

Loudoun Valley ViperFish - Summer Swim Team

43333 Barnstead Drive

Ashburn VA 20148

[www.lvviperfish.com](http://www.lvviperfish.com)

Table of Contents

[Financial Information 3](#_Toc476506561)

[Registration Information 4](#_Toc476506562)

[Volunteer Hours Policy 4](#_Toc476506563)

[Membership Cancellation Policy 4](#_Toc476506564)

[Refund Policy 5](#_Toc476506565)

[Policies 5](#_Toc476506566)

[Parent Responsibilities 9](#_Toc476506567)

[Practice Schedules 12](#_Toc476506568)

[Meet Schedule 14](#_Toc476506569)

[Other Schedule 14](#_Toc476506570)

[Post Season Meets Criteria and Qualification 15](#_Toc476506571)

[Meet Events 15](#_Toc476506572)

[Signing Up for a Swim Meet 16](#_Toc476506573)

[Meet - Volunteer Job Signup 17](#_Toc476506574)

[Awards 20](#_Toc476506575)

[Team Pictures 20](#_Toc476506576)

[Board Members and Volunteer lead Positions 20](#_Toc476506577)

[Coaching Staff 21](#_Toc476506578)

Welcome to the Loudoun Valley ViperFish - Summer Swim Team! This handbook should serve as your first resource for any questions you may have as you become familiar with the Loudoun Valley ViperFish program. Inside you will find information about your responsibilities as a parent; how best to communicate with the coach; an outline of the team’s financial policies, how billing works and other important policies; as well as valuable information about swim meets, the coaching staff and more. **If, after reading this handbook, you still have questions, please email** [**Viperfishlv@gmail.com**](mailto:Viperfishlvgroup@gmail.com) **or approach one of the BOD members to discuss your question.**

The goal of the Loudoun Valley ViperFish team is to provide a positive and motivating experience that builds self-esteem, develops the athlete to his/her fullest potential, and gives swimmers the skills and lessons of competitive swimming that they may take with them through all walks of life.

# Financial Information

Within the Loudoun Valley ViperFish – Summer Swim Team, there is one billing system which is described below.

To provide a high-quality swim program, it is an expensive undertaking and the funding that we receive from HOA covers only a very small portion of those costs. We must also secure significant additional funding from your payment and any fund raising activities in order to cover the cost of our summer programs.

**Team Unify Account**

Upon joining you will be approved to TeamUnify and sent a user name and password for the Loudoun Valley ViperFish site, as well as login instructions. Usage of this web site as a member will be referred to as your Team Unify account. This access will also allow for meet sign up, volunteer signup, account information and other items.

After sign up, you must follow instructions for online payment. We have removed the check mailing option for efficient tracking of all payments and refunds.

**Membership Cancellation Policy**

There maybe a few kids who could be new to competitive swimming, our coaches will try the best to give every kid an opportunity to be part of our summer swim team. If some reason, your kid is not able to continue, a written cancellation must be submitted to the Viperfish BOD team email address at [**Viperfishlv@gmail.com**](mailto:Viperfishlv@gmail.com)before time trial, June 8th and/or your child does not meet the swim qualifications. NO exception will be made. There will be no refunds once your kid participates in June 11th swim meet.

If we receive your request before May 30th, then full refund is given.

Once they start coming to practices till June 8th, then, we will only deduct $20 to defray the cost and coaching and refund the rest of the funds.

**Registration Costs**

|  |
| --- |
| [Edit](https://www.teamunify.com/TabGenericEdit.do?act=edit&id=1871976&page=141155&_stabid_=41155&returnPage=%2FSubTabGeneric.jsp%3F_stabid_%3D41155&team=recodlvvfva) |
| We are pleased to offer an online registration process. One you register your kid(s) online for 2017 Summer Swim Team, you may make a **credit card payment online** to complete the registration process.  The process is simple for both new and returning members. You will get access to your own private account that will enable you to easily declare your kids participation for swim meets, sign-up for volunteer jobs, see your children's swim time history, maintain your contact information, and more. ****Registration Information****  |  |  |  | | --- | --- | --- | | ***Registration Timeline*** | ***Registration Dates*** | ***Registration Fee\**** | | Early Bird | March 5, 2017 - May 7, 2017 | $170 - Swimmer 1  $160 - Swimmer 2  $150 - Swimmers 3, 4, 5 | | Regular | May 8, 2017 - June 7, 2017 | $190 - Swimmer 1  $180 - Swimmer 2  $170 - Swimmers 3, 4, 5 |   ***\****An additional fee of ***$20 per swimmer*** will be added to Registration Fee for***Non-Loudoun Valley II Residents***  The registration fee covers costs for all ribbons, awards, team t-shirt, Team Unify, league fees and Year End Banquet. This fee does not include concessions purchased at the meets.  After registering your kid(s) into Junior and/or Senior swim groups, you can now pay with credit card online to complete your registration. ****Volunteer Hours Policy**** Each family (each account on TeamUnify with 1 or more kids) is required to volunteer for ***10 hours*** during the 2017 summer swim season.  **Parent volunteers, who signup for various volunteer jobs, must sign in the Parent Volunteer Log at the Clerk of Course table at the begining of each meet and sign out at the end of each meet to verify their participation for the service hours they sign up.**  If a family is unable to volunteer for ***10 hours***, the family will be charged a service hours fee of ***$12/hour*** for the missing volunteer hours. Families, who determine they are unable to volunteer during the entire season due to their busy schedules, can choose to pay an upfront service hours fee for 10 hours at ***$12/hour*** at the time of registration. ****Membership Cancellation Policy**** A written cancellation request must be submitted to the Viperfish BOD team email address at [viperfishlv@gmail.com](mailto:Membership%20Cancellation%20Request?subject=Cancellation%20request%20for%202017%20summer%20swim%20team%20membership&body=Hello%20Viperfish%20VOD%0A%0ACan%20you%20please%20cancel%20registration%20for%20my%20%3Ckid-name%3E%20for%202017%20Summer%20swim%20team%20please%3F%0A%0AOur%20kid%20cannot%20participate%20due%20to%20%3Cspecify-reason%3E%20unfortunately.%0A%0AThank%20you%0ASincerely%0A%3CYourFullName%3E). ****Refund Policy****  |  |  |  | | --- | --- | --- | | ***Refund Timeline*** | ***Cancellation Dates*** | ***Refund Policy\**** | | Prior to Season start | March 5, 2017 - May 29, 2017 | Full Refund for each kid written cancellation request received | | Prior to Time Trials Registration | May 30, 2017 - June 7, 2017 | ***$25*** will be deducted from registration fee of the kid for whom written cancellation request is received  ***Permissible reason***:  \* Swimmer is not ready for Swim Team as determined by Head Coach from the Tryouts; or  \* Swimmer is injured or sick and a Doctor's note is provided | | Prior to First Meet Registration | June 8, 2017 - June 14, 2017 | ***$50*** will be deducted from registration fee of the kid for whom written cancellation request is received  ***Permissible reason***:  \* Swimmer is not ready for Swim Meets as determined by Head Coach from the Tryouts; or  \* Swimmer is injured or sick and a Doctor's note is provided |   ***\* Refunds will not be entertained for any other reason.*No exceptions will be made to this policy.** |

# Policies

Parents play essential roles in the organization and support of the swim team family. The positive, committed attitude of parents is crucial in determining the quality of the team. It is important for our swimmers to know that their parents are in the crowd and cheering them on. It is equally important for parents to help instill a sense of purpose, respect, discipline, and teamwork in their children.

Getting swimmers to practice and meets on time is only part of the job of parents. Swim meet operations are 100% dependent on family support. Without parents and family members filling positions at every swim meet, it would be impossible to run any meets. To ensure positions are filled, Loudoun Valley ViperFish parents are required to work at the meets. Championships may have additional needs which will be discussed later in the season. Besides teaching your child the importance of commitment, in doing your fair share, you’ll have fun, meet other parents, and help your team immeasurably.

**Swim Team Policies and Meet Information**

1. **Signing up for a swim meet**

Swimmers must be signed up for each meet by end of practice on the Friday prior to a Wednesday meet. Your child is thought to **not** be swimming in a meet unless they are signed up. Sign up can be done easily on the team website; [www.lvviperfish.com](http://www.lvviperfish.com). Much time is spent by the coaching staff writing line-ups. Entries to swim meets are prepared approximately 3 days to 1 week in advance of the date of the meet.

**2) Have children attend practices regularly and on time.**

The season is short, and the more practices attended, the more progress your child will make. Please have your child to the pool 10-15 minutes prior to practice time. Your child is required to swim at least 3 practices per week.

1. **Arrive on time for the meet**.

* For a normal weekend meet, Report to the pool no later than 6:45 AM for home meets or 7:00 AM for away meets (meet at the team’s designated area) unless different times are communicated by the Team Representative.
* For a normal weekday meet (typically Wednesday), Report to the pool no later than 4:45 PM for home meets or 5:00 PM for away meets (meet at team’s designated area) unless different times are communicated by the Team Representative.

1. **Late Arrivals and No-Shows**.

If you are going to be late or absent from a meet, contact a coach as soon as possible. Swimmers who do not check in within ½ hour of the start of the meet may be dropped from the first set of relay events. Coaches need time to reconfigure relay teams and make the necessary changes in the computer and on the time sheets. If you sign up for a meet, don’t show up, and fail to contact the coaches, you will not be able to participate in the next swim meet.

1. **Check-in at the meet.**

Find the check-in volunteer, let them know you are there, and pick up any information they are handing out.

1. **Lining up for an event.**

Your team’s Clerk of Course or his/her assistant is the gatekeeper to help your child be ready for the child’s scheduled event. It is recommended that you have them at the block 2 to 3 events before the child’s scheduled event.

1. **Relays.**

For 8 & under swimmers in relays, please go to the blocks early and find the coach for your swimmer’s event. Do not wait until the last minute to show up for a relay. It’s inconsiderate to the other team members and may result in your child being replaced. If a swimmer is scheduled to be in a freestyle relay, they must stay the entire meet. If a swimmer leaves, the entire relay team may have to be scratched, and the 3 other swimmers will miss an opportunity to swim. If this happens, the missing swimmer will not be put in any relays at the next meet.

1. **During the meet.**

Team members are asked to stay in the team area during the meet. Between races, swimmers should rest and remain in the team area.

**9) What to pack for a meet.** You will need the following items for swim meets:

* Team swim suit
* Swim cap
* Goggles
* Towels (2)
* Nutritious snacks
* Spending money for concession stand
* Books, games, or toys to keep busy between events

**10) Weather:** Swim meets are almost never cancelled prior to the start of a meet, if it is rainy some meet may be delayed, but all swimmers need to be at the pool on time**!** Most meets are only delayed during thunderstorms. We have practices and meets during rainy weather as long as there is no thunder. Coaches’ and pool staff discretion will prevail under severe conditions.

**Communication Policy**

Primary methods of communication are email and the team website; [www.lvviperfish.com](http://www.lvviperfish.com). The website includes calendars, news and events and job sign-up tabs. The site is updated regularly. Please check for new and updated information. You may also access your swimmer’s best times on this website. Go to MY MEET RESULTS.

If questions or problems should arise, the lines of communication are always open, but please avoid disrupting a practice to discuss anything with the coach. This time is devoted to swimmers exclusively. The primary means of communication is through the Loudoun Valley ViperFish web site and email.

Please let us know if you do not have access to email or a computer. If you are not receiving emails and have given us your email address(es) at registration, or if your email address has changed, please log into your Team Unify account and make the necessary changes.

Each swimming family has a mailbox (file folder) at the pool practice location where unclaimed meet awards will be placed. Please check your mailbox and the team web site regularly. The following are the best methods of finding information or meeting with a coach.

* When you have questions, first turn to the web site to see if it can be answered either in this handbook or elsewhere on the site.
* All coaches have email addresses and this is the preferred method of contacting them. Email addresses are on the web site. You can use this email address as an alternate: [**Viperfishlv@gmail.com**](mailto:Viperfishlv@gmail.com)
* When email contact is not appropriate, you may contact the coach in the coaches’ office via phone or in person. Please remember that a coach is preparing for practice immediately prior to practice and may be beginning another practice immediately following your swimmer’s practice, so before or after practice may not be the appropriate time to discuss your concerns.

**Workout Practice Policy**

Workouts are the coaches’ time to teach a swimmer more about the sport of swimming, self-esteem, respect and team work. The following policies are in effect to help achieve these goals.

* The coach should not be interrupted while on deck. If you have any questions, please contact the coach before or after a workout.
* Please refer to the communications policy of this handbook for the best way to contact coaches.
* All swimmers must be picked up promptly after their activities have been completed.
* The coach is not responsible for swimmers before or after the scheduled activity.
* Swimmers are not allowed to enter the water prior to workout unless supervised by a parent.
* The coach will decide when the swimmer is ready for the next level based on the swimmer’s strength, technique, endurance and mental readiness.
* Do not send your child to practice if he/she has a fever.

We expect swimmers to miss some practices. Vacations, transportation arrangements, illness, and other events make it difficult to make every practice. On the other hand, our short season dictates a balanced, planned schedule. So--if you’re going to miss several practices, especially for a significant time span, expect to miss some important stuff!

Coming late to practice really messes up the workout schedule and shortchanges the child’s progress. Any swimmer arriving late must report to the coach initially for safety reasons and to “fit them in” to the ongoing, preplanned workout.

**Discipline Policy**

* A swimmer will be dismissed from activities for drug or alcohol use, improper language, stealing and/or fighting.
* A coach may dismiss swimmers from activities if they disrupt and/or limit the performance of another swimmer.
* The coach will treat your child with respect and expects the same Loudoun Valley ViperFish swimmers.
* When wearing any item representing the Loudoun Valley ViperFish Team, the member should remember that his/her actions and words reflect on the team and should act accordingly and show respect.
* Any damage to facility or equipment caused by a swimmer or family member must be paid for by the swimmer or his/her family.
* If the coach feels the swimmer is conducting himself/herself in any manner that is disruptive, unsafe or in opposition of any of the policies stated in the handbook, the following actions may be taken:
  + First offense will result in a verbal warning from the coach.
  + Second offense will result in a “time out” for the swimmer.
  + Third offense will result in a parent, coach and swimmer conference.
* Drug use, stealing or fighting will result in an immediate conference with the parent, coach and swimmer.

**Weather Policy**

Summer rainstorms are usually short-lived and followed by beautiful sunshine or blue sky; furthermore, swimmers LOVE rain, but they hate thunder and lightning. We WILL PRACTICE in the rain, but not when it’s thundering and lightning. If in doubt, call the pool. A notice will be sent out by the coaches if practice is cancelled. Sometimes practice is cancelled during the swimmers’ practice as weather pattern changes. If you want to ensure that your child gets ample practice, AM practices normally have much less inclement weather.

# Parent Responsibilities

**Responsibility to Your Swimmer**

Please make every effort to have your swimmer at practice on time and ready to swim 5 minutes before practice. Realize that your child is working hard and give all the support you can. As a parent, your major role is to provide a stable, loving, and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child’s attendance at practices, coming to swim meets, volunteering for your club’s program, etc. Parents contribute to the success experienced by the child and the team. Parents serve as role models and their children emulate their attitude. Be aware of this and strive to be a positive role model.

**Be Enthusiastic and Supportive**

Remember that your child is the swimmer. Children need to establish their own goals and make their own progress toward them. Be careful not to impose your own standards and goals. Do not overburden your child with winning or achieving best times. Let them know that first they are the child you love, and second, a swimmer. Tell them you will love them whether they swim well or not and ask only that they give their best effort. Learning about oneself while enjoying the sport is the most important part of the swimming experience. Let the coach judge the swimmer’s performance and technique. Let the Coach talk to your child about what they could have done better. Your role is to provide love and support regardless of the outcome. The coach’s role will provide the critique and information for improvement.

**Watching Practice**

Loudoun Valley ViperFish have an open door policy for all practices and encourage parents to observe practices periodically. Through the years we have noted several parents become workout partners, carpoolers, and best friends just from the time they share during practice. Some will organize socials, file ribbons, and have helped with administrative needs during the practice sessions.

When you do watch a practice we ask a few things from you:

* Sit on the side of the pool and not close to the start end.
* Do not coach your child during practice; this distracts swimmers and coaches and contradicts the coach’s job.
* Do not coach your child when they come home; this is a sure way to create pressure and confusion.
* Do not talk to the coach during practice.

At swim practice coaches want the children’s attention focused on the coach and the tasks at hand. Occasionally children miss an instruction, or have a goggle problem, or are involved in some other distraction, or are simply playing and having fun – which are all normal behaviors for young children.

Coaches view these little difficulties as opportunities for the children to develop good listening skills, ability to reason, and self-discipline. Sometimes coaches allow failure on purpose — a missed instruction leaving the child confused often results in the child learning to pay better attention the next time. Coaches endeavor to provide an environment for the children to develop these skills. A well-intentioned and over-enthusiastic mom or dad sometimes has difficulty allowing their child to miss something and wants to interfere. It’s understandable. We know it is common in many other youth sports for parents to stand at the sidelines and shout instructions or encouragements and sometimes admonishments to their children.

However, at swim practice coaches ask parents not to signal them to swim faster, or to tell them to try a certain technique, or to offer to fix a goggle problem, or to move away from some other “menacing” swimmer, or even to remind them to listen to the coach. In fact, just as you would never interrupt a school classroom to talk your child, you should not interrupt a swim practice by attempting to communicate directly with your child.

What’s wrong with encouraging your child during practice? There are two issues. First we want your child to focus on the coach and to learn the skill for their personal satisfaction rather than learning it to please their parents. Secondly, parental encouragement often gets translated into a command to swim faster and swimming faster may be the exact opposite of what the coach is trying to accomplish.

In most stroke skill development practices we first slow the swimmers down so that they can think through the stroke motions.

Save encouragements and praise for after the practice session! This is the time when you have your child’s full attention to tell them how proud you are of them.

What’s wrong with shouting or signaling instructions to your children? Those instructions might be different from the coach’s instructions and then you end up with a confused child. Sometimes you might think the child did not hear the coach’s instruction and you want to help. Most of us do not want to see our own kids make a mistake. The fact is that children miss instructions all the time. Part of the learning process is learning how to listen to instructions. When children learn to rely on a backup they will have more difficulty learning how to listen better the first time. As parents, many of us want our children protected from discomfort and adversity and we will attempt to create or place them in an environment free from distress. So, what’s wrong with helping your child fix their goggles during practice time? Quite simply, we want to encourage the children to become self-reliant and learn to take care of and be responsible for themselves and their own equipment. Swimming practice is a terrific place to learn these life skills. Yes, even beginning at age 6 or 7. If you need to speak to your child regarding a family issue or a transportation issue or to take your child from practice early you are certainly welcome to do so but please approach the coach directly with your request and we will immediately get your child out of the water.

**Meets Responsibility**

Organizing enough volunteers for the meet can be demanding and is crucial to the success of the meet. It can take from 30 to 40 parent volunteer positions for one meet. Your participation is critical to the success of the meet and is required of every family with a swimmer participating in the meets. Most positions require very little training and if a volunteer is unsure about a position please contact the Meet Manager or Board of Directors for any questions.

**Ten and Under**

Ten and under are the most inconsistent swimmers and this can be frustrating for parents, coaches and the swimmer alike. Parents and coaches must be patient and permit these youngsters to learn to love the sport. Swimmers will go through changes as their bodies grow or they concentrate on technique, causing their times to slow down. However, this will result in much faster swimming for the individual.

It is important that we reward the swimmer as long as they are putting forth the effort regardless of the outcome. We want the swimmer to enjoy the sport so they may continue swimming as part of a healthy lifestyle.

**Love, Shelter, Feed and Get to Practice on Time**

Swimmers train hard and it is important their bodies are receiving the proper food so that it may keep up with the demands of training.

If the swimmer is not eating well-balanced meals, the performance in workout will be weak and therefore result in ineffective training. It is also important that your swimmer gets to practice on time and stays for the whole practice. The practice time is developed to allow time for proper stretching, warm-up and cool-down. These are important for the swimmer to help prevent injury and to prepare the body for the best training time. If your child is late, he/she will miss this warm-up phase, as well as any announcements or teambuilding exercises.

We strongly recommend that swimmers try to attend as many practices as possible. It is like any sport: the more you practice the better you’ll be! So, the more often a swimmer attends practice, the faster they usually progress. Our coaches assume that swimmers are going to miss practice here and there for many different reasons. One of the best things about swimming is that the swimmers get what they put into it. As a sport, swimming promotes the development of self-discipline and inner-strength. Even the swimmer who may come every day, but does not swim his/her best practices; will see it in the end. Our program uses attendance for a few things: practice and stroke building, meets, relays, and coaching decisions. Practices that are on the calendar are the recommended practices and commitment for that particular group. We use attendance for decisions like: is this swimmer ready and/or prepared for his/her meet. We want to see the swimmers at the majority of practices to allow them to develop into the best they can be.

**Allow the Coach the Opportunity to Coach**

The relationship between swimmer and coach is very important. When parents interfere with the coach’s opinion as to how the swimmer should swim or train, it causes considerable, and often insurmountable, confusion as to whom the swimmer should listen to. Remember, the coach is a trained professional in the sport and holds the knowledge necessary to allow your child to become the best athlete possible. If you have a problem, concern, or complaint, please contact the coach away from practice time so you may discuss your concerns.

**Questions for the Coach**

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is it difficult to resolve conflict in this manner, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent when raising some difficult issues with a coach:

* Try to keep foremost in your mind that you and the coach have the best interest of your child at heart. If you trust that the coach’s goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
* Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team. On occasion, an individual child’s interest may need to be subordinate to the interest of the group.
* If your child swims for an assistant coach, always discuss any matter first with that coach, following the same guidelines noted above. If the coach cannot satisfactorily resolve your concern, then ask the head coach to join the dialogue as a third party.
* If another parent uses you as a sounding board for complaints about the coach’s performance or policies, listen sympathetically, but encourage the other parent to speak directly with the coach. He/she is the only one who can resolve the problem.

# Practice Schedules

**Practices are broken down by age and ability**

All swimmers, 8 years and under MUST try-out and complete one 25 meter lap unassisted.  The swimmer can try out before the first morning practice.  If they do not succeed on their first try, the swimmer may try out as many times as they like but must successfully complete the tryout before joining their practice group. All tryouts must be completed by Saturday, June 9th.  Note: the Coaches may be available for private lessons to get your swimmer ready.  Please contact them directly for pricing and availability if you are interested.

**Swim Practices Location**

43100 Barnstead Drive, Ashburn VA 20148

**\*School Year Practices (Tuesday May 30, 2017 - Thursday June 8, 2017)**

Afternoon practices will start on Tuesday, May 30 2017, and continue through Thursday, June 8 2017.  The school year practices are held every day (Monday, Tuesday, Wednesday, Thursday and Friday).  There will be no practices during the school year on weekends.

* 10 years and under 5 pm - 6 pm
* 11 years and older 6 pm - 7 pm

No practice on Friday, June 9 2017, due to a Loudoun Valley HOA sponsored event (Last Day of School).

**\*Summer Swim Season Practices (Monday June 12, 2017 - Friday July 21, 2017)**

The summer practice sessions are based on age group. Due to summer camps and/or work schedule, you can choose either Morning or Evening sessions for your swimmer.

***\*Evening practice*** will be offered with limited number of spots (***15*** in total for 2017) since only 3 lanes are available due to the swimming pool needs to be shared with the residents at this time.  Spots will be allocated based on need and then approved on a first come/first request basis once registration is completed.  If you feel you have a need for an evening spot, email your request to the Viperfish Board of Directors at [viperfishlv@gmail.com](mailto:viperfishlv@gmail.com?subject=Evening%20Practice%20Request)

**\*Season Morning practices** will begin on Monday, June 12, 2017 through Friday July 21, 2017.

* 11 years and older 7:00 am – 8:00 am
* 10 years and under 8:00 am - 9:00 am (9 and 10 year olds schedule is subject to change based on registration numbers)

**\*Season Evening practices** will begin on Monday, June 12, 2017 through Friday July 21, 2017

* 6 pm - 7 pm for the maximum **15** approved kids.

**All Star Practices (TBD)**

For those swimmers who qualify for the Year-end All Star Meet, the swimmer will have one additional week of practice. The practice schedule will be communicated to the swimmers by the coaches as the end of season approaches.

**\*Practice for All star qualified kids during week of July 24, 2017 - July 28, 2017**

Note:  All-Star practice times are TBD

**\*Important Note:**All swim groups and times are subject to modifications by our coaches based on registration numbers and swimmer abilities. You will be notified via email if your swimmer requires a change in his/her schedule.

**Try Out Practices**

All swimmers who are 5 - 8 years old, **MUST** try-out and complete one 25 meter lap unassisted if they are doing competitive swimming for the first time. The swimmer can try out before the first morning practice.  If they do not succeed on their first try, the swimmer may try out as many times as they like but must successfully complete the tryout before joining their practice group. All tryouts must be completed by Wednesday, June 7 2017.

If you have a swimmer 9 years and older, the swimmer will not need to tryout but must be able to prove successfully that they can swim two laps of the 25 meter pool unassisted.

Evaluation schedules are as follow. Please notify us through email at [Viperfishlv@gmail.com](mailto:Viperfishlv@gmail.com) that you plan to come for an evaluation.

* Every Monday, Wednesday and Friday starting on June 2nd.
* Try out is 30 minutes before the start of the school practice schedule. Come early.
* All tryouts must be completed before June 7th.

**Time Trials**

Our Time Trials will be held on **Saturday June 10, 2017**. This is a team only event. It establishes times for the swimmers and gives the parents to have a practice meet and train prior to participating in a real dual meet.

# Meet Schedule

The 2017 Swim Meet Schedule will be posted and emailed as soon as it is confirmed.

Below is a copy of the schedule. Changes may occur due to inclement weather and a reschedule occurs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meet type** | **Date** | **Location** | **Wed/Sat** |
| Time trials | 10-Jun | @ home | Sat |
| Swim meet | 17-Jun | @ away | Sat |
| Swim meet | 21-Jun | @ home | Wed |
| Swim meet | 24-Jun | @ away | Sat |
| Swim meet | 28-Jun | @ home | Wed |
| Swim meet | 8-Jul | @ home | Sat |
| Swim meet | 12-Jul | @ away | Wed |
| Swim meet | 15-Jul | @ home | Sat |
| Divisionals | 22-Jul | @ away | Sat |
| All Stars | 29-Jul | @ away | Sat |

# Other Schedule

* Parent Season Kick-off Meeting/Pep Rally - April 23rd from 12:00pm-3:00pm (times approx.)
* Computer Operator Training (BOD members) – TBD
* Swim Suit Fitting with Cassels at Clubhouse – 130 to 3 pm – April 23rd
* Officials Training will be held on TBD from 9:00-9:45 am (STARTER) and TBD (REFEREE).
* Stroke and Turn training (online) and **LIVE** training will be held on TBD
* Team picture day – TBD by the Viperfish pool
* Team Season End Party/Awards Distribution – July 29th from 12:00pm – 3:00pm

# Post Season Meets Criteria and Qualification

There will be two types of “post-season” meets, the Divisional Meet and the All-Star Meet.

Any swimmer that competes in at least two league-sanctioned meets during the current regular season will be eligible to compete in one of the two post-season meets. A swimmer may only swim in one post-season meet, either Divisionals or All-Stars, but not both. A swimmer without an official league time (NT) in any event cannot swim that event in the post-season. Swimmers cannot qualify for the All-Star Meet with times swam at Time Trials.

ODSL will establish an initial cut-time for each event equivalent to the 16th fastest time from the previous year’s All-Star Meet.

The ODSL Board will establish a committee to re-evaluate the initial cut times after the 2nd meets of the season. The goal of the new cut-time is to establish a benchmark which sends the top 24 fastest times to All-Stars. You will be notified if your swimmer qualifies for All-Stars. If not, your swimmer will participate in the Divisional meet.

Criteria and Qualification mentioned above may change due to inclement weather issues.

# Meet Events

All competitions are by age group and gender except where it calls out for mixed gender or mixed age events. June 15th is the date used for determining your child’s age group. No exceptions will be allowed. The lengths of the individual races are as follows:

6 & under: 25 meters 11/12: 50 meters

7/8: 25 meters 13/14: 50 meters

9/10: 50 meters (25 meters butterfly) 15 -18: 50 meters

The swim events are Freestyle, Backstroke, Breaststroke, Butterfly, Medley Relays, Individual Medley (IM), Freestyle Relay.

An IM (Individual Medley) is for swimmers that can swim all four strokes in one race. The order of events would be Butterfly, Backstroke, Breaststroke, and Freestyle. A coach will determine if a child can swim an IM based on their performances at meets and practices. All strokes are 25 meters; the total for the IM would be 100 meters. A swimmer must have a legal stroke for all four of the strokes to be considered for an IM.

A relay will consist of 4 different swimmers in their age group. Each swimmer will swim 25 meters of an assigned stroke. The order of strokes is Backstroke, Butterfly, Breaststroke, and Freestyle for the Medley Relays. For the younger age group relays all swimmers swim a Freestyle Relay. In addition, we also have relays that are mixed aged. This means that there is a swimmer from each age group participating in this race, still only 4 swimmers per relay team. Sometimes your swimmer will be scheduled to swim in an alternate age group (for instance, we will swim your 12 year old son up as a 13/14 year old) in order to fill a relay. Relays are fun and they gain points for our total team score. You do not sign your swimmer up to be in a relay. Coaches will form the relay teams. Not all swimmers will swim in a relay at each meet.

**If you do not wish for your child to participate in the relays, please notify the team’s Computer Operator or coach(es)***.*

Swimmers will be scheduled by the coach to swim a *maximum* of 3 Individual events and up to 2 relays at each meet.

# Signing Up for a Swim Meet

Check the Loudoun Valley ViperFish team website often for any events available to sign up. Summer meet schedules are posted and closed very quickly as at times; there may be 2 meets in one week. It is critical you pay attention to the deadline and commit your swimmer through the team website; [www.lvviperfish.com](http://www.lvviperfish.com).

Swimmers can be signed up for at most 3 strokes for a meet.

**Email from Team**

Each family will receive an email from Team Unify team website; [www.lvviperfish.com](http://www.lvviperfish.com), about 1 to 2 weeks before each swim meet. The email will contain a link to the team website for sign-up. Click on the link received to go to the EVENT SIGN UP page of the team website; [www.lvviperfish.com](http://www.lvviperfish.com).

**Home Page Access**

If signing up through the home page of the team website; [www.lvviperfish.com](http://www.lvviperfish.com) (instead of directly through the email link), find the swim meet you would like to enter under EVENTS. Click on the rectangular box beneath the heading ‘Attend this event.’ Click on this event will also take you to the EVENT SIGN UP page of the team website; [www.lvviperfish.com](http://www.lvviperfish.com).

**Commit to this Event**

The EVENT SIGN UP page will bring up a chart with the swimmer(s)’ name(s) from your family. Click on the swimmer’s name in the left column. A commit to the event heading will appear for that swimmer. When accessing the pull down bar, there will be a choice of ‘YES’, please sign (name) up for the event. If ‘NO’, sign up will not occur for this event. Please mark ‘NO’ if you do not plan on attending, so that the coach knows that you have considered your attendance at this meet. If you mark ‘YES’, you will have a choice of session to attend. Make sure to select the rectangular box on the bottom right corner that states ‘SAVE CHANGES’ or your request will not be processed. The screen will change to show the athlete’s name, a box with a check mark and ‘committed’. You must repeat this process for each of the swimmers in your family.

**Swimmer Events**

Your swimmer’s coach will confirm the events or additionally select the events that the swimmer(s) will participate in. The coaching plan, swimmer ability, coach-swimmer goals, and other factors will be considered as the events are being selected. Swimmers and parents are able to request events during the sign-up process, but the coaches make the final decision.

Newer swimmers will initially be placed in events that they will succeed in. As their skills build, they will be placed in more challenging events as determined by their coach.

**Confirming Your Events**

Loudoun Valley ViperFish team recommends that you return to the EVENT SIGN UP page to see which events your coach has selected for your swimmer. Please note that your swimmer may not be able to participate in various events due to a minimum or maximum time requirement. Your swimmer may not be ready to swim in the specified stroke. The coach will ultimately determine if the event is appropriate for the swimmer.

Do this as soon as possible after the meet closing date, which can be found on the meet form. If you find an error, please contact your coach immediately.

# Meet - Volunteer Job Signup

**Volunteer Job Signup**

Each family is required to fulfill 6 volunteer positions throughout the regular season (not including post-season meets, Divisionals or All-Stars). The requirement is 3 volunteer positions. To sign up for the volunteer jobs, go back to Events and click on one of the Meets. Click Job Signup. The list of jobs for the meet will come up and you can select accordingly and click Signup.

**Meet Volunteers – Job Descriptions**

Below is a description of each volunteer position. You can sign up at [www.lvviperfish.com](http://www.gofroggers.com). Log on information for the website is explained further on page 13.

**All volunteers must sign in at the clerk of course staging area when they arrive. If you do not sign in, you will not get credit for your efforts!**

**Referee (1)**: Position provided by the hosting team. This is the senior official responsible for the overall conduct of the meet and for all other officials at the meet. The referee is required to be at the meet at least 30 minutes prior to the start and remain until the end of the meet. (This person must be certified Stroke & Turn and Starter and certified Referee by Old Dominion Swim League) This person represents the League not the team and requires training by ODSL.

**Starter (1):** Position provided by the hosting team. This person is the next most senior official, responsible for starting each race. The starter is required to report to the Referee upon arrival and be at the meet at least 30 minutes prior to the start and remain until the end of the meet. (Good position for someone knowledgeable about swimming and how meets are run. This person needs to be focused on the meet.) This person represents the League not the team and requires training provided by ODSL.

**Stroke & Turn Judges (4):** Two people from each team are present at each meet. These people ensure that the swimmers use the proper stroke technique and that all turns and finishes are legal. The judges are required to report to the Referee upon arrival and to be at the meet at least 15 minutes prior to the start and remain until the end of the meet. Swimmers will be disqualified if they swim the stroke incorrectly, even the tadpoles. This person must be certified as a Stroke and Turn judge by the Old Dominion Swim League. (Good position for someone knowledgeable about swimming strokes and techniques. This person needs to be totally focused on each event.) This person represents the League not the team and requires training provided by ODSL.

**Computer Operator/Data Entry (2):** This person will sit at the computer during the meets. These people input event results and DQ information for all swimmers into the computer at the meet. The1st –

6 th place times for each event is calculated by the computer. The cards are then divided by team and given to each team. They also print the score, meet results and ribbon labels for all the ribbons. (This position requires a minimum amount of training.)

**Set-up (3):** Set up home meets. This includes setting up team areas and the observation area as well as putting in lane lines and backstroke flags. These people will need to arrive at least 1 hour prior to the start of the meet. For Wednesday meets arrive by 4:00 PM to set up. For Saturday meets arrive Friday night at 7:30 PM to set up. For Saturday meets, the volunteers are also expected to arrive at the pool on Saturday morning by 7:30 AM to set up the few items that cannot be set up on Friday night. (Good position for someone who would like to sit back and enjoy the meet while it is in progress and would not have a problem getting to the meet early.)

Friday Night

* Move chairs
* Set up tables
* Set up lane lines and flags
* Remove water from the basketball hoop and move it to the closest corner
* Place lane markers
  + Laminated Sheets on the fence near the road
  + Marked trash cans upside down at the opposite end of the pool

Saturday Morning

* Set up Insta-benches
* Help carry in equipment for the score keeping table and concession tables if needed
* Set up sun canopies

Wednesday Evening Meets

* Do all of the above (Friday & Saturday)

**Clerks of Course (2):** These people will check in swimmers upon arrival at the meets. They will also as place swimmers in their proper event, heat and lane assignments prior to swimming their event. There will be a Head Clerk of Course and two additional clerks. Those volunteering for this position must arrive at the meet at least 30 minutes prior to the start of the meet and must remain in the Clerk of Course area until the swimmers are set up for the last race. (This is a good position for someone who is good with names and faces or who knows or wants to get to know a lot of the swimmers.)

**Head Timer (1):** This position is provided by the host team. This person is responsible for the distribution and collection of stopwatches at each meet. Review the responsibilities with the Timers and assigns Timers to each lane at all Home Meets. Keeps back-up times in case one of the Timers has a problem with their stopwatch. During away meets we will have one person assigned to the position of Head Timer for the Viperfish who will be responsible for the distribution and collection of the Frogger stopwatches. The Head Timer is required to be at the meet at least 30 minutes prior to the start and remain until all stopwatches have been collected. This person is also responsible for the stopwatches until they can be returned to the Viperfish storage area at our home pool. (This is a good position for someone who is organized and can be at the meets early and stay a little late).

**Timers (9):** There are three timers required per lane. One of the timers assigned to each lane will be the Head Lane Timer and will verify the name of the swimmer and record the three times on the swimmer’s time card. The other two timers are responsible for timing each swimmer assigned to their lane. Timers will start their watches when sighting the flash of the strobe used for starting the race. If there is no visible flash, then timers will start on the sound of the starting device. If the watch malfunctions, the timer will raise their hand and the Head Timer will switch watches with that person.

The watches are stopped when the swimmer has touched the wall of the pool.

* Home Meet Timer Assignments
  + 1 timer for Lanes 1, 3 & 5
  + 2 timers for Lanes 2, 4 & 6
* Away Meet Timer Assignments
  + 2 timers for Lanes 1, 3 & 5
  + 1 timer for Lanes 2, 4 & 6
* Head Timer – backup timer

Timers are required to be at the meet at least 15 minutes prior to the start and remain until the end of the meet and their stopwatch has been turned in to the Viperfish Head Timer. (This is a good position for someone who is new to swimming. It allows the person to watch the swimming events without having to judge them. It also requires no preparation.)

**Runners (2):** These positions are provided by the hosting team. There are three main jobs the runners perform. 1) Collect timer sheets from the Head Timers in each lane and deliver them to the Scorekeeper table; 2) Collect DQ (Disqualification) cards from Stroke and Turn Judges and deliver them to the Referee and then onto Scorekeeper table and 3) lead swimmers to their seats at the numbered lanes. These people must be at the meet at least 15 minutes prior to the beginning of the meet and remain until the meet is completed. (This is a good position for someone who wants to get some exercise at the meets and is a fast walker. There is little preparation required, but it will keep you busy.)

**Ribbon Writer (1):** This person puts labels on ribbons and distributes them to the away team if we are home or collects them from the home team if we are away. They are also responsible placing the ribbons in the appropriate family folders the day after the meet (this includes transporting the ribbons from away meets). This person’s job will start after the first few events are completed. They do not have to arrive early for the meets, but may have to stay a little past the end until all of the ribbons are labeled. (This is a good position for someone who might not be able to make it to the meets on time, but is able to stay a little late.)

**Heat Ribbon Winner Distributor (1):** This person is responsible for being at the finish end of each heat and determining who won the heat and distributing the heat winner ribbon. This position is not concerned with DQs of swimmers.

**Clean-up (3):** These people will need to put away the lane lines and backstroke flags; return all chairs, tables and lounges to their daytime positions and clean up any remaining litter in the pool area. These people need to be at the meet when it is over and remain until the pool area appears as it did prior to the meet. There will be a schematic of the pool provided. (Good position for someone with small kids who would not be able to watch them during the meet or for a person who might have a problem getting out of work on time.)

**Concession Stand (4):** These people will set up, operate and clean up the concession stand at home meets. Instruction will be given by the committee chair. This position requires arriving at home meets at least 30 mins to 1 hour prior to the start of the meet and remaining until the concession area is cleaned up. There may also be a Costco run required. (Good position for someone who might have younger children who could stay with him or her while they work.)

# Awards

Loudoun Valley ViperFish team will have a party for the end of the season. All swimmers will receive a participation medal or trophy and the coaches will award:

* Most Improved Swimmer – both male and female for each age group
* High Point Scorer – both male and female for each age group
* Overall High Point Scorer – both male and female

Because of the number of swimmers, we are not able to store unclaimed ribbons, medals and trophies the swimmers receive during the season. At the end of each season all awards will be recycled.

# Team Pictures

Team and individual pictures information to be announced. Swimmers and families will have the option of purchasing different photo packages.

# Board Members and Volunteer lead Positions

Email address for the board is: [**Viperfishlv@gmail.com**](mailto:Viperfishlv@gmail.com)

|  |  |  |
| --- | --- | --- |
| **Position Type** | **Officer/Volunteer position** | **Name (Primary)** |
| BOD | President | Shashi Goli |
| BOD | Vice-President - Meet manager | Ram Rupireddy |
| BOD | Vice-President - Parent Liasion | Rajesh Kasaraneni |
| BOD | Secretary | Jagadish Narsin |
| BOD | Treasurer | Sarath Kolla & Satish Narala |
| BOD | Social Chair | Kalpana Goli |
| BOD | Team Representative | Srikala Sana & Sejal Gandhu |
| BOD | Computer Operator1 | Vikram Nalluri |
| BOD | Computer Operator2 | TBD |
| BOD | Concessions Chair | Jeff Wilsey/Emily Wilsey |
| Volunteer | Clerk of Course 1 | Eliza Lozano |
| Volunteer | Clerk of Course 2 | TBD |
| Volunteer | Clerk of Course 3 | TBD |
| Volunteer | Clerk of Course 4 | TBD |
| Volunteer | Stroke and Judge Judge | Vimal Gandhi |
| Volunteer | Stroke and Judge Judge | Ashley Merce |

# Coaching Staff

Co-Head Coach: Bryan Durazo bryandurazo@topscoreedu.com

Co-Head Coach: Josh Herbstritt [jHerbstritt6@gmail.com](mailto:jHerbstritt6@gmail.com)

Assistant Head Coach: Jasmine Curran jazzmin1218@gmail.com

For the coaches’ bios, please go to [www.lvviperfish.com](http://www.gofroggers.com) and click on coaches’ tab.

The Loudoun Valley Viperfish Board hires the coaching staff. The coaches are responsible for running practices, scheduling swimmers for meets, and maintaining team discipline at practices and meets. The primary functions of the coaching staff are to teach proper swimming techniques, good sportsmanship, improve swimming skills, and to develop and run a structured swimming program.

Coaches will be available for questions from parents. However, if you need to speak with a coach this must be done through email or conversations after practice. During practice, it is very important for the coaches to stay focused solely on the swimmers. Also, when your child’s practice is over another practice may be starting so please be aware of this before approaching the coaches. To email Coach Solomon or Assistant Coach Justin, go to [www.lvviperfish.com](http://www.gofroggers.com). In the top left corner of the screen, there is a tab labeled “Coaches.” Click on it and then under coaches’ name, select email. Type and send. Remember, the coaches are responsible for the swimmers during practice and cannot be distracted. This is very important for everyone’s safety!

Please feel free to ask any board member if you have concerns or questions during the season.

**GO VIPERFISH !**

