



2025-2026

**Member
Handbook**

Updated 9/2/2025

Vision

To instill a life-long love of swimming and to build a program of excellence in training, team unity, character development, and family support where all swimmers have the opportunity to achieve their potential and compete at the highest level.

Mission

- To offer a healthy and enjoyable competitive environment to swimmers of all levels of ability.
- To offer the highest quality coaching available with an emphasis on teaching.
- To encourage physical fitness as well as personal development.
- To provide swimmers with the opportunity to reach their full potential as athletes and as individuals.

Board Members

We are a non-profit organization, run by an elected Board of Directors. Meetings are held monthly – all members are invited and encouraged to attend these meetings.

Emily Reardon, President

Michele Napoli, *Vice President*

Nancy Lewis, *Treasurer*

Kerri McIntyre, *Secretary*

Joellen Valentine, *Registrar*

Melissa LaPolt, *Merchandise Coordinator*

Renee Fillett, *Club Development/Safe Sport Coordinator*

Jackie Hersh, *Meet Coordinator*

Erin Newcomb, *Work Credit Coordinator, Parent Liaison*

Coaching Staff

Erin Quinn: Head Coach

Emily Benkert: Assistant Coach

Jane Farrell: Assistant Coach

Doug Thompson: Assistant Coach

Amanda Kenney: Assistant Coach

Seamus Trzewik-Quinn: Assistant Coach

Ashley Benkert: Assistant Coach

Communication

Please do not communicate with coaches or swimmers during practice. This serves as a distraction to all. In addition, To protect swimmers and coaches and for other liability purposes, USA Swimming prohibits parents from being on the pool deck during practice. Coach Erin's email address and phone number have been provided – she will return (and/or forward) any messages at her earliest convenience.

Facilities / Parking

Please remember that we are GUESTS of the college and use of the pool is a privilege. All families are required to have SUNY ID Cards for entry to the facility through the back pool door (adjacent to the lower parking lot and tennis courts). ID badges need to be updated for the current year at the Campus ID office in Peregrine Dining Hall. Swimmers ages 15+ are required to have their own ID badge. Additionally, ALL swimmers 14-years-old and younger are to be escorted to and from the pool deck. They may not simply be dropped off outside and or picked up outside. These rules are here for the protection of our children on a public property, as well as to comply with the rules of New York State.

EVERYONE is to enter and exit ONLY through the back pool door. Neither swimmers nor family members are permitted to walk through the building.

Parents may watch practice from the bleachers or may sit in the upper lobby just outside of the pool (near the rec basketball gym). Please refrain from eating on the pool deck or in the bleachers. Also, please steer clear of the lower lobby as there are many coaches' offices, athletic trainers, and group fitness classes that meet there and that area needs to be clear.

PARKING for our team is designated to the lot across the street from the pool. **PLEASE ALWAYS PARK IN A PARKING SPOT.** Please do not park in the staff parking lot adjacent to the pool building. Swimmers and families walk through this lot, and it is not safe for cars to be pulling in and out. Anyone parking on a weekday prior to 6:00pm needs to have a parking pass or is subject to being ticketed.

Please help us maintain a friendly relationship with the college and its staff by observing all rules and regulations.

SUNY New Paltz Health and Safety Protocols

- Hawks are authorized to use the gender-neutral bathroom in the hallway outside the pool.
- A volunteer hallway monitor is required at every practice to supervise swimmers who enter the hallway. If there is no monitor, practice will be canceled by the college.
- All Hawks swimmers who are 14 years of age or under must be escorted into and out of the pool area by a parent or guardian.

Team Merchandise / Uniform

Hawks Swimming team colors are navy and orange. We are in contract with Speedo, which requires that our team be outfitted with Speedo gear (suits, bags, etc.) as much as possible, and in Speedo swimsuits exclusively at competitive meets.

The team suit and other merchandise can be ordered through the provided link for the team store.

Competition

Sportsmanlike behavior is something our team has been recognized for over the years, and we will continue to strive for that recognition. Swimmers are to behave like champions, regardless of their own personal swims. Our golden rule is to stay in your lane after you swim and be sure to extend a congratulatory hand to swimmers on either side of you before exiting the pool. Cheering on teammates, and respecting all coaches, officials, and competitors is a priority for our program.

Swimmers will be trained and encouraged to attempt all strokes and distances during meets. Our coaches know the swimmers' abilities and will have their best interests in mind when signing them up for meets.

Season and Home Meets

- Hawks membership runs from September through March this year.
- The Short Course season runs from September to March. Practice is at SUNY New Paltz.
- Long Course season runs from April to August, pending pool availability.
- We have home meets in January and July.

Work Credit Requirement

Each Hawks family is required to work a **minimum of 10 CREDITS** for the short-course swim season, which runs from September 2025 through March 2026.

WAYS TO EARN WORK CREDITS

1. **Work at the swim meets.**

- In general, families will earn **1 credit per session** worked at a swim meet.
- Families will earn **2 credits per session** worked at our **Hawks home meet**, which is in January.
- All families are required to work a **minimum of 2 sessions** (4 credits) at our Hawks home meet.
- In order to receive credit for time worked, **families are responsible for checking in** with the Work

Credit Coordinator, Erin Newcomb (or her representative), prior to the start of the meet session in which they are scheduled to work.

- There are a number of different jobs to choose from at the meets - see the job list below in the Parent Responsibility section.
- 2. **Other Jobs.** Credits can be earned by working other jobs throughout the season (e.g., hallway monitor at practice, holiday party, pep rally, etc.). See job list below in Parent Responsibility section.
- 3. **Special assignments.** Families may be able to earn credits by completing special assignments, if needed. Please reach out to the Work Credit Coordinator for more information about this.

PLEASE NOTE: Families that do not earn all 10 credits by the end of the season in March will be charged **\$50 per unworked credit.**

EXAMPLES:

- A family that earns 8 work credits during the season will owe \$100. (2 unworked credits X \$50 = \$100)
- A family that earns 0 work credits during the season will owe \$500. (10 unworked credits X \$50 = \$500)
- A family that earns 10 or more work credits during the season will owe \$0.

Age Group Swimming / Level Progression

*****Swimmers progress through the training groups AT THE DISCRETION OF THE COACHES. There are a number of considerations that go into this decision, including: swimmer skill, maturity, comportment, stamina, mental focus, age, lane etiquette, ability to complete the entire practice successfully, and other factors. Coaches do not make lane assignment decisions based on racing speed, family schedules, swimmers' friends, or other reasons unrelated to what is best for each swimmer's development. Training lanes may also, at times, be fluid based on the needs of the swimmers and coaches present at any specific practice. Our coaches are exceptionally skilled at assigning practice groups in the best interests of each swimmer. We ask that you trust them to do so.***

Groups 1 and 2 (Developmental)

- Have a skill set that is checked off and reviewed regularly through our Assistant Coach. Swimmers progress through the developmental group through several skills/components.
- To progress out of our developmental groups into Group 3, swimmers must be competent and legal in all four recognized USA strokes.
- Swimmers' attention span and focus must be such that they can be promoted to Group 3, which requires greater practice time, sets, and attention to the clock and circle-swimming.
- Our developmental swimmers need to be physically strong enough, in terms of endurance, to be able

to move up to the Group 3 group, and be able to complete a typical Group 3 practice.

- The developmental training groups are critical for creating a solid foundation for each and every swimmer. It is up to the coach's discretion when the swimmer should move to Group 3. The coach must be convinced that moving the swimmer to Group 3 would be beneficial and not detrimental to the swimmer's technique, focus, and/or enjoyment of the sport.

Group 3

Group 3 is our most diverse group, and uses, at times, two to three lanes of our six-lane pool. The criteria for remaining in Group 3 and to be considered to move up to Group 4 are based on the following progressive steps:

- Being able to utilize the clock for interval training.
- Making a commitment to be at practice no less than three days a week.
- Having the ability to finish successfully increasingly difficult practices as the season progresses.
- Showing up on time, ready to swim, not getting out of the water for non-emergency issues, and having impeccable lane etiquette and respect for coaches and training partners.
- Maintaining solid technique, drill progression, and focus.
- Group 3 swimmers, based on the above mentioned criteria, are promoted to a more developed lane with harder intervals and greater swimmer responsibility if they are able to commit to more practices per week and increased practice intensity.

Group 4

This group expects a five-practice per week commitment (with an exception for Varsity Swimmers during their 16-week training period.)

Group 4 swimmers must be able to hold an intense interval, lead a lane, respect the lane leader, respect the coach's instructions, and demonstrate the highest level of endurance and technique ability.

- These swimmers can, at any point, be placed back into Group 3 if they're unable to make the required practice, do not demonstrate leadership skills, get sloppy with technique, fail to show up for practice regularly, or are late to practice.
- If swimmers are unable to make the intervals set forth by the coach, they can also be placed into a Group 3 lane to ensure that they are training at a more appropriate intensity.
- The highest level Group 4 lane is held to the highest standard and most intense practices. It is a privilege to be in this lane, and swimmers know that, revere that lane, are to push themselves to their greatest ability, execute each drill perfectly, go off the clock, and be prepared to conduct their own practice if a coach is pre-occupied with a swimmer conflict, an injury or some other emergency issue.

While the above mentioned progression steps are what coaches use to best guide training groups, placement of swimmers is always at the discretion of the coaching staff. Because of limited lane space, the coaching staff understands that the groups are fluid, and use their discretion at each practice to mold swimmers into the best training group/lane available to ensure that they have the most productive workout.

Swim Meets *You must sign up for swim meets online. Please note that there are deadlines for entries.*

HAWKS SWIMMING is a member of **USA Swimming** and **Adirondack LSC (AD)**. We also have the opportunity to attend a few **Metro Swimming LSC** meets each year.

- In order to qualify to swim in the *Adirondack Silver Short Course Championship Meet* in February, your swimmer must have competed in and registered qualifying times in at least ONE Adirondack Sanctioned meet.
- In order to qualify to swim in the *Adirondack Gold Short Course Championship Meet* in March, your swimmer must have competed in and registered qualifying times in at least TWO Adirondack sanctioned meets, one of which can be the Silver Championship Meet.

PLANNING FOR MEETS

- Please arrive at the pool 15 minutes before scheduled warm-ups. After warm-ups is a good time to make sure your swimmer uses the restroom and gets something to eat and drink as needed.
- It is crucial that you AND your swimmer(s) are aware of the event numbers that they are swimming. Swimmers need to be at the blocks or seeding area in a timely manner, so that they are on time for their races. Swimmers are to remain ON the pool deck at ALL TIMES during a meet (unless you've talked to a coach beforehand).
- Parents are to remain OFF the pool deck at ALL TIMES (NO EXCEPTIONS), unless you are timing or working in another capacity that requires you to be on deck.
- Electronic devices are not permitted on the pool deck (i.e. cell phones, iPods, gaming systems, etc.) with the exception of immediately before a race. Otherwise, please discuss with your swimmer the importance of supporting their teammates, regardless of age group or gender.

POSITIVE CHECK-IN

- Please note that some meets require a POSITIVE CHECK-IN. This means that your swimmer must sign-in with a Hawks coach prior to the assigned positive check-in time in order to be eligible to participate in the meet.
- Positive check-in requirements are generally listed in the meet announcement for the meet, which can be found on our website under Meets.

PARENTS/SPECTATORS – The pool area during meets tends to be very warm, regardless of the weather conditions outside. Please dress appropriately to make your meet experience more enjoyable.

WHAT TO BRING

- Team suit (mandatory for meets)
- Team cap (mandatory for meets)
- TWO pairs of goggles

- TWO towels
- Sweatshirts
- Sweatpants
- T-shirts
- Water bottle

SWIMMER'S GRID – Please put this grid on your child's arm before he or she arrives to a swim meet. Once on the pool deck, our coaching staff will fill in the grid accordingly.
(*E*-Event, *H*-Heat, *L*-Lane, *S*-Stroke)

E	H	L	S

Parent Responsibilities

Support

Thank you for allowing us to work with your swimmer. Your number one role is to be a supportive parent. It is essential in developing your child's love of swimming. Encourage good sleep habits and diet, as both are very beneficial to training. Please know the difference between coach and parent. If you have a question relating to your child's training and/or practice sessions, please address the coach directly and not through your child. It is vital that your child recognizes the coaches' ability to make sound decisions regarding what is best for individual swimmers and the entire team.

Awareness

It is important to keep up-to-date with all information (practice and meet schedules, weather cancellations). **Time sensitive information will be posted on our website and sent via email.**

Earning Work Credits

Parent assistance is required to help with all aspects of this team. We welcome your participation and appreciate your willingness to get involved. You will never be left alone to learn a job – many veteran parents will be willing and able to show you the ropes. Please don't be intimidated by any job and don't shy away from helping because you are "new"

– we were all new at some point. The more you get involved, the more fun and rewarding your experience with Hawks will be.

Job Descriptions

Timer (at meets)

Lane timers, backup timers, and head timer are needed at most meets, and especially at our home meets.

Runner (at meets)

Responsible for collecting the timers' sheets, posting event results, and supporting the Meet Director.

Meet Set-Up/Clean-Up (at meets)

For home meets, volunteers help set up the pool for the meet (scoring table, concessions, timing pads, lane lines, etc.), as well as help with necessary break down and clean up following the meet.

Meet Marshall (at meets) as per USA Swimming Guidelines

Shall enforce warm-up procedures and maintain order in the swimming venue for the entire meet. The marshal shall have full authority to warn or order to cease and desist and with the concurrence of the referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. Marshals should arrive at the swim venue at least fifteen (15) minutes prior to the beginning of warm-ups. They should check in with the referee to receive instructions, i.e. where they will be positioned, special safety concerns for the meet, etc. The head marshal should have a whistle. Marshals should be easily identifiable by a distinctive article of attire. (Hat, jacket, vest, etc.) Warm-down areas must be marshaled throughout the meet. Marshals must not leave the area until coverage is provided or until excused by the referee. Marshals duties include: Making sure that swimmers behave in a safe manner. (No running, abusive behavior, etc.) During general warm-ups, make sure that swimmers enter the water feet first from the starting end only. Swimmers should ease into the water. Swimmers should not enter from the far end or the sides of the pool. **ABSOLUTELY NO DIVING!** Being alert to dangerously overcrowded warm-ups. Alerting the referee and/or meet director if such a situation exists. Notifying the appropriate swimmer, coach and/or referee if anyone is behaving /acting in an unsafe manner. Making sure that lanes are cleared before sprints begin. The marshal's role is to help maintain a safe environment. Please use appropriate language and PLEASE PAY ATTENTION.

Hallway/Door Monitor (during practices)

All parents should sign up for this duty as much as possible, as the college has notified us that there will be NO practice if there is no door monitor. Ensure that there is no socializing in the downstairs hallways and corridors, keep swimmers in the pool area, and monitor the bathroom entrance

Concession (at meets)

Coordinates and supervises food and beverage sales at the home meets.

Fundraising (at meets)

Sell 50/50 raffles and other items to raise money for the team.

Social Events (throughout the season)

Help organize, set up, run, and clean up social events.

Meet Schedule

https://www.teamunify.com/EventsCurrent.jsp?_tabid_=168115&team=adhsa

CHECK WEBSITE FOR MEET SCHEDULE, UP-TO-DATE INFORMATION & POSSIBLE CHANGES

Hawks Swimming Association

www.hawksswimming.org

USA Swimming

www.usaswimming.org

Adirondack LSC

www.adirondackswimming.org

To find USA time standards (B, BB, A, AA, AAA, AAAA), use this link

<http://adirondackswimming.org/standardsintro.htm>

TEN COMMANDMENTS FOR SWIMMING PARENTS

Don't impose your ambitions on your child.

Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they could be doing. The nice thing about swimming is every person can strive to do their personal best.

Do be supportive no matter what.

There is only one question to ask your child: "Did you have fun?" Your child should not be forced to participate.

Don't coach your child.

You have taken your child to a professional coach. Do not undermine that coach by trying to coach your child on the side. Your job is to support, love, and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. This is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.

Do have positive things to say at a swimming meet.

If you are going to attend a swimming meet, you should cheer and applaud, but never criticize your child or the coach.

Do acknowledge your child's fears.

A first swimming meet, 500 free, or 200 IM can be a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it.

Don't criticize the officials.

If you do not have time or desire to volunteer as an official, don't criticize those who are doing the best they can.

Do honor your child's coach.

The bond between swimmer and coach is a special one, and one that contributes to your child's success as well as enjoyment. Do not criticize the coach in the presence of your child. It will only serve to hurt your child's swimming.

Don't jump from team to team.

The water isn't necessarily bluer at the other team's pool. Every team has its own internal problems. Children who switch from team to team are often ostracized for a long, long time by the teammates they leave behind. Often times swimmers who do switch teams never do better than they did before they sought the bluer water.

Do have goals besides winning.

Giving an honest effort, regardless of the outcome, is much more important than winning.

Don't expect your child to become an Olympian.

Your child's odds of becoming an Olympian are about 1 in about 4,300. Swimming is much more than just the Olympics. Swimming teaches self-discipline and sportsmanship; it builds self-esteem and fitness; it provides lifelong friendships. Swimming builds good people and you should be happy your child wants to participate.