

NOVA
of Virginia Aquatics, Inc

Team Handbook

www.novaswim.org

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I. THE NOVA ORGANIZATION

NOVA's Vision

“NOVA Aquatics strives to instill the qualities that will make our young people leaders of tomorrow.

Dreams are our business.
Discipline is our tool.
Excellence is our pursuit.”

The core values at the center of the program and in the expectations of the children are:

Teamwork	Determination	Team Spirit
Mentorship	Dedication	Accountability
Respect	Achievement	Punctuality
Enthusiasm	Sense of Humor	Reliability
Unity	Courage	Team Pride
Leadership	Honesty	Confidence

Team Philosophy

The NOVA program creates an environment which encourages swimmers to reach their highest level of personal advancement, both as individuals and as team members. NOVA is dedicated to providing individualized training which promotes excellence in aquatics and instills in today's youth the physical, mental and social responsibility which helps them become tomorrow's leaders.

- **Individual responsibility**, a keynote theme of the NOVA program, means each swimmer is ultimately responsible for his or her actions. Taking responsibility gives swimmers a sense of control over the outcome of their performances. From a heightened sense of control come good performances. From good performances comes increased confidence. More confidence, in turn, produces still better performances. A feeling of control inspires emotional resilience and growth and guides the swimmers while they are alone in the water, wrestling with fatigue and doubt. Moreover, individual responsibility also helps guide the swimmers out of the water, both now and in the years to come.
- **Authority** is another keynote theme of the NOVA program. A swimmer's acceptance of the coach's authority is vital to a swimmer's success. Parental interference in this relationship, no matter how well intentioned, causes conflict and confusion for the swimmer. Any undermining of the coach's authority will damage the swimmer-coach relationship. Parents must allow the coaches to be an authority figure, in order for their child to receive the best training and to progress as quickly as possible.

History

The banners that grace the walls of the NOVA Aquatics Center tell part of the NOVA story. They tell the story of championships captured and excellence achieved. They chronicle the swift ascent of a team whose name is synonymous with fast swimming. In 1987, NOVA's very first year of existence, a team consisting of largely age group swimmers, won the Virginia State Championship. At this time, NOVA was a composite team, comprised of three branches, one located at Woodlake, one at Burkwood and the other at University of Richmond. This composite team remained united for several successful years, then broke apart as each team decided to embark on a new direction.

While the original NOVA team ceased to exist, the name endured and became inherited by the University of Richmond branch of the program. The new NOVA program prospered and grew, despite losing access to evening practice time at University of Richmond. A long three-year move across town to the North Richmond YMCA resulted in the construction of our first ten lane 25 yard pool in Richmond's Far West End.

Over the years, the NOVA team has enjoyed tremendous success and has grown from ninety swimmers to almost six hundred. With this growth, the facility was expanded in 2004 when a second ten lane 25 yard by 25 meter pool was opened at the current NOVA Aquatics Center. As team records and championship banners indicate, NOVA has dominated the sport of swimming in Virginia and is clearly the top ranked team in the state.

NOVA Team Accomplishments

- State & Regional Champions for 21 consecutive years
- U.S.A. Swimming Gold Club 2005-2008
- Multiple Academic All Americans
- Multiple Athletes Attending College on Athletic and Academic Scholarships
- National Age Group Record Holders
- Multiple State Senior and Age Group Champions
- Multiple State Senior and Age Group Swimmers of the Year
- 9 Olympic Trial Qualifiers, 2004 Olympic Trials, 7 qualifiers for 2008 trials
- International Team Selections

Other NOVA Programs

In addition to its competitive swim team, NOVA conducts other programs, which are open to the community.

- **SwimNOVA** - A swim lesson program designed for children starting at age 3. SwimNOVA consists of four levels: PreBeginner, Beginner, Advanced Beginner and PreTeam. The goal of this program is to encourage movements that are

coordinated so that swimmers learn to swim properly and efficiently in order to eventually move into our team program.

- **Novice Bronze Lessons** - A program for younger swimmers who are interested in transitioning to a NOVA competitive practice group. The program focuses on short distances of 25-50 yards, with a strong emphasis on performing strokes correctly and the teaching of basic NOVA drills. Minimum skill level for Novice Bronze Lessons:
 - 25 yards free, rotary breathing
 - 25 yards backstroke
 - 25 yards rudimentary breaststroke, with legal breaststroke kick
- **NOVAFit** - Provides individual and family memberships for lap and recreational swimming.
- **NOVA Masters** - Under the capable direction of Coach Mark Kutz, the NOVA Masters group has grown rapidly. A solid core of experienced and less experienced swimmers all enjoy Mark's all too happy AM demeanor which sometimes includes singing and dancing. Good fun and solid work are the short orders of everyday. Increasingly, a sparkle of NOVA brilliance lights up the Masters Swimming community. In December 2007, Masters Swimmer Chris Stevenson set three world records in the 50, 100 & 200 back.
- **Other** - The organization also supports/offers a variety of other programs to foster a greater interest in the sport of swimming and fitness in general including swim clinics, pool rentals, satellite summer lessons, and a high school conditioning program.

NOVA's Board of Directors

Parents should feel free to contact board members with any questions or concerns. See Appendix B for a list of NOVA's Board of Directors and e-mail addresses.

The Facility

The current NOVA facility, fully owned and operated by the team opened in February of 1997, is a testament to the team's vision and commitment. The 35,000+ square foot building features two 25 yard by 25 meter pools, two locker rooms, two sets of restrooms and an office. The Virginia Swim Shop is located outside and to the right of the original pool. In 2003, NOVA installed an ozonator, a state-of-the-art water filtration system that minimizes the use of chlorine in the older pool. The newer pool has an ultraviolet system to accomplish the same end.

Coaching Staff and Contact Information

Led by Head Coach Geoff Brown, the NOVA coaching staff has been carefully selected to provide the best possible teaching available. NOVA coaches are professionals in all areas of swimming. They are well-versed in the latest concepts and strategies of stroke technique, starts, warm-ups, racing turns, goal-setting, relaxation training, mental training, nutrition, team development and inter-personal motivation. The goal of each coach is to guide and assist swimmers' development from their present level in the sport to an increased level of ability. Depending on the skills and personality of the swimmer, a coach will utilize a variety of methods to help each swimmer develop as quickly as possible.

- **Geoff Brown:** Geoff has brought excellence to his swimmers and to the programs with which he has been associated. At each level of competitive swimming, his teams and swimmers have been winners. Beginning at the Tuckahoe YMCA in 1976, he turned lightweight summer league programs into powerhouses, culminating in a lengthy unbeaten streak at Raintree Swim and Racquet Club. At NOVA, that pattern continues— state champions and championships, Senior and Junior National qualifiers, Senior and Junior National champions. Geoff has been named Virginia Senior Coach of the Year numerous times in his career. Though responsible for the overall guidance of the club, Geoff directly supervises the Novice Gold and Senior Gold groups. Geoff has watched a small age group program at the University of Richmond grow from a clinic into what is now NOVA. Geoff also oversees the SwimNOVA lessons program and is a regular instructor in that program. Geoff graduated from the College of William and Mary in 1977 with a degree in biology. He received his Master's degree in English Language and Literature from University of Virginia in 1979. Geoff received permission to proceed on his doctorate, but opted to turn to coaching, his first love. He has three children: two sons, Gaites and Gavin, and a daughter Alaina all of whom swim for NOVA.

Contact Information:

E-mail: Nova.gbrown1@ verizon.net

Home Phone: 364-0452

Best Way to Contact: E-mail

- **Leigh Robbins:** Leigh joined the NOVA coaching staff in September of 2000. She was a NOVA swimmer for over 10 years and team captain. Her coaching experience spans all levels, Novice through Senior, developing numerous State Champions and Nationally ranked swimmers over the last ten years. As a resident of Virginia Beach, Leigh served as the Head Age Group Coach of the TIDE Swim Team for five years and helped develop that program into one of the top age group programs in Virginia. Leigh has been honored as Age Group Coach of the Year and as Senior Coach of the Year by Virginia Swimming.

Leigh is currently responsible for Senior Development Gold AM and Age group Development Gold.

Contact Information:

E-mail: Sunwrldclimb@aol.com

- **David Schreck:** A Richmond-area native, David graduated from Virginia Commonwealth University with a degree in Physical education. While in college, he was both a swimmer and diver. Previously a health and physical education teacher at St Michael's School, David joined NOVA in 1998 on a part time basis while working with the Collegiate School swim team and took over the Age group program fulltime in 1999. Having coached U.S. swimming since 1986, he has more than 20 years experience. David has coached numerous summer league and US teams in the area producing many State champions, State record holders, National top 16 swimmers and even a few National Age group record breaking swimmers. David has also been recognized by his peers being voted the Age Group Coach of the Year for 5 consecutive years (2001 - 2006). David is responsible for Age Group Gold and Age Group Development Silver. He and his wife Jennifer, have two sons and a daughter, Quinn, Xander and Hayley.

Contact Information:

E-mail: DandJSchreck@comcast.net

Home Phone: 560-4114

Best Way to Contact: E-mail

Diane Cayce: Diane comes to us from Typhoon Aquatics and her resume is loaded with superlatives. A James Madison graduate (Health and PE), she has been honored as Virginia's Age Group Coach of the Year on multiple occasions. She is a little vague and a lot modest when it comes to enumerating her honors, but she has coached over 100 swimmers to National Top 16 honors and has been the Age Group Coach for three Olympians, the latest of whom is Katie Hoff (of North Baltimore, 2004 Olympian in 200 & 400 IM). The other two Olympians were Rada Owen (1996) and Whitney Hedgepath (1988 and 1992). Several of her swimmers have set National Age Group records. She now coaches the Senior Development Gold PM and Senior Development Silver groups at NOVA.

Contact Information:

E-mail: dp cayce@comcast.net

- **Brent St. Pierre:** Brent joined NOVA in the Fall of 2007. He has spent the past 10 years leading CCA to a series of impressive team and individual performances. Brent began his coaching career at his alma mater, East Carolina, serving as assistant coach from 1994-1997. Some career highlights include:

- 2005 Virginia Swimming Senior Coach of the Year
- 2004 Virginia High School Coach of the Year for Independent Schools
- Conference Champions at ECU 1994-1997

Brent and his wife, Babette, have three children, Christopher (7) Andrew (3) and baby Maddie (born Fall 2007). Brent is working with our Senior Silver, Age Group and Novice Silver swimmers.

Contact Information:

E-mail: novabrent@comcast.net

- **Mark Kutz:** Mark has coached most recently at the Richmond Racers and he too brings a wealth of experience to NOVA. Mark graduated from VCU with a degree in Health and PE and was captain of the swim team his Junior and Senior years. His coaching pedigree is extensive: the CAC Rams (a precursor to the current NOVA team), VACS, BRAC (precursor to the PSDN club), Poseidon and the Richmond Racers. He was head age group coach with the CAC Rams, BRAC and Poseidon. He was also head coach of BRAC for one season and guided their senior team to a tremendous, achievement filled year. Mark currently coaches the NOVA Masters group in addition to his morning duties with the Senior Silver & Gold groups. On two evenings, he returns to work with Age Group Bronze. In addition to Mark's coaching responsibilities, Mark is NOVA's Facility Manager and ensures NOVA is maintained at the highest level. He and his wife, Valerie, have two children, Amanda and Ian.

Contact Information:

E-mail: Kutz4@verizon.net

- **Drew Hirth:** Drew joined our full-time staff in Fall 2006 and quickly worked his way to being placed in charge of Age Group Silver. Drew also works extensively in the Novice Gold program. Drew manages our clinics, is responsible for supervising swim instructors, directs the Swim-A-Thon and is Mark's right hand man in keeping the facility in order. Like Leigh, Drew was a NOVA swimmer as an age grouper. He attended Virginia Tech on a swimming scholarship.

Contact Information:

E-mail: drew.hirth@gmail.com

- **Jay DeMayo:** Jay is a weightlifting coach and works with athletic groups at University of Richmond. Jay works closely with the Spider Women's Swimming team. Coach Matt Barany cites the contributions of Jay in U of R's recent swimming successes.
- **Kelly Brinson:** Kelly works with our afternoon Novice Silver groups and brings the same enthusiasm she offers to her classes at Nuckols Farm Elementary. In

the summer, Kelly coaches at the Avalon Recreation Association. She has been with NOVA several years. Kelly also lends her expertise to some of our Sunday Clinics.

- **Rob Burgholzer:** Rob works with the Age Group Bronze and Age Group Silver sections of our program. He has a full-time job in the non-swimming world but swimming keeps drawing Rob back. His expertise is extensive and includes stints with RMSC and SWAT. NOVA counts itself fortunate indeed to count Rob among its part-time coaches. Rob also graces Mark's AM Masters group with his presence as often as his schedule allows.
- **Yelena Reshchikova:** Yelena has been a mainstay of the SwimNOVA program, teaching all four levels of our instruction program. A native of St. Petersburg, Russia she skated swiftly across a frozen Lake Ladoga, building momentum for her leap to the United States. We at NOVA have benefited greatly from her innovative and enthusiastic teaching.

Office Staff:

- As NOVA's Business Manager, **Scott Campbell** is responsible for all swimmer contracts and registration, billing and collections of parent accounts and many other financial matters relating to the NOVA program.

Contact Information:

E-mail: novabusinessoffice@comcast.net.

Business Phone: 750-1183

- Lori Hopewell manages our SwimNova lessons program. Lori registers swimmers for all levels of swim lessons including Novice Bronze and collects payment for those lessons.

Contact Information:

E-mail: novaswim@comcast.net

Business Phone: 754-3401

Communication

Effective communication is vital to NOVA as an organization. NOVA utilizes the following communication tools:

1. **The Website:** www.novaswim.org The website posts the most up to date and detailed information, such as meet schedules, directions to meets, changes in practice times, meet results, upcoming events and more. The website is NOVA's most valuable form of communication. Parents should read it on a regular basis!
2. **Noteworthy News**

Geoff Brown, NOVA's Head Coach, writes weekly bulletins, which are posted on the website and on the main bulletin board at the pool. Noteworthy News announces practice changes, provides information about upcoming meets, lists achievements of swimmers, and passes along other news of importance.

3. **E-mail**

The quickest and most efficient form of communication for the coaches is e-mail. Coaches check their e-mail regularly and it is the preferred method of communication. Also, NOVA's Business Manager will occasionally send out team e-mails concerning important NOVA events or information.

Additionally, some coaches send group e-mails to their practice groups with important information. Parents should ensure that NOVA has their updated e-mail address and check their e-mail regularly.

4. **Group Meetings**

Coaches will make announcements before, during and after practices. There is often a meeting held after the Novice level swimmer practices. Please plan on coming into the building at least once a week to check for any announcements which may have been missed. As the swimmers move up in the program, they are expected to be responsible for bringing home information.

5. **Swimmer Folders**

Every swimmer is given a folder in a group bin at the pool. Swimmers should regularly check the folder for handouts and ribbons.

6. **Parent Meetings**

At the beginning of the year and sometimes throughout the year, the NOVA coaches will conduct parent meetings. In the fall, coaches will meet with parents in order to outline expectations for the year and to provide the short course schedule. Coaches will also sometimes conduct a Parent Meeting during the championship season and/or the beginning of the long course season. Additionally, the NOVA board conducts an annual meeting in the first quarter of the fiscal year (September through November) in order to approve the annual budget and elect new board members.

7. **Bulletin Boards**

Each level of the program has a bulletin board where coaches post important information such as the meet schedule and meet sign up sheets.

Weather Policy

NOVA does NOT follow any school or county weather policy. Instead, decisions are made on a case by case basis, with a goal to hold as many practices as possible. Even though NOVA may be open and holding practices during severe inclement weather, families are asked to make their own decision with regard to road conditions and personal safety. Any practice change or cancellation will be posted promptly on the website.

II. TEAM LEVELS

Group Descriptions

- **Novice:** The following two groups are designed for younger swimmers.
 1. **Novice Silver** - This group places a heavy emphasis on stroke technique, turns, starts, as well as fun, and serves as an introduction to competitive swimming. The teaching process in Novice Silver is deliberate, placing a heavy emphasis on the development of listening skills. The basic skills required for entering this group are a strong backstroke, freestyle with bi-lateral breathing, basic competency in breaststroke, and an ability to perform butterfly kick. Swimmers are placed into Novice Silver based on an evaluation by a member of the coaching staff. As the season progresses, approximately 25-50% of the swimmers in Novice Silver will advance on to the Novice Gold group.
 2. **Novice Gold** - The Novice Gold Group covers starts, turns, and stroke drills and skills more rapidly and in greater detail than the Novice Silver Group. The Coaching Staff makes every effort to teach with energy and enthusiasm, with entertainment an important by-product of this process. New swimmers are placed in this group after careful evaluation by the coaching staff. Swimmers must demonstrate proficiency in the free, back and back-breast turns and in each of the individual strokes. Novice Gold Group seeks to channel capable swimmers into the Age Group Development program. During a swimming year, nearly one third to one half of the Novice Gold Group generally joins the Age Group Development program, thus moving into our 11 month program.
- **Age Group:** The following five groups are designed for swimmers, primarily ages 9 to 12 years old.
 1. **Age Group Development Silver** - Age Group Development Silver Group continues to build on the stroke and technique work of the NOVA Novice groups, as well as introduce training and racing skills to the swimmers. The main goal of Age Group Development Silver is to develop a love for

the sport of swimming by teaching new skills, giving swimmers new challenges, and helping them to enjoy racing.

Swimmers in AGD Silver must:

- Be proficient in 4 strokes and turns
- Commit to 2-3 practices a week
- Attend meets whenever possible

2. **Age Group Development Gold** - This group was created generally, for the 9-10 year old swimmer who has been in the NOVA program and has achieved a designated level of success based on effort, practice consistency, meet participation, and time standard achievement. The young swimmers recommended for AGD GOLD have been recognized by the NOVA coaching staff as potential State Championship qualifiers, and the group will be specifically working towards seasonal goals which include developing a good work ethic, continued stroke and technique development, goal setting for meets, and a love for racing! This group is for the NOVA 10 & under swimmer whose goal is to be a multi-event state championship qualifier by the end of the short course season.

Criteria for recommendation into AGD GOLD include:

- Must commit to 3-4 practices a week
- Must have 4-5 10&under "BB" times or 1 "A" time
- Attendance of meets throughout the season is a priority

3. **Age Group Bronze** - This group is an entry level group for the 10 to 12 year old swimmer. Age Group Bronze continues to build on stroke technique work of the NOVA Novice groups, as well as introducing training and racing skills to the swimmers. The main goal of Age Group Bronze is to develop a love for the sport of swimming by teaching new skills, giving swimmers new challenges, and helping them to enjoy racing.
4. **Age Group Silver** - This group is designed primarily as a building block into the 11-14 competitive age group level. This group serves a wide range of ability levels, but most specifically those swimmers who have proven to be ready for more training oriented practices.

Criteria for recommendation in AG Silver include:

- Must be at least 11 years old
- Must commit to 3-4 practices a week
- Attendance of meets all season is strongly encouraged

5. **Age Group Gold** - Age Group Gold is designed to meet the needs of the 11-12 year old swimmer who has been in the NOVA program and has

achieved a designated level of success based on effort, practice consistency, meet participation, and time standard achievement. This group may contain some 13 year old swimmers not quite ready for the rigors of the Senior Development group. This group will allow a much smoother and more prepared move to the Senior Development group. Swimmers recommended for AG GOLD have been recognized by the NOVA coaching staff as potential State Championship qualifiers and this group will be specifically working towards seasonal goals which include developing a good work ethic, continued stroke and technique development, goal setting for meets, and a love for racing! This group is for the NOVA swimmer whose goal is to be a multi-event A/BB and State championship qualifier by the end of the short course season. Participation in those meets is required.

Criteria for recommendation into AG GOLD include:

- Must commit to 4-5 practices a week
- Must have 6 11-12 "BB" times or 2 "A" times
- Attendance of meets all season is a priority
- Coaches reserve the right to place swimmers in meet events

- **Senior Groups** - The following 4 groups are designed for the swimmer 13 and older.

1. **Senior Development Silver** - This group is designed for the 13 and older swimmer who needs more of the physical development and the stroke development necessary for the Senior Development Gold level. This group will continue to enhance stroke technique as well as develop cardiovascular conditioning. This group is the primary step towards Senior Development Gold. These swimmers attend practice 3-5 times per week. Attendance of meets is strongly encouraged. We do expect a wide range of motivational levels in this group and will coach according to the needs of each individual.

Criteria for recommendation into SD Silver include:

- Attendance of meets is strongly encouraged
- Attendance of meets required for movement to the next level A/BB Champs and State Champs qualification mandatory

2. **Senior Development Gold** (mornings and afternoons) - The Senior Development groups are designed to serve as a progressive set of steps between the Age Group, Senior Age Group and Senior groups. The Senior Development group is designed to introduce swimmers to the level of training required to excel at the senior level. Both the am and pm groups continue to develop their physiological conditioning and

psychological skills. The morning swimmers are 15 & over swimmers, while the Afternoon group are 13-14's. The Senior Development swimmers will be expected to maintain a minimum level of practice attendance. Coaches reserve the right to recommend that swimmers, who are consistently unable to maintain the practice standards, transfer to another group. Placement into either group can only be made with the recommendation of the coaching staff. Practice requirements are 5-7 practice per week. Swimmers in the Senior Development groups are required to attend the meets set up by the coaches as well as all Championship meets they are qualified for.

3. **Senior Silver** - Senior Silver is defined by the same elite standards as the Senior Gold group. This group will require a slightly lesser commitment, but will be expected to maintain the group standards, to remain in the group. All swimmers in Senior Silver should be preparing themselves for the Senior level of NOVA or college level swimming. The standards of commitment and competition will apply throughout the year, fall through summer.
4. **Senior Gold**- Senior Gold swimmers by definition comprise the most dedicated and skilled swimmers in our club. They are an elite training group. As an elite group, senior swimmers will maintain a rigorous training schedule. This schedule will allow them to reach new physiological and psychological levels that will become a departure point for the thin air of success. Only those swimmers willing to embrace the following practice standards should register for the Senior group. This is a commitment not a convenience. The following standards apply throughout the year, fall through summer.
 - ✓ Mandatory participation in full meet schedule
 - ✓ Commitment of 8 water and 1 dryland practice per week.
 - ✓ The Coaching Staff is aware that some training weeks may present unforeseen attendance difficulties. Make-up practices may be available with the Senior Development group with permission and will be available during the Saturday or Sunday NOVAFit hours. No coach will be available during these Saturday or Sunday make-up sessions, but a practice may be obtained with reasonable prior notification.
 - ✓ Our purpose is to develop a cohesive training group that will allow dedicated swimmers to reach National and International prominence.

- **Swimmer Evaluation** - Every NOVA swimmer is evaluated by a coach to determine his or her practice group.
 - Returning Swimmers - are evaluated in the spring of each year. Coaches make a recommendation for the fall based on a swimmer's ability and commitment.
 - New Swimmers - NOVA will announce evaluation dates throughout the spring and summer. Prospective NOVA swimmers will be evaluated at those times and the coaches will make recommendations for a specific group, giving detailed information concerning the requirements for each group.

Policy for Group Assignment Changes

Swimmers may only change practice groups with the permission of the coaching staff. The decision for group moves is based upon the swimmer's skill level, practice commitment and the group space availability. Once a swimmer has received a coaches' permission to move up, parents must first complete the appropriate paperwork obtained from NOVA's Business Manager, before the swimmer begins practice with the new group. Please see the Business Manager as soon as you've received notification from the coach that your child is moving up, so that the transition can occur as soon as practical.

Equipment List for All Groups

All Swimmers: Practice: one piece practice suit, goggles and colored NOVA cap
Meets: NOVA Team Suit, goggles, and red NOVA cap
 (Special racing suits such as Aquablades and Fastskins are permitted for championship meets or with coach approval)

Level	Practice Cap	Kick-board	Water Bottle	Zoomers	Paddles	Mesh Bag	Snorkel
Novice Bronze, Silver and Gold	Yellow	✓					
AGD Silver and Gold	White	✓	✓				
AG Bronze, Silver and Gold	Navy Blue	✓	✓	✓	✓		
SD Bronze, Silver and Gold	Forest Green	✓	✓	✓	✓	✓	
Senior Silver and Senior	Black	✓	✓	✓	✓	✓	✓

Note: See coaching staff for proper sizing of zoomers and paddles.

Swim Practice Rules and Guidelines

1. Bring all necessary practice equipment and wear a one piece suit and appropriate colored NOVA practice cap.
2. Bring a water bottle to practice each day to stay well hydrated.
3. Be on time for practice by arriving 5-10 minutes ahead of the scheduled time in order to ensure you are dressed and have all equipment ready.
4. Make every attempt to attend all practice sessions. Regular practice attendance is crucial to a swimmer's success. In the event of a necessary absence, due to illness or a prior commitment, notify your coach prior to the start of practice.
5. Always display good sportsmanship during practice.
6. Parents must stay off the pool deck and avoid interrupting coaches during practice! During practice, the coach's attention must be focused on the swimmers and therefore, they cannot field questions from parents during this time. Instead, parents should contact coaches through other means, as noted in the Coaching Staff and Contact Information section of this handbook.

III. SWIM MEETS

The Importance of Attending Swim Meets

Individuals seeking membership in NOVA of Virginia Aquatics should understand that NOVA is a competitive team, not a recreational team. Therefore, a responsibility of membership is the willingness to participate in meets. In addition, there are also many other good reasons for swimmers to attend swim meets. Swim meets measure swimmer progress and achievement. This provides affirmation that the many hours of swim practice have value and worth! The following are 8 reasons why all swimmers should compete in swim meets.....

1. Swim meets give swimmers **Motivation** for achievement by measuring how far they have come and how far they can go.
2. Swim meets provide **Incentives and Rewards** with ribbons, medals, new time standards and personal best times.
3. Swim meets teach good **Sportsmanship**, how to win with grace and lose with dignity.
4. Swim meets give swimmers an **Opportunity to Compete**, which fosters courage and requires skills developed by experience.

5. Swim meets foster **Team Spirit** by providing an opportunity for swimmers to get to know one another and cheer for their teammates.
6. Swim meets provide the coaching staff with valuable **Insight** and the opportunity to give the swimmers feedback and evaluation.
7. Swim meets facilitate a swimmer's personal **Goal Setting** by providing a benchmark for achievement.
8. Swim meets instill the **Life Lesson** to dream big, take risks, learn from your mistakes and maintain a positive winning attitude.

Long Course versus Short Course Season

Short Course refers to competition in a pool of either 25 yards or 25 meters in length. USA Swimming conducts most of its short course competition in 25 yard pools. The short course season begins in September and runs through April. Long course refers to competition in a pool of 50 meters in length. Long course season begins in May and runs through August. International competition, such as the Olympics, is held in long course pools.

The A, B, Cs of Time Standards

USA Swimming, the national governing body of the sport of swimming, publishes national time standards for age group swimmers. See Appendix C for time standards for Short Course Yard pools, Short Course Meter pools and Long Course Meter pools. Times are published for girls and boys in the following age groups: 10 and Under, 11-12, 13-14, 15-16 and 17-18. Time standards by age group and by swim event are published for the following 6 categories: AAAA, AAA, AA, A, BB, and B. The AAAA time standards are the fastest and any swimmer with a time standard slower than a B time is considered to hold a C time. All of these times are automatically reported to USA Swimming, so that USA Swimming can publish a list of the fastest swimmers in each age group in the country at the season's end.

There is also now a published TOP 10 - single age list, for 11 & over swimmers.

So, why do time standards matter? Time standards are used as a benchmark for swimmer achievement. Also, swim meets are held utilizing time standards as eligibility criteria for swimmer participation. This helps to keep the competition between the swimmers fair and consistent. For example, a swim meet may be held as a BB/B/C meet, meaning that any swimmer with a BB time or slower in an event may participate and swimmers with A times in certain events, may not swim those events. At the end of the short course and long course seasons, championship meets are held for various levels.

How to Sign Up for a Swim Meet

1. In the beginning of the season, parents should familiarize themselves with the entire short course or long course meet schedule. Copies of the schedules are handed out by all coaches, posted on the main bulletin boards at the pool and on the NOVA website. Approximately 3 weeks before the scheduled meet, **Meet Information Sheets** are given out to swimmers and posted on the main bulletin boards and website. Meet information sheets include:
 - Meet entry deadline
 - List of events offered
 - Description of who is qualified to swim
 - How many events a swimmer may swim
 - Cost or fee per event
 - Location, date and time of the meet

Meets are generally held as morning and afternoon sessions. Swimmers need only attend the session in which they are entered. Upon sign up, the fees for the events are billed to the appropriate swimmer.

2. Swim group bulletin boards are located at the pool. **Meet Eligibility Reports** are posted on these boards and list the swimmers' names and the events they are eligible to swim. To sign up, the swimmer should circle the events they want to swim. Coaches welcome the opportunity to provide help and advice with event selection, just ask! Sign ups must be completed before the meet entry deadline. Late meet entries will be accepted, but a \$1.00 late fee will be added to each entry and late entries cannot be guaranteed. Note that all relay teams are selected by the coaches, therefore, swimmers do not sign up for relays.
3. Shortly after the deadline, once all the entries have been received, a **Meet Entry Report** will be posted on the website. Please check this report to make sure that your swimmer's events have been entered correctly. If there is an error, please let the coaching staff know by dropping a note in their box or by sending an email to novaswim@comcast.net.

Going to a Swim Meet - What to Expect

- If you have signed up for an away meet and would like to have a hotel room, check the website for a list of hotels in which NOVA has obtained a block of rooms. NOVA secures rooms in order to negotiate a discounted rate and to provide the swimmers with an opportunity to stay in proximity of one another. However, parents must make their own reservations by calling the hotel and guaranteeing a room with a credit card. Note that hotel rooms sell out fast, especially with larger championship meets, so call as soon as possible!

- Directions for all swim meets can be found on the NOVA website. Allow plenty of time for travel and any unanticipated traffic delays.
- Specific warm-up times are received approximately 3 days before the first day of a meet. These times will be posted on the main bulletin boards as well as the website. It's important to check for any changes prior to leaving for the meet and to arrive on time for warm-ups!
- At the meet, parents should plan to wear cool clothing because indoor pool areas are notoriously hot! However, make sure you also bring a sweatshirt or sweater for other areas of the building, outside the immediate pool area.
- Plan to purchase a meet program, commonly referred to as a Heat Sheet. (Parents may find it helpful to use a highlighter to keep track of meet entries). In this program you will find a list of numbered events with swimmers assigned to heats and lanes based on seed time. Heats are swum from slowest to fastest. Mark your swimmer's hand with their event number and corresponding heat number and lane assignment. Unlike summer league meets, there is no clerk of course and events will not be called! Therefore, it's important for the swimmer to pay attention to the meet and to know when their event will be swum.
- All parents are expected to volunteer as Lane Timers at away meets! At away meets, NOVA is assigned specific lanes, for which we must provide timers. Therefore, every parent, at some point during the course of the swim season, should volunteer to time - don't worry, it's easy *and* it's the best seat in the house!
- NOVA hosts several home meets during the course of the season and this requires an enormous amount of planning and effort on the part of parent volunteers. There are numerous ways to participate. Some volunteer duties require specific training. The following is a list of some of the positions required for a home meet: Meet Director, Referee, Starter, Stroke and Turn Judges, Head Timer, Lane Timers, Computer Operator, Safety Marshall, Table Workers and Concessions. See Appendix C for more information on volunteer opportunities.
- Occasionally swimmers are disqualified (DQ'd) by Stroke and Turn Judges. Reasons for the DQ range from false starts to performing "illegal" strokes, turns or finishes. The coaches are notified of the reason for the DQ and will explain it to the swimmer. While never a pleasant or happy experience, DQs can provide the swimmer with a valuable lesson that will be helpful to them in future swim meets. Parents should never question a meet official directly about a DQ; all inquiries about a DQ should be directed to the coaches.

- Swim results will be posted as the meet progresses and, upon conclusion of the meet, on the NOVA website. While it varies at each meet, ribbons are generally awarded to the first 6th, 8th or 10th place finishers. Some meets, usually championship meets, are organized as preliminaries and final meets, with the fastest group of swimmers returning at night for finals. At these meets, the swimmers who make finals receive ribbons or medals. Ribbons or medals for NOVA swimmers will be distributed via swimmers' folders at the pool.
- The following is a list of items swimmers should bring to the meets:
 - Team suit (Aquablade or Fastskin brand suits are allowed when approved by the coaches.)
 - Goggles - several pairs
 - Red NOVA swim caps
 - Sweatshirts, sweatpants and team jacket to keep muscles warm
 - Several towels
 - A cooler packed with appropriate drinks and food
 - Portable folding chair
 - Quiet entertainment, such as books, personal CD players, cards, etc..
 - Permanent marker or ballpoint pen to mark events on swimmer's hand.

Swim Meet Rules and Guidelines

1. Wear the NOVA team suit (Aquablade or Fastskin brand suits when approved by coaches— championship and team travel meets only) and red NOVA swim cap.
2. Arrive on time for warm-ups. At the discretion of the coaches, any swimmer who misses warm-ups may be ineligible for relays.
3. Check in with your coach before your swim to discuss tactics and goals and immediately after a race to receive feedback.
4. After a race, stay in the water until the last swimmer finishes and congratulate competitors in the adjoining lane(s).
5. Relay teams are selected by the coaches, based on swim times. Coaches will announce relay teams at the start of the meet, but may elect to change the composition of the relay teams during the meet, based on swimmer performances. Therefore, swimmers must check with coaches before they leave the meet.
6. In order to scratch from an event, swimmers must receive permission from a coach.

7. Show team spirit by cheering on your teammates
8. Display good sportsmanship by racing to the best of your ability and accepting defeat with grace and dignity. In the event of a bad race, do not vent anger or frustration, instead talk about mistakes calmly with a coach.
9. Parents should also display good sportsmanship by supporting all NOVA swimmers, and never directly question an official about a DQ or other meet related decision. Any questions about an official's decision should be directed to the coaches.
10. Parents are not allowed on the pool deck during a meet and should never interrupt or speak with coaches while the swim meet is in progress. Any questions or concerns should be raised between swim sessions or upon conclusion of the meet.
11. When staying overnight in a hotel, all swimmers must have adult supervision. Whenever possible, they should be in the room by 9:00PM and lights out by 10:00PM.
12. Swimmer's use of drugs, cigarettes or alcohol during the swimming season is strictly prohibited and will result in disciplinary action.

Championship Meets

The following is a summary of championship meets typically held for Virginia swimmers at the end of the short course and long course seasons:

Short Course:

- District Champs - For swimmers with B times and slower
- Regional Champs - For swimmers holding at least a BB time or faster, but slower than an Age Group JO state qualifying time.
- Age Group Champs - Swimmers must meet state qualifying times.
- Senior Champs - State championship meet, generally for swimmers age 15 and older who meet state qualifying times.
- Eastern Zones - This is a regional championship meet, which includes the northeastern states of the U.S. At this meet, each state is represented by a group of swimmers. In order to compete at the Eastern Zone meet on the Virginia Zone team, swimmers must hold the top two fastest times for an event, earned during the previous short course season.

- Sectionals - Series of several meets held throughout the nation for swimmers who meet national qualifying times.
- Junior Nationals - National championship meet for swimmers who hold national qualifying times. Approximately the top 5% fastest swimmers attend this meet.
- Senior Nationals - National championship meet for swimmers who hold national qualifying times. Approximately the top 2% fastest swimmers attend this meet.

Long Course:

- Summer Awards - For any swimmer who holds times slower than an Age Group Champs or Senior Champs state qualifying times.
- Age Group Champs - Swimmers must meet state qualifying times.
- Senior Champs - State championship meet generally for swimmers age 15 and older who meet state qualifying times.
- Eastern Zones - This is a regional championship meet, which includes the northeastern states of the U.S. At this meet, each state is represented by a group of swimmers. In order to compete at the Eastern Zone meet on the Virginia Zone team, swimmers must hold the Virginia Swimming published qualifying times in at least 4 events entered or hold the top two fastest times for an event, earned during the previous long course season.
- Sectionals - Series of several meets held throughout the nation for swimmers who meet sectional qualifying times.
- Junior Nationals - Championship meet for swimmers who hold junior national qualifying times.
- Senior Nationals - The National championship meet for swimmers who hold national qualifying times.
- Olympic Trials - National meet held during an Olympic year, in which swimmers must hold Olympic Trial Time Standards or faster for each event they swim. This is a qualifying meet of the Olympic team.
- Olympics - Generally, the first two finishers in each event at Olympic Trials is eligible to represent the United States and swim at Olympic competition. In addition, relay team members are selected based on swim times at Olympic Trials.

Team Trips

NOVA attends several team trips during the course of a year. These meets have strict eligibility criteria and coaches will notify swimmers of their opportunity to attend. Typically, NOVA participates in team trips twice a year, once during the winter months and once during the summer months.

During team trips, swimmers, coaches and parent chaperones travel as a group by bus or airplane and all meal and hotel arrangements are made by the team. Swimmers are charged a flat fee to attend. All swimmer hotel room and chaperone group assignments are made by the coaching staff. Parents may travel to out of town meets, but all swimmers are the responsibility of the chaperone and must remain with the team throughout the trip, traveling to and from the pool, hotel and restaurants as a group.

All swimmers are required to sign a Code of Conduct at the beginning of the season. Failure to uphold the Code of Conduct may result in the swimmer being sent home from the trip at the parent's expense, potential forfeiture of the swimmer to participate in future team trips and/or the loss of membership with NOVA of Virginia Aquatics.

Note that NOVA has a strict policy about the use of cell phones on team trips. Swimmers may bring cell phones, but cannot use them during the competition. This guideline was developed as a result of many years of experience of swimmers using cell phones at inappropriate times and for inappropriate reasons. Also, for the younger swimmers, this guideline helps to foster a sense of independence and unity among teammates.

Chaperone Guidelines

1. The coach coordinating the travel trip selects the chaperones for the trip and determines the number of volunteer units that will be earned for that trip.
2. There should be enough men and women for the various age groups, and the compiled list of chaperones will be subject to a limited background check.
3. Chaperones will be assigned a group of swimmers and at all times the chaperones must know what the swimmers are doing and where they are. The curfew must be maintained at all times. While swimmers are among the finest young people anywhere, they are also typical young people, and they can think of many things to do that are unacceptable. Chaperoning means monitoring activities and stepping in when the lines of acceptability are being approached.
4. NOVA has a Code of Conduct signed by each swimmer. All swimmers are aware of the Code and are expected to adhere to it completely while they are traveling to, from and during meets. Chaperones need to emphasize mutual respect and expect the best from their charges. Chaperones must respond rapidly to bad behavior and handle

difficult situations in a positive manner. Chaperones must report any code of conduct violations to the coach immediately following the incident.

5. Chaperone assignments whenever possible will be made so that chaperones will be able to see their children swim, but chaperones must accept the fact that this may not always be possible.
6. Chaperones must be responsible for the room key and the use of the phone in their assigned rooms. Calls home should be handled through the chaperones. Swimmers are not to take advantage of any hotel services not included in the discounted room rate.
7. Swimmers should be responsible for their own money. Chaperones may hold the money poolside for the sake of security, but chaperones should not be used as “personal bankers” who keep track of all the money that is spent.
8. Chaperones are to report to the coaches and must also be responsible for the needs of the coaches that may arise at any time.
9. Chaperones may not smoke around the swimmers. Chaperones may not consume alcohol at any time during the trip.
10. Chaperones will need to attend a meeting called by the coach coordinating the trip.
11. Chaperones need to be informed at all times about the meet and travel schedule, and to help inform the swimmers about the meet and travel schedule.
12. Chaperones will help make sure swimmers keep the team area clean during all sessions of the meet.
13. Chaperones will work with the coaches to manage meals in an orderly fashion. This can include collecting monies, buying food and dispersing it. Try to help swimmers make good meal choices for a swim meet situation.
14. Chaperones must maintain a clean hotel area. At checkout, check rooms for anything left behind and for cleanliness.
15. For more information, see Chaperone Expectations in Appendix A- Club Policies.

IV. THE ROLE OF A PARENT

General Guidelines

The role of a parent is to support their child in the sport of swimming. This can be accomplished in a variety of ways. Appropriate parental participation and support is an important contributor to the success of both the child and the team.

- **Let the Coach do the Coaching!** The best way for parents to help their child to achieve his or her goals is to allow the coach to coach. It's important for swimmers to receive technical information and constructive criticism about

their performances from one source only - the coach. Input from too many sources can confuse and overwhelm swimmers. Parents can help the coach stay focused on the swimmers by not interrupting them at practice or at swim meets. Instead, parents should contact coaches with questions as outlined by the Coach Contact Information section of this handbook.

- **Be Enthusiastic and Supportive.** Parents can make an important contribution to their child's success by providing a stable and loving environment. They should help their young athlete feel like a winner by supplying support and encouragement. Parents should never overburden a child with winning or the achievement of unrealistic best times. Instead, parents should give credit to the swimmer whenever an improvement is made and understand that not every swim will be an improvement in time.
- **Demonstrate good sportsmanship and set a good example for your child.** Parents should serve as a positive role model by demonstrating good sportsmanship toward coaches, officials, other parents, opponents, and teammates. Poor attitudes on the part of parents have a lasting impact on a child. Complaints and criticisms, along with suggestions for improvement, should be directed at the coaches or board members at the appropriate time and in the appropriate manner. A swim meet is not the time or place.
- **Attend Parents Meetings** - Attendance at all parents meetings is encouraged. These meetings are an important vehicle for communicating plans for the season, goals for the swimmers, and the direction and needs of the NOVA program.
- **Support fundraising activities** - NOVA attempts to keep dues low by offsetting costs through fundraiser activities. The fee charged for dues covers only a portion of the total cost of running the NOVA program. The Virginia Swim Shop, which is operated mostly on a volunteer basis, is NOVA's biggest fundraiser. Parents can support the Virginia Swim Shop by purchasing all needed swimmer equipment and gear at the shop. NOVA generates additional funds through other fundraisers, such as the Swim-A-Thon and through profits earned from NOVA-sponsored swim meets. Parents can support NOVA's fundraisers through their participation and by volunteering to help.

Volunteer Requirement

Swimming is a very "volunteer intensive" sport: it takes many volunteers to run a swim meet and a swimming organization. Families are encouraged to support the NOVA organization by becoming active volunteers. One of the best ways to do this is to become familiar with various duties at the meets and consider becoming trained and certified for official positions. In addition, there are many other volunteer positions within the NOVA organization. Nova requires all families a minimum volunteer hour commitment which is specified in the contract.

- **Volunteer Opportunities** - There are a variety of opportunities for volunteering at NOVA, so parents can usually identify ones that fit their family schedule well. See Appendix C for a list of volunteer opportunities. Please check the website for the current Volunteer Meet Coordinator and Volunteer Unit Coordinator. The Volunteer Unit Coordinator can be reached by e-mail at novahours@gmail.com to submit your units. Please email her with any questions concerning the number of units recorded. Volunteer opportunities will be communicated in various ways throughout the year.
- **Recording Volunteer Units** - The Volunteer Unit Coordinator will record units as reported. You may track your volunteer units by going to the website. At the end of the contract, the Business Manager will bill any family not meeting the minimum volunteer unit commitment specified in the contract. The charge per unit of not meeting the commitment is also specified in the contract.

Registration and Swimmer Contract

Each spring NOVA begins the process of registering swimmers for the next season. New swimmers can of course register to swim at NOVA at any point during the season. Registering a swimmer commits a family to paying a yearly US Swimming registration fee and a NOVA registration fee. Both are one-time, per year, charges. Families will be asked to choose between lump sum, tri-payment and monthly payment options. Families also have the option to pay by check, ACH or credit card.

Registered families will be expected to sign a yearly contract committing the family to volunteer time throughout the season and to assist NOVA with fund-raising. Volunteer time and fund-raising levels vary depending on the group level of the swimmer(s).

In addition, any family has the option to become a NOVA member. A one-time joining fee gives member families reduced swimmer dues, a discount in the Swim Shop, discounted lessons, half price on NOVAFit and free NOVA car magnets.

Families new to NOVA have the option to wait 3 months after registration before signing a yearly contract. First year families will also pay dues at the member rate for the first year the family swims at NOVA. (No other member benefits will apply.)

All families with multiple children in the program will receive discounts based on the number of children swimming. NOVA also provides financial assistance for

eligible families. Please contact the NOVA Business Office at 750-1183 or at novabusinessoffice@comcast.net if you have further questions.

Financial Support and Assistance

Nova is a non-profit 501(c)3 organization, entirely dependent on the support of its members. The club relies on the financial commitments made via the swimmer contracts; it expects that parents and members take their financial responsibilities, very seriously.

NOVA recognizes that the financial impact of joining and participating in ongoing swim related activities can be burdensome to some families and wishes to be able to provide assistance to families in need, if funding is available. NOVA wants to provide for today's youth regardless of family financial status and therefore tries to facilitate the potential financial assistance needs through grants obtained from US Swimming and other sources. The allocation of any such funds received is done through an evaluation of family requests for assistance.

NOVA also recognizes the financial resources/constraints of a member may change from time to time. It is in the best interest of NOVA, in keeping with its charter, to review a family's circumstances, if asked, and allow a swimmer, if possible, to continue to participate in the program by providing options to the family for continued membership.

Please see the Business Manager if you feel you may qualify or are in need of financial assistance. The business manager will provide a copy of the forms that are needed to be filled out as well as a more detailed description of the financial assistance program.

Glossary

1. **Age Groups** - USA Swimming nationally recognized age groups for youth swimming. Allows swimmers to compete against athletes who are of the same age. The following are the age groups: 10 and under, 11-12, 13-14, 15-16, and 17-18. The state of Virginia recognizes an additional age group 8 and under.
2. **Backstroke** - Swimming on top of the water facing up with a flutter kick and alternating motion of the arms.
3. **Backstroke flags** - Lines of flags placed above the lanes at each end to signal to the backstroker that he/she is five yards or meters (depending upon the course) from the wall.
4. **Block** - The starting platform.

5. **Breaststroke** - Requires simultaneous motion of arms and legs. The hands push out, and then forward from the breast; the kick is accomplished by the simultaneous thrust of the legs, forming in succession, the letters W, V then I.
6. **Bulkhead** - A wall constructed to divide a pool into different courses, such as a 50 meter pool into two 25 meter courses.
7. **Butterfly** - Requires a paired recovery of the arms linked to the kick by a 2nd kick, 1 stroke rhythm.
8. **Coaches Time** - Meet seed time created by a coach when a swimmer has a NT (No Time) in an event.
9. **Cut** - Slang for "qualifying time" necessary to attend a particular meet or event.
10. **Distance** - Terms used to refer to events 1000 yards or 800 meters and over.
11. **Disqualification (DQ)** - This occurs during a meet when a swimmer has performed an "illegal" action of some sort on either the start, turn or during the swim. A disqualified swimmer is not eligible to receive awards and the time earned cannot be used as an official time.
12. **Dry Land Training** - Training performed out of the water, includes stretching, calisthenics and/or weight training.
13. **Event** - A race or series of races in a given stroke at a given distance.
14. **False Start** - Occurs when a swimmer moves before the start gun sounds or delays the start of an event. A charge of false start results in automatic DQ of the swimmer.
15. **Finals** - The concluding session of preliminary/final meet in which the fastest swimmers from the preliminary heats return to race again, usually in the evening.
16. **Freestyle** - Swimming on top of the water facing down, with a flutter kick and alternating motion of the arms.
17. **Heat** - A single race in an event. An event will have several heats when there are more swimmers than there are lanes available. (i.e. in an 8 lane pool and 24 swimmers for a single event, results in 3 heats)
18. **Heat Sheet** - Printed program listing all swimmers participating in the meet. Organized by event, it lists the heat and lane assignments for the swimmers.
19. **Individual Medley (IM)** - An event in which swimmers use all four strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

20. **Interval** - Specific unit of time used during a practice set.
21. **Lap counters** - A set of display numbers used to keep track of laps during a distance race.
22. **Local Swim Committee (LSC)** - An administrative division of USA Swimming with supervisory responsibilities within a certain geographic area. In Virginia, the LSC is Virginia Swimming.
23. **Long Course** - Refers to a length of pool of 50 meters. Long course competition occurs during the summer. International competition, such as the Olympics, is held in long course pools.
24. **Masters Swimming** - Swimming program designed for adults who want to stay physically fit and have an opportunity to compete. Divided into five year age divisions.
25. **Medley Relay** - A group of four swimmers competing together and each swimming different strokes in an event in the following order: backstroke, breaststroke, butterfly and freestyle.
26. **Meet Director** - Oversees the entire swim meet.
27. **Meet Marshall** - Responsible for enforcing safety and other policies related to the pool and pool facility and grounds.
28. **Mid Distance** - Terms used to refer to events of 500 yards or 400 meters in length.
29. **Negative Split** - Refers to a race tactic where the second half of the race is swum faster than the first half.
30. **No Time (NT)** - Seed time for an event entered for a swimmer who has never swum that event.
31. **Officials** - refers to the judges on the deck of the pool at a sanctioned meet who enforces USA Swimming rules. (i.e., Stroke and Turn Judges, Referees and Starters.)
32. **Official Verification Card (OVC)** - a form that verifies national qualifying time standard and is required to compete in national level meet.
33. **Pace Clock** - Clock used for intervals in practice. NOVA's clocks are computerized.
34. **Preliminaries** - Races usually held in the morning in which swimmers attempt to qualify for final events.

35. **Pyramid Seeding** - Used in Preliminary/Finals meet where in the last 3 to 4 heats of the preliminaries, the fastest swimmers are split up and swim in the center lanes. This gives more swimmers the opportunity to compete against faster swimmers.
36. **Relay** - An event in which 4 swimmers compete together as a team.
37. **Sanctioned Meet** - a meet that has been approved by the LSC of host meet. Only times from sanctioned meets can be used for seeding purposes.
38. **Scratch** - To withdraw from an event in a competition. A swimmer should only do so with permission from the coach.
39. **Seeding** - Submitted times that are used in a meet to assign heat and lanes to the swimmers.
40. **Set** - A series of swims in a practice, usually assigned an interval.
41. **Shaving** - Used by older swimmers, it's the shaving of the body prior to larger championship meets, which increases sensitivity to the water.
42. **Short Course** - Refers to a length of pool of either 25 yards or 25 meters. USA Swimming conducts most of its winter competition in short course yards.
43. **Splits** - A time recorded from the start to the completion of an initial distance within a longer event. Also, the time for one of the four individuals in a relay. Under certain conditions, lead-off relay times can be used as official times.
44. **Streamline** - The position used by swimmers when pushing off the walls, designed to reduce water resistance. (chin on chest, arms behind head, hands over head)
45. **Tapering** - Practice process in which swimmer readies for a peak performance. Generally the amount of yardage decreases and the speed closely matches race pace. Period of tapering lasts approximately one week for younger swimmers and up to four weeks for older swimmers.
46. **Time Standards** - USA Swimming published national times used as a benchmark for progress and to determine swimmers' eligibility in an event or meet.
47. **Touch Pad** - A large sensitive board at the end of each lane where upon finish a swimmer's time is registered and sent electronically to the timing system.
48. **Unattached (UNAT)** - The status of an athlete who competes, but does not represent a swim club. A swimmer can be considered unattached for a number of months when transferring between clubs.

49. **USA Swimming** - The national governing body of the sport of swimming, with a mission to make competitive swimming uniform across the United States. USA Swimming also offers an insurance program to swimmers to protect them at practice and sanctioned meets.
50. **Warm Up/Warm Down** - Low intensity swimming used by a swimmer before and after a race.
51. **Visualization** - Mental training process where swimmer relaxes and pictures in their mind specific race or practice behavior.

Frequently Asked Questions

If my swimmer decides halfway through the swimming season that they do not like swimming anymore, do I still have to pay for NOVA?

Yes, you have a contract agreement to fulfill for the entire season, which also includes any unserved volunteer units. Please note that NOVA has a three month option to try the program before signing a contract. This allows parents and swimmers to test the waters of age group swimming.

How does my child get placed appropriately on the NOVA team?

A NOVA coach will evaluate your child's skill level and determine for which group he/she is best suited at that time.

Should my child participate in the meets?

Yes. It is important to participate. It is an opportunity for the coach to evaluate the swimmer's skills, and for the swimmer to test his/her skills. It is a wonderful experience to be a part of the team—socially and competitively.

What if I have a problem that I would like to discuss with a coach?

The coaches value any positive communication, but they also need time and space to do their jobs. Talking to them during practice or during meets is not appropriate. E-mail your child's coach or talk to them after practice to schedule a time where you can talk. Often coaches have back-to-back practices so a time to meet may have to be scheduled.

Where do seed times come from that are in the Heat Sheets?

Seed times are a swimmer's most recently earned times. In the event that the swimmer has never swum an event, their time will be shown as NT, or No Time. Occasionally, coaches are asked to create a time, referred to as a Coach Time, for swimmers with NT's.

Where are the meets held and how often?

Meets are held throughout the state of Virginia. NOVA may travel to the eastern part of the state around the Virginia Beach area and several meets are held in Manassas, Virginia during the course of the year. The majority of meets are held in the Richmond area; most of them are held at the NOVA Aquatic Center. Swimmers have the opportunity to attend meets approximately once a month during the season.

What should I do if my child has a disappointing swim?

The role of the parent is to be positive and supportive of their children with all swim efforts they make. Coaches will "talk" the swimmer through a disappointing swim, and use it as an opportunity for a learning experience for the swimmer.

Is NOVA too competitive?

The goal of the NOVA program is to provide swimmers the opportunity to participate in competitive swimming at whatever level they choose. The level of competition is not as important as the idea of personal goal setting and working towards the attainment of those goals. The NOVA program encourages swimmers to work hard in order to obtain the goals they have chosen for themselves.

Appendix A- Club Policies

Swimmer Code of Conduct

NOVA CODE OF CONDUCT

- All NOVA swimmers are expected to behave in an exemplary manner. As representatives of NOVA, Virginia Swimming and USA Swimming; members of NOVA should always act with respect and positive support toward the coaches, officials, administrators, swimmers, family members and spectators that share the sport with us. Behavior that reflects poorly on NOVA will not be tolerated.
- No member of NOVA shall at any time use, be under the influence of, have in their possession or distribute any illegal drugs, illegal substances or non-prescribed steroids. No member of NOVA under the age of 21 shall at any time use, be under the influence of, have in their possession or distribute any alcohol products. All members will abide by the drug and alcohol policies of USA swimming, which can be found on the USA Swimming website.
- NOVA is a non-smoking facility. As such, the use of tobacco products (smoking or chewing) is not allowed at the NOVA facility or any swim meet or NOVA event. Athletes are prohibited from using tobacco products.
- Theft, damage or attempted damage to NOVA property, other team facilities, hotel rooms, restaurants or the personal property of others is prohibited and may be subject to disciplinary action. Any expenses incurred as a consequence of such prohibited behavior will be billed to the appropriate party.
- The possession of dangerous objects or objects banned from or considered inappropriate in a school environment is prohibited at all NOVA activities, practices and functions.
- Any sexual contact or advance or other inappropriate sexually oriented behavior directed towards an athlete by a coach, official, trainer, or other person who, in the context of swimming, is in a position of authority over that athlete is unacceptable and should be reported to the President of the Board of Directors immediately. Swimmers will not display inappropriate affection toward each other while participating in any NOVA activity.
- Swimmer will comply with the proper/designated dress code at all times. Any clothing or the inappropriate wearing of clothing or swimwear that distracts or disrupts members is prohibited. All swimmers will wear designated team suits and caps at all competitions. Swimmer will not “deck change” at NOVA or at any other swim facility unless instructed by a coach or chaperone.
- Running, pushing or horse play on the deck area is not permitted.
- Abusive or offensive language and/or gestures are prohibited at all NOVA practices, meets and activities.
- Swimmers should always be attentive and respectful toward the NOVA coaches. During competitions, questions or concerns regarding decisions made by the meet officials should always be directed to a member of the NOVA coaching staff.
- The coaching staff and volunteer Board of Directors hold the final word on any rule, regulation, or disciplinary action.

TEAM TRAVEL RULES

- All NOVA swimmers will act in a polite and respectful manner at all public venues - including but not limited to restaurants, hotels and aquatic centers. All behavior must positively reflect the high standards of the club.
- Swimmers are expected to remain with the team at all times during a trip. Swimmers are not to leave the pool, the hotel, or any other place at which the team has gathered without the permission of a coach or chaperone. While outside of the meet area, swimmers must always be accompanied by a chaperone, coach, or at least one other swimmer of the same gender (with a coach or chaperone’s permission).
- At no time will male and female athletes be in the same room together unless a coach or chaperone is present.
- No team meetings may be missed. Swimmers must be on time to all meetings and warm ups.

- No swimmer may be out of his or her room after the assigned bed time without permission from a coach or chaperone. All swimmers are expected to strictly adhere to the curfew established by the coaching staff. At curfew, all lights, TV's, cell phones, electronic equipment, etc. must be turned off and no talking is permitted. Swimmers are expected to be quiet and respect the rights of teammates and other hotel guests during evening hours and the rest time between prelims and finals. There is to be no telephone use, including text messaging, after curfew.
- Aquatic centers, hotel rooms and travel vehicles are to be treated with respect and kept neat. Belongings should be kept together and all trash deposited appropriately. Any damage to facilities, rooms or vehicles will be the responsibility of the parties involved and may result in being sent home early from a trip. Any expenses incurred as a consequence of such prohibited behavior will be billed to the appropriate party.
- When traveling by van, swimmers must wear seat belts and remain seated at all times.
- When group meals are contracted for with a hotel or restaurant, all swimmers on the trip are expected to participate in and share the cost of these meals. Chaperones and coaches will be expected to leave an appropriate tip for service where applicable.
- All telephone and incidental room charges must be paid prior to curfew on the final night of the trip.
- No cell phone use will be permitted on the pool deck during the meet.

VIOLATION OF THE CODE OF CONDUCT

- Violation of any portion of this code may result in a swimmer being scratched from a single meet session, scratched from the remainder of a meet, sent home from practice, possible suspension from practice, possible suspension from future meets, possible expulsion from the team and/or other discipline as determined by the NOVA coaching staff and Board of Directors.
- Swimmers sent home early from a meet as a consequence of a code of conduct violation are responsible for their own travel expenses home.
- Upon termination or during any period(s) of suspension, families remain responsible for all dues, fees and contractual obligations as per the then current contract. This includes, but is not limited to, fundraising and volunteer obligations.
- A swimmer in violation of the code of conduct is entitled to meet with the coaching staff with his or her parents to discuss appropriate disciplinary actions. The swimmer may be suspended from the team prior to this conference.

My signature below constitutes unconditional agreement to comply with the NOVA Code of Conduct, NOVA Team Travel Rules and any disciplinary actions that may be taken.

Swimmer Signature_____ Date_____

Swimmer Signature_____ Date_____

Swimmer Signature_____ Date_____

Swimmer Signature_____ Date_____

Swimmer Signature_____ Date_____

Parent/Guardian Signature_____ Date_____

Parent/Guardian Signature_____ Date_____

CONFLICT RESOLUTION POLICY

It is the policy of NOVA of Virginia Aquatics that parents and swimmers have a process to address issues and concerns relating to the competitive swim program. This process is designed to provide a fair and respectful process for everyone involved (swimmer, parent, and coach) and to facilitate better communications.

Procedure:

1. When a parent or swimmer has a concern or issue, the parent should contact the swimmer's coach by email and arrange for a face-to-face meeting. All concerns must be in writing. This meeting may include the swimmer, the parent(s) and one other coach/staff member.
2. Parent, coach and, if deemed appropriate by the coach, the swimmer will meet at NOVA to discuss issues and concerns.
3. If the issue or concern remains unresolved, the coach should involve the head coach if he or she is not already part of the process.
4. If the issue or concern is still unresolved, the parent may request, in writing by email, intervention from the president of the Board of Directors. Parents should be aware that while the specific correspondence will not be shared with the staff, the content and issues would be discussed with the staff prior to meeting with the parents. The president of the Board may then assign an appropriate Board member to meet with the parent, coach, head coach and, if appropriate, swimmer to discuss their issue or concern.
5. If the Board member feels it appropriate, he or she will bring the issue or concern to the Executive Board along with a recommendation for resolution.
6. The Executive Board will determine whether any action is necessary.

It is the Board's sincere belief that differences between parents and coaches should be resolved between the parent and the coach. Although the President and Executive Board may become involved in issues and concerns between parents and coaches in rare cases, this is not expected to be the norm.

MEDICAL RESTRICTION AND INJURY POLICY

It is NOVA of Virginia Aquatics policy that when a swimmer is injured and/or under the care of a doctor or therapist, the orders of that medical professional will be followed by that swimmer during practice. Parents should be aware if the injury is prolonged in nature, the swimmer might be requested to swim in a different group where the work out is more appropriate for the recovery of that athlete.

Procedure:

1. When a medical professional is treating a swimmer, it is the parent's responsibility to ensure that the coach is fully aware of the doctor's orders.
2. The parent should contact their swimmer's coach and explain the situation and the medical professional's orders. In cases of medical treatment, parents should not rely on the athlete to communicate to the coaches. Parents are advised not to email the coach and send the athlete to practice unless the coach has confirmed that they have received the email.
3. If the parent has a concern that the coach is not following the prescribed instructions, the parent should not send his or her swimmer back to practice until he or she has spoken on the phone or in person with the coach and reached a consensus regarding practice and the advice of the medical professional.
4. Coaches will not allow swimmers back into regular practice until the coaches have received clearance from the swimmer's parents based upon medical advice.
5. Parents are responsible for determining the nature and level of practice during or after a swimmer's illness or injury. Likewise, based upon a swimmer's nature and level of practice, coaches are responsible for determining the appropriate practice group and meet participation.
6. The coaches reserve the right to refuse to allow a swimmer to continue to practice and/or compete if the coaches suspect a medical illness or injury until a medical evaluation and clearance has been obtained by the parent.
7. Coaches will not retaliate against swimmers under a doctor's attention and will work with them upon their return.
8. In the event a swimmer is not able to practice or compete for 30 days or more, NOVA may reduce the swimmer's fees by half. The parent must request the reduced fees from the business manager and provide appropriate medical documentation.

CHAPERONE EXPECTATIONS

General

- There will be a meeting with the chaperones and the coaching staff either on the bus or upon arrival the first night to discuss specifics of the trip.
- Chaperones will need to pay for their own meals except for meals designated as team meals, which are included. The team will pay for the hotel rooms and transportation up to \$100 per chaperone.
- Always think of the athletes first, however, be firm with them.
- The coaching staff is the ultimate authority and will settle any disputes.
- The coaches are responsible for all medical care. The coaches will travel with all medical release forms on a memory key to be viewed on an as needed basis in an emergency only. Some athletes have specific needs that may require your assistance. The coaches will instruct you if your assistance is needed. Medication should never be administered without instructions and permission from parents.
- Each chaperone will be assigned to specific athletes. While these are your main responsibility, it is the expectation that if necessary you will step in and help if other swimmers/chaperones need support.
- Please keep all receipts for any expenses incurred and turn them in to the Business Manager within one week of returning from the trip.
- Remind younger swimmers of approximately how much money they will need for food in order to prevent an athlete from splurging on goodies and memorabilia.
- No swimmer may leave the hotel, pool, or any other team function without a coach or chaperone to escort them. All activities must be supervised.
- Assist young swimmers to keep track of personal property and the schedule. Encourage them to be responsible.
- Be flexible.
- If you have a cell phone leave it turned on, so you can be reached in case of an emergency or change in schedule.
- Remember this is your own child's trip, too. If they are assigned to another adult as a chaperone, please do not overstep your boundaries.
- Chaperones are to obey all laws while chaperoning including those pertaining to traffic, parking, speed, seat belts, etc. A chaperone should not take any medications that interact with their ability to safely supervise the swimmers. Athletes should never be put in illegal or dangerous situations within the chaperone's control.

- Chaperones are not to leave the meet or hotel for personal reasons unless the coaches have been informed. Before leaving make sure chaperone duties are covered.
- If a chaperone encounters inappropriate behavior, they should notify the coaches immediately.
- Do not allow high levels of noise in public areas, hotels, restaurants, or in transit in order to prevent disturbing other guests.
- Chaperones should watch out for concerns regarding emotional issues and offer assistance to those in need of help; however, refer issues regarding competition to the coaching staff.
- Report any sickness or other abnormal behavior to a member of the coaching staff.
- Have fun and help your athletes have fun!

Hotel

- A member of the coaching staff will check in all of the athletes' rooms and assign chaperone rooms. It is important for proper supervision that chaperones check into the room assigned by the coach.
- Locate emergency exits of the hotel, pool facility and other locations. Inform your athletes of the location of emergency exits and when and how to get to an escape route.
- At curfew check to be sure athletes are in their assigned rooms and have their lights out at the appropriate times listed on the schedules.
- Follow up with room checks to be sure athletes are adhering to the curfew.
- One of the coaches will arrange for wake up calls. Please knock on doors at the wake up time in the morning, just in case the front desk did not give a wake up call. (Please bring your own alarm)
- Be available in the lobby, or other designated meeting place, when the team departs for the pool or other activity. Do a head count of the swimmers you are assigned before departure.
- Inspect rooms prior to check out to be certain they are clean and inspect for any damage and items left behind.

Restaurants

- Be sure your athletes leave a 15% gratuity if the restaurant warrants it.

Meet

- Once swimmers are safely at the pool for warm up be sure there is some type of beverage for the athletes in the team cooler.
- If the sessions at the meet run long check with the coaches to see if they need food or drink.
- Once at the meet, the coaches may determine additional duties for chaperones are necessary.

Thanks for volunteering!

Appendix B - NOVA's Board of Directors

- **Board of Directors, 2007- 2008**

NAME	POSITION	EMAIL ADDRESS
Diana Barden	President	Diana.v.barden@comcast.net
Dwight Hopewell	Secretary	dhopewell@cantorarkema.com hopewells@verizon.net
Karen Lee	Treasurer	kfrmlee@comcast.net
Jim O'Brien	President-elect	OBrien-4@comcast.net JOBRIEN@VHB.COM
Kevin Bailey		kevinm.bailey@comcast.net
Debbie Bernardes		coachdeb@gmail.com
Brent Holsten		bholsten@eaholsten.com
Shary Hunt		shunt@vhqc.org sharyhunt@yahoo.com
Dan Murphy		murphyde@msn.com

Appendix C - National Age Group Time Standards

2005-2008 National Age Group Motivational Times - Top 16 Based 9/13/04

See a coach for a copy of the standards or go to the following website for a complete list:

http://www.usaswimming.org/USASWeb/_Rainbow/Documents/b6f5e251-9707-4d80-92c8-c86992c20e00/2008MotivationalTimes-Top16.pdf

Appendix D - VOLUNTEER OPPORTUNITIES

THE FOLLOWING IS A BRIEF DESCRIPTION OF MOST VOLUNTEER POSITIONS AVAILABLE AT NOVA.

Certified Officials - Makes sure that the swimmers and swim meets are following the USA-Swimming Rules and Regulations. The following positions require training and Certification: Referee, Stroke & Turn, Timing Judge, Starter, CTS Operator, Recorder/Clerk of Course. We are always in need of new trained officials. All Officials positions require a clinic, on-line testing, satisfactory completion of on-the-job training and final certification. If you are interested in becoming a certified official, please speak with any official or notify our Team Officials Chairperson.

Team Officials Chairperson - Communicates, coordinates and schedules all certified officials for all home meets. Also, communicates the needs of host (away) teams, to all team certified officials, so they can help officiate. Serves as a clearinghouse for training needs and opportunities for officials. Forwards and disseminates communications from VSI or USA-Swimming Rules and Regulations Committee Chairpersons, as well as any communications from the District Chair/Co-chairpersons. Helps and assists with maintaining and updating the team certified officials roster.

The following volunteer positions require a season commitment. The volunteer requirement should be met by your scheduled participation and may result in serving more than the required units. The Coordinators below will track units for their groups and turn them in to the Volunteer Unit Coordinator.

Meet Director Coordinator - Schedules all Meet Directors and ensures coverage for all NOVA hosted meets. Performs Meet Director duties as necessary to ensure coverage and to earn required units.

Concessions/Hospitality Coordinator - Oversees concessions and hospitality for all NOVA hosted meets. Orders and arranges for purchases of all concessions and hospitality items. Ensures proper staffing for meets and schedules workers as needed. Performs Concession duties as necessary to ensure coverage and to earn required units.

Meet Safety Marshall Coordinator - Schedules all Meet Safety Marshals for all NOVA hosted meets. Ensures volunteers serving in this capacity are certified and required fees have been paid to USA Swimming. Performs Meet Safety Marshall duties as necessary to ensure coverage and to earn required units.

Volunteer Unit Coordinator -Tracks and records all volunteer units for the membership. Updates and posts total units on NOVA's website for family review every two months beginning in December.

Meet Entry Coordinator - Schedules all Meet Entry volunteers for each meet and performs data entry duties as necessary to ensure coverage and to earn required units.

Meet Volunteer Coordinator - Posts volunteer positions two weeks prior to each home meet. Assigns vacant volunteer positions one week prior to each home meet based on the swimmers entered in the meet. Posts assignments at NOVA.

Ribbons/Folders Coordinator - Inventory and order ribbons as necessary. Schedule all Ribbon volunteers. Ensures remaining ribbons are mailed to visiting teams at the conclusion of all NOVA hosted meets. Ensures ribbons are filed in swimmer's folders in a timely manner. Ensures all swimmers have a folder in the correct box. Performs Ribbon/Folder duties as necessary to ensure coverage and to earn required units.

Vending Machine Coordinator - Schedules Vending Machine volunteers to maintain the vending machine. Arranges for purchases of all items and ensures vending machine is restocked as needed. Performs vending machine duties to ensure coverage and earn required units. Reports to the Treasurer and the Business Manager.

Summer League Coordinator - Works with the coaches and the swim shop to promote the Fall and Spring Clinics and all merchandise in the swim shop to all Richmond area summer league teams. Ensures summer league teams have suits and other items in a timely manner.

The following volunteer positions require a season commitment. The volunteer requirement should be met by your scheduled participation and may result in serving more than the required units. Your coordinator will schedule and track your units.

Meet Directors - Coordinates NOVA hosted meets from sanction request through completion of meet.

Concession Shopper / Setup - Shops for concessions and hospitality items for all NOVA hosted meets. Sets up concessions and hospitality areas on the Friday morning of each meet.

Meet Safety Marshall - Walks the deck and NOVA property to ensure the safety of everyone. Requires prior approval/certification and a fee paid to USA Swimming. Once NOVA pays your US Fees, you will be expected to participate as needed.

Meet Entry – Directed by the coaches, performs data entry of meet entries as scheduled to earn required units.

Ribbons / Folders – Places preprinted labels on the appropriate ribbons based on results and files ribbons in appropriate swimmers' folders after the meet. Ensures visiting teams receive their ribbons. Ensures each swimmer has a folder in the appropriate box.

Vending Machine - Purchases items and restocks vending machine as needed. Counts and turns in money to the Treasurer and/or Business Manager.

Swim Shop -Works a scheduled weekly shift in the swim shop. Position requires training. Please indicate your interest on the Volunteer Commitment form. A second form must be completed to indicate your preferred shift and may be obtained from the Business Manager.

The following volunteer positions require sign up prior to each home meet. The Meet Volunteer Coordinator will assign any vacancies that remain after being posted for one week based on the swimmers entered in the meet. Units will be predetermined based on expected length of the meet session as well as the flexibility of the job.

Announcer – Makes all announcements as directed by the Referee and Meet Director. Announces heats and calls events behind the blocks.

Head Timer – Ensures the appropriate number of timers are assigned to each lane. Ensures timers understand correct timing procedures prior to the start of the meet. Starts two backup watches for each heat in case a lane timer's watch fails.

Timer – Starts a stopwatch for each heat and records the swimmer's time on the timer sheet provided.

Clean-Up Crew – Assists the lifeguards in getting the deck back in order by collecting trash and other duties as assigned.

Runner - Picks up sheets from the Timers after each event and collects any DQ cards from the S&T Judges and Referee and takes them to the Table workers.

Check-in Attendant – Checks in all volunteers at NOVA hosted meets. Check-in table opens 1 hour prior to the start of the meet and closes at the start of the meet.

Concessions & Hospitality – Sells food, drink, heat sheets and t-shirts at NOVA hosted meets. Maintains hospitality area for coaches and meet officials. Serves water to timers and meet officials periodically during the meet.

The following volunteer positions are very important. Units are determined on a case-by-case basis.

Group Parent – One or two representatives from each practice group to serve as point of contact for parents and coach. Answer questions of new parents and ensure they know the processes and expectations. Plans social activities for the group as directed by the coach.

Administrative and Special Projects Coordinator – In coordination with the coaches, maintain and decorate all bulletin boards. Make and hang “Brag Boards” at appropriate meets, decorate the Christmas tree and hang lights in the lobby area. Also coordinate special projects as directed by the Board of Directors or Coaches. An example is NOVA’s participation with Goochland Family Services to sponsor needy families at Christmas.

Swim-A-Thon – Assist with the coordination of the swim-a-thon.

Building and Grounds – Work with the Facility Manager to maintain the building and grounds. This can be landscaping, cutting grass and weeding as well as emptying trash and refilling paper towels and toilet paper during swim meets. Older swimmers may perform these duties to earn units as well as community service.

Away Meet Timer Coordinator – Schedules Timers for away meets and coordinates parent volunteers as requested by host teams.

Summer Team Swim Shop Rep – If you are involved with a summer league team and would like to work with the Summer League Coordinator by representing the swim shop to your summer team for team suits, etc, this is the position for you.

Chaperones – Chaperones are chosen by the coaches for each team travel meet. Chaperones will earn units as determined by the coaches. In addition, hotel and transportation fees will be paid up to a maximum of \$100. Payment will come from the swimmers’ fees.

During the season, there are always volunteer opportunities that are needed by the coaches and staff. Watch the volunteer bulletin board and website for postings and please respond generously.

Appendix E - BY-LAWS OF NOVA OF VIRGINIA AQUATICS, INC.

ARTICLE I – PURPOSE

NOVA of Virginia Aquatics, Inc. is a not-for-profit corporation formed within the limitations prescribed under Section 501 (c)(3) of the Internal Revenue Code. The purpose of NOVA is to provide structured aquatic training for young people in order to develop their swimming skills to their fullest potential, and to provide health and fitness opportunities for adults and senior citizens to allow them to lead healthy and productive lives.

ARTICLE II – MEMBERSHIP

- A. Members must be at least 21 years of age who have a signed contract with the Corporation and are in good financial standing. Members have one vote per contract regardless of the number of swimmers.
- B. An annual meeting of the membership shall be held during the first quarter of each fiscal year. The President shall give an annual report of NOVA to the members. The membership shall:
 - 1. elect new Directors to the Board of NOVA and
 - 2. approve and amend the Bylaws
- C. Ten percent of the voting members can call a special meeting between scheduled annual meetings.
- D. Members shall be notified at least five days in advance of meetings.
- E. A quorum shall consist of a majority of the total voting members. Voting by proxy is permitted in establishing a quorum.

ARTICLE III – BOARD OF DIRECTORS

GENERAL PURPOSE

The Board shall have authority to manage the affairs and business of NOVA relating to the following:

- 1. finance
- 2. personnel
- 3. policy
- 4. program development, marketing and evaluation
- 5. public and community relations
- 6. facility and pool maintenance and safety

NUMBER AND TENURE

The number of elected Directors of NOVA shall be nine. Each elected Director shall hold office for a term of three years unless he or she dies, resigns, becomes incapable of serving, requests or agrees to a shorter term or is removed for cause by at least two-thirds vote of the remaining members of the Board of Directors. All vacancies in the Board shall be filled by appointment for the remainder of the vacated term by the remaining Directors. Each elected Director may hold office for no more than two consecutive three-year terms. The Head Swim Coach, Operations Manager and Office Manager shall be non-voting members of the Board of Directors, and they shall attend all meetings of the membership and the Board of Directors.

ELECTION

The election of the Directors to a three-year term shall occur at the annual membership meeting. The term of office shall be from February 1 through January 31 three years later unless otherwise noted.

MEETINGS

The Board of Directors shall meet at least once every quarter. The Directors may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution.

SPECIAL MEETINGS

Special meetings of the Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Directors may fix the place for holding any special meeting of the Directors called by them.

NOTICE

Notice of any special meeting shall be given at least three days prior to the meeting delivered personally, by telegram, facsimile, telephone message, email or mailed to each Director.

QUORUM

At any meeting of the Directors, a majority of the Directors shall constitute a quorum for the transaction of business.

ADVISOR

At the end of a Director's term, the then current Board of Directors may request the Director to serve as an Advisor. The Advisor may attend BOD meetings as requested but has no voting privileges. In addition, members may be requested to serve in an advisory role as needed for a term determined by the Board. The Advisor would not be allowed any Board privileges including voting or authority to conduct business on behalf of the Board.

ARTICLE IV - OFFICERS

A. NUMBER

The officers of NOVA shall be a President, a President-Elect, a Secretary and a Treasurer; each of whom shall be elected by the Directors. Such other officers and assistant officers, as deemed necessary, may be elected or pointed by the Directors.

B. ELECTION AND TERM OF OFFICE

The officers of NOVA, to be elected by the Directors, shall be elected annually at the first Board meeting of the Directors following the annual membership meeting. Each officer shall hold office until his or her successors shall have been duly elected and shall have qualified or until his or her death, or until he or she shall resign or shall have been removed in the manner provided herein.

C. REMOVAL

Any officer or agent elected or appointed by the Directors may be removed by the Directors whenever, in their judgment, the best interests of the Corporation would be served thereby. Such removal shall be without prejudice of the contract rights, if any, of the person so removed.

D. VACANCIES

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Directors for the unexpired portion of the term.

E. DUTIES OF THE OFFICE

1. PRESIDENT

The President shall be the principal executive officer of the Corporation and, subject to the control of the Directors, shall, in general, supervise all of the business and affairs of NOVA. He or she may sign with the Secretary, or other proper officer of NOVA thereunto authorized by the Directors, any deeds, mortgages, bonds, contracts or other instruments which the Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to the Directors, or by these Bylaws, to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed, and in general, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Directors from time to time.

2. PRESIDENT-ELECT

The President-Elect shall assist the President, as needed, and learn the duties of the President in order to assume the duties of President following the annual meeting.

3. TREASURER

The Treasurer shall serve as the chief financial officer of the organization with primary responsibility for collection of all monies due to the organization and payment of all sums owed by the organization. In addition, the Treasurer shall be responsible for keeping all financial records of the organization and providing reports of receipts and disbursements to the Board of Directors at least quarterly.

4. SECRETARY

The Secretary shall keep the minutes of the Directors meetings, see that all notices are duly given in accordance with the provisions of these Bylaws, or as required, by custodian of the Corporate records, and keep a register of the post office address of each Director which shall be furnished to the Secretary by such Director, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Directors. The Board may designate an assistant to the Secretary to share the above responsibilities.

ARTICLE V – COMMITTEES

There will be two kinds of committees for NOVA: “ad hoc” and “standing” committees.

A. AD HOC COMMITTEES

An “ad hoc” committee is constituted as the need arises. Each committee shall be appointed by the President of the Board.

B. STANDING COMMITTEES

Standing committees perform a continuing function and operate indefinitely unless otherwise directed by the President of the Board. There will be ten standing committees:

1. Executive
2. Nominating
3. Special Events
4. Fund Raising
5. Public Relations
6. Planning
7. Finance and Risk Management
8. Programs
9. Building and Grounds
10. Marketing

Each standing committee and ad hoc committee shall have one elected Director assigned responsibility for the activities of the committee, and that director shall report to the Board on those activities at Board meetings. Directors shall be assigned responsibility for no more than two committees, but may serve on more than two committees. The chair of each committee shall be appointed by the President of the Board and may be a Director or a member.

C. EXECUTIVE COMMITTEE

The Executive Committee members are the officers of the Board. This committee shall be chaired by the President. The Executive Committee’s responsibilities include:

1. Completing performance appraisals for personnel that report directly to the Board of Directors and reviewing performance appraisals for all other personnel.
2. Resolving delinquent accounts.
3. Listening to and ruling on appeals employees may have concerning performance appraisals.
4. Administering personnel rules and regulations and compensation plans for the organization.

D. NOMINATING COMMITTEE

The Nominating Committee shall be comprised of five members, at least three of whom are not Directors. The Nominating Committee shall develop the slate of nominees for the Board of Directors.

E. SPECIAL EVENTS COMMITTEE

The Special Events Committee shall coordinate special events throughout the year.

F. FUND RAISING COMMITTEE

The Fund Raising Committee shall raise funds to support operations and goals of NOVA.

G. PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall have responsibility for both internal and external communication.

H. PLANNING COMMITTEE

The Planning Committee shall develop short and long term plans for NOVA.

I. FINANCE AND RISK MANAGEMENT COMMITTEE

The Finance and Risk Management Committee shall develop the annual budget each year and submit it to the Board of Directors for approval, shall monitor the annual budget by reviewing financial reports prepared by the Treasurer at least quarterly, and shall administer the risk management program of the organization.

J. PROGRAMS COMMITTEE

The Programs Committee shall develop, periodically review and update the various aquatic programs being offered to the community.

K. BUILDINGS AND GROUNDS COMMITTEE

The Buildings and Grounds Committee shall insure for the physical integrity and regular maintenance of the NOVA facility.

L. MARKETING COMMITTEE

The Marketing Committee shall implement, periodically review and update the marketing plan.

ARTICLE VI – CONTRACTS, LOANS, CHECKS AND DEPOSITS

A. CONTRACTS

The Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of the Corporation, and such authority may be general or confined to specific instances.

B. LOANS

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Directors. Such authority may be general or confined to specific instances.

C. CHECKS, DRAFTS, ETC

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Directors.

D. DEPOSITS

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Directors may select.

ARTICLE VII – FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of September each year.

ARTICLE VIII – SEAL

The Directors may provide a corporate seal which, if provided, shall be circular in form and shall have inscribed thereon the name of the Corporation, the state of incorporation, year of incorporation and the words, "Corporate Seal".

ARTICLE IX – WAIVER OF NOTICE

Unless otherwise provided by law, whenever any notice is required to be given to any Director of the Corporation under the provisions of the Articles of Incorporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE X – AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority vote of the members. Provided, however, that the members shall take no action which would cause the Corporation to fail to qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code.

ARTICLE XI – RULES OF ORDER

At meetings, all formal business shall be conducted using Robert's Rules of Order.

ARTICLE XII – INCONSISTENCIES

In the event that any provision of these Bylaws shall be inconsistent with the provision of the Articles of Incorporation of the Corporation, or in the event that any provision of these Bylaws shall jeopardize the qualification of the Corporation as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code and the regulations issued thereunder, then such provision shall be null and void. Further, no officer or Director of the Corporation shall take any action which would jeopardize the status of the Corporation as one formed exclusively for

religious, educational and charitable purposes within the limitations prescribed under Section 501 (c)(3) of the Internal Revenue Code.

We hereby certify that the foregoing Bylaws of NOVA of Virginia Aquatics, Inc duly adopted by the Directors of the Corporation.

NOTE: A signed copy of the Bylaws is available in the NOVA business office. Signed September 13, 1996 and amended by the members January 2008.