

Parkview Swim and Dive Handbook

Introduction

Welcome to the swim and dive program at Parkview High School. This handbook contains all the information swimmers, divers and parents need for a successful season. We hope this information makes the parent's lives a little easier. The Parkview Swim and Dive Association, Inc. board is made up of parents just like you with children on the team. We volunteer our time to support the coaching staff and your children by managing team events, finances, fundraising, etc. Parkview Swim and Dive is and continues to be one of the top 5 teams in the state. Your parental support is vital to the success of the program.

Communication

To better communicate with our parents and athletes we are utilizing email and our website. Swimmers, divers and parents should check the team website at: www.parkviewswimdive.com regularly for current team information. This website may be accessed from the main Parkview High School website also. The email addresses for the coaches and board members are on the website. You will receive regular emails from the team, phsswimdivenews@gmail.com. Let us know if you have multiple email addresses for receiving team information. **If you are not receiving emails please contact us immediately so we may add you to the distribution list or correct your information.** We do not send out text/SMS messages, just email messages. If you have any general questions please send us an email at the above address.

Please use email to communicate with the coaches at the following addresses:

Swimming: Jack_Gayle@gwinnett.k12.ga.us and [Eric M Brown@gwinnett.k12.ga.us](mailto:Eric_M_Brown@gwinnett.k12.ga.us)

Diving: Cori_Hamm@gwinnett.k12.ga.us

The coaches check email regularly and will respond to questions or concerns as quickly as possible.

Volunteers

Swim meets would not be possible without a lot of volunteers. We will be calling on your help at the meets both at home and away. **We feel that if your child makes the team you have a duty to volunteer.** The success of our team depends upon parental support and involvement. **All families are required to fill out our volunteer form and volunteer.** We will make every effort to honor your requests for work assignments. You will be contacted by email ahead of time regarding work assignments; please reply promptly to these requests.

Job Descriptions

Timer – Two timers are assigned per lane (one from home team, one from visitor). One timer uses a stopwatch and the other uses a plunger and holds a clipboard of event cards on which they record the stopwatch times. The home team also provides a back-up timer that uses two stopwatches in case a lane timer misses a start. Eleven (11) Parkview timers are needed for each home meet and 10 for away meets.

Runner - Picks up cards from timers in each lane after each event and takes them to the scoring table. We need 2 runners for each away meet.

Scoring Computer Operators – We use the same Hy-Tek Manager software as GCSL (summer league). We need several parents who are willing to score the meet using the team laptop during home meets. This is an easy but very important job - you should be comfortable with data entry. We can provide training if you have not done summer league scoring before.

Timing Console Operators – This person will run the Daktronics timing console during a home meet. The function of the console is to process the automated timing data that is sent from the touch pads and forward that data to the scoreboard and the scoring computer. The county booster club will schedule two training sessions on how to run the console.

Scoring Table Verifiers - For each away meet we provide 2 parents to function as the Scoring Verifier and Console Verifier. They will assist the console and computer operators and double-check all results.

Dive Scoring – One parent is needed at each away meet to enter dive scores.

Diving Announcer – One parent is needed at each away meet to announce the dives.

Dive Scoring Verifier - The home team provides 1 parent to function as the Dive Scoring Verifier.

Dive Judges – One team parent will serve as the 5th dive judge at away meets. This volunteer attends a special two hour training session.

In addition to the above jobs we also need help with these special events:

Concessions – home meets only

County meet dinner - January

County meet hospitality – January 25-28

Clody meet hospitality – December 9-10

Team banquet - March

Team Photographer

Team Videographer

Web master

Media Representative

Spirit wear committee

Eligibility

Insurance

Before any student athlete is permitted to participate in swimming or diving the parent, parent representative or coach must submit either a signed "Waiver of Insurance" form or verification that medical insurance has been purchased through the school.

Physicals

A physical examination form is also required. If you have submitted a physical to your school dated after April 1 of the current year you do not have to submit another one at this time. The school tries to set up a date for physicals at the school in September; look for emails.

Academic Eligibility

To be eligible to participate, practice, and/or try out, a student must be academically eligible. A student is required to pass five (5) Carnegie unit subjects counting toward graduation, or their equivalent, the semester or quarter immediately preceding participation. Students must also be on track for graduation as follows:

- **9th grade:** First semester eligible immediately and second semester must have passed at least 5 courses.
- **10th grade:** Must have accumulated 4 Carnegie units in the first year AND passed at least five (5) courses the previous semester in order to participate.
- **11th grade:** Must have accumulated 10 Carnegie units in the first and second years AND passed at least five (5) courses in the previous semester.
- **12th grade:** Must have accumulated 16 Carnegie units in the first three years AND passed at least five (5) courses in the previous semester.

Student eligibility is determined on the first day of the subsequent semester. The first day of the fall semester shall be interpreted as the first date of practice for the first sport. Swimming and diving are doubly affected because our season occurs during both semesters.

Additional courses may not be taken during the semester to gain eligibility. Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester.

Guidelines for Using Pools

The pool cannot be responsible for property left in the locker rooms. Swimmers and divers may not leave their bags in the locker rooms during practice or meets. They should be brought on deck.

Be aware that a variety of people use the pool during the day and all would like to enter a clean locker room. Therefore, swimmers and divers should not bring food, or deface anything in the pool and locker area. Teams will be responsible for damages incurred during usage.

Swimmers and divers are reminded that the use of pools is conditional on good conduct at pool facilities and in neighborhoods where pools are located. Students and teams may lose the privilege of pool use when inappropriate conduct is displayed. We are guests in these facilities and they don't have to invite us back.

Attendance

Parkview Swim and Dive is a varsity sport and has the attendance requirements as such. Parkview is located in Gwinnett County, one of the most competitive swimming counties in the United States. Gwinnett County as well as Parkview is home to several Olympians. Attendance is vital to the success of the swim and dive team.

1. At least 90% attendance is mandatory if you wish to stay on the team.
2. Absences will only be excused if they are academic (school) related, family emergency, or sickness **WITH A DOCTOR'S NOTE**. Please notify the coaches beforehand if you will be absent due to a school practice or academic related activity.
3. Christmas Break practices will NOT be make-up practices. Swimmers will have two free days to use at their discretion if they NEED to miss practice for family or religious activities.
4. If at any time your unexcused absence total drops below the 90% mark, the coaches reserve the right to remove you from the team.
5. Vacations will NOT be excused.
6. You must attend all meets for which you are entered.
7. Failure to be prepared for practice counts as an unexcused absence. This also applies to being thrown out of practice **AT ANY TIME**.
8. These policies apply to ALL swimmers, divers and managers. Attendance for year-round swimmers and high school divers will be monitored through their respective coaches.
9. If you meet the above requirements, as well as the swimming/diving guidelines, you will be eligible to letter.

Rules and discipline

1. The coaches are always right.
2. If any confusion arises about a situation or event, see rule #1.
3. In the event that one or both of the coaches are dead or incapacitated, rule #1 still applies.
4. Swimmers and Divers will conduct themselves in a manner representative of Parkview at all times.
5. Rules apply to practice, meets, AND bus trips (ESPECIALLY on the bus)!
6. Pictures and/or material that are posted on a personal website (My Space, Facebook, etc.) that violate ANY of Parkview's rules, including, but not limited to, the Drug and Alcohol policy will result in immediate removal from the team.
7. **The coaches reserve the right to remove anyone from the team for any reason they deem necessary including, but not limited to the aforementioned rules.**

Lettering Policy

To earn a letter, the swimmer/diver must be an ELIGIBLE and ACTIVE team member for the entire season , meet the attendance policy, abide by the rules/discipline policy, and meet at least two (2) of the following qualifications.

1. All swimmers and divers must attend **all** of the scheduled meets unless otherwise excused by the coach. Swimmers and divers are not required to attend meets that they are not entered in although they are welcome to attend. All qualifying team members must attend the County Meet and the State Meet.
2. All swimmers and divers must qualify in at least one of the following:
 - a. Earn at least one point in an individual event in the County* Meet. *Please note: To earn a point at the County Meet, swimmers and divers must place in an event and meet the County Qualifying Standard in that event at the meet.
 - b. Qualify for the State Meet (relay events included). Times from any high school meet will fulfill this requirement.
 - c. Meet adjusted time/dive score qualifications as stated above. These apply to individual events only. State and lettering times must be achieved in a high school meet during the current season.

Managers: To earn a letter, the manager must fulfill the following qualifications.

- a. Attend and assist at all meets for the entire meet unless excused by the coach.
- b. Demonstrate a willingness to assist the coach when needed.
- c. Meet all the requirements set forth in the team attendance policy.

Practices

Swim and dive practices will be held at Mountain Park Aquatic Center. The swim team practices Monday thru Friday from 2:30 – 4:15p.m. Dryland or weights follow until 5:15 p.m.

The PHS Dive Team practices Monday and Wednesday from 6:30-9p.m. and Friday from 6-9p.m.

All swimmers and divers will practice on assigned days when school is in session. If school is canceled for inclement weather, etc. there will be no practice. USS swimmers/divers may attend their USS practices in lieu of high school practices; however, they are expected to maintain the same standard of attendance and must attend all team meetings.

There may be conflicts with the scheduled practices if you are involved in a fall sport or other activity. Please discuss conflicts with the coaches to avoid any problems. This courtesy will also extend to your involvement in spring sport or activities.

Team Apparel

All swimmers and divers are required to wear the team suit and cap (if worn) to all meets. Swimmers and divers may NOT wear a swim cap from another club, college team, summer league team, or sponsor **during a meet**. Only High School Team Caps will be allowed. Swim caps with multiple logos, i.e. Speedo or an American Flag, on both sides are illegal caps for high school competition.

Swimmers and divers should treat their team suit as a uniform and only wear it to meets. Team suits worn to practice regularly will fade and wear out quickly. It is much more economical to purchase a less expensive suit to practice in.

You may **NOT** wear any jewelry during a swim meet. Jewelry is defined as any accessory worn on the body such as necklaces, rings, bracelets, watches, toe rings, visible piercing, etc. (Tape cannot be used to “cover-up”). Failure to follow this rule will result in a disqualification. Medical ID tags are allowed, but must be taped down at the wrist. It is highly encouraged to give Medical ID tags to the timer or to the coach.

Transportation

It is the responsibility of the parent to get their athletes to practices. There is no bus transportation to and from practices.

All swimmers and divers are required to ride to and from all meets on the school-provided bus. Swimmers and divers may not ride home with their parents unless previously arranged with the coach for emergency purposes only.

Team Pictures

A team picture will be taken in November. It will be taken right before practice in the Parkview old gym. Athletes and managers need to wear their team shirt for the picture. An email will be sent out regarding the details.

Spirit Wear

Team members will be given a team shirt and cap after tryouts.

Spirit Wear and team suits will be available to order or purchase during registration in September and again the week after tryouts. **If there is any question about your child making the team please wait until after tryouts to order spirit wear and the team suit. THERE ARE NO REFUNDS FOR SPIRIT WEAR OR SUITS.**