



Huntwick Patriots Swim Team 2022 Handbook

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About the Huntwick Patriots

The Patriots swim team has been a part of the fabric of Huntwick for more than 40 years, and we are excited to begin the new season!

As a family-focused, volunteer-run organization, we are committed to the long-term growth of our swimmers while promoting swimming enjoyment through high-quality competition for children ages 4 through 18.

Our goal is to safely provide every swimmer the opportunity to develop self-confidence, good sportsmanship, discipline and a sense of teamwork through competition. Success isn't entirely measured through winning, but rather through the physical and emotional growth of the Patriot swimmers on our team.

Welcome Aboard! Or, Welcome Back!

Whether this is your first or your thirteenth-year swimming, we are glad to have you on board! Having your children participate in swim meets might seem like a daunting task, but we have plenty of families that are willing and able to help you navigate through the season and beyond. In addition, this packet includes information meant to help you and your swimmers have the best season, as well as clarify all requirements for both swimmers and parents and guardians alike.

Please take the time to read through all sections of the Handbook, and if you have any questions please contact any of the board members listed at the end of this document.

Swimmer Eligibility Requirements

The Huntwick Patriots Swim Team is part of the Northwest Aquatics League (NWAL). As members of this league we compete under NWAL's rules and regulations. For more information on NWAL or to download the official rulebook, please visit <https://www.nwal.org/>.

Age Groups

Eligibility for an age group is determined by the swimmer's age as of the end of the day on May 31 of the current year. Swimmers aged 4 to 18 are eligible to swim in meets for the team.

Swimmers are separated by gender into the following age groups: 6 and under, 7 to 8 years, 9 to 10 years, 11 to 12 years, 13 to 14 years, and 15 to 18 years.

Minimum Swimming Competency Requirement

All swimmers must be able to swim one (1) length of the HRF pool (25 meters) in two (2) minutes or fewer. During the week of first practice, each swimmer will be timed to verify. If a swimmer is unable to complete the test swim in the time provided, the swimmer will be put on probation. Probationary swimmers:

- Will **NOT** be allowed to practice with the team. The Board encourages probationary swimmers to take swim lessons at local instructional areas such as the Aqua Tots, FINS, or PACK to reach the minimum swim requirement

- Will have until the weekend of the practice meet (approximately two (2) weeks later) to be retested. If the probationary swimmer is still unable to demonstrate the swimming requirement after retest:
 - The swimmer may stay in probationary status and continue to take outside swim lessons to retest later. If electing to stay in probationary status after the first retest the swim team dues become non-refundable.
 - Or, the swimmer may elect to not swim for the team. The family will be refunded the dues for this swimmer in full.

Allowable Exemptions to the Minimum Swimming Competency Requirement

First and foremost, the Huntwick Patriots Swim Team is a neighborhood and family-oriented organization. Whereas safety is always paramount when dealing with swimming, the ultimate goal is to be as inclusive as possible so that all children that want to swim competitively are afforded that opportunity.

The NWAL rulebook found at <https://www.nwal.org/>, and it offers guidelines and recommendations for officiating swimmers with disabilities. As an NWAL league, we aim to follow these recommendations whenever possible for the betterment of our individual swimmers and for the team, and the Board will allow exemptions to the Minimum Swimming Competency Requirement as deemed fit.

Huntwick Recreation Facility (HRF) Membership

All families must be **Full Patrons** of the HRF, and each family membership **must be active and in good standing**. If you are unsure as to the status of your current membership, please contact admin@huntwickwater.com.

Fees

Swim Team

Swim team dues are \$80 for the first swimmer, \$70 for the second, \$60 for the third and fourth swimmer, and \$30 thereafter. Swimmers ages 15 to 18 pay \$30, but do not count as a first through fourth swimmer.

As part of the registration fee, all swimmers will receive a free Patriots team t-shirt. In addition, all swimmers aged 6 and under will receive a participation trophy.

In addition, each family will be charged \$20 at time of registration to help with concessions for home meets and the awards ceremony.

HRF

HRF membership dues are also required, but will not be collected until the earlier event of:

- a. all family swimmers have passed the swimming competency test, or
- b. the family elects to keep any swimmers in probationary status after the first retest event

More information and a schedule of fees for the HRF can be found at:

<https://www.huntwickwater.com/recreation-facilities/join-hrf/>

Refund Policy

Patriot swim team dues are fully refundable up the Friday before the first meet. Swim team dues become non-refundable on the day of the first meet.

Per HRF regulations, HRF Membership dues are non-refundable.

Volunteer Requirements

Our team is only as good as the volunteer parents and guardians that work in it. Any successful swim season requires a tremendous amount of personal time and resources from all families, and we need each and every family to help do their part.

Each family will be required to place a \$250 volunteer deposit during registration (per family, not per child). This deposit must be made in a separate check made payable to the Huntwick Patriots Swim Team. Each family must volunteer for **at least four (4) volunteer shifts** for the 2022 season, including time trials. If the family earns all credits by the end of the swim season after the awards ceremony, the check will be returned or it can be donated to the team.

Note: Families that have parents or guardians that are NWAL officials are exempt from this volunteer requirement, as long as they are able to officiate for at least two (2) meets. More information on officiating can be found in the next section.

Section Leads will keep track of the credits for each family to get credit at the end of the season and have their volunteer deposit returned. Any volunteer who misses their assigned duty without notifying the Section Lead and without having back-filled the assignment will have those credits deducted from their season total.

A list of all volunteer positions and a short description of each can be found at the end of the handbook.

Officiating

The Huntwick Patriots always encourage parents and guardians to become NWAL-certified officials. Becoming a certified official requires passing an online test administered by NWAL. It takes approximately 16 officials to run a swim meet, with half coming from each team. And again: families that have parents and guardians that are NWAL officials are exempt for the volunteer requirement.

For more information, please e-mail huntwick.swimming@gmail.com, or contact any of the Swim Team Board members listed at the end of this handbook.

Merchandise

Team suits are recommended, but not required for swim meets. It gives the swimmer a sense of belonging to the team and fosters team spirit among the kids. It also makes it easier to identify Patriot swimmers and cheer them on during the meets. Swim caps are optional.

Suits will be made first available for try-ons and purchases during the second day of swim team sign-ups.

Our swimsuit vendor for this swim season is:

D&J Sports
11407 Spring Cypress Road, Suite 100
Tomball, TX 77377
281-370-7946
houston@djsports.com

Huntwick Patriot Spirit items will be made available through the team vendor, Stellar Customs:

<http://www.facebook.com/stellarcustoms>
email: stellarcustomsLLC@gmail.com

Friday Fun Nights

Some of the best parts of the Patriots swim team are the family spirit, camaraderie, and fellowship that we share as parents, guardians, and neighbors. For the three weekends that we have home meets, we designate the preceding Friday as Friday Fun Night (FFN). Held from 6pm to 9pm, we invite all Patriot families to the HRF for an evening of potluck dinner, drinks, and open swim for both the kids and adults. FFNs are a great way to get to know the other Patriot families and are also a great way for your kids to have fun and get loose before the Saturday meet. The dates for the FFNS can be found in [Appendix A](#). More information on the Friday Fun Nights will be e-mailed as we get closer to the season.

Swimmer Participation Requirements

Practices

Swim team practice is an extremely important part of improving swimming technique as well as preparing for the upcoming meets. Practices are held at the HRF on Monday through Thursday, following the schedule in [Appendix A](#). Absences affect everyone on the team, so swimmers should make every effort to attend practice.

Swim Meets

These are also called dual meets. A dual meet is a swim meet that includes the Huntwick Patriots and one opposing team. There will be a dual meet against each opponent in our division.

Participation in swim meets is voluntary, but it is your responsibility as a parent/guardian to inform the coaching staff and/or Board of Directors no fewer than 48 hours before the scheduled swim meet if you will **not** be competing in any of the three (3) regular season swim meets.

Invitationals

Participation in the Invitational meets (All-Stars and Ponderosa) is solely based on the swimmer's times during the season. Any swimmers who qualify are extended an invitation to participate in the Invitational meets, and their entry fee is paid for by the Huntwick Patriots swim team.

Order of Events

Regular season swim meets generally last around 5 to 6 hours. Each event will start with the youngest group of girls in each event and work up through the age groups, alternating girls and boys. The distance of each event depends on the facility pool and is either in meters or yards.

1. 100m individual freestyle
2. 6 and under freestyle relay
3. Team medley relays
4. Individual freestyle
5. Individual breaststroke
6. 6 and under individual backstroke
 - a. this is the last 6 and under event for the day
 - b. This marks the end of the 1st shift**
7. Individual medley
8. Individual backstroke
9. Individual butterfly
10. Team freestyle relay

Seeding, Scoring and Disqualifications

Each individual swimmer may swim no more than three (3) individual events. In addition, each individual swimmer may swim no more than one (1) freestyle relay and one (1) medley relay.

The participation of your child in specific individual events and/or relay teams is at the sole discretion of the coaches. The Patriot coaches make the final decisions on event participation and reserve the right to make changes up to and including at the time of the event.

All swimmer entries will have the fastest official times listed on them. Swimmers will be placed such that the heat progression occurs from slowest to fastest. In some instances, a swim team may be able to field more than one relay team.

Scoring in dual meets is as follows:

Event type	Scoring
Individual events	6 places, with points: 7, 5, 4, 3, 2, 1
Relays	2 places, with points: 7, 3

When competitors tie, the points of the places involved will be added together and equally divided amongst the tied swimmers.

Disqualifications are part of every swimmer's season. If a swim team official notices a stroke infraction, then the swimmer will be disqualified from that event. As the disqualified swimmer exits the pool, an official will notify the swimmer as to what infraction occurred. **Be sure to support your swimmer on their performance even when a disqualification occurs!** The coaches will note all disqualifications and will work with the swimmer and team in the following practices as needed.

If there are any protests or complaints on your child's placement on relay teams, or on calls such as disqualifications, DO NOT address the officials or coaches directly. Please follow the complaints procedure as stated below.

Grievances and Complaints

The Patriots swim team is run by volunteers whom are all trying to do the best job that can be done while balancing work and family responsibilities. We want each family's experience with the team to be as rewarding and positive as possible, but we recognize that situations can arise from time to time. Negative comments and public complaining can quickly erode an organization from within, potentially causing long-term damage. If you have a problem we encourage you to bring it the attention of the Swim Team Board so that they may try to address it to your satisfaction. We ask you strictly adhere to the resolution guidelines as outlined below:

1. Arrange an appropriate time with any of the Board of Directors. An e-mail or a phone call are both appropriate methods for scheduling a discussion.
2. Discuss your issue in a positive and constructive manner.
3. The Board of Directors will then determine the appropriate next steps.

During/after practices or swim meets are never an appropriate place to approach any coach with a concern or a complaint without following the procedures above. Any families found in violation of these rules will be subject to the consequences listed in the next section.

Consequences of Behavior

At any Huntwick Patriots event, practice, or competition, any adult or child who verbally abuses, physically assaults, attempts to intimidate, is flagrantly rude to, or does not control their language or actions with a participant, official, coach, spectator, or board member will be asked to leave the event. He or she will receive written warning within 72 hours regarding their behavior. If the offender fails to leave upon request, law enforcement authorities may be called to remove the offender.

Any adult or child that commits a second similar offense will be banned from Huntwick Patriots swim team practices events for the remainder of that season. **All swim team fees associated with a family removed for the season will not be refunded, including volunteer deposits.**

Any adult or child that commits a third similar offense will be permanently banned from the Huntwick Patriots swim team.

The offense count does NOT reset each year.

Social Media

Social media is an important avenue for promoting our team as well as for communicating scores and news. We encourage each family to visit the following approved websites for the latest Huntwick Patriot news:

Website

<https://huntwick.swimtopia.com/>

Twitter

<https://twitter.com/HuntwickSwim>

Remind

@HuntwickP

Appendix A - 2022 Calendar of Events

DATE	EVENT	LOCATION	TIME
3/6/22 – SUNDAY	Online registration open!	https://huntwick.swimtopia.com/	
TBD	IN PERSON SIGN UPS: Pay swim team and HRF fees, pay volunteer deposits.	Huntwick Recreational Facility (HRF) 5300 Coral Gables, Houston, TX 77069 25 meter pool, 6 lanes	4:00 – 6:00 PM
4/18/22 - MONDAY	AFTERNOON PRACTICES BEGIN Monday – Thursday: 3:30 – 4:30 pm 11 & ups 4:30 – 5:15 pm 6 & unders (with Teen Helpers) 5:15 – 6:00 pm 7 - 8s 6:00 – 6:45 pm 9 - 10s 6:45 – 7:45 pm 11 & Ups Fridays: Free swim all Fridays. Family Fun Nights on 5/13/22, 5/27/22, and 6/10/22	HRF Website: https://huntwick.swimtopia.com/ Huntwick Patriots Board of Directors: Jeff Handojo 281-686-5085 Mike Pannell 713-505-2735	3:30 – 7:45 PM
5/7/22 - SATURDAY	Practice Meet - Set seed times. Important to attend.	HRF	8:30 AM – 2:00 PM
5/14/22 - SATURDAY	1 st Meet – Home vs Woodlands Riptides	HRF	8:00 AM – 2:00 PM
5/21/22 - SATURDAY	2 nd Meet – Away vs High Meadow Ranch	811 High Meadow Ranch Drive, Magnolia, TX 77355 https://hmr.swimtopia.com/	8:00 AM – 2:00 PM
5/28/22 - SATURDAY	3 rd Meet – Home vs Londonderry	HRF	8:00 AM – 2:00 PM
5/30/22 - MONDAY	MORNING PRACTICES BEGIN Monday – Thursday: 8:00 – 8:45 am 7 - 8s 8:45 – 9:30 am 9 - 10s 9:30 – 10:30 am 11 & ups 10:30 – 11:00 am: 6 & unders Evening practice: 5:00 – 6:00 pm. No teen helpers, so 6 & unders need to attend morning practice unless a good swimmer.	HRF	8:00 AM – 11:00 AM 5:00 PM – 6:00 PM
6/4/22 - SATURDAY	4 th Meet – Away vs Colony Creek Mariners	17102 Colony Creek Dr, Spring, TX 77379 https://colonycreek.swimtopia.com/	8:00 AM – 2:00 PM
6/11/22 - SATURDAY	5 th Meet – Home vs Auburn Lakes	HRF	8:00 AM – 2:00 PM
6/18/22 - SATURDAY	DIVISION FINALS – Location TBD on season standings	TBD	8:00 AM – 2:00 PM
6/24/22 - FRIDAY	AWARDS CEREMONY	HRF	5:00 PM – 8:00 PM
6/25/22 - SATURDAY	INVATIONALS NWAL	TBD	8:00 AM – 4:00 PM
6/26/22 - SUNDAY	INVATIONALS NWAL		8:00 AM – 4:00 PM

Appendix B - Board of Directors

2022 Huntwick Patriots Board of Directors		
Name	Position	Contact
Jeff Handojo	President	281-686-5085
Mike Pannell	Vice-President / NWAL Representative	713-505-2735
TBD	Treasurer	

You can also e-mail the board at huntwick.swimming@gmail.com.

Appendix C - Volunteer Positions

Announcer

Just as the title indicates, the announcer is responsible for announcing the upcoming races. The announcer is also responsible for playing music during the meet. This position is half DJ and half announcer.

Awards Food Prep

These volunteers are needed for the planning and execution of the Awards Ceremony. This includes food planning/preparation, planning the awards ceremony itself, and working with the coaching staff and board to order awards/trophies for the swimmers.

Awards planner

Works with coaches and board on procuring awards and planning the Awards Ceremony.

Computer/Data Entry

Processes scores during events. Must have prior experience with Computer Volunteer position unless approved by board.

Concessions

Operates the concessions booth in the HRF. 1st shift concessions responsible for setup prior to meet, 2nd shift concessions responsible for teardown after meet.

Cook team

Handles sales and cooking of hamburgers and hotdogs on pool grill for home meets only. The grill opens for lunch at about 11am and stays open until the end of the event. Responsible for set up and tear down of station.

Friday Fun Night (FFN) coordinator

Family Fun Night is an event prior to each of our Home Meets. The whole team is invited to a pot luck style dinner at the Huntwick Pool on Friday night. This position sends out FFN notifications to swim team parents and guardians and coordinates potluck dinners for families and kids.

Family Fun Night Prep / Clean Up

Responsible for setup of FFN tables, also preps cook team fixings like sliced onions, tomatoes, lettuce.

Heat sheet prep

Heat Sheets need to be prepared for each of the swim meets. This includes communication with the opposing team in order to seed all of the swimmers appropriately. This position will be responsible for preparation for all seven meets. Must have prior experience with Computer Volunteer position unless approved by board.

Ready bench

Ready Bench volunteers make sure that each of the swimmers are present and in the proper lane. This position is for Home Meets only. Patience and a loud voice are a plus! Must be able to manage dozens of kids at any given time.

Ribbons

Ribbons are prepared for swimmer that place in events. They are also prepared for best times. Typically, the ribbons are completed after the meet and placed in a box to be collected during the next practice. Ribbons are prepared for each of the meets (excluding the practice meet)

Runners

Runners are responsible for handing out heat sheets to the scribes. They also collect the heat sheets from the scribe and take them to the Computer/Data Entry volunteers for entry. Runners are needed for each of the Home Meets.

Scribes

The best seat in the house! Get an up-close view of swimmers as they compete in their lanes. Scribes are responsible for recording the swimmer's final times. Timers report the times to the scribes. Runners will provide and collect heat sheets for data entry. For 6 & U events, scribes also record a time onto a heat ribbon for the swimmer to keep.

Setup and Teardown

Responsible for set up for the swim meet. Tents, benches, chairs, tables, bleachers, etc. etc. Setup is done prior to the meet both on Friday night (weather permitting) and Saturday morning before the meet begins. Teardown is completed after the meet is finished (~2pm). Setup/Teardown team is for all home meets.

Teen Helper Coordinator

Teen Helpers are encouraged to participate in coaching the 6 & U swimmers during practice. This position ensures that the practices are staffed with Patriot teen helpers and keeps track of the volunteer hours of the helpers for an award at the end of the year.

Ticket Sales

Responsible for ticket sales for use with concessions and grill purchases. Position will handle cash and credit purchases of tickets. This position is only for Home Meets.

Timers

Timers are responsible for timing swimmers in their respective lanes. Finish times are reported to the lane scribe to be recorded and turned in.