

**Twin Hickory Aquatics Team, Inc.**

**TWIN HICKORY TORPEDOES**



**Team Handbook**

**2009**

Dear Twin Hickory Torpedoes Swimmers and Parents,

Welcome to the seventh exciting season for the Twin Hickory Torpedoes Swim Team! We are happy you chose to join our team. We hope we can help you reach your swimming goals, as well as provide you with a wealth of fond summer swimming memories! Our team is an organization of swimmers aged 5 to 18 years old, coaches, and dedicated parent volunteers whose purpose is to promote and participate in the sport of summer swimming. Our team is a proud member of the Greater Richmond Aquatic League (GRAL), which consists of 28 area teams divided into three divisions. We will be competing in Division I during the 2009 season.

Team and League officers have been working since last September to organize and plan the 2009 Summer Swim Season. Like you, we are individuals who volunteer our time and energy in the hope of providing another positive experience for your entire family. Swim team participation offers a great opportunity to build friendships, have fun, and significantly improve one's health and swimming ability.

A successful season very much depends on team member commitment (both swimmers and parents). All swimmers, especially the younger swimmers, are encouraged to attend practice and meets on a consistent basis to experience the full benefit of being a team member and to learn as much as possible from our Coaches. Parents need to support the team as volunteer meet officials and workers, as well as be enthusiastic fans. Every swim meet is run entirely by parent volunteers, so please make sure that you keep your volunteer obligations so that we have the necessary volunteers to run fair, well organized events. Swim team participation should be a very positive experience for your whole family!

This Swim Team handbook has been created to help answer a multitude of questions you may have regarding the Twin Hickory Torpedoes Swim Team. Please READ it and keep it handy throughout the season for reference - it contains valuable information for both new and returning swim families. If you ever have any other questions, comments, concerns, or suggestions, please feel free to contact any of the Swim Team Board or Committee members. Thank you for joining and helping to make our team better each year!

### **Statement of Purpose**

The Twin Hickory Aquatics Team is a rewarding and enjoyable opportunity for your children. Parental support and swimmer commitments are essential to ensure the success of the program.

The Greater Richmond Aquatics League (GRAL) is an organization of swimmers, coaches and parents whose aim is to promote and participate in the sport of summer swimming. GRAL provides an opportunity for young people to compete against others of their own ability at various skill levels, in an atmosphere of fair play and good sportsmanship.

The Twin Hickory Aquatics Team is a member of GRAL, composed of twenty-eight area swim clubs and divided into three divisions based on size and strength. The GRAL Officers and Executive Board consisting of one representative from each member club, govern the league. It is the GRAL board that determines the rules and format of the swim season.

### **GRAL CODE OF CONDUCT**

- **Good sportsmanship is of primary importance. Respectful behavior on the part of swimmers, coaches, and parents should be displayed at all times and places. Team membership is both an honor and a responsibility and unsportsmanlike conduct will not be tolerated.**
- **The Coach is responsible for the behavior of his/her team.**
- **The Board Representative, or Parent Representative in his/her absence, is responsible for the behavior of the coaches and team parents.**
- **The Referee has the authority to suspend a swim meet for unsportsmanlike behavior.**
- **Any individual who cannot uphold the standards of good behavior may be denied further participation in league activities.**
- **No smoking is allowed on the pool deck or common-use areas during swim meets.**
- **No person officiating, working or attending a GRAL Swim Meet shall be allowed to partake or be under the influence of alcoholic beverages or illegal substances during a swim meet. After being warned of the infraction, the offending team must comply or may be asked to forfeit the meet.**
- **Remember, this swim league exists for the sport of swimming and the enjoyment of our children. Please strive as parents, coaches and swimmers to focus on this fact and encourage an enjoyable experience for all.**

## **Twin Hickory Aquatics Team Executive Board**

John Byrum, President/GRAL Board Rep, 319-6968, president@thtorpedoes.org

Jane-Anne Herkins, Vice-President/GRAL Parent Rep, 248-0506,

vpparentrep@thtorpedoes.org

Nancy Tynes, Treasurer, treasurer@thtorpedoes.org

Michele McGarry, Secretary, secretary@thtorpedoes.org

Kathleen Kanaan, Computer Rep., Computer@thtorpedoes.org

Sharon Highfill, Volunteer Coordinator, 840-1399, volunteer@thtorpedoes.org

Lori Rooney, Social Chairman, social@thtorpedoes.org

## **Committee Members**

Tracey Hargett, Sportswear

Fran Henneberger, Concessions Coordinator

OPEN, Assistant Computer Rep,

Jane-Anne Herkins, Training/Certification Clinics

Tom Dailey, Fundraising/Sponsorship Coordinator

Kirk Pfister, Set-up Coordinator

OPEN (John Byrum), Clean-up Coordinator

## **Coaches**

**Coach, Warren Cieslak**, is a rising senior at Hampden-Sydney College, majoring in Economics and Commerce. He is returning for his third year with Twin Hickory as co-head coach. Prior to coaching, Warren swam in GRAL for 12 years, making this his 15th year in the league. Currently he is the holder of both the regular season and champs 50 yard freestyle records. Warren is hoping to lead the Torpedoes to a great season. .

**Coach, Kayla Higuchi**, is a returning to the Torpedoes for her fourth season as a coach this year. She recently finished her freshman year at Virginia Tech and will be attending Radford in the fall as a Speech Pathology major. She is looking forward to a tremendous season and hopes everyone has a fun summer swim season!

**Assistant Coach, Brad Nero** is a recent graduate of Deep Run High School. He has been an active member of the Twin Hickory swim team since it was established in summer of 2002. This will be Brad's 13th year of swimming. He is ready for a fun filled season.

**Assistant Coach, Austin Highfill** is a rising senior at Deep Run High School. He was also an assistant coach in last year and devotes himself to the team and swimming year round for YGR and each summer for Twin Hickory. Austin is devoted to swimming as a sport. This is his seventh year swimming with Twin Hickory. Austin is looking forward to a fun year with the kids and beating Church Run!

**Assistant Coach, Josh Griffith** is a rising sophomore at Old Dominion University. Josh was a year-round swimmer all through high school and has been a member of the Twin Hickory swim since its first year. He is looking forward to a great season where everyone improves on their swimming technique.

**Assistant Coach, Anna Deitz** is a rising sophomore at Virginia Tech. This is her first year coaching but she has been swimming with the team since it started in 2002. She

also swam year-round in high school and looks forward to helping children improve their stroke technique. Most importantly she is very excited to work with such a wonderful group of kids and can't wait to start the season!

### **Communication**

The 2009 THAT Board is focusing on communication this year in an effort to keep all of our swim families informed. We have a variety of avenues in place for quick and effective communication with the entire team and we encourage you to take advantage of the information provided.

- **Website** - [www.thtorpedoes.org](http://www.thtorpedoes.org) The website is being updated and will contain information about upcoming meets, as well as practice updates and results from completed meets.
- **E-mails** - the team will primarily use e-mail to communicate with swimmers and their families in order to save copying and mailing costs. If you are not in the habit of checking your e-mail on a daily basis, please do so beginning May 27, 2009 and daily throughout the season, as important announcements and reminders will be sent in this manner. If you do not have an e-mail address or if it changes between now and the end of swim season, please notify Jane-Anne Herkins at [vpparentrep@thtorpedoes.org](mailto:vpparentrep@thtorpedoes.org)
- **Family Files** - every swim team family has a family file in the file box that will be at each practice. Ribbons from meets will be distributed in the family files - please check the file at each practice.
- **Hotline** - we have an information hotline - **527-6192** that will be updated in case practice is cancelled and with other important info - please check the hotline if you are in doubt about a practice being held.
- **Coaches Communication Notebook** - Need to talk to a coach? Please leave any non-emergency messages for the Coaches in the Coaches Communication Notebook. For the safety of your swimmers, the Coaches can not take time away from practice to talk individually with you. If you need to talk to any of the Coaches, just make a note in the Logbook including your name, your child's name, the best time to reach you, and how you can be reached (phone number, email, etc.) The Coaches will check the logbook daily and will return calls as soon as possible.

### **Board Meetings**

The Executive Board and Swim Team Committee meets from January—October on the fourth Tuesday of the month at 7 p.m. at the Lake house (except in June, when we meet on the third Tuesday). Board meetings are open to all swim team parents and we welcome your attendance and involvement. If you are interested in a board position for the 2010 season, you are encouraged to attend meetings this year.

The annual election of the Executive Board will be held at the Sept. meeting - each family with swimmers registered for the 2009 season is eligible to cast one vote in the election.

Please plan to attend this important meeting to cast your vote for next year's board!

## Calendar

### 2009 Meet Dates - Regular Meets start at 6 p.m.

Week 1 - June 11 (Thursday) hosting Wyndham Swim & Raquet - check-in @ 4:30

Week 2 - June 17 (Wednesday) at Canterbury - check-in @ 4:45

Week 3 - June 24 (Wednesday) hosting Fox Hall - check-in @ 4:30

Week 4 - July 1 (Wednesday) at Hungary Creek - check-in @ 4:45

Week 5 - July 8 (Wednesday) hosting Tuckahoe Village - check-in @ 4:30

Week 6 - July 14 (Tuesday) at Church Run - check-in @ 4:45

Champs - (Saturday) July 25<sup>th</sup> - 12 & under; (Sunday) July 26<sup>th</sup> - 13 & over

At George Mason Freedom Center, Manassas, VA

### Directions to Meet Venues can be found on GRAL Website - below are the addresses for the pools.

- June 17th - Canterbury:

Canterbury Crocodiles  
1300 Pump Road  
Richmond, VA 23233  
754-1017

- July 2nd - Hungary Creek:

Hungary Creek Recreation Association  
9194 Hungary Creek Road  
Glen Allen, VA 23060  
270-4892

- July 15- Church Run:

Church Run Rockets  
3700 Church Road  
Richmond, VA 23233  
747-9867

### Photos

Happy Face Children's Photography will be taking team photographs on June 24 at 4:00 p.m. Individual shots immediately following.

### Practice Schedule

Initially, swimmers will be split into general practice groups according to their age. Practice assignments will be announced at the Meet the Coach Social. Coaches will make finalized group assignments within the first two weeks of practice and may move swimmers amongst groups depending on ability.

Note: Every parent and swimmer must bring their Twin Hickory pool pass to practice.

May 26-June 12 (M-F) Afternoon Practices

6 and under	4:30 -5:00 pm
8 and under	5:00 - 5:45 pm
9-10	5:45 -6:30 pm
11-14	6:30 -7:30 pm
15-18	7:30 -8:30 pm

June 15 - July 15 (M-F)

	<u>Morning Practices</u>	<u>Evening Practices</u>	
11-14	8:00 - 9:00 am	8 & under	6 - 6:45 pm
15-18	9:00 - 10:00 am	9-12	6:45 - 7:30 pm
9-10	10:00 -10:45 am	13-18	7:30 - 8:30 pm
8 & under	10:45 - 11:30 am		

July 20-24 (M-F)

	<u>Morning Practices</u>	<u>Evening Practices</u>	
13-18	8:00 - 9:00 am	8 & under	6 - 6:45 pm
9-12	9:00 - 10:00 am	9-12	6:45 - 7:30 pm
8 & under	10:00 -10:30 am	13-18	7:30 - 8:30 pm

- No Friday evening practices on June 12, June 29, July 17
- No morning or evening practices on July 4
- Stroke Clinics will be on Saturday mornings - June 13, June 20, June 27, July 11, and July 18.
- Evening Practices are provided for children enrolled in camps, summer school or day care only. All other swimmers are expected to attend morning practices.
- Swimmers are expected to practice 3 times per week in order to swim in a meet.

### Meet Information

#### **SAFETY FIRST**

**Parents**, please know that safety is our team's primary concern. While we do live in a great neighborhood, we must remain ever vigilant in regard to our children's safety. Over 500 people attend our swim meets and anyone is welcomed; in short, we do not know everyone in attendance.

With this in mind, know that your swimmer **MUST** be supervised by an adult while they are at swim meets. Coaches and Board members are NOT responsible for supervision of swimmers during meets. From the minute your child arrives for check-in until they leave the meet for the evening, they **must** have an adult at the meet providing supervision. If you leave for any reason, (to get dinner, run home for a jacket, etc.), or you are arriving later than your child due to a scheduling difficulty, your child **MUST** have an adult at the pool who is responsible for him/her.

Team up with your children's friends' parents and swap duties when one of you is unavailable. Make sure your child knows whose care they are in as well. Of course, any swimmer old enough to drive to the meet only needs a parent there to cheer them on, but even these swimmers' emergency forms need to be kept up to date. Thank you for the effort you make to keep your child involved and SAFE!

### **Cardless Computer Pre-seeding**

**Due to computer pre-seeding everyone must check in AT LEAST 45 minutes prior to the start of the meet so we are sure of who is present. If swimmers don't check-in they will be taken out of their events and will not swim!** If you know that you will be late to the meet PLEASE have a friend check in your swimmers. We count on you to do a great job of letting the coaches know if your swimmers will not be attending a meet and of checking in at the beginning of the meet, so we will have as few bumps with this new system as possible - it's really quite simple - **CHECK IN ON TIME TO SWIM!!**

When your swimmer reports to the clerk they will be told their heat and lane and helped to find the correct chair. Heat sheets will be posted at home meets (and may be available for purchase at away meets) for those wishing to know the heat and lane of their swimmer in advance of the event.

### **Answers to the most "Frequently Asked Questions" about meets...**

#### **What time do swim meets start?**

All official events in swim meets begin promptly at 6:00 PM. but the final seeding of meets is done and teams warm-up prior to the beginning of meets. Please arrive at home swim meets at 4:30 PM for check-in, directions and warm-ups. Plan to arrive at away swim meets at 4:45 PM for check-in, warm-ups and directions, unless otherwise notified. Read updates in the weekly newsletter for any changes in arrival times. Make sure to check-in on time or your swimmer will be scratched from his/her events!

#### **Where should I park?**

Please try to carpool, walk (bring a flashlight for the trek home), or drive only one car per family to home swim meets. Our team is large and visiting teams are also large so we will need to reserve as many parking places as possible for the visiting team. You can park along Old School Road and walk through the tunnel, but **please do not park at The Gardens or in the Holly Glen condo parking lots. Do not park along the circle in front of the Lake house - this is the FIRE LANE and needs to be kept clear in case of an emergency and do not park along Twin Hickory Lake Drive - cars parked in either the emergency lanes or along Twin Hickory Lake Drive will be ticketed and towed.** We appreciate your cooperation and patience with the challenging parking situation.

Look for directions to the away meets at the end of this handbook and parking information for away meets in the weekly newsletters.

### **What should my family bring to a swim meet?**

Suggestions: 2-3 beach towels per swimmer, chairs, sweatpants and sweatshirts, raingear in case of bad weather, games, books, fruit, water, money for concessions, a sharpie marker for writing event numbers on hands, and plenty of enthusiasm!

Our concessions stand is our main fundraiser for the team. The concessions committee will be requesting donations from EVERY family at each home meet - please watch for emails that request items and help us out by delivering all items to the concession stand by 5:30 p.m. on the evening of the meet.

### **What do I do when I arrive?**

Upon arriving at the pool, swimmers and parents must check-in with the check-in parents who will be at a table outside the entrance of the pool. They will confirm the events your child is swimming and your volunteer assignments.

At away meets, you will be informed about the location of restrooms, concessions, seating area, Clerk of Course area and so on. Take your child to the Clerk of Course before the meet so he/she will know how to find it when called to his/her events. Find a seat and listen for warm-ups to be called. Have fun cheering on your child!

### **And now for some of the technical terms...**

#### **What are Age Groups?**

Age Groups are a way in which the GRAL groups swimmers. Swimmers compete in one of five different age groups (based on swimmer's age as of June 1, 2009):

- Age 8 and under - Mites (note that the 5 & 6 year olds swim with the mites, but are scored separately for freestyle and backstroke)
- Age 9-10 - Midgets
- Age 11-12 - Juniors
- Age 13-14 - Intermediates
- Age 15-18 - Seniors

#### **In a swim meet, what is the difference between an "Event" and a "Heat?"**

An "event" is a particular gender (boy/girl) within an age group (ex: Junior 11-12 year olds) swimming a particular stroke a certain length (ex: 50 freestyle). Each event is numbered. There are 55 events in a swim meet. See the Order of Events included in this handbook.

A "heat" is one race of the event. Events often have multiple heats because the number of swimmers in an event often exceeds the number of lanes in the pool.

#### **How are the events my child swims in the meets determined?**

The Coaches decide what events will benefit both your child and the team.

#### **How many events can my child swim during a swim meet?**

Each swimmer may be entered in up to 3 individual events plus one relay each swim meet.

### **How do I help my child keep track of what events he/she is swimming in?**

Check-in parents will write the events on your child's hand before the meet begins. Parents should also keep track of this information. Writing your child's event numbers on your hand will help you easily keep track of events he/she is swimming.

Listen carefully to the Announcer to determine which event is currently being swum, and what events should be at the Clerk of Course. Make sure your child arrives at the Clerk on time. When swimmers check in at the Clerk of Course, they are seated by event, heat and lane, so that when it is time for their race, they are behind the blocks and ready to go. Swimmers are normally called to the Clerk of Course four or five events before their event is to be swum.

### **What are the event rules?**

As a general guide, individual and relay events are as follows:

- **Freestyle:** There are few rules governing this event. Basically, any stroke is acceptable as long as the swimmer is not walking, or pushing off the bottom, sides or lane lines. When swimming a freestyle event for distances of 50 meters or greater requiring a turn, the swimmer must touch the ends of the pool with any part of his or her body. Because the crawl stroke is the most popular stroke of choice in freestyle events, the crawl is often incorrectly called freestyle. Actually, freestyle is the name of an event, not a stroke.
- **Backstroke:** This event is similar to a freestyle event in that there are very few rules. The swimmer must complete the event on his or her back, but may use any style to get to the end. Because the back crawl is fastest, it is the most commonly used stroke in backstroke events.
- **Breaststroke:** As the name suggests, this event requires the swimmer to complete this event on their breast in the following manner:
  - Feet must be dorsi-flexed
  - Feet must move at the same time
  - Arms must move at the same time
  - Head may submerge, but must break the surface at least once every arm cycle
  - Hands and feet must stay underwater during the power phase of each stroke
  - Hands may not go past the swimmer's waist except on one stroke at the start and turn
  - Two-hand touch is always required.
- **Butterfly:**
  - Legs and arms must stay together at all times
  - Arms must come out of the water during each arm cycle
  - Two-hand touch is always required.
- **Individual Medley (I.M.):** Equal distances of all four strokes in the following order: fly, back, breast, free (free must be anything other than fly, back, or breast). Swimmers must follow the rules for all four strokes.

- **Medley Relay:** Four swimmers must follow all the rules for all four strokes in order—back, breast, fly, free (free must be anything other than fly, back, or breast). Useful aid to memory in a medley relay, the strokes are in alphabetical order.
- **Free Relay:** Four swimmers, anything goes as long as swimmers touch the wall.

#### **What do the terms "Novice," "Advanced", "Junior Varsity," and "Varsity," and mean?**

GRAL has 4 Classifications of swimmers determined by the times the swimmer has earned in a particular event in a qualifying swim meet:

- **Novice (N)** - a swimmer with no time in a given event or has not achieved a valid JV, V, or SV time in the event in the Age Group in which the swimmer is competing.
- **Advanced (ADV)** - a swimmer who has achieved a valid ADV time in that event in the Age Group in which the swimmer is competing
- **Junior Varsity (JV)** - a swimmer who has achieved a valid JV time and has not achieved a valid V time in that event in the Age Group in which the swimmer is competing.
- **Varsity (V)** - a swimmer who has achieved a valid V time.

Classification of a **NOVICE RELAY** - All swimmers entered in a Novice relay must be classified as Novice in the stroke that they are scheduled to swim. All points earned for the relay will awarded in the Novice category. Novice relays may be all girls, all boys or mixed.

Classification of a **VARSITY RELAY** - A relay is classified as Varsity when at least ONE swimmer is classified as JV or Varsity in the stroke he/she is scheduled to swim. Points earned for the relay will be awarded according to EACH swimmer's classification for that stroke in that relay. Varsity Relays must be mixed gender.

#### **What times are used to classify swimmers?**

Valid times for classification of swimmers shall be any time obtained in ANY GRAL MEET, or other Swim Club (NOVA, YMCA, Poseidon...) meet and shall be utilized for classification in all subsequent GRAL meets. The time used shall be from June 1 of the previous year (i.e., for the 2009 summer season, you would use the swimmer's best time made after June 1, 2008, including 2008 Champs times).

#### **What are "Time Standards?"**

Time Standards are the times that GRAL sets for the Novice, Advanced, Junior Varsity, and Varsity classifications. Time Standards vary for boys and girls within Age Group categories. See the Torpedoes ([www.thtorpedoes.org](http://www.thtorpedoes.org)) or the GRAL website ([www.gralva.com](http://www.gralva.com)) for the 2009 Time Standards chart.

#### **How does scoring work during a swim meet?**

Points and Ribbons are awarded for the top six (6) times for each Classification in each event:

Individual events: 7 pts. (1st)- 5 pts. (2nd)-4 pts. (3rd)-3 pts. (4th)-2 pts. (5th)-1 pt. (6th)  
Relay events (Novice and Senior Varsity): 14-10-8-6-4-2.

Points are to be divided based on classification of swimmers in each relay; (i.e., Novice points are awarded to Novice swimmers, Junior Varsity points are awarded to Junior Varsity swimmers...).

### **What is a DQ Card?**

When a swimmer swims a stroke incorrectly, they may be disqualified by a Strokes and Turns judge who is officiating the meet. The judge fills out a "DQ" card and it is turned in to the team coach. The coach will discuss the information provided on the card with the swimmer at the next practice.

### **How do swimmers earn ribbons?**

The Torpedoes Team awards two types of ribbons based on performance in swim meets: **GRAL ribbons** are awarded to the first six finishers (for both competing teams combined) for each of the Swimmer Classifications (N, ADV, JV, V), for each Age Group for each event.

Therefore, a maximum of 24 GRAL ribbons **may** be awarded for a particular Age Group for each event.

Please note that GRAL ribbons are awarded for the category in which the swimmer was entered in the event, not in the category for the time they achieved. For example, a child enters a JV event and swims it in a Varsity time. The ribbon will be a JV ribbon for that race. The next time the child swims that event, he/she will be a varsity swimmer in that event.

Because some events have multiple heats, there are times when dozens of swimmers may be swimming the same event. This means many swimmers **will not earn GRAL ribbons**.

Parents are encouraged to help their child to not focus on the GRAL ribbons, but rather on the week-to-week improvement in his/her individual stroke and times.

The Torpedoes Team also awards "**Participant Ribbons**" to those swimmers who do not earn a GRAL ribbon.

### **How are teams awarded at the end of the year?**

First place team in each meet is awarded 5 points. Second place team in each meet is awarded 3 points. Third place team in each meet is awarded 1 point. Points will be awarded by ability level (N, ADV, JV, V).

Team trophies from GRAL will be awarded at the end of the regular season to the 1st place (highest point) team and 2nd place (runner-up) team in each Division by ability classification (Novice, Advanced, Junior Varsity, Varsity).

### **How does GRAL decide what Division we swim in?**

At the conclusion of each season, a formula is used to determine each Team's "Point/Swimmer" value (based on total Team Points, and Number of Team Swimmers). These calculations are used to determine the following season's Divisions (i.e. the top six or seven "Point/Swimmer" Teams are placed in Division One, the next six or seven in Division Two, etc. - we have moved up a division each year since our team was established).

**What is CHAMPS?**

Champs are the Championship swim meet for the Greater Richmond Aquatic League held at George Mason University's Freedom Aquatic Center in Manassas, Virginia. Swimmers qualify for Champs during the course of the swim season by earning a Junior Varsity (JV) or Varsity (V) time during any of the six meets in any individual event.

We will provide a list of qualifying times as soon as it is made available by GRAL.

All Twelve (12) year old and under events will be held on Saturday, July 25th. All Thirteen (13) year old and older events will be held on Sunday, July 26th.

## **Expectations of Parents, Swimmers, and Coaches**

Cooperation among the coaching staff, swimmers, and their parents is expected and is of primary importance. Please read the following expectations and review them with your swimmers.

### **As a Twin Hickory Torpedoes Parent:**

- I am expected to volunteer my time in support of the team - every family is required to volunteer at least four halves of a meet.
- I will endeavor to see that my children abide by the swimmer's expectations stated below.
- I understand that should my child's behavior present a continuing problem, or should he/she fail to fulfill his/her commitments, after efforts by me and the coach to resolve the difficulties that my child may not be allowed to compete in the next swim meet.
- I understand that I may contact the Swim Team Parent Representative should I have a question, concern, or grievance concerning the swim team program, including any concerns or issues with the coaching staff. The Parent Representative is responsible for communication of information to the coaches.
- I will not assume the role of coach during a meet or a practice.
- I understand that a responsible adult must accompany every child during all swim meets.
- I will let the coaches know by the Friday prior to the meet if my child will miss a swim meet.
- I will abide by the GRAL rules regarding no smoking or alcohol consumption at swim meets.
- I will set a great example for our swimmers by displaying good sportsmanship at all times.

### **As a Twin Hickory Torpedoes Swimmer:**

- I am expected to attend practice daily and promptly.
- At a minimum, I will complete three practices per week in order to compete in the next meet.
- If I am unable to attend a meet because of a prior commitment or illness I will contact the coach as soon as possible.
- I will remain in the pool area during practice sessions and will give my full attention to the coaching staff. If it becomes necessary for me to leave a practice early, I will notify the coach.
- I will conduct myself in a way that will not disturb others or violate established rules of conduct as outlined by the coach during practice sessions and during meets.
- I understand that should my behavior be a continuing problem, I may not be permitted to compete in the next meet and I may be asked to leave the team.
- I will listen carefully to the coach's instructions at all times, particularly where safety is concerned.
- I understand that if I treat my coaches, parents, and others with respect, I can be expected to be treated accordingly.

- On meet days, I will make every effort to arrive at the meet on time, rested, and ready to do my best.
- At meets:
  - I am expected to remain with my team in the designated team area.
  - If I leave the team area, it is my responsibility to appear for my event on time - no one will come to look for me for an event.
  - I will watch other events and cheer on my fellow teammates.
  - I will practice good sportsmanship at all times.

**As a Twin Hickory Torpedoes Coach:**

- I will treat all swimmers appropriately and fairly regardless of their ability
- I will strive to build self-esteem in every swimmer
- I will maintain a high level of sportsmanship and promote team spirit
- I will be sensitive to the needs of all children and be aware of swimmers with special needs
- I will maintain a safe environment for practices and meets
- I will work with other coaches to set attainable goals and communicate with each swimmer
- I will teach competitive terminology (i.e. 25 meters, flip turn, IM, etc.) and proper stroke techniques to all swimmers
- I will discuss any "DQ" cards one-on-one with swimmers at practice the day following a meet.

**Volunteering**

Parental participation is **the key** to the success of the Torpedoes! *Due to the large size of our team, we have a good base of volunteers, as long as everyone participates. However, this year our resources will be stretched in some key certified positions.* Home swim meets require over 100 Torpedo parent volunteers and away swim meets require 80 Torpedo parent volunteers, therefore it is necessary for every family to **volunteer 5 shifts** (1 shift equals  $\frac{1}{2}$  of a meet). One of the five shifts must be in concessions. Please remember that, if necessary, **you are responsible for finding a replacement and you must let, Sharon Highfill (volunteer@thtorpedoes.org) our Volunteer Coordinator, know about any changes to the volunteer schedule.** The team roster, with parent and swimmer names, addresses and phone numbers and the preliminary volunteer schedule will be available shortly after the season begins. If you miss a rotation without finding a replacement, you will be reassigned at a later meet.

Please check in at the swimmer check in table at the beginning of meets when you are volunteering. All volunteers at both home and away meets will gather with the Meet Director prior to the start of the meet. **All** first half volunteers are asked to report to their positions at 5:45 or when directed by the Meet Director. Second half workers are asked to report at approximately 8:00 or when directed by the Meet Director. When you gather with the Meet Director at the beginning of the meet, he/she will tell you after which event the 2<sup>nd</sup> half volunteers will report. A Meet Event Schedule can be found in the back of this handbook. Please note that the Schedule for Events is the same the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> meets and are different from the 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> meets.

## Job Descriptions for Swim Meet Volunteer Rotations

### Non-Certified Positions

Training for these positions is usually "on-the-job"

- ✓ **Set Up Crew** - Home meets only. Must arrive at the pool at 3:30 to prepare pool and concession stands for the meet. Is done by meet's start.
- ✓ **Parking Attendant** - Home meets only. Must arrive at the pool at 4:00 and is done about 6:30. Helps guide drivers to parking areas.
- ✓ **Announcer** - Needed for home meets only. Calls swimmers to Clerk of Course and makes other required announcements. First half Announcer should report at 5:00.
- ✓ **Clean Up Crew** - Needed for home meets only. This position reports at the meet's **end** to clean pool area and prepare for normal use the next day.
- ✓ **Garbage Detail** - empty garbage cans and take trash to the dumpster.
- ✓ **Check-In Parent** - Home and away meets. Must arrive at the pool at 4:15 for home meets and 4:30 at away meets. Task completed by the beginning of the meet. Swimmers and families will check in prior to warm ups to confirm event numbers for swimmers, volunteer assignments for parents, and to provide information pertaining to the meet facilities.
- ✓ **Mite Parents** - Assists the Clerk of Course in assembling and organizing swimmers (crowd control!) in their correct heats and lanes for each event.
- ✓ **Runner** - Home meets only. Picks up lane timer sheets from Timers and DQ (disqualification) cards from the Referee. All sheets and cards are delivered to the Table Workers.
- ✓ **Refreshment Runner** - Home meets only. Distributes drinks to all meet volunteers as needed.
- ✓ **Concessions Worker** - Home meets only. Helps to set up, sell food, and then clean up concession area.
- ✓ **Head Timer** - Home meets only. Will assign 3 timers to each lane assuring that each team is represented in each lane. Will assure that the Timers have proper lane timer sheets before an event is started. Make sure the Runners receive completed lane timer sheets as soon as possible after the race. Serves as a backup Timer for any Timer whose watch malfunctions during a heat.
- ✓ **Timer** - Home and away meets. Will use a stopwatch to time each swimmer swimming in a specific lane. Will record time on lane timer sheets. *Check with each swimmer as they come to the blocks to ensure the swimmer is in the correct lane and that appropriate lane timer sheet is being used.*
- ✓ **Assistant Table Worker** - Home and away meets. Assists Head Table Worker in receiving, sorting and recording deck cards and DQ (disqualification) cards from the Runners. Verifies meet IDs and provides information to Computer Workers. Helps to label ribbons.
- ✓ **Assistant Computer Worker** - Home and away meets. Reads times from the deck cards to the Computer Worker.
- ✓ **Ribbon Labeler** - Home and away meets. Assists Table Workers in preparing ribbons.
- ✓ **Floater/Fill-in** - Home and away meets. Will replace any non-certified worker that is not available to fulfill their duties.

✓

### **Certified Positions**

These positions require attendance at a GRAL training class every one or two years, and in some cases, require a written test.

- ✓ **Meet Director** - Home meets only. Responsible for ensuring that all physical needs are ready for each meet, including pool and pool deck, clerk of course area, and the PA and Electronic Starter system. Works with the Volunteer Coordinator to organize all parent volunteers.
- ✓ **Referee** - Home meets only. This person is the Head Official. Directly responsible for efficient running of the meet. The referee must remain on deck throughout the entire course of the meet and must signal the Starter that the competition can begin before each event. The Referee has final say in all disputes. The Referee should remain until the last event has been scored. Consult USS Handbook for more detailed duties.
- ✓ **Clerk of Course** - Home and away meets. Responsible for assembling swimmers and moving swimmers through benches to blocks Responsible for assigning swimmers into heats and lanes for relays.
- ✓ **Head Table Worker** - Home and away meets. Sets up table prior to each meet with all equipment and materials needed. Coordinates tasks of Assistant Table Workers. Processes information from the Runners all the way through posting of the results. Tasks include receiving deck and DQ cards, sorting, verifying meet IDs, computer input and reports, and ribbon labeling.
- ✓ **Starter** - Home meets only. Starts each race and makes sure that each heat begins evenly and legally. Also, disqualifies swimmers for false starts. Responsible for operation of electronic starting equipment.
- ✓ **Strokes & Turns Official** - Home and away meets. Ensures that all swimmers comply with the style of swimming, the turn and the finish applicable to each stroke.
- ✓ **Computer Worker** - Home and away meets. Enters registration information into league-provided database. Records pre-meet information on swimmers, heats and events to generate meet programs and deck cards for each event and heat. At swim meets, records swimmer times and runs reports for meet officials.

## Weather Situations

### A Weather Delay Survival Kit

It may look sunny and clear as you prepare to leave your home for a swim meet, but, as we know all too well, thunderstorms often come up unexpectedly. We try to 'wait out' these storms, as it is extremely difficult to reschedule swim meets. Usually delays are less than two hours.

If a storm comes up, immediately clear the pool area and seek shelter. Pay close attention to the Meet Director's directions and announcements over the public address system. **Pay close attention to the conditions and follow safety precautions.**

Be sure to have some items such as snacks, drinks, games, books, blankets and warm clothes in your car. **If you choose to leave the swim meet, always let a Board Member or Coach know that you are going.** If the meet resumes, it will be necessary to know which volunteers and swimmers are left *especially if your child is swimming in a relay.*

### GRAL Weather Policy

At the first **sound of thunder** or **sighting of lightning**, the pool and deck must be cleared of people and secured. It is the responsibility of the **Meet Director** and **Pool Management** to ensure that this is done. The Meet Director shall issue instructions for that pool's weather safety procedure (see below for THAT Policy).

Postponements are to be decided by the **Meet Director**, **Pool Management**, and **Parent Representatives** (one from each club) after a 30-minute delay. A **30-minute waiting period** is to be enforced before swimmers may begin to swim after the last sighting of lightning or sound of thunder. The League encourages teams to wait out the storm delay and finish the meet. Information on storms in the area and the remaining time necessary to complete the meet should be taken into consideration. In case of postponement, the home team's Clerk of Course retains possession of all meet programs and lane timer sheets for events not completed.

### Twin Hickory Weather Safety Procedure

In the event of lightning or thunder as described above, all swimmers and observers will be directed to wait in their vehicles. The Pool Manager, Coaches, Referee, Meet Director, and Parent Representatives will report to the Lakehouse.

Notice of delay, rescheduled meets or that the meet will resume will be made by Public Address announcement.

Meets are not cancelled prior to their start. Always report to the meet on time.

## 2009 Order of Events - Weeks 1, 3, and 5

### Event # Event Name Event # Event Name

1 Mixed 8 & Under 100 Freestyle Relay 28 Girls 8 & Under 25 Freestyle  
2 Girls 9-10 100 Freestyle 29 Boys 8 & Under 25 Freestyle  
3 Boys 9-10 100 Freestyle 30 Girls 13-14 100 Breaststroke  
4 Girls 11-12 100 Freestyle 31 Boys 13-14 100 Breaststroke  
5 Boys 11-12 100 Freestyle 32 Girls 15-18 100 Breaststroke  
6 Girls 8 & Under 50 Freestyle 33 Boys 15-18 100 Breaststroke  
7 Boys 8 & Under 50 Freestyle 34 Girls 8 & Under 25 Butterfly  
8 Girls 13-14 100 Freestyle 35 Boys 8 & Under 25 Butterfly  
9 Boys 13-14 100 Freestyle 36 Girls 9-10 50 Butterfly  
10 Girls 15-18 100 Freestyle 37 Boys 9-10 50 Butterfly  
11 Boys 15-18 100 Freestyle 38 Girls 11-12 50 Butterfly  
12 Girls 8 & Under 25 Backstroke 39 Boys 11-12 50 Butterfly  
13 Boys 8 & Under 25 Backstroke 40 Girls 13-14 50 Butterfly  
14 Girls 9-10 50 Backstroke 41 Boys 13-14 50 Butterfly  
15 Boys 9-10 50 Backstroke 42 Girls 15-18 50 Butterfly  
16 Girls 11-12 50 Backstroke 43 Boys 15-18 50 Butterfly  
17 Boys 11-12 50 Backstroke 44 Girls 9-10 50 Freestyle  
18 Girls 13-14 50 Backstroke 45 Boys 9-10 50 Freestyle  
19 Boys 13-14 50 Backstroke 46 Girls 11-12 50 Freestyle  
20 Girls 15-18 50 Backstroke 47 Boys 11-12 50 Freestyle  
21 Boys 15-18 50 Backstroke 48 Girls 13-14 50 Freestyle  
22 Girls 8 & Under 25 Breaststroke 49 Boys 13-14 50 Freestyle  
23 Boys 8 & Under 25 Breaststroke 50 Girls 15-18 50 Freestyle  
24 Girls 9-10 50 Breaststroke 51 Boys 15-18 50 Freestyle  
25 Boys 9-10 50 Breaststroke 52 Mixed 9-10 200 Freestyle  
26 Girls 11-12 50 Breaststroke 53 Mixed 11-12 200 Freestyle  
27 Boys 11-12 50 Breaststroke 54 Mixed 13-14 200 Freestyle  
55 Mixed 15-18 200 Freestyle

## 2009 Order of Events Weeks 2, 4, and 6

Event #	Event Name	Event #	Event Name
1	Mixed 8 & Under 100 Medley Relay	28	Girls 8 & Under 25 Freestyle
2	Girls 9-10 100 IM	29	Boys 8 & Under 25 Freestyle
3	Boys 9-10 100 IM	30	Girls 13-14 50 Breaststroke
4	Girls 11-12 100 IM	31	Boys 13-14 50 Breaststroke
5	Boys 11-12 100 IM	32	Girls 15-18 50 Breaststroke
6	Girls 8 & Under 100 IM	33	Boys 15-18 50 Breaststroke
7	Boys 8 & Under 100 IM	34	Girls 8 & Under 25 Butterfly
8	Girls 13-14 100 IM	35	Boys 8 & Under 25 Butterfly
9	Boys 13-14 100 IM	36	Girls 9-10 50 Butterfly
10	Girls 15-18 100 IM	37	Boys 9-10 50 Butterfly
11	Boys 15-18 100 IM	38	Girls 11-12 50 Butterfly
12	Girls 8 & Under 25 Backstroke	39	Boys 11-12 50 Butterfly
13	Boys 8 & Under 25 Backstroke	40	Girls 13-14 100 Butterfly
14	Girls 9-10 50 Backstroke	41	Boys 13-14 100 Butterfly
15	Boys 9-10 50 Backstroke	42	Girls 15-18 100 Butterfly
16	Girls 11-12 50 Backstroke	43	Boys 15-18 100 Butterfly
17	Boys 11-12 50 Backstroke	44	Girls 9-10 50 Freestyle
18	Girls 13-14 100 Backstroke	45	Boys 9-10 50 Freestyle
19	Boys 13-14 100 Backstroke	46	Girls 11-12 50 Freestyle
20	Girls 15-18 100 Backstroke	47	Boys 11-12 50 Freestyle
21	Boys 15-18 100 Backstroke	48	Girls 13-14 50 Freestyle
22	Girls 8 & Under 25 Breaststroke	49	Boys 13-14 50 Freestyle
23	Boys 8 & Under 25 Breaststroke	50	Girls 15-18 50 Freestyle
24	Girls 9-10 50 Breaststroke	51	Boys 15-18 50 Freestyle
25	Boys 9-10 50 Breaststroke	52	Mixed 9-10 200 Medley Relay
26	Girls 11-12 50 Breaststroke	53	Mixed 11-12 200 Medley Relay
27	Boys 11-12 50 Breaststroke	54	Mixed 13-14 200 Medley Relay
55	Mixed 15-18 200 Medley Relay		

## **THAT By-Laws**

The following by-laws were adopted by the Executive Board in April of 2005. They are provided here for your reference.

### **Twin Hickory Aquatics Team, Inc. (T.H.A.T.) By-Laws**

#### **Article I - Name**

The name of this incorporation shall be Twin Hickory Aquatics Team, Inc. (T.H.A.T.).

#### **Article II - Purpose**

The Greater Richmond Aquatics League (GRAL) is an organization of swimmers, coaches and parents whose aim is to promote and participate in the sport of summer swimming. GRAL provides an opportunity for young people to compete against others of their own ability at various skill levels, in an atmosphere of fair play and good sportsmanship.

The Twin Hickory Aquatics Team is a rewarding and enjoyable opportunity for your children. Parental support and swimmer commitments are essential to ensure the success of the program.

The Twin Hickory Aquatics Team is a member of GRAL, composed of thirty area swim clubs and divided into four divisions based on size and strength. The GRAL Officers and Executive Board consisting of one representative from each member club, govern the league. It is the GRAL board that determines the rules and format of the swim season.

#### **Article III - Swimmer Eligibility**

All children of members in good standing of the Twin Hickory Homeowners Association, who are at least 5 years old and under the age of 19 as of June 1st of the current year are eligible to be on the swim team.

#### **Article IV - Board of Directors**

The Board of Directors shall be the elected officers who will conduct business necessary to operations related to T.H.A.T. and, being a member of GRAL, will operate within the By-Laws and Rules set forth by GRAL.

#### **Article V - Officers, Election and Duties**

##### **Section 1 - Elected Officers**

Elected officers shall be the President, Vice President, Treasurer, Secretary, Volunteer Coordinator, Social Chairman and Computer Representative.

##### **Section 2 - Elections**

- Annual elections shall be held each September for Board of Director positions.

- The current board will nominate a slate of new officers, prior to the September meeting.
- Nominations will also be accepted from the floor.
- Voting will be by written ballot.
- Each family with swimmer(s) registered for the current season is entitled to one vote in the election. An adult family member must be present at the September meeting to cast a vote. There will be no absentee voting.
- Election of officers will be by simple majority of votes cast.
- The newly elected officers will assume their duties at the annual October meeting.
- Officers shall serve for a term of one year.
- No officer shall be eligible to serve more than two consecutive terms in the same office except by board approval.

### Section 3 - Duties

- (a) President shall:
- Preside at all T.H.A.T. meetings
  - Be a voting member of the board of directors
  - Be the team board representative to GRAL
  - Perform the duties Pursuant to the GRAL Rules, Article XII Section 1
  - Be an ex-officio member of all committees
  - Submit pool facility reservation dates to the Twin Hickory Homeowners Association by November 15<sup>th</sup> of each year
  - Submit practice times and requirements to the HOA by March 1<sup>st</sup> of each year
  - Perform any other duties as deemed necessary
- (b) Vice President shall:
- Assume the duties as president in the event of resignation, vacancy or removal
  - Preside over T.H.A.T. meetings in the absence of the president
  - Be a voting member of the board of directors
  - Attend all T.H.A.T. board meetings
  - Be the Parent Representative to GRAL
  - Perform the duties Pursuant to the GRAL Rules, Article XII Section 2
  - Set up and attend swimmer registration, including preparation of the registration form
  - Prepare and maintain the family folder file box
  - Prepare and distribute the Parent Handbook
  - Prepare and distribute the Weekly Parent Newsletter
  - Distribute ribbons to appropriate family folders following the meets
  - Be present for set up of home swim meets and ensure that all necessary equipment and signage is available for each meet
  - Perform any other duties as deemed necessary
- (c) Computer Representative shall:

- Be a voting member of the board of directors (Primary Computer Representative)
  - Perform the Duties outlines in the GRAL Rules, Article XII Section 3
  - Attend GRAL computer training
  - Enter swimmers into the appropriate GRAL program
  - Work with the coaches to enter swimmers in events before each meet
  - Work with the secondary computer representative to perform the mentioned duties
  - Attend all T.H.A.T. board meetings
  - Perform any other duties as deemed necessary
- (d) Treasurer shall:
- Be a voting member of the board of directors
  - Have custody and collect all funds of T.H.A.T.
  - Attend all T.H.A.T. board meetings
  - Keep a full and accurate account of proceeds and expenditures
  - Make disbursements as authorized by the Board of Directors
  - Present a financial statement at every meeting and at other times as requested by the Board of Directors
  - Have the accounts examined annually by a third party auditor
  - Prepare the taxes in accordance with IRS regulations
  - Perform any other duties as deemed necessary
- (e) Secretary shall:
- Be a voting member of the board of directors
  - Attend all T.H.A.T. board meetings
  - Take notes during meetings
  - Record decisions and future action items
  - Type and distribute minutes of meetings
  - Review minutes at each meeting
  - Once minutes are approved, keep a file for future reference
  - Distribute any other necessary communications as needed
  - Perform any other duties as deemed necessary
- (f) Volunteer Coordinator shall:
- Be a voting member of the board of directors
  - Attend all T.H.A.T. board meetings
  - Help to facilitate all registration events
  - Solicit parent volunteers for all scheduled GRAL meets
  - Attend swimmer registration to help answer questions regarding volunteer positions
  - Send reminders to all meet volunteers prior to each swim meet
  - Check in all volunteers and find substitutes for any vacant positions before and during each swim meet
  - Perform any other duties as deemed necessary

- (g) Social Chairman shall:
- Be a voting member of the board of directors
  - Attend all T.H.A.T. board meetings
  - Plan and provide team breakfast on Wednesday mornings before each swim meet
  - Plan and provide refreshments for the "Meet the Coaches Social"
  - Organize the "End of the Season Party"
  - Utilize any social committee members for assistance with any of the mentioned functions
  - Perform any other duties as deemed necessary
- (h) Immediate Past President shall:
- Serve in an advisory role to assist the current Board
  - Have no voting privileges

#### Section 4 - Removal of an Officer

An officer may be removed at any time by two-thirds (2/3) vote of all eligible voting members of the Board of Directors, if said removal is deemed in the best interest of T.H.A.T.

#### Section 5 - Officer Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority of the Board of Directors. In the case of a Presidential vacancy, the Vice President will serve as the President for the remainder of the unexpired term.

### **Article VI - Non-Board positions and Committees**

The Board of Directors may create such standing committees as it deems necessary to carry on the work of T.H.A.T.

Sportswear  
Concessions  
Web-site coordinator  
Clinics coordinator  
Any other committee as necessary

### **Article VII - Meetings**

#### Section 1

Regular meetings shall be held monthly from January - October. Dates of meetings shall be established in accordance with monthly GRAL meetings. Special meetings may be called by the President or at the request of three Board of Director members.

#### Section 2

The Board of Directors shall be empowered to conduct necessary business in the intervals between meetings. A report of all such activity must be given at the next scheduled board meeting and recorded in the minutes.

### Section 3

The fiscal year begins January 1<sup>st</sup> of each year and ends December 31<sup>st</sup>.

### Section 4

A quorum of the Board of Directors shall be four of the seven voting members.

### Section 5

All personnel issues will be conducted in executive session or in the case of the search committee, in private.

## **Article VIII - Salaried Employees**

### Coaching Staff

#### Coach Selection Committee

- Shall have three to six members
- May advertise for coaching positions
- Will conduct coach interviews starting as early as January
- Recommend coach applicants and forward to the Executive Board for review and selection
- The vote for recommendations may be verbal or written

#### Executive Board

- Will vote on coach selections by written ballot
- Employees will be hired for the current season with a two thirds (2/3) vote of the Board of Directors
- The President or Vice President will contact the selected coaches and have them sign the appropriate contract
- Will hire the head coach as soon as the selection committee has conducted interviews to possibly aide with assistant coach interviews

### Other Employees

The Board of Directors shall hire any other appropriate employees as deemed necessary after review of the T.H.A.T. budget to recommend appropriate levels of compensation.

## **Article IX- Amendments**

These by-laws may be amended at any regularly scheduled Board of Directors meeting provided that notice of proposed amendments has been given at least 30 days prior to the

meeting at which the amendment is voted upon. A two-thirds (2/3) majority vote of the Executive Board is needed for approval of amendments to the By-Laws.

**Article X - Dissolution**

In the event of dissolution of T.H.A.T., the remaining assets will be given to the Twin Hickory Homeowners Association after all outstanding debts and collections have been satisfied and successful completion of a third party audit.