

Sleepy Hollow Bath & Racquet



**SHBR SWIM TEAM
PARENT HANDBOOK
2018**

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WELCOME

Welcome to the Sleepy Hollow Bath and Racquet (SHBR) Seals swim team! We welcome both new and returning families to a wonderful community. This handbook provides the information you need for a successful, stress-free season. Additional information needed for the swim team, including a schedule of events and meets, locations of the meets, and registration forms are available on the swim team page of www.shbr.org.

SHBR is part of Northern Virginia Swim League (NVSL). The league has 17 divisions, each with six teams. Generally the lower the division number, the faster the teams in the division. The NVSL website, www.mynvsl.com, includes articles from the NVSL, the league calendar, and NVSL swimmer rankings. SHBR's division and meet opponents are listed on the final page of this Handbook.

All swimmers are required to register for the team. Registration is online at shbr.swimtopia.com

Philosophy and Goals

The SHBR Swim Team philosophy is that having fun is the most important thing we can do. Our goals are simple:

- To become the best swimmers that we can
- To demonstrate good sportsmanship and team spirit
- To have a fun summer

To develop individually as swimmers, we strive to improve their times and team skills. We believe that we will meet our goals by establishing a healthy environment that encourages the kids to do their best, recognizes their contributions, and provides fun for the entire family.

Swimming is unique. There is a place on the team for anyone ages 5-18 who can swim a length of the pool without assistance. Not many other sports enjoy the breadth of ages that swimming does.

Team Structure

The SHBR Swim Team consists of the:

- Competition Team – Our traditional swim team program for swimmers that can swim 25 meters (1 lap) of the pool unassisted and with a minimum stroke proficiency. These swimmers can focus on coaches for a 45-minute or longer practice from late May to late July. They will also participate weekly “A” and “B” swim meets throughout the season.
- Seal Pups Developmental Team – A swim team preparation program that focuses on developing stroke technique and learning how to practice as a team. Seals Pups, typically between 5 and 8 years old, have mastered swimming lessons, are comfortable in the water, and can swim 15-25 meters (nearly 1 lap) of the pool safely without stopping. Swimmers are expected to demonstrate a minimum stroke proficiency. For this level, this includes swimming with the face in the water, the ability to remain horizontal on the water, and swimming continuously with arms recovering over top of the water. Swimmers attend Evaluation Week for placement. After evaluations, swimmers placed on the Seal Pups team attend Seal Pup practices from the end of June through late July; they also compete in an intrasquad mini-meet.

Note: If a swimmer is not yet ready for the Swim Team, SHBR also offers group swim lessons (“Seal School”). Lessons provide group instruction to teach children basic water exploration to beginning stroke development. The lessons program is separate from the Swim Team program. Information is available on the website.

Season Overview

Many details are provided throughout this handbook. Following is a brief overview of the season:

	Late May – Mid June	Mid June – Mid July	End July – Early August
Competition Team “The Seals”	<ul style="list-style-type: none"> • Afternoon practices Monday-Friday • New Swimmer Evaluations (week of Memorial Day) • Begin Saturday morning meets with Time Trials • Begin Monday night developmental “B” meets 	<ul style="list-style-type: none"> • Morning practices Monday-Friday • Continue Monday night developmental “B” meets • Continue Saturday mornings with NVSL dual meets • Wednesday night meets for IM Meet, NVSL Relay Carnival and NVSL All Star Relays 	<ul style="list-style-type: none"> • Morning practices for championship meet qualifiers • NVSL Individual Divisional Championships • NVSL Individual All Star Championships
Developmental Team “Seal Pups”	<ul style="list-style-type: none"> • New Swimmer Evaluations (week of Memorial Day) 	<ul style="list-style-type: none"> • Morning practices Monday-Friday • Seal Pup Instrasquad meet 	

Eligibility

SHBR team participation is a benefit of membership for SHBR dues-paying members. The NVSL rules for swimmer eligibility for participation in NVSL meets is as follows:

- Swimmer’s family must be dues-paying members in good standing at SHBR.
- The eligibility of a swimmer to compete is determined by the swimmer’s age on June 1.

SHBR Coaches also select swimmers to participate in the various swim meets. For meet eligibility and qualifying guidelines, please see the Swim Meets section of this handbook.

The Triangle: Swimmer, Parents & Coach Expectations

Both parent(s) and coach work together in a partnership to help the swimmer rise to his/her highest potential. Each member of this triangle has specific responsibilities. The coach is the professional, providing the knowledge and training to guide the swimmer in the sport. The coach is also an important source of motivation for the swimmer.

Swimmer Expectations

Swim team also involves a time commitment from the swimmers. While SHBR does not charge for swim team, we pay an NVSL fee for each swimmer on our roster. Thus, if you sign up for swim team, we expect your swimmer to participate in practices and meets. If a conflict arises, please notify the Team Rep early in the season that your swimmer is no longer participating. Apart from the fees we pay, swim team involves a time commitment for another reason – teammates. *Our summer league is structured with an emphasis on the team.* Any team is only as good as the people on it and their commitment to the team.

Other expectations for our swimmers are:

- **Meet minimum safety requirements.** The SHBR Swim Team is not a swim lesson program. A swimmer must be evaluated to the swim team by a coach. Please see the “New Swimmer Evaluations” section for details.
- **Keep your commitments.** We plan on all swimmers being available for all swim meets unless you tell us on the Swimtopia site. Families can also send the Swim Team Rep an email. The team requires notification by Tuesday mornings for any absences expected for the Saturday meet.
- **Pay attention to the coaches.** With more than 170 swimmers, disruptions aren’t fair to the other swimmers. All swimmers should be able to maintain their concentration for a full practice. Practices range from 30 to 60 minutes depending on the age of the swimmer.

Parent Expectations

Our SHBR Swim Team family is great! Every year, they pitch in to make the team work. That’s because we can’t run a swim team program without parental help. Each family who registers for the swim team is expected to contribute. Consider that it takes 43 parents to time, officiate, and score a typical swim meet -- and that doesn’t include running the concession stand or the team social activities! For just the home meets, which require the most volunteers, we have over 200 slots to fill over the season. Parents can expect to:

- **Volunteer** a minimum of four (4) times (six or more for siblings), but we suggest 1 parent per meet. Sign up is made available online through www.shbr.org
- **Donate and participate in concessions (see below)***
- Reserve questions/comments for coaches until after practice
- Leave the upper pool during practice times, once children are under the supervision of coaches

We recognize that everyone has numerous other commitments, so we are very grateful to your family for meeting this commitment and being generous with your time.

***Concessions are important to the swim team!** Team operating costs include the per-swimmer NVSL fees, team equipment, registration fees for the IM carnival, publication/registration costs, swimmer awards, and social events to name a few. While SHBR covers some of these costs, the majority is paid for through our concessions fundraising. Family concessions donations and assistance at the concessions table during meets is crucial for the team.

Coach Expectations

Coaches are responsible for the swimming portion of the swim team program. Their duties include designing and leading safe and productive practices, providing individual guidance as needed, and determining who swims in meets. During the meet, the coaches encourage and praise the swimmers and to make sure that they get to the Clerk of the Course in time to swim.

The coaching staff is there to ensure that the swimmers are ready to swim, and to settle any last minute jitters. This year’s coaching team is listed on the final page of this handbook.

Swim Team Leadership

The Swim Team is administered by the Team Representative(s) (Team Rep). The Team Rep is responsible to the SHBR Aquatics Representative Board Member and runs every aspect of the swim team. The Team Rep also represents Sleepy Hollow Bath and Racquet Swim Team in all developmental meets and NVSL meets and activities. The Data Coordinator is also a key leadership role, handling all team data, including registering swimmers and meet data. The Leadership Team includes key volunteers who take the lead on key areas of team coordination. Without them, the swim team would not function properly. The current leadership team is listed on the final page of this handbook.

Communications

The SHBR swim program needs effective communication among all participants. The communication tools include:

- **Parent Handbook** – This PDF handbook is a family’s primary source of information about the swim team program; please refer to it whenever you have a question. It is available on the website.
- **Weekly & Alert Emails** – We use email as the primary communication method on the team. Please be sure your email address is up to date. The weekly Team Rep email is your most up-to-date source of information. Alert Emails are sent during the week when late-breaking news must be distributed.
- **Swimtopia Website** – shbr.swimtopia.com includes information about current schedules, directions to away meets, and swim team news. Please note that the Alert Email information may not always be on the website until later in the day or the next morning so monitoring email is important.
- **Weekly News Updates** – The team news is distributed by email and on the bulletin board at the pool. It contains results and highlights from the previous week’s meets and upcoming team events.

Questions

Your Team Rep handles most team logistics, coordination of meet signup and social activities. If you have any questions about summer swim, please contact your Team Reps at swimteam@shbr.org. All lead volunteers are listed on the final page of this handbook should you have a specific question.

For concerns related to swimming, including a coach’s decisions, please feel free to contact the coaches. The best time to do this is after a practice or at Shbr.swim.coach@gmail.com. If possible, write a note asking to speak with the coach, and briefly describe what you would like to discuss. The coach will get back to you as soon as possible.

Swimmer Evaluations, New Swimmers 8 and under

The criteria is based on a swimmer being able to swim a length of the pool safely and with basic freestyle and backstroke mechanics. Speed is not a determining factor. We’ll help your swimmer become a better swimmer, but in fairness to the other 180 or so swimmers on the team, we insist that all swimmers be able to swim in a safe manner that doesn’t endanger the particular swimmer or any other swimmers in the water, and that swimmers are mature enough to be able to participate in a full practice if on the team.

Step 1: Evaluation Week

For Evaluation Week dates and times for the current season, please visit shbr.swimtopia.com

All new swimmers 8 and under should complete the registration materials. Coaches evaluate each new swimmer to identify the most appropriate SHBR swim program. If swim lessons are appropriate based on the evaluation, the swimmers will be referred to Seal School or SHBR’s group swim lessons program (separate from swim team).

Swimmers should attend at least two to three evaluations during the week. This allows for adaptation to the environment, the water temperatures and the coaches. In a fun, friendly environment, a coach will assess the swimmer’s capability to swim the length of the pool unaided, and determine the swimmer’s individual skill level. After evaluation, the coaching staff will recommend the appropriate environment for your swimmer.

If your swimmer is close to the requirements for the Competition Team, please attend evaluations. If you are unable to attend, please contact the Swim Team Rep to determine the time for evaluations after early June.

Step 2: Practice Begins

Based on the coaches’ evaluation, swimmers are identified for the Competition Team (practice schedule above), the Seal Pups Developmental Team or recommended for Seal School swim lessons. If your swimmer will participate in the Competition Team, practice begins immediately upon placement. For Seal Pups Developmental Team swimmers, practice runs in the mornings from the Monday after Fairfax County Schools dismiss through the third week in July. Please note that after evaluation, the Developmental Team does not practice on June afternoons.

Seal Pups or 8 and Under Competition Team swimmer?

Following is a general comparison of the Developmental vs. Competition Teams. It should be noted that coaches challenge swimmers based on their individual capabilities.

	Developmental Team Seal Pups	8 & Under, Competition Team
Eligibility	Evaluated by the coaches	Automatic for returning swimmers or by coach's recommendation during evaluation
Practices	Morning practices after Fairfax County School dismissal through mid July	Afternoon practices late May-late June and morning practices late June-end July
Practice Length	30 minutes	45- 60 minutes
Practice Distances	25 M swims with breaks	25 M swims and some longer distances with fewer breaks
Strokes	Developing Freestyle and Backstroke; practicing diving and other skills	Proficient in Freestyle, Backstroke; may be developing Breaststroke, Butterfly
Weekly Swim Meets	No	Yes – Saturday "A" meets and Monday night "B developmental" meets
Final Season Event	Intra Squad Time Trial "Meet"	B meet relay carnival or Divisional Championship meet

Practices

Our summer swim season is approximately eight weeks long, from the first practice through the Divisional Meet. Some swimmers will also qualify for the NVSL Individual All-Star meet the first Saturday in August. Due to the short timeframe, attendance by every swimmer at every possible practice is essential, since the coaches have limited time to work with the swimmers and create a cohesive team. We realize that there are numerous end-of-school activities and that many spring sports are still ongoing, but it is important that our swimmers attend every possible practice session. Everyone's effort to attend practice will turn our swimmers into the SHBR swim team.

Practice Times

Practices are held almost every weekday during the season. The expected practice schedule is listed on shbr.swimtopia.com. Practice schedules may need to be adjusted to match the demographics of the team. In addition, coaches may move swimmers into different slots if necessary based on a need for extra coaching or a need by the swimmer for a more advanced workout. Coaches will confer with parents prior to switching a swimmer to another workout. If a swimmer is not yet ready for any workout, the coaches will request that parents place the swimmer in lessons initially. Flexibility is necessary to preserve the safety of the swimmers in the pool. We appreciate your cooperation!

Competition Team Practice Schedule

If your swimmer is ages 5-8 and new to SHBR Seals swim team, they will attend the new swimmer evaluation during week one of the afternoon practice season. The specific dates for this year are posted on the swim team web page at shbr.swimtopia.com.

The Competition Team begins practice the day after Memorial Day. Afternoon practices continue until approximately the same day of Fairfax County School's year-end closure. The dates and times for the current season can be found on the swim team web page.

Parents Attending Practice

We ask that parents remain in the lower pool area during practice. Should parents feel they must remain in the upper pool area, parents must sit behind the rope/fence line on the grass. Parents should be careful not to interfere with practice. This could take the form of interacting with coaches or even loud, boisterous conversations. Our team has many swimmers at each practice time, demanding the coaches' full attention. We also want our swimmers to be fully focused on the coaches. This is necessary for coaching and safety. If you have a question or a concern about something that occurs at practice, either bring it to the attention of the Team Rep or wait until after practice to discuss it with the coach.

Swimmer Practice Decorum

Because coaches have a lot to accomplish in very limited swim practice time, swimmers need to arrive on time and be ready to swim. This means they should be at the pool wearing their suits or arrive in enough time to change prior to the start of practice so they do not disrupt the coaching staff while they are instructing the swimmers. If a swimmer is late, he or she may be able to attend the next available swim practice session so that there will be no disruption to the swimmers/coaches. If your swimmer arrives on time, but is not "ready to swim" for whatever reason, he/she may be asked to remain quietly on deck during the practice. A coach will then discuss practice decorum with the swimmer.

If you have swimmers at different practice times but need to drop them off together, the swimmer awaiting practice can, at the discretion of the swim coaches, remain on deck quietly (hopefully with a quiet activity like reading a book) with adult supervision, as appropriate, until his/her practice. Practice should not be disrupted by swimmers waiting on deck. In addition, the only area open to swimmers during morning practice time is the upper pool! The rest of the facility is closed! This is a safety issue.

Swim Meets

1. General rules for meets

During meets the swim team has a designated a seating area. At SHBR the swim team area is located on the sloping hill beside the competition pool. Please keep in mind:

- Swimmers are expected to remain in the team area during the entire meet.
- Swimmers may leave a Monday night "B" meet after they have completed their last even and checked with their coach and been given an okay to leave.
- Swimmers are required to stay until the last event of a Saturday NVSL "A" meet.
- Spectator seating is on the deck. Parents may not sit in the swim team area.
- Chairs are not permitted in the team area due to limited size and slope of the hill.
- Swimmers are expected to clean their area of trash prior to leaving.
- Parents are expected to strongly encourage their swimmers to pick up trash they see – even at a Monday "B" meet if you are leaving before the end of the meet.

Please note that if a parent or visitor must be in a shaded area for health/disability reasons, please let a Marshall know and we will accommodate the request by making special arrangements on the deck area designated for spectators.

2. Meet Attendance, Special Considerations

About NVSL “A” Meets

We prefer swimmers be available for all meets in our brief summer season. If a swimmer will be absent, it is important to report absences on shbr.swimtopia.com no later than Tuesday morning prior to the Saturday A meet.

SHBR is limited to the number of swimmers it can take to the NVSL “A meets” on Saturdays. Absences have an impact:

- Absences may prevent other swimmers from having an opportunity to participate.
- If SHBR is unable to substitute a swimmer due to league rules, or find a replacement at all, SHBR must forfeit team points.
- Once this NVSL ‘meet sheet’ is finalized, we can only replace missing swimmers with a swimmer who has recorded a slower time in the event. We cannot swap swimmers among events to optimize our swim selections.

To report absences, use the online absence form or send email to the Team Rep swimteam@shbr.org

About NVSL Relay Carnival

The entire relay team works hard and shows exceptional skill in making the relay carnival. Each member of the team is important to the event. If your child is unable to swim the following two dates, please let the Team Rep know by email as soon as possible, but no later than the Saturday before the event. This is crucial. Last minute Relay Carnival absences have an impact:

- If a swimmer does not show, the entire relay becomes ineligible to swim.
- The team forfeits the points.

Relay Carnival dates are posted with the team schedule. They are typically held the second and third Wednesday evenings in July.

About B Meets

As discussed further below, Monday “B meets” do not have the same restrictions as the NVSL meets; there is no limit on the number of swimmers and the team doesn’t earn points like it does in an A meet.

3. Inclement Weather Procedures

In the event of a thunderstorm during the meet, the following procedures will be implemented:

- At all meets, all spectators, swimmers, coaches, and officials will go immediately to their cars. A pool is one of the most dangerous places to be during a thunderstorm, so clear the pool!
- Team Reps will report to the pool office with the Pool Manager, Meet Manager and Referee. We will make a final decision concerning the continuation of the meet. (If the meet can be safely resumed, we will do so. Generally there is at least a 20 to 40 minute wait between the last thunder or lightning strike and the continuation of the meet. This varies by pool.)
- No one should leave until hearing the meet is officially cancelled or postponed. The Meet Manager will inform everyone if this decision is made.

4. Types of Meets

There are several types of meets. The table below summarizes the meet type and general information. More detailed information is provided after the table.

Meet Type	Who	Day of Week (see current schedule at www.shbr.org)	Scored Meet?	SHBR Swimmer Selection
Seal Pup Intrasquad Meet	Seal Pups	Last day of Pups practice, during practice time	No	All Pups participate
Developmental "B" Meet	Competition Team	Monday Evening (5)	No	All swimmers can sign up for two events per meet. Parents help their swimmers choose events.
Todd Potts IM Meet	Competition Team	Wednesday Evening (1)	Yes	<ul style="list-style-type: none"> Swimmers can elect to sign up Must be able to swim a 100 Individual Medley legally
NVSL "A" Meets	Competition Team	Saturday Mornings (5)	Yes	Coaches select swimmers for NVSL meets based on fastest times in the current season*
NVSL Divisional Relays	Competition Team	Wednesday Evening (1)	Yes	Coaches select swimmers selected based on fastest time with consideration given to the relay distance.*
NVSL All Star Relays	Competition Team	Wednesday Evening (1)	Yes	Relays qualify at the NVSL Divisional Relay meet (Top 18 of all NVSL Divisions)
NVSL Individual Divisional Championship	Competition Team	Saturday Morning (1)	No	<ul style="list-style-type: none"> SHBR swimmers are selected based on their times and choices of strokes. SHBR swimmers are eligible for a Divisionals slot when they have participated in at least 50% of the NVSL meets for which they were selected. When a swimmer has not been selected for an NVSL meet, participation in SHBR's Developmental "B" meets counts towards participation.**
NVSL Individual All Stars	Competition Team	Saturday (1) – All Day	No	Swimmers qualify at the NVSL Divisional meet (Top 18 of all NVSL Divisions)

*Coaches generally use the fastest times. However, coaches do exercise discretion based on swimmer attendance and when planning meet strategy.

** Please read the Divisionals information below, as the NVSL limits the number of swimmer entries.

Developmental Team: Seal Pups Intrasquad Meet

The Seal Pups developmental swimmers have their own mini-meet to culminate their season. It is a special meet with timers and awards, but no disqualifications. Sometimes there is confusion regarding Monday night "B" meets. These are traditionally called "Developmental B Meets" in the NVSL. However, these are for the Competition Team. Seal Pups focus on their intra-squad mini-meet that will be held during practice time in late July.

A primary goal of the Seal Pups Developmental Team is to prepare swimmers for the Competition Team. If swimmers are ready during the current season, coaches may recommend the swimmer sign up for a Monday night “B” meet. If swimmers qualify and then participate in two “B” meets in a season, they have automatically become a member of the Competition Team.

Competition Team: Monday Night “B” Meets

B meets offer all Competition Team swimmers an opportunity to compete, regardless of their times or ability. B meets are a core part of our swim program and provide a great opportunity for the entire team to come out, have fun and show team spirit.

Generally, there is no limit on how many swimmers may compete in any one event at a B meet.

B Meets: What You Need to Know	
Purpose	Practice meet competition Earn spots in NVSL meets
Who Participates	All Competition Team members can participate
When	Monday nights
Sign up deadline	Saturday nights
Events	Freestyle, backstroke, breaststroke, butterfly Individual Medley (IM) may also be scheduled
Event Selection	Swimmers choose events
Event Limit	Up to 2 events*
Sign Up Procedure	Online form
Awards	Ribbons (see more below)
Number of Heats	Multiple heats/event to accommodate all swimmers participating (Ex: 18 girls sign up for 9-10 freestyle, we will swim 3 heats)

**If the IM is offered at a B meet, a swimmer can add the IM as a 3rd event.*

Can an NVSL A meet swimmer participate in a Monday B meet?

Yes. Swimmers participating in A meets are welcomed to swim in B meets, even if they may not be eligible to receive a place ribbon (see below).

- B meet times do count toward winning or preserving a slot in an A meet. We have several huge age groups, some loaded with very talented swimmers, and B meets give those swimmers their best chance at improving their times to obtain or preserve an “A” meet spot.
- B meets are also a good opportunity for every swimmer to try to improve his or her personal best times.

How are ribbons awarded at B meets?

- 1st - 6th place in each B meet event
 - Per event rather than per heat, so if you see your child comes in first in his or her heat but receives a third-place ribbon, that means two swimmers in other heats in the same event swam faster. Other participants receive a competitor's ribbon that shows their time on the back.
- Competitor ribbons are awarded to:
 - Swimmers who placed 7th place or higher in a B meet event
 - Swimmers who qualify for the SHBR “time-only” rule. This applies to a swimmer who receives a 1st, 2nd or 3rd place ribbon in an NVSL A meet. When this occurs, the swimmer is no longer eligible to receive a place ribbon in any B meet for the rest of the season. This applies to all strokes, including those the swimmer didn't swim in the A meet. The swimmer is welcomed to swim for “time only” to try to improve his or her time in various strokes. This rule gives more swimmers on the team a chance to place in a meet.

Competition Team: Saturday NVSL Dual Meets (a.k.a. “A” Meets) & Other Meets

i. General Information

SHBR participates in the NVSL and therefore follows the NVSL rules. Each year, the NVSL seeds its teams based on the previous year’s record and in consideration of swimmer turnover. The six teams in each NVSL division swim against each other on five consecutive Saturdays in a series of Dual Meets, so called because there are two teams competing. Each dual meet has 40 individual events. The events are divided by stroke and by age: 8 and under, 9-10, 11-12, 13-14, 15-18. These events are followed by twelve relay events.

A Meet Events and Distances

Age group	Freestyle	Backstroke	Breaststroke	Butterfly	Freestyle Relay	Medley Relay
8 & Under Boys	25 M	25 M	25 M	25 M	100M	
8 & Under Girls	25 M	25 M	25 M	25 M	100M	
9-10 Boys	50 M	50 M	50 M	25 M		100 M
9-10 Girls	50 M	50 M	50 M	25 M		100 M
11-12 Boys	50 M	50 M	50 M	50 M		100 M
11-12 Girls	50 M	50 M	50 M	50 M		100 M
13-14 Boys	50 M	50 M	50 M	50 M		200 M
13-14 Girls	50 M	50 M	50 M	50 M		200 M
15-18 Boys	50 M	50 M	50 M	50 M		200 M
15-18 Girls	50 M	50 M	50 M	50 M		200 M
Mixed Age Boys					200 M	
Mixed Age Girls					200 M	

NOTES:

1. All of the individual freestyle events are swum first, followed by the backstroke, breaststroke, and fly events. The relays are swum at the end of the meet, the final events being the mixed age relays.
2. The Mixed Age Relays are swum in this order: 11/12 year old, 10 & Under, 13/14 year old, and then the 15-18 year old.

No swimmer may swim more than two individual events in one meet and only three SHBR swimmers can swim in any individual event. Swimmers can swim in one relay. Additionally, four girls and four boys may also swim in the mixed age relay, one each from the 10 & Under, 11-12, 13-14, and 15-18 age groups.

Because these are scored meets, the fastest swimmers available generally get to swim. Because swimmers occasionally miss swim meets due to a variety of reasons, and a swimmer can swim in only two events (plus relays) in any meet, you don’t always have to be one of the three fastest swimmers to swim in a Saturday meet. We try to position our swimmers to fully utilize our potential and win. The coaches select the swimmers for A meets and the lists are posted at the pool.

Positive Check in for A Meets

For the away meets, swimmers will be asked to check in at SHBR before heading to the meet. This positive check in allows the Team Reps to verify that we have all our swimmers and give some time to try to find a replacement for last minute illness. Positive check in is required unless specific arrangements have been made with the Team Rep.

ii. Seeding at dual meets

In Saturday meets, the home team has lanes 1, 3, and 5 while the visiting team has lanes 2, 4, and 6. The fastest swimmers swim in lanes 3 and 4, the next fastest in lanes 5 and 2, and the next fastest in

lanes 1 and 6. Swimmers are seeded based upon their fastest times attained in prior competition. Lane 1 is always on the right side as you stand facing the pool at the starting end.

iii. Swimmer Eligibility

To participate in the NVSL meets, the swimmer's family must be dues-paying members in good standing at SHBR. The eligibility of a swimmer to compete is determined by the swimmer's age on June 1.

For complete information on NVSL rules, please see <http://www.mynvsl.com>. The Team Rep can also lend a copy of the NVSL Rule Book if desired.

iv. Aging up

Occasionally you will note on a meet sheet that a swimmer is not swimming an event according to their chronological age. Occasionally, we will "age up" a swimmer, which means that the swimmer will swim with older swimmers. This may be done because there are empty lanes in the event or to maximize the team's potential for a win. Swimmers or their parents will be contacted before a swimmer is asked to age up. According to NVSL rules, you can only age up during the "A" meets in a single event or a relay. For the specialty meets (I.M. Carnival, Relay Carnival and Divisionals – All Stars), a swimmer must swim their chronological age.

v. Scoring dual meets

In the individual events, a first place finish earns 5 points for the team, a second place 3 points and a third place finish 1 point. Relays are scored as 5 points for the winner and 0 points for the loser. There are 402 points up for grabs in a Saturday meet. Unless there are one or more places not awarded in an event due to DQs or lack of swimmers, you need 202 points to win.

If there is a tie in an event, the points for the places involved are equally split among the swimmers. For example, a two-way tie for second place, each swimmer earns 2 points (3 points for second plus 1 point for third equals 4 points, half for each swimmer). No third place would be awarded because the next swimmer is fourth. At the end of the season, the team with the best record is the division champion.

c. Divisionals

On the sixth Saturday of the swim season, each Division holds a Individual Divisional Championship meet, commonly referred to as "Divisionals." This NVSL meet consists of all the individual events in an "A" meet, plus the individual medley (IM) event designated by ages 10 & under, 11-12, 13-14, and 15-18. This is not scored as a team event; instead, swimmers are competing as individuals. Teams are permitted two swimmers in each event.

SHBR swimmers are selected for events based on their times and choices of strokes. Preferences are given to the fastest eligible swimmers in the current season for each event. SHBR swimmers are eligible for a Divisionals slot when they have participated in at least 50% of the NVSL meets for which they were selected. When a swimmer has not been selected for an NVSL meet, participation in SHBR's Developmental "B" meets counts towards participation. There are sometimes limited opportunities to have additional swimmers participate and we will take advantage of this opportunity whenever possible.

Times swum in Divisionals are the only times used to qualify for NVSL All-Stars cuts.

d. Individual All-Stars

After Divisionals, the top eighteen swimmers across the entire NVSL in each event go on to swim in the Individual All Star Meet. All Stars can be overwhelming for a first time swimmer as approximately 600 swimmers plus parents, coaches, and officials converge on a pool for a meet that takes over six hours. If your swimmer is fast enough to be named an All Star, it is a thrill they will never forget.

e. Division Relay Carnival and All Star Relay Carnival

The NVSL Division Relay Carnival involves the six teams in each division competing in 22 relay events. Swimmers are chosen for relays based on individual times, composite time, and a swimmer's availability. Freestyle relays generally will consist of the four fastest available freestyle swimmers in each age group. Medley relays generally will consist of the four swimmers who produce the fastest composite time in an event. The top eighteen teams across the NVSL in each event compete in the All-Star Relay Carnival the following week.

In Relay Carnivals, teams are not seeded. Each team's lane assignment for the first event is based upon luck of the draw and the teams then rotate one lane to the left after each event. The meet sheet lists only the team swimming in each lane in each event.

f. Todd Potts Invitational Individual Medley Carnival

This is the annual individual medley meet. We are lucky to have this unique event on our schedule! It has grown throughout the years to include over ten teams from around the league. You must sign up for this meet in advance. Information will be available by email. A swimmer must also be legal in all four strokes (butterfly, backstroke, breaststroke and freestyle) to participate.

Swimmer Apparel

For practice your swimmer should wear a swimsuit that is comfortable for racing. Caps are required for girls and boys unless they have a very short, military style haircut, during during competition and for practice. Goggles are also strongly recommended. Without the caps, in particular, it is difficult for new swimmers to learn and practice correct breathing technique, as they encounter difficulty with hair in their face when trying to breathe.

When participating in the team, we are often asked "What is the team uniform?" Following is the apparel offered and how it should be used:

1. Team Cap – Competition swimmers representing SHBR in any swim meet should wear the SHBR team's swim cap for the current season. The team offer both latex and silicone options. Additional cap considerations include: Swimmers with SHBR caps from previous seasons are welcomed to use these for practices; swimmers receiving Relay Carnival caps should wear the current year's relay cap for the two relay meets, NVSL Divisional and All Star relays.
2. Team Swimsuit - While not required, most swimmers purchase the team suit.
3. Team Shirt – The team offers a SHBR team shirt, which typically promotes the current season's theme.
4. SHBR Spiritwear – Additional items are available to help swimmers and parents stay warm, think of SHBR year round and show team spirit: hoodies, PJ pants, car magnets, and car flags are typically available.

How To Purchase Apparel

Team suits are purchased directly from the swim suit vendor. One on-site fitting is offered during the pre-season Aquatics Information Day. After this date, families go directly to the vendor's retail store. Details for the suit model and vendor may change from year to year; current information is always posted on the team website. If you have a young swimmer who is new to the team, you may want to hold off purchasing the suit until they have completed their swimmer evaluation to be sure they will stay on the team.

Team caps are on hand throughout the season for purchase. Other spiritwear are available through an online team order form until early June and fulfilled by mid-June.

Please keep in mind that the NVSL prohibits swimmers from wearing suits and caps from a non-NVSL team or an advertiser.

Nutrition Tips

Proper nutrition is a key ingredient of a successful athletic performance. In swimming, just as in any other sport, what you eat before and during a meet can affect your performance. Here are some recommended Do's and Don't's for SHBR swimmers to keep in mind.

- DO eat foods high in complex carbohydrates before swim meets. Carbohydrate rich foods such as pasta help build the nutrition reserves you'll need while swimming. The best time to "carb-up" is at least a day ahead, but preparing by Wednesday is ideal.
- DO eat a light but healthy meal before meets. Fruit and non-sugared cereals are excellent. Bagels, English muffins, and toast are also light.
- DO bring a healthy snack to swim meets. Fruit (such as grapes, or orange sections) or dry cereals (like Cheerios) are excellent.
- DO bring something to drink to swim meets. Swimming will dehydrate swimmers, but because they're in the water, they don't notice their sweating. Try to remember to drink throughout the meet.
- DO get a good night's rest before a Saturday meet.
- DON'T spend an active afternoon in the sun before a meet. Our swimmers need to be rested and well hydrated.
- DON'T bring sweet juices and carbonated beverages to drink at a swim meet.
- DON'T eat high sugar foods before, during or just after a meet. Save the doughnuts from the concession stand until after you're done swimming.

Meet the Officials and Other Critical Support Folks

Your first swim meet can be a bewildering experience as you encounter a vast horde of adults dressed in white and blue. NVSL rules specify white as the shirt color and blue as the short/skirt/pant color to be worn by all officials. Below are the officials you will see.

a. Clerk of Course

The Clerk of Course is the "gatekeeper" for all swimmers in our meets. The people who perform this function get the swimmers to the right lanes for the correct race. You can't run a race without swimmers and the clerk of the course makes sure the right swimmer gets to the right place at the right time.

b. Referee

The Referee is the chief official for each swim meet. The Referee is responsible for the conduct of the meets and is the final authority on the interpretation and enforcement of all swimming rules. Prior to the start of each race, the Referee insures that all deck officials are ready; the Referee uses a whistle to alert the swimmers to be ready to start the race by taking off non-swimsuit clothing, and focuses their attention also through the use of a whistle again to get into start position. The Referee then makes a hand signal to the starter, so that the race can commence. Any protest to a DQ made during the meet can only be made by the Team Rep to the Referee. No parent or coach can address a call made by the Referee during the meet.

c. Starter

The Starter is responsible for insuring that all swimmers are given a fair and equitable start. As mentioned previously, the Starter will inform the swimmer as to the stroke and distance to be swum. After all swimmers are ready and still, the starter will start the race, using a "Colorado System" (so called because it is built by Colorado Timing Systems). This system consists of a public address system, a horn, and a strobe light.

d. Stroke and Turn Judges

Once the race has started, the Stroke & Turn Judges are responsible for insuring that all swimmers obey all the rules for the stroke that they are swimming. These people are always at the ends of the pool for starts and finishes and walk the sides of the pool as best they can within the physical constraints of the pool. If a Stroke and

Turn Judge observes a violation of the rules, the disqualification is recorded on a DQ slip. The Referee reviews the slip and confers with the Stroke and Turn Judge, approves and forwards copies to the Table workers and the Team Rep.

Should a swimmer disqualify himself during an event, the time is considered “unofficial” and therefore cannot be considered for any “A” meet seedings, Relay Carnival spots or Divisionals.

e. Relay Take-off Judges (RTOs)

During relays, you’ll see Relay Take-off Judges at each end of the pool. Their job is to ensure that each swimmer touches the wall prior to the start of the next swimmer in the relay. Infractions are noted as described above for Stroke and Turn Judges.

f. Timers

The timers are the most important people to every swimmer. They are the people who determine each swimmer’s official time for each race. Being a timer is a good entry level position for new parents. Some parents have been timers for years and wouldn’t want to see a swim meet from any other viewpoint. If you can start and stop a stopwatch, you can be a timer. We’ll even provide the stopwatch. Timers start their watches on the strobe light from the Colorado system and stop their watches when the swimmer touches the wall. There are three timers per lane and all three times are recorded. The middle time is the official time. The Chief Timer collects the time cards from the timers, reviews them for accuracy and completeness, and forwards them on to the table workers.

g. Table Workers

The time cards from the timers and any DQ slips go to the Table Workers who determine the order of finish for each event, score the meet, and prepare ribbons for the participants. Several people from each team perform these functions to ensure that errors are caught before the results are announced.

h. Other Very Important People

It would be impossible to host a swim meet without a number of people in other very important positions. These people sell concessions, announce results, act as marshals, prepare the hot dogs, and do many other jobs

Stroke Execution and Explanation

If you’re not a former swimmer, the strokes and their rules can be a cause of bewilderment. Below is a brief description of the strokes. Please remember that US Swimming rules as modified for the NVSL can change and the rulebook should be consulted for the most current rules.

a. Freestyle

The freestyle is defined as any means of swimming across the pool. Any stroke and kick are acceptable. There are, however, a few don’t’s associated with this stroke, specifically: (1) You cannot walk on the bottom or pull yourself along using the lane lines and (2) In a 50 Meter race (two lengths) you must touch the wall at the 25 meter end before touching the wall at the 50 meter end. (This may seem obvious, but sometimes swimmers miss the wall at the turning end of the pool.)

b. Backstroke

Like the freestyle, almost anything goes on the backstroke as long as you stay on your back. Watching swimmers learn the backstroke as they zigzag back and forth across their lane and keep looking to see if they’re getting close to the end, can often seem humorous. Eventually, though, they will learn to use the lane lines as a guide as well as the overhead backstroke flags.

Backstroke starts are different from all others because the swimmer is in the water feet planted against the wall, and hanging on to either another swimmer’s legs or the lip on the pool awaiting the starter’s signal. “Legs” must

be grabbed below the knee. Persons serving in an official capacity (such as timers or coaches) may not serve as legs.

If your swimmer is a backstroker, he or she will eventually learn the backstroke flip turn. This is the one exception to staying on your back and can be used only as part of a turn (not a finish).

c. Breaststroke

The Breaststroke has two components, the kick and the arm pull. The pull and its recovery must both be under the breast and cannot extend further back than the waist area. The kick is a “frog” kick and the toes must be pointed outward during the propulsive part of the kick. The arm pull and kick must be in an alternating sequence and the elbows must stay below the water except for tagging the wall at the finish. Breaststroke turns and finishes require a simultaneous two hand touch.

d. Butterfly

A well executed butterfly (or ‘fly’) is the most beautiful exhibition of power you’ll ever see in a swimming pool. Quite frankly, the fly is the hardest stroke for most swimmers to perfect and while they are learning it many look like they are drowning. There are two components of the fly; the arm pull and the kick. The arm pull must be an over the water recovery (elbows breaking the surface of the water) with the arms moving simultaneously. The kick is a dolphin style kick with both legs moving simultaneously. Unlike the Breaststroke, there is no requirement to alternate the kick and pull. Turns and finishes require a simultaneous two hand touch at the wall.

e. Individual Medley

The individual medley (or IM) is when an individual swims each of the four strokes in the sequence Butterfly, Backstroke, Breaststroke, Freestyle. We swim a 100 Meter IM, which means that 25 Meters, or one pool length, of each stroke is swum. In a 100 Meter IM, every turn is a stroke change and stroke finish rules apply. This means no Backstroke Flip Turns.

f. Relays

There are two kinds of Relays, the freestyle relay and the medley relay. Both involve a team of four swimmers, each swimming one quarter of the total distance. In the freestyle relay, each swimmer swims the freestyle. In the medley relay, the sequence is Backstroke, Breaststroke, Butterfly and Freestyle. In all relays, each swimmer must wait until the previous swimmer touches the wall prior to taking off. Running starts or pushes from teammates are not allowed.

Disqualifications (DQs) and False Starts

A swimmer will be disqualified (or DQ) if he/she does not follow the rules of the stroke or false starts. A DQ means that the swim is invalid and the time swum does not count. A DQ can be traumatic the first time a swimmer, but it has happened to every swimmer. The best way to approach a DQ is as a learning experience.

a. What is a DQ?

A DQ is any violation of the rules observed by any appropriate official. Some of the more common reasons for DQ-ing by stroke are as follows.

Freestyle: Failure to touch the wall at the turning end of the pool
 Walking on the bottom
 Pulling on the lane lines
 Exiting the pool before swimming the specified distance

Backstroke: Past vertical towards the breast at any time except during a flip turn
 Leaving the wall after a turn past vertical towards the breast
 Improper flip turn (older swimmers)

- Breaststroke:** Incorrect kick, such as a Scissors 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
 More than one stroke underwater with arms fully extended at start or turn
 Arm recovery past waist except on first stroke after start or turn
 Head didn't break surface by end of second arm pull underwater after start or turn
- Butterfly:** Non-Simultaneous or one handed wall touch at the 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
- False Start:** Occasionally a swimmer will misinterpret a starting cue from the Starter, or anticipate the start too soon and take off early. There will no longer be a recall of the race once it has begun. If the early start was due to Starter error, the race will be reswum after an appropriate amount of time has been given to the swimmers to recover. If the early start was due to swimmer error, that swimmer will be DQ'd upon completion of the race.

b. How will I know a DQ occurred?

Unlike football, we don't blow a whistle and announce that a rules violation occurred. When a swimmer has somehow disqualified himself during the race either by his stroke, turn or finish, the Stroke and Turn Judge makes out a DQ slip and takes it to the Referee, who verifies a violation did occur and can question the Stroke and Turn Judge to ensure that he was able to see the violation that was cited. The Referee then gives one copy of the DQ slip to the Team Rep and another copy to the Table Workers. Another clue that a DQ as occurred is a Stroke and Turn Judge's hand is raised or the judge is writing and a longer than normal pause between events.

A swimmer will probably know before you do if he or she DQs because the Team Rep tells the coach, who tells the swimmer. You'll probably find out if you saw your swimmer finish with one of the top three times but he isn't announced later in the top three places. Another way to find out is by reading the official Meet Results, which are posted at the pool in the afternoon on the day of the meet.

c. A Word About Officials and DQs

Every official on the deck will always give the benefit of the doubt to the swimmer. Although the difference between legal but not pretty vs illegal is sometimes close to call, any violation called by an official is an "I saw" not an "I think I saw".

d. Protesting a DQ

The Team Rep is the only person who can officially question a disqualification or any other call by an official. If something happens involving your swimmer which you do not think is right, talk to the coach or the Team Rep. The Team Rep will initiate action in accordance with NVSL rules, if thought to be appropriate.

Swim team is about fun!

If you get to know the parents of swimmers in some divisions, some of them will tell you that swimming isn't always fun. At SHBR, we like to win, but it isn't our only reason for being. Some of the things we do to have fun are detailed below.

Social events

During various points in the swim team season, we have a social activity. We are starting off the season with an ice cream social on Memorial Day. We will also have a pep rally/pasta party and socials at all the B meets. There is even a team breakfast at the end of the season. Also, following each home "A" meet there is a hot dog picnic for all swim team members. After away "A" meets, the team generally meets at a restaurant for lunch.

Swim Team Awards Picnic

We cap off the season with a Swim Team Awards Picnic, which is held after Divisionals. The date and time are provided on the website. We hold the picnic at the pool and every family is welcome bring their own dinner. The Swim Team provides dessert. If the weather does not permit an outdoor picnic, we hold the ceremony only (no meals) at the George Mason Community Center or other rain location to be announced.

Have Questions?

Ask one of the team leadership members for more information. We pride ourselves in the excellent service we provide our families. If, on occasion, we are not able to respond as quickly as we'd prefer, we do ask for your patience. Swim team moves "fast and furious" from day one. Nonetheless, we want to help our families with questions during the swim season! Our contact information can be found on the final page of this Handbook.

2018 NVSL Division Information and Team Contacts

NVSL Division: Division 6 - Teams are published on the swim team web page schedule.

“B” meets teams

SHRA (time trials)

Lee Graham (B meet/time trials)

Forest Hollow

Annandale Swim & Tennis

Lincolnia Park

Dominion Hills

The swim meet schedule can be found on shbr.swimtopia.com

Coaches

Head Coach Callie Hyder

Callie been part of the SHBR family for 18 years. She started swimming at SHBR when she was 10 years old She became an assistant coach when she was 19 and kept that role for 5 seasons. She then served as assistant head coach for two seasons and was Co-Head Coach in 2017 . She was also the Head Swim Coach for two seasons at JEB Stuart High School in Falls Church, VA.

Assistant Head Coach Alexandra Simonson

Alex has also been a lifelong member of the SHBR Seal family. She began on the SHBH swim team at age 6 and loved every minute of it. SHBR has been "the family that I have always been a part of and I am very excited to step up and lead as the assistant head coach." She served as Coach from 2015-2016 and is a rising Junior at Shenandoah University where she is studying Biology in hopes to become a Physical Therapist or a Physician Assistant. At Shenandoah she is a member of the Varsity Lacrosse Team and is a part of many different clubs and organizations.

SHBR Junior Coaches

The SHBR Junior Coaches assist our coaching team with swimmers ages 14 and under. The Junior Coaches' primary role is to assist with stroke development at practice and to help our young swimmers navigate Monday night B meets.

Our Junior Coaches for 2018 are:

Jenna Cay

Tal Dunne

Cathleen Gavin

Lauren Simonson