

# HAMLIN HAMMERHEAD POLICY AND PROCEDURE MANUAL

updated 2025

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## I. Purpose of Swim Team

The purpose of the Hamlin hammerhead Swim Team is to foster competitive swimming in a summer league environment while providing sportsmanship and socialization to the residents of Hamlin Plantation. The swim team is a member of the East Cooper Swim League comprised of teams in the Mt Pleasant area, there are twelve teams at this time. Each team provides a representative to vote on League matters and participate on the league board for approximately four meetings a year. The head of the ESCL board rotates thru each team, Hamlin is in charge for the 2025 season. The ESCL has its own policy and procedure manual for rules and responsibilities of the league.

## II. Registration

Registration for swim team is for Hamlin Plantation residents only (grandchildren of residents qualify to be part of the team). Registration for the team is usually held in March online at our website <https://www.teamunify.com/team/rececsllhh/page/home>, all forms, waivers, and payments are completed online. Returning swimmers and their families are allowed to register a week early before general registration is opened to the neighborhood. The registration dates and information will be emailed to Hamlin families by the HOA communication. Volunteers are necessary for our swim meets to function, and parents agree to signing up at least three volunteer positions during the season with registering their swimmer.

## III. Coaches

The coaching staff is comprised of a head coach and two to three assistant coaches and multiple volunteer junior coaches (numbers varying depending on the season). Interested candidates apply to the president of the swim team board. The head coach should have a

minimum of five years of competitive swimming experience and the assistant coaches a minimum of three years competitive experience. Junior coaches are older swimmers on the team approved by the head coach. Payment is made four times throughout the season. Hourly rate will be decided upon prior to the beginning of the season, and a contract will be signed detailing hours and pay, and requirements. All paid coaches are not employees of the Hamlin Swim team, they are paid contractors requiring a 1099-NEC.

#### IV. Team Wear

The Hamlin Swim team has a team suit that can be purchased at our local Blue Sky Endurance store. There will be a try on session right after registration for sizing at the Hamlin Clubhouse, and you will be able to order and pay on site. Pickup of the team suit will be at the local Blue Sky Endurance store. The team will sell Hamlin Hammerhead silicone caps and are \$12 a piece, they will be available throughout the season for purchase. Per ESCL rules swimmers may only wear their summer team cap at meets, or a plain solid color cap, no other team caps are allowed at meets. Team merchandise will be available for purchase and details will be emailed to swim families.

#### V. Practice

Swim team practice begins in the middle of May after school from 5pm-7:15pm Monday thru Friday. The swimmers will be divided by age and the exact schedule will be available after HOA approval and registration (5-6 ages 30 mins, 7-10 ages 45 mins, 11 and up ages 60 mins). After school is complete, practice moves to 7:45am-10am every weekday except Wednesday am, the swimmers will be divided by age and the exact schedule will be available after HOA approval and registration (5-6 ages 30 mins, 7-10 ages 45 mins, 11 and up ages 60 mins). There will also

be evening practices for all ages from 5-6pm on Tuesdays and Thursdays for those that cannot make practice in the am or need extra practice. Wednesday mornings will have a turn/start clinic for those needing extra help. Morning practice is HIGHLY recommended for new swimmers, swimmers need the extra practice with their own age group. Discussion is needed with President of Board and Head Coach for those that cannot make morning practices.

#### VI. Inclement Weather

Weather will be monitored and if practice or a meet needs to be cancelled it will be communicated through our website in form of emails and texts. Swimmer families need to ensure their cell phone number and email is correct and verified on the website to ensure proper communication.

#### VII. Volunteers

Each family is required to volunteer for at least three meets. Training is provided for volunteers and description of the positions is available on the website. The positions for a home meet consist of a stroke judge, data entry/scorer, starter, event board controller, ribbon writer, runner, timers (7 total for our pool), Bullpen (one volunteer per age group 5-6, 7-8, and 9-10 for both boys and girls), Clerk of course (2), Parking lot (3), Concession (10 – split sessions).

#### VIII. Meets

Meets are held on Wednesday nights, and consist of five total. The meet will be advertised to the community with a sign the day of at the pool gate, and be on the community calendar provided by the HOA. The schedule is created by the ESCL board and consists of 2 away meets and 3 home meets. The meets start promptly at 6pm, and warm ups are home team at 5:10-5:30pm, and away team 5:30-5:50pm. No one is allowed in the pool during the meet, except

those swimmers that are in the event competing. In case of implement weather, the coaches and team heads will decide on calling the meet or rescheduling. If the meet has gotten to event 32 the meet is considered complete and will be scored accordingly. If the meet is called prior to event 32 it should be rescheduled at the agreement of the two teams. Deck area should be cleaned up and all pool furniture repositioned in their correct place prior to leaving the pool, lane lines can stay in place for am practice the next day.

#### IX. Championship

Refer to the ESCL manual for policy specifics for the end of season Championship meet. All teams of the ESCL participate in the meet held at the end of the season, it is for ages 7 and up only, and swimmers are limited in number of who can participate. Swimmers are chosen by the coach and will be told after last regular swim meet of the season if they will be competing. Volunteers are needed for this event, and a sign up will be sent to parents whose swimmers are competing. 5-6 years olds have a special meet prior to the Championship meet and information will be sent after ESCL has a plan in place (new and will vary year to year).

#### X. Banquet

The end of year Hammerhead Banquet is usually held after the championship meet at 5pm at the clubhouse, the date will be decided and communicated to swim families once approved by the HOA. All families attending will be asked to supply a food dish for the event, drinks will be covered by the swim team. Team awards will be given and a slideshow presentation will be shown. And weather permitting, swimming will be allowed after the banquet for an hour.

#### XI. Storage of Swim Gear and Team Equipment

The swim team owns the lane lines at the pool and they are stored on the pool deck. A locked storage device is also on the pool deck containing kick boards and buoys, and time clocks that are swim team property. Back stroke poles are stored in the back room of the clubhouse along with a locked cabinet that is used to store concessions during the season. Ribbons, computer, printer, folder boxes, event electronic board, starter, speaker, team signs, and misc items are stored at a board member private home.

#### XII. Finances

Hamlin Hammerheads is a 501(c) (3) and EIN is 81-1980194 and has bank account with Truist Bank. Registration fees are paid via website, checks (made out to Hamlin Plantation Swim Team) and cash are collected for concessions and swim caps sold by team. We pay coaches as consultants and send out a 1099-NEC in January for their taxes. Our taxes need to be done yearly in February in the form of the 990-N (Postcard) due to we do not pull in over \$50,000 in income a year.