



**Student  
&  
Parent Handbook**

**2025-2026**

# Our Code:

## Be Present.



When you're here, give your focus, effort, and support. Your presence matters.

## Be Respectful.



Respect your coaches, teammates, and yourself—on the deck, in the pool, and at every meet.

## Be United.



We may train in different places, but here, we compete and grow as one.

## Be Supportive.



Cheer for each other. Celebrate together. Learn together.

## Be Committed.



Every practice, every rep, every race—it's a chance to give your best and lift the team higher.

Together, we grow. Together, we race.

# Introduction

Welcome to the Duncan U. Fletcher High School Swimming and Diving Handbook. This guide is designed to offer essential information and guidelines for our swimming and diving program, catering to the unique needs of our sport.

The program adheres to the rules set by the National Federation of State High Schools (NFHS) Swimming and Diving Rules Book. Additionally, any amendments to these rules are recognized as official for all Fletcher Swim and Dive competitions. We also comply with all Florida High School Athletic Association (FHSA) rules and regulations to ensure a fair and competitive environment.

**The Coach reserves the right to modify, change, add to this handbook at any point during the season as he/she sees fit with communication with families**

## Preseason

Training will begin the week of August 4<sup>th</sup>. Athletes will NOT be permitted to participate until they have completed Athletic Clearance.

**All paperwork (FHSA physicals, parent permission, code of conduct, certificates for three online classes, and any other items) must be completed and uploaded to the school's online service Aktivite.**

The website for registering is [www.AKTIVATE.COM](http://www.AKTIVATE.COM)

## Tryouts

The coaching staff expects that all swimmers and divers have knowledge and experience in this sport. Swimmers should be able to swim freestyle, backstroke, breaststroke, and butterfly legally and cleanly for 25 yards. However, if any student wants to participate, comes with a positive attitude and we have space in the pool, we welcome their involvement in the team.

Tryouts will always be the first week of school. Diving and Swimming coaches will determine the tryout system based on the roster and the number of participants.

**First Official Day of Practice** after tryouts will begin with a Team Meeting. On this day swimmers and divers will meet with the coaching staff to go over team rules and expectations for the season. **The first official day of practice and the team meetings are mandatory.**

# Dual Meets Overview

Dual meets last approximately 2 to 2 ½ hours, starting with a 30-minute warm-up for each team.

## Diving Event

- The diving portion occurs during the 9th and 10th events.
- All team members (Swimmers & Divers) should cheer for their teammates.
- Swimming resumes midway through the diving events in later meets.

## Results

- Results will be emailed to both teams.
- The host team is responsible for submitting the meet results.

# High School Events

Girls	Event	Boys
1	200 Med Relay	2
3	200 Free	4
5	200 IM	6
7	50 Free	8
9	1 m Diving	10
11	100 Fly	12
13	100 Free	14
15	500 Free	16
17	200 Fr Relay	18
19	100 Back	20
21	100 Breast	22
23	400 Fr Relay	24

# Hosting a Meet

When Fletcher hosts a swim and dive meet, we have responsibilities to make a meet successful.

Responsibility	Equipment
Home Team	Starting equipment
Home Team	Computer Operators (1) Meet Manager
Home Team	Runner – 1 person to run times from timers to computer operator
Home Team	Stopwatch (2) per lane; total of 16 lanes
Home Team	Clipboard (1) per lane; total of 8 clipboards
Home Team	Starter Whistle
Home Team	Timers – 2 per lane; 16 total timers
Home Team	Timers Sheets
Home Team	Heat Sheets-Relay cards
Home Team	Lap Counters; total of 8
Home Team	PA system and announcer; 2 people
Home Team	GoFan Table; 2 people
Home Team	Head Timer – 1 person

## Meet Set Up

The following responsibilities need to be completed:

1. Table for computer operators.
2. Extension cords run for computer system
3. 2 chairs behind each block
4. Starting system set up on east end of pool closes to Lane 1
5. Lap counters at west end of pool
6. Tents-behind blocks and for starter

## Meet Clean Up – This a mandatory host team effort

1. All tables and chairs returned to their original locations.
2. All electronics, cables, and cords into appropriate containers.
3. All trash collected and placed in trash cans.
4. Locker rooms checked for cleanliness.

## During the Meet

1. During the meet all spectators, athletes and coaches are to stay on the competition side of the pool. If you are not preparing to swim you should NOT be behind the blocks.
2. Everyone **MUST** help. The more help, the more effective the meet runs.
3. Cheer and support the team.

#### 4. Transportation during Away Meets including Invitational Meets.

- Swimmers will need to be transported to the competition pool.
- Please plan accordingly so we can start warm-ups on time.
- Carpooling with authorized adults or siblings is allowed but athletes cannot carpool with other athletes to the meets per Duval County rules

## Meet Guidelines

Stay informed about Fletcher Swim and Dive Meets, Invitationals, and Championships through our team calendar and email updates.

1. **Uniforms:** All team members must wear matching suits and caps that comply with NFHS material and design restrictions.
2. **Event Participation:** Athletes can compete in up to four events—either two individual events and two relays, or one individual event and three relays. Diving counts as one individual event.
3. **Exhibition Swimming:** To give more athletes a chance to participate, exhibition swimming is allowed if time permits. Exhibition lanes must be clearly marked on the heat sheet and communicated to the referee and opposing coach. Exhibition participants do not score points but their times are valid for future seeding.
4. **Team Spirit:** All swimmers and divers should actively cheer for their teammates during competitions.
5. **Phone Usage:** Swimmers and divers should refrain from using phones during competitions to maintain focus and team cohesion.
6. **Event Assignments:** Coaches determine event placements for strategic team success and to give athletes diverse racing experiences. Placements may not always align with an athlete's strongest event but aim to maximize team performance.
7. **Swimmers & Parents:** ALL swimmers and ALL parents should stay until the end of the swim meet to help clean up and to congratulate the opponent team.

### Lane Assignments

Lane 1	Home
Lane 2	Visitor
Lane 3	Home
Lane 4	Visitor
Lane 5	Home
Lane 6	Visitor

### Scoring Dual Meets

Relays – 8, 4, 2  
Individual - 6, 4, 3, 2, 1, 0

### Scoring Championship Meets

Relays – 40, 34, 32, 30, 28, 26, 24, 22, 18,  
14, 12, 10, 8, 6, 4, 2  
Individual – 20, 17, 16, 15, 14, 13, 12, 11, 9,  
7, 6, 5, 4, 3, 2, 1

A copy of a complete dive scoring sheet is attached at the back of the handbook.

# Swim Meet Line-ups

The number of swimmers allowed to compete and score points depends on the pool's lane capacity. For instance, in an eight-lane pool, four swimmers will compete. We enter up to four female and four male divers per meet.

Coaches select the best/qualified three or four swimmers for individual events, while relay teams are formed based on the best swim times **or** strategic combinations. The objective is to secure points and achieve victory.

Swimmers should remain flexible and open to competing in a variety of events due to the dynamic nature of the sport. Each event has 4 swimmers that will score for the team and we will add as many as we can in exhibition events so JV swimmers can participate and compete in the meet. We will analyze each meet and make the best selection. We will have A-B-C and maybe D relays. These can help our newer swimmers to participate in the events as well.

## Events for Districts, Regionals, & States

Coaches will discuss with athletes which events offer the best chance for high placement at Districts, Regionals, and State. The fastest swimmer in an event gets first choice of events, followed by the next fastest, ensuring optimal team performance. Occasionally, the fourth-fastest swimmer may compete if others choose different events. Other areas to consider are commitment, attendance, leadership, and practice participation.



# Goal Setting for Swimmers

At Fletcher Swim & Dive, we set **SMART** goals—Specific, Measurable, Achievable, Relevant, and Timely.



## Why Set Goals?

Setting goals is like preparing a roadmap. It offers clear directions, helping you know your destination and how to get there. For

swimmers, setting specific objectives keeps focus and motivation, even when challenges arise.

## Steps to Set Goals

1. Specific: Define clear objectives.
2. Measurable: Track progress.
3. Achievable: Aim for realistic goals.
4. Relevant: Align with team objectives.
5. Timely: Set deadlines.

## Benefits

- Focus: Maintains engagement.

- Enables Athletes & Coaches to work together
- Self-Assessment: Highlights strengths and areas for growth.
- Team Spirit: Fosters unity.
- Growth: Boosts confidence.

## Implementation

- Sessions: Set goals with coaches.
- Check-Ins: Adjustments mid-season.
- Review: Reflect and set new goals.

**Pursuing SMART goals leads to success. Let's excel this season!**

# Practice and Attendance

Our swim and dive team stands out in Florida by training together, we unite as one team during competitions. It's important for swimmers to support the dive team and vice versa, fostering a cohesive team spirit. This season, we'll incorporate a 15-minute joint dryland session every practice to strengthen our bond and enhance overall team performance.



Swimming and diving, like other sports, demands a high degree of discipline. Swimmers and divers **must be at practice** in order to develop their strength, endurance, and skill. Therefore, attendance is necessary. Practices are Monday through Friday and Saturdays.

Day	AM	PM
Monday		2:00-4:15 pm
Tuesday	5:15- 7:00 am	2:00-4:15 pm
Wednesday	5:15- 7:00 am (*tentative)	2:00-4:15 pm
Thursday	5:15- 7:00 am	2:00-4:15 pm
Friday	5:15- 7:00 am (*tentative)	2:00-4:15 pm
Saturday	8:00-9:45 am	

\* Tentative practice will happen if we have to cancel practice in the afternoon due to unforeseen circumstances such as: storms, heat index, or other. Always check our live calendar to see the practice times.

Our website link: <https://www.gomotionapp.com/team/flfhs/page/home>

# Attendance Requirements

## General Requirements

- Minimum Practices: Swimmers and divers must attend at least 5 practices per week.
- Club Team Members: Those part of USA club teams such as: AmberJax, Atlantic Coast Diving, Bolles, NFS, SwimRise, or Wahoos **must** attend 2 high school team practices weekly (Tuesdays and Thursdays) for team bonding, swim meets, and team meetings.



## Full-Time Club Swimmers

Full Time Club swimmers are defined as swimmers that are actively training with their club team at least 4 days a week during high school season. These swimmers are required:

- Tuesday/Thursday AM practice if a meet is scheduled in the PM or Tuesday/Thursday PM when there are not scheduled meets.

## Part-Time Club Swimmers & Divers

Part-Time Club swimmers are defined as swimmers that are part of a club team, but they focus on high school season training. These swimmers are required:

- Practice Commitment: Must attend a minimum of 5 practices per week.

## Work and School Commitments

- Job Scheduling: Arrange work hours around swim/dive practices and meets.
- Academic Responsibilities: Use time management skills to accommodate the 5 required practices per week. Avoid missing practice due to make-up tests or school clubs.

## Absences and Tardiness

- Sick Days: Excused absences with a doctor's note, if excessive.
- On-Time Requirement: Be punctual.

Chronic tardiness will result in:

1. Warning to swimmer/diver
2. Phone call to parent
3. Suspension from the next meet
4. Ineligibility for letter/bar
5. Possible removal from the team

## Chronic Attendance Issues

- Consequences for Chronic Absence:
  1. Warning to swimmer/diver
  2. Phone call to parent
  3. Suspension from the next meet
  4. Ineligibility for letter/bar
  5. Possible removal from the team

Communication is key! Coaches are here to assist and ensure all swimmers receive proper training. Let's work together to make this a successful season!

## Leaving Early?

The safety of our swimmers and divers is our top priority. Coaches are responsible for all athletes from the start of practice until its official end. If a swimmer must leave early, a parent or guardian **must** notify the coaching staff **in advance by email** stating the time and reason for early departure.

If there is a lightning delay or any other interruption to practice, swimmers are **required** to remain under coach supervision until practice is officially dismissed. Only the coaching staff may release swimmers early, and we will communicate directly with parents if practice ends ahead of schedule.

For safety and liability purposes, swimmers **must remain on deck** until the coaching staff has received written confirmation (email or text) from a parent or guardian granting permission to leave.

# Team Expectations

1. **Respect and Inclusivity:** Every team member must show respect to all teammates. Any form of bullying, harassment, discrimination, or intimidation—whether in person or online—will result in immediate dismissal from the team.
2. **Focus at Meets:** During swim meets, athletes should avoid personal electronic devices to concentrate on cheering, preparing, and cooling down.
3. **Current Physicals:** Ensure athletic physicals are up-to-date. Expired physicals will prevent participation until cleared by the athletic department.
4. **Substance Policy:** Engaging in smoking, using tobacco products, vaping, or consuming alcohol will result in suspension and, if the offender is a captain, loss of their title.
5. **Drug Use:** Any involvement with illegal drugs will lead to team removal.
6. **Conduct with Teachers, Coaches, & School Staff:** Intimidating or using profanity toward teachers, coaches & school staff will result in school and team suspensions.
7. **Respect for Coaches:** Listen attentively when coaches speak, ask questions before starting, and train diligently.
8. **Restroom Breaks:** Use the restroom before practice, during warm-up, or cooldown, but not during the main set with the exception of an emergency.



## Consequences for Rule Violations:

1. Verbal warning
2. Sit out of practice
3. Parent notification
4. Ineligibility for next meet
5. Ineligibility to earn a letter/bar

Serious infractions of FHSAA, NFHS, or school policies may result in permanent removal from the team.

# Parent Expectations



1. Support Your Athlete:
  - Encourage a healthy diet; avoid junk food.
  - Prioritize academics; they are student-athletes.
  - Leave coaching to the coaches; avoid online coaching advice.
  - Celebrate your child's efforts, regardless of outcomes.
2. Respect and Communication: Show respect to coaches, officials, and other parents. Notify the head coach via email about illnesses or emergencies affecting attendance.
3. Conduct: Unsportsmanlike behavior or disrespect will result in a year-long ban from meets and communication channels.
4. Practice Protocol: Parents should not be on the pool deck during practice to minimize distractions for athletes and coaches.

## Improved Communication

Effective communication is crucial for the smooth operation of our swim and dive team. Here's how we ensure everyone stays informed and connected:

### 1. Email Communication

- Swim Team Website: Our primary platform for email communications will be the new team website. It will contain all team updates, schedules, and important announcements. Ensure your contact details are current to receive timely information.
  - <https://www.gomotionapp.com/team/flfhs/page/home>

### 2. Direct Communication with Coaches

- Swimmers and Divers: It is the responsibility of swimmers and divers to inform Coach Conover, Coach Lisa, or Coach Carlos directly about any excused absences or if they will miss a meet or a practice. This direct line of communication helps manage team logistics and ensures accountability.

### 3. Face-to-Face Meetings

- For Swimmers and Divers:
  - You can arrange quick meetings with coaches either before or after practice sessions. This is an opportunity to discuss any concerns, feedback, or updates in person.
- For Parents:
  - To schedule a meeting with the coaching staff, parents should email the coaches to set a convenient date and time. This ensures that everyone is prepared and available for discussions, making meetings productive and efficient.

By following these communication guidelines, we aim to foster a transparent, supportive, and well-organized environment for all team members and their families. Let's work together to maintain a strong flow of information throughout the season!

## Senior Night

Senior night will be celebrated during the last home dual meet of the season. We will take a moment prior to the meet to celebrate the achievements of our Senior swimmers and divers.

## End of Year Celebration

The End of Year Celebration will be scheduled as soon as team competition has ended, typically after state championship. The End of Year Celebration will be a moment to celebrate the achievements of swimmers and divers for the year and have fun.

## FHS Fall Sports Awards Ceremony:

This event is held in the auditorium and will be a time to recognize all fall sports teams. Swimmers and divers will receive their certificate of participation at this ceremony

## Fundraising

Fundraising is a critical element for the swim and dive team. Monies raised during the year help pay for:

1. Replacement of equipment as needed, including but not limited to:
  - a. Kickboards
  - b. Pull Buoys
  - c. Hand Paddles
  - d. Lane Lines
  - e. Timing Equipment
  - f. Tents/canopies
  - g. Software Upgrades
2. Travel for away meets to include as needed:
  - a. Transportation
  - b. Team Meals
3. Celebrations
4. Any other expenses throughout the season

Fundraising will consist of our annual car wash, sponsor banners and the fundraising program through Aktivite. Participation in the car wash and school fundraising is mandatory.

**Please see Sponsor Sheet for Banners on the next page. Feel free to copy this page and share with multiple people/businesses.**



## Swim and Dive Team

Attention: Lynn Conover

700 Seagate Avenue, Neptune Beach, FL 32266

The Fletcher Swim and Dive Team is looking for Sponsors for the 25-26 School Year.

State Level Sponsor\*\*

# DONATION: \$500

Full color business logo and name on an individual 3' x 5' banner to be hung on the Pool Deck for the 25-26 season.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone: (      )** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

(Tax Exempt ID 85-8013988912C-0):

Paid by:

\_\_\_\_\_ Cash

\_\_\_\_\_ Check

Payable to: Fletcher High School

Memo Line: Fletcher Swim and Dive

THANK YOU FOR SUPPORTING THE FLETCHER HIGH SCHOOL SWIM AND DIVE TEAM!

\*\* Please submit PRINT QUALITY logo files in JPG format by email to:

[ConoverJ@duvalschools.org](mailto:ConoverJ@duvalschools.org) once donation has been submitted.