



## Hills Hurricane Swimming

# TEAM HANDBOOK

Updated July 2019

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### 1. WELCOME TO HILLS HURRICANE SWIMMING!

Our goal is to provide children with the opportunity to develop into strong competitive swimmers. In doing so, we also strive to create a family friendly environment which means we want to get to know who you are and how we can make you a part of The Hills community. We provide the highest standard of quality training from pre-competition to college preparation training. We are the only program in Oakland that properly prepares swimmers for college swimming. From the intricate development of strokes in our junior groups to our strength and conditioning routines with our senior level swimmers, we give the best and strive for better.

Our dedication to The Hills community is our promise. We want what you want and that is a place for all families to have a safe place for their kids to be educated and prosper. We strive to keep you well educated and informed in our sport and our daily activities.

**How to join the team?** Please contact the head swim coach before showing up to the pool. This way we can communicate properly to the coaches ahead of time so it is not a surprise and they are properly prepared. We generally have a few tryout dates a year however we take new swimmers all year long. Please review the group requirements

prior to attending the try-out. Once the registration form is completed your family will be added to our team database and you will then receive proper communication.

## **2. PHILOSOPHY AND GOALS**

The Hurricane Swimming program is based primarily on three objectives. The first is that we wish to give your swimmer the development that “fits them”. By individualizing your swimmer we will create a unique swimmer that will make the best of what was given to them. The best of the best swimmers are not perfect swimmers and we understand that people are built differently. We strive to create the most efficient strokes possible for each swimmer. The second is we want to give your child the base for learning how to be a positive influence in society by expanding their individualism. We believe by creating a fun, positive, and guide lined environment that the athlete will strive to become better and better with the rigorous training. In life and outside of swimming we want these swimmers to learn to overcome obstacles on their own and strive to improve everyday with the growth of confidence. The third is to teach your child to achieve long term goals by maintaining spirit and dedication. By creating connections with other swimmers, we provide the space for them to understand the principles of swimming.

## **3. TEAM ORGANIZATION**

Hurricane swimming is owned by California Athletic Clubs and managed by The Hills Swim and Tennis Club. We participate in conjunction with USA Swimming. Under USA Swimming our LSC (local swim committee) is Pacific Swimming which is one of the most competitive in the country and even the world. Because Pacific Swimming is so large we are broken into six zones. We represent Zone 2 which is Alameda, Contra Costa and San Joaquin counties. Hurricane swimming does not run elections on a governing board. California Athletic Clubs has appointed the general manager and aquatics director of The Hills Swim and Tennis Club to oversee and govern the team. Weekly and monthly meetings are held to ensure proper communication and financial efforts are running smoothly. Because the team needs a lot of physical support and has LSC requirements we rely heavily on the volunteer efforts of the parents. The general manager and aquatics director will appoint committees and/or lead volunteers to help keep up with the daily needs of the team.

If for any reason that you feel there is a problem with any aspect of the team please consult either the general manager or aquatics director. We will work together to solve the issue. Please remember that we have the swimmer's best interest in mind and will do what is best for the swimmer. We hold all team members, parents, and coaches to the team codes of conduct, policies of The Hills Swim and Tennis Club, and California Athletic Club's rules and regulations.

## **4. PROGRAMMING OVERVIEW**

We have developed all levels of swimming for children age four through college. Our main recruiting program is a pre-competition/novice set of groups: Manta Rays and Tidal Waves. Both groups are regularly coached both in and out of the water. The integration of this program has made the transition to the competitive team very easy for the swimmer. Our entry level competitive group is designed to give the swimmers their first opportunity at understanding the competitive side of swimming: Junior 1 is primarily a developmental group. Here they learn the technical base of how to race. The next level focuses on more development of competition: Junior 2 integrates yardage and interval training where they learn more about times and how to get faster. The next level will begin to incorporate conditioning training: Senior 1 is for the pre-high school level swimmers and they will learn to grow their proper muscle base in and out of the water. This will give them the strength to become competitive swimmers. The most advanced level group trains the swimmers on how to win: Senior 2 swimmers learn more technical aspects to make them advanced competitors. The swimmers learn elite level style swimming as well as an advanced strength training regimen to prepare them for college.

We encourage all swimmers to communicate directly with their coaches on a regular basis. This includes a positive approach and advance notice of any issues or schedule changes. Parents are encouraged to communicate but only under proper procedures outlined in the code of conduct section.

The coaches are in charge of graduating swimmers to the next level. We have developed a plan to make the transition easy for the swimmers. They are first asked to attend at least one practice a week in the upper group, usually for a few months. Once the coaches feel they are ready they will be notified and the full movement will take effect. The

swimmers will be billed in accordance to the group they are signed up for until the full change takes place. The coaches may move swimmers up based on the following criteria: physical ability, maturity, or aging out.

## 5. GROUP REQUIREMENTS

These requirements are a guideline to the group's general expectations. Individual swimmers may have circumstances that place them in the appropriate group.

### **Pre-Competitive groups:**

*Manta Rays (Pre-Swim Team) AGE 4 - 8: Swimmers will learn basic swimming skills of all four strokes. Team activity skills and group swim safety is introduced. Swimmers will learn to swim in deep water as well as jump or dive into deep water. Instruction will be conducted in and out of the water.*

*Tidal Waves (Novice Swim Team) AGE 6 - 10: Swimmers must pass the prerequisite for swim team: \*50 yards of freestyle with side breathing \*25 yards of back swimming \*Treading water for 30 seconds \*Streamline off wall for 5 yards. This group will prepare swimmers for the swim team. This class will take place in the main pool and diving well with on-deck coaching.*

**Junior 1 description:** Entry level, developing competitive swimming skills. Age: 5-10

### Pre-Requisites:

- 2 lengths(50 yards) of freestyle with side breathing
- 1 length of Back swimming non-stop
- Tread water in deep end for 30 seconds
- Streamline off wall under water for 5 yards

### Group Goals and Requirements:

- Enjoy swimming and demonstrate sportsmanship and teamwork
- Learn basic fundamental technical aspects of all four strokes
- Swim a 200 I.M. with proper technique, non-stop
- Perform basic starts and turns (racing starts, flip turns, open turns)

### Expectations:

**Athletes:** Treat others with respect and care. Always arrive 5 min. earlier than the practice or meet start time. Be open to try new swimming techniques and drills. Be willing to learn to compete. Demonstrate a positive attitude. Participate in practice on a regular basis.

**Parents:** Participation in Hills events and activities is required. All fees must be paid in a timely manner. Parents should treat other parents and coaches with respect and are encouraged to assist new parents in volunteer tasks. Volunteering in Meet Timing/Meet Officiating/Meet hosting is required.

**Junior 2 description:** Basic Competitive Development. Age: 8-12

### Pre-Requisites:

- 6 x 50 Free @ 1:05
- 6 x 100 I.M. @ 2:30
- 500 Free under 10:00 with bilateral breathing
- At least TWO 9-10 "B" times

### Group Goals and Requirements:

- Enjoy Swimming with a positive attitude and demonstrate team spirit
- Minimum of THREE practices a week is required
- Demonstrate and perform all strokes and skills such as drills
- Attend at least ONE competition per month as noted in the meet schedule
- Streamline up to 10 Meters off wall with proper technique

- Take personal responsibility for stretching, warmup, and cool down
- Understand and demonstrate a 200 stroke with negative splits
- Achieve at least ONE "Pac A" time in all strokes
- Master interval training on specific practice intervals (know the clock)
- Open to share your personal swimming goals with your coach
- Nutritional awareness

**Expectations:**

**Athletes:** Treat others with respect and care. Always arrive 5 min. earlier than the practice or meet start time. Be able to demonstrate new swimming techniques and drills. Able to compete at swim meets on a regular basis. Demonstrate a positive attitude and encourage others with team spirit.

**Parents:** Participation in Hills events and activities is required. All fees must be paid in a timely manner. Parents should treat other parents and coaches with respect and are encouraged to assist new parents in volunteer tasks. Volunteering in Meet Timing/Meet Officiating/Meet hosting is required.

**Senior 1 description:** Competitive Training. Age: 11 +

**Pre-Requisites:**

- 10 x 50 Free @ :50
- 3,000 For Time without stopping
- 8 x 100s IM @ 1:50
- 500 Free negative split 7:00 boys/7:30girls
- At least ONE 11-12 "Pac-B" time in all strokes

**Group Goals and Requirements:**

- Be a positive role model within the Hills team
- 90% practice attendance required six weeks in advance of attending qualifying meets (The coach retains discretion of accepting absences which do not count against the attendance figure)
- Minimum of FOUR practices a week is required
- Attend all competitions recommended by the coach
- Wear appropriate attire from direction of the coach, including team gear and swim suits.
- Conduct themselves with honor and selflessness at all competitions and practices.
- Be active in fundraising and volunteering time to assist swim lessons or Junior Group practice.
- Must live lifestyle appropriate for achieving greatest personal success
- Understanding Nutritional Management
- No drugs, tobacco products, alcohol consumption
- Display ability to communicate with the coach
- Not rely on parents to communicate for them
- Willingness and positive attitude to perform at every event prescribed by the coach

**Expectations:**

**Athletes:** Treat others with respect and care. Always arrive 5 min. earlier than the practice or meet start time. Frequent tardiness is not accepted. Swimmers should consider swimming as their primary extracurricular activity. Demonstrate a positive attitude and solid effort at all times. Bring appropriate equipment and attire (water bottles at practice are required).

**Parents:** Participation in Hills events and activities is required. All fees must be paid in a timely manner. Parents should treat other parents and coaches with respect and are encouraged to assist new parents in volunteer tasks. Volunteering in Meet Timing/Meet Officiating/Meet hosting is required.

**Senior 2 description:** Training to Win. Age: High School

**Pre-Requisites:**

- 8 x 100s Free @ 1:15boys/1:20girls
- 3,000 For Time under 40min.boys/42min.girls

8 x 100s IM @ 1:25 boys/1:35 girls

Group Goals and Requirements:

- Be a positive role model within the Hills team
- 90% of seasonal practice is required to attend qualifying meets (The coach retains discretion of accepting absences which do not count against the attendance figure)
- Regular attendance of all strength training workouts
- Attend all competitions recommended by the coach
- Strive to complete seasonal group and individual goals
- Wear appropriate attire from the direction of the coach, including team gear and technical swimsuits
- Conduct themselves with honor and selflessness at all competitions and practices
- Limited interference from high school season (swimmers must compete at all required meets and practices during this season)
- Be active in fundraising and volunteering time to assist swim lessons or Junior Group practice
- Must live lifestyle appropriate for achieving greatest personal success
- Proper Nutrition for training
- No drugs, tobacco products, alcohol consumption
- Parent involvement in swimming decisions is minimum
- Display ability to communicate with the coach
- Not rely on parents to communicate for them
- Willingness and positive attitude to perform at every event prescribed by the coach
- Strive to attend all Junior Olympic/Far Western/Senior Level Meets posted on the schedule

Expectations:

Athletes: Treat others with respect and care. Always arrive 5 min. earlier than the practice or meet start time. Frequent tardiness is not accepted. Swimmers must be dedicated to swimming as their primary extracurricular activity.

Demonstrate a positive attitude and solid effort at all times. Bring appropriate equipment and attire (water bottles at practice are required).

Parents: Participation in Hills events and activities is required. All fees must be paid in a timely manner. Parents should treat other parents and coaches with respect and are encouraged to assist new parents in volunteer tasks.

**High school swimmer requirements:** Swimmers who are in high school are the swimming leaders on the team. They must represent Hurricane Swimming at the highest standard. They are required to represent the team in a positive manner while they attend all Hurricane Swimming events. They must take initiative when requested to by the coaches and all team parents.

Year round swimming has an overlap with the high school swim season. During this season the swimmers must represent Hurricane swimming in a positive manner at all high school events. Hurricane Swimming trains in conjunction with the high school swim programs and will properly prepare swimmers for their high school peak meets. It is imperative that high school swimmers train with both teams regularly. Swimmers will be required to attend a minimum number of practices depending on what each coach's requirements are. Hurricane Swimmers will also be required to attend a certain day per week in order to secure the sportsmanship associated with Hurricane Swimming. Ideally the swimmers should train at least one practice with their high school team per week. It is very important that the high school swimmers attend all dry land training at The Hills during this time. If conflicts arise with high school meets, the Senior group coach may plan to move the afternoon dry land to the morning. High School swimmers are required to submit their meet schedule to the senior group coach before the season and also submit any changes or schedule updates.

High School Water Polo is also a conflict during the swim season. This is not seen as a negative impact on swim training but more as a technical misfortune. Swimmers who attend their water polo season may lose some basic swimming skills associated with proper technique. It may take several weeks for swimmers to "find their stroke" again. It is encouraged that swimmers continue to attend minimal swim practices during this season in order to keep up their technique. Other sports and athletic activities outside of swim team may present issues with training. It is advised that swimmers who are

attending multiple sports at a time contact coaches on both teams. This way their training will be assessed properly and positively.

## 6. COACHING

The coaching style of Hurricane Swimming is set forth by the standards put in place by The Hills Swim and Tennis Club and California Athletic Clubs. The coaches must value the health and well-being of all of the athletes, parents, and other Hills staff. The coaches seek to consistently deliver amazing service with passion, creativity, caring, excellence, and integrity. It is important that swimmers receive a range of coaching styles with the intent that the mechanics and training are consistent. A positive and friendly environment is always the daily goal. Coaches will do their best to keep the environment positive and will make sure swimmers and parents are following the team code of conduct (see number 13). The enforcing of rules will be held to the standards laid out in the procedures for disciplinary action (see number 16).

## 7. TEAM UNIFORMS / CLOTHING

Swimmers joining the team and after paying their appropriate fee will receive a latex team cap and cotton T-Shirt. Annually we will place an order for a team sweatshirt. We also provide Silicone caps with additional purchase. Parkas are the number one requested item and we ask that swimmers contact [www.swimshop.com](http://www.swimshop.com) to order their parka, just tell them the team name. Parka orders are in high demand in the fall so it is suggested that swimmers order their parka before October 5 in order to receive them before the December holiday season.

**PRACTICE:** swimmers should have their own goggles, swim suits, and water bottle. Additional equipment is provided by the team however swimmers may purchase their own and it must be stored outside of the team storage area. Coaches may require specific suit and cap requirements based on their practice time(s) or swimmers maturity level. We recommend not wearing your "meet/team cap" during practice.

**SWIM MEETS:** swimmers must wear a team cap during competition. If they do not have a team cap they are available for purchase or may be shared by other swimmers. Swimmers should have a separate racing suit, goggles, and team cap for competition. Swimmers at advanced level training may be required to purchase specific technical racing suits for competition. Generally this is swimmers in high school or swimmers who qualify for meets above the A standard.

## 8. MEMBERSHIP AND REGISTRATION INFORMATION

**Members of The Hills Swim and Tennis Club:** Membership of the club is the optimal position. This option gives you the largest discount for swim team. Members also have easy access to the larger portion of the facility and are not limited to practice time. Members have the option to pay seasonally or monthly. All members will be billed directly on their Hills Swim and Tennis Club bill.

**Non-Hills Club Members:** We welcome all non-members to the club. We have three options for non-members. #1 New non-members may join the swim team for a thirteen week period (season) and then purchase a membership to be allowed on the team after that point. #2 we have a limited number of scholar non-members allowed to utilize the swim team. Contact the head coach for availability on our scholar list. #3 we allow all employees of the club an individual membership which means that swimmers age fifteen plus are eligible to work in various departments of the club. This gives them full individual membership access. Contact the club management for employment opportunities.

1- Non-members must submit a non-member agreement form prior to their first practice.

2- All non-members are subject to a facility usage fee outlined in the registration form on the team website. Non-members must pay in advance of each season.

3- To eliminate any billing issues, we require that non-members provide us with updated credit card information. We no longer accept dues payment via check payment.

4- Non-members are allowed to participate in all posted Hurricane Swimming activities, however at the club they are allowed to arrive twenty minutes before and stay twenty minutes after each activity. Non-members are not allowed to access any club facilities outside of their plan activity.

## 9. ANNUAL, PACIFIC SWIMMING, AND MONTHLY/SEASONAL SWIM FEES

a) The Annual Fee breakdown is currently outlined in the registration contract. Fees generally include, athlete and team Pacific Swimming registration, required team gear, team relay fees at meets, event participation for team activities, and administration fees including purchase of office supplies and coaches equipment (stopwatches, chairs, team gear). We offer a discount to families who provide at least one official. This is noted in the annual registration section in the team registration packet.

b) The Pacific Swimming Registration Fee includes the fee for each individual swimmer and the team registration fees required by Pacific Swimming and USA Swimming. For insurance purposes we require all swimmers who swim with the competitive team longer than thirty days to be registered with Pacific Swimming. The registration fee must be renewed annually. Renewing swimmers are not required to fill out a new form each year. New swimmers are required to complete the form. A link will generally be provided in the registration form and this link takes you to the Pacific Swimming website where you are required to print out the form. This form should be submitted along with the team registration form and payment. Swimmers joining mid season have other options and should contact the head coach about their options.

Swimmers who transfer to the team via another swim team must complete the transfer form on the Pacific Swimming website. Depending on certain factors, swimmers may be unattached for up to 120 days.

c) Monthly and Seasonal swim fees go directly to the coaches payroll and pool usage fees. Swimmers are billed directly through The Hills Swim and Tennis Club with the exception of non-members who must pay up front of each season. The billing policy is currently located in the registration packet. Members being billed are held to the billing policies outlined for The Hills Swim and Tennis Club. Swim team costs and discounts may be updated annually and are posted on the registration form as well as the team website. We do offer discounted swim dues all outlined in the Billing Policy in the team registration packet.

## 10. FUNDRAISING & PARTICIPATION REQUIREMENTS

Annually we have three fundraising and participation requirements for the team. This is to ensure the equipment is up to date and travel expenses for the coaches are paid. This cost is extremely high and instead of raising the monthly dues to make up the difference, we ask all of the parents for a small contribution towards this. We have two fundraisers and one event requirement. All of these fundraisers are required by each family.

**LAP-A-THON:** generally takes place in the fall and in place of a swim practice. We ask that each family either donate \$100 or gathers pledges. We ask that each swimmer provide a lap counter person during the event or designate someone to do it. This event takes between one and two hours depending on the child's age. This event has no point value towards required team points.

**TEAM HOSTED MEET:** the team will rent a pool and host a USA Swimming official swim meet. This requires an abundant amount of volunteer effort where we have a meet director, lead volunteers, and busy workers. The meet director is in charge of the meet and has numerous responsibilities before, during, and after the meet. Job sign ups will be available well in advance of the meet. This meet has no point value towards required team points.

**SUMMER CHAMPIONSHIP MEET:** is generally in middle of the summer season. It is imperative to arrange any summer plans around this meet. Each team attending this meet is required to be in charge of numerous aspects of running the meet and volunteering is a requirement. Each family must volunteer at least three hours. These hours may be used to count towards the parent participation point requirement.

**FAILURE TO VOLUNTEER/PARTICIPATE:**

at our Lap-a-thon is a penalty of \$100

at a HILL-hosted meet will result in a penalty of \$250.

at the summer ending championship meet is a penalty of \$150.

The penalty is payable immediately and will be assessed in the next monthly billing cycle, following the month of the meet.

There are additional volunteer requirements for each family. Please see below under "Parent Participation Requirements" for more information. We track volunteer hours electronically.

## 11. PARENT PARTICIPATION

Parent support and volunteer participation is necessary. All parents are expected to be a contributor to Hurricane Swimming and supporter of The Hills Swim and Tennis Club. The fundraising requirements are a small part of what is required. We are required by Pacific Swimming to provide support at all swim meets. We also are required by The Hills Swim and Tennis Club to make sure the swimmers are behaving and abiding to the clubs policies at all times.

**LEAD VOLUNTEERS:** The Hills relies on parent support to help operate the volunteer efforts. We offer a few lead roles that are exempt from any volunteer penalties. These lead roles include:

Volunteer Coordinator: volunteer management and team communication. This is a compensated position.

Event Coordinator: planning quarterly team events.

Stroke and Turn (Official) Coordinator: managing required officials duties and recruiting new officials.

Meet Director: responsible for total organization of our fundraiser meet. This is a compensated position.

New Parent Liaison: introducing new families to the team

When an opening occurs, the head coach will look to find a new parent to fill the spot. Each position has a general job description and additional requirements.

**VOLUNTEER AT THE HILLS:** Because our facility incorporates members of the club it is important to create a positive environment. We have developed some volunteer positions to help lessen the impact that our volume of swimmers may have. One is a locker room monitor which for a few minutes a day makes sure the locker room remains manageable, safe, and the rules are being followed. Secondly we have a family hot tub monitor which is primarily for the Junior 1 group. This person monitors the kids in the family hot tub after practice and helps enforce club rules. Thirdly we also reward swimmers in different ways such as hot chocolate Wednesdays in the winter where parents organize hot chocolate after practice for the Junior 1 & 2 swimmers.

**VOLUNTEER AT SWIM MEETS:** we may be required to contribute to timing, officiating, or other duties. It is very important that the swim meets all run smoothly and we ask that parents step up and help when needed whether required or not. The two main volunteer positions at swim meets are timing and officiating (not enough officials comes with a fine from Pacific Swimming).

**Timing:** Each team may be required a minimum number of timing seats at a swim meet. The timing position is entry level and takes very little practice to be able to operate. It is our responsibility to help them run the meet. We may be given notice of our assignments in advance or not. In any case, we will provide an online sign up to help ease the process. This will likely be emailed no later than two days until the meet date.

**Officials:** This position has numerous requirements and may take some practice. The entry level position to this is to "shadow" a real official. This will count towards any requirement. The official requirements according to Zone 2 are providing a stroke and turn judge. Any official beyond the requirement may not count towards volunteer requirements for Hurricane Swimming. Officials receive benefits from the team (see registration packet) and from Pacific Swimming (VIP parking, free snacks and drinks). All fees associated with being a official are compensated.

## 12. PARTICIPATION POINT SYSTEM

### POINT REQUIREMENT

Families are required to earn 5 participation points per thirteen week quarter. New Hurricane families are exempt from participation points for a thirteen week quarter, but are encouraged to learn about the positions. New families are not exempt from fundraising requirements. Points may be earned in various ways. Points are awarded in the following manner:

Fundraising shifts..... (Required and do not count towards points)  
Stroke and Turn judge shift at a meet..... 3.0 points per session  
Deliver/set up/return canopies for a meet.....1.5 points per way  
One timing shift at a meet..... 1 point per hour  
Practice parent support shift (monitor locker room/hot tub/hot chocolate).. 0.25 points per shift

**Only 4 non-meet points are eligible per quarter**

**PARTICIPATION IN SWIM MEETS IS REQUIRED TO MEET THE FULL VOLUNTEER REQUIREMENTS**

**Parents with all participating swimmers age 16 and over: only need to complete four participation points due to the fact that swimmers may drive themselves to practice and competitions. However swimmers may be asked and are expected to step up and volunteer as team leaders.**

#### POINT PENALTIES

Point penalties are in place to encourage a fair system of volunteering for every family. We need your help along the way. Our program can only be successful with the efforts and hard work of its members. Besides being a gratifying way to spend your time, it's also a great way to get to know other people on the team.

#### INCOMPLETE VOLUNTEER POINTS

If you fail or choose not to participate in the above-mentioned Point System, a non-participation fee of \$25.00 per point you fall short, or a maximum of \$500 per year, will be charged. Penalties will be assessed quarterly if families have not reached their respective point goals.

#### NO SHOW PENALTY

A NO-SHOW penalty will be enforced if you sign up for a shift and either fail to show up or find proper coverage. Not showing up to a shift is inconsiderate to other team families who must cover the shift and therefore is considered unsportsmanlike conduct. The family fine for a NO-SHOW is negative 5 points. You will NOT be charged if YOU arrange proper coverage for your shift. You still will have the opportunity to sign up to get those points back.

#### MAXIMUM PENALTY

Families who fail to complete any volunteer or participation events may receive the maximum of \$1,000 penalty per year.

#### POINT EXEMPTION

Volunteering outside of the point exemption is permissible and encouraged. However it may not be used towards point exemption. Please take the time to acquire the required points per quarter. In situations where medical issues arise, a medical authorization exemption can be made by providing proper documentation in a timely manner during the season, not after.

### 13. TEAM CODE OF CONDUCT

People participating in association with Hills Hurricane Swimming, including swimmers, parents, family, and their guests are responsible for upholding strong team values at swim sites, team gatherings, and anywhere you wear team gear. Following The Hills Swim and Tennis Club Policies will set a good foundation for strong sportsmanship, representation, and teamwork; those policies are attached to this document. Team members must adhere to them at all times or be subject to club/team disciplinary action. In addition to the club policies, swim team members must follow the protocol listed below.

- \* Swimmers are expected to exhibit good sportsmanship before, during, and after practices and meets.
- \* As a safety precaution, swimmers under driving age will not be allowed to exit practice early without PRIOR notification via email from the swimmers parent to the coach. Swimmers who drive themselves should inform the coach when they need to exit practice early.
- \* Swimmers are NOT allowed to wait outside of the club facility for their parents. Swimmers must wait inside the lobby

area until their parents have arrived.

- \* Swimmers, parents, and their guests shall respect and show courtesy to teammates and coaches at all times. Foul language and gestures may lead to disciplinary action.
- \* Swimmers who exhibit sexist, racist or inappropriate behavior towards another person will be excused from the practice or meet and will be subject to disciplinary action as determined by the head coach. Be respectful of your teammates' feelings and personal space.
- \* Any coach at any time has the authority to ask a swimmer to exit the pool for disciplinary reasons.
- \* If a parent/swimmer has a problem with a coach, the first course of action is to discuss the problem with that coach. If the problem escalates or can't be resolved in this manner, the parent/swimmer is to take the issue up with the head coach, who will help to resolve any issues.
- \* Swimmers responsible for destruction of locker rooms or pool/deck furniture, or theft of property, will be held accountable according to club policy.
- \* Swimmers who are ill with contagious viruses and severe open wounds are not allowed to enter the water.
- \* A swimmer who is injured at practice or a meet must immediately report the injury to his/her coach.
- \* Swimmers cannot acquire additional instruction without their coach's approval.
- \* Swimmers must attend at least THREE practices the week before each meet unless the swimmer has made a special arrangement with the coach. The coach has the right to scratch a swimmer from a meet if the swimmer has not been excused for his/her absences prior to the meet.
- \* Swimmers are to be on time and ready to get in the water for practice and meet warm-ups. [Be prepared to swim.]
- \* Swimmers should have their equipment ready, including extra caps and goggles and any other equipment/clothing/gear required by the swimmers coach. Swimmers who repeatedly arrive late (to practices or meets) and without prior permission from the coach are subject to disciplinary action.
- \* Swimmers are responsible for properly checking in to practices and swim meets.
- \* During meets, swimmers must check postings (heat and lane assignments) and report them to their coach. Swimmers must be behind their blocks prior to their race. A swimmer who is not behind the block before his/her race will be subject to consequences predetermined by meet officials and team coaches. For example, depending on the meet sanctions, a swimmer could be subject to disqualification from the event and/or future events, removal from the meet, or fees.
- \* USA Swimming and Pacific Swimming is an organization of trained officiating volunteers. Meets are operated by volunteers. Swimmers and parents will be respectful and courteous to meet volunteers at all times.
- \* Questions or concerns regarding decisions made by meet officials are to be directed to a member of our coaching staff.
- \* Swimmers and parents should never confront an official or stroke and turn judge at a meet about a disqualification.
- \* Swimmers must not attend a non team scheduled swim competitions without authorization from the head coach. A swimmer request may be authorized by the head coach if the swimmer is A) attempting to qualify for a Junior Olympic or above standard. B) Under direction of head coach to do so.

### **Specific Team Parent Rules**

- \* As a safety precaution, swimmers under driving age will not be allowed to exit practice early without PRIOR notification via email from the swimmer's parent to the coach. Swimmers who drive themselves should inform the coach when they need to exit practice early.
- \* Parents should support their swimmer(s) in attending practices regularly. If you are unsure of the practice schedule or requirements, first check the website, your emails, and then communicate with your swimmers coach.
- \* Parents will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
- \* Parents should not address their swimmer or interrupt practice unless for an emergency or immediate safety concern, as this disrupts the entire group and focus of the practice session. During practice, parents are asked to wait a minimum of TWELVE feet from the pool edge and may view their swimmer from there.
- \* Parents must supervise non-swimming siblings during practice; in particular, please ensure there is no running on the pool deck (for safety reasons). Non-swimming children must be supervised by a responsible adult while attending any USA swimming-sanctioned activity.
- \* Parents are encouraged TO COMMUNICATE WITH THEIR CHILD'S COACH. You can request to meet with the coaches after practice, or via email or a scheduled meeting. Please refrain from communicating with coaches during practice.

- \* Parents are expected to time and volunteer for jobs as needed by our team at swim meets. Some parents must train to be USA Swimming Stroke and Turn judges or Officials, as USA teams are required to provide officials for many meets.
- \* Parents are required to volunteer for activities and to participate in our team fundraising.
- \* Parents should remind their children of the club rules and policies regularly as well as general pool rules at swim meets.
- \* Parents should inform the coach of any other activities their child is participating in that involve rigorous physical activity in order to prevent injury, exhaustion, or illness. It is especially important to notify the head coach and coaching staff of any other swimming-related activity and/or weight training program. Hurricane swimmers under 14 should not participate in a weight-training program.
- \* Parents are encouraged to foster a cooperative community and environment by pitching in when there is a shortage of supervising parents. All swim-team affiliated adults should have an interest in the safety and well-being of all swimmers, not just their own. As an example, please help with supervising swimmers before and after practice if they arrive early or have to wait to be picked up.
- \* Parents are asked to pick their children up promptly after practice. Remember that children must be under supervision at all times, including while waiting for rides.
- \* Parents must refrain from “coaching” their swimmers without consent from the team coaches. The coaches are the professionals and it makes it difficult to coach a swimmer who may be getting conflicting communication about swim skills from a non-professional. Any swimming concerns should be positively and properly communicated to the coaching staff. As a team bonus, the club offers a discount on booking private lessons. This is highly encouraged.
- \* Parents on the pool deck must foster a positive environment. The team prohibits gossip and negative talk about any team member or any other swim teams or swimming affiliated members.
- \* Parent vocal complaints on the pool deck are considered a negative impact to the team and will not be tolerated. Any issues should be brought forth in a private discussion or group forum.

## **14. PARENTING RESPONSIBILITY**

We ask that all parents be the best parents they can be for their child. This includes bringing them to practice on time, feeding them appropriately, watching them compete, conversing positively with other parents and swimmers, and being a cheerleader (positive influence at all times). At no point should a parent act as a coach. The training and times conversation should only be conducted swimmer to coach and coach to swimmer. To eliminate any confusion about training, goals, time standards, and progress we ask that parents focus on parenting and not coaching their swimmers both in and out of the pool. Parents who have any issues or concerns about their swimmer should contact the coach in private. The parents should make sure to abide to the teams code of conduct at all times.

## **15. TEAM COMMUNICATION**

It is extremely important to READ the emails from the team. We will regularly send out important team information and updates. It is up to you to follow the communication guidelines. Please do not call or ask The Hills front desk about swim team matters. Instead you should refer to your emails and team website for all details. The head coach will send approximately four emails a month. Generally a swim team weekly email will go out to inform about upcoming meets, meet results, schedule changes, and more. Additional emails will go out if necessary depending on their importance. The lead official and volunteer coordinator may send out emails as needed.

We are fortunate to have two websites. The Hills Swim and Tennis Club [www.hills.caclubs.com](http://www.hills.caclubs.com) website will have general information about practice times. The Hurricane Swimming [www.hurricaneswimming.com](http://www.hurricaneswimming.com) website has all information about the team. You should refer to this site for every detail. A great way to stay informed is to subscribe to the team calendar. We will occasionally send out the subscription link in weekly emails.

## **16. PROCEDURES FOR DISCIPLINARY ACTION**

The head swim coaches should always be notified about any problems or concerns with swimmers, coaches, and/or parents. Below are the procedures for disciplinary action for swimmers.

1. The swimmer receives a verbal warning from the coach.
2. The swimmer will be asked to sit out of the pool on the deck. This may include some physical activity including, push-ups, sit-ups or lunges, (age appropriate).

3. The swimmer will be asked to leave the pool area and the head coach will contact the parent.

Recurring offenses will be dealt with as necessary. This could include meetings between the coach, Head coach, parents, swimmers, and/or Hills Management team. Suspension or dismissal is an alternative if offenses keep recurring.

## 17. AWARDS

Hurricane Swimming holds an annual awards banquet to celebrate the swimmers and coaches. Awards will be handed out to participants who demonstrate various levels of sportsmanship, including but not limited to improvement, performance, and achievement. Some swimmers may not receive a special acknowledgement but will be given a special team gift for their efforts. Swimmers may also receive awards such as ribbons and trophies at certain swim meets based on their performance during the meet. Swimmers who attend certain meets may also receive a team gift.

## 18. SWIM MEETS

Swim meets are the stepping stones to analyze progress. During practices the coaches will focus on getting swimmers ready to compete. The coaches will regularly encourage swimmers to participate in meets. We ask that swimmers compete in at least one swim meet per month. Swimmers who fail to attend meets are limiting their ability to improve and are missing out on the social benefits of being on team. There are numerous types of swim meets that we attend.

**PRACTICE MEETS:** are generally held at the club and may or may not be officiated. These are great for first time swimmers. These may be at The Hills or located off site.

**C/B/BB+ Pacific Swimming sponsored meets:** These meets are the first step for swimmers to get official times. All swimmers are eligible for C/B/BB+ meets.

**CHAMPIONSHIP MEETS:** Championship meets may have a time standard and may require swimmers compete in relays. These are generally point based and we ask all swimmers to plan to attend these meets. Such as Zone 2 Champs and RESL Champs.

**QUALIFICATION MEETS:** These meets may require a swimmer to achieve a certain time standard. They may also require a minimum practice attendance (see group requirements). Such as Junior Olympics, Far Westerns, and 10 and under Champs, Sectionals, Junior Nationals, Nationals, and Olympic Trials.

**SENIOR LEVEL MEETS:** Senior level meets are generally for swimmers age 13 plus and also have qualification requirements. Such as Senior Open, Senior 2, and Senior Circuit.

**SELECTION MEETS:** Swimmers may be selected to attend a meet based on their swim times by the Zone, or Pacific Swimming. These meets may require travel and are highly sought after. Such as All-Stars and Western Zones.

### SIGNING UP FOR MEETS

Most swim meets have online registration with a fee. Online registration may require the swimmer have their USA Swimming registration number. Once swimmers have times in the system the registration process will be easier. Please follow directions from emails and meet sheets on how to properly register. There is more information on our website in the section on swim meet prep (or see below).

### TIMES/RESULTS

Swimmers times are located primarily on [www.swimconnection.com](http://www.swimconnection.com) and [www.usaswimming.org](http://www.usaswimming.org). Both locations have free access to swimmers time database. Results are located at swimconnection and [www.pacswim.org](http://www.pacswim.org).

## 19. SWIM MEET PREPARATION

For all meet registration: Do it online. Some meet s require a swim meet entry form. They should be turned in completed, including events and times. Any incomplete forms will be turned in and swimmer may be penalized.

LSC Organization: PC Club CODE: HILLS Club Name: Hills Hurricane Swimming

Registration Number: Each swimmer has a 14 digit personal USAS number.  
(Swimmer 6 digit birth date, 3 first letters of swimmers first name, middle initial and 4 first letters of swimmers last name)

## **AT THE SWIM MEET**

### Check-In

1. The first thing each swimmer must do is CHECK-IN at the CHECK-IN table, usually near the entrance to the facility. If you fail to check-in you will not be able to swim. It is a good idea to use a permanent marker and write each event # on the swimmers hand for they day of the swim meet. They will call out the event #'s throughout the day. If you are running late remember that the close of check-in for all events shall be no more than 30 minutes before the estimated time of the start of the first heat of the event..

2. GO FIND YOUR COACH. As soon as the swimmer has finished checking in, they must report to the swim coach. Let them know that you (swimmer) are at the meet and ready to swim.

3. Swimmers must then be ready to WARM-UP. Meet Warmup is different from practice warm-up, do the appropriate warm up for the group you are in. You must follow all the rules of warm-up, there can be up to 25 kids in one lane. Remember to: enter the water with a 3 point entry (no jumping or diving) and circle swim. Dives/Pace can only be done with the presence of your swim coach only. They usually allow 30min. of dive practice towards the end of the warm-up period. Swimmers can only swim in one direction in the dive lane.

### Seeding Events

Meets are seeded (put together) at the pool, meaning as the swimmers check in and the event is closed, the events will be seeded by entry times so swimmers will swim with other swimmers of similar times.

### Swim Meet Rules for Hills Swimmers

1. When the announcer says that the event is now posted, the swimmer must go to the designated area to receive the lane assignment for the event. Swimmers should also check even if the event is not announced. Events are seeded as follows: Heat and Lane: The heat is a group of swimmers in one event. There is only enough space for 6-9 swimmers to swim in each heat. The Lane is the designated place for the swimmer to show up and swim.

2. The swimmer must first report their heat and lane assignment to the coach. This is the time when the swimmer can ask any questions about the race and for the coach to give some advice.

3. The swimmer should be ready to swim before their event begins. So if you are event #2, heat 1, lane 5, you need to be ready behind the timers during event #1. This means, cap/goggles/suit on and ready to go. The starter will not wait for you to adjust yourself, make sure that everything is taken care of in advance.

4. After the race, the swimmer must do a cool down in the cool down area.

Cool down rules are as follows:

#### Race Cool down minimum requirements

25yds 100 yds

50yds 200 yds

100yds 200 yds

200-500yds 250 yds

500yds + 300yds

5. GO back to your coach. It is important to discuss each race with your coach in order to talk about the good the bad and anything else.

\*\*\*if you miss your race\*\*\* Penalty for Failure to Compete: If you miss your event (miss the race/do not show up to the blocks) you will may be automatically scratched out of the next event . This penalty is in place to keep the meet running at a fast pace. You must go to your coach immediately if this happens.

### Parent Obligation

Depending on the nature of the meet, a parent may need to volunteer to time for a given amount of time, usually 1 – 2 hours. If our team hosts a meet, all parents are required to volunteer to run the meet, which may be up to 16 hours for each family. Please be prepared to help us run a smooth meet. Each team will be required to bring a certain number of officials per swimmers. Parents interested in becoming an official can contact The Head Coach.

### Meet Results

All results are posted at the pool area shortly after the event has been swum. Usually the events are split between boys and girls. Remember, all girls events are ODD and boys events are EVEN. The results will be categorized in each division C, B, A. Any swimmer achieving an “A” time in their age group, will receive a special award. You must pick up any awards you might have received at the meet . They will not be sent to you and coach will not pick them up. All results will be posted on-line at the web sites below. All swimmers BEST TIMES are kept there.

<http://www.swimconnection.com> Or <http://www.pacswim.org>

### Racing Rules

All meets are officiated with stroke mechanic rules. A swimmer can be disqualified if they make a mistake during swimming.

### Beginning a Race:

Listen to the starter, he will tell you what to do. One whistle means it is clear to step up on the diving block. Steady yourself upright and come down and hold on his mark. The starter will not wait for you so BE READY

\*\*\*Make sure you know your race before you start to swim.

\*\*\*Doing the wrong stroke is cause for disqualification.

When your race is finished you may be required to stay in the water until the next heat starts. In this case you should move to the side of the lane and against the wall. Some meets may allow the swimmer to exit before the next swimmer takes off but out of respect to other swimmers you must remain in the water until all other swimmers have completed their race.

### WHAT TO BRING TO THE SWIM MEET!

1. You should bring at least 2 swim suits. TEAM SUIT/CAP REQUIRED.
2. 2 new pairs of goggles or meet goggles.
3. At least 2 Towels.
4. 2 changes of clothes; one for putting over wet suits and one dry set.
5. A sleeping bag or blanket.
6. Fold up chairs to sit in.
7. Cooler for snacks, such as Gatorade, water, fruit, bagels. There most likely is a snack bar and possibly a grill. But don't rely on the venue to keep nourished.
8. Books, cards, homework. There is a lot of time between events, so be prepared to have something to do.
9. Most important thing.....COACHES RULE.....YOU MUST WEAR SHOES/FLIPS AT ALL TIME. They keep the feet warm and safe.

## 20. SWIMMING RESOURCES

- 1) Your swimmer. Ask your swimmer if they have the answer. They should learn if they do not know. They can learn by asking their coach.
- 2) Your coach. Coaches have extensive experience with swimming and can answer many questions. Your coach is available to discuss your child's progress and whether there is anything you can do to help. Your coach can also help

when it comes time to enter your child's first meets, to understand which events to enter and what times to use. The best way to contact the coach is via email. Do not interrupt practice unless for an emergency.

3) The Club. The Hills Swim and Tennis Club General Manager can be very helpful in any issues that may arise.

4) Other parents. This is the best option. There are numerous seasoned parents that have a lot of answers. Feel free to just say Hi to someone and they will likely help you out.

5) Go Online! GOOGLE YOUR QUESTIONS and find your answers. Here is a list of websites that can help you with your swimming needs.

- a. [www.hurricaneswimming.com](http://www.hurricaneswimming.com) Team Website with all of our team info!
- b. [hills.caclubs.com](http://hills.caclubs.com) The Hills Swim and Tennis Club for all of the club members needs.
- c. [www.pacswim.org](http://www.pacswim.org) Pacific Swimming has information about meets, officiating, and results.
- d. [www.usaswimming.org](http://www.usaswimming.org) USA SWIMMING has a lot of swimming answers and times results.
- e. [www.swimconnection.com](http://www.swimconnection.com) Great place to see swimmers times and meet results.
- f. [ome.swimconnection.com](http://ome.swimconnection.com) The online registration site for most swim meets.
- g. <https://makingwavesusa.com/> This is where we order our team gear from. Order parkas here!
- h. [www.swimoutlet.com](http://www.swimoutlet.com) Great source for swim gear. Goggles, suits, etc...

