

**Ashburn Village  
Aqua Jets Swim Team  
Team Handbook  
2018**



## **Who are the Aqua Jets?**

The Aqua Jet Swim Team is a program of the Ashburn Village Sports Pavilion, with the full support of the Ashburn Village Board of Directors and the Ashburn Village Community Association.

The team competes in the Colonial Swim League (CSL), which was founded in 1962 to sponsor competitive swimming amongst community swimming organizations in Northern Virginia. The CSL currently consists of 24 swim teams divided into four divisions based on competitive strength. The Aqua Jets compete against other teams in our division at Saturday A meets. Aqua Jets swimmers also compete in B meets, or developmental meets, on Wednesday evenings. Our Little Squirts team competes against other teams' younger, developing swimmers.

Ashburn Village supports a year-round competitive swim team as well, the Blue Wave Swim Team. Ashburn Village Aqua Jets swimmers, like other summer teams, also compete on year-round swim teams. We request parents of swimmers refrain from recruiting for non-village-supported swim teams while at Aqua Jets events.

## **How is summer swim team different from year-round swim teams?**

Summer swim team is a fun, community activity. Fun is a crucial part of summer swim team. While year-round swimmers train with swim teams from all over the area, the majority of Aqua Jets swimmers live in or near Ashburn Village. It's a great opportunity to connect with other families and swimmers in the Ashburn community. The coaches work hard to help swimmers improve and they also incorporate games into many practices. A year-round swim team offers training in fairly small groups with swimmers of the same skill level. Summer swim teams provide coaching to large groups of swimmers with widely varying skill levels.

Ashburn Village's Blue Wave Swim Team will be hosting an evaluation for year-round swim team at one of the morning Aqua Jets practices. The date is still to be determined. The coaches work hard to help swimmers improve and they also incorporate games into many practices.

## **Expectations for Swimmers**

### Swim Ability Requirements

In order to qualify for the *Aqua Jets* meet team, swimmers must be able to legally swim a length of the pool (25 meters) using two of the competitive strokes: freestyle, backstroke, breaststroke or butterfly. *Little Squirts* must be able to swim a length of the pool (25 meters) of any stroke without stopping or assistance and kick 25 meters on their front with a kickboard. The Ashburn Village Sports Pavilion will hold evaluations prior to the season and swimmer placement is at their discretion.

Aqua Jets is a developmental and competitive swim team, not a learn-to-swim program. As a result, every swimmer that is new to the program must be assessed. Every swimmer who did not swim on the 2017 Aqua Jets Swim Team or desires to move from the Little Squirts group to the A or B meet groups must be evaluated before their registration will be accepted. Swimmers must wear a swim suit to the evaluation and be prepared to get in the water. All evaluations are conducted during group swim assessments at the Sports Pavilion's indoor pool. Please check the Ashburn Village website for dates and times.

### Practice and Participation Requirements

Swimmers who are at the pool during their designated practice time are expected to practice or they will be asked to leave the deck. Injured swimmers should make arrangements with the Head Coach for dry-land options. As a competitive swim team, it is expected that every swimmer participate in

meets.

Swimmers are strongly encouraged to wear the team suit and team cap at all meets. Caps are provided to each swimmer at the beginning of the season.

## **Expectations for Parents of Swimmers**

### Volunteer Expectations for Parents

Swim teams require a lot of volunteer time in order to run smoothly. Approximately 50 adult volunteers **per team** are needed at each B meet, and approximately 25-50 adult volunteers **per team** are needed at each A meet. **Each family is required to accrue all volunteer points each season.** This requirement is for the A-team and B-team meet groups. Any family with only Little Squirts are still required to accrue all volunteer points each season even if their swimmer does not swim at A or B meets. Families may be asked to volunteer at an A meet even if their swimmer is a B meet participant and vice versa. **Each family is required to earn a minimum of 5 points. If a family does not fulfill their required points in the 2017 season, they will be fined \$50 PER POINT they did not fulfill, and they will not be able to register for the 2019 season until it is open registration.** All parents must sign a code of conduct and volunteer commitment before they are able to pick up their children's team t-shirts and team caps. Once you have signed up for a volunteer job, it is your responsibility to find a replacement if something comes up and you must switch jobs. Job sign-ups are completed online at [www.avaquajets.com](http://www.avaquajets.com)

### Behavior Expectations for Parents

All parents are expected to follow the Parent Code of Conduct that they sign when they pick up their swimmers team t-shirts and caps. A copy of the Parent Code of Conduct can be found on the Aqua Jets website. Any questions regarding the Parent Code of Conduct can be directed to the Director of Swim Programs.

## **Volunteer Job Descriptions**

All families are required to sign-up for the volunteer job(s) that they would like to perform during the 2018 Aqua Jets Season. This is completed on the team website, [www.avaquajets.com](http://www.avaquajets.com). This year, B Meets are going to count extra toward volunteer requirements. The team representative, computer operator, lead official, snack bar, banquet coordinator, and outfitting positions are season long. These positions do not need to sign up for meet-only positions.

### Officials & Computer Volunteers

These volunteer positions require each interested volunteer attend a scheduled training session before the beginning of the season in order to be certified as an Official or Computer Operator. Parents interested in becoming an Official or Computer Operator should attend the training session held before the beginning of the season. Please see the website for updated dates for training.

### Referee, Starter, Stroke and Turn Judge

The Referee is in charge of running the meet. The Starter is responsible for achieving a fair start of each race. The Referee and Starter together determine if there is a false start. Stroke and Turn Judges are responsible for ensuring each swimmer performs each stroke legally. These officials are required to attend an Officials Clinic, pass an on-line test, and complete three (3) on-deck training sessions while shadowing an experienced official before being certified. Officials are required to work a minimum of three (3) meets each year, attend an Officials Clinic every two (2) years, and pass the on-line test every

two (2) years to maintain certification. One (1) Referee, One (1) Starter, and Four (4) or more Stroke and Turn Judges are required at every A and B meet. It's free and this job provides the best view in the house!

#### Computer Operators

Computer operators are responsible for entering times and disqualifications (DQs) into the computer database, generating labels for ribbons, and compiling meet results. Two (2) computer operators are required at each meet. Anyone that desires to be a computer operator must be trained in the operating software prior to their volunteer day.

#### Timers, Runners, and Ribbons Volunteers

The Head Timer is in charge of the Timer and Runner volunteers at each meet. The ribbon volunteers work with the computer operators at each meet.

##### Head Timer

The Head Timer distributes the watches, gives a briefing before the meet on the correct procedure for timing, and assigns timers to lanes. The Head Timer also starts a pair of extra watches in case one of the timers misses the start or has a malfunctioning watch. Before the meet begins, the Head Timer also provides instructions to the Runners. The Head Timer communicates with the Referee when the timers are ready to start the race. One (1) Head Timer is required at each meet.

##### Timers

Each team provides 9-12 timers at every meet. Timers must time and record the swimmers in their lane.

##### Runners

Runners are used for a variety of jobs on the deck. One (1) runner collects finished time cards from the timers and any DQ slips from the referee and submits them to the computer operator. Two (2) other runners collect the time cards from individuals swimming 25 meters (one length of the pool) and distribute the time cards to the timers at the other end of the pool. At 'B' meets, a fourth runner watches the finish of each race and awards the first place finisher a Heat Winner Ribbon. Three (3) to four (4) runners are required at each meet.

##### Ribbons

Ribbon volunteers obtain labels from computer operators and put on the appropriate ribbons for Aqua Jets. At least two (2) ribbon writers are required at each meet.

##### Concession Stand Volunteers

The concession stand volunteers are responsible for the stocking, set-up, running, and clean-up of the home swim meet concession stand. A concession stand volunteer usually purchases items the day before A meets, and on the day of B meets for home meets. Currently, we do not have refrigeration available at the Lakes Pool for Aqua Jets usage. Four to six workers are required at each meet.

##### Facility Clean-up

Clean-up volunteers are required at every home meet to clean-up the pool deck, volunteer check-in area, concession area, team areas, and computer area.

##### Parking Lot Control

One to two volunteers are required at every home meet to control the Lakes parking lot traffic. Visiting teams are given priority for parking in the Lakes parking lot. Aqua Jets parents are asked to park along Cheltenham Circle.

#### Clerk of Course Volunteers

The Clerk of Course volunteers are responsible for the set-up, running, and clean-up of the Clerk of Course area at all home swim meets. During A meets, volunteers line up swimmers in lane order according to the meet sheet. At B meets, volunteers must assign swimmers to their lanes, mixing up home and visiting swimmers with heats proceeding from slowest to fastest times. At Little Squirt meets, volunteers line up swimmers in lane order according to the meet sheet. Also, Clerk of Course volunteers need to escort all swimmers 8 & under to their assigned lanes. Two to three volunteers are required at every home meet.

#### Team Representative

This position is a paid position. The incumbent represents the swim team at all league meetings and acts as a liaison between the league and his/her swim team; relaying information in both directions.

### **Team Outfitting**

The 2018 team suit will be new for the 2018 season. A team outfitting will be held at the Sports Pavilion by Cassel's on **April 21st** from **2:30-4:00pm**. New or returning swimmers that would like to purchase a new suit and can not attend the team outfitting may be fitted for one at Cassel's Sports and Awards located at 2816 Towerview Rd. / Herndon, VA 20171 / 703-435-4446. No appointment is necessary for fitting and purchase. Swimmers will receive a team t-shirt and team cap, but cost of the team suit is not included in your registration fees. Team suits are not required but highly encouraged. We are also offering unique spirit wear. Parents can purchase these items for their children, plus there are options for parents to wear and show their spirit during meets.

### **Team Pictures**

Team pictures will be on **June 18th** starting at **9am** with the team picture followed by individual pictures. Splendid Portraits, the photography company used for team pictures, will provide pricing information closer to picture day which will be distributed via the Family Folders. The rain date for team pictures is TBD at 9am. All swimmers are asked to wear their team suit to the team picture. If a swimmer does not have the current year team suit, then they are asked to wear the current year team t-shirt.

### **Family Folders**

The coaches and team representative communicate primarily through e-mails. Information and ribbons will be distributed via the family folders. Families whose swimmers primarily practice at the Lakes Pool will have their folders in containers under the bulletin board. Families whose swimmers primarily practice in the evening will have their folders at the Sports Pavilion. Please check your folder daily! You may leave notes for the Head Coach and Team Rep in their folders.

### **Swim Practice Schedule and Expectations**

While Loudoun County schools are in session, Aqua Jets practice at the outdoor Pavilion Pool in the afternoons and evenings. Starting June 14, 2018 morning practices will be held at the Lakes Pool and

evening practices at the outdoor Pavilion Pool. Families must choose to practice either in the morning or evening. However, for example, if a child primarily practices in the mornings and has a conflict, please check with the Head Coach **at least 48 hours in advance** and they will determine if there is available space at the evening practice. Space is limited. Please do not assume that the child will be allowed to practice in the evening.

#### Practice Times

Practice Times are determined by the practice group. Swimmers may not swim at a different practice time without permission of the AVSP Aquatics Director and the Aqua Jets Head Coach.

#### May 29, 2018—June 13, 2018 – Outdoor Pavilion Pool

8 and under (AM & PM)	4:00PM – 4:40PM
Ages 9 -12 AM	4:40PM – 5:35PM
13 & Over AM	5:35PM – 6:30PM
9 & Older PM	6:30PM – 7:25PM

#### June 14, 2018—July 27, 2018- Lakes Recreation Center/Outdoor Pavilion Pool

Ages 13 & Over	8:00AM – 8:55AM
Ages 9-12	8:55AM – 9:50AM
Ages 8 and under	9:50AM – 10:30AM
Evening 8 & Under	6:00PM – 6:40PM – Outdoor Pavilion Pool
Evening 9 & Older	6:40PM – 7:35PM – Outdoor Pavilion Pool

From July 23 – July 27 only swimmers who have qualified for All-Stars will attend practice in the morning at the Lakes Pool from 9:00 AM – 10:00AM.

#### Attendance Policy

It is recommended that all swimmers attend at least three practices during the week in order to qualify to swim at that Saturday's meet. Swimmers who practice with their USA Swimming Club team must attend at least one practice during the week in order to qualify to swim at that Saturday's meet. (Tuesday evening and Thursday morning are the recommended practice days for those swimmers who swim once a week.) All practice conflicts and absences must be discussed with the Head Coach or Assistant Head Coaches by the swimmer.

#### General Practice Rules

1. Swimmers are expected to arrive on time, have cap and goggles on and be ready at the start time. Caps are strongly recommended for those with long hair.
2. Upon arriving at practice, swimmers are under the supervision of the coaching staff. In order to reduce distractions, parents and siblings who stay at the facility are not permitted in the main pool or the wading pool. Also, parents are not permitted to sit at either end of the pool during practice. We feel that this policy will keep the swimmers focused on their coaches and eliminate distraction. Swimmers must exit all pools immediately after practice.
3. Swimmers must be picked up at the conclusion of their practice. Swimmers under age 13 not picked up within ten minutes of the conclusion of their practice at the Ashburn Village Sports Pavilion will be placed in Kid Zone at the expense of their parent.

4. All questions and concerns regarding the coaching staff or practices should be expressed to the Head Coach or AVSP Aquatics Director. Any questions or concerns which need to be addressed in person should be done during the Head Coach's office hours.

#### Practice Cancellation

In the event of light rain, practice will proceed. If it is raining heavily, or if thunder is heard or lightning is seen, then everyone is required to clear the deck until 30 minutes after the last clap of thunder or flash of lightning. Advance notice of practice cancellations will be push notifications on the AVSP App or sent via email.

#### Fun Team Activities

We will be having an ice cream social Friday June 15th before the first A meet of the season this year. This will give the team a chance to decorate their cars and prepare for a great season while enjoying ice cream with their team. Each year the Aqua Jets participate in the CSL sponsored Kings Dominion Day. Interested families can order discount tickets through the CSL. We meet as a group at a designated area at Kings Dominion. There is no practice that day. The Aqua Jets End-of-Season Banquet is scheduled for July 22nd. The rain date is the following Sunday. There is food, fun, and trophies for all swimmers. After each A meet, the team meets at a restaurant to enjoy lunch together. The restaurant is announced during the meet. Additional fun Activities will be planned by the Senior Aqua Jets (13-14, 15 & older swimmers) and announcements will be sent via email and the team website.

## **Time Trials and Meets**

#### Time Trials

Time trials are run similar to a standard meet with each swimmer competing in all 4 strokes. This gives coaches a baseline to measure progress, as well as, help determine which swimmers will represent the team at the first 'A' meet. Aqua Jets will hold two (2) Time Trials on Saturday June 9th and Wednesday June 13th. Time Trial times **ARE NOT** official CSL times; therefore, they are not able to be used to determine Divisional Entries.

Time trials also help familiarize new swimmers and volunteers with how a meet runs. All families are expected to help at the time trial their swimmer attends. Any swimmers unable to attend time trials will not swim in an A meet until he/she participants in his/her first B meet. Swimmers are only allowed to participate in **ONE** time trial, not **BOTH**.

#### A or Dual Meets

A meets are dual competitions against teams in our division. These meets start on June 16<sup>th</sup>. At an A meet there is one heat in each event. Each event generally includes three swimmers from each team. The Head Coach decides which swimmers will be entered in each event. Generally, it is the three swimmers who have the best time in that stroke. Ultimately, the decision is **at the Head Coach's discretion for both individual events and relay events**. In your account you may notice that your children are committed in relays. The computer picks the best combination. As with any meet, the coaches can alter the order or swimmers in each relay. Swimmers that are not initially in a relay may be put into one at the meet and vice-versa. Changes might be made because someone didn't show up or may

not be feeling well, etc. Whatever the reason may be, it is the coaches' decision on the relay lineups. Please respect the Head Coach's decisions regarding A meet events and relays. The list of the A meet swimmers will be e-mailed no later than Friday morning the day before the meet. It will also be posted at Friday morning's practices at the Lakes Pool. Please check the list each week and if your swimmer is entered, but you can't make the meet, then please let the Head Coach or Team Rep know immediately. It is imperative that the Head Coach know if a swimmer is unable to attend so an alternate swimmer can be notified.

After the scored portion of the meet, if there is sufficient time, swimmers will be allowed to swim the Individual Medley (IM).

Again this year, parents will be declaring whether or not their children are available to swim in the A meet by midnight of the Wednesday before the A meet. This declaration is made online using the team website ([www.avaquajets.com](http://www.avaquajets.com)).

#### Wednesday B or Developmental Meets

B Meets are non-scored swim meets start on Wednesday, June 20th and run for four consecutive Wednesdays. There are multiple heats of each event and we do try to complete all four strokes. IM's will be held if time permits and is at the discretion of the Team Rep and Head Coach. At B meets, no team scores are kept and no team winner is determined. Heat winner ribbons are awarded and all swimmers receive a participation ribbon. Swimmers that swim in an event at the previous Saturday A and meet and place 1, 2, or 3, **MAY NOT** swim that event at the following B meet. This year, each home B meet will have a theme that the returning 13 & over swimmers and coaches have selected to add to the fun atmosphere of the swim meet.

#### Little Squirt Meets

The Little Squirts will be swimming in two meets against local teams' young, developing swimmers. All swimmers receive ribbons and there are lots of treats and prizes! Swimmers' strokes are not judged by officials. We try to make these meets really fun! Dates will be posted on the team website.

#### Divisional Qualification Meet

On July 21st, a Divisional Qualification Swim Meet will be held by each of the four divisions to determine who will compete at the All-Star Meet. Each team may select 3 swimmers in the 5 individual events (free, back, breast, fly and IM). A swimmer may swim in a maximum of 3 events at this meet. Swimmers are selected based on the best times. No relay events are swum. The division awards trophies to the top scoring team in each age/gender group. These trophies are awarded at the divisional meet. The winners are determined at the end of the regular season. The division winning team also receives a trophy at the Divisional Qualification Swim Meet.

#### All-Star Meet

On July 28th the Colonial Swim League will hold a meet where the top 18 swimmers in the league in each event compete. This is the final meet of the season. All swimmers are awarded medals at this meet.

#### Meet Protocol

Swimmers must arrive at least 10 minutes before the scheduled warm-up time. They should report directly to the team area. At A meets, there will be a check-in table, where swimmers and volunteers must check in. Swimmers are expected to stay in the team area. Parents may visit their swimmers in the team area. Good sportsmanship must be practiced at all times. At B meets, swimmers may leave after

finishing their events; however, volunteers are required to finish their shifts. At A meets, participating swimmers are expected to stay until the end of the meet to cheer for their team and if needed to replace absent/injured/sick team members.

### Swim Strokes and Age Groups

Swimmers will be perfecting and competing in freestyle, backstroke, breaststroke, butterfly and Individual Medley (IM), which is 25 meters of each stroke in this order: butterfly, backstroke, breaststroke, freestyle.

8-and-under swimmers swim 25 meter distances in all strokes. 9 -10 year old swimmers swim 50 meters in freestyle, backstroke, and breaststroke, but 25 meters in butterfly. 11-12, 13-14, and 15-18 swimmers swim 50 meter distances in the individual strokes.

Relays are swum at A meets and at Relay Carnival. 8-and-unders and 9-10s swim a 100 meter medley relay (25m of back, breast, fly, free in that order) 11-12s, 13-14s, and 15-18s swim a 200 meter medley relay. Following the Medley Relays are the 2 Mixed Age Freestyle Relays. First, one boy from each age group, 9 and older, swims 50m of freestyle in a relay, then the girls do the same. The age order is up to the coach. At Relay Carnival, in addition to the normal medley relays, there are freestyle relays in each age group made up of 2 girls and 2 boys. Finally, there are the mixed age, mixed gender medley relays.

### Disqualifications (DQs) and False Starts

At each A and B meet, there are four Stroke and Turn Judges who observe the swimmers to ensure they are performing the stroke legally. If a judge observes a violation of a rule, then he/she will one hand and complete a Disqualification or DQ slip. The Referee will question the Judge regarding observed infraction and either accepts or rejects the DQ.

Once a DQ has been signed by the Judge and Referee, the coach and the computer operator receives a copy. At a B meet, the swimmer may still receive a participation ribbon and/or Heat winner ribbon if they are disqualified, but they will not receive an official time. At an A meet, a DQ means that the swim does not qualify for a time, a ribbon, or points for the team. There will not be any Stroke and Turn Judges at Little Squirt meets.

A false start is when a swimmer enters the water before the light and sound go off to start the race. False starts are rarely charged to swimmers during summer league swimming, however if a false start is observed by both the Starter and the Referee, then the swimmer will be disqualified.

### Cancellation of a meet

If a 'B' meet is interrupted by thunder, then it may be made up at the discretion of the team reps. Make-up dates for home 'B' meets are the following evenings. 'B' meets sometimes take quite long and may have to be called before all events have swum.

## **Private swim lessons with Aqua Jets coaches**

Certain Aqua Jets coaches are willing to do private one-on-one swim lessons during non-swim team hours. All of these private swim lessons are done at the Ashburn Village Sports Pavilion and payment for the lessons is given directly to the front desk of the Sports Pavilion. It is a violation of Ashburn Village Community Association rules and WTS International, Inc. policy for coaches to personally accept payment for private instruction.

**Aqua Jets Website**

The Aqua Jets website ([www.avaquajets.com](http://www.avaquajets.com)) is updated almost every other day with current information and events. The website will be used along with email to announce important dates and deadlines for Aqua Jets. Please make sure you know how to log-in to your account as it is important for A meet, B meet, and Little Squirts meet swimmer sign-ups.

## **Helpful Swim Meet Tips**

1. Swimmer should arrive wearing their team suit, with cap, goggles, and towels. Swimmers may bring games to play while waiting for their events.
2. Swimmers need to report directly to the Aqua Jet team area. During home B meets, that area is behind the baby pool outside the fence. The visiting team area is the grassy picnic area. During home A swim meets, the team area is in the grassy picnic area.
3. Swimmers need to remain in the team area during the swim meet. This ensures that the coaches can locate them and get them to their events in a timely manner.
4. When a swimmer's event is posted, a coach will distribute event cards to those scheduled to swim.
5. Once the swimmer has their card, they should proceed to the Clerk of Course.
6. The volunteers in the Clerk of Course area will put swimmers in order. At A meets, home and visitor teams are assigned alternation lanes. At B meets, lanes are typically alternate home and visiting swimmers.
7. A Clerk of Course volunteer will walk each heat of six swimmers, in lane order, to chairs directly behind their assigned lane.
8. Swimmers will sit behind their lane and move forward as the heats in front of them swim.
9. When the swimmer's heat is called by the official, the swimmer will come up to the edge of the pool for the start.
10. When a swimmer completes their race, they should remain in the water until the last swimmer in their heat touches the wall. It is good sportsmanship to shake hands with the swimmers on either side and say something like "good race". Once the last swimmer has touched, swimmers should exit the pool.
11. Swimmers may ask timers for their time after they have exited the pool.
12. Swimmers can touch base with their parents after their race and proceed back to the team area.