

WOODBURY HIGH SCHOOL SWIMMING AND DIVING

TEAM HANDBOOK
FOR SWIMMERS, DIVERS AND PARENTS



2018-2019

Prepared by the Coaching Staff

Coach's Introduction

Welcome to the Woodbury Royals Swimming and Diving team. As a participant in our program you will become part of a long proud tradition of swimming and diving excellence.

To those of you who are new to our program, we are confident that you will find: challenges in hard work, new friends, excitement of competition and the chance to fulfill your goals and dreams. To returning athletes, we are confident you will shift into high gear when you hit the water on the first day of practice.

Welcome to all the parents, veterans and newcomers alike. We hope you find this handbook helpful as we work together to make swimming and diving a terrific experience for your son. We strongly encourage you to come and cheer on the team at all of our meets.

The philosophy of our program is to help athletes reach their full potential, to mold every individual into a team player and to compete at our highest possible level in team competition. We define competition as the process of striving together; therefore, sportsmanship and respect for our competitors is a high priority.

Each of us has tasks to perform:

Student-athletes: must attend all practices and meets, must be good listeners, learn their sport well and give their best effort.

Coaches: must be prepared, plan their actions, teach thoroughly and provide corrective and positive evaluation.

Parents: must encourage their son without regard to how fast or slow, points scored, win or lose.

The high school swimming and diving season is but a short stop in the life of an athlete. We encourage all swimmers and divers to participate in additional high school sports or join a U.S.S. swimming and diving club and to participate in strength training in the off-season.

If you have any questions about our program or wish to give input about the contents of this handbook, please feel free to contact the coaching staff.

Please refer to the Student Athletic Handbook for other Woodbury High School policies. Also there are a number of web sites that you can use for reference:

www.mshsl.org

www.whs.sowashco.org

www.whsactivities.org

Minnesota State High School League

Woodbury High School

Woodbury High School Activities

Thank you,

The Woodbury Royals Swimming and Diving Coaching Staff

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*Please note the contents in this handbook are derived from many sources, including but not limited to: both former and present Woodbury Swim/Dive coaches and their coaching peers, Woodbury High School Activities Department, Woodbury High School and various web sites.

Requirements for Starting the Season

Physical Examination

- You shall have an athletic physical on file in the athletic office.
- An athletic physical examination shall be completed every three years [Grades 7 and 10].
- The exam shall be completed by a physician and filed before participation.

Minnesota State High School League Eligibility and Parent Permit Form

- Shall be signed and on file in the athletic directors' office each year before the first day of practice.

Scholastic Eligibility

- Please refer to the Woodbury High School Student- Athlete Handbook available in the athletic office.

Athletic Fees

- Must be on file at the activities office before participation is allowed.

What you will need:

Practice

- * A good attitude and a desire to improve
- * A good quality practice swim suit
- * Goggles
- * Swim cap
- * Water bottle
- * Towels
- * Prescriptions/ inhalers
- * Lock

Meets

- *TEAM spirit and a competitive attitude
- *TEAM suit
- *TEAM warm-up
- *TEAM cap
- *Travel bag
- * Lock
- *Two towels
- * Foot wear
- * Precipitations/inhalers

Woodbury Swimming and Diving Student- Athlete Team Guidelines

Swimmers and Divers should treat their membership on the team as a privilege and recognize those responsibilities, expectations and behaviors that are associated with their membership.

Attendance

A. Absence

1. Excused – you must have a note from a parent or doctor upon return
 - Not at school (illness, family emergency, etc.)
 - Appointments (doctor, dentist, etc.)
2. Unexcused
 - No note or message given to coaching staff
 - Unexcused absence = not participating in next meet (you still attend)
3. Absences will be counted by occurrences. Example: if an athlete is sick for three consecutive days, it would be counted as one occurrence. The total amount of occurrences will then be used to determine an athlete's attendance percentage.

B. Arriving late or leaving early

1. Excused
 - School work (must have teacher note)
 - Medical appointment (must have parent/doctor note)
 - Sudden illness (parent note by next practice)
2. Unexcused
 - Detention
 - Any absence without a note/email from parent/guardian, teacher or doctor
 - Leave early without coaches' permission = one unexcused absence
3. Team members arriving 30 minutes late or leaving 30 minutes early will be given a ½ day absence.

*Swimmers who miss practice the day before a meet due to illness will not be able to compete in the meet the following day unless the coach is made aware by email, phone call, or text message that the athlete will be healthy enough to swim the following day. Divers who miss a practice the day before a meet will not participate in that meet.

* Any absence, excused or unexcused counts towards the lettering requirements.

Behavior and Conduct

A. Eligibility

- a. Comply with all team, school and high school league rules and regulations.
- b. Report to the coach any issues or developments that may affect eligibility status.
- c. Team members will not use illegal drugs, alcohol and tobacco. School and high school league guidelines will be used for violations.

B. All meets

1. Be respectful and positive toward coaches, teammates, opponents, officials and oneself.
2. Show good sportsmanship
 - Shake hands with opponents.
 - Participate in team cheers.
 - Don't burst over a poor performance, concentrate on the next race.
3. Stay with the team
 - Never leave the deck without permission.
 - Always watch and cheer on your teammates (no homework on deck).
 - Stay with your relay until race is finished.
 - No one leaves the deck until all clean up is finished
4. Wear your uniform on deck.
5. Keep our area clean.
6. Always do the assigned warm-up (this should be done as a team).
7. Line up as directed and respect our National Anthem with team warm up.
8. Respect calls and decisions made by meet officials.
9. Varsity positions will be determined by the coach/coaches. Taken into consideration will be: Scores, Times, Points, Attendance, and Behavior.

B. Home meets

1. Help with meet set up.
2. Stay for cleanup.
3. Help time when needed.

C. Away meets

1. Follow dress code.
2. Be here at least 10 minutes before the bus time. Late = not riding the bus.

D. Practice – Remember your participation is a **choice** that **you** have made.

1. Show respect for coaches and teammates.
2. Work hard – you get out of a program what you put in.
3. Be positive.
4. Treat practice as a competition with yourself and teammates.
5. Practice does not make perfect unless practiced perfectly.
6. Bathroom breaks between sets not during them.
7. Inappropriate behavior will result in expulsion and is an unexcused absence.

E. Weight Room/Dry Land

1. Work hard – again, you get out what you put in.
2. Wear proper shoes and clothes.
3. Work with a partner/spotter
4. Use appropriate weight and proper technique. Questions? Ask the coach.

F. General Guidelines

1. Respect and comply with decisions made by the coach and/or athletic director.
2. Respect calls and decisions made by meet officials.
3. The use of electronics will be decided by each coach.

School Work

- You are a student/athlete. Use time wisely and keep ahead of your homework.
- Maintain a C average is part of the team lettering requirements.

Injuries/Medications

- If you are injured and require medical attention you must have a physician release to resume practice.
- If you require medication (inhaler, insulin, etc.) you must inform the coach and have your medication on deck in case you need it.

Dress Code

- Whenever you attend a Woodbury Swimming and Diving Meet, whether it is home or away you are representing an excellent school, a great sport and a proud team. For this reason you are expected to be on your best behavior and dress properly. Slacks and ties are appropriate. For some meets we will as an alternative be wearing team shirts or blue or white apparel.

Social Media

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- Similar to comments made in person, the Woodbury Boys Swim and Dive team will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory language or remarks that may harm or disrespect your teammates or coaches; other Woodbury student athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools.
 - Incriminating photos or statements depicting violence; hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
 - Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

What to Expect During the Season

School Work

Remember you are a student first and an athlete second. Your grades will have far more impact in life than a time or a score. Keep in mind in order to letter as a swimmer or a diver you must maintain a minimum of a 2.0 grade point average. Inform the coach before practice if you need to stay after school to complete assignments. Your study time will be limited so you need to practice good time management. There is a Woodbury High School Activities policy regarding academics. If a team member has a D or F in a class the team member will be on probation. See coach for more details.

Practice

You are expected to be at every practice, every day, on time and ready to do your best. You will become very tired or even exhausted. This is to be expected and these feelings will produce great results in the long run. You will find within yourself, much more energy, if you can use your teammates to your advantage, make every set a competition. Your muscles will get sore; this is natural and not a sign of injury. You may experience a sharp muscle pain; this is most likely a muscle cramp. See the coach immediately to learn how to relieve a cramp. If you are experiencing sharp, point pain that cannot be relieved through stretching or resting, then it's time to see a trainer. If your injury requires the attention of a physician you must obtain a physician's permit to resume practice.

Measuring Progress

Throughout the season you will have highs and lows. Don't expect to get your lifetime best time or score every meet. Look at every practice, every set, and every meet as an opportunity to learn and to challenge yourself. Quite often we learn more about ourselves and our task through failure than success. Don't be afraid of failure, only of not learning from it! Never compare yourself with anyone else. You are a unique individual and you are your only competition. If you win the battle from within, there will be no better outcome.

Dual Meets

Our goal in each dual meet is to outscore our opponents. To accomplish this goal the coach must create a line-up that attacks the opponent's weaknesses, while not compromising our strengths. The fastest most versatile swimmers and the most capable divers will be used. However, every effort will be made to allow everyone to participate. This may come in the form of varsity, junior varsity or exhibition events. Everyone should show pride and respect for the efforts of yourself, your teammates and your competition. Some evenings we will be returning late due to factors beyond our control. Times listed on the schedule for bus times are our best guess estimate.

Invitational Meets

These meets will either follow a championship or relay meet format. Again, our main goal is to outscore all of the other opponents. These meets will usually be on weekends or holidays as they are normally all day events. Healthy snacks and drinks and additional deck clothes are extra items to plan ahead for.

Championship Meets

The season end meet for a swimmer or diver will depend on the qualifying time or score they are able to meet. This could vary from Junior Varsity, Sectional, or State championship meets. Each meet has a successively more difficulty qualifying standards. Individuals must make the standard to qualify; relays are made up at the discretion of the head coach of the fastest, most capable, most dependable and most deserving athletes. For these meets we will be tapering, shaving, carbohydrate loading, wearing different suits and other oddities common to all competitive swimming teams.

It is the coaches' discretion as to who swims/dives in each event at all dual, invite and championship meets. Athlete input may be requested but is not the final decision.

Travel

When we travel by bus to another community you are representing your community, school and team. You are expected to be on your best behavior and to follow the dress code. Plan on being at the pool 10 minutes before the bus is scheduled to leave. The bus will wait for no one. If you are late, you will miss the bus. If you are dressed inappropriately, you will not be allowed to ride the bus. If your behavior on the bus is inappropriate, you will no longer be allowed to travel with the team. Per district policy a team member has to ride the bus home from away meets.

Team Socials

Team social events are always fun and a great way to get to know your teammates better. Although you and/or your parents are not required to attend the coaches would like to see everyone get involved.

Parent's Night

Parent's night is a chance for parents to get together to know one another. It is also an opportunity for the swimmers, divers and coaches to say thank you for all the efforts parents in support of our team.

Staff Appreciation

Senior class members recognize a staff member prior to the start of the meet. It is a special opportunity for our team to thank our staff members.

Senior Appreciation

On the last home meet of the season we will be recognizing the senior class athletes for their contributions to our program.

Season End Banquet

This is the final team function of the season. It is a dress up affair when all team members; their parents and families get together for the presentation of awards.

Role of Our Team Captains

- Responsibility – a moral obligation or duty; a charge or trust.
- Team – a group of people participating in a sport together.
- Captain – the leader of a team, as in sports.

Just by the definitions alone, one can perceive what it means, and how important it is, to be a team captain.

1. He is a Team Leader

The team captain is the first one in the water/on the diving board. He always steps up to be the leader of the team and often talks to his teammates and directs them what to do. He resembles the coach among his teammates and will be the one leading teammates at competitions and practices. He listens to what his teammates have to say, complements them, kindly gives advice, and respects them.

2. He is an Organizer

A team should function as one. The team captains usually exert the effort to organize the group. To organize means reminding teammates their respective roles within the team, helping those who need direction, and encouraging individuals and the group as a whole! He may have special jobs assigned by the coaches and sees them through to the end.

3. He enforces positive thinking

Being optimistic means being hopeful that something positive will happen. The team captain loves to motivate his teammates. He gives them hope to go on playing their game no matter what happens. We often hear him say, "We can do this", or, "This is our pool." He never fails to give a positive outlook among his teammates. Positive thinking enables a player to perform at a certain level, one he never thought possible.

4. He recognizes his teammates' skills

The team captain pays attention to his teammates' skills. He recognizes what they are capable of doing, kindly offers suggestions for improvement, and gently encourages his team to do better.

5. He utilizes his teammates' abilities

After discovering his teammates' potentials, the team captains will try to organize their team wherein they can make use of their varied abilities. They will encourage the natural leaders to take on a leadership role within the team- cheering on the team, being a good listener/friend, helping with equipment/pool deck, working with a young swimmer/diver to perfect a stroke/dive.

6. He steps up when needed

There may be a time when your team cannot sustain competing in races well. At these instances, it is the team captain who steps up. He will rally the team together for a pep talk, he will lead the team in a cheer, and he will put himself aside and do what is best for the morality of the team! He always serves as a model to his teammates, inspiring them to do what is best.

7. He creates a harmonious working relationship

As a leader of the group, the team captain ensures a harmonious working relationship within the entire team- fellow captains, swimmers, divers, and coaches. He will be the one to help resolve issues, and relieve tensions among teammates. A team can work as one effectively if they maintain an environment free from tension and drama.

8. He takes time to know his teammates personally

The team captain takes the time to know his teammates, individually, on a personal level, regardless of skill, position on the team, or grade level. This is a way for him, and his teammates, to establish rapport and trust among them. Trust is vital amongst a team. Without trust, a team does not function as one.

9. He mentors his teammates

The team captain resembles the team coach. He gives advices, tips, and instructions on how to execute swim/dive skills appropriately. Aside from being a talented athlete, the team captain is also the person who is very familiar with the sport. He shares his knowledge and passion as he mentors his teammates.

10. He is aware of his own behavior, all forms of communication, physical actions, and responsibilities to his teammates

Being a team captain requires a big commitment. His teammates and peers look to him as a role model and leader of the team. The team captain must realize he is always representing his team and being watched. His actions speak louder than his words and he is held to a high standard as a leader. He is strong, brave and knows when to act/think before reacting. The team captain takes the responsibility to lead his teammates. He acts as the head of the team. He thinks and acts for the betterment of the whole team, and never for his benefit alone!

Role of Our Team Manager(s)

- Organize individual swimmer data
- Keep an updated and accurate record of attendance and best times in season
- Record times on deck for coaches during meets and specified practices
- Transportation of team items to and from bus at AWAY meets
- 1st Aid bag is filled and ready for use
- Manage and Organize Team Equipment including: fins, paddles, touch pads, and timer plungers
- Connect the Hy-Tek lap top and Colorado system
- Assist in installing touch pads and timer plungers before home meets
- Charge the Starter the day before a home swim meet
- Get the national anthem ready to play at home swim meets
- Additional responsibilities at the discretion of coaches...

Team Voting

At the end of the season we take time to recognize achievements and select next year's captains.

There will be a team meeting called where all team members should do their best to attend. Voting for hardest worker, most spirited, most improved and team M.V.P. will take place.

Individuals who wish to be eligible to be team captain must fill out an application and deliver a speech to the team at the end of season meeting.

All votes will be considered and coaches' discretion will determine the voting.

Taper Is...

Trainning: Your taper is based on a whole season of work. If you have paid your dues, you will be rewarded. This is why from day one you should desire to work your hardest, not to skip or cheat on sets and try to make every interval set for you. Without a training base there can be no taper.

Attitude: Your performance is greatly affected by your perception as to how you will perform. Mentally training throughout the season is just as important as the physical training. You need to learn and practice relaxation, concentration, visualization and creating a positive atmosphere for you and your teammates.

Preparation: Leave nothing to chance. Prepare for every situation for if something can go wrong, it probably will (have an extra pair of goggles, cap and suit). Learn to accept the uncontrollable (pool temperature, lighting, starting platforms, past performances) and focus your concentration on staying in the "here and now" which is the only thing you are able to control. Before your event or dive the entire process should have been rehearsed many times so that for your performance you can run on "automatic".

Eating: During a short period before the championship meet your coach may ask you to alter your eating pattern. We cut down or eliminate our intake of meats, dairy products, carbonated beverages and foods high in sugar. We load up on carbohydrates like breads, pastas, vegetables and fruits. Your pre-competition meal should be eaten at least three hours before the meet. Remember the energy your using in your race is from meals consumed over the last three days, so your meal prior to competition should help you to not go hungry or to be that "good luck" ritual meal. Small snacks high in carbohydrate and low in sugar are fine between races and dives, but don't over do it. Remember that we need to drink plenty of water. This applies throughout the season.

Rest: This is the most important aspect of your taper, provided you have a good training base to work from. Tapering to a peak performance is dependent on numerous factors including the specific event, training base, body type, age and past taper experience. The coach will set your taper workout to rest ratio to best suit you. You should try to get plenty of sleep and avoid tasks that are strenuous outside of the pool.

Individualized: Your taper may be completely different than anyone else so don't think you're being punished. We are merely trying to do what we calculate will work best for you.

Shaving: For maximum peak performance most swimmers will allow body hair to grow for the season. Then during the Championship season team members shave body hair. This has proven to give significant physiological and psychological results. It is not a requirement, however, based on past experience it is highly recommended and is a very common occurrence in championship swimming.

Woodbury Royals Varsity Swimming Lettering Requirements

A varsity letter is a great honor, which must be earned and is not awarded for mere participation. In order to attain a varsity letter in swimming team members shall:

- I. Complete the season in good standing, return all issued equipment and receives the head coach's recommendation based on attitude, dedication and sportsmanship.
- II. Adhere to the rules and regulations of the Minnesota State High School League, the Woodbury Athletic Department and the Woodbury Swimming and Diving Team.
- III. Attend at least 90% of required varsity practices and meets (including morning, weekend and vacation practices or meets).
- IV. Maintain a scholastic grade point average of greater than or equal to 2.0 during the grading period of the swimming and diving season.
- V. Coaches discretion.

In addition, the following athletic achievements must be met:

1. Obtain at least one letter qualifying time.
Or
2. Obtain at least two letter consideration times.

Woodbury Royals Varsity Diving Letter Requirements

Divers must meet 3 requirements

1. 12+ Varsity meet points
2. Score 150 points at an official 6 dive meet
3. Compete in an official 11 dive meet
4. Coaches discretion

Woodbury Swimming and Diving Competitive Training Principles

Motivation

In any athletic training program motivation is the key factor to success in reaching your goals. In order to become motivated to reach your goals, it is necessary to be committed to what you would like to accomplish.

- Write down specific goals.
- Set goals that are obtainable.
- Set goals in small increments.
- Use certain meets as targets dates for your goals.
- Talk to someone that has achieved a similar goal.
- Record your achievements.

Physical Training

Increasing your level of fitness will lead you to the achievement of your goal. Total fitness is comprised of many components, each of which you will need to address in your training program.

Aerobic Capacity: Aerobic capacity, the measurement of cardio- respiratory endurance, is the most important component of physical fitness. It represents the maximal quantity of oxygen that can be delivered from the air to the tissues during heavy exertion. Aerobic capacity will be increased through swimming or any other exercise that uses major muscle groups for extended periods of time.

Flexibility: Flexibility is the range of motion of a joint or a series of joints. Flexibility prevents injury and increases the body's functional capacity to perform a task. Flexibility will be increased through a daily stretching routine.

Muscular Endurance: Muscular endurance is the ability of muscles to do prolonged work. It is increased by swim training and weight training of moderate work loads of long duration with little rest. Endurance components require the greatest investment of time and effort for improvement, but the rewards are long lasting and will return great paybacks at seasons end.

Muscular Strength: Muscular strength is the contracting force of muscles. It is increased through weight lifting and isometric exercises approaching maximum exertion in which muscle contractions are sustained with minimal repetition and sufficiently long periods of rest. This type of work will help with starts and turns where explosive strength is needed.

Muscular Power: Muscular power is the relationship of muscular strength per unit of time. It is increased by interval speed lifting, surgical tubing swims, swim bench and power rack swimming where heavy loads are sustained over moderate periods of time with equal periods of rest.

Anaerobic Metabolism: Anaerobic means "without oxygen" and refers to the output of energy for muscular contraction without the use of oxygen.

Rest

When you are putting stress on your body to become stronger and faster you need to balance your workload with quality rest. Your coach will allow for this within your training plan; however, it is up to you to complete all your tasks and allow for a good 8 hours of sleep at night.

Nutrition

When you are in training the demands on your body are increased and it is important that you maintain a well balanced diet to meet the demand. The following are some suggestions to improve your diet:

- Use more plant foods, especially fresh fruits and vegetables, and food made with grains.
- Use food made from whole-grains, including breads, cereals and pastas.
- Use more fish and poultry and leaner cuts of beef and pork.
- Avoid fry cooked foods heavy in oils.
- Avoid foods with high sugar contents.
- Drink more fruit juices and water.
- Use low-fat dairy products.
- Don't skip meals. Eat three well-balanced meals each day.

General Seasonal Training Plan

Early season: Increase aerobic capacity and muscular endurance, through a progressive yardage base growth. Increase flexibility through daily stretching and exercise program. Learn competitive skills and rules through various drills. Majority of sets are longer in duration with shorter rest periods.

Dual meet season: Increase awareness of race pace through split-time recording and incorporating percentages of those paces into practice sets. Increase agility and speed through stroke refinement and event specific types of sets. Continue growth of endurance base. More sets with goal times where the amount of rest is based on recovery rates to train specific metabolic systems.

Championship season: Taper! Finalize event specialization. Increase the amount of rest in sets and at home, decrease yardage based on specialty, alter diet with a short period of carbohydrate loading. Fine tune strokes, starts and turns. Sets of shorter duration with maximum race pace efforts with equal or greater periods of rest.

Student Athlete Agreement

**By signing, I understand and agree with all of the terms and conditions of this handbook.
As a proud Woodbury Student Athlete I agree to follow the conditions and terms within
this handbook.**

Student Athlete Signature:

Parent(s):

Date:
