



**HERNDON AQUATIC  
CLUB**

**2019-2020**

**Team Handbook**

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## General Information

## **History**

The Herndon Aquatic Club was organized in 1982 under the direction of Herndon Parks and Recreation Department with Joe Smith as the head coach.

The Herndon Aquatic Club carries the nickname of “Commanders.” Commander William L. Herndon joined the navy as a midshipman at the age of 15. He was competent and advanced rapidly in his chosen profession. Commander Herndon participated in the Seminole War and the Mexican-American War. He was commander of the steamship *Central America* on its run between Panama and New York. On September 12, 1857, the *Central America* encountered a storm off Cape Hatteras. Herndon fought valiantly to save the \$3 million of gold in the hold and the 575 passengers. When he was aware the ship was doomed, he called “abandon ship,” and saw to it the women and children were first to occupy lifeboats. He donned his naval uniform and went below. About 150 passengers survived the sinking, more than enough to make Herndon’s bravery well know. In time, the Naval Academy erected a memorial honoring his life.

## **Objectives**

The objective of the Herndon Aquatic Club is to provide a quality USA swim team to the residents of Herndon and the surrounding areas. The Herndon Aquatic Club is dedicated to providing the maximum opportunity for swimmers to achieve their personal goals in an encouraging environment. Swimmers will have the opportunity to participate in several USA swim meets during the year as well as build self-esteem, confidence, physical endurance and friendships with other team members. Swimmers are to dedicate themselves not just to swimming, but to the challenges of responsibility, sportsmanship, competition, and learning which can be beneficial today, tomorrow, and a lifetime.

## **Location**

From September to May, all practices are held at the Herndon Community Center, 814 Ferndale Avenue, Herndon, VA 22070. Beginning after Memorial Day, practice may also be held at the Lake Newport Pool, 11601 Lake Newport Road, Reston, VA 20194.

## **Mailing Address**

Herndon Aquatic Club  
P.O. Box 710601  
Herndon, VA 20171-0601

## **Communication**

Good communication is vital to a successful season. Email is the team’s primary means of communication. It is the responsibility of the parents and swimmers to ensure a current, reliable email address is provided through the **My Account** section of the HAC website ([www.swimhacc.org](http://www.swimhacc.org)).

The HAC website ([www.swimhacc.org](http://www.swimhacc.org)) provides team information, including details about programs, fees, the team calendar, swim meets and team functions. Every family has an account on the HAC website. Swim meet sign up and booster account balances are accessed through the HAC website. Two other important web sites are:

Potomac Valley Swimming [www.pvswim.org](http://www.pvswim.org)  
USA Swimming [www.usaswimming.org](http://www.usaswimming.org)

## **Practice Cancellations**

We want our swimmers in the water as much as possible. The team calendar lists the planned days off from practice and can be viewed on the HAC website. If for some reason it isn't possible to hold practice, we will notify team members by the most appropriate means for the circumstances. This includes email or text messaging so please be sure your contact information is correct on the HAC website. Inclement weather is the most common cause of practice cancellation and is addressed below. In cases where the pool is closed for health/safety reasons it is not always possible to get the message out in time, but we will make every attempt possible. Most other cancellation notices will be sent out by email during the week prior to the date or at the beginning of the affected week.

Practice cancellations due to inclement weather will be sent via email whenever possible, reflected on the HAC website, and announced on the hotline (703) 435-6800 x2138. Usually a decision will be recorded on the hotline by 9:00 PM for the next morning's practices. If Fairfax County Public Schools announce at night they are closed the next day, there will generally be no morning practices. Please check your email, the HAC website, and/or the hotline for cancellation of afternoon practices.

### **Swim Meet Cancellations**

Swim meet cancellations are determined by the host team or PVS. Swim meet cancellations will be communicated by email and on the HAC website.

### **Coaching Staff**

Richard Romero begins his second season as the Head Coach of the Herndon Aquatic Club. He was born in Puerto Rico and started swimming at the age of 5. Coach Romero has coached both swimming and water polo for over 28 years. He has worked with Scarlett Elite, Hamilton Aquatic Club, and Peddie Aquatic. Coach Romero has also worked as aquatics director and aquatics manager at the JCC, British Swim School and Salvation Army. His coaching philosophy emphasizes technique and teaching the fundamentals of each stroke in order to bring out the best in each swimmer.

HAC assistant coaches have experience as competitive swimmers themselves, followed by years of coaching high school swimming, USA Swimming, and summer league swimming. The staff brings together over 40 years of coaching experience

## **HAC Practice Coaches**

**Coaches on Deck**

**Practice Group**

<i>Lead Coach</i>	<b>Additional Coach(es)</b>		
Rich	Summer		Senior Elite 4:30PM
Rich	Brittany		Senior Elite 5:00AM
Rich	Brittany		Senior 5:00AM
Kathy	Morgan		Senior Night 8:30PM
Rich	Brittany		Gold Elite 5:00AM
Rich	Summer		Gold Elite 4:30PM
Rich	Summer		Silver 3:30PM
Summer	Melody	Morgan	Bronze 7:00AM
Summer	Melody	Morgan	Bronze 7:30PM
Summer	Melody	Betty	Age Group 6:30PM
Brittany			Age Group 7:00AM
Adam	Melody		Age Group 6:30AM
Summer	Morgan	Melody	Age Group Prep 6:30PM
Brittany	Betty		Age Group Prep 6:30AM
Summer	Morgan		PeeWee 8:00AM
Rich	Brittany		Saturday 5-7AM

## **Herndon Community Center Logistics**

### **Facility Use**

Appropriate behavior is expected of all team members when using the facilities at the Herndon Community Center (HCC). Team members are expected to be courteous and respectful to all HCC employees and to treat the facility with respect. Team members exhibiting inappropriate behavior are subject to suspension from the team without warning.

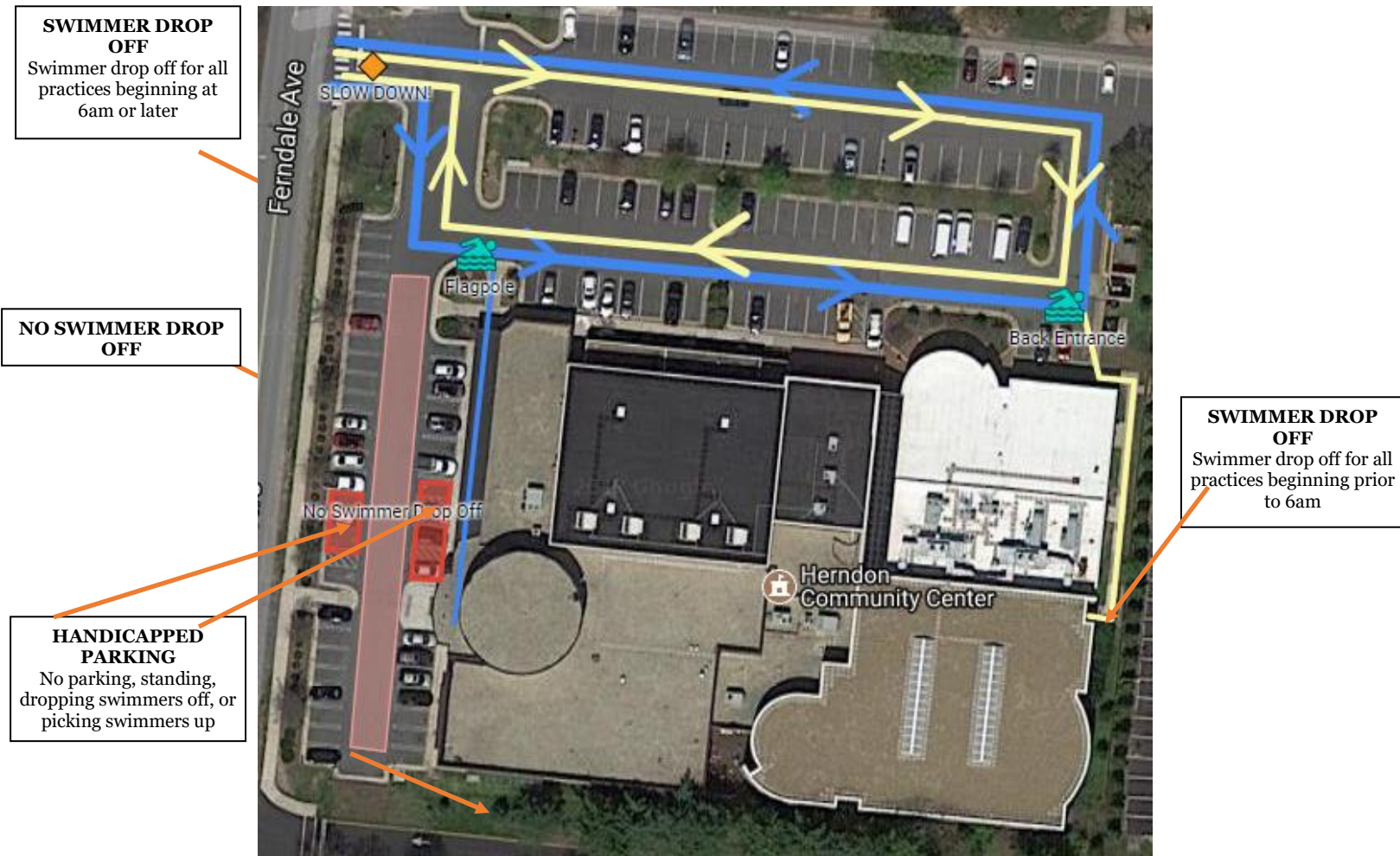
HAC Registration Fees only apply to the use of the HCC, by registered swimmers, during team practices and events. Any use of the HCC by parents or siblings, or outside of team practices and events by team members, must be paid for at the front desk. **HAC team members are not permitted to use the handicapped showers, saunas, hot tub, or diving board.** Swimmers who are able to dress themselves are expected to use the age and gender appropriate locker rooms.

## Swimmer Drop Off and Pick Up

If you are dropping your swimmer off, please do not drive up to the main entrance. There is no parking, standing, dropping swimmers off, or picking swimmers up in the handicapped parking spots at the main entrance unless your vehicle has the required handicapped placards. For all practices that begin at 6am or later, HAC swimmers should be dropped off at the flag pole and follow the sidewalk to the main entrance. For practices that begin prior to 6am, HAC swimmers should be dropped off at the corner of the building and follow the sidewalk along the back of the building.

For practices that begin prior to 6am, traffic flow follows the yellow line/arrows below; for practices that begin at 6am or later, traffic flow follows the blue line/arrows below.

If you are accompanying your child into the building, please park in a legal parking spot, and enter through the main entrance.



## **Fees**

### **Program Fees**

HAC program fees are for membership purposes only and do not include meet entry fees, equipment costs, apparel costs, booster fees, or other costs for team activities. Program fees are paid directly to the Town of Herndon by cash, check (payable to the Town of Herndon), or credit card. Fees may be paid in person at the Herndon Community Center or mailed to the town's mailing address. A \$200 non-refundable deposit is required upon placement on the team. Payment options are available, but team members are responsible for the entire season's program fees. Late payments may result in suspension from team activities, including, but not limited to practices and swim meets.

Swimmers registered for the Pee Wee programs pay program fees in full at registration.

### **Booster Fees**

Booster Fees are required of each swimmer joining the team. In addition to the Booster Fee, initial payment includes USA Swimming Registration Fee, and Meet Entry Fee Deposit. Booster Fees are non-refundable. Booster Fees may be paid by check, payable to HAC Boosters, or by credit card.

### **Meet Entry Fees**

Each swim meet charges a fee for each event entered. In addition, some meets may charge a fee per athlete or a facility fee. The fees for each meet are detailed in the meet announcement for that meet. Meet announcements are available on the event page for that meet on the HAC website. **The commitment to pay associated meet fees is made when a swimmer commits to a swim meet. Meet fees are billed and payable if a swimmer who has committed to the meet does not swim in the meet due to illness or scheduling conflict.** Parents are responsible for their swimmer's meet fees. Meet fees are posted to booster accounts and may be viewed on the HAC website. Meet fees are deducted from the Meet Entry Fee Deposit paid at the beginning of the season as part of the Initial Booster Payment; once fees have exceeded that deposit parents are responsible for payment of outstanding fees monthly.

### **Monthly Billing**

Invoices for items charged to booster accounts (i.e., meet fees, apparel, equipment, and other team activities) are generated the 1st of each month and are due by the 20th of the month. Outstanding balances are subject to a \$10 late payment fee on the 21st of the month. Monthly Invoices may be paid by check, payable to HAC Boosters. Fees may be paid in person at the Herndon Community Center – delivered to the HAC box outside the Aquatics Director's office - or mailed to the team's mailing address (**Herndon Aquatic Club, P.O. Box 710601, Herndon, VA 20171-0601**).

## **Team Policies**

### **Apparel and Equipment**

Suits for the season should be purchased at Metro Swim Shop. The store is located at 11215 Lee Hwy Fairfax, VA 22030. Equipment may be purchased at either Metro or Cassel's Sports and Awards. Cassel's is located at 2816 Towerview Rd. Herndon, VA 20171.

TYR is our team sponsor. The purchase of TYR apparel and equipment through Metro and Cassel's Sports & Awards contributes to bonuses to the team from TYR.

### **Practice**

Regular practice attendance is expected of all team members. Swimmers are expected to follow certain guidelines when participating in practices. While some training groups may have additional guidelines, every team member should be aware of these basic ones:

- Swimmers should arrive on deck 10 minutes before the start of practice.
- Swimmers should bring all of their necessary equipment every day.
- All equipment should be marked with the swimmer's name and stored in a mesh bag, also marked with the swimmer's name.
- Swimmers should have a water bottle at every practice. Water is appropriate for practices less than 1 hour. Sports drinks are good for practices lasting 1.5 hours or more. No fruit juice, sodas, or energy drinks.
- Swimmers should not wear their HAC team suit to practice. Swimmers should wear well-fitting, competitive swimsuits. Board or beach shorts are not permitted in practice.
- Swimmers may not wear suits from other swim teams, including summer league and high school teams, at practice.
- Swimmers must wear a HAC swim cap at all practices. Swimmers should not wear their competition cap at practice. Silicone caps and additional latex caps are available for purchase from coaches.
- Swimmers are expected to give their best effort at every practice.
- Swimmers must be respectful and supportive of their fellow teammates.
- Swimmers need permission from their coach to leave the deck once practice has started.

Parents can watch practice from the bleachers on the pool deck or from outside the pool area. Parents are not permitted on the pool deck, including the benches along the wall, during practice. Parents of swimmers age 8 and younger must remain in the HCC during practice. Parents who wish to contact their swimmer's coach should email the coach with their concerns and arrange a time to meet if necessary. Parents should not distract coaches from swimmers during practice.

### **Swim Meets**

One of the best ways to assess the progress of a swimmer is to see him/her compete at a swim meet. There is approximately one meet per month available for swimmers. The proposed meet schedule is included in the handbook, but the best and most up to date source of information about swim meets is the HAC website ([www.swimhacc.org](http://www.swimhacc.org)).



**Swimmers are asked to swim in as many meets as possible during the season so that we may accurately gauge their progress, and so that we may be sure we are effectively teaching them the skills necessary to perform at their best.**

**ALL SWIMMERS MUST SWIM A MINIMUM OF TWO MEETS DURING THE COURSE OF THE 2019-2020 SEASON.**

HAC guidelines for swim meets are as follows:

- The team will not attend meets or meet sessions that do not have sufficient entries from the team.
- Swimmers are not permitted to enter PVS meets that are not on the HAC schedule.
- Swimmers are not permitted to compete in meets outside of PVS without the approval of the Head Coach.
- Swimmers should arrive at meets 15 minutes prior to scheduled warm-ups. They should check-in with the coaches and receive instructions.
- Swimmers may be removed from any meet for if the coach deems it necessary for the swimmer's well-being or if they miss warm-ups.
- HAC team suit and cap are required for all swim meets. Swimmers should also wear team apparel on deck, including but not limited to a team t-shirt. Other clothing such as shorts, sweatshirts and sweat pants should be brought to keep warm between events. Apparel from other swim teams, including high school and summer teams, is not permitted while representing HAC.
- Wearing a suit other than the team suit (i.e., speed suit) for competition must be approved by the Head Coach.
- Swimmers must remain in the team area during meets. Swimmers must have permission of a HAC coach before leaving the deck during meets.
- Deck changing is not permitted.
- Swimmers should have a water bottle and healthy snacks at every meet. Fruit juice, sodas, and energy drinks are not permitted.
- Swimmers are not permitted to use electronic devices during swim meets.
- Swimmers who qualify for finals at a prelims/finals meet are expected to return for finals.
- Swimmers who qualify for championship meets are expected to compete at those meets.
- **Parents are not permitted on deck at meets except to perform meet volunteer duties as outlined on the PVS website. Parents are encouraged to support the team by volunteering on deck during meets!**

### **Types of Meets**

Throughout the course of the season, HAC participates in a variety of types of meets. The majority of the meets we participate in are **Timed Finals**. In a Timed Finals meet, swimmers compete once per event. Several times a year we participate in meets that are **Preliminaries/Finals** meets. In a Prelim/Finals meet, the top 8, 16, or 24 finishers (varies by meet) from prelims return and compete in finals at night. **HAC swimmers who qualify for finals at a Preliminaries/Finals meet are expected to return for Finals.**

Some meets are open to only certain age groups or to swimmers who meet certain time standards. **Open** meets are just as they sound – open to all swimmers ages 9&Over. **No Faster Than** meets allow swimmers to compete in only those events in which they have achieved times that are slower than

published time standards. **No Slower Than** meets allow swimmers to compete in only those events in which they have achieved times that are faster than published time standards.

**Each swim meet has a Meet Announcement that details the schedule, rules and fees for the meet. Parents should review the Meet Announcement prior to their swimmer committing to a meet. Meet Announcements often contain important information particular to the meet in question, (parking, viewing options, etc.) Read each Meet Announcement carefully.**

### **Travel Meets**

During the course of the season, HAC attends one or more meets outside of PVS where swimmers may have the opportunity to travel as a team. For these Travel Meets, swimmers travel as a group with coaches to and from the meet and stay as a group in a hotel. Parents do not travel or stay with their swimmers. The decision to attend a meet as a Travel Meet is made by the Head Coach. Swimmers who qualify for Sectional or National meets will travel and stay with a coach.

To be eligible for the travel team swimmers must qualify for the meet, have paid all dues and fees, and have attended 80% of the scheduled practices. Exceptions for the attendance rule will only be given at the discretion of the head coach, and only in situations such as an extended illness/injury, or some other documented factor outside the swimmer's control. Missing practice to attend other activities is not an accepted excuse.

Swimmers who attend any travel meet must have and wear HAC team apparel.

### **Booster Club**

#### **Purpose**

The purpose of the Booster Club is three-fold:

1. To promote the HAC swim team and its activities
2. To raise funds to buy equipment, pay for coaches' accommodations at travel meets and seminars, team parties, swimmer incentives, relay entry fees and various other items needed to maintain a successful swim team
3. To maintain and oversee a meet entry escrow fund account

Membership in the Booster Club is automatic to all parents as long as registration/enrollment fees are paid. The Booster treasurer will have power of signatory for all funds.

## **Officers**

- President: Presides over meeting and coordinates club activities
- Vice-President: Organizes committees and is in charge of publicity
- Treasurer: Makes disbursements of Club funds after approval by head coach and the HAC Booster Board, keeps financial records and reports financial status at all board meetings.
- Secretary: Keeps minutes and records of/at all board meetings.

## **Current Officers**

- President: Michelle Siraj  
Vice-President: Will Wright  
Treasurer: Eric McKinley  
Secretary: Surjit De  
Swim Meet Coordinator: Deb Choudhury  
Travel Coordinator: Joanna Owen

## **Town Of Herndon Board Representatives**

- Richard Romero  
Chrysta Wood  
Kerstin Severin

## **Contact**

Contact the HAC Booster Board at [hacboosters@gmail.com](mailto:hacboosters@gmail.com).

## **Booster Funds**

All Booster funds are deposited into the Booster Club bank account and are used for the following purposes:

- Travel fund which pays travel expenses for swimmers who qualify for national and zone meets
- Coaches' travel expenses where overnight stays are required
- Coaches' training clinic registration
- Training tapes, videos, and literature to support coaches and swimmers
- Incentives and awards for swimmers
- Materials for club socials and parties

## **Booster Volunteers**

Parent volunteers are needed throughout the season to support HAC hosted swim meets and Booster activities. Requests for volunteers are communicated via email. These activities include, but are not limited to:

- Swim-a-Thon
- Team Social Events
- Meet Support for team-hosted meets, including Harvest Moon and Blue and Gold meets
- Holiday Giving Tree

- End of Season Banquet
- Firework Marshal at Herndon Festival and Town of Herndon July 4<sup>th</sup> Fireworks

## Appendix A: HAC 2019-2020 Meet Schedule

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### *Subject to Change - Updates and Additional Details:*

Potomac Valley Swimming (PVS) website – [www.pvswim.org](http://www.pvswim.org)  
HAC website – [www.swimhacc.org](http://www.swimhacc.org) (must log in)

## 2019-2020 Swim Meet Schedule

<b>Date</b>	<b>Meet Name</b>	<b>Host</b>	<b>Location</b>	<b>Age range</b>
Oct 12-13	Harvest Moon	HAC	Herndon Comm. Ctr	9-12
Oct 18-20	October Open	PVS	Multiple	10 & Over
Oct 26-27	Fall Gator Mini Meet	AAC	Wakefield High School	10 & Under
Nov 2-3	November Distance	DPR	Takoma	10 & Over
Nov 3	November Friendship Mini	YORK	Providence	10 & Under
Nov 22-23	Swim and Rock	SDS	OakMarr	10 & Over
Dec 5-8	Turkey Claus	MACH	UMD	10 & Over
Dec 7-8	Reindeer Mini Meet	YORK	Providence	10 & Under
Dec 12-15	Holiday Invitational	RMSC	Germantown	10 & Over
Jan 4-5	PVS January Distance	PVS	Lee District	10 & Over
Jan 11-12	PVS January Open	PVS	Multiple	10 & Over
Jan 24-26	IMX	PM	UMD	9-14
Jan 26	Polar Pentathlon Mini	NCAP	Claude Moore	10 & Under
Feb 2	February Friendship Mini	YORK	Providence	10 & Under
Feb 9	February Distance	PVS	Fairland	10 & Over
Feb 14-16	Black History	DPR	Takoma	10 & Over
Feb 15-16	Winter Gator Mini	AAC	Wakefield High School	10 & Under
Feb 21-23	PVS 18&Under Qualifier	PVS	Lee District	10 & Over
Feb 29 - Mar 1	NCAP Mini Champs	NCAP	Freedom	10 & Under
Mar 5-8	PVS SC Junior Champs	PVS	UMD	13 & Over

Mar 5-8	PVS SC Senior Champs	PVS	UMD	15 & Over
Mar 12-15	PVS 14&Under JO	PVS	UMD	14 & Under
Mar 27-29	March Madness	YORK	OakMarr	10 & Over
May 9-10	LC Spring Invitational	SNOW	Claude Moore	10 & Over
May 17	DC Wave LC #1	DCPR	Wilson	10 & Over
June 14	DC Wave LC # 2	DCPR	Wilson	10 & Over
Jun 19-21	Winchester LC Classic	WST	Winchester	10 & Over
Jun 21	PVS LC Open 1	PVS	Multiple	10 & Over
Jun 28	PVS LC Open 2	PVS	Multiple	10 & Over
Jul 9-12	PVS LC 12 & Under Championships	TBD	TBD	12 & Under
Jul 16 - 19	PVS LC 13 & Over Championships	TBD	TBD	13 & Over