice: goggles, cap (if hair impairs eyesight or breathing), towel and training suit. Swimmers should not wear the Hanover team suit to practice. They are for swim meets only.

Regarding swim practices at Burkwood: Drop off swimmers on left side of building. They can enter through the door on the left side. This enters directly on to the pool deck.

Parents, you can stay in the pool area, hang out in your car, or leave and come back.

~~~~~  
Parents, be on time to pick up your child. A coach must stay until all students have been picked up. Please be courteous and respectful in this regard.

Unless it is an emergency or a safety issue, do not interrupt coaches during practices. Send a note. See the coach after practice. If it is an issue that has you particularly upset, but it is not an emergency, it is suggested you wait 12-24 hours before speaking with the coach. Calm down, get your thoughts together, and, if possible, come to the coach with the attitude of working WITH the coach to gain more clarity and resolve the issue.

See the Season Calendar for specific information on practices. There are times when swim meets, holidays, etc, conflict with practice. This schedule is subject to change throughout the swim season. Emails will be sent out with any changes.

# Swim Meets

## Swim Meet Entries

The coaching staff is responsible for swim meet entries. There are a number of different factors that go into determining events for swimmers. A primary focus of the regular season dual meets is to move the swimmers around into different events to allow the coaching staff to have as much information as possible in an effort to build the best team for the end of season championships. The needs of the team come first. Every swimmer must be prepared to compete in any of the swim events offered in a high school meet.

## How High School Meets are Scored

In a dual or tri meet, only the swimmers in the scoring heat of an event, usually the first heat in a dual meet, can earn points for their team. Even if a swimmer in a different heat swims faster, only the designated swimmers from each team in the scoring heat can win points.

8<sup>th</sup> graders swim exhibition and must swim in a heat by themselves. They can not directly compete against upperclassmen as this may damage their Varsity eligibility.

All times (scoring, exhibition, 8<sup>th</sup> graders) are legal times and can be used to seed swimmers for future meets and qualify for meets such as Kecoughtan, Regionals, and States, as long as no other restrictions apply. 8<sup>th</sup> graders, regardless of their times, only swim the regular season dual/tri meets.

## How Points are Awarded

The number of points scored depends on how many entries are allowed from each team. Only two relay teams can score for each team in each relay event. In the event of a tie, the points for all places involved are split equally between the tying swimmers.

|                                          |                        |                                    |
|------------------------------------------|------------------------|------------------------------------|
| <i>Maximum of two entries per team</i>   | Relay Events: 6-3-1-0  | Individual Events: 4-3-1-0         |
| <i>Maximum of three entries per team</i> | Relay Events: 8-4-2-0  | Individual Events: 6-4-3-2-1-0     |
| <i>Maximum of four entries per team</i>  | Relay Events: 10-5-3-0 | Individual Events: 8-6-5-4-3-2-1-0 |

## How Many Events Can Each Swimmer Swim?

Swimmers may not swim more than 2 individual events and may not swim more than 4 events total during a meet. For example, a swimmer can swim 2 individual events and 2 relay events, or 1 individual event and 3 relay events.

In a prelims/finals championship meet such as the Hawk Invitational and the State Championship, the fastest 16 swimmers from the prelims will come back and swim again at finals.

Swim Meet Schedule

Go to [hanoverhighswim.com](http://hanoverhighswim.com) for meet schedule.

## Usual Order of Events at High School Meets

Boys usually swim first, followed by girls in each event. Heats are swum fastest to slowest. The scoring heat swims first. In a dual meet, each school has either the odd or the even lanes.

| Men |                            | Women |
|-----|----------------------------|-------|
| 1   | 200 yd/m Medley Relay      | 2     |
| 3   | 200 yd/m Freestyle         | 4     |
| 5   | 200 yd/m Individual Medley | 6     |
| 7   | 50 yd/m Freestyle          | 8     |
|     | ~ 15 Minute BREAK          |       |
| 9   | 100 yd/m Butterfly         | 10    |
| 11  | 100 yd/m Freestyle         | 12    |
| 13  | 500 yd/400m Freestyle      | 14    |
| 15  | 200 yd/m Freestyle Relay   | 16    |
| 17  | 100 yd/m Backstroke        | 18    |
| 19  | 100 yd/m Breaststroke      | 20    |
| 21  | 400 yd/m Freestyle Relay   | 22    |

## Cell Phones Use At Swim Meets

Cell phone use has become a problem at swim meets. It is distracting the swimmers from focusing on the swim meet, their own swimming, and interacting with and supporting their teammates. Therefore, the following policy has been implemented.

During regular season dual/tri/quasid meets, once on deck, swimmers may not use their cell phone until the meet has officially ended. If you need to make arrangements to pick up your child at the end of the meet, plan on arriving at 9:30pm if the meet is at Randolph Macon College. During invitational and championship meets, swimmers can use their phone for “pump up” music, taking pictures, and limited, necessary conversations with their parents. Use of the cell phone for streaming, visiting websites, and other conversations are prohibited.

The following series of escalating punishments have been put in place:

1. First violation. Cell phone will be confiscated by the head coach. If the swimmer’s parent is present, the phone will be given to the parent. If a parent is not available, the phone will stay with the head coach until the end of the meet. At that time the parent will be contacted and advised of the situation. The phone will be returned to the swimmer at that time.
2. Second violation. Same as the first violation and the head coach will request a meeting with the parent and swimmer to review the policy, find a resolution to insure future compliance with the policy, and to advise the parent and swimmer of future repercussions.
3. Third violation. Same as the first two violations and removal from the next swim meet on the schedule the swimmer is eligible to participate in.
4. Fourth violation. The Hanover Activities Director and Principal will be contacted for permission to remove the swimmer from the team for the remainder of the season.

It is highly suggested that parents hold onto their swimmer’s cell phone during the course of the regular season dual meets so they are not tempted to use their cell phone.

## **Transportation**

Parents are responsible for getting their child to and from all practices and local meets at Randolph Macon College. If you are going to drive a swimmer is not your own child, a form must be filled out. You will receive this form at the end of the first week of practices.

Hanover High will make arrangements for swim meets be held away from Randolph Macon College. Check the Meet Schedule and see if bus transportation is being arranged. If we travel by bus, we will leave from and return to Hanover High School. Pick up and drop off is usually to right of the school as you drive in. All swimmers must ride the bus to the meet, and back home unless there is an emergency situation. We are a team.

## **Team Apparel**

Swimmers will be provided swim caps as needed throughout the season and a team t-shirt.

Swimmer need to have the designated team swim suit, back suit or technical suit. These should be worn at the swim meets ONLY to diminish the 'wear and tear' on the suit and maintain its integrity.

Swimmers need to have the designated team warm-ups (jacket and pants). These are to be worn at all swim meets and other functions as designated.

Swimmers may purchase additional apparel such as beanies, sweatshirts, bags, etc.

Parents are encouraged to purchase a team polo shirt, t-shirt and/or sweatshirt to show team spirit.

## **Attire at School on Days of Swim Meet (or Fridays before a Saturday meet)**

Days of swim meets, or the Friday before a weekend swim meet, swim team members will dress according the instructions of the team captains. In the past this has meant dressing up in collared shirt and tie for the boys, and nice clothing for the girls.

## **USA Swimming Times**

If your swimmer participates on a USA Swimming or YMCA team, their times do not count for high school. Same with summer league times. Only times achieved at high school meets count.

High school times may be recognized by USA Swimming if the meet is a USA Swimming observed meet. Requirements for getting a swim meet USA Swimming observed are located on the Virginia Swimming website. In our area, this usually includes the Regional and State Championships, and the Hawk Invitational.

## Qualifying for Hawk Holiday Invitational and Championship Meets

### *Hawk Holiday Swim Invitational*

This meet is hosted by the Hanover High School swim team.

Meet usually occurs on the third Saturday in December.

Swimmers need their normal swim meet equipment and need to wear the designated team apparel. They should have money for snacks (approx \$10.00). Swimmers are encouraged to bring food and drink to have at the swim meet.

To participate in the Hawk Holiday Invitational, swimmers must meet qualifying times for individual events. Relay teams do not have qualifying times. Each team may enter two relays per event. All events are swum in the morning (preliminary session). The top 24 swimmers and 16 relays in each event advance to swim a second time in the evening (finals session).

Each swimmer may enter and compete in a maximum of FOUR (4) events, no more than two of which may be individual events. Each team will be permitted a maximum of FOUR (4) entries per individual event. The Meet Director reserves the right to adjust the number of permitted individual entries per event per team, so as to best serve the needs of competing athletes.

Swimmers may qualify using times achieved from previous high school years and current season.

Even if your child does not qualify for the meet, plan on attending and volunteering. This is our primary fundraiser.

#### **HAWK HOLIDAY INVITATIONAL SWIM MEET ORDER OF EVENTS AND QUALIFYING TIMES**

| <u>EVENT</u>                                                                                  | <u>QUALIFYING TIME</u> |
|-----------------------------------------------------------------------------------------------|------------------------|
| 1 -- BOYS 200 YARD MEDLEY RELAY                                                               | NO TIME                |
| 2 -- GIRLS 200 YARD MEDLEY RELAY                                                              | NO TIME                |
| 3 -- BOYS 200 YARD FREESTYLE                                                                  | 2:15.00                |
| 4 -- GIRLS 200 YARD FREESTYLE                                                                 | 2:35.00                |
| 5 -- BOYS 200 YARD INDIVIDUAL MEDLEY                                                          | 2:32.00                |
| 6 - GIRLS 200 YARD INDIVIDUAL MEDLEY                                                          | 2:50.00                |
| 7 - BOYS 50 YARD FREESTYLE                                                                    | 27.00                  |
| 8 - GIRLS 50 YARD FREESTYLE                                                                   | 31.00                  |
| <b>10 MINUTE BREAK AT FINALS FOR SPIRIT COMPETITION</b>                                       |                        |
| 9 - BOYS 100 YARD BUTTERFLY                                                                   | 1:10.00                |
| 10 - GIRLS 100 YARD BUTTERFLY                                                                 | 1:25.00                |
| 11 - BOYS 100 YARD FREESTYLE                                                                  | 59.00                  |
| 12 - GIRLS 100 YARD FREESTYLE                                                                 | 1:08.00                |
| 13 - BOYS 500 YARD FREESTYLE                                                                  | 6:00.00                |
| 14 - GIRLS 500 YARD FREESTYLE                                                                 | 6:40.00                |
| <b>10 MINUTE BREAK AT FINALS TO ANNOUNCE SPIRIT AND BEST DRESSED FOR SEASON AWARD WINNERS</b> |                        |
| 15 - BOYS 200 YARD FREESTYLE RELAY                                                            | NO TIME                |
| 16 - GIRLS 200 YARD FREESTYLE RELAY                                                           | NO TIME                |
| 17 - BOYS 100 YARD BACKSTROKE                                                                 | 1:10.00                |
| 18 - GIRLS 100 YARD BACKSTROKE                                                                | 1:20.00                |
| 19 - BOYS 100 YARD BREASTSTROKE                                                               | 1:20.00                |
| 20 - GIRLS 100 YARD BREASTSTROKE                                                              | 1:30.00                |
| 21 - BOYS 400 YARD FREESTYLE RELAY                                                            | NO TIME                |
| 22 - GIRLS 400 YARD FREESTYLE RELAY                                                           | NO TIME                |

### ***4B Regional Championship***

This meet occurs no later than the 2<sup>nd</sup> Saturday of February. If the meet is held outside the Richmond area, this will be a team travel event. Coaches and swimmers travel by bus to and from the meet.

Swimmers need their normal swim meet equipment and need to wear the designated team apparel. They should have money for food and drink (approx \$15.00). Swimmers are encouraged to bring food and drink to have at the swim meet.

Qualifying. Teams are allowed a minimum of three individuals in each event and one relay per event. Swimmers may also qualify by achieving the qualifying standard. See the team website at [hanoverhighswim.com](http://hanoverhighswim.com).

### ***4A Virginia State Championships***

This meet occurs after Regionals and no later than the 3<sup>rd</sup> Saturday of February. Travel plans will be determined based on location and the number of swimmers participating.

This is a prelims/finals meet. Everyone swims in prelims. The top 16 swimmers in each event qualify for finals. The top 8 swim in the finals heat, while swimmers 9-16 swim in the consolation heat. What this means is that the top 8 swim against each other for their final placing in the event (8<sup>th</sup> seed could move up to 1<sup>st</sup> place if they win the heat). Swimmers seeded in the consolation heat are swimming for place 9<sup>th</sup>-16<sup>th</sup>. Even if they achieve a faster time than someone in the finals heat, they can not move up any higher than 9<sup>th</sup> place.

Swimmers need their normal swim meet equipment and need to wear the designated team apparel. Swimmers should have \$15.00 for food and drink and are encouraged to bring food and drink to have at the swim meet.

Qualifying. A swimmer may qualify for States in one of two ways. One, place in the top five at the Regional Championship. Two, meet or exceed the State qualifying standard. See the team website at [hanoverhighswim.com](http://hanoverhighswim.com).

# Parents

There are a number of ways for parents to get involved.

## **Swim Meet Volunteer**

At every swim meet, it takes dozens of parents to officiate and serve as timers. Everyone, including the certified officials, are volunteers. Here's a general idea of who does what and how many people it takes. Please offer to help at every meet you plan attend.

## **VHSL Certified Officials**

Referees, starters and stroke and turn judges should be certified Virginia High School League Officials. To become certified, each year they must participate in a on-line clinic, pass a test and pay a \$40 fee which includes the cost of the rulebook (Hanover High School will reimburse you for the cost). Experience in summer league or US Swimming is helpful but not necessary. Officials wear their VHSL patch, blue shorts, pants or skirts; and white tops when they are officiating. Home teams are expected to provide a referee, starter and two stroke and turn judges. Visiting teams are asked to provide at least two stroke and turn judges.

***Referee:*** Is responsible for running the meet, resolves questions and verifies all disqualifications and the final meet score.

***Starter:*** Announces events, starts heats and recalls false starts.

***Stroke and Turn Judges:*** Observe swimmers in their jurisdictions (a designated area of the pool) to ensure that they are in compliance with stroke and turn rules. If they see a violation, they must raise their hand and report what they saw to the referee. The referee will confirm the disqualification or overrule it.

***Timers:*** The most important people at a swim meet. There are usually two to three timers in each lane using stop watches. If touch pads are used, they may operate a button that is connected to the electronic timing system and a stop watch. Each team is asked to provide half of the timers needed for dual meets. That usually means Atlee must provide 12 timers at most dual meets to cover an 8-lane pool.

***Head Timer:*** Assigns timers to their lanes and operates two stop watches as backup watches in the event that a lane timer missed a start or stopped a watch too early. Assigned by the home team.

***Runner:*** The home team provides runners who pick up the timers cards after each heat is swum. They may also be asked to collect disqualification slips from the stroke and turn judges.

***Sweeps Judge:*** Each team provides one sweeps judge who stand at opposite sides of the finish end of the pool and record the order of finish, that is who came in first, second, third, etc.

***Scorer:*** This person reviews all of the time cards for each swimmer and determines the official time, place and points. Each team usually provides a scorer to ensure fairness. The referee resolves any discrepancies.

## Parents cont'd

### **Two – Swim Team Board or Committee volunteer**

The swim team has a Parent Board that provides guidance on the direction of the team and leads committees to run the dry (administrative) side of things so the coaches can focus on the wet (swimmers, practices and meets) side. You can get involved by joining the Swim Team Board or and/or becoming a member on one of the committees. Contact the head coach or Parent Rep.

### **Three – Fundraising**

Fundraising is an important part of the high school swim team program. We are the ONLY Hanover High sports program that has to rent a facility for practices and meets. Therefore, it is important that we work to help alleviate some of this cost and show our commitment to the program.

Secondly, funds we raise help to pay for necessary equipment that needs to be purchased, repaired or replaced. Consider this a capital investment fund. In the past we have purchased stopwatches, lap counters, disqualification cards, a bell, swim software, and medicine balls.

Third, your fundraising helps to fund additional swim meets, apparel items such as swim caps and t-shirts, and other unique opportunities for the swim team.

The primary fundraising event for the swim team is financial donations and sponsorships through the Hanover Hawk Swim Invitational.

Other opportunities to fundraise include sponsorship dinners at local eateries.

If you have any other ideas on good fundraising opportunities, please contact the head coach.

### **Four – Support**

#### **TEN COMMANDMENTS FOR SWIM PARENTS**

- I. Thou shall not impose thy ambitions on thy child.
- II. Thou shall be supportive no matter what.
- III. Thou shall not coach thy child.
- IV. Thou shall only have positive things to say at a competition.
- V. Thou shall acknowledge thy child's fears.
- VI. Thou shall not criticize the officials.
- VII. Thou shall honor thy child's coach.
- VIII. Thou shall be loyal and supportive of thy team.
- IX. Thy child shall have goals besides winning.
- X. Thou shall not expect thy child to become an Olympian.

#### **FINAL NOTES**

1. Communicate! Email, phone, text, face to face.
2. Maintain perspective.
3. Reward the effort, not the outcome.
4. Destiny is no matter of chance. It is a matter of choice. It is not a thing to be waited for. It is a thing to be achieved.” -- William Jennings Bryan