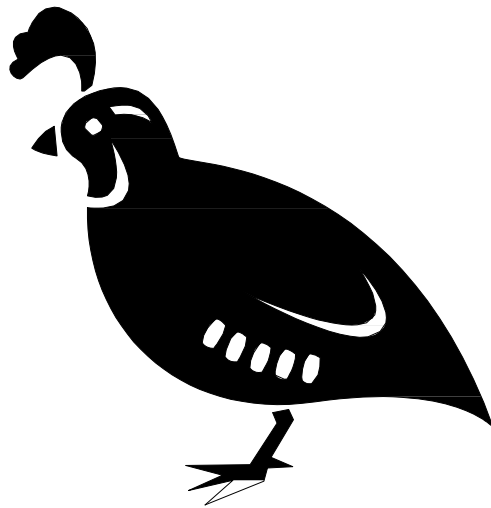


# *Quail Hollow Swim Team*



***2014  
Handbook***

# **Mission:**

Our team mission is to comply with the purpose of the Columbia Swim League. We will provide opportunities for competitive swimming for ages 4 – 18; provide instruction and practice in competitive swimming and diving skills; provide qualified coaches for such instruction, practice and competition; and instill in the swimmers a high sense of fair play and sportsmanship.

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# Parent Responsibilities

1. Pay your swim team dues no later than the deadline date specified on the website to keep from paying the online system automatic late fee, \$25 per swimmer. No refunds will be made after May 23rd.
2. Ensure your child attends practice regularly and on time. Please pick up your child promptly after their designated practice time. Our coaches were not hired to baby sit. If your child will miss practice, please let the head coach know in advance.
3. If parents would like to stay for practices, please do so without interfering with the coaching staff. If coaches need your assistance, they will find you. If you have questions for the coaching staff you need to either ask immediately after your swimmers scheduled practice time or email the head coach at [qhs swimteam@gmail.com](mailto:qhs swimteam@gmail.com)
4. For all swim meets, parents should ensure their swimmer(s) arrive on time for warm ups and in proper attire to compete. If for any reason you are not able to purchase the team suit, a solid black or green suit is acceptable.
5. **All** Parents must fulfill their Parents Worker Responsibilities, see Parent Worker Section.
6. Communication – Check your email and the team website. Any changes to schedules, workers for meets, social events, etc., are sent frequently throughout the season. Feel free to contact Janis Baker at 920-7309, or email [qhs swimteam@gmail.com](mailto:qhs swimteam@gmail.com) with any suggestions, concerns, or questions you may have. If you supply your cell number during registration you will be able to receive texts for the latest news and updates.

# Swimmer Responsibilities

1. Every swimmer needs to respect and obey all pool rules for the safety of all.
2. Any damage or vandalism to the facility may result in financial liability of the swimmers parents. This may also lead to the swimmer being asked to leave the team.
3. Swimmers are responsible to have the needed equipment for practices and swim meets.
4. Team suit, cap, and goggles are required, and must be worn at all swim meets. In the event your cap or goggles break, plan ahead and have an extra of each in your swim bag. We will have a few extra team caps available at the meets and charges will be billed to your parent's account.
5. Swim Attire Logos: Please remember not to wear competition attire that represents any team other than your summer league team – no year around, high school, or college team items may be worn on deck at any meet. Wearing a suit or cap with any high school or year around name or logo is not permitted, and will lead to an automatic DQ (disqualification).
6. Be sure all your towels, t-shirts, sweatshirts and any other items are clearly marked with your name, as many swimmers have the same items.
7. Swimmers should be on their best behavior at all times to represent Quail Hollow Swim Team in an exemplary fashion.

Swimmers are expected to:

1. Show respect for all participants and staff.
2. Be respectful and refrain from using foul language.
3. Refrain from causing physical harm to other participants or staff.
4. Show respect for equipment, supplies and facilities. Always clean up your team area at home and away meets.

# Parent Worker Responsibilities

In order to have an organized, fun, and successful season, our team depends on the time and energy of parent workers. The swim team needs over 300 workers during the season to run each meet, (30 plus parents for home meets and 15 plus parents for away meets). Each family is required to serve a **minimum of 4 times**. *This does not mean that after 4 times you are finished.* Depending on many factors throughout the season, you may be needed to volunteer more. Please step up and help our children have a wonderful swim team experience this summer.

Thank you in advance for serving. When we all share the load, everyone has a great time! Remember without parent workers the meets cannot and will not happen.

Here is some basic information then followed by the job descriptions of each job.

1. **BE ON TIME.** Be checked in at the worker table at the specified time for the job. If you will be **LATE**, it is your responsibility to get another swim team parent to check in for you and work your job until you arrive.
2. Your job will not be over until the meet is over. Some jobs include putting things away after the meet. Sometimes your swimmer(s) will be done before your job is over. Please do not leave early.
3. Parent Worker positions are on a first come, first serve basis. In the event you neglect to fulfill your requirement, you will be assigned a position and are required to fulfill it or find a replacement and notify the volunteer coordinator.
4. It is your responsibility to find a swim team parent to work for you if you cannot work a meet that you signed up for. When you trade meets, please email Susan Ruinen at [sruinen@aol.com](mailto:sruinen@aol.com) with your name, volunteer position, who you are trading with, the date(s) of the meet(s) you are trading, both of your cell phone numbers and both emails. You **MUST** email us at least 12 hours before the meet you are trading.
5. If your swimmer is sick or you cannot work your job at the last minute, we still need you to take responsibility and find another swim team parent to take your place and notify the parent worker coordinator.
6. Job descriptions:
  - A. Clerk of Course** (begins at 5:45-until): How would you like to get to know a lot of wonderful swimmers? Help with the clerk of course, and you will know their names quickly. You will be given an order of events, and your job will be to make sure that the swimmers are in place before each event starts.
  - B. Timer** (begins at 5:30-until): You may get a little wet doing this job, because you get to stand at the end of a lane with a stop watch. You will be able to see the action as it takes place. If you like to cheer for the kids, then sign up to be a timer.

**C. Head Timer** (begins at 5:30-until): This job is extra special because you get to hold and start two stop watches. Your job is to make sure that all timers are in their lanes. You will also have the responsibility of replacing watches that don't work or those that were not started at the correct time. You are also responsible for collecting all of the team stop watches at the end of the meet.

**D. Runner** (begins at 5:45-until): Do you like to exercise? This is the perfect job as you will be required to walk from the starting blocks to the scorer's table with the time sheets from each lane. If you can walk and hold a piece of paper, then you can do this job.

**E. Awards Clerk** (begins at 6:15-until): Can you peel and stick and keep track of blue, red and white? Then your job will be to place the stickers on the ribbons for our swimmers who place in the races.

**F. Concessions** (begins at 4:30-until): Do you like to talk to people and don't mind handling money? Then sign up to work in the concession stand. You will be the most popular volunteer at the meet.

**G. Marshal:** This job requires you to enforce Quail Hollow pool rules and keep the place clean. Keep an eye out for deck trash, bathrooms, creek, etc.

**H. Starter** (begins at 5:30-until): If you are not shy and like to speak into a microphone, then you may be interested in this job. You will be responsible for starting the races. These jobs is for someone who has been stroke and turn judge for at least two years, has some experience, and attended the required training through the league.

**I. Stroke and Turn Judge** (begins at 5:30-until): **Our team is in great need for a minimum of 8 -10 parents to fulfill this position!!** You will need to attend a 45 minute training session before the season start to learn the strokes and the turns. You will be the one disqualifying a swimmer if he/she does not follow the rules. Navy blue shorts and a plain white shirt are required. If you are interested in being a Stroke and Turn Judge, please watch for further information from Jim Eish, Team Referee.

**J. Referee** (begins at 5:30-until): This job is for someone who has been a stroke and turn judge for at least two years and has attended the required training through the league. The main responsibility is to make sure all rules are followed and that the meet runs smoothly.

**K. Scorer** (begins at 4:45-until): If you like working with computer programs, then this might be the job for you. You will enter the event times into a computer so that the results of the meet can be given at the end of the meet. Our head scorer will walk you through the steps.

**We can't host or attend meets and will be forced to forfeit if we do not have the required number of ALL volunteers!!**

# Swim Practice Expectations:

1. It is essential for swimmers to attend as many practices as possible. There will be practice rain or shine. When it rains coaches may elect to have dry lands under the shelter or will use the time to have a team meeting. Inclement weather does not mean that there is no practice.
2. Swimmers are asked to arrive at least 10 minutes early for practice. This will give the swimmer ample time to gather his equipment, use the restroom, etc. Swimmers are to be behind the lanes at the start time of their scheduled practice, not just arriving to the pool.
3. Swimmers should bring their own goggles and caps in good working order. All equipment should be labeled. Swimmers are highly encouraged not to wear their team suit or cap for practice. Visit our website under helpful information and links and check out [swimoutlet.com](http://swimoutlet.com) or [swimmerschoice.com](http://swimmerschoice.com). The “Grab Bag” options are perfect for practice suits on these websites.
4. Swimmers are expected to stay for the entire practice. Some of the most important sets come at the end of practice.
5. No horseplay at practices, at all. Courtesy and good listening skills are necessary for a successful practice. Our team has an average of 100 swimmers and good manners help support a coaching environment that is effective for everyone.
6. Year around swimmers are expected to attend practice at least twice a week to allow your teammates the opportunity to know who you are. You must attend Quail Hollow practice on day of “A” meets.

# Swim Meets - Expectations & Etiquette

“A” meets are scored meets and the fastest seeded swimmers will swim. The points our team earns at each “A” meet and at City Meet go towards our season total number of points and ranking within the Columbia Swim League. The Coaches will enter three swimmers per individual event, and line up relay teams. Every effort will be made to enter ALL swimmers in at least one individual event in each “A” meet.

“B” meets are more of a practice meet and an opportunity for swimmers who do not get to swim multiple events at “A” meets. Swimmers are encouraged to swim at least 3 events. There are no relay events at “B” meets.

1. The head coach will send an email prior to each “A” meet for you to declare your swimmer(s) will be participating in the upcoming meet. Make sure to reply by the deadline date to ensure your swimmer(s) is/are included in the meet line up.
2. If your child becomes ill the day of meet and will not be able to swim, please notify the head coach at [qhswimteam@gmail.com](mailto:qhswimteam@gmail.com) and Rosemary Wilson at [rlwilson@sc.rr.com](mailto:rlwilson@sc.rr.com) as soon as possible to schedule accordingly.
3. Not attending (without notification) an “A” meet that you declared your swimmer(s) to participate in, will prevent you from swimming in the following “A” meet.
4. Swimmers need to be at the host pool by 4:45 for home meets and 5:00 for away meets. Once you arrive, check-in with a coach. If not, you will run the risk of being scratched from your events which will not only affect you but your teammates.
5. Remain at the swim meet until the end and participate in all scheduled events unless other arrangements have been made with the coach. Leaving early and not swimming in your events and/or relays will earn the same consequences as not showing: You will not be allowed to participate in the following “A” meet.
6. Jewelry and Chewing Gum – Believe it or not, either of these will get you disqualified. Do not wear jewelry to the swim meet and do not chew gum!
7. During swim meets, stay in the designated team area during entire meet. Bring cards, puzzle books, books, games or other activities to keep entertained while waiting for events to begin. Do not go into the baby pool, shallow area, or deep wells of any pool during meets.
8. It is important that you check in with the Clerk of Course at “A” meets. Swimmers should know the events they are swimming prior to the start of the swim meet (the lineup will be posted in the designated team area) and have the event numbers written on their hand. Swimmers should pay attention and be available for all events in their age group, in case the coaches need to make a last minute change or addition.
9. You may **not**, for any reason, leave the designated team area without permission from the Clerk of Course parent volunteer in charge, or a coach. They should always be able to locate you at a meet.



10. During all home meets swimmers are not allowed upstairs to watch the meet.
11. "Quiet for the Start!!" Swimmers, parents and guests will hear this announcement many times during a meet. Quiet at the start permits all swimmers to have an equal opportunity to hear the starter. Also, if the starter must constantly ask for quiet, it slows the meet down quite a bit. Please, when the whistle blows be "Quiet for the Start!!".
12. Some meets are held at neighborhood pools with small parking lots or street parking only. Please be considerate of the homeowners in these areas. Please do not turn around in residents' driveways, block driveways or mailboxes, or cut through residents' yards. It is imperative to observe and respect Handicap Parking spaces reserved for special needs families. Violators will be towed at their own expense.
13. When we host meets, please leave the front two rows of parking open for the guest team. There is ample parking for our families in the back section closest to tennis courts, along river bank, front of tennis courts, and street side.
14. Provide support and encouragement for your child as well as all swimmers during practices and swim meets.

# Sportsmanship:

Our team has been a recipient of the Columbia Swim League's Sportsmanship Division Award 7 of the past 12 years between the various divisions we have been in. To help everyone understand the scoring system, please review the summary of each category below.

## **Swimmers:**

Swimmers support team members in a visibly positive way and display good sportsmanship to opponents (e.g.; shake hands, wish other luck, stay in the water until all swimmers are done, congratulate others for good swims, etc.). Swimmers do not display rudeness, brag in a negative manner, or make negative comments about officiating or other team.

## **Coaches:**

Coaches display positive encouragement to all swimmers, encourages team spirit and sportsmanship, work to facilitate meet efficiency, prepare and submit line-ups on time, greet opposing coaches, and are courteous in speaking to officials, scorers, clerks of course, and other meet volunteers. Coaches are not negative with swimmers, do not complain about officiating, and are not rude with volunteers.

## **Parents:**

Parents encourage their own team and good performance by opponents. Parents volunteer in sufficient numbers to staff meet, follow pool rules, and stay out of the way of meet workers. Parents do not make negative comments or accusations about the other team, facilities, or officials.

## **Officials:**

Officials attend to all races and swimmers of both teams equally, follow league and USA guidelines for explaining disqualifications to coaches only, and clearly attempt impartiality. Officials do not discuss meet with spectators, ignore some races while carrying on private conversations, focus more on some lanes than others, or make negative comments about either team or other officials.

## **Team Reps:**

Team representative contacts opposing team's representative prior to the meet; ensures entry event file and line-ups are submitted on time; ensures volunteers and equipment are in place and ready for the meet; works in a helpful manner to correct any issues or problems before, during, or after the meet; is positive and courteous to opposing team representative, coaches, swimmers, and volunteers.

## **Severe Weather:**

Meets can be cancelled when weather is a factor, but this rarely happens before the start time of a meet. The referee of the host team makes the decision for A meets, therefore; it is important to arrive on time, rain or shine, and please do not leave if a storm approaches during an “A” meet, until notified by a coach or referee that the meet has been cancelled.

The coaches spend multiple hours scheduling the line up for “A” meets. If you leave prior to the meet being cancelled, it generates unnecessary chaos for them and the head scorer and holds up the meet and may lose points for our team.

For the safety of all while in commute to the meet location, please do not call coaching staff and ask if a meet is cancelled. If a meet is cancelled beforehand, you will receive an email from the head coach.

## **Team Dinners:**

After “A” meets we will have designated restaurants, or on site events for our families to voluntarily participate in, and is a time where our coaches, swimmers, and parents can enjoy a little fun time outside of practice and meets. When we have off site dinners, parents are required to supervise or ask another parent to supervise their swimmer(s) and ensure they are properly dressed. We take pride in our team, and also ask you to make sure to clean up after yourself whether you are at a restaurant or at the pool.

For our coaching staff, we collect monetary donations to cover their meals for the season. If you would like to contribute, please give to Janis Baker.

## **Ribbons:**

Ribbons will be filed and available by the following Monday after an “A” meet, sometimes sooner. Swimmers will receive a Personal Best Ribbon every time they achieve a new best time. When checking for ribbons, please do not remove your envelope from the file box.

## **City Meet:**

We encourage all of our swimmers to participate in the City Meet Championships. It is a great experience and a lot of fun!! All 26 teams in the Columbia Swim League come together and compete at USC, Solomon Blatt PE Center. The sessions are broken down by age group and swimmers can compete in up to 3 individual events, 100 IM (9 and up), and relays (Coaches will decide relays). There will be more information to come during the swim season.

# Swimmer's Code of Conduct

- I will treat all swimmers, coaches, staff, officials, and parents with respect and dignity.
- I will show up on time for practice and be ready to get into the water at my assigned practice time.
- I will refrain from inappropriate behavior, language, and subject matter during all swim team events including practices, meets, and special events.
- I will display a positive, upbeat attitude towards fellow swimmers, coaches, officials, and parents.
- I acknowledge that I am part of a TEAM and will support Quail Hollow and all of its members.
- I will exemplify fair play and sportsmanship during practice, swim meets, special events, and City Meet.
- I understand the following discipline policy may be enforced depending on the situation(s).

*1<sup>st</sup> Offense:* Warning to swimmer and parents will be notified.

*2<sup>nd</sup> Offence:* Removed from practice and a meeting with the swimmer, parent(s), and Head Coach.

*3<sup>rd</sup> Offense:* Suspended for 1 A meet.

*4<sup>th</sup> Offense:* Removed from Team.

I have read and understand the swimmer's code of conduct:  
(Swimmers 9 and up must sign)

Swimmer \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_