



FOREST HILLS
Swim Team



Forest Hills Swim Team

2018 Membership Handbook

Family fun, **H**earth, **S**portsmanship, **T**eamwork

Please note: This handbook is only as current as the date of publication and is subject to change without notice. The most current version will always be accessible on our website. www.fhst.org

2018 FHST MEETS

DAY	DATE	MEET	LOCATION
Sunday	May 20	Time Trials/Intrasquad	HOME
*Saturday	June 9	Ygnacio Woods	3124 San Gabriel Drive, Concord
*Wednesday	June 13	Springwood (League)	4554 Concord Blvd., Concord
*Saturday	June 16	Las Trampas (League)	HOME
*Wednesday	June 20	Walnut Country (League)	HOME
*Saturday	June 23	PH Aquatics (League)	HOME
*Wednesday	June 27	Rancho San Miguel (League)	2727 San Carlos Dr., Walnut Creek
*Saturday	July 7	Livorna (League)	2533 Trotter Way, Walnut Creek
*Wednesday	July 11	Scottsdale (League)	500 Walnut Ave, Walnut Creek
*Saturday/Sunday	July 14/15	Devil Mountain Pentathlon	Dana Hills Pool 296 Mountaire Circle – Clayton
*Wednesday	July 18	Vista Diablo	HOME
*Saturday	July 21	Rudgear Meadows	2400 Stewart Avenue, Walnut Creek
*Saturday	July 28	D CSL League Meet	Northgate High School 425 Castle Rock Rd, Walnut Creek
*Friday/Saturday /Sunday	August 3, 4 & 5	Concord City Meet	Concord Community Pool 3501 Cowell Rd., Concord
**Saturday/Sunday	August 11/12	County Meet	Acalanes High School 1200 Pleasant Hill Rd., Lafayette

*Meets that count for best time award

**Best times at County Meet do not count towards best time award

13 Total best times needed for best time award (as of this schedule)

2018 SWIM SEASON

The Forest Hills Swim Team Board would like to welcome all new and returning families to the Forest Hills Swim Team. We strive to make the swim team experience one that is both fun and rewarding. We are a recreational team, but still provide quality instruction for all levels of swimmers. Since 1964, our team has been family oriented and it is the parent support and involvement that make it all possible. If you are not clear about any responsibilities or policies, please ask. We want this to be a "fun-tastic" experience for everyone.

Please visit the FHST Web page, which can be found at:

www.fhst.org

Use the bookmark or favorite places feature of your service to speed up future access. The Web site has the schedule of events, directions to away meets, medal time standards, team records, and Swim Team Board Member listings. As the season progresses, it will periodically be updated with new information, including photos.

FHST mailing address is:
PO Box 2238
Martinez, CA 94553

FHST Pool Address is:
375 Lindsey Dr.
Martinez, CA 94553

Swim Team Board Members

President – Nicole Sylvester	(925) 360-9235	President@FHST.org
V.P. – Glenn Bittner	(925) 708-4423	VicePresident@FHST.org
Communication – Mary Braswell	(925) 567-7403	Communications@FHST.org
Treasurer – Dayn Floyd	(415) 412-6625	Treasurer@FHST.org
Secretary – Tammi Welch	(925) 890-2806	Secretary@FHST.org
Membership – Nicole Dobson	(925) 360-4671	Membership@FHST.org
Meet Director – Michelle Gately	(925) 899-1283	MeetDirector@FHST.org
Past President – Hadrian Klinkner	(925) 272-0989	PastPresident@FHST.org

Please feel free to contact any of the Board Members with any questions or concerns that may arise during the course of the season. We are all looking forward to a great season and all the fun that goes along with a bunch of great swimmers and their families!

THE BASICS

Eligibility

Boys and girls from age 4 to 18 may swim for FHST. The "swimming age" is determined by the age as of June 15 of the current year. Swimmers who have competed for or trained with a USA swim club after Dec. 31st are ineligible for the next summer season unless an exception is granted by the DCSL Board of Directors. High school swimmers may train with a USA swim club until February 15th without losing their eligibility. High School swimmers may train with their high school team after this date.

Swimmers participate in the following age groups (determined by their age on June 15th): 6 & under, 7-8, 9-10, 11-12, 13-14, and 15-18, and Kit Club. There will be a maximum of 15 swimmers per group with the exception of the "Sibling Rule." We will take a new swimmer into an impacted age group as long as they have a sibling joining a non-impacted age group. As an example—if a family has registered a swimmer in the 7-8 boys group (which has 10 swimmers) and also has a 9-10 girl (which has 15 swimmers) FHST will allow the 9-10 girl to join. However, no age group will be allowed to exceed 16 swimmers regardless of the sibling rule. The only event that will allow an age group to exceed 16 swimmers is when current members move up in age group.

There are some basic water skills necessary to be eligible for the team or for Kit Club:

- Child can put face in the water comfortably without a coach in the water with the child.
- Child is able to be in the water comfortably without panic or fear.
- Child can swim 5 yards of the pool using any stroke and tread water in the deep end of the pool.
- Child is able and willing to follow simple directions, both in/out of pool.

Swimmers who cannot perform the above skills are encouraged to seek swim lessons from the FHST coaches. The coaches will use the first two weeks of practice to evaluate the swimmers to determine if they are ready to participate on the competitive swim team or be placed in Kit Club. In order to participate on the competitive team the swimmer must be able to swim two or more strokes 25 yards legally, without stopping. Strokes are considered "legal" when the swimmer is not regularly disqualified by stroke and turn judging during meets. Swimmers who are not eligible for the competitive team will be asked to swim in the Kit Club until they are ready to move on to the competitive team.

The coaches will make the final determination concerning placement of swimmers.

Kit Club

The Kit Club is a development program for the competitive team. It is designed to help 8 and under swimmers learn the skills they need to join the competitive team. Kit Club (Kits are baby beavers) swimmers will consist of 8 and under swimmers who are "in training" for competitive swimming. All 8 and under swimmers who are not ready for competitive swimming will be placed in this special program. Kit Club is not for kids that are not yet comfortable in the pool, they should go through a swimming introduction program first.

In order for a swimmer to move from the Kit Club program to the regular competitive program, the swimmer must be able to swim two or more strokes legally for 25 yards without stopping. Strokes are considered "legal" when the swimmer is not regularly disqualified by stroke and turn judging during meets. Swimmers in the Kit Club program will be offered instruction at their level and the opportunity to swim all strokes in intrasquad meets and invitational meets, and sometimes freestyle in regular dual meets. The coaches will make the final determination concerning placement of swimmers.

Parents of Kit Club swimmers are required to work four (4) swim meet assignments (**see Appendix**) during the season. We endeavor to have Kit Club swimmers swim at meets as soon as the coaches feel they are ready. If your swimmer is promoted to the competitive team by the start of the season, you will need to work the full eight (8) meet requirements. No more than two assignments can be completed during a single meet.

FHST Membership Fees

There is a discount for having a FHAP membership.

<u>Fee - with FHAP Membership</u>	<u>Fee - Non FHAP Members</u>
1 child - \$325	1 child - \$395
2 children - \$575	2 children - \$705
3 children - \$775	3 children - \$930
4 children - \$875	4 children - \$1,030

For families with five or more swimmers registering, the membership fee is \$100 per additional child

Swimmers in the 15-18 age category who have been swimming for FHST for the **three consecutive** years before the current year, swim for a discounted membership fee of \$100. FHAP pool fees still apply for non-pool members.

A pool usage fee is assessed as an annual fee during registration for families that are not members of Forest Hills Aquatic Park (FHAP). Non-members may only use the facilities for swim team functions (practice, meets, and social gatherings) and have no privileges at other times.

Pool Fee

1 child -	\$70
2 children -	\$130
3 or more children -	\$155

Trial Period & Refunds

- **New swimmers** who have **never** been a member of FHST are allowed to swim with the team on a trial basis. A refund will be given according to the following scale.
 - April 16 – May 21 = Refund of all fees minus \$50 processing fee
 - After May 21, no refund will be granted.
- **Returning swimmers** to FHST may be granted a refund contingent on FHST having a full roster of 180 swimmers, or if special circumstances arise. The FHST Board must be notified in writing of the special circumstances and will be given two weeks to consider the circumstances before a decision is made. A refund will be given according to the following scale.
 - April 16 – May 21 = Refund of all fees minus \$50 processing fee
 - After May 21, no refund will be granted.

Parent Participation

Each family's support is needed in order to have a successful season. We rely on parents to fill all of the jobs required to run a swim meet for their children. Most members find that the meet assignments and support activities help them enjoy the swim season even more and they get to know some great kids in the process. There are 3 types of job assignments required of each family:

1. **Swim Meet Assignments (see Appendix):** Each family will be required to supply one adult, age 16 and up, to work eight swim meet assignments. Each family is required to work Time Trials if their swimmer participates at the trials; this is included as one of the 8 meet requirements. (The number of required work assignments is an average based on the number of home meets and average membership. The team may adjust this number at its discretion based upon final membership numbers.) Swimmers will not be eligible for meets until one adult from the family has signed up to work eight meets. You will be allowed to sign up for your 8 meets during the week of **May 7 - May 13**. Once the 7 day sign up period has passed, if a family has not signed up for 8 meets, the board will assign you additional meets. It will then be your responsibility to work those meets or find a replacement. If you are not able to keep your meet assignment(s), it is **YOUR** responsibility to find a replacement. **You must work the entire time scheduled to get credit for the meet assignment.**
2. **Team Support Assignment:** Each family will be required to work on a team-related activity. A descriptive list of these jobs can be on the website www.FHST.org, click on Meet Job Description on the Jobs menu.
3. **Invitational Meets:** If a family chooses to participate in an invitational meet, that family must supply one adult to work during the meet. **This is in addition to regular meet assignments and does not count toward fulfilling the 8 Swim Meet Assignment requirements or the Team Support requirement.** (Specific invitational meets discussed later in Handbook.)
4. **DCSL- League Meet:** This meet is the only meet that has required attendance during the season. It is the goal of our program to have 100% attendance at this meet as it is a Championship Meet. In addition, we expect that all parents work one shift during this meet. The more families in attendance the shorter the shifts will be. We are required to take on many roles throughout the day and need lots of help. Please support us by making this the one meet that the entire FHST community participates in together. If you will not be able to attend this one day event, we will be asking for a \$30 meet job buyout. Thank you for your understanding.

A list of all Swim Meet Assignments and Team Support Assignments and the names of the family assigned to the job will be available on the www.FHST.org website prior to time trials. Use the list if you need to find a replacement for any

assignments you might be unable to fulfill.

Fines For Missed Meet Work Assignments

Because swim meets cannot go on without critical workers, we need to enforce everyone's obligation to do their part. It is your responsibility to check the FHST website for your work assignments and arrange for a replacement if you can not be there.

A \$50.00 fee will be collected for each missed work assignment. Swimmers will not be allowed to swim in meets until the fee is paid.

If you miss a work assignment for a Wednesday night meet, you must pay your fine by Saturday for your swimmer to be entered into the next Wednesday night meet, and any that follow. If you miss a work assignment for a Saturday meet, you must pay your fine by Tuesday for your swimmer to be entered into the next Saturday meet, and any that follow.

Please submit payment for fines by cash or check to the Treasurer, or contact an FHST Board member.

Team Apparel

Team suits can be ordered at the pool on specified dates; dates and times will be announced in the weekly email communications. Suit orders will be filled by NorCal Swim shop in Walnut Creek. If you miss the team suit fittings, you can purchase them directly from the store. Swimmer can continue to wear FHST team suits from previous seasons. Sample suits will be available to try on at suit fittings during spring practice. We suggest that you purchase a team suit for meets and a practice suit. This way, your team suit will not wear out before the season is over and, if it still fits, you can wear it again next year or pass it down to a sibling.

In addition to swimsuits and swim caps, team spirit wear with team logo will also be available for purchase at the swim suit fittings and at most home meets. In order to easily identify our team members, we strongly suggest swimmers wear FHST caps and suits at all swim meets. However, suits and caps with our logo are not mandatory – a solid black suit may be substituted for the team suit. Caps and goggles are strongly suggested for all practices and meets.

All swimmers with hair longer than one inch must wear a cap at all practices and meets. FHST team caps will be for sale throughout the season.

Swim Team Communication

The FHST website is www.fhst.org, is our main means of communication with team families. The website gives updated contact information; practice schedules, meet schedules, and event information. It is important to check the website regularly during the swim season. Your swimmer's times can be found on the website.

During the swim season, important notices are often sent by email to all registered families. Please make sure the FHST website has your current email address and cell phone number. Team information regarding policies, meets, fundraising, invitational meets, and general updating will be circulated through email. This year we will be using SMS through Team Unify (our webhost), please provide your cell phone number during registration. There is also a team Facebook page (Forest Hills Swim Team), however, the team website will be our primary means of communication.

The information and flyers about upcoming events will be distributed via the "family files", which are accessible at practices, and at most home meets. Each family will have a folder that is kept in one of two large filing boxes at the pool. These boxes are available at all practices and should be checked on a regular basis. This is where your swimmer will receive ribbons from meets. There are also folders in the file boxes for the FHST Board Members, please place forms and payments in the appropriate folder. You will also find payment envelopes in the file.

The coaches will post important meet information on the bulletin board at the pool. Be sure to check your swimmer's event entries as soon as they are posted. Notify the coach as soon as possible if there are problems with the entry so they can be corrected before the cutoff time.

Team Unify has a free mobile app called OnDeck that allows you to do many of the functions of the website on your mobile phone. With the app you can declare meet entries, check your work assignments, and see times from prior meets. Install the app from the app store on your device. Log into OnDeck using your Team Unify username and password.

For live results during meets FHST and many other teams in our league use the Meet Mobile app. The app and meet entry lists are free, but Active Network charges a fee for results.

Vacations and Missed Meets

We realize that vacations and other activities sometimes conflict with the swim team schedule. If you must miss meets or practices during the summer, we ask that you make appropriate notification to the team. If your swimmer will not be able to swim at a meet they should notify their coach and verify that they are not signed-up to swim. If you have signed-up to swim at a meet and your schedule has changed, please sign out one week ahead of time using the www.fhst.org website. You can sign-out your swimmer on the website under the Swim Meets tab by removing your swimmer's name under each swim meet. (See "Meet Sign-ins/Sign-outs" for further information.) Failure to sign out of meets causes coaches extra work and often can seriously jeopardize the relays. The Head Coach may impose a penalty for swimmers who miss their event at a swim meet. You may NOT sign out for any swim meet jobs that you are already scheduled to work. You must find a replacement if your plans have changed.

For invitational meets, each family will be responsible for "signing in" their swimmers and PAYING THE FEES for the meet. Information about how to sign up for an invitational meet and the fees due will be posted at the pool as well as sent via email in the weekly communication. Deadlines to sign up for Invitational meets are firm. **As mentioned before, every family participating in an invitational meet must supply one adult to work at the meet.**

Practice Sessions

Attending practice on a regular basis will enable swimmers to improve conditioning, learn proper stroke and turn techniques and improve swim speed. Also, the time spent together helps develop good sportsmanship and team spirit. Therefore, practice time should be valued and used. The coaches also take attendance into account for meet assignments and the spirit awards.

Practice times are scheduled by age group. A swimmer may be asked by the coaches to switch to a different time, which better suits his/her ability. Occasionally, adults ask if their child can practice with a different age group. Because a swimmer with different abilities than the practice group can influence the entire practice, it will be the coaches who will have the final say concerning swimmers and their practice times.

Spring Practice Schedule

April 16 – June 6

Monday - Thursday

Kit Club (4-8 yr.)	5:15–5:45 p.m. (new swimmers)
6 & U	5:45–6:30 p.m. (6 & under who qualify for competitive swim/practice with 7&8 group)
7 & 8	5:45–6:30 p.m.
9 & 10	6:30–7:15 p.m.
11 & 12	6:30–7:15 p.m.
13 & 14	7:15–8:30 p.m. **Swimmers will be out of the pool and ready to go at 8:30
15–18	7:15–8:30 p.m. **Please be prompt in picking up your swimmers at 8:30

After approximately two weeks of practice, 8 & under swimmers will be evaluated and placed in either the Kit Club or on the competitive team. Kit Club members continue to practice from 5:15–5:45 p.m. and competitive swimmers will

practice from 5:45–6:30 p.m. Evaluation will continue throughout the season. When a swimmer meets the requirements for the competitive team, it will be recommended that the swimmer move on to the competitive team.

Summer Practice

June 11 to August 3

Monday through Friday

11 & 12	7:25–8:45 a.m.
13 & 14	8:30–9:45 a.m.
15–18	8:30–9:45 a.m.
6 & under	9:30- 10:15 a.m.
Kit Club	9:40–10:15 a.m.
7 & 8	10:00–11:00 a.m.
9 & 10	10:45–11:45 a.m.

County practices will take place August 6th through 10th. Time TBD.

Pool Deck Procedures

For development and improvement of swimming skills, the coaching staff carefully structures daily practice sessions. During this time all the coaches' attention is on the swimmers in the water, communicating instructions to swimmers and observing their execution of strokes, turns, and dives. This time should be respected both by parents and other swimmers not involved in the practice session. Parents and others observing the practice session should not interrupt the coaches or distract the swimmers in the water. **All FHST swimmers, including FHAP members, should remain out of the pool unless it is their practice time. This will allow the swimmers that are practicing to swim without interruption. FHAP family members who are not on the team are allowed to use the "free" lane during practice times; however we strongly encourage team member families choose not to use the "free" lane during practice to allow for greater opportunity for team improvement.**

Supervision of All Swimmers

At the end of practice sessions, swimmers are excused from the pool premises. Exceptions will be made for siblings of swimmers in the pool for a practice session, provided they do not interfere with the session. Any child on the pool premises not participating in a practice session should be under the direct supervision of a responsible adult. **During summer practice sessions (beginning June 11th) it is FHST policy that team members who are also FHAP members are allowed in the water only during their practice sessions. This policy is to prevent disruptions and confusion during the practice sessions.**

Practice Structure

The competitive strokes (freestyle, breaststroke, butterfly, and backstroke) are conducted in accordance with United States Swimming (USS) rules. These are designed to provide fair and equitable conditions of competition and promote uniformity in the sport so that no swimmer shall obtain unfair advantage over another. Practice sessions will provide stroke instruction along with conditioning and race preparation. Practices have been structured in three phases:

Preparation Phase: Early emphasis on technique, gradually changing to conditioning build-up in preparation for heavy workloads to come. All types of conditioning are introduced with equal emphasis during this period.

Endurance Phase: In terms of quantity this is the most demanding training phase of the season. The emphasis is on short rest drills (anaerobic threshold training) and over-distance swims in order to develop the endurance base needed for every competitive swimming event.

Taper Phase: (sprinting-anaerobic peak) Long rest, short distance repeats (50 to 150 yards) at a 3/1 to 6/1 rest/work

ratio (as high as 20/1 may be desirable). Must be swum at maximum effort. Drill length is approximately 300 to 400 yards.

Private Lessons

By personal arrangement the coaching staff can provide swimming lessons for individual help in swim technique. Please contact the coaches or check the FHAP bulletin board for fees and other information.

Communications with the Coaches

Parents are encouraged to discuss their concerns with the coaches. However, these discussions must be scheduled ***outside*** of the practice sessions. If you have questions or concerns you wish to discuss with the coaches, we ask that you either leave a note in the coaches' folders in the Family File Box, contact them by email, or discuss the issues with a Board Member. Please keep in mind that while the coaches have the best interests of your swimmers in mind they must also look after the interests of the entire team! Coach Brian is at coach@fhst.org.

Discipline

The coaches have both the responsibility for and authority to deal with swimmers' behavior during practice sessions and swim meets. Occasionally a swimmer may become disruptive during practice or during a meet. If your child is cited for a problem, **please talk to your child first**, and then work with the coaches to mediate the problem.

The Swim Team has a discipline code defining the steps that are to occur in the event of misconduct on the part of a swimmer. The coaches will follow the policy shown below.

FOREST HILLS SWIM TEAM DISCIPLINE CODE

To ensure the safety and well being of each and every swimmer on the Forest Hills Swim Team, the following steps shall be taken in the event of swimmer misconduct:

First Offense: The coach will give the swimmer a clear verbal warning.

Second Offense: The swimmer will be removed from the practice session and the pool. Parents will be notified of the disciplinary action.

Third Offense: A parent/swimmer conference will be called with the coach and a Forest Hills Swim Team Board member.

In the event of continued misconduct, the FHST Board and the coaches reserve the right to remove the swimmer in question from the next scheduled swim meet or from the team.

Parent and Swimmer Behavior

All parents and swimmers are expected to maintain a code of conduct and act in a sportsmanlike manner. It shall be considered improper and inconsistent with team behavior for a member of the team to do any of the following:

1. To be involved in a team activity while intoxicated or under the influence of drugs.
2. To use obscene or abusive language during any team activity.
3. To conduct him or herself in any manner that can be considered detrimental to the best interest of the team, including making derogatory remarks about the team/coaches while on deck during practices or meets.

Anyone violating any of the above rules or intentionally disregarding any of these rules shall be subject to penalties up to and including removal from the event or immediate expulsion from the team per the FHST Bylaws.

SWIM MEETS – GENERAL INFORMATION

Meet Sign-ins/ Meet Sign-outs (see Appendix)

Keeping track of all swimmers available for meets is essential. Please note that the sign-in/sign-out process is the same as last year. Parents are asked to **commit** their swimmer for each meet.

1. At least one week prior to the meet, visit the www.fhst.org website, and click on the Meets/Event tab at the top of the page.
2. Click on the 'Attend this Event' tab under the meet name (if you are not signed-in you will be asked to sign-in).
3. Once you are signed-in you will see a list of your children's names – with a default of 'not committed'. Click on each child's name you wish to swim and under 'Declaration' choose – yes, please sign up for this event.
4. Hit 'Submit Changes'.
5. Continue to next event and repeat the process.
6. Ensure your changes saved by looking at your swimmer's name for the meet and confirming the swimmer's name has a red check mark and reads "committed".

If you need to make a change or edit a commitment to a meet, click on 'Meets/Events' to find the meet that needs to be edited and click on the 'Edit Commitment' button to change the commitment status.

Swimmers who cannot attend meets should not sign-in. If you have already signed-in and your plans change, swimmers **MUST** sign out, at least one week prior to the meet. If you are scheduled to work that meet, you must find a replacement.

Missed Swim Meets

If your swimmer is signed up for a meet and does not show up, it creates additional work for the coaches and meet organizers. Moreover it is disappointing to the other swimmers especially if they are entered in a relay. Please change the meet commitment in Team Unify if your plans change before the commitment deadline. If it is after the deadline, let the coaches know by email or text. Coach Brian is at coach@fhst.org or 925-330-8472. If you are scheduled to work at a meet, withdrawing your swimmer does not relieve you of the work assignment. You must still arrange for a replacement, or pay the fine.

Swim Meet Schedules

Saturday meets generally start at 8:30 a.m. for home meets. Wednesday meets begin at 5:30pm for home meets. For all away meets and invitational's, please check the website for start and warm-up times and be sure to pay attention to the weekly email announcements. Meet times may vary depending on the host pool. Swimmers need to arrive early for warm-ups. Swimmers should arrive at home meets according to the following timetable unless otherwise notified:

Home Meets:

Saturday - Be at pool by 7:20 a.m. - warm ups start at 7:30

Wednesday - Be at pool by 4:20 p.m. - warm ups start at 4:30

Since some evening away meets can involve travel during commute hours, please plan your travel time so that you arrive in time for your swimmer to warm-up. Addresses for away meets can be found on the FHST website, www.fhst.org, and at the beginning of this handbook.

Dual Meet Format

Dual meets have a specific format, which the team follows in order to allow a maximum number of swimmers a chance to compete, to be in accord with other teams and general USSA rules, and to complete a meet within the allotted time. When assigning swimmers to events the coaches consider the following points and other factors concerning individual

swimmer skills and circumstances. The coaches "set meets", not parents. If you have questions concerning your swimmer's participation in meets, please discuss them with the Head Coach prior to a meet (not at the meet).

- Each swimmer may swim a minimum of two (2) individual events and could swim one (1) to two (2) relay events in dual meets. (I.M. is an individual event).
The home team swims in the even numbered lanes (general rule)

The order of events for dual meets is as follows:

- Medley Relay – one heat only per age group. (max. 3 relay teams per team)
- Individual Medley – one heat only per age group per gender
- Freestyle – maximum of three heats each per age group per gender (i.e. maximum 3 heats of 9-10 boys and 3 heats of 9-10 girls).
- Breaststroke – maximum of two heats each per age group per gender
- Butterfly – maximum of two heats each per age group per gender
- Backstroke – maximum of two heats each per age group per gender
- Free Relay – one heat only per age group. (max. 3 relay teams per team)

The FHST coaches try to rotate the relay teams so that at one meet there may be 2 girls' relay teams and 1 boys' relay team per age group and then at the next meet there might be 1 girls' relay team and 2 boys' relay teams per age group. This may not always happen because of number of participants at a particular meet. Hytek puts together one "A" relay team per age group making the most competitive relay team. The other swimmers are rotated through the "B" and "C" relay teams to allow as many swimmers to swim in relays as possible.

- 8 and under swim 25 yard individual events – one length of the pool
- 9-14 yr. old swim 50 yard individual events – 2 lengths of the pool
- 15-18 yr. old swim 100 yard individual events – 4 lengths (coaches may change this)
- Stroke and turn requirements shall be enforced in accordance with the latest, generally available, USSA rules.

Completion of a Meet

Following the end of a swim meet on a Wednesday night or a Saturday afternoon, the pool will be closed to FHST swim team members and to the public until ALL lane lines are removed for safety reasons. Only age 15-18 swimmers helping with removing the lane lines may remain in the pool. Once the pool has been cleared, the FHAP lifeguard will re-open the pool. If no lifeguard is on duty, FHAP parents may allow their children to use the pool. Non-pool members are not allowed in the pool after the meet.

Event Assignments

The coaches are responsible for making all event assignments. Parents do not choose events for swimmers or adjust events during meets. The coaches are juggling the limited number of swimming events per meet with the desires of the individual swimmers and with the good of the team. **PLEASE** show patience and understanding.

Race assignments will be posted at the pool before each meet. Event and heat assignments will be posted in a central location prior to warm-ups for the meets. All swimmers should check their event assignments upon arrival at the meet location. Last minute changes do occur. **No swimmer should leave during a meet without contacting the Head Coach!** As stated before, last minute changes occur and the swimmer may be needed for a race or relay.

All 8 & Under swimmers are assisted to the starting blocks by shepherds. It is highly recommended that 8 & Under swimmers have heat & lane assignments listed on their hand prior to events. It is the parent's responsibility to get their swimmer to the shepherd prior to the scheduled event. The shepherd will place the swimmers in order and get them to the proper lane. Shepherds never change a swimmer's lane or heat assignment. All older swimmers are responsible for arriving at the starting blocks at the proper time for their events. The Swim Meet will **not** be stopped for missing swimmers.

Swimmers: **BEFORE getting on the starting block you should always remember to tell the recorder your name and age group.** This will help keep the results accurate and ensure that your times are properly recorded.

Scoring for Home Meets

Scoring for individual events at meets shall be as follows:

<u>Points</u>	<u>Place</u>
5	First
3	Second
1	Third

**In the case of a tie in any one event, add together the points for the places involved and divide by the number involved in the tie." No second place points are awarded. Third place is still scored the same as defined above.

Scoring for relay events at meets shall be as follows:

<u>Points</u>	<u>Place</u>
8	First
4	Second

If the entire meet cannot be completed, scoring will end at the completion of the last event for a given stroke. There is no limit to the number of points a team may earn in individual events. Limitations to team scoring apply to relay events as follows: Dual meets - one team may earn points only for one place (first or second). No sweeps or blocking allowed. This rule applies whether or not the opposing team has an entry or has a team that finished.

For scoring purposes, the "winners" for each event shall be determined by fastest times in all heats.

Ribbons

All swimmers who qualify for place ribbons in events shall be awarded the appropriate ribbon, even if first through third place finishers are from the same team.

Ribbons shall be awarded as follows at home dual meets:

Dual Meet

Ribbon
Ribbon
Ribbon
Ribbon
Ribbon
Ribbon
Ribbon

Individual Events

First
Second
Third
Fourth
Fifth
Sixth
Heat Winner (2nd thru last heat for 9/10's and younger)

Dual Meet

Ribbon
Ribbon

Relay Events

First
Second

At away meets, ribbons will be awarded for 1st, 2nd and 3rd place in individual events and 1st place in relays. Note that some teams may choose to give ribbons to further places such as 4th, 5th and 6th, but not all may choose to do so.

Invitational Meets calculate team and individual scoring according to their own systems. These are usually described in the pre-meet information and in the printed program at the meet.

Preparing for a meet

Listed below are some guidelines and suggestions to make the meets more enjoyable for all:

1. Be Prepared! Know what events your swimmers will swim and the order in which the events occur. Always double check for last minute changes.
2. Remember suit, goggles, cap, sweats, towels, and sunscreen. Bring a towel for each event your child will swim. Don't forget the warm-up swim and relays!
3. Bring a sleeping bag or other equipment to help keep warm between events. Wednesday nights can get very cold.
4. 8 & Under swimmers should be listening for the shepherd to call them for their events. They should stay close to where the shepherds assemble the swimmers so that they don't miss out on their events. Their hand should be marked with lane and event numbers.
5. Keep the team area clean. Always clean up the area before you leave. (You will be assigned to stay at one meet for general clean up, according to your swimmers' age group.)
6. Show good sportsmanship at all times to other swimmers and officials. If there is a problem, tell the Meet Director or Coach!
7. **Always tell the coaches before you leave a meet.** In the past, some swimmers have left meets without realizing they were needed for an individual event or relay. Last minute changes do occur, so please check out with the coaches.
8. Show Team Spirit! Cheer for the swimmers and encourage them to do their best every time.

2018 SWIM MEETS

Time Trials

This meet is important to both swimmers and adults. All registration information & fees must be completed to participate in Time Trials.

Swimmers - Time Trials allow swimmers to establish a beginning time for each event - a baseline for comparison throughout the season. It also gives them the experience of going off the block in a competitive format. This is especially beneficial for the younger swimmers. Swimmers will be placed on A, B, or C relays according to Time Trials times for the first few meets (with coaches' discretion). There will be no makeup for Time Trials. If a swimmer does not participate in Time Trials the first meet times will be considered Time Trial times, or base line times from which to calculate "Best Times". Time trial times cannot be counted as "county times" according to CCCounty Rules.

Adults - This is also an opportunity for parents to learn the procedures for running a swim meet. This is particularly important for new families on the team or those who are doing a different job this year. **All adults will assist at this meet, if you have a participating swimmer, because there is no visiting team to help staff the meet. Adults will be required to work from 7:15 a.m. - 1:00 p.m.**

Dual Meet

Most of our swim meets are dual meets. These are meets in which we compete against one other team. We hope to make a good showing in all our dual meets this year. Swimmers should strive to improve their personal best times during competition in dual meets.

Intrasquad Meet

This is a meet held for our team only. No other team will be involved. This meet gives swimmers a chance to get "Best Times" and enjoy a more relaxed meet. It may involve swimmers "competing" against each other by being assigned a "team" under one of the coaches. Times received at an Intrasquad Meet cannot be considered as a "county time" as per CCCounty Rules.

Adults work this type of meet just as they would a dual meet and the work assignment counts towards fulfilling the required number of meet assignments.

Invitational Meets

Invitational meets are special meets organized by teams in our area. Each meet has a unique format and provides a great way for your swimmer to improve times and prepare for the end of season DCSL League meet, and the Concord City Meet.

Teams organizing invitational meets charge entry fees that are not included in your FHST membership. Families must sign up to participate and pay the fees at the time of sign-up. Those families attending invitational meets will be given a meet assignment for part of the meet. All meet sign-up information will be posted on the FHST bulletin boards at FHAP. Fees, **checks only made out to FHST**, are placed in the **Meet Director** folder.

Diablo Community Swim League

In 2014, FHST joined the Diablo County Swim League (DCSL) as one of eight local swim teams. League rules, results and standings can be found on the DCSL website www.crgswimstats.com/DCSL
Participating teams are:

Las Trampas	Springwood
Livorna Swim Team	Rancho San Miguel
Pleasant Hill Aquatics	Scottsdale Swim Club
Walnut Country Swim Team	Forest Hills Swim Team

ANNUAL DEVIL MOUNTAIN PENTATHLON

July 14th & 15th

Dana Hills Swim Team

296 Mountaire Circle, Clayton

Each swimmer will swim all events in the following order, butterfly, backstroke, breaststroke, freestyle, and I.M. The 6 & under group swims a double distance free in place of I.M. The Saturday schedule includes 9/10 girls, 7/8 girls and boys, and 6 & under girls and boys, in that order. The Sunday schedule includes 9/10 boys, 11/12 girls and boys, 13/14 girls and boys, and 15/18 men and women, in that order. As a point of reference, in 2016, the registration fee was \$20.

DCSL LEAGUE MEET

July 30th

Northgate High School

425 Castle Rock Rd, Walnut Creek

This is our end-of-season league meet where we will compete against all teams that make up the DCSL league. Please plan your vacations accordingly and **mark your calendars!** We expect all swimmers to participate in this meet and all families will be required to work for part of the meet whether their swimmer is there or not. The meet is one day only. This meet will be exciting, fast, and highlight all of our swimmers. Swimmers will swim 2 individual events and may participate in an 'A' relay. Let's see who the DCSL Champs will be! Go FHST!

CONCORD CITY MEET

August 3rd, 4th, & 5th

**Concord Community Pool
3501 Cowell Road, Concord**

The Concord City Meet is held over three days (Friday, Saturday, and Sunday). For all individual events except IM, there are preliminary heats and then finals. There are A and B divisions for each individual event at the meet. Swimmers are placed based on their best times at the time that entries are due. The heats are divided in half with the fastest half assigned the A division. In addition, the three fastest heats are "circle-seeded". This means that the 30 fastest swimmers in each event are evenly distributed between the last three heats. There are finals in both the A and B divisions. We consider this as our final BIG TEAM MEET. We want to make a great showing at this meet. This is your last opportunity to earn a medal time and best times. This meet is a total blast and one of the most fun meets of the year with competitive team spirit opportunities. We look forward to showing FHST at its best! Please make every effort to attend this meet from start to finish!

INCENTIVES AND AWARDS

Ribbons

Ribbons will be awarded to first through sixth place finishers at home dual meets. Relay ribbons are given for each member of the first and second place teams. Swimmers who break a FHAP or FHST team record are awarded a special rosette ribbon at the Awards Ceremony.

End of the Year Awards

- **Awards** will be given to each swimmer at the annual awards ceremony.
- **Medals** - Swimmers who achieve medal times will be awarded a single medal for the highest level of achievement.
 - Bronze Time = Bronze medal
 - Silver Time = Silver medal
 - Gold Time = Gold medal
 - County Time = Medal with Red/White/Blue Drape
- **Coaches Award** - The coaches may select one boy and one girl swimmer to receive this award. The award is given to individuals based on practice attendance, attitude, work habits, commitment, and sportsmanship.
- **Best Times Awards** – Swimmers who achieve 13 or more Best Times during the 2018 swim season will receive a Best Time award. The number of Best Times will be determined each year based on the number of meets scheduled. The number will be the equivalent to one best time per scheduled meet (Dual, Invitational and Intrasquad, *but NOT including Time Trials or County meet*).
- **High Point Awards** - Awarded to one female and one male swimmer, in each age group, with the most accumulated points in Dual Meets and Invitationals. *Time Trials, Intrasquad, and Relays are excluded from the total.* Points received at any event that is not open to all members of FHST will not count toward the High Point Award. Points earned at Invitational Meets will be included in High Point totals, as they are scored by each Invitational Meet, including points earned at County Meet. Our scoring system for Dual Meets is as follows:

	<u>Dual Meets</u>
First place	5
Second place	3
Third place	1

- **Most Improved Male and Female Swimmer in Each Age Group** - Given to one female and one male swimmer in each age group with the greatest time improvement from the first **competitive** dual meet after Time Trials to the

end of all scheduled meets (not including County).

- **Outstanding Swimmer Award**– An award will be given to swimmers who meet the following criteria:
 - Achieve County Qualifying Times in at least three strokes
 - Enter and swim at the County Meet
 - Achieve a silver or better time in the remaining two strokes

The Alexandra Sullivan Spirit Award

This award was created in 2005, as a remembrance of her many contributions to the team. An inscribed, perpetual plaque is presented to a Forest Hills Swim Team family who has shown continuing dedication, diligence, spirit and participation in team activities.

APPENDIX

MEET JOB DESCRIPTIONS

Please take note that some of these jobs are still under construction. We are working to simplify some of the positions to make them easier to organize and more manageable to the parents. We ask that you check back to see the updated Job Descriptions before signing up for them online in the coming months.

Announcer:

- Should have a good projecting voice
- Announce upcoming races... 1st, 2nd, and last call
- Announce event in the water
- Announce all extra miscellaneous information (snack shack, parking lot, etc.)
- Work with starter to keep meet on pace
- Occasionally announce meet results
(need announcer script) (ask a couple of people ahead of time)

Computer operator:

- In charge of meet desk
- Operates meet computer
- Enters swimmers' times and DQs
- Lane Changes
- Scores meet results
- If you are interested in this position consider doing this job all season for simplicity of training

Computer Assistant:

- Prints reports and labels for ribbon labellers
- Monitors dolphin screen
- Lane Slip Reader
- Coordinates with Computer Operator

Head Timer: (1 person per half meet)

- Escort timers to opposite ends of pool
- Help referee direct swimmers on other side of pool
- Delivers stopwatches during a race when a timer signals for assistance
- Distribute and collect Dolphin timers
- Help timers with any issues

Lane Slip Organizer: (1 person) full meet job

- Collect lane slips from Runner

- Organize according to heat
- Highlight official times then pass on to data entry
- Receive DQ slips and make sure they have been signed and then staple
- This job may need to help Data Entry with timing system

Parking and Facilities:

- Arrive 90 minutes prior to start time to prepare
- Set up cones for assigned spots
- Monitor parking lot before and at start of meet; ensure cars park legally
- During meet monitor bathrooms and check for cleanliness
- Monitor garbage cans; take to dumpsters and replace bags when needed

Raffle Person:

- Walk around and sell tickets for meet prize
- Sell to both teams until raffle winner is picked following butterfly
- Assist at spirit wear table when not wandering for first half of meet

Referee:

- Approves Stroke and Turn disqualifications
- Works with Starter to begin each race; whistleblower
- Attend preseason training

Relief Timer and Hospitality:

- Be available 30 minutes after start of meet
- Relieve timers (including Head Timer) for bathroom breaks, etc.
- Check in with timers
- Coordinate with snack bar to provide timers with beverages and snacks

Relief Worker:

- Fill in for any missing job assignments
- Must arrive and check in 30 minutes before meet start
- Must stay for duration of meet

Ribbon Organizer:

- Places computer generated labels on ribbons and files ribbons in family files
- Explain to visiting team's coordinator our ribbon operations
- Be prepared to stay at least 30 minutes after meet (especially away meets)
- Post printed race results

Runner:

- Picks up lanes slips from timers and DQ slips from stroke and turn
- Give to lane slip organizer

Set Up and Take Down:

- 90 minutes before and 30 minutes after
- Set up and clean up of equipment: lane lines, chairs, easy-ups, parking lot signage, rope off pool deck, etc.

Shepherds:

- Meet with head shepherd prior to meet
- Receives copy of heat sheets, places swimmers in advance of their race in the appropriate order (heat and lane)
- Escorts swimmers to blocks
- Responsible for coordinating relays
- Shepherds are not responsible for finding swimmers
- You will receive an email explaining your responsibilities in detail

Snack-Shack:

- First shift must arrive 30 minutes before meet; Second shift must expect to stay a bit after meet completion
- Assist in snack shack set up and take down depending on shift

- Assist in food preparation and food sales

BBQ Specialist:

- Set up BBQ
- Operate and clean the grill for the snack bar
- Thoroughly clean the grill after meet
- Grill up some delicious food

Snow Cone:

- Set up Snocone machine
- Make and sell snow cones during meet
- Work with the snack shack to turn in proceeds
- Clean up and put away machine, table, etc.

Starter:

- Must go to training prior to season start
- Communicates with Timers, Referee, and Swimmers prior to each heat
- Starts each heat using the PA system and buzzer (?)

Stroke and Turn:

- Must attend training prior to season start
- Judges each swim to ensure fairness
- Writes and delivers disqualification slips upon infractions

Timers:

- Responsible for timing each race in an assigned lane with a stopwatch and/or Dolphin Timer
- One timer in each lane is responsible for recording the stopwatch time and checking swimmer name
- Timer training is conducted at the beginning of each meet
- Distribute Heat winner ribbons to swimmers up through 7/8s age group