



# OVERLEE SWIM TEAM

## 2022 HANDBOOK

### CONTACTS

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### ON-LINE REFERENCES:

Overlee Swim Team: [www.overlee.org](http://www.overlee.org)

Northern Virginia Swim League (NVSL): [www.mynvsl.com](http://www.mynvsl.com)

## **STANDARDS OF CONDUCT, PROGRAM OVERVIEW, AND ELIGIBILITY REQUIREMENTS**

### **Overlee and NVSL Standards of Conduct**

As proud members of the Northern Virginia Swim League (NVSL), all Overlee Swim Team athletes, parents, and volunteers follow the Standards of Conduct that guide swimming and conduct within the NVSL.

The following Standards of Conduct will guide swimming within the NVSL. The Standards of Conduct promote respect, fairness, civility, honesty, responsibility and appropriate behavior. These standards foster a positive environment at all swim meets; establish an atmosphere of respect for all participants, officials, and spectators; produce positive learning outcomes for all; build participant and team spirit; and enhance the sport of swimming.

All Athletes, Coaches, Team Representatives, Officials, Parents/Spectators, and NVSL Leadership will:

- Abide by the established rules of the NVSL.
- Respect all officials at all times, and address them in a courteous manner.
- Avoid using inappropriate language, profanity, humiliating or intimidating remarks or behavior, verbal or physical assault toward any athlete, coach, team representative, official, NVSL leadership or spectator.
- Follow applicable management, pool, and facility rules, respecting others' property at all times
- Display respect, courtesy, and good manners toward athletes, coaches, team representatives, and spectators. Team representatives will assist officials in maintaining control of spectators during meets.
- Demonstrate humility in victory and courtesy in defeat.

Spectators will:

- Maintain appropriate distance from the competition area by remaining in established viewing areas and will not encroach the pool deck or interfere with any officials.
- Not engage in loud, intimidating, disrespectful, or negative behavior towards officials, athletes, other spectators, support personnel, or pool staff (including lifeguards).

## Overlee Swim Team Overview

Overlee Community Association and the Overlee Swim Team were founded in 1957. The Overlee Swim Team competes in Division One of the NVSL.

### Swim Team Eligibility

- The Swim Team is open to swimmers who are age 5 or older and under 19 years of age on June 1<sup>st</sup>.
- You must be a current member of Overlee Community Association. Inactive members are not eligible for Swim Team.
- Swim team qualifications will be based on a time standard or cutoff determined by the coaches after the time trial.
- Swim Team swimmers must be able to meet the following standards:
  - ✓ Successful completion of 25 meters of Freestyle. **Head-first starts are required. Side breathing is required.** Swimmer must maintain a horizontal body position at all times, swim the entire length of the pool without stopping, and may not stand, grab and/or pull on the lane lines.
  - ✓ Successful completion of 25 meters of Backstroke. Swimmers must stay on their backs for the entire length of the pool, and must be on their backs when they touch the wall at the finish. Swimmer must maintain a horizontal body position at all times, swim the entire length of the pool without stopping, and may not stand, grab and/or pull on the lane lines.
  - ✓ One minute of treading water. The head must stay above the surface for the entire minute.
  - ✓ In addition to Freestyle and Backstroke, 9&Over swimmers should be able to meet the basic mechanics of the Breaststroke and Butterfly strokes, even if they are not fully in legal form.
- Once a child has passed the swim test, he or she does not need to take the test again. However, the coaching staff reserves the right to re-test any swimmer at any time.
- Swimmers who do not meet the Swim Team eligibility criteria will be invited to join School of Fish or take swim lessons.

## **Swim Team Seniors Overview and Personal Conduct**

Seniors are those swimmers who are 13 and older as of June 1. Swim Team Seniors are role models for younger swimmers and lead all team spirit activities throughout the season. Seniors are the leaders and mentors of the Overlee Swim Team and as such, must meet the highest standards of personal conduct. **Drinking and/or drug use will not be tolerated.**

## **Senior Social Events and Recognition**

Seniors participate in weekly after-practice Senior breakfasts. Seniors also help prepare signs and skits for Saturday NVSL Dual Meets. At the end of the Swim Team season, subject to coaches' discretion, those Seniors who have attended a majority of practices and at least 3 Senior breakfasts, may attend the Senior Progressive Dinner.

Being a member of the Overlee Swim Team becomes a large part of the swimmer's summer and involves activities and friendships formed outside of the pool as well as the many hours spent at the pool for practices and meets. We recognize the importance of all of our swimmers as a part of this team. Senior recognition is a special event during the last home Saturday NVSL Dual Meet when our graduating seniors and their families are acknowledged. This recognition will be for seniors who are active participants during the year in which they graduate from swimming for the NVSL. An active participant goes to practices, swim meets, pep rallies, and other activities that are a part of the team. A swimmer who graduates from high school but may have one more year of NVSL eligibility due to a birthday after June 1 may choose if they would like to be recognized in their high school graduation year or in their final year of NVSL eligibility.

## REGISTRATION, DUES, AND REQUIRED EQUIPMENT

### Registration

On-line registration opens in late-March/early April. Please register before the start of pre-season practice. ***Swimmers cannot participate in the Orange & White Meet unless registration fees are paid in full.***

To register, login to [www.overlee.org](http://www.overlee.org), click on the "Swim Team" link, then click on "Registration." This link will take you to the registration page. If you were part of the team last year, please do not create a new account. Login to the registration process as a returning user. Your username is the email address you used to register with last year. If you have forgotten your password, please follow the link and your password will be reset for you. Please be sure to complete and **update** all fields.

If you know your swimmer will be unavailable for certain meets, you must indicate these dates during registration. If you have any questions regarding registration, please contact the Registrar or your Team Reps.

### Dues

Season dues for Swim Team are posted annually with the registration link. Dues include a team t-shirt, a non-personalized latex swim cap and a white t-shirt to be used at a pep rally. Swim Team members may purchase additional team t-shirts and personalized caps (subject to applicable deadlines) at the time of registration.

### Team Pictures

If you want a team picture, you must order it during the registration process. The Swim Team picture will be taken immediately before the Orange & White meet. The date will be announced at the beginning of the season.

### Bathing Suit Sales

The team suit is selected prior to the start of each season and is available for purchase at Sport Fair located at 5010 Lee Highway, 703-524-9500. For older girls, they may choose between the team suit at Sport Fair or order a team suit through Jolyn. Ordering information will be provided before the season begins. Team suits are not required.

### Equipment

Each swimmer should bring the following items to every practice: a swim cap, clear or light colored goggles, a pair of reflective or mirrored goggles, fins, and a water bottle. Please apply sunscreen to your swimmer before practices.

Although not required, it is highly recommended that swimmers wear personalized swim caps as this allows the coaches to more easily communicate with swimmers.

### **Swim Team Merchandise**

Overlee merchandise will be available for purchase on-line. Limited merchandise will be available for purchase at Saturday NVSL Dual Home Meets, and at some Monday Developmental Home Meets.

## **MEETS AND PRACTICES**

The Overlee Swim Team participates in NVSL Dual Meets, Developmental Meets, Divisional Relay Carnivals, All-Star Relays, Individual Divisionals, and Individual All-Star Meets in Division One of the NVSL. NVSL rules pertaining to swim strokes, disqualifications, league eligibility and procedures are published in the NVSL handbook that will be made available through links to the NVSL website from the Overlee Swim Team web page.

### **Overlee Orange and White Meet**

This intra-squad meet is the first meet of the swim season. During the Orange and White Meet, swimmers may swim all events and establish seed times for the upcoming season. This is a very important meet, as it is the only time that the coaches can get swim times for each swimmer in every stroke. The coaches use these times to plan for our first Saturday NVSL Dual Meet. **If a swimmer cannot attend the Orange and White Meet, it is his/her responsibility to contact the Team Reps immediately to have the absence pre-approved. If there is a Monday Developmental Meet prior to the first Saturday NVSL Dual Meet swimmers may use times from that Monday Developmental Meet to establish seed times. A makeup session for a swimmer to establish seed times for the first Saturday NVSL Dual Meet will only be scheduled in extenuating circumstances after consultation with the coaches. A swimmer will not be able to swim in a Saturday NVSL Dual Meet until he/she has established seed times.**

### **NVSL Dual Meets**

There are five NVSL Dual Meets on Saturday mornings starting in mid-June. Overlee Swim Team participates in these competitive meets against other NVSL Division One teams. These are competitive, scored meets and Overlee Swim Team's overall performance determines our standing in Division One. There are a fixed number of heats and limited entries for these competitive meets. Coaches select swimmers for all NVSL Dual Meet events. Swimmers may be selected for up to two individual events, in addition to relay events.

Coaches have total discretion in selecting the roster for Saturday NVSL Dual Meets. Coaches will select the roster to set the team up for the best possible outcome- not only for the single meet, but for the entire season. To this end, coaches may mix up rosters at any meet to gain the greatest competitive advantage for the team. The Team Reps are available to answer any questions about a Saturday NVSL Dual Meet roster.

Swimmers who are selected by the coaches to swim in Saturday NVSL Dual Meets will receive an email Thursday night and have their names posted on the Swim Team bulletin board in the Overlee breezeway. This list will be posted no later than Friday morning after the list is exchanged with the opposing team on Thursday evening.

**Swimmers who are selected to swim in Saturday NVSL Dual Meets are required to confirm their availability with a Team Rep as soon as they have received the Thursday night e-mail. Coaches and Team Reps need to know if your swimmer will be absent for a Saturday NVSL Dual Meet as soon as possible, preferably at the time of registration for the Swim Team. Please notify the Team Reps as soon as possible if anticipated absences arise during the summer. If a swimmer cannot attend an NVSL Dual Meet where he/she is slated to swim due to sudden illness, please contact one of the Team Reps immediately.**

For NVSL Dual Away Meets, swimmers and parents meet in the back parking lot at Overlee and caravan together to the opposing pool. Maps and directions will be available to all drivers. Please note that swim meets may be delayed or rescheduled because of thunderstorms. However, swimmers should always report for the meet, regardless of weather predictions.

After each NVSL Dual Meet, the results of the meet will be posted on the Swim Team bulletin board in the Overlee breezeway. Results will also be available on the NVSL website ([www.mynvsl.com](http://www.mynvsl.com)).

### **Monday Developmental Meets**

In addition to Saturday NVSL Dual Meets, Overlee holds Monday Developmental Meets with other area pools. The Monday Developmental Meets are open to all Swim Team members. These are developmental, unscored meets. Swimmers are awarded place and competitor ribbons. Swim times are recorded.

Swimmers may select up to two events they wish to swim at a Monday Developmental Meet, within the guidelines listed below. The coaches are available to assist the swimmers with selecting their events. There will be as many heats as required for the swimmers in each event.

The Monday Meet Coordinators will send an email to all registered Swim Team members each week notifying swimmers and parents of the upcoming Monday Developmental Meet, sign-up procedures, and applicable sign-up deadlines.

The following summarizes the restrictions on the participation of Saturday swimmers at Monday Developmental Meets:

- Swimmers may not swim the same stroke at a Monday Development Meet as they did at the prior Saturday NVSL Dual Meet. For example, if a swimmer swam Butterfly on Saturday June 25<sup>th</sup>, that swimmer cannot swim Butterfly on Monday June 27<sup>th</sup>. The coaching staff may make exceptions to this rule.
- Swimmers who placed 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in an individual event Saturday are ineligible for any awards at the following Monday's meet.

In addition, please note the following registration guidelines for all swimmers:

- Coaches' approval is required for 10&Under swimmers who want to swim Breaststroke, Butterfly, or Individual Medley (IM).
- All 11&Over swimmers may participate in Individual Medley (when offered), but IM **will count** as one of their two events.

### **NVSL Divisional Relay Carnival and All-Star Relays**

Divisional Relay Carnival and All-Star Relays are on two consecutive Wednesday evenings in July. These are competitive, scored meets. There are a fixed number of heats and limited entries for these competitive meets. Coaches select swimmers for all events.

Divisional Relay Carnival allows Overlee relay teams to compete against other NVSL Division One relay teams. Based on the Overlee Swim Team's performance at Divisional Relay Carnival, top-performing Overlee relay teams move on to compete in the All-Star Relays. All-Star Relays allows qualifying Overlee relay teams to compete against top-performing relay teams from the entire NVSL.



Coaches have total discretion in selecting the roster for both Relay Meets. Coaches will select the roster to set the team up for the best possible outcome- not only for the single meet, but for the entire season. To this end, coaches may mix up rosters at any meet to gain the greatest competitive advantage for the team. The Team Reps are available to answer any questions about a Relay Meet roster.

**Just like Saturday NVSL Dual Meets, swimmers who are selected to swim in Divisional Relay Carnival or All-Star Relays are required to confirm their availability with a Team Rep as soon as they have received the selection e-mail. Coaches and Team Reps need to know if your swimmer will be absent as soon as possible, preferably at the time of registration for the Swim Team. Please notify the Team Reps as soon as possible if anticipated absences arise during the summer. If a swimmer cannot attend a relay meet where he/she is slated to swim due to sudden illness, please contact one of the Team Reps immediately.**

### **All Overlee Challenge Meet**

This is an intra-squad meet and the final chance for swimmers to get times to qualify for the NVSL Individual Divisional Meet.

### **NVSL Individual Divisional Meet and Individual All-Star Meet**

Each year, many of our hard-working Overlee swimmers qualify for the Individual Divisional Meet at the end of July. The Individual Divisional Meet allows top-performing individual swimmers to compete against other NVSL Division One swimmers. Individual Divisional Swimmers are selected by the coaches based on qualifying swim times.

Many of those swimmers then go on to qualify for the NVSL Individual All-Star Meet at the beginning of August when they compete against top-performing swimmers from the entire NVSL.

It is very important that our Team Registrar and Team Reps be notified as early as possible if a swimmer is not available to swim at the Individual Divisional Meet.

If a swimmer wants to swim Individual Divisionals but is not available for the Individual All-Star Meet, they must speak with a coach ahead of time. **At Overlee our “unwritten” rule has been that if a swimmer will be unable to swim at the Individual All-Star Meet, that swimmer is encouraged to give up his or her spot at the Individual Divisional Meet in order to allow another swimmer the**

**chance to swim, and possibly qualify for All-Stars.** While this is not an NVSL rule, it is considered a courtesy to the other members of the team to allow as many swimmers as possible the chance to compete for a spot in the Individual All-Star Meet. Certainly there are extenuating circumstances that may arise, and the coaches and Team Reps are always available to answer questions or discuss any situation. In general, though, a swimmer who qualifies for the Divisional Meet but will be unable to compete at the All-Star Meet is urged to give up his or her spot to another swimmer who will be available.

### **NVSL Saturday Meet Scoring**

- Total number of points in a NVSL Dual Meet is 420.
- Individual events are scored: 5 points for 1<sup>st</sup> place; 3 points for 2<sup>nd</sup> place; 1 point for 3<sup>rd</sup> place.
- Relays in NVSL Dual Meets are scored: 5 points for 1<sup>st</sup> place; 0 points for 2<sup>nd</sup> place.
- Results are available at: [www.mynvsl.com](http://www.mynvsl.com)

### **NVSL Divisional Relay Carnival and All-Star Relays Scoring**

- The Divisional Relay Carnival is scored: 14 points for 1<sup>st</sup> place; 10 points for 2<sup>nd</sup> place; 8 points for 3<sup>rd</sup> place; 6 points for through 4<sup>th</sup> place; 4 points for 5<sup>th</sup> place; 2 points for 6<sup>th</sup> place.
- All-Star Relays is scored: 1<sup>st</sup> through 18<sup>th</sup> (44 points for 1<sup>st</sup> place)  
44-38-36-34-32-30-28-26-24-20-16-14-12-10-8-6-4-2.
- Results are available at: [www.mynvsl.com](http://www.mynvsl.com)

### **Overlee Records Policy**

Overlee follows the NVSL standard of only allowing team and pool records to be set in League competition, with the exception of IM. League competition meets are: NVSL Saturday Dual Meets, NVSL Divisional Relay Carnivals, NVSL All-Star Relays, NVSL Individual Divisionals, and NVSL Individual All-Star Meets.

### **Practice Policy**

The success of the Overlee Swim Team depends on its swimmers attending practices on a regular basis. Even more important, regular attendance allows swimmers to build their skills and enjoy their Swim Team community.

A swimmer must attend a minimum of 2 practices a week to be considered for Saturday NVSL Dual Meets, the Divisional Relay Carnival, All-Star Relays, the Individual Divisional Meet, or the Individual

All-Star Meet. Swimmers should notify coaches in advance if they are unable to make 2 practices a week and want to be considered for a meet. This practice requirement can be waived only at the coaches' discretion based on extenuating circumstances.

Practice schedules will be determined prior to the start of each week. Please follow these guidelines throughout the summer:

- Swimmers must come prepared with swim cap, goggles, and fins to every practice.
- USS swimmers should discuss their summer practice schedules with coaching staff.
- Swimmers must attend their age group practices.
- Early morning make-up practices are available, but should be attended sparingly. These practices are not geared toward specific age groups and swimmers will miss out on the more tailored instruction they receive at their regular practice time.
- **No parents are allowed on deck during practice.** The coaches and Swim Team Reps will be glad to talk with you after the last morning practice session of the day or by appointment. Please do not talk with coaches or swimmers during practice. Coaches need to give their full attention to conducting a safe and beneficial workout.
- During some practices and at coaches' discretion, the coaches may conduct time trials.
- We encourage parents to videotape at meets. However, only coaches will be authorized to videotape practices.
- Any swimmer who sustains an injury of any kind during the season should immediately notify the head coach.

#### **PARENT VOLUNTEERS**

Parent volunteers make the summer swim season possible. The Swim Team operates solely with help from parents with the exception of the coaches. **For Swim Team, every swim family contributes ten (10) hours for the first child registered, five (5) hours for each additional child, up to 15 hours per family. For School of Fish swimmers, families contribute five (5) hours per swimmer, up to 15 hours per family.** All swimmers benefit from the combined effort of the parents. It takes over 40 volunteers to run each meet and many, many workers to help coordinate all the fun social events and activities.

If you cannot commit to a job each week, then talk to the Team Reps about other options that may be done on your own time. If you are new to the team or unsure about what a job requires, ask a Team

Rep. They will be happy to explain the job and what it entails. Most of the jobs can be done very easily and with minimum instruction.

The Team Reps will ask for volunteers by email and through on-line sign-up links. THANK YOU to all the parents that have already committed to various roles throughout the swim season.

### **NVSL Officials Clinics**

Anyone thinking about becoming an official should contact the head officials. We need officials to run all our meets. Serving as an official is a unique opportunity to learn even more about swimming!

Dates for clinics are available from the Team Reps and are posted on the NVSL website:

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

## **OVERLEE SWIM TEAM AWARDS**

### ***Hardest Worker***

***One trophy per gender per age group (minimum; can be more at coaches' discretion):*** swimmer has displayed the maximum effort in practice and competition, regardless of results.

### ***Toughest Age Group***

***For all the members of an age group:*** the particular age group has practiced and performed fearlessly, without complaints that practice was “too hard” or “I don’t like freestyle” and while encouraging each other. This age group welcomed hard work and/or rebounded from tough setbacks. Not necessarily awarded each season — at coaches’ discretion.

### ***Rookie-of-the-Year***

***One award:*** winner is either a first time NVSL Dual Meet competitor and/or a new member of the Overlee Swim Team who has made the statement, “I am here”, by practice attendance and effort, meet performance and sportsmanship.

### ***The Performer***

***One award:*** swimmer demonstrated awesome prowess and/or resilience in critical meet situations.

### ***Howard Pennifill***

***One award per gender:*** traditionally given to 13&Overs who have been complete Overlee swimmers; athlete has been a leader by actions in practice, meets, pep rallies, support of younger swimmers, responsible behavior in and around the Overlee community and a long-term and summer-long dedication to the team. This award is not automatically given each summer – it must be earned. Winners’ names are engraved on a plaque in the front lobby.

### ***Baxter Smith***

***One award per gender (12&Under award):*** athlete has given selflessly of his/her time, effort and energy to the team while leading by example in practice, competition (effort), cheering and enthusiasm, relationships with other teammates and behavior in and around the Overlee community.

### ***Best Swims***

**Up to five awards:** during a race, athlete or relay (4 athletes) displayed marked improvement and/or scored critical points and/or came from behind to score points or win.

*Torchbearer*

**One award to be given at coaches' discretion:** athlete has shown a wholehearted interest in swimmers younger than themselves and demonstrated to their younger teammates the virtues of sportsmanship, teamwork, hard work, persistence and respect.

#### ***Charles Thompson Memorial Award***

**One award per gender for 12&Unders and for 13&Overs:** swimmer used creative energy to psyche-up, encourage, focus or lift the spirits of teammates.

#### ***Joe Adams Award***

**One award per gender:** whose performances at Monday Developmental Meets showed the most outstanding improvement.

#### ***Coach's Award***

**The assistant coaches will choose one boy and one girl from each age group who best exemplifies the spirit of Monday Developmental Meets and Overlee swimming:** participation, commitment, fun, sportsmanship, courage, and self-determination.

#### ***Overlee Flying Fish Award***

**One award given to 13&Overs:** this swimmer demonstrates an overall leadership role on the team.

#### ***Team Trophies and Emblems***

Participation award for every registered Overlee swimmer.

#### ***Special Recognition***

Swimmers also will receive special recognition in team handouts and on the team bulletin board:

- All-Star Relay Participants
- Individual All-Star Participants
- Weekly Flying Fish Award (8&Unders)