

HUNTLEY HILLS HAMMERHEADS

Swim Team Handbook



2015 Edition

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Swim League Information

Swim League: Atlanta Swimming Association (ASA)

ASA is one of the largest summer swim league organizers in metro Atlanta. They set the rules and regulations each team must follow. They rank the teams and create a competition schedule. They define the order of events, maintain the standings and award trophies to divisional finalist. They also assign a Meet Referee to officiate each dual meet.

Teams competing in ASA come for all over Atlanta range from in town Atlanta to Alpharetta, Brookhaven to Buford and Chamblee to Cumming. We compete in the "In-town" division. At the end of the season ASA hosts a Divisional Meet for each division. The top swimmers from all the divisional meets qualify and complete in the ASA Championship Meet. This is covered in more detail later in the handbook.

ASA Member Teams

3 Chimney Farms	Echo Ridge	Lake Forest	Shakerag
Aberdeen	Edenwilde	Laurel Springs	Smokerise
Alpharetta	Falls of Autry Mill	Leafmore Creek Park	Spring Ridge
Alpharetta Athletic Club	Fieldstone	Leslie Beach Club	Springmonte
Avondale Tidal Waves	Fontainebleau	Life Time Swimming	St Ives CC
Brandon Hall	Gainsborough	Lindmoor Woods	St. Marlo Seals
Briarcliff / Sagamore	Garden Hills	Lithonia Dolphins	Stonebrier
Briarwood Manor	Georgetown	Longlake	Sugar Mill
Brittany Club	Glastonberry	Martin's Landing	The Branches
Brookfield CC	Glen Abbey	Mayfair-St. Clair	TPC Sugarloaf
Brookwood Hills	Glenwood Park	Medlock Bridge	Triple Crown
Byrnwyck	Grand Cascades	Mill Glen	Tuxford
Cambridge	Grandview Glen	Mountaire	Twin Lakes
CC of Roswell	Hammond Hills	Neely Farm	Venetian
CC of The South	Hampton Hall-N	Nesbit Lakes	Vermack
Chartwell	Hampton Hall-S	Northumberland	Village Mill Vipers
Chastain Park Tidal Waves	Hanover West	Nottaway	Wellington
Chatt. River Club	Harrington Falls	Olde Atlanta Club	Westhampton/Embry Hills
Chattahoochee Run	Haynes Landing	Oxford Mill	Wexford
Clairmont Cudas	Healthy Lifestyles Healthy Kids	Pangborn	White Columns
Creekstone Estates	Highland Park-Concord Hall	Pennbrooke	Wildwood Springs
Crooked Creek	Hillbrooke	Pinewalk	Windermere
Decatur	Horseshoe Bend CC	Polo Golf & CC	Winding Vista
Deer Lake	Huntcliff	Princeton Sq.-Mark Trail	Windward
Deerbrooke Waters	Huntley Hills Hammerheads	Redfield	Woodfield
Deerfield-Spalding Lake	Inverness	Riverside	Wynterhall
Doublegate	Kimball Farms	Roswell	Zaban
Dunmoor	Kingsley	Roxboro Valley	
Dunwoody CC	Lake Astoria	Saddle Creek	
Dunwoody North	Lake Claire	Seven Oaks	

Atlanta Swim Association Sportsmanship

The Atlanta Swim Association has a Code of Ethics that is used as a guide for the swim league. Adherence to this code is required, and failure to comply with these standards may result in disciplinary action from the league.

All Team Representatives, Coaches, Participants, Official, and Spectators will treat other Team Representatives, Coaches, Participants, Officials, and Spectators with respect.

All Team Representatives, Coaches, and Officials will lead by example in demonstrating fair play and sportsmanship for all participants.

All Team Representatives, Coaches, and Officials will encourage good sportsmanship by demonstrating positive support for all participants, coaches, and officials at every event, practice, and meeting.

All Team Representatives, Coaches, and Officials shall provide support for coaches and officials working with the league to provide a positive and enjoyable experience for all.

All Team Representatives, Coaches, and Officials will place the emotional and physical well being of their participants ahead of a personal desire to win.

All Team Representatives, Coaches, and Officials will treat each participant as an individual, remembering the large range of emotional and physical development of members of the same age group.

All Team Representatives, Coaches, and Officials will do their best to provide a safe playing situation and environment.

All Team Representatives, Coaches, and Officials will do their best to organize practices that are fun and challenging for all participants.

All Team Representatives, Coaches, and Officials will be knowledgeable in the rules of the league and the sport, and will teach these rules to their participants and parents.

All Team Representatives and Coaches will use coaching techniques appropriate for the league and the sport of swimming.

All Team Representatives, Coaches, and Officials must remember that the league is for children and not for adults. The Atlanta Swim Association is an introductory program for recreational swimming. Year round and intensely competitive programs are available from several local US Swimming Clubs.

Individuals not complying with these rules will be subject to suspension or dismissal from the league. A panel of League Officials, Team Representatives and Coaches will be responsible for hearing any complaints pertaining to this rule during the season and rendering any penalty if necessary.

Important 2015 Season Dates

Here are some important dates all parents and swimmers should know. Each of the dates you see here, and any changes or updates will be maintained on the Huntley Hills Hammerheads team Google Calendar. You can view and bookmark the team calendar by going to the Swim Team section of the Huntley Hills Swim and Tennis Club website or following this link:

https://www.google.com/calendar/embed?src=hammerheadswimmgr%40gmail.com&ctz=America/New_York

March 15	Online registration begins
March 29 1:00pm	Parent Meeting & Suit Sizing, HHSTC Clubhouse
April 15	Deadline for Swimsuit Orders, see Team Suit page in handbook
April 26 5:00 pm	Swimmer Assessment for Senior Hammerheads
April 27	Pre-Season Training Schedule Begins
May 26	Memorial Day - No Practices
May 26 5:30 pm	Hammerheads vs. Dunwoody CC Swimmer's & Session 1 Volunteers report at 4:00pm
June 2 5:30 pm	Hammerheads vs. Brittany Club Swimmer's & Session 1 Volunteers report at 4:00pm
June 9 5:30 pm	Hammerheads @ Dunwoody North Swimmer's & Session 1 Volunteers report at 4:30pm
June 16 5:30 pm	Hammerheads vs. Fontainebleau Swimmer's & Session 1 Volunteers report at 4:00pm
June 23 5:30 pm	Hammerheads @ Hampton Hall Swimmer's & Session 1 Volunteers report at 4:30pm
June 25 9:00 am	ASA Divisional Meet Georgia Tech Aquatic Center 750 Ferst Dr, Atlanta, GA 30318
June 28 10 & U - 1:00 pm 11 & O - 5:00 pm	ASA Championship Meet Georgia Tech Aquatic Center 750 Ferst Dr, Atlanta, GA 30318
June 30 6:30 pm	Swim Team Banquet HHSTC Pool & Clubhouse
July 24 - 25	GRPA State Swimming Championships Cumming Aquatic Center, Cumming, Georgia

About the Hammerheads

Overview

The Huntley Hills Hammerhead Swim Team is the youth summer league swim team for the Huntley Hills Swim & Tennis Club in Chamblee, Georgia. No one can state definitively, when the team was founded, but there are several of today's moms & dads who swam on this team as children. Therefore, it's been around longer than anyone is willing to admit to.

This mission of the swim team is to provide children with an fun and exciting introduction to the sport of swimming. Swimming is a great activity because it is something that people can do for a lifetime, even at times when walking and running are no longer possible. Swimming is unique as it is one of the only aerobic exercises one can do without harsh impact to the skeletal system. Regardless of body type and physical fitness, anyone can become a swimmer. That's why the Hammerheads welcome all kids and all abilities.

Being on the Hammerhead swim team means that swimming is not just exercise, it's also a sport and, therefore, competition plays a big part. In every race of every meet there is a winner and those that come in second, third, and beyond. Ribbons are awarded for order of finish and points are earned for the team. With all that said, winning is secondary to having fun, working hard, giving your best, encouraging others and showing good sportsmanship.

Team Leadership

Swim Team Co-Managers	Nick Guerrero (404)285-6463 nick@nickguerrero.com	Mary Finnegan (404)444-7870 mary@thetmart.com
Concessions Manager	Ashley Kuehne, kuehnea@comcast.net	
Sponsorship Chairs	Allison Pellettieri, awpellettieri@gmail.com	
HHSTC Board President	Ryan Tracy, ryantracy0123@gmail.com	
HHSTC Phone Line	(770)457-0993	
HHSTC Website	www.HHSTC.com	
League Organizer	Frankie Marsden Atlanta Swim Association www.AtlantaSwimming.com	

Hammerhead Coaching Staff

Head Coach: Julia Henkel

Assistant Coaches: Jordan Wilson & Patrick Lindstrom

Junior Coaches: TBD

Parent Resources

Swim Team Portal: <http://huntleyhills.swim-team.us/>

Password protected website for swim team management. This site is used for registrations, roster, parent directory, photos, meet declarations, volunteer sign-up, team records, and the source of all our team news and updates about the Hammerhead swim team.

Huntley Hills Swim & Tennis Club Website: <https://www.hhstc.com/>

This is the online home for the club where you will find information about the club and our swim team. You'll also find all the parent resources you see.

ASA League Registration:

<http://www.atlantaswimming.com/NASAHome.asp>

This links to the Atlanta Swim Association home page for registering swimmers for the ASA Summer Swim League. Mandatory for all Senior team swimmers and recommended for Juniors.

Hammerhead Team Shop: <http://hammerheadswimteam.us/>

This is the online shop for ordering swim gear and spirit wear. This site is also used for placing a team swim suit order before the ordering deadline. Suits ordered after this date, orders must be placed on the vendors site.

Hammerhead Swim Team Google Calendar

All swim team activities and events are maintained on a Google Calendar. Make sure to subscribe to the calendar to make sure your computer, tablets and smartphones are always up to date with swim team events.

Becoming a Hammerhead

Eligibility

Age:

Anyone 18 or younger on June 1 of the current year, the ASA age-up date, is eligible to participate on the Hammerhead swim team.

Residency:

All swimmers living in the Huntley Hills subdivision or within 1 mile of the pool are required to have an active membership with the Huntley Hills Swim & Tennis Club. No exceptions! Those living outside of the 1 mile radius can compete on the swim team as a non-member.

Ability:

All swimmers must know how to swim. They should also be able to tread water and feel confident in water without the need to hold on to something or someone. While all coaches are life guard certified, they are not working as lifeguards during training sessions. They are instructing many children at once and therefore cannot provide 100% focus to every child at every moment.

Groups

Senior Hammerheads

The Senior Hammerheads are the swimmers who have demonstrated the ability to accurately swim events for their assigned age group without the expectation of disqualification. This means that swimmers should be able to complete their event without standing on the bottom or holding onto lane ropes. For young swimmers in the 6 & Under age group, there is also a requirement that swimmers must be able to swim from one end of the pool to the other in under 1 minute.

The Senior Hammerheads are further broken down into three sub-teams, based on the Head Coach's evaluation during swimmer assessments. The head coach will perform a swimmer assessment at the beginning and throughout the season to determine where swimmers are assigned. Swimmers may be moved throughout the season.

Blue Team: This group consists of the most advanced swimmers on the team that require a challenging training schedule and stroke refinements. Swimmers in this group must be able to swim all four strokes legally. While the strokes do not need to be perfect, there should be no fear of disqualification for any stroke. Swimmers must know how to dive and

perform a freestyle flip turn. Again, the turn does not need to be perfect, but it should not lead to a disqualification.

Additionally, since this practice will involve many more laps and intervals than other groups, swimmers must meet some standards in terms of speed and endurance as determined by the coaching staff. For example, completing a 500 freestyle, with interval milestones, within 15 minutes.

Red Team: This group consists of intermediate swimmers who are being trained to master all four stroke fundamentals. Swimmers must be able to swim one length of the pool, freestyle, with proper rotary breathing. Swimmers must also be able to swim one length of the pool using the backstroke without flipping onto stomach. Knowing the breaststroke or butterfly is not required though they will begin learning and working towards mastering these strokes. Swimmers must demonstrate some level of endurance, for example, completing a 300 freestyle within 15 minutes.

White Team: This group consists of beginning swimmers who are learning to swim basics strokes, freestyle and backstroke, with a basic introduction to other strokes. Swimmers in this group must be able to swim one length of the pool in under one minute. They should also possess some basic water safety skills such as floating on their back for five seconds and tread water in the deep end for one minute. These requirements are mandatory for the safety of the child. Anyone who does not meet these three requirements will work with the Junior team until they can be achieved.

While it may seem like teams are aged based, they are not. The purpose of placing a swimmer in one group over another is so they receive the training most appropriate for their skill level. Therefore, it is not unreasonable for a young swimmer with strong ability to be placed on the Red or Blue team, and an older first time swimmer to work with the White team. It may also be likely that the coach may want a particular swimmer to work with a different group for a period of time based on skills being worked on.

Junior Hammerheads

The Junior Hammerhead swimmers are those who have just begun swimming but do not quite yet possess the ability to compete in the meets. The goal for each Junior swimmers is to at some point throughout the season to develop these skills.

The week before each Senior meet, the coaches will conduct a "mimi" meet with ribbons and times recorded. Any swimmers that complete an event in under a minute and without standing on the bottom or holding a wall or lane rope will be entered in the upcoming meet. As a result, while ASA registration is not mandatory for Juniors, it is strongly

encouraged. A swimmer who "moves" up during the season will have to complete the ASA registration incurring any late fees.

On special occasions, the head coach may enter a Junior swimmer into a Senior meet if there is a need for an additional swimmers. For example, one or more swimmers are needed to complete a four-man relay team. The head coach may also put all Juniors in the last home meet of the season, and any meet where there are "open" lanes. So while we do not require ASA registration for Juniors, we still encourage it as it will be required if they compete in a meet.

Costs

HHSTC Club Member, \$85 + ASA Fees

Non-HHSTC Club Member, \$170 + ASA Fees

Junior Hammerhead, \$65

The cost for additional swimmers in family is \$50 and applies only to senior team swimmers. Discounts are applied during the checkout process for senior swimmers. There are no multiple child discounts for junior team members.

ASA Swim League fees are \$24 per swimmer if paid by April 15 and \$41 is paid after. ASA registration is mandatory for Senior team, recommended for Junior team. A Junior swimmer, if "promoted" mid-season, will have to be ASA registered before swimming in a meet.

Registration

Swim team registration is a **two step process**. All swimmers competing in meets are required to register with the league, ASA. This includes all senior swimmers and any juniors "promoted" during the season. Therefore, ASA registration is required for some, but recommended for all. All swimmers, seniors and juniors, must register for the Hammerhead Swim team.

Step 1 - ASA League Registration:

Complete registration and pay online at

<http://www.atlantaswimming.com/LeagueRegistration.asp>. *Make sure **Huntley Hills** is selected when selecting team!*

Step 2 - Hammerhead Swim Team Registration

Swimmer registrations are completed on the Swim Team Portal, huntleyhills.swim-team.us,

Commitment

Swimmers

The swim season runs from April through early July. Pre-season training consists of April and May after school practices. Morning practices are scheduled during summer break, as well as 2 evening practices for kids in camps or other morning activities. Kids coming to morning practices can come to evening practices if they want some extra workout. In late May and through June, there are 5 weekly meets (called Dual Meets). The season wraps up with the four-day ASA Swim League Championships at the Georgia Tech Aquatic Center (more details later in this handbook. Swimmers are requested to attend as many daily practices as they can. They should also strive to attend the Red, Blue, or White practice to the group they've been assigned.

Parents

Parents will be asked and expected to volunteer in different capacities so the meets run smoothly. Without your help, we literally cannot have a team. Each family is expected to volunteer for no less than one full meet. That could be one parent working one whole meet, or one parent working a half of two different meets, or one parent working a half meet and another parent working a different half meet. More information is provided later in this handbook, but we do ask that both parents do not volunteer at the same time in case your child needs parental assistance.

In order for swimmers to make their appointed training times, they usually depend on parental support. Therefore, we ask parents to commit to helping their child meet swim team activities, including getting to training and meets on time with all of their essential gear. We want the swimmers to be as responsible for themselves as much as possible, but we need parents to be their backup and support.

Team Swim Suit

Starting with the 2014 swim season, the Nike Victory Color Block swimsuit became the official suit of the Hammerhead swim team. This suit is part of their "forever" series which means it is not a limited 2-year design like many other suits. Families that take care of their suits can hand them down to siblings or friends. The intention is to keep using this suit for many years to come. Please note, competing in team suits, is not mandatory, but it is highly encouraged.



Care & Maintenance

To insure your suits lasts as long as possible **it is recommended that swimmers use a different suit for practices and hanging out at the pool.** Here are some other care and maintenance recommendations:

- Pre-rinsing is essential in getting your swimsuit clean. After practice or a meet, rinse off the suit in a utility sink to remove as much chlorine and body soil as possible.
- After rinsing out the suit, you must wash it. Plain water does not remove all the body soil or chlorine. Refill the sink with cool water and add just a tablespoon or less of mild liquid detergent. Don't use powders because they may not dissolve completely or rinse away well. And, never use bleach. Turn your swimsuit inside out. Swish for several minutes and then rinse well. Gently squeeze - don't wring - the water out of the fabric.
- Do not put your suit in the washer, even in a mesh bag. The agitation and spinning is too harsh.
- Never put a swimsuit in the dryer. High heat causes shrinking and fades colors. Spread your suit flat to dry in a spot out of direct sunlight. The UV rays from the sun can both fade and break down the fibers in your suit. Never use a dryer.
- Never iron your suit. If there are wrinkles, dampen the suit and they will fall out. Be sure your suit is completely dry before storing.
- Watch where you sit. Most pool sides and decks are rough so that you won't slip when they are wet. Even if it doesn't seem too rough, it is to your suit. Always sit or lay on a towel. Be careful when rising from an inside pool bench or steps. Once a swimsuit is snagged it cannot be repaired.
- **USE A DIFFERENT SUIT FOR TRAINING!!!**

Sizing

Each season there will be a suit sizing meeting where actual suits will be available to swimmers to try on to verify fit before ordering. If a swimmer cannot attend that meeting, please reach out to the swim team manager for assistance.

Ordering

At the parent meeting, the suit vendor will provide a sizing kit to try on suits and find the right size. For those that cannot attend the meeting the swim managers will have the kit on hand for a week. You must make arrangements to with them or a fitting.

Each season we will place a single team order to our suit vendor. No shipping charges will be necessary with this order. If you would like to be included in the team order, you must place your order on the team swim shop prior to the deadline, April 15. If you order after the deadline, you will have to order directly from the vendor. You will have to pay for shipping or pick up at one of their locations.

As an official Nike summer swim team, Nike is providing a sizeable discount and free equipment to our swimmers. In becoming an official Nike summer league swim team we have agreed to promote their brand whenever possible. **Therefore, if you choose not to purchase an official Nike Hammerhead team suit, we do request that you have a navy Nike suit or a navy suit without any logo or branding.**

Training

Pre-Season: April 22 to May 21

	Dry Land	Wet Work
White		4:00 - 4:30 pm
Juniors		4:30 - 5:00 pm
Red	4:45 - 5:00 pm	5:00 - 6:00 pm
Blue	5:30 - 6:00 pm	6:00 - 7:00 pm

There will be no practice on Friday, May 22, the last day of DeKalb public schools, or on Monday, May 25, Memorial Day Holiday. In case you're wondering the reason for Juniors practicing later than the White team is because many of the Junior coaches need time to get home from school and to the pool.

In Season: May 26 - June 23

Morning

	Dry Land	Wet Work
Junior		8:00 - 8:30 am
White		8:30 - 9:00 am
Red	8:45 - 9:00 am	9:00 - 10:00 am
Blue	9:30 - 10:00 am	10:00 - 11:00 am

Wednesday morning practices are fun practices that usually involve getting ribbons from the previous meet, donuts, and games.

Monday & Wednesday Evening

	Dry Land	Wet Work
All Senior		7:00 - 8:00 pm

Post Season: June 25 & June 26

June 25

	Dry Land	Wet Work
All (Donuts, Ribbons, Fun)		9:00 - 9:30 am
Championship Swimmers	9:30 - 10:00 am	10:00 - 11:00 am

June 26: Championship Warm-up & Carpool to GA Tech

	Dry Land	Wet Work
Championship Swimmers		7:00 - 7:45 am
Leave for Ga Tech	7:45am	

This is subject to change. If our team has a large number of swimmers attending Championships, we'll have an assigned warm-up time at Ga Tech. If not, we'll need to warm up at our pool before arriving.

Stroke Clinics

Advanced stroke clinics will be offered to Red and Blue swimmers seeking more specialized coaching. Participation will be limited to the first 20 swimmers to sign-up or by coaching staff assignment. Because of the nature of the instruction, any swimmers, found to be disruptive or not acting with utmost respect will be removed from the clinic. There will be no make-up dates if a clinic is cancelled. **The cost is \$5 per child per clinic.**

There are 6 clinics planned covering the 4 strokes (Freestyle, Backstroke, Breaststroke, and Butterfly), Turns (all strokes covered), and Competitive Starts (all strokes covered).

- Thursday, April 30, 6:00pm
- Sunday, May 3, 4:00pm
- Thursday, May 7, 6:00pm
- Thursday, May 14, 6:00pm
- Sunday, May 17, 4:00pm
- Thursday, May 21, 6:00pm

While the mission of the Hammerhead swim team is to be a fun recreational neighborhood swim team, these clinics are offered to give our swimmers a taste of what competitive swimming can be like at places like Dynamo and Swim Atlanta.

Equipment

For each practice session each swimmer should bring sunscreen, suit, towel, goggles if desired, and athletic shoes for dry land work.

Club Rules for Practices

In addition to the regular club rules, there are some additional guidelines that must be followed during swim practices:

- If your child is 5 and under, you or a designated adult must be at the pool at all times. No drop offs, no exceptions.
- Please wait until after practice ends if you need to speak with the coaches.
- The coaches are not able to “watch” or supervise children who are not part of practice.
- The baby pool and shallow end are closed during morning practice for non-team swimming, or whenever a life guard is not on duty.

There are no lifeguards on duty during morning practices. Parents that drop off swimmers for practice must be reachable via cell phone at all times. Parents must promptly pick up swimmers at the end of their scheduled practice. If you have made other arrangements, please make sure the coaches are aware prior to leaving.

Junior Hammerhead Mini-Meets

Each Wednesday in June, before a Senior meet, there will be a Junior Hammerhead Mini-Meet. All Junior Hammerheads will line up on the starting blocks and race to the finish line, just like the senior swimmers. Times will be recorded for each swimmer, and each swimmer, regardless of finishing will receive a ribbon. These mini-meets are important and serve many purposes. It gives the swimmers the chance to compete in a meet like environments. It gives the swimmers feedback on how well they're progressing. Lastly it gives the coaches the chance to evaluate and see who is ready to move up to the Senior team and compete for real in the dual meets.

Start time: 6:30pm

Events:

Each Mini-Meet will consist of the following events

RELAY EVENTS

6 & Under Girls 100 Free Relay

6 & Under Boys 100 Free Relay

INDIVIDUAL EVENTS

6 & Under Girls 25 Freestyle

6 & Under Boys 25 Freestyle

6 & under Girls 25 Backstroke

6 & under Boys 25 Backstroke

Ribbons:

Ribbons will be awarded to each swimmer, but will be given out at the same time as senior swimmers during the Wednesday morning after the following meet. We want the kids to experience the team tradition of getting ribbons as a team. So while they may not want to wait nearly a week to get a ribbon, it's an important part of being a Hammerhead.

Volunteers:

The coaching staff, including many of the Jr. coaches will organize and run the majority of the meet, but parent volunteers are greatly needed. There will be a need for timers, recorders, etc.

Senior Dual Meets

Weather

The only person that can cancel a meet is the Referee. Representatives from each team will consult with the referee for delays or cancellations due to weather or other circumstances. What this means, is that **no meet will ever be cancelled prior to its start time**. Therefore, always show up to a meet no matter how unlikely it seems there will be a meet.

Parking

Parking at our pool and at those we swim against is very limited. For home meets, please consider walking to the pool leaving your car at home. If you drive, remember to park on only one side of the street facing right direction. For away meets, try your best to carpool with someone.

Preparation

Nutrition:

Swimmer should eat a high carbohydrate meals two days prior to and the day of the meet to help with performance. Pasta, rice and breads are good sources of complex carbohydrates. A fruit snack like bananas, oranges or apples is recommended between 3:00 and 4:00 on the day of the meet. Candy bars, hot dogs and the like are not suitable foods for competition and ingestion of this type of food may not only impair his or her performance but may also make the child sick.

Swimmers also need lots of liquids during the meet. You should pack children fruit juices if they will not drink water. Although concession services are available at most meets, pack your child a "lunch" if you want to have either control over what your child eats or want to be sure he or she will be fed during the course of the meet.

Rest:

The coach asks that the children rest quietly on meet day after plenty of rest the night before.

Equipment:

Bring a portable chair if you want to be sure you have a seat for the swim meet. Swimmers should have a sunscreen, towel, swim goggles, suit, swim cap if their hair is shoulder length or longer, and footwear. Games, snacks, drinks, are also good ideas.

Swimmer Check-in

Per ASA guidelines, home teams warm-up first at 4:30 pm and visiting teams warm-up at 4:45 pm. Therefore for home meets swimmers should report no later than 4:00pm and 4:30 pm for away meets.

Bullpen:

Once arriving to the meet the swimmer should report immediately to the team bullpen area. For home meets, this will be our baby pool area. For away meets it shouldn't be too hard to find, but if not sure just ask someone from the other team. Before and during the meet your child MUST BE in the designated bullpen if they are not warming-up or swimming an event. Plan accordingly by packing and labeling everything ahead of time. Please discuss with your child to be respectful to the bullpen parents. If your child leaves the bullpen for any reason he/she must communicate that with the bullpen parent. Bullpen parents do not have time to search for swimmers! If your child is with you make sure they make the event.

Swimmer Event Matrix

One of the most important activities a swimmer will do during the check-in process is get their entries for the meet. Each swimmer will get his or her assignments written in Sharpie pen on an arm in "special code". The youngest swimmers often get their names written on a shoulder blade with their age designation. Don't worry, the writing comes off after the meet with eye makeup remover or baby oil and gentle scrubbing.

The "special code" matrix will look something like this:

E	H	L	S	
1	1	3	FR #2	E=Event
13	3	1	Free	H=Heat
35	2	3	BK	L=Lane
				S=Stroke Description

Using this matrix, you see that this swimmer is entered into 3 events. She will swim in:

- 1) Event #1 (E1), Heat 1 (H1) in Lane 3 (L3) for the Free Relay as the 2nd swimmer.
- 2) Event #13 (E13), Heat 3 (H3) in Lane 1 (L1) for the Freestyle
- 3) Event #35 (E35), Heat 2 (H2) in Lane 3 (L3) for the Backstroke

In the Stroke column you'll see several different abbreviations. They may include FLY (Butterfly), BR (Breaststroke), F or FREE (Freestyle), BK (Backstroke), IM (Individual Medley), FR (Freestyle Relay, usually followed by a number to indicate which leg), and MR (Medley Relay, usually follow by a number or the stroke they are doing)

During a meet there will always be an event board that displays the current event in progress. Keep an eye out for that board and the announcements to make sure you don't miss your child's events.

Meet Timeline

Lineup Swap: 3:00pm - Day before Meet

Coaches will assign swimmer to events and heats well in advance of the deadline. Therefore, they must know if a swimmer is competing in a meet or not. Of course, illness cannot be planned but if your child may not be well enough to compete, please keep in constant contact with the coaches. **Meet sign-ups are done on the Swim Team Portal, see Parent Resources section of this manual.**

Meet Consolidation: 10:00 pm - Day before Meet

Coaches or Managers will merge the entries from both teams and assign lanes for each swimmer, trying to decrease the numbers of heats for each event.

Warm-ups: 4:30 pm Home Team, 4:45 pm Visiting Team

Entries Finalized: 5:00 pm

Last minute changes and substitutions are permitted up till this time.

Workers Reports & Referee Briefing: 5:15 pm

Meet Starts: 5:30 pm

Meet Ends: Around 8:30 pm

Attire

The official Hammerhead swimsuit is the Nike Victory Color Block. There is a section in this handbook with more details. Swimmers are encouraged to purchase a team suit, but it is not mandatory. Swimmers are asked to wear their team suit or similar Navy colored suit during swim meets.

Each swimmer will also receive a team t-shirt and are ask to wear them to each meet. For some home meets, coaches like to have dress up themes, in which case swimmers do not have to wear their team t-shirt. We do ask that once they take off their "costume" to wear the team shirt.

Swimmers with shoulder length or longer hair should compete with a swim cap. There is a limited supply of team swim caps that are available if they need or want one.

Swim goggles are highly recommended, but swimmer must understand that sometimes they come off or move. If that happens during a race the swimmer should not stop to fix them. They must continue to race. Goggles have a knack of disappearing so it's a good idea to always have a backup pair.

Order of Events

Per ASA Rules, all meets follow a predefined order of events. Here is the list:

MEDLEY RELAY EVENTS

1. 6 & Under Girls 100 Free Relay
3. 7-8 Girls 100 Med. Relay
5. 9-10 Girls 100 Med. Relay
7. 11-12 Girls 200 Med. Relay
9. 13-14 Girls 200 Med. Relay
11. 15-18 Girls 200 Med. Relay

FREESTYLE EVENTS

13. 6 & Under Girls 25 Freestyle
15. 7-8 Girls 25 Freestyle
17. 9-10 Girls 25 Freestyle
19. 11-12 Girls 50 Freestyle
21. 13-14 Girls 50 Freestyle
23. 15-18 Girls 50 Freestyle
25. 7-8 Girls 50 Freestyle
27. 9-10 Girls 50 Freestyle
29. 11-12 Girls 100 Freestyle
31. 13-14 Girls 100 Freestyle
33. 15-18 Girls 100 Freestyle

BACKSTROKE

35. 6 & under Girls 25 Backstroke
37. 7 - 8 Girls 25 Backstroke
39. 9-10 Girls 25 Backstroke
41. 11-12 Girls 50 Backstroke
43. 13-14 Girls 50 Backstroke
45. 15-18 Girls 50 Backstroke

INDIVIDUAL MEDLEY EVENTS

47. 7 - 8 Girls 100 Indiv. Medley
49. 9-10 Girls 100 Indiv. Medley
51. 11-12 Girls 100 Indiv. Medley
53. 13-14 Girls 100 Indiv. Medley
55. 15-18 Girls 100 Indiv. Medley

BREASTSTROKE EVENTS

57. 7 - 8 Girls 25 Breaststroke
59. 9-10 Girls 25 Breaststroke
61. 11-12 Girls 50 Breaststroke
63. 13-14 Girls 50 Breaststroke
65. 15-18 Girls 50 Breaststroke

BUTTERFLY EVENTS

67. 7 - 8 Girls 25 Butterfly
69. 9-10 Girls 25 Butterfly
71. 11-12 Girls 50 Butterfly
73. 13-14 Girls 50 Butterfly
75. 15-18 Girls 50 Butterfly

FREESTYLE RELAY EVENTS

77. 7 - 8 Girls 100 Freestyle Relay
79. 9-10 Girls 100 Freestyle Relay
81. 11-12 Girls 200 Freestyle Relay
83. 13-14 Girls 200 Freestyle Relay
85. 15-18 Girls 200 Freestyle Relay

2. 6 & Under Boys 100 Free Relay
4. 7-8 Boys 100 Med. Relay
6. 9-10 Boys 100 Med. Relay
8. 11-12 Boys 200 Med. Relay
10. 13-14 Boys 200 Med. Relay
12. 15-18 Boys 200 Med. Relay

14. 6 & Under Boys 25 Freestyle
16. 7-8 Boys 25 Freestyle
18. 9-10 Boys 25 Freestyle
20. 11-12 Boys 50 Freestyle
22. 13-14 Boys 50 Freestyle
24. 15-18 Boys 50 Freestyle
26. 7-8 Boys 50 Freestyle
28. 9-10 Boys 50 Freestyle
30. 11-12 Boys 100 Freestyle
32. 13-14 Boys 100 Freestyle
34. 15-18 Boys 100 Freestyle

36. 6 & under Boys 25 Backstroke
38. 7 - 8 Boys 25 Backstroke
40. 9-10 Boys 25 Backstroke
42. 11-12 Boys 50 Backstroke
44. 13-14 Boys 50 Backstroke
46. 15-18 Boys 50 Backstroke

48. 7 - 8 Boys 100 Indiv. Medley
50. 9-10 Boys 100 Indiv. Medley
52. 11-12 Boys 100 Indiv. Medley
54. 13-14 Boys 100 Indiv. Medley
56. 15-18 Boys 100 Indiv. Medley

58. 7 - 8 Boys 25 Breaststroke
60. 9-10 Boys 25 Breaststroke
62. 11-12 Boys 50 Breaststroke
64. 13-14 Boys 50 Breaststroke
66. 15-18 Boys 50 Breaststroke

68. 7 - 8 Boys 25 Butterfly
70. 9-10 Boys 25 Butterfly
72. 11-12 Boys 50 Butterfly
74. 13-14 Boys 50 Butterfly
76. 15-18 Boys 50 Butterfly

78. 7 - 8 Boys 100 Freestyle Relay
80. 9-10 Boys 100 Freestyle Relay
82. 11-12 Boys 200 Freestyle Relay
84. 13-14 Boys 200 Freestyle Relay
86. 15-18 Boys 200 Freestyle Relay

You'll notice that all 6 & Under events are completed after Event 36.

Scoring

During the meet teams score points based on the order of finish for the first heat of each event. Heats 2 and beyond are considered "exhibition" heats and do not count towards teams scores. Points are awarded based on this chart:

Individual Events	Relay Events
1st Place - 5 pts	1st Place - 7 pts
2nd Place - 3 pts	2nd Place - 3 pts
3rd Place - 1 pt	

The same team cannot be awarded all the points for each event. In individual events that means even if a team has no swimmers entered into an event the other team can only receive points for 1st and 2nd place but not 3rd. For relays a team can get points for 1st or 2nd but not both.

Ribbons

Ribbons are awarded for each heat. Therefore if a swimmer competes in 4 events she can expect to receive 4 ribbons. However, if a swimmer or relay team is disqualified (DQ) for an infraction, no ribbons will be awarded for that event. Swimmers usually receive their ribbons at the Wed. morning practice after a meet. This is known as the ribbon and donuts practice.

For individual events ribbon are awarded for 1st to 6th place depending on number of lanes per heat. 4 is typical. For relays, ribbons are awarded for 1st and 2nd place.

Misc. ASA Rules

Dress Code

Full body suits (Speedo Lazer Racer, Blue 70, Tyr, etc...) will not be allowed in ASA meets. The suit restrictions are as follows: Boys suits are limited to a jammer or brief design that can extend no further than the knee and cannot cover the upper torso or arms. Girl's suits may not extend below the knee and cannot extend past the shoulders in coverage. All suits must be made from a "permeable" material and cannot compress the swimmer's body.

Coaches in the Water

Coaches are not allowed to be in the water with swimmers during a race. This rule applies to all age groups and exhibition swimmers. An exception to this rule will be made in the case of a disabled swimmer.

Basic Rules for Strokes, Turns and Starts

- A. No swimmer shall use an illegal stroke; turn or kick to better their performance against their competition, or in violation of basic accepted swimming techniques. Violation will result in disqualification from that event at the discretion of the stroke and turn judge consistent with the rules.
- B. All rules herein have been adapted from the current edition of the United States Swimming Rules and Regulations Publication. With the following clarification:

False Start: If the starter charges a false start in an event, the first false start will be charged to everyone in the heat. If a second false start is charged in an event, it will be charged only to the individual(s) false starting and that (those) individual(s) will be disqualified and not permitted to swim that event. False starts in the League Championship will be charged to the individual and not the field.

- C. In pools with water depth of less than 4 feet at the start end all swimmers must start from in the water at the start end of the pool that the swimmer is entering the water from. Normal backstroke starts are permitted in this water depth.

Cancellation & Postponement

Care for the safety of the swimmers and spectators should be of the utmost importance in deciding whether or not to continue competition.

IF the meet is delayed more than 30 minutes due to Inclement Weather AND half the events have been completed (43 events) AND there is a decisive winner (40 point lead or more), THEN, the meet will be called and the leader takes the win.

IF the meet is at or past Event 66 (end of 15-18 boys breaststroke) and a team is ahead by 30 points or more and the meet can't continue due to inclement weather that the meet will be called and the leader wins the meet.

IF the meet is delayed more than 30 minutes due to Inclement Weather AND less than half the events have been completed (less than 43 events) OR if there is no decisive lead (less than a 40 point spread), THEN, one Parent Rep and one Coach from each team should:

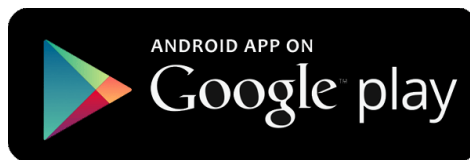
- Agree to continue the delay for an additional 15 minutes, OR
- Agree to reschedule (if there is sufficient time remaining in the season), OR
- Agree to a tie and both teams will be credited with a win.

NOTE: If no agreement can be reached, then the Parent Rep of the leading team makes the decision to either reschedule or take the tie. The option to continue the delay must be agreed to by both teams.

Meet Mobile App

Overview

During each home meet, updated results will be posted live as they're entered on the scoring computer. (This assumes there are no internet connectivity issues) For away meets it will depend on the host team's setup. If you wish to follow the meet results, team scores or individual times, you'll want to install the Meet Mobile app from the app store for your device.



<https://play.google.com/store/apps/details?id=com.active.aps.meetmobile&hl=en>



<https://itunes.apple.com/us/app/meet-mobile-swim-view-event/id422154977?mt=8>

Meet Volunteers

Swim meets cannot run smoothly without an army of volunteers. Each family is expected to work the equivalent of one full meet. That can be any combination of half meets by one or more parents. Of course working more than that is greatly appreciated. Job assignments are typically assigned by halves, for example first half Deck Manager and second half Deck Manager. Halves are defined by Events and not time periods like other sporting events. The first half is events 1 to 43, and the second half is 44 to 86.

Sign-Up:

Job assignments are first come, first serve using the Swim Team Portal, see Parent Resources section.

Job Descriptions:

	Home	Away
Pre-Meet Setup: Assist with configuring the pool for a swim meet. Some typical activities include moving tables and chairs, setting up tables, installing starting blocks, lane ropes, backstroke flags and referee setback flags.	✓	
Deck Manager: A deck manager is in charge of the ready area and shall line up all swimmers on the deck for their event. He/she shall be provided with the heat sheet listing names of all swimmers in all events. He/she shall notify each swimmer to wait behind the starting block until the starter takes over control of the race. The visiting team shall arrange for someone to work in the ready area to assist the deck manager in identifying swimmers. These people should be strong natured. Getting the swimmers and making sure that they are in place is difficult yet critical to the smooth running of the meet.	✓	✓
Bullpen: Bullpen worker(s) assist the Deck Manager in finding and tracking down swimmers who are hopefully in the team bullpen. The Deck Manager usually works near the starting blocks and the bullpen worker "hands-off" the swimmers to them. Prior to the meet bullpen workers assist the coaches to make sure that every swimmer has all of their Events, Heats, and Lanes marked on their arm. After the meet Bullpen workers make sure all "misplaced" items are collected for the team lost and found and that the bullpen area is left in tidy manner. Bullpen workers must be assertive with the children are typically long time parents because knowing all or most of the swimmers by name is a huge advantage.	✓	✓

Place Judge: Each team shall provide a place judge. The judges must in all events and, at all times command a clear view of the race and finish line. Judges shall not serve as timers in the same race. The judges are to judge the place finishes as they see them. The judges are to write the place finish on their updated copy of the meet program. The judges recorder at the end of the race will copy that order of finish on the UK Judges Placing Form. The place judges override the times and the starter/referee over rides the place judges if there is a dispute.	✓	✓
Judges Recorder: This person will place himself/herself behind the place judges with their own copy of the UK Judges Placing Form. When the race is finished and the judges and starter/referee have ruled on the place finishes, he/she will record the places in the appropriate block on the UK Judges Placing Form. For swimmers who have been disqualified by the starter/referee the judges recorder will write DQ in the place block for that swimmer. The judges recorder then passes the completed UK Judges Placing Form to the master recorder. The Judges Recorder has no say in the order of finish and should not attempt to influence the place judges.	✓	
Master Recorder: The master recorder collects the UK Judges Placing Form from the Judges Recorder when the event is complete and all places have been recorded. The master recorder will then go to each lane and record each swimmer's time in the Time Column of the UK Judges Placing Form as noted by the recording timer. With all places and times recorded, the master recorder will deliver the completed UK Judges Placing Form to the scoring table either directly or via the runner. Each team can alternate this job for each race.	✓	✓
Lane Timers: At all meets times shall be taken on each lane. Each team shall provide two timers for each of their team's lanes. One of the timers will operate the watch and the other will record the times on the lane timer worksheet. In all events, at all times, the timer must have a clear view of the race and finish line. The timer shall look at the starter's gun and start the watch at the instant of the flash or smoke of the gun or starting device. The timer shall stop the watch immediately when any part of the swimmers body touches the solid end of the pool as defined by the USS rulebook. The second timer shall record times on the timers worksheet and communicate these times to the master recorder who shall record them on the score sheet. Teams using automatic timing systems for their meets should have one timer from each team timing in each lane, instead of 2 timers from the same team.	✓	✓

Computer Operator: A computer operator shall be provided from each team. They shall work together at the scoring table. They will input the results from each event as reflected on the completed UK Judges Placing Form into the computer immediately after each event. A running score shall be kept at all times. Upon completion of the meet each team shall receive a copy of the final meet results. It is suggested that teams alternate this job every group of events: i.e. one operator does the short free then the other operator does the long free. The person who is not currently working on the computer should assist the computer operator with checking the input of times and places. The away meet Computer Operator role is typically just a data entry role, calling out times to the home meet operator who is entering the times. Away meets are usually a great introduction and learning experience. Computer Operators must be experienced or trained prior to working home meets due to the many tasks involved. Pre-Season ASA Swim League training is highly encouraged. !!!	✓	✓
Runner: The home team shall provide a minimum of one runner at all times during the meet. Runners will be responsible for collecting the UK Judges Placing Sheet from the Master Recorder. Taking these promptly to the scorer's table. On occasion the runner will be called on to help the Deck Manager and Bullpen workers or assist any of the positions that cannot leave their post (i.e. - Timers, Judges Recorder, Place Judge, etc.)	✓	
Announcer: The host team will arrange for someone to act as announcer. In addition they shall provide him with equipment to perform his duty. This equipment includes loudspeaker or bullhorn and an order of events. Announcing for each meet must be loud enough to be understood by participants, officials and spectators. At all times the announcer should know what is going on. The event number, number of heats per event etc. so the calls can be made without haste. This keeps the meet running smoothly. At all times the next event should be on the deck. Working closely and communicating with the deck manager is vitally important in this position. The announcer should avoid talking while the starter is giving commands the swimmers.	✓	
Ribbons: Ribbon workers shall be responsible for placing the completed ribbon labels on the appropriate award and placing them into a box for the appropriate team. Ribbons should be placed in two separate boxes and given to each team at the end of the meet. Home teams supply ribbons for both teams. Most swim teams, including the Hammerheads, put their ribbon workers in the air-conditioned club house away from the chaos of the meet. However, workers have freedom to work where they please if they want to work and watch the action. This job can either be done during the meet or at home after the meet. In either case, ribbons must be ready for distribution at the beginning of practice the next morning.	✓	✓

Concessions: Configure the concession area for food and drink sales. Put drinks on ice as soon as possible. Insure there is a money box with starter bills provided by Swim Team Manager. After the meet count the money and deliver to a Swim Team Manger. Stow items and clean-up/lock-up concession area.	✓	
Grill Master: 1 to 2 Grill workers are needed to insure the concession stand is continually stocked with fresh burger and dogs.	✓	
Post Meet Clean-up: Assist the team with reconfiguring the pool for normal operations. This may include stowing swim team equipment and moving tables and chairs. Clean-up and trash removal are likely.	✓	

ASA Championships

Participation in the ASA Championship meet is not required but strongly encouraged. Many of the competitive swimmers on our team and others caught the "swimming bug" by competing in this meet. Swimming in the big pool, the same one used for the Atlanta Olympics, and having your name and time popup on the scoreboard is an inspiring experience everyone should enjoy. There will be swimmers of all levels so no one is not good enough. If you're not sure, talk with the coaches to see what they recommend.

ASA Championships

Date: June 25 - 28

Divisional Meets are held Wednesday to Saturday with a morning and afternoon session for each day. **Our "In-Town" divisional session is on Thursday at 9:00am.**

Any swimmers who finishes with a time in the Top 30 (11 & Over) or Top 40 (10 & Under) for all divisional session combined, or relay teams in the Top 10 will be invited back to the Championship Meet on Sunday. 10 & Under meet starts at 1:00 pm, and 11 & Over starts at 5:00 pm

Location:

Georgia Tech Aquatic Center
Georgia Tech Campus Recreation Center
750 Ferst Drive
Atlanta, GA 30318

Cost: \$20 per Swimmer

A swimmer can be entered in no more than two individual events and two relay teams

Registration

Swimmers must be entered as part of the Hammerhead team. We will collect fees individually from swimmers interested in participating. The coaches will then submit a team roster and the team will pay all entry fees. **Registration for this meet is done on the Swim Team Portal.**

GRPA State Swimming Championships

Each year, the State of Georgia Recreation & Parks Association holds statewide athletic tournaments for various sports, including swimming. To compete in these tournaments you must be on the team of a participating organization. Each organization has their own qualification procedures.

Starting in 2015 the ASA Divisional swim meet will become the qualifying meet for DeKalb County residents. If you would like to try to make the team, please let the coaches know you would like to be entered as a qualifier.

GRPA Class A State Championship Swim Meet

When:

July 24 (10 & Under) & 25 (11 & Over)

Locaton:

City of Cumming Aquatic Center
201 Aquatic Circle
Cumming, GA 30040