

Brookwood Swim & Dive Handbook

A. **Team Qualification**

The status as an active member of the swim team is determined solely by the coach. In order to remain an active member of the team you must attend at least 85% of scheduled practices. If you fall below 85% attendance you will not be considered for participation in meets. If you are below the 85% attendance on the following dates you will be **removed from the team** - Friday, Nov. 28, Jan.5, Jan. 30, and end of season.

You may also be removed from the team if you miss more than 15 practices. The absences may be either excused or unexcused for a total of 15.

B. **State Eligibility Requirements**

1. Insurance

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

2. Physicals

A physical examination form (yellow form) must be completed on all athletes. You may use your own doctor or come to a group physical. If you have submitted a physical to Brookwood since March 1, 2009, you do not have to submit another one at this time.

3. Academic Eligibility

The State rule states that in order to be eligible to participate in any sport or extra curricular activity sponsored by the high school, the student must

- be enrolled in at least five (5) courses per semester
- have passed at least five (5) courses the previous semester
- be on track to graduate

C. **TOP PRIORITY -- School**

1. Academics -

The main purpose and objective of every student athlete should be to get a good education! Swimming/diving will not be allowed to interfere with this objective. Therefore, any student with failing grades at 12-week progress reports will be subject to team suspension until improvement in academics is shown.

2. Attendance -

Student athletes will not be able to participate in practice or meets if they have not attended school for at least a half day (3 class periods).

3. Misconduct -

Any form of classroom or school misconduct will not be tolerated. Below are possible infractions and their punishment. Other infractions may result in suspension or removal from the team.

- Progress reports - receiving a "N" or "U" in conduct will result in probation until improvement is shown
- In School Suspension - cannot attend practice or meets on those days; probation or suspension are possible based on severity of infraction
- Out of School Suspension - suspension from team for time period determined by Coach

D. Conduct

1. Swimmers and divers are expected to conduct themselves in a manner appropriate for team representation. During the season you serve as a team representative to your peers and the community. As such a representative, proper conduct must be shown at all times during the season. This includes school related activities and non-school related activities. **Individuals may be removed from the team if they engage in conduct that reflects badly on the team.**
2. Impoliteness and boisterous behavior are not permitted.
3. **Absolutely no use** of tobacco, alcohol, or illegal drugs will be permitted during the High School swim season 10-19-09 thru 2-13-10.
Consequences for breaking this rule during your swim/dive career are as follows
Illegal drugs – removal from team
Tobacco or alcohol use -
First offense –
 * if athlete tells Coach of infraction
 tobacco – 1 meet suspension
 alcohol – 2 meet suspension
 * if Coach discovers infraction
 tobacco – 2 meet suspension
 alcohol – 4 meet suspension
Second offense - removal from team
4. Use of tobacco, alcohol, or illegal drugs **outside of the High School swim season** may also be punished during the upcoming season if the actions reflect poorly on the Brookwood swim/dive team. Consequences will be determined by the coach.
5. Discipline for misconduct will be determined by the Coach based on severity of misconduct. Discipline consequences may be team probation, suspension, or removal from team.

E. Practice

1. The Brookwood practices will be held as follows.
 Mon. - Fri. --> 4:00 – 6:00 pm at Mountain park pool
2. **Athletes must follow Brookwood transportation guidelines to practices.**
3. All team members are expected to attend ALL scheduled practices throughout the season. Any absence must be excused by the coach beforehand.
4. The only excused absences will be those where you were sick enough to miss school. Making up school work for these excused absences will also count as an excused absence from practice. **Club meetings, rehearsal for plays/performances, school pageants, required study sessions, etc will NOT count as excused absences from swim or dive practice.**
5. There will be **required** practices held over the Thanksgiving and Winter breaks. This includes USS teams and divers. If your club team does not have practices over the holiday breaks you are expected to attend the Brookwood practices during that time period.
6. USS swimmers may attend approved USS practices in lieu of high school practices. The same attendance requirements will apply to these practices as are being applied to the Brookwood practices. Approved USS practices are as follows – Gwinnett Aquatics (Senior team, Prep team), Summit Chase (Peak, Summit I), Swim Atlanta (Select, Senior I, Senior 2?, Pre-senior?). Other USS programs may be approved by the coach based on individual circumstances.
7. If school is canceled (ice, snow, etc.) then there will be NO practice.
8. There may be conflicts in practice schedules if you are involved in a Fall sport or other activity. Please discuss these conflicts with your coaches to avoid any problems. You will need to fulfill your Fall Activity commitments before participating in swim/dive activities. Likewise, you are expected to fulfill your commitment to swim/dive before beginning other sports/activities in the Spring.
9. Diving practice will be held at separate time and location. Exact details are in diving packet.

F. Season Kickoff – T.E.A.M. Activity

1. All team members will be required to attend this event. We will be doing team building activities. It will be held on **Saturday, October 31st** at Brookwood
2. Time Trials will be held at a separate time determined by the coach.

G. Team meetings

There will be four (4) mandatory team meetings that ALL swim/dive team athletes must attend. Any absences must be excused by the coach beforehand. Unexcused absences may result in team suspension.

The meetings will be held on the following dates - mark your calendars.

- * Wednesday, Oct 14 at 6:45 AM (goal setting)
- * Friday, October 16 at 6:45 AM (beginning of season)
- * Friday, November 6 at 6:30 AM (Progress reports & team pictures)
- * Thursday, January 7 at 6:45 AM (post holiday regrouping)

H. Swimsuits and Swim accessories

1. Team suits and authorized cap (if a cap is worn) will be required for participation at any school meet. Note – new guidelines have been adopted for suits that are approved for use in High School meets.
2. Only Brookwood Parkas, towels, shirts, suits, etc. will be allowed at school meets. No Swim Atlanta, Gwinnett Aquatics, Summit Chase or other USS swim accessories will be used at Brookwood meets.

I. Meets

1. High school swimming is a TEAM sport. All scheduled swimmers/divers are required to attend all meets for the duration of the meet.
2. **Absences from meets must be approved by the coach a week in advance.** You must submit in writing the reason for the absence at least 7 days before the scheduled day of the meet. It will be totally up to the discretion of the coach whether the absence will be “excused” or not.
3. Swimmers who miss their assigned events or who chose not to swim (without the approval of the coach) will be suspended from participating in meets for a length of time to be determined by the coach.

SWIM / DIVE MEETS

1. Dual / tri meets -
 - a. They are scheduled to last 3 - 4 hours in length.
 - b. Swimmers / divers must show up and check in with the Coach or manager by the time designated by the coach.
 - c. All swimmers / divers must stay for the entire duration of the meet.
2. Other meets (Clody invitational, Gwinnett/Cobb Challenge, County and State championships)
Swimmers / divers will be notified of attendance requirements and other requirements for these meets. Coach will advise athletes well in advance of these meets.
3. Transportation
 - a. Transportation will be provided for all meets. The transportation provided will be mandatory to all those participating in the meet.
 - b. Athletes will not be allowed to ride with parents to or from meet unless approved beforehand by Coach Puckett.
4. Events
 - a. A swimmer is allowed to enter a maximum of 4 events in any meet. No more than 2 of these may be individual events. Diving counts as one individual event in a combined meet.
 - b. All meets will have the following events in the order listed below.
Diving competition, when a part of the meet, may be held prior to the swimming events, after the 50-yard Freestyle, or after the swimming events.
 - c. Boys events will normally precede girls events.

CRITERIA FOR EARNING A LETTER

A. **Swimming**

To earn a letter, the swimmer must be an eligible and ACTIVE team member for the **entire** season and meet ALL four (4) of the following qualifications

1. Meet attendance requirements for meets, practice, and meetings.
*Practice - all athletes must attend at least 85% of scheduled practices (this includes USS swimmers)
2. Must participate in at least six (6) meets (not counting State)
3. If you qualified, you must participate in State and County Championship meets.
4. Must qualify in at least one (1) of the following:
 - a. Qualify for the State meet (relay events included). Times from dual/tri meets will fulfill this requirement.
 - b. Meet adjusted time qualifications as stated below. These apply to individual events only. Times from dual/tri meets will fulfill this requirement.
 - c. Earn at least one (1) point in an individual event at the County championships.
 - d. Be a Senior who has been active team member for swim career

B. **Managers**

To earn a letter, the manager must:

- * Attend at least 85% of scheduled swim practices
- * Attend and assist at all meets for the entire meet
- * Demonstrate willingness to assist coach when needed

C. **Diving** - listed separately in the Divers Handbook

Swimming

State Qualifying Times

Adjusted Times for
Earning a Letter
(approx. 108% of State)

BOYS	GIRLS	EVENT	BOYS	GIRLS
1:52	2:08	200 yard Medley Relay	-----	-----
1:56	2:08	200 yard Freestyle	2:05.99	2:22.99
2:12	2:24	200 yard Individual Medley	2:24.99	2:39.99
0:23.5	0:26.5	50 yard Freestyle	0:25.39	0:28.59
0:58	1:05	100 yard Butterfly	1:02.99	1:11.99
0:52	0:58.5	100 yard Freestyle	0:55.99	1:03.99
5:20	5:40	500 yard Freestyle	5:45.99	6:20.99
1:41.50	1:54	200 yard Freestyle Relay	-----	-----
1:00	1:06	100 yard Backstroke	1:04.99	1:12.99
1:08.50	1:16	100 yard Breaststroke	1:14.99	1:22.99
3:46	4:14	400 yard Freestyle Relay	-----	-----