

St. Paul Highland Park & St. Paul Academy

Trojans Swimming & Diving

Team Handbook

2023-2024

**Warm Welcomes,**

Whether you are new to the team or a returning member, I would like to welcome you to another season here with the Trojan Swim & Dive team. One of the greatest benefits of participating in an organized athletics program is the life skills your student athletes will develop. This sports natural demand requires self-discipline but allows each student athlete a great sense of purpose and fulfilment. The Trojans Swim & Dive team will help each student athlete both inside and outside of the pool by making sure that each student athlete becomes more than just an athlete. We will focus on physical wellbeing, mental wellbeing, nutritional health, time management, and education as we go through the season. This ensures that each individual is taken care of holistically and not just an “athlete”.

The Trojan descends from the famous Greek mythology “Trojan War”. The Trojan Warrior represents loyalty, nobility, courage, and leadership. We will make sure that we follow the Trojan legacy and meaning.

Being a member of the Trojans Swim & Dive Team is a privilege. Trojan swimming and diving is offered to 7th-12th grades and is considered a high school sport. All participants are expected to behave and compete at the high school level. Now, let’s settle in and enjoy one more ride. Your horse awaits!

Thank You

Ian Moon

Head Coach Girls & Boys Swim & Dive

St. Paul Highland Park Senior High and St. Paul Academy & Summit Schools

**About The Staff**

Ian Moon | Head Coach

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I started my career in aquatics & coaching at the young age of thirteen. I really began to be a part of something bigger though when I started attending the University of Minnesota. At that point, I knew that I wanted to build a career in which I promoted physical health, mental wellbeing, inclusion, and accessibility. Inspired by my own experiences as a Paralympian, I continued exploring by learning as much as I could about the many systemic barriers that must be overcome by young athletes. This deeper understanding of the many obstacles faced by young athletes with big dreams has renewed my commitment to making thoughtful but necessary changes throughout my coaching career.

Outside of practice, you can find me at pretty much any Life Time Fitness working. I am an avid enjoyer of concerts, sporting events, walks around the cities and most importantly time with my service animal Mochi.

Assistant Coaches TBD

**Team Philosophy**

The Trojan Swim & Dive Team is a cooperative team consisting of student athletes from St. Paul Highland Park Senior High & St. Paul Academy. While the program is managed by Highland Park and student athletes coming from both programs, we will always act as one team and more importantly one family. Each person on this team will forever be a part of its legacy.

**Team Culture**

You as a student athlete will treat people with respect and dignity that every individual deserves. Each student athlete will be held accountable for their actions both outside and inside team activities. You will show integrity and humility has you carry yourself throughout the season. Student athletes, your actions are a reflection this team, your teammates, your school and most importantly yourself.

**Coaching Philosophy**

Coaches will provide an environment where we encourage student athletes to take chances that will result in mistakes and challenges. This will be a judgement free zone for all student athletes. All student athletes need to learn and be encouraged so they can develop. We will work on physical & mental toughness. Lastly, we will hold student athletes to the upmost highest standards both outside and inside team activities. Overall, our goal is to develop thoughtful, hardworking, and respectable student athletes who can be leaders within their communities.

**Athlete Cut Policy**

All are welcome to participate on the Trojan Swim & Dive Team. Members of the Trojan Swim & Dive team shall not be cut unless they pose a risk to themselves or others. This decision will be made by the coaching staff during the first 10-days of the season commonly referred as the preseason. If you make it to conference previews, you’re guaranteed a spot for the entire season. Each student athlete shall be given every opportunity to participate, compete, and excel within our program.

**Team Roles & Responsibilities**

**Coaches**

**Instruction:** Leading Practices, Drills & Giving Technique Corrections

**Leadership**: Someone that student athletes can go to for support, guidance, and advise issues both outside and inside team activities

**Supervision**: A person to make sure that all student athletes are in a safe, welcoming, inclusive, & harassment free environment at all times

Coaches will coach in a manner in which all student athletes are respected, heard, listened to, cared for, & protected. Coaches are to set an example of team culture and team philosophy. Coaches are here to support student athletes in their journeys…coaches should not be one creating the journeys though for their student athletes.

**Managers**

Duties Include but not limited to

* Assist coaches in everyday management of practice.
	+ Setting up equipment for sets
	+ Writing down sets for coaches
	+ Time Keeping
	+ Writing down notes for coaches during meets & practices.
	+ Getting water for athletes as needed
	+ Any other tasks assigned by the coaching staff.
* Meet Expectations
	+ Help with recording times for events.
	+ Help write down notes for coaches.
	+ Help count laps for races.
	+ Videotape swims
	+ Any other tasks assigned by coaching staff.

**Parents**

* Provide support for their student athletes.
* Allow student athletes to advocate for themselves and only step in during emergencies.

**Team Expectations & Rules**

**ATHLETES WILL BE DISSMISSED FROM THE TEAM FOR VIOLATIONS OF TEAM RULES OR AT THE DESCREATION OF THE COACHING STAFF AND ATHLETICS ADMINISTRATION. DISMISSAL OF A SWIMMER WILL REQUIRE THE APPROVAL BY THE HEAD SWIM COACH, ASSISTANT COACH, AND ATHLETICS DIRECTOR AT THE STUDENT ATHLETES RESPECTIVE SCHOOL. EACH SITUATION WILL BE DEALT WITH DISGRESSION AND INTERALLY. RESULTS WILL BE KEPT CONFIDENTIAL.**

**Eligibility**

* Must meet and follow all MSHSL eligibility standards for your respective sport.
* All paperwork must be submitted to the athletics office of your respective school.
* Must have a current physical and emergency contact on file.
* Must sign handbook by first day of practice (See Calendar)
* Athletes agree to follow all MSHSL rules and regulations before, during and after the season to maintain eligibility.

**Harassment & Bullying Policy**

The Trojan’s Swim & Dive Team will not tolerate any form of harassment or bullying. There is a strict zero tolerance policy. Anyone involved in cases of bullying, hazing, and harassment will be immediately dismissed from the Trojan’s Swim & Dive Team. Be very, very careful of what you do inside and outside of team activities. This policy is also enforceable if the actions are directed at a person who isn’t on the team. Reminder, your actions reflect your teammates, your team and most importantly yourself.

**Substance Abuse Policy**

Per MSHSL Rules and Regulations, any use of vapes, tobacco, drugs, alcohol and etc. is prohibited in all forms no exceptions. Violations to this rule will result in being reported to MSHSL, your respective athletics department and will result in the immediate dismissal from the Trojan Swim & Dive Team. There will be zero tolerance for such behavior.

**Attitude**

All swimmers, coaches, parents, and managers will have a positive, inviting, cheerful, & motivating attitude. Work together to give consistent encouragement.

**Perfect Swim or Perfect Effort**

Coaches do not expect perfection from student athletes. We understand that there is very much a human element in every aspect of student athletes’ lives. We do not demand perfection, but we do demand perfect effort. Coaches will never be disappointed about a student athletes’ performance. Student athletes are not DEFINED BY THEIR TIME IN THE WATER.

**Frustration & Vocalization**

Each student athlete will have a performance that they do not like. Coaches understand the frustration that come with what is deemed a “poor performance” by student athletes. We ask that you reframe from doing things out of anger and/or frustration. Please do not throw equipment, push past people, etc. To help with this rule, we will be implementing the 2/5-minute rule. You are allowed to be frustrated and/or angry for two minutes, you can talk about it for five minutes, then let it go and move to the next moment. This is key for all young student athletes.

**Communication Policy**

The Head Coach is the primary person for contacts. Please reach out to Ian Moon with any questions or concerns you have throughout the season. Please use the following guidelines to determine how and when to reach out to Ian. Parents, please allow your student athlete to advocate for themselves. Should something be in a more serious manner, then you can reach out as well.

**Email**: Can be used for generic questions, concerns, or informing that you will be absent for practice. Usually emails are answered within 3-hours.

**Text:** Please use this if you have a more urgent matter that may need a timelier response.

**Phone Call:** Please use this if you have an URGENT MATTER that needs an immediate response. If I do not answer, leave me a voicemail, and send me a text.

**Attendance**

Student athletes are expected to be at practices each day unless otherwise specified by a coach. While we understand that there are circumstances out of your control, we do encourage you to make practice a priority of such things as doctor appointments, work, and other school obligations. Please make sure that you notify the coaching staff ASAP if you plan to be absent from practice. Please find below some excused absences vs unexcused absences

Excused Absence Unexcused Absence

* Illness - Homework
* Medical Appointments - Dates
* Religious Obligations - Babysitting
* Academic School Events - Work
* Any Other Event @ The Discretion - Any Other Events @ The Discretion

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**Excused Absences**: will affect your overall attendance percentage, it will not disqualify you from lettering opportunities.

**Unexcused Absences:** will count towards your attendance percentage & three unexcused absences will result in immediate ineligibility to letter.

**Tardy & Early Release Policy**: A combination of three tardies or early releases from practice will count as an absence from practice. This absence will count as an unexcused absence unless there is documentation for why a student athlete must be tardy or released early. This is again at the discretion of the coaching staff.

**Other Attendance Policies**

* If you are absent from school for any reason, you cannot participate in practice.
* If you are absent either the day before or after a meet, you will not be able to participate in the following meet. You must still however travel with the team to the meet and be supportive at the meet.
* If you have an unexcused absence from a meet, you will be immediately ineligible to letter.
* **If you cannot make practice due to high level of schoolwork, you are still required to come to practice. However, you will be given the option to do homework on the deck or outside the pool area. You must show the coaching staff the work you accomplished during practice time. You will not be penalized for taking this option.**

**Practice Expectations**

* Practice starts at 3:30PM. To be ready for practice means that you are sitting and ready for the team brief.
* Please use the bathroom BEFORE PRATICE and in-between sets.
* Please make sure that all equipment is ready for practice before entering the pool. This includes goggles, caps, water bottles, fins, kickboard, pullies, etc
* Please keep a clear walking lane at all times around the pool. This will prevent any falls from coaches ☺
* Practice doesn’t make perfect…nothing will make you perfect, but again we aren’t looking for perfection. We want perfect EFFORT.

**Meet Expectations**

* Student athletes will travel TO and FROM each dual meet on the team bus. There will be no exceptions to this rule unless there are extenuating circumstances.
* Student athletes will know each event they swim. However, student athletes will not WRITE their events on themselves.
* BE PREPARED FOR ANYTHING
* Student athletes will cheer on their teammates during the meet. All athletes should either be at the turn end cheering or behind the blocks preparing for their event.
* At the beginning of each race wish your opponent “good luck”
* At the end of each race complement your opponent “Great Race, Great Job, Nice Swim” etc.
* Swimmers will not go in and out of the locker room. Please use it during the warmup period, break period or after

**Lettering Policy**

All letters will be issued with the following policy. Coaching staff have the right to issue a letter to an athlete for longevity/tenure, amazing sportsmanship, and model student athlete. Any violations to team policy will result in immediate ineligibility to letter. Each athlete is required to get five points to letter. You can receive a point for each of the following

Perfect Attendance (1 Point)

Attendance Greater Than 90% (.5 Point)

GPA Mark (>3.0 .5 Points, >3.5 1.5 Points)

12 Points During Dual Meet (1 Point)

Top 16 Finish Conference (1 Point)

Top 8 Finish Conference (2 Points)

Top 16 Finish Section (1 Point)

Top 8 Finish Section (1 Point)

State Individual Qualifier (Automatic)

Relay Top 8 Finish Section (1 Point)

State Relay Top 16 Finish (1 Point)

State Relay Top 8 Finish (2 Points)

Time Standard (Each Value is the 16th Place finalist at the 2023 MSHSL Section 6AA Meet)

* 200 Freestyle: 2:02.74
* 200 Individual Medley: 2:24.16
* 50 Freestyle: 24.53
* 100 Butterfly: 1:03.52
* 100 Freestyle: 54.26
* 500 Freestyle: 5:46.14
* 100 Backstroke: 1:06.47
* 100 Breaststroke: 1:12.81

**Acknowledgement Form**

I acknowledge that I have read and understand the team handbook. By signing below, I promise to follow the team rules and policies set forth in this handbook. I also understand that any violations of team policies and rules could result in my immediate dismissal from team or ineligibility to letter.

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