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WELCOME

Welcome to Hastings Area Swim Team or HAST. We are a parent owned, coach directed, club that has been in existence since 1970. We are proud of the growth in HAST since its inception and the success of HAST swimmers both in improving swimming and life skills, and in competition. As a parent or guardian of a HAST swimmer you are a voting member of HAST and we are pleased to have you and your swimmer/s as member/s of our team. This handbook is designed to provide you with an array of information about HAST. It describes the swimming program, how competition is organized, and HAST's incentives for swimmers. The background of HAST's coaching staff is included, and the handbook describes how HAST is organized. Information about HAST's dues and fees, policies and procedures, and methods of communication are included.

BACKGROUND OF HAST

Hastings Area Swim Club is a non-profit, competitive swim organization providing equal opportunity for boys and girls of all swim abilities. It was formed in 1970 as an affiliate of the American Athletic Union. HAST is a member of Minnesota Swimming Inc. (MSI), the local chapter of United States Swimming (USA). The rules of competition, swim meet fees, swimmer insurance and coach certification are established by USA and Minnesota Swimming Inc. As a member of HAST, your swimmer is a registered USA member. Swimmers range from six years to college age, and ability levels range from novice to national rank.

MISSION OF HASTINGS AREA SWIM TEAM

The mission of the Hastings Area Swim Team is to build technical skills in swimming; to build skills for competition, promoting good sportsmanship; and to build skills for life, encouraging cooperation and team spirit among members.

HASTINGS AREA SWIM TEAM PHILOSOPHY AND EXPECTATIONS

HAST swim practices prepare swimmers to compete at their level of competition. HAST encourages swimmers to compete at the highest level meets they are qualified to attend. HAST prepares a plan each season to help swimmers reach their peak performances at the championship meets at the end of the season (C Finals, A/B Finals, State, Zones, and Nationals). Swimmers and their families are encouraged to view these meets as a priority.

To prepare for competition at swim practices, HAST swimmers are expected to:

- Be prompt
- Be respectful
- Listen and follow directions
- Focus on the task
- Leave each practice with a sense of accomplishment
- Display good habits
- Work hard on improving technique and fitness level
- Be self-disciplined
- Cooperate and work together

HAST's priority is to develop well behaved, hard-working athletes. HAST's philosophy is that a strong work ethic and discipline are life skills that will benefit participants in the sport of swimming and other areas of the athletes lives (church, school, family, and work). Swimming is a sport where "you get what you work for." HAST provides practice opportunities and an environment for each swimmer to develop to their full potential. The coaching staff is responsible for providing a safe, well-supervised practice session on a daily basis so swimmers can succeed.

HAST SWIMMING PROGRAM

The Sport of Swimming

Swimming is both an individual and team sport. A swimmer will compete to improve his or her times, but also to gain points for the whole team. At HAST, the focus is on building both strong swimmers and a strong team. A strong team benefits the swimmer because he or she sees and learns from other swimmers in action. The reverse is also true. If there are many strong swimmers, there will be a strong team. While this may sound too simple, this philosophy places great emphasis on the swimmer as a team member. HAST chooses to treat all swimmers with equal care, whether they are national champions or struggling novices. Attributes such as self-discipline, courage, fair play and team work are regarded as important as winning a first place in competition.

Two-Season Sport

Swimming is unlike many other sports in that it has two seasons, the summer or long course season, and the winter or short course season. During the spring and summer months (April through August), swimmers may swim outside in a metered pool called a long course pool. During the winter months (October through March), swimmers compete indoors in yard marked pools. There are state, zone and national time standards for each of the two seasons. The long course time standards are several seconds higher than short course standards because of the difference in the length of metered and yard pools.

Each season has a flavor and excitement of its own. Diving into an outdoor metered pool early on a summer morning is an experience kids never forget. Carrying a sleeping bag, swimming gear and a cooler full of food through a freezing parking lot on an early January morning also presents a memorable challenge for both swimmer and parent. While swimmers may swim one season rather than two, most swim year round. This presents a year round commitment to swimming by the family of the swimmer. Often, a swimmer "grows" into swimming both seasons as he or she becomes more proficient in the sport.

The Structure of Competition

The highest form of competition in swimming is international competition, such as the Olympics. United States Swimming (USA) is the organization which sponsors national competition in the United States. There are other groups that sponsor swimming such as community education, YMCA's and school districts. However, USA is the only organization, structured into clubs, which sponsors swimmers from beginning levels to international competition. HAST is a club member of USA and pays annual dues to both USA and the Minnesota affiliate, Minnesota Swimming Inc. Many older HAST swimmers compete in high school during the high school season, but return to HAST for the rest of the school year to train and compete year round. Since swimming is a year round sport, organized into a club, it demands a full time coach.

The Swimmer at Practice

There are many skill levels in swimming competition. The new swimmer as well as the advanced swimmer has opportunities to excel in the sport. In Minnesota, there are eight levels of competition: the C or Novice swimmers, B level swimmers, A level swimmers, State Champ Swimmers, Zone Swimmers, Speedo Champions Series, Junior National

Swimmers, and National Swimmers. When a new swimmer comes to HAST he or she usually has “C” or Novice times. He or she attends “C” meets. As the swimmer progresses, he or she will most likely achieve several “B” times. This may take two months or several seasons. The swimmer may then attend a “B” meet, swimming in events in which he or she achieved a “B” time. Swimmers are swimming against a clock, and not necessarily against each other.

Swimmers compete against swimmers their own age and sex. The age groups are: 8 years and under, 9-10 year olds, 11-12 year olds, 13-14 year olds, 15-16 year olds, 17-18 year olds and senior. Some meets have open events available to swimmers of any age.

HAST’s Competitive Swimming Program

The purpose of HAST’s competitive swim program is to provide school-age children an opportunity to participate in a local United States Swimming program. HAST provides practice/training sessions appropriate to each child’s needs. HAST teaches the four competitive swim strokes to all swimmers. These strokes are the freestyle, the backstroke, the breaststroke, and the butterfly. HAST hosts 6-8, USA sanctioned swim meets throughout the year. These meets are for swimmers of all ability levels (Novice-C, B, A+).

HAST has progressive practice groups based on age, experience and level of commitment. The HAST coaching staff places swimmers in the proper practice group.

HAST is a year round program broken into two seasons. Practices for the fall/winter short course season are held in the afternoon or early evening. Practices for the spring/summer long course season are held in both early morning and late afternoon.

IMPORTANT NOTE: Every month you will receive a newsletter with a practice calendar for the next month. The letters N, AG, PS and S denote the practice times for each group. Practice times change depending on pool availability, so check the calendar daily.

Practice Procedures

- 1) The coach and swimmer are working together to improve skills. The coach is the partner that guides the individual swimmers.
- 2) The swimmer should be prompt at practice. If a swimmer arrives at the pool too

- early, he or she may disturb the swimmers in the pool.
- 3) The swimmer should come prepared with goggles, racing suit, cap and towel.
 - 4) Parents may watch your swimmer practice and visit with other parents. Please be considerate of the swimmers and coach on deck.
 - 5) The coaches are very busy with swimmers during practice. Their job is to pay full attention to the swimmers. PLEASE DO NOT TALK TO THE COACHES DURING PRACTICE. The coaches are available to speak with you after practice and during the day and evening by phone.
 - 6) If a swimmer can't make a scheduled practice, arrangements can be made by phone with the coach prior to practice. Please don't send swimmers to another time slot without first arranging it with the head coach.
 - 7) Ask your swimmer about practice sessions. This shows your interest in the swimmer and his or her activities. If a child has a complaint, please feel free to call the coach and discuss your concerns.

John Leonard, a nationally recognized swim club expert, compared swim coaches to substitute teachers. It takes a child time to have rapport with the swim coach, and to be comfortable on the team. If your child doesn't love swimming and the coach immediately, recognize that as a part of the learning process.

SWIMMING MEETS

Preparing For Swim Meets

The purpose of training and practice is to prepare for swim meet competition. Younger children and new swimmers are often frightened at the prospect of competing. In Minnesota, meets for new swimmers are arranged to be as non-threatening as possible. If your child is just beginning to swim, don't push him or her to attend a meet. Only after a reasonable time should the swimmer be encouraged to compete. Valuable lessons are learned in competition such as poise, sportsmanship, and team pride. HAST is not designed as an exercise program for children. There is a definite element of competition built into HAST.

Competition gives practice a purpose, therefore experienced swimmers must continue to compete. Competing is an opportunity to improve times, and become more focused. Parents have the choice of which meets to attend. If a parent or guardian is unable to provide transportation to a swim meet, please contact the coach for car pool or ride options. Two or more weeks before a scheduled swim meet, your child will bring home a preview sheet. This paper lists the dates of the meet, the events your child will swim and the deadline for you to decide whether you will attend the meet.

IMPORTANT NOTE: *You must notify the coach by the deadline if you do not intend to have your swimmer compete in any given meet. If you do not notify the coach, it is assumed that you want to attend the meet. The coach sends in meet fees for all swimmers who do not cancel. You will be responsible for meet fees whether your child swims or not.*

Several days before the meet, the coach will send home another sheet of paper called the meet sheet. It lists the event numbers your child will swim, directions to the meet, the approximate time of warm-ups, and the cost of the meet. It will also note if your child is on a relay team. It is very important that you ask your child for the meet sheets.

Meet Fees

Meet fees must be paid prior to the meet. Please place your meet fees in the envelope at the pool. Fees may be paid by check or cash, labeled with your child's name and the meet.

Rates for splashes are determined by MSI. Generally the more skilled the competition, the more expensive the rate/splash. C-Novice meets are usually \$7.00 per swimmer per meet.

Relays

Relays are an important part of competitive swimming. Relays can be a source of great team work, or frustration because four swimmers must work together. Coaches determine the composition of the relays based on who has signed up for a particular meet. Relays are not listed on the preview sheets but on the meet sheets. If your child is on a HAST relay please make sure your child attends the meet. Three other swimmers are relying on your child.

Coaches determine the relays based on "best times" and performance at practice. Please respect the coaches decisions.

Progression of Meets

Generally swimmers train all season to compete at the end-of-season meets. It is important that swimmers attend final meets to see their improvement from the beginning of the season. For example, if a swimmer achieves two "A" times over the course of the season, he or she should recognize the accomplishment by attending the A-B final meet.

Swim practices are geared so swimmer's peak performance is at the last meets of the season. Practices are more difficult at the beginning and middle of the season to build up endurance and speed. Towards the end of the season, swimmers begin to taper down the workload and refine racing skills. This process helps swimmers reserve energy for maximum performance at final meets. Swimmers should be conscious of eating healthy foods and getting plenty of sleep during tapering, as well as during the season.

Meet Suggestions

1. Put swimmers to bed at a reasonable hour the night before the meet. Competition is emotionally and physically draining for swimmers.
2. Bring money for food or pack a small cooler with healthy treats.
3. Arrive at warm-ups on time.
4. Bring \$5.00 to \$10.00 for a meet program or make arrangements to share with another person.
5. Only swimmers are allowed on the pool deck so try to find a place in the stands.
6. Encourage your child after he or she swims. Leave suggestions and advice to the coach.
7. Be courteous of other people at the meet. Meets are often crowded. You might want to consider giving your place to another parent after your child competes.

Disqualification

Most parents have watched their child be disqualified from a swim event. Swimmers can be discouraged and embarrassed when they are disqualified. A few tears are normal, but swimmers and parents shouldn't allow the incident to ruin the whole meet. Being disqualified can be a valuable lesson and it happens to the best of swimmers.

To avoid disqualification always:

- Start or dive in reaction to the starting horn.
- Freestyle - Feet must touch the wall on freestyle turns.
- Backstroke - Swimmers must be on their backs as they come off all the walls and at the finish.
- Breaststroke and Butterfly - Swimmers must touch each wall with both hands at the same time. Only the proper kick may be used, dolphin kick for butterfly and frog kick for breaststroke. When swimming the butterfly, both arms must move at the same time and recover over the water.

Uniforms

The uniform required at any swim meet is the HAST Team Suit (Team Suit is optional for 8 week Novice Swimmers) and a team swim cap. Caps with the HAST logo help the coach identify the swimmers so she can follow their progress in the water. To reduce wear and fading of the team suit, it is recommended that swimmers only use team suits at swim meets.

HAST AWARDS AND INCENTIVES

HAST has the following incentives to promote good attitudes, year-round participation, and desire to compete at higher levels while remaining a member of HAST.

"AQUABUCKS" are kept track of by HAST coaching staff based on practice attendance. At the annual banquet, AQUABUCKS are used to purchase age appropriate items.

HAST swimmers must swim at least one meet per season to be eligible for awards. The following awards are given at the end of each season to promote year-round swimming:

- PIN First season with HAST
- PATCH First year with HAST, two consecutive seasons
- BAR Each year with HAST
- STAR Individual champ time and or State Meet participant

Each HAST swimmer (individual and relay) receives a HAST State Meet Team T-shirt to wear at the State meet. State meet T-shirts are paid for by the team and are meant to acknowledge the swimmer's hard work.

Swimmers who travel to compete at upper level meets earn the following reduction in their next season dues. MSI reimburses HAST for a portion of National travel costs. No reductions for late starts will be given to these swimmers.

- Zones/Sectionals \$ 50
- NCSA Junior Nationals \$100
- USA Junior Nationals/US Open \$200
- Senior Nationals \$300

COACHING STAFF

Kimberly Olson

Kim Olson has been the Head Coach/Director of HAST since 1987. Kim holds a Bachelor of Science degree and a Masters of Education degree in Physical Education from the University of Minnesota. In college she was a two-year track athlete and a four year swimming athlete. Kim qualified for the American Intercollegiate Athletics' For Women National Championships in 1977.

Kim's coaching career began in 1979. She has taught swimming skills, and adapted aquatic classes at the pre-school through college level. Competitively, Kim has experience coaching middle school, high school and college swimmers at ability levels from novice to national level. Kim is a student of the sport and continues to seek improvement in her own training skills by attending various training seminars.

In 1993 she was selected by Minnesota Swimming Inc. to attend the USS Olympic Solidarity National Coaches Seminar at the Olympic Training Center in Colorado Springs. Kim is a member of the Minnesota Chapter of the American Swim Coaches Associations (ASCA). In 1995, she was voted by her peers to receive the honor of ASCA Minnesota Age Group Coach of the Year. Again in 1996, Kim received the honor of ASCA Minnesota Senior Coach of the Year. She was awarded the Hastings Youth First Asset Award in 1999.

Assistant Coach

HAST employs an assistant coach to work primarily with the novice and age group swimmers. The assistant coach helps with practices and attends most swim meets to help supervise swimmers. (In the Summer another assistant coach may help Kim with PS &/or S)

DUES AND FUNDRAISING

Dues, set annually by the Board of Directors, vary for each level of swimmer and reflects the amount of practice time each swimmer is in the water. The Board is fiscally conservative. HAST is not charged a fee to use the indoor pool for practice, so HAST dues are considerably less than other swim clubs.

The Board adopted a fundraising plan as a way to keep HAST dues at a reasonable level. HAST families can do as much or as little fundraising as they choose. The fundraising chair will distribute vouchers to all families who participated in their fundraiser and that information gets reported to the HAST treasurer. Vouchers are used as cash to reduce your family's dues.

The fund-raisers vary from season to season. Each fund-raiser generates a certain percentage of profit. Information on available fund-raisers is distributed each season along with the name of the contact person. You may choose fundraising activities based on your preference.

HAST ORGANIZATION STRUCTURE

HAST is a parent owned, coach directed swim club. The coach is the executive director as well as head coach. The coach-director is responsible for budget development, fiscal management, coordinating all aspects of the swim club, communication and representing HAST to the general public. A seven member Board of Directors, half of whom are elected by the membership annually, oversees policy development, is responsible for the fiscal management of the organization, and supervises the coach/director. Any member of HAST is eligible to seek election to the Board at the annual meeting in April.

COMMUNICATION

Open communication and information sharing is an important aspect of HAST. Several methods of communication exist so you are aware of HAST activities, schedules, your child's progress, and the team's accomplishments.

IMPORTANT NOTE: Every swimmer is assigned a hanging folder that is always on the table in the pool area. This is the primary method for information distribution. All information about meets, team activities, and swim schedules are distributed through the folder system. Ask your child to remove the papers from the folders after each practice and please review the information so you do not miss important deadlines.

Newsletter

HAST produces a monthly newsletter that contains the practice schedule, upcoming meet schedule, information about swimmers accomplishments, information about fundraising activities and other important information.

Web Site

www.hastswimteam.com You can access information fast and easy on the team web site. HAST Programs, Newsletters, Calendars, Records & Times, Meets, Fundraisers, Pictures, Staff and Contacts.

Bulletin Boards

There are two bulletin boards in the swim pool that contain photos and information about HAST swimmers. Information is also posted on the walls by the front door of the pool. Please look at these areas periodically.

Parent Coach Conferences

Parent/coach conferences are available any time as a means to provide formal feedback on your child's progress. Parents should call Kim to arrange a meeting time.

Conflict Resolution

Good communication skills and conflict resolution skills are essential, not only to good working relationships between staff and Board, but also among HAST members. It is expected that all HAST staff, Board and members will be able to resolve conflict or concerns among themselves without involvement of a mediator. In the event a situation arises that needs formal discussion, the Board developed a policy to address conflicts. A copy of the policy is located in the policy and procedure chapter of this manual.

Parent/Coach COMMUNICATION & Kim's Philosophy

At the pool, whether at practice or a meet, is my time to work with the HAST swimmers. My #1 priority at the pool is to the swimmers who are in the water. Some days I may be able to give parents in the stands a special smile and fun chatty conversation. But most days I can't, I'm not good at multi-tasking. When you interact with me, you may get *the look*, not because I dislike you, but because I was interrupted. At that moment, I care most about the swimmers I am working with. If I didn't care about them I would allow the fans in the stands to distract me.

At practice, my purpose is solely to try to make your child focus on what he/she is doing at that moment to the best of his/her ability. This is a skill that not only develops swimmers, but is a great skill for your child to develop.

WHEN can you as a parent communicate with COACH Kim:

In Person	At Practice:	After the last group in the water is done swimming.	
	At a Meet:	When I'm off the pool deck,	please
		ask me if I'm free to talk.	
	Conferences:	Call or e-mail me to set a time/place to talk with me.	
E-mail	Anytime	I usually respond in less than 24 hours, unless I'm out of town.	
Phone	Anytime	I have Voicemessaging and get all my messages.	Plus I can
		call from another site to retrieve them. You	will not disrupt me, I do not pick up the phone if
		I'm sleeping or busy.	

Kim's Philosophy Con't

SWIM MEETS

I see meets as learning experiences not only for the swimmers, but for coaches and their parents. The swimmers are learning how to enjoy the spirit of competition and give a quality effort. The coaches are learning how to reach each swimmer so they can help him/her improve. The parents are hopefully learning a little more about their child and about his/her sport of swimming. But, more importantly, the parents are developing friendships with other HAST parents.

Being a good sport, showing some poise, holding your chin up when things are not going your way are great lessons to learn. In the heat of competition things often seem much bigger than they really are. Your child's position on a relay, being DQ'd, or missing a race may seem like life or death at the moment. Remember, at the swim meet your child is looking to you for emotional stability. Putting on those rose colored glasses and, being upbeat and positive will make swim meets more fun, not just for you, but for your child as well. Parents who bribe or punish their kids for swimming performance are not helping, please try to always treat your child the same regardless of how they swim.

PROBLEMS

I probably do not need to know everything that is upsetting your child regarding swimming. At the same time I do not want things to grow and fester. Please come to me if you want issues addressed and positive changes made.

Practice - Swimmers often vent after swim practice. We push them to do things they would not do on their own. If you are concerned about something your child said, please call me to learn the coaches' side of the story.

Meets - If you are upset by something the coaches did or did not do at the meet, please give it a little time. Step away from the meet, give it 24 hours, if it still bothers you then call the discuss the issues with me.

POLICIES AND PROCEDURES

The Board of Directors has approved the following policies to guide various aspects of HAST. Please read these policies so you and your swimmer are aware of your responsibilities.

Policies included are:

- Hastings Area Swim Team Discipline Policy
- HAST Locker Room and Pool Area Procedures
- Procedure for Addressing Concerns/Complaints by Staff and Members of HAST
- HAST Coach Philosophy on Time Trials
- HAST Coach Philosophy on Relays
- HAST State Meet Relay Policy
- HAST Relay Policy

- HAST Scholarship Operational Plan
- HAST National Athletes Travel Fund Policy
- HAST National Athletes Travel Rules and Regulations
- Policy of the Board of Directors

Hastings Area Swim Team Discipline Policy

The purpose of the discipline policy is to create an environment that is conducive to learning. HAST coaches have the authority to ask a swimmer to leave practice when that swimmer is:

- behaving inappropriately for the circumstances such as talking disrespectfully to an adult or hitting teammates.
- distracting or interfering with teammates' ability to practice
- not following directions or not putting forth effort
- endangering self or others
- dishonesty, stealing or lying.

The swimmer will receive a warning from the coaches for minor violations. Two or more warnings during one practice may lead the coach to ask a swimmer to leave practice. A swimmer who has been warned for a minor violation, may be asked to sit out for a few minutes.

The first time a swimmer is asked to leave practice, it is a concern between the coach and the swimmer. The swimmer may return to the next practice or meet.

The second time a swimmer is asked to leave, the coach will notify the parents. The swimmer will be suspended from the next two practices, meets or activities.

The third time a swimmer is asked to leave a practice, the swimmer will be suspended from all HAST activities for one week. Prior to returning, a conference must be conducted with parents, swimmer and coach.

HAST Locker Room and Pool Area Procedures

HAST has established the following rules, regulations, and procedures so that all swimmers at practice are in an environment that is safe, supervised and conducive to learning. Given the incidents which occasionally occur in area high schools, it is of

utmost importance that we ensure the safety of our swimmers.

Parent Information

- Please do not drop your child off to swim practice more than 15 minutes prior to start because your child will be unsupervised.
- Please encourage your HAST swimmer to be out of the locker room in 15 minutes after practice.
- Report all accidents or incidents to the HAST coach conducting practice that day.

Swimmer Information

- Locker rooms are a place to change, go to the restroom, and shower quickly. They are not a place to hangout, socialize, eat, play games, or do homework.
- Bring your swim bag to the pool area, or leave it in a locked locker.
- Only Hastings High School students are allowed to keep things in lockers overnight.
- Go to the bathroom prior to practice.
- Swimmers are responsible for reporting any accidents or problems immediately to their parents and the HAST coach.

General Rules Regarding the Pool Area

- Enter through the double doors at the shallow end of the pool.
- Take a shower prior to entering the pool.
- Place swim bags over railing in the bleacher area.
- **Do not** use gate at the deep end of the pool.
- **Do not** climb over the gate or the wall to get into the bleacher area.
- Use bathroom in the locker room. Wet swimmers cannot use the upstairs bathrooms

Procedure for Addressing Concerns/Complaints by Staff and Members of HAST

Good communication and conflict resolution skills are essential, not only to good working relationships between staff and Board, but also to effectively work with HAST members. It is expected that all HAST staff, Board and members will be able to resolve conflict or concerns among themselves without involvement of a mediator.

The following steps will be used to resolve issues among staff, and between HAST members and the Coach/Director.

Step 1. Any staff or member of HAST (members are defined as parents and guardians of all USS registered swimmers and other swimmers enrolled in HAST's competitive swimming program) who has a question or concern about a particular incident or the swimming program, is expected to discuss the matter with the Executive Director/Coach. It is expected that individuals will make a serious effort to resolve the concern through direct communication.

Step 2. If the concern/conflict is not resolved in Step 1, the staff or member may request the concern be brought to a meeting with the Executive Director/Coach, the concerned party and one member of the Board of Directors appointed by the Board of Directors. The Board member will serve as a neutral party to assist with addressing the concern. Each person will clearly state their position and the people in attendance will attempt to resolve the concern/conflict using a consensus process. The designated Board member will not meet individually with parties to the concern/conflict. The role of the Board member is to facilitate the process of arriving at a resolution. The Board member will not have decision making power regarding the concern/conflict, but will

provide input into the consensus process.

Successful resolution of concerns/conflict is most likely when there is open communication with all parties to the concern/conflict present. Board members, staff, and HAST members will make every effort not to discuss unresolved concerns/conflicts with each other outside the concern/conflict resolution process.

HAST Coach Philosophy on Time Trials

HAST is trying to develop well-rounded swimmers who can swim a variety of strokes, distances, and events. HAST swimmers will specialize in specific strokes when they compete in High School and/College. HAST puts emphasis on optimal performances during swim meets during the regular events at meets where it counts the most. HAST swimmers have the opportunity to contribute to their team effort by swimming fast, earning team points, and possibly winning an award. Lastly, the ability to focus & perform when you have only 1 opportunity does pay off. High School swimmers currently qualify for State meet by their performance at the Section finals. The number of times a swimmer can get up and race each day, and at a meet is limited. That is why the number of races swimmers can compete in at meets is limited.

What are Time Trials?

Time Trials are offered at some meets as an opportunity to swim an event for an official time, but not for awards, place, or team points. Usually to participate in the Time Trials session you must be entered in the meet as an individual participant. Minnesota Swimming Inc. has specific guidelines as to how close you must be to a time standard to sign-up for time trials (e.g., 5/10ths of a second per each 50 yards/m). At most meets there is a maximum number of individual events you may swim per session and/or at the meet. Time Trial Swims are usually included in that maximum. At some meets, such as A/B Finals, a swimmer must scratch one of his/her other events to swim a Time Trials event.

Who can swim Time Trials?

Swimmers who want to get to the next level of competition and will compete there if they qualify to do so can swim time trials. At A/B Finals swimmers, who just miss a CHAMP time may choose to swim a time trials for that event, a swimmer who just misses an A time will not be able to swim a time trial. At State meet swimmers who just missed

qualifying for Zones, or Nationals may choose to swim a time trials. Note that sometimes Time Trial Sessions are not considered for official verifiable times (OVC) needed for entry at National Meets.

What should HAST parents do for their son/daughter concerning time trials?

Encourage your child to talk to the coach concerning this matter. For best results your child must want to swim a time trial more than you want him/her to do so. Give them the fee so that the child can take the responsibility to sign-up. If your child is really young, the HAST Coach or an older swimmer will help.

Who signs up for time trials?

Swimmers talk to the coaching staff about their desire to time trial a specific event. The swimmer and the coach will discuss the issue and come to a joint decision.

HAST Coach Philosophy on Relays

Relays at swim meets display the character and spirit of the team. Three swimmers are counting on you to cooperate and to perform your best. For most swimmers, relays are more fun than swimming individual races because of the team aspect. In addition, most swimmers can swim faster times on relays than in their individual races, not just because of the relay start, but because of the team element. **All 4 swimmers on the relay team are of equal importance.** The combination of the 4 creates the result and total time. No one swimmer can make or break a relay team.

The HAST coaching staff determines relays based on swimmers' "best times". Often swimmers complain about not being able to swim their favorite stroke or position on a relay. Being on a relay is an honor and a privilege. **The HAST Coaches determine the relay order by what is the best combination for that entire relay team.** For the relay to have a chance to perform effectively, the HAST swimmers and parents must cooperate with the coaches decision. Who goes first may be the strongest of the 4, or it may be a swimmer on whom the coach wants to obtain an official split time. Who goes last may be the strongest of the 4, may be the weakest of the 4, or may be the swimmer who needs to learn how to handle the pressure of going last. Remember that the cooperative effort of all 4 swimmers determines the relay's final result.

Occasionally the relays posted on the HAST Meet Sheet may change. The change may be due to inappropriate behavior by a swimmer or swimmers. **Remember that being a part of a HAST relay is both a privilege and an honor.** HAST swimmers need to act appropriately to swim relays. Performances at the current meet may also be reason to change relays. (If Sally is having a super meet & on Saturday swims faster than Susie's best time in the 50 Free, on Sunday Sally will take Susie's spot on the 200 Free Relay.)

When HAST Coaches determine relays for the State Meet we set relays with the entire team in mind. We want to score as many team points as possible, relay events have twice as many team points as individual events. We use the current season's best times to determine who is eligible for State Relays and we send information home to all potential State Meet Swimmers. The coaching staff also considers swimmers' attendance, commitment, and work ethic to determine who deserves the opportunity to swim relays at State. Our experience has taught us that even B/C level swimmers who have paid the price will perform well at State meet. In turn, HAST families are expected to check their calendars & cancel out of whatever day/s they are not available to swim relays at State. State relays are tentatively set after performances of swimmers at the A/B Final swim meet. Any changes in state relays prior to state would be made due to attendance, attitude, behavior, and or illness of HAST swimmers. At state meet we hope that everyone keeps healthy and attends because we usually do not have alternates to fill empty spots. Please respect the coaches' decisions.

HAST State Meet Relay Policy

Swimming a relay at the State meet is an honor. For the relay to occur, all four swimmers are equally important and must work as a team.

Swimmers and Parents Responsibilities

- Plan ahead and cancel out of the State Meet on any days your child is unable to attend.
- Set a priority to attend every practice the week before state so the relay can practice starts.
- If your child becomes sick and can not attend the meet on that day follow this procedure as soon as possible.
 - 1) Call the alternate listed on the sheet to see if he/she could swim in your child's place.

If no alternate is listed, call all of these people in this order: head coach; assistant coach; teammates on the relay (so no one shows up if a full relay team is unavailable).

HAST Relay Policy

Please help your child build good relationships with their teammates by following the guidelines listed below:

Meet Notification:

- HAST relays are determined after the deadline to cancel.
- If you are unable to make the meet, please cancel out of the meet by: Written note, e-mail, or phone call to Kim Olson's office 651-437-4311.

After the deadline, but prior to time meet:

- If your child is unable to compete, the parents must notify the HAST coach prior to the meet.

- If you are busy and unable to take your child, please consider everyone else on the relay and send them with another HAST parent or HAST coach.

The day of the meet:

If your child becomes sick and cannot attend the meet on that day, follow this procedure as soon as possible:

- Call these people—in this order: head coach, assistant coach, a teammate on the relay, or anyone else attending the meet. If you are unable to speak to one of the coaches, please leave a message on the head coach's cell phone voicemail informing her that you will not be attending.
- If you do not talk to the coach directly, please ask a teammate to convey the message to the coach at the meet informing her that your child is sick (in addition to leaving a message).

At the meet:

- Relay Cards must be completed by the coaches approximately 10 minutes prior to the start of the meet.
- Late, missing and /or sick swimmers may cause changes to the HAST Relays.
Note: HAST Head Coach's, Kim Olson, cell phone number is 651-301-2233 & is for meet emergencies only.

HAST Scholarship Operational Plan

Background

- 1) HAST scholarships will be referred to as Sponsorships within HAST membership. The program will be referred to as the HAST Scholarship Program when soliciting business sponsorship donations.
- 2) New and returning swimmers needing financial assistance to pay HAST dues are asked to complete a HAST Sponsorship application by November 1st.
- 3) The coach will offer Sponsorships during the first week of November. These letters will be sent to returning swimmers who the coach identifies as needing financial assistance during the year.
- 4) HAST dues will be reduced over the entire year for Sponsored swimmers. Swimmers will be responsible for meet fees, goggles, practice/team suits etc.

Swimmers Responsibilities

All athletes who accept sponsorship, must return the signed letter to the coach by November 30th. The signed letter is an agreement between the swimmer and HAST that the swimmer will meet the following obligations.

- Swimmers will compete in a minimum of one meet per month.
- Swimmers will attend a minimum number of practices each week during the school year as established by HAST coaching staff. The number of minimum practices may be higher in the summer.
- Swimmers will pay all HAST meet fees.
- Swimmers and their families are encouraged to fundraise as much as possible.
- If a family has additional swimmers who are not sponsored, the family is required to keep current on HAST dues.
- Swimmers are expected to swim for a full year.

Families and/or swimmers who fail to meet any of the obligations will lose their sponsorship.

HAST National Athletes Travel Fund Policy

Purpose

To provide opportunity to financially assist HAST athletes to compete @ the following National Level Meets: Zones, Speedo, Junior Nationals, US Open, Senior Nationals, Olympic Trials.

To Sponsor Fund Raising Events which provides team building experiences that benefit all of the HAST swimmers & their families. To provide a team atmosphere where all HAST members look at what a privilege it is to have swimmers at this level. In addition, all National Swimmers & Families are grateful of the opportunities they have to participate in & the support they have from their teammates.

To organize Fundraisers that are:

- simple
- equitable in both work & distribution of funds
- Financially responsible to HAST Articles of Incorporation, By-laws, Mission, Not-For Profit status, & Tax Accounting...etc.

To make sure to serve & meet the needs of all types of potential athletes &/or families who may qualify to compete at this level.

Group Effort Fundraising Policies

- Have Interested Families decide on 1 big Fundraiser to do each season, with a maximum of 2 Fundraisers per year designated to NTASF.
- 90% of the Funds raised will be allocated for the athletes for travel expenses.
- 10% of the money will be put into the HAST General Fund.
- All NTASF Money raised goes through HAST & is put into a special account. Money is distributed by reducing the athlete's expenses at National Level Meets. No checks or cash will be distributed to the athletes &/or their family.
- The Money in the NTASF account from Group Fundraisers will be prorated equally among all swimmers who qualify & participate at a national meet for actual travel expenses incurred.
- For swimmers attending other National Meets other than Zones HAST will provide the athletes prorated funds available in NTASF only up to the cost of Air Fare, Ground Transportation, & lodging. HAST swimmers/families will be responsible to pay for meals, spending money, and meet fees at these meets. They are also responsible for the remaining balance not covered by the NTASF funds.
- If after HAST figures the cost of all National qualifiers & participants that season & additional money is in reserve, that money will remain in reserve.

Individual Effort Fundraising Policies

- Each year the HAST Board provides the opportunity for solicitation for 'new' Businesses to Sponsor swimmers who have qualified for National Level Meets. Some of those businesses maybe matching funds to HAST designated NTASF fund raising efforts.

- HAST Swim Families can use traditional HAST Fundraisers (Examples: butterbraid, poinsettias, wreaths, etc.) to reduce their Individual travel expenses at National level meets.

Policies

- As stated on page 12 of this handbook, HAST will give Zone/Speedo Swimmers \$50, NCSA Jr's \$100, USA Jr Nat /US Open Swimmers \$200, and Sr Nat Swimmers \$300 reduction off of their next consecutive seasons dues. No reductions for late starts will be given to these swimmers.
- For any HAST relay that qualifies for a National meet the combination of the fastest 4 swimmers will be eligible to participate. The times used will be each Individual Swimmer's best times during the current USA HAST season, [Individual Events or Relays splits (printout)].
- When more than (1) swimmer attends a meet, all HAST swimmers are expected to share team lodging.

HAST National Travel Rules & Regulations

1. Inform school administrators and teachers at least 2 weeks prior to National Meet to arrange make-ups lessons for days missed.
2. HAST swimmers will attend all team activities during national trips, including practices, meals and competition.
3. HAST swimmers will adhere to curfew and will take care of themselves (sleep, good nutrition) so that they can perform optimally.
4. HAST swimmers will abstain from the use of alcohol, drugs, &/or tobacco products.
5. HAST swimmers will cooperate with their coach, teammates and all others they come into contact with during the trip.
6. During free-time, HAST swimmers must inform the coach of their whereabouts at all times.
7. In a mixed group of male(s) & female(s), the motel door must remain open at all times.
8. All HAST athletes must stay at the team motel.
9. It is preferable for the team to travel together. Any travel arrangements that differ from the team, must be submitted in writing to Coach Kim Olson, prior to her departure.

Policy of the Board of Directors

1. The Board of Directors shall govern HAST so that long term purposes are achieved in a supportive, educational and cooperative environment. To this end the Board will:
 - Evaluate HAST's mission and set policies for its operation, ensuring the provisions of HAST's bylaws and the laws of Minnesota are being followed;
 - Set HAST's overall program from year to year and engage in long range planning to establish the organization's general course for the future;
 - Establish fiscal policies and boundaries, with budgets and financial controls;
 - Provide adequate resources for the activities of HAST through a commitment to fundraising;
 - Select, evaluate and if necessary terminate the appointment of the Executive Director/Coach;
 - Develop and maintain a communication link with the membership and to the community promoting the work /accomplishments of HAST swimmers.
2. The Board will govern with a long term perspective, attending to the short term a) only when necessary, b) in monitoring the Executive Director/Coach performance of her duties, c) or as a device to maintain contact with HAST's membership.
3. The HAST Board will speak with one voice to the Executive Director/Coach, to the membership and to the community. No Board member may exercise individual authority over HAST except as explicitly set forth in Board policies and procedures.
4. Directors shall make no judgments of the Executive Director/Coach except as that performance is assessed against Board policies by the official process.
5. Board members will deal with members, staff and with each other in a manner reflecting fair play, ethics, and straight forward communication.