

# DeWitt Girls' Swimming and Diving Team Handbook

## Helpful Tips

- To help prevent ear infections, after every practice & meet, put a couple drops of half alcohol/half vinegar (or prescribed ear-drops) in each ear.
- To protect your hair, before practice put a little conditioner (less than you would use when washing your hair) in your hair; comb it in, then put on your cap.
- Your swim cap will last much longer if you dry it and rub baby powder (corn starch) on it after each use.
- Your suits will last longer if you rinse them well in fresh water and hang them up after each use.

## Stay Healthy

Please be sure to eat healthy and try to get as much rest as possible especially during the intensive training phase. Be prepared for the weather!! You may leave home in shorts and 70-degree weather and the temperature can change drastically. When it starts getting colder, you need to dress in dry clothes and shoes to leave the pool and wear a hat if it is cold. Be sure to dry your ears after swimming or diving, try not to get sick.

## Q & A

### Question:

My child doesn't have a physical yet. Can she practice until we get it?

Answer:No. The MHSAA requires a sports physical before students may participate in practice.

My child had a physical last winter. Is it still good.

My child had a physical at the school at the end of last school year. Is it still good?

### Answer:

No. The Michigan High School Athletic Association (MHSAA) is very clear about this:

"18. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

19. A statement for the current school year is interpreted as any physical examination given on or after April 15 of the previous school year."

The physical form has multiple places for parent and student signatures. Be sure to get them all. If any are missing the student cannot participate in practice.

There are options for those who don't have a physical yet. The district will offer sports physicals from time to time. Sports physicals are \$25.00 at DeWitt Meijer.

The physicals offered by the district at the end of last school year are still good.

### Question:

When is the first day of practice?

What time is practice on \_\_\_\_\_ day?

Answer:

Information about practice dates & times can be found on the website: [www.swimbuz.com/dgs](http://www.swimbuz.com/dgs)

Question:

We won't be attending the kick-off meeting. Can we just bring the forms to practice? Can we turn in the forms at the main office? Can we mail you the forms?

Answer:

Parents and students are expected to know and abide by the information that will be presented at the kick-off meeting. "I didn't know" will not be an acceptable reason for failing to abide by the team agreement.

Paperwork will be checked in and processed while team members and parents are eating dinner.

Students will be allowed to participate immediately after their paperwork is turned in and checked by Coach Brace.

Paperwork turned into the office or mailed will delay the process. The best choice is to deliver paperwork (other than physical & health questionnaire) directly to Coach Brace.

## Season Plan

Practices are customized to be appropriate for each student's fitness and skill levels.

Phase of season	Time frame	Primary Emphasis
Early	1 week	Evaluate needs and fitness levels.
Mid	5 weeks	Improve skills, train aerobic and anaerobic capacity as appropriate for each student.
Intensive Training	1 week	Focus on training train aerobic and anaerobic capacity to a new, higher level.
*Late Season	3 weeks	Train aerobic and anaerobic capacity.
Taper	2 weeks	Focus on skills with gradual decrease in training leading up to championship meet.

\*Swimmers who have qualified for State Tournament will train for 5 weeks during late season.

## Practices

- Swimmers should wear 2 suits at all swim practices and arrive at practice ready to get in the water.
- If you need to ice or be taped see the trainer before practice starts to be ready on time.
- You are expected to do the practice sets that are assigned - not do your own practice.
- If you miss a practice that a skill you wish to learn was taught, the next practice will not be changed. Each skill will be presented more than once.
- If the group is performing a skill that you missed, watch the others, and imitate them.
- Unless otherwise designated, practices are closed. That means that spectators are not allowed at practice. Do not bring a friend, relative or acquaintance to practice; they will be asked to wait outside. Parents are always welcome to come in to speak with the coach. Please remember practice time spent with parents is practice time not spent with students.

- Practice times will be published in a weekly practice schedule.
- You want to bring a T-shirt, Towel, and equipment bag on deck with you to every practice.
- Attendance will be taken at the start of practice. If you leave early, see Coach Brace before you go. If you arrive late, see Coach Brace before you get in the water.
- In the event of a fire alarm grab your shirt & towel and exit the building through the door by the pool office - check in with the coach at far side of the parking lot.
- Everyone is responsible for the care and use of equipment.
- We are not the only people who use the locker rooms, so be sure your valuables are always locked up.
- Anything you want to give to the coach should be placed in the folder marked "IN"
- Do not share clothes, equipment, shoes, flip-flops, Etc.
- Use a disinfectant wipe on your feet before putting on your shoes.

### Varsity Awards

Varsity letters for swimmers will be awarded based primarily on your performance - the number of points you score. Your attitude and non-scoring contributions to the team are also factors. Those who do not receive a varsity award may receive a freshman or JV award. All students will be extended the opportunity to compete in varsity events. This does not mean that all students will receive Varsity Awards. To earn a Varsity Award you need to score 15 points during the season or in the League or State Championship meet. Students involved in disciplinary actions might not receive awards regardless of points scored.

Varsity Letters for divers will be based on diving scores.

### Practice Schedule

A practice schedule will be published weekly. The practice schedule will contain the latest information available regarding meet and bus times. You can view practice schedules and more at [www.swimbuz.com/dgs](http://www.swimbuz.com/dgs).

### Attendance

- You are expected to attend all team functions: practices, meets, and meetings, Etc.
- If you miss school and then miss practice the absence is excused.
- If you have a doctor's appointment you need to bring a note from the doctor's office. Put the note in the folder marked "IN"
- If you miss practice for any other reason the absence will be unexcused. (If you have a special circumstance see Coach Brace!)

### Issued Equipment

Students are financially responsible for the equipment that is issued to them. This means that if a student's equipment is not returned in good shape, that student will pay to replace the equipment. The athlete will not be allowed to participate in the next sport season if equipment is not returned or paid for.

### Meet and Training Equipment

Lane markers, timer, touch-pads and other equipment are expensive - Treat them with care.

## Meets

- Home Meet Setup:** Arrive on time and be prepared to do your assigned tasks.
- Transportation:** For all away meets you will travel with the team to and from the meet. Be sure to be at the bus loading site at least 5 minutes before the bus is scheduled to leave. If there are special circumstances that you would need to travel to or from with a parent, you must first have the form filled out, signed by parent, and given form to coaches before we leave for the meet. Forms are available in the High School Office.
- Warm-up:** Be on deck, in your suit, ready to swim when warm up starts. Enter the water feet first.
- Sprints:** First whistle- "take your mark", second whistle- go! Freestyle and backstroke sprints- flip turn but don't push off!
- Line-up:** Check line-up, you can swim a maximum of 4 events and no more than 2 individual events. Tell us at once if you are not in the line-up or swimming too many events, etc. The coaches will decide what events you will swim at meets. You will be notified what you will be swimming the day of the meet. In general, you should expect to swim each of the events at least once during the year. If there is an event you in which you would like to be entered write a note and put it in the folder marked "IN". In most meets everyone will compete. There are some meets where entries are limited. When it is not possible to enter everyone, the coaches will determine who will compete. Students are expected to attend meets even when they will not be competing.
- Team Uniform:** Team suits, warm-ups and parkas are all part of the team uniform. They should be worn on deck at meets only.
- General:** If you are not competing you should be in the team area not wandering or showering in the locker room. No conversations (or text, Etc.) on cell phones. If you forgot something and need to call someone to bring it, ask the coach. All team members will cheer and watch their team during meets. Not listen to music, do homework, Etc.
- Times and Splits:** Relay swimmers must exit pool immediately or it will interfere with the timing system and you won't get your splits. Check your times and splits when they are posted on the wall.
- End of the meet:** Stay on deck in suit and warm up through the duration of the meet. Get together for the team cheer, shake hands with other team. Clean up team area; do not leave towels, drink bottles, trash etc. and help us clean up after guests. Same for the locker room throw away shampoo bottles, **DO NOT LEAVE FOOD OR WRAPPERS OF ANY KIND** or we will have little furry visitors. Be polite at all times. Let our guests go through the food line first.
- Smile!** Have fun, and take pride in your team and yourself. Everyone has the potential to make a positive contribution.

## Dual Meets

Dual meets are direct competitions between two teams. The list of events is established by the National Federation of State High School Associations. The visiting team chooses the odd or even numbered lanes. The coach will assign swimmers to lanes and events. Typically, but not always the swimmers with faster times in the past are in the middle lanes. In each event points are earned based on the order of finish. The CAAC has determined that 6-lane scoring will be used in dual meets. That means that the top 5 (top 3 for relays) finishers in each event will score points. If the pool has 8 lanes the outer lanes are exhibition. Occasionally the coaches will agree to have exhibition heats of some events. Exhibition competitors do not score points. Coaches use exhibition give someone a chance to get experience, or to show the coach what they can do in a new event. Sometimes if their opponent is not strong a coach will enter better team members in exhibition to allow others to complete for points and not run up the score. Diving is

usually the 5<sup>th</sup> event and each diver performs 6 dives. Final placing for diving is determined by the divers total score. Team points are awarded to the top 5 divers. Diving can be the first event if both coaches agree to do so.

### **Timed finals**

A timed finals meet has more than 2 teams. Swimmers are seeded in heats from slowest entry time (also called seed time) to the fastest. The final places are assigned based on time. Diving at a timed finals meet might consist of 6 dives (dual meet format) or 11 dives (championship meet format).

### **Disqualification**

If a competitor breaks a rule the consequence is disqualification from the event. That means that the competitor will not score points and cannot use the time to qualify for a cut-off based meet. There are some rules that if broken can disqualify the competitor from the rest of the season.

### **Championship meets**

A championship meet, also call a prelims/finals meet, has preliminary events and final events. Students compete in the preliminary events to qualify for the limited number of spots in the final events. Only final events score points. Preliminary swimming events are seeded in a pyramid (also called championship) format. The fastest swimmers are in the last 3 heats with the top seed in the last heat and the center lane. The second fastest seed is in the second to last heat in the center lane. The third fastest seed is in the third to last head in the center lane. The four fastest is in the last heat in the lane next to the fastest seeded swimmer. This pattern continues until all of the last 3 heats are filled. The remaining swimmers are seed slow-to-fast.

The top swimmers from the preliminary events are seeded slow-to-fast into the final events. They are locked into their heat for final places. This means that a swimmer who does well enough to be in the fastest heat of finals cannot drop to a lower place. If there are 2 heats of 8 lanes in the finals. The lowest place the swimmers in the fast heat can get is 8<sup>th</sup> regardless of their time. The highest place a swimmer in the slow heat can get is 9<sup>th</sup>.

Diving preliminary are the first 5 dives in an 11 dive list. After 5 dives only the top divers move on to the semi-finals. The number of divers that move to semi-finals is the number of final places plus 4. The divers then perform 3 more dives in the semi-finals. The top divers move on to the finals. The number of divers in the finals is equal to the number of places that will score in the meet. The diving finals, the last 3 dives, are usually held later in the meet; after the 50 freestyle.

### **Relay meets**

Relay meets are meets with all relay events. There are only 3 official relay events. Additional relay events are added that aren't part of the official event list.

### **Riding the bus**

For all away meets students will travel with the team to and from the meet. They should be at the bus loading site at least 5 minutes before the bus is scheduled to leave.

If there are special circumstances they can get pre-approval to travel to or from a meet with a parent. To do so, they must first have the form filled out, signed by parent, and given form to coaches before we leave for the meet. Forms are available in the High School Office.

### **Cutoff times**

Some meets require that swimmers qualify by having a fast enough time. The time needed to qualify is called a cutoff. The State meet and the MISCA meet are examples of cutoff meets.

### **Oscoda Invitational**

The Oscoda Invitational is an early-season warm-up meet. It gives experienced swimmers a chance to see where they're at and helps to determine what needs work. For newcomers it is a chance to get experience in real meet. We tell them that their goal is to get experience and it is impossible to fail at this meet. They can make every mistake and still get experience (and so they have succeeded). We leave Friday after morning practice (around noon) and spend the rest of Friday at the beach in Oscoda.

The meet is timed finals on Saturday. The diving competition is held first. Then there is a short swim warmup followed by swimming competition.

We spend the night on Saturday and return Sunday between 11:00 and 1:00.

### **The DeWitt Invitational**

The DeWitt invitational is a timed finals meet that is scored like a prelims/finals meet. The fastest swimmer from each team is assigned 1<sup>st</sup> - 8<sup>th</sup> place based on time. The second fastest swimmer from each team is assigned 9<sup>th</sup> - 16<sup>th</sup> place. This balances out big teams and little teams. The competition normally lasts 2-3 hours.

Diving is 6 dives and is done Friday evening. The competition normally lasts about 2 hours.

### **Intensive training week**

Our intensive training week is a long-standing tradition. There are doubles (2 practices a day), and lots of hard work. The focus is on increasing fitness levels. (We also have prizes.)

### **MISCA Meet**

The MISCA Meet is an all-MHSAA-division (every team in the state is eligible) meet. To compete in the meet students must meet cut-off times. This is a timed-finals meet that includes some of the best swimmers and divers in the state. Team members who do not make cuts, but wish to attend to cheer on their teammates are welcome and should let Coach Brace know that they will be attending. Diving competition is held on Friday evening. Swimming competition is Saturday.

### **Okemos Diving Invitational**

This is an 11-dive championship format and is usually a scrimmage meet. All divers do 11 dives and there are no cuts. Only divers who have 11 dives and are available this Saturday are entered. We will not have a bus for the rest of the team to attend. Anyone who wishes to attend is certainly welcome. This is the dive format that will be used at the CAAC championship meet, at the regional diving tournament, and at the MHSAA state tournament. This is a good opportunity for our divers to rehearse their championship dive list.

### **CAAC Championship**

The Sunday before the CAAC meet the pool where the meet is held is usually open to all CAAC teams. This is an opportunity for swimmers and divers to get a feel for the facility before the meet actually starts. Coach Brace will be on deck supervise any DeWitt team members who wish to take advantage of this opportunity. There will not be a predefined practice plan. Everyone is allowed to come in and swim a little bit just to get a feel for the pool. There is usually a seed meeting following this open swim session. At that time details of the meet such as where teams will set will be provided to us. If you would like to take up this opportunity you will have to provide your own transportation to and from the pool.

### **Technical suits**

It is common for swimmers compete in special "technical suits" at championship's meets. Some of our more experience swimmers may already have their own technical suits. Any swimmer who has not yet made an individual state cut is welcome to wear a technical suit at the conference championship meet and at the second shave meet. Technical suits are expensive, and many swimmers do not have their own technical suit. I have 20 to 30 technical suits that I will bring in and lend to any swimmer who would like to borrow a technical suit for the championship meet. At practice swimmers will have an opportunity to try on and test different suits to find one with which they are comfortable. If two swimmers determine that they would like to borrow the same suit we will coordinate a sharing situation. Suits should be returned on the Wednesday following the second shave meeting. Borrowed suits do not need to be laundered because Mrs. Brace will wash all of the suits before they go back into storage. If a swimmer would prefer not to use a technical suit they are welcome to use their team suit. If you wish to purchase a technical suit please be sure that it is Fina approved. All Fina approved suits have a sticker on the back hip indicating that it is approved.

Here is an example of the Fina sticker:



### **CAAC Championship Meet**

The CAAC diving prelims and semifinals are sometimes on the Thursday the week of the meet. Swim practice on that day will begin at the usual time. Swimmers who plan to attend diving preliminaries and semifinals should remember to get something to eat that evening. The top 16 divers at the end of semifinals will go on to compete in the finals on Saturday. Diving on Saturday will take place after the 50 freestyle is swum.

The swimming preliminaries will take place on Friday. Everyone should eat a good breakfast that morning. Go to class in the morning at the normal time. Go to lunch and have a good lunch; remember it is going to be a long day. Swimmers will be excused from class early. They will then shave in preparation for the championship meet. Divers will have practice at their normal time. We will have a registered massage therapist on deck to give the swimmers competition rundowns. Rubdowns are not required. The first people to get rundowns should be those competing in the 200 medley relay because they will be the first to swim. The next group should be those competing in the 200 freestyle and so on in order of competition. 36 of our individual swimmers and divers competing for a spot in the top 16 to swim for points on Saturday at the finals. We are allowed to enter exhibition swimmers beyond 36 who are not eligible to compete in the finals. We are also allowed to enter a B relay which is exhibition and is not eligible to score points. All team members need to remember to stay well hydrated. The fluid you drink on Friday will help you perform on Saturday.

Swimming finals will be held on Saturday. It has been traditional in past years to have a team breakfast Saturday morning before the finals. This is a potluck breakfast where everybody brings a dish to pass parents of students alike spend time socializing. When I have more information, I will be sure to pass it on.

During the finals, there will be three heats of each event. The first heat is a non-scoring heat with the swimmers who finished in places 17 through 24 on Friday. The second heat is the consolation finals and will consist of swimmers who finished in places nine through 16 on Friday. They will be racing for places 9th through 16<sup>th</sup>. They are locked in to those positions. That means that even if they swim faster than someone in the finals heat they will not move up beyond 9th place. The third heat of each event will be the final heat and will consist of swimmers who finished in first through eighth places on Friday. They are racing for places first through eighth. They are locked into those places. That means that even if they swim slower than someone in the consolation finals the lowest place they could get is eighth.

It has been traditional in past years for the girls to have a sleepover. I will send out more details when I have them.

It has been traditional in past years to have an adults-only gathering after the meet on Saturday. Details, when they are available, will be passed on.

### **After CAAC Championship**

All swimmers will have normal practice on Monday following the CAAC meet.

### **Second Shave Meet**

On Tuesday following the CAAC meet all swimmers will attend the second shave meet. This meet is a chance to swim shaved and tapered in additional events beyond what was done at the conference meet. Team members are allowed to choose their races and often choose to swim events they didn't swim the course of the season. The only restriction is that they may not swim an event she swam at the CAAC conference championship meet. This is the last swim meet for team members who will not be competing at the state championship meet.

### **After CAAC Championship**

Wednesday following the CAAC meet is the last practice for team members who will not be competing at the diving regional or the MHSAA state tournament. Team members will vote for awards in turn in their parkas and return borrowed technical suits. Those students who will be going on to compete at the regional and state levels continue to practice as normal.

### **Diving Regional**

The MHSAA division three diving regional will be held on Thursday following the CAAC meet. All team members and parents are welcome to come support our divers who are competing at the regional level. The top divers from this competition will continue on to the MHSAA finals tournament.

### **MHSAA Finals (State Meet)**

Only competitors and relay alternates will travel to the state championship meet (also called the MHSAA finals tournament). Competitors who choose to travel with their parents and spend the night at a hotel may do so (see not riding the bus above). If all competitors spend the night at the hotel we will not get a bus for the meet.

The meet normally cycles between Eastern Michigan University, Oakland University, and Holland Aquatic Center. Check the MHSAA website to learn where the meet is this year.

On Friday the swimmers will get up eat breakfast and go to the pool. We want to arrive early enough to be assured of having a place to set. Teams that arrive late often end up sitting on the wet floor. Swimmers will warm up, have a box lunch, and swim in the preliminaries. Swimmers who finish in the top 16 will go on to swim in the finals on Saturday. Our divers will arrive later in the day and warm-up after swimming preliminaries are over. Swimmers will return to the hotel then get something to eat. When diving preliminary and semifinals are over the top 16 divers will move on to the finals on Saturday. Divers will get something to eat Friday night after preliminaries and then return to the hotel. Many years Mr. Kocher has put on a magic show for the team Friday night at the hotel. He may do so again this year.

On Saturday everyone will travel to the pool for the finals. The process will be similar to Friday except that divers will arrive in the morning with swimmers. The diving finals will be held after the 50 freestyle finals. The format of the finals will be similar to that of the CAAC championship meet. There will be two heats: the consolation finals competing for places nine through 16 and the finals competing for places first through eighth. Again they are locked into their heats. Oftentimes parents wish to take students home before the end of the meet. If you wish to do so, please remember that school policy requires that you complete the form (see riding the bus above) that is available on the DeWitt school website.

### **Awards Banquet**

The awards banquet is usually the first Tuesday in December. The seniors are in charge of setup and decoration. The freshman will bring beverages, cups, small paper plates and napkins. The sophomores and juniors will bring dessert and non-dessert finger food snacks. If someone would like to put together a PowerPoint or team video please let me know. The banquet will be held at the junior high cafeteria. Here is a tentative timeline:

- 4:30 Seniors: Setup and decoration
- 5:30 Freshman: Bring beverages, cups, small paper plates and napkins
- Juniors: Bring non-dessert snacks (finger food)
- Sophomores: Bring desert snacks (finger food)

6:00 Everyone Eat  
6:30 Everyone Awards Presentation  
4:30 Everyone Clean-up

### **Masters meet fund raiser**

On the first Saturday in December we host a Masters Swim meet. This is a fundraiser for the girl swim team. Adult swimmers pay an entry fee to us to swim in this meet. We run the meet and provide them with a lunch afterwards. We need people to coordinate lunch. We need people to help set up the pool at 9 AM. We need people to work in the office starting at 10 AM. We will need a full set of timers. The meet starts at 11 AM. We will need the food set up in the hallway at 12 noon. The meet usually goes for a couple of hours in the last people are usually gone by 2 PM. We will need people to help clean up.