



Coventry Sailfish Team Handbook 2026

<https://coventrysailfish.swimtopia.com>

Calendar and Schedule:

Practices will be held daily Monday-Friday at the Harvest Lake Pool in Coventry. This schedule may be subject to change.

Wednesday, May 20 -- 7pm Parent Meeting held at Coventry Clubhouse:
100 Wrought Iron Bend, Yorktown, VA 23693

Tuesday, May 26 - June 10 -- Afternoon practice

4:15PM-5:00PM 12-18 year old swimmers

5:00PM-5:45PM 8 and under swimmers

5:45PM-6:30PM 9-12 year old swimmers

Minnows 6:00-6:45PM

Minnows 1 - Tues/Thurs

Minnows 2 - Wed/Fri

Thursday, June 11 -- Morning practice for all

8:15-9:00AM: 8 and Under

8:30-9:00AM: Minnows 1

9:00-10:00AM: 9-12 year olds

9:15-9:45: Minnows 2

10:00-11:00AM: 12 and older

Friday, June 12 — Picture Day and Tie Dye Day! —Team Photo will be taken first and individual photos will follow. This is a fundraiser for the team with a percentage of the sales coming back to the team.

Monday, June 15 — Time Trials— Swimmer arrival @ 5:00, Volunteer meeting @5:30
Trials begin at 6:00

******Practice times may be adjusted according to needs******

Depending on the age spread and swimming ability of those signing up for the swim team, the age breakdown or times may need to be modified in order to provide optimum coaching.

Thursday, June 18 - Home Meet Poquoson at Coventry at 6 pm

Monday, June 22 - Home Meet Willow Oaks at Coventry at 6 pm

Monday, June 29 - Home Meet Marlbank at Coventry at 6 pm

Monday, July 13 - Away Meet Coventry vs. Colony at 6 pm

Monday, July 20 - Away Meet Coventry vs. Windy Point at 6 pm

***Saturday, July 25** - Summer Splash Invitational at Hampton Aquaplex

***Saturday, August 1** - City Meet at Hampton Aquaplex

*see the "Special Swim Meets" section for more information on these events.

Note to parents: Children under age 10 should have a parent or a responsible adult with them for every practice. If a parent is unable to stay for a particular practice, it is the responsibility of the parent to designate another adult to assume this responsibility. We require each swimmer, regardless of age, to have a health information sheet filled out which includes important information such as doctor information and emergency contact numbers (home numbers, cell phone numbers, pagers, etc.) in the event of an emergency.

Coaches:

This summer, we are pleased to have **Rachel Bishop** joining the Sailfish as our Head Coach. Rachel comes to us with a wealth of swim coaching experience, as previous Coach of Hampton YMCA Snappers swim team for 6 years, and swim instructor for both Hampton and Princess Anne YMCA. Rachel is also a former summer swimmer with the GPSA, having grown up as Langley Stingray. We're delighted to have Rachel as a Sailfish!

Junior Coaches:

Tyler Brohimer - Tyler has been a Sailfish for many years, and this year brings his enthusiasm to our team as a Junior Coach. Tyler will be supporting our developing swimmers, encouraging them as they go from strength to strength!

Stacy Turgeon - Stacy has been a Sailfish for many years, and is excited to be Junior Coach! Stacy is a varsity swimmer for her high school and qualified for States as a freshman. She can't wait to help out and cheer on all of the swimmers this season!

Emma Turgeon - Emma has been a Coventry Sailfish swimmer since she was in 1st grade. She has swam on the varsity team for her high school for two years. This is her second year as a junior coach. She is looking forward to seeing everyone's growth this year!

Committee Members:

Chair – Vanna Upchurch
Co-Chair - Kendra Chappell
Secretary – Manda Turgeon
GPSA representative – Molly Lewis
Treasurer – Kourtney Shaw

The committee is a group of volunteers who meet throughout the year and manage the swim team. The committee represents the team within the Greater Peninsula Swim Association (GPSA), hires coaches and sets team policies.

The committee members are supported by a network of swim team parents who have volunteered to head up sub committees. These positions can be held by homeowners and affiliate members alike.

Membership – Vanna Upchurch
Concessions – Amanda Hunter
Parent Support – Sacha Brohimer, Lisa Fricke
Spirit Wear – Amanda Hunter/Kendra Chappell
Awards/Ice Cream Social – AVAILABLE

Membership:

Membership is open to all young people between 5 and 18 years whose families live in Coventry or have purchased an affiliate membership or swim team membership. This also includes those young people who reside in Coventry with their grandparents during the summer. Those people who are 18 or younger before June 1 are eligible to swim.

Registration Fees:

The swim team operates as a committee of the Coventry Homeowners Association. We are responsible for generating all of our own revenue and payment expenses. Registration fees primarily cover the coaches' salaries, insurance premium and league fees. Fundraising events provide revenue for the remaining operational costs for a given swim season. The overall operation for the swim team is approximately \$18,000 annually. Our goal as a Coventry Homeowners Association (CHOA) Committee is to be financially responsible.

Refund Policy:

If a child registered for either the Minnows or the Sailfish decides not to swim, refunds will be issued prior to Time Trials. A fee of \$25, PER CHILD will be held to cover administrative costs.

No refunds will be issued after time trials - no exceptions.

Minnow Team:

All new 5 & 6 year olds, and returning 6 and unders who did not move up to the regular team last year, will be placed onto our Minnow Team to begin the season. This team practices Mon-Fri for 30 minutes each day. The Minnows will practice twice a week from May 26 - June 9 with their group (either Tues/Thurs or Wed/Fri). Daily practice will begin on June 11th and continue through July 2. Minnows will be entered into our Home Meets scheduled for June 22nd and June 29th.

If at any point during the Minnow season, a swimmer can swim the length of the pool to the coaches' satisfaction, they will be allowed (and encouraged) to move up to the 8 and under practice. They will then become a member of the Sailfish Team and may continue to practice for the rest of the Sailfish schedule. At this point, they will also be entered into meets and their families will be expected to work parent support positions for any meets in which they participate. Minnows will be included in our team photo and any other team functions that take place during the Minnow season. Minnow registration is limited to 5-6 year olds. At the beginning of the season, new 7-8 yr old swimmers may be asked to temporarily practice with the Minnows, at the coaches' discretion, if they feel they would benefit from additional hands-on instruction, however they are not eligible for Minnows registration.

Team Website:

We will again be utilizing our swimtopia website to organize for our meets.

In order to RSVP for meets, sign up for volunteer positions, view results and photos, you must be logged into the website. To set up an account, visit www.coventrysailfish.swimtopia.com and click sign in at the top right. You must use the email that was used on your registration form or the site will not recognize you. The site will immediately require you to reset your password to one of your choice. Once you have set your own password, you will have full access to the site. Please set up your account before the start of practice. If you have trouble logging in or ever need your password reset, send an email to coventrysailfish@gmail.com. Please do not contact swimtopia.com for help.

Communication:

Email: The Sailfish relies on email as a main tool of communication with the team. You will receive a weekly "What's Cool at the Pool" email with reminders for the week. This email will be sent through the team website—please check your spam folders if you aren't receiving the weekly emails. You may contact us through the website or directly at coventrysailfish@gmail.com. Email is the primary way of communicating with the team. Any questions or concerns should be sent to the team email.

Facebook: The team also has a Facebook group to share information, reminders and

photos. It is set up as a secret group in order to ensure that photos are only shared with people associated with the team. If you are currently on Facebook we will be able to invite you to the group using your email address.

Swimtopia App: Weather updates and last minute changes will be announced through Swimtopia. If you have the app downloaded and you have done your initial set-up and log in to the app, then you will also get a push notification on your phone. The app also has other useful features (i.e. see recorded times for your kids the day after the meet).

GroupMe: Updates and last minute changes will also be posted on our GroupMe. You can download the GroupMe app and search for us via Discover as "Coventry Sailfish 2026".

GPSA Website:

The Coventry Sailfish Swim Team is a member of the Greater Peninsula Swim Association which consists of 18 teams in the Poquoson, Hampton, Yorktown and Newport News area. More information about GPSA, including directions to pools and championship qualifying times, can be found at <http://www.gpsaswimming.org/>

Weather Policy:

Meets: If weather is too severe to swim, the meets may be postponed or canceled by agreement of the Team's League Representatives and the rules of the Homeowner Association. Meets are held rain or shine and are only delayed or canceled during thunderstorms and lightning. The GPSA Competitive Rules state that "the teams must notify each other no later than 4:00 pm if the meet is to be postponed due to pool closure due to weather." For this reason, the team must show up at an away meet regardless of the weather or risk a forfeit of the meet. Every attempt will be made to reschedule a postponed meet for the next evening.

Practices:

Our goal is to provide as much pool time as possible and coaches will be at the pool regardless of weather. Practices are held in light rain. Weather is hard to predict and summer is famous for thunderstorms. There may be times when practice is stopped 5 minutes after it starts. Your child(ren)'s safety is our utmost priority. For this reason, we require that all swimmers under the age of 10 have a parent or other responsible party on the pool deck during practice.

Swim Team Pictures:

Swim Team photos will be taken in the morning on Friday, June 12. A team picture will be taken and individual pictures will also be offered. Information regarding the cost and a sign-up schedule will be emailed and posted on the swim team bulletin board in advance. This is also a FUNDRAISER with a portion of the total sales coming back to the team.

Swim Suits:

Team suits must be purchased online. Our team suit is available at our [swimoutlet shop](#). However, if you have a black suit, you are welcome to wear it. You do not need to order your suit from SwimOutlet.com, these are suggested links.

Team Spirit Wear:

Team Spirit Wear items will be available by order through Kendra Chappell and Amanda Hunter. Order and pay through the website, and they will deliver items to the pool. You will be notified when items are available.

Concessions:

The Sailfish Cafe is operated during home meets and offers food and drinks for purchase. As part of registration, each family has been assessed either a \$10-\$15 concessions fee.

Regular Season Meets:

Swim meets are held Monday and Thursday between June 15 - July 23. There will be 1-2 meets a week as scheduled through July 24. All regular season meets begin at 6:00PM.

Meet Procedures:

All swimmers planning to participate in a swim meet must RSVP for the meet by the deadline listed on the website. It is simple to RSVP—just click the RSVP button on the calendar for the meet and use the drop down boxes to fill in the form. The meet management software we are using will only allow the coaches to enter swimmers who have RSVPed into the meet.

Events: Coaches will enter swimmers into up to 3 individual events and possibly one relay event per meet depending on the swimmers ability. If you have any questions about the events in which your swimmer is entered, please speak with the Coach.

Age Groups: Swimmers 6 and under compete in the 25 meter/yard (one lap) freestyle and/or backstroke only. All other age groups compete in one or more of the four swim strokes (freestyle, breaststroke, backstroke, and butterfly) and the individual medley (IM). At the discretion of the Head Coach, a swimmer may be asked to swim in an older age group.

Exhibition Heats and Lanes: During swim meets, additional exhibition heats may be added to each age group and stroke. These heats are intended to give all swimmers the opportunity to improve their individual times and maximize individual participation. Exhibition heats are conducted after the first heat and are not scored. Exhibition lanes are any additional outside lanes (beyond the 4 scoring lanes), usually lanes 1, 2, 7 and 8. These lanes are used to give additional swimmers a chance to improve upon their times during the first heat of an event. These lanes are not scored, but the times are recorded.

Arrival Time: Swimmers must arrive at **home meets** by 4:45 pm and **away meets** by 5:00 pm. Set up volunteers must arrive at home meets by 4:15 pm. All other meet officials and volunteers must arrive by 5:15 pm and sign in with the Meet Coordinator.

Directions: Directions to all away meets can be found on the GPSA website and will be shared prior to meet day. All home meets will be held at the Harvest Lake Pool.

Disqualifications: Families and swimmers should be aware of general GPSA rules that subject swimmers to disqualification (DQ) during competitions. Families are asked to explain that there is a possibility of DQs during a meet and that the purpose is to identify and correct stroke errors, which in turn, will make them better swimmers. The coaching staff will help the swimmer to correct the infraction that led to the DQ.

DQs will be given for (but not limited to):

- 2 false starts or any deliberate false start
- Improper stroke execution
- Swimmer entering the water before being told by the starter
- Any unsportsmanlike conduct before, during, or after the meet
- Not starting and finishing the race in the same lane
- Not using a two-handed, simultaneous touch for turns/finishes during breast and fly
- Swimmer propelling themselves in a forward motion off the lane ropes

Ribbons: In accordance with GPSA rules, designated place ribbons will be awarded for 1st, 2nd, 3rd place finishes in all individual scoring events, and only 1st place for all participants on the winning relay team. All other finishers and exhibitions swimmers will receive participation ribbons without a place designation, unless they received a DQ.

***Special Swim Meets:**

Time Trials Meet: The purpose of Time Trials is to establish times for each swimmer on all four basic strokes and to familiarize team members and families with the manner in

which swim meets are conducted. Time Trials are considered a full dress rehearsal and will take place at the Coventry Harvest Lake Pool. *This event is mandatory for swimmers and families. If you will be absent, notify the coaching staff.*

Time Trials will be held on the evening of June 15. Parents are asked to volunteer for positions they plan on volunteering for during the season. Please arrive at 5:30 for a volunteer meeting. These volunteer times **will not** count towards your volunteer commitment, as they are for training purposes.

Summer Splash Invitational: Swimming competition organized in the same manner as the Championship Meet, but designed for swimmers without a City Meet qualifying time. There is a small per event entry fee for swimmers who wish to participate. The team will cover the cost for relay entries. This is a very fun and exciting meet designed to give swimmers the chance to participate in a league wide meet—it's meant to be a lot of fun!

City Meet (Champs): Swimming Competition held at the end of the swim season in which individual swimmers from GPSA teams compete. A qualifying time must be achieved during the regular swim season at a dual meet in order to swim in this meet. [Those times can be found here.](#) Additionally, a swimmer must have competed in at least 3 dual meets to qualify. Please check with the coach if you have questions about whether your swimmer qualifies.

Parent Support:

Swimming is truly a family sport; it requires active parent participation. For a swimmer to participate on the team, a parent is required to work in some capacity during each meet. Please be considerate of others and do your fair share to ensure that our meets run smoothly. We cannot run a meet without total parental support.

This year we will be instating a volunteer commitment fee:

- This fee will only be assessed if the family does not meet their volunteer commitment.
- It is to be paid as a separate check - \$250 post dated 8/1/2026.
- This check is due by the first practice (May 26) or your child will not be able to swim.

Parent support assignments will be handled through the swimtopia website. Each family is required to volunteer their time to work a predetermined number of meets. This number changes based on the number of families that sign up per season. Each home meet requires over 20 volunteers and each away meet requires over 13.

Volunteer slots open the week before the actual meet. Signing up is easy—just click on the button with the large V for Volunteer to see available positions. Descriptions are available for each position. You can edit your assignment if necessary. Changes will not be permitted the day of the meet. If there is an extenuating circumstance, please contact the Parent Support coordinator.

Non-Certified Positions: The following positions are open to all. Many positions can be learned “on-the-job” or with brief instruction.

Marshall: Assembles all of the swimmers into their correct lane/heat.

Lane Timers/ Lane Recorder: (one per lane). Uses a stopwatch to get accurate times for each swimmer. Reports to Head Timer. Additionally the timer who is designated as the Lane Recorder (one of the two timers) will, in addition to timing, record all times for each race onto the deck card and then give these cards to the deck runners. If you have a few moments, you may find it helpful to look at the USA Swimming Training Guidelines for Timing Officials. Please refer to the sections for Timing Officials (1) and (2) at the website www.usaswimming.org

Deck Runner: Collects deck cards from recorders after each event and deposits them at the scoring table.

Head Timer: Supervises Lane Timers during meets, signals to Referee when they have cleared watches, maintains watches in proper working order. Starts extra watches at the start of each event as a back-up in case there is a timer malfunction on deck. If you have a few moments, please take a look at the PDF training file mentioned above in Lane Timers/Recorder. Please refer to the sections for Timing Official (3).

Sweeps Judge (Across the Board Judge): Determines visual order of finish of swimmers for each race.

Concessions: Works at the “Sailfish Café” concession stand during home meets. Much of the swim team’s budget is supported through the sales of concessions. May include making some food items in advance.

Ribbon Writer: Fills out the place (1st, 2nd, etc...) ribbons for each swimmer with the information for the event they just swam including name and time.

Hospitality: Delivers water to officials and timers periodically throughout the meet as needed.

Parking: Arrives at home swim meets at 4:30. The parking lot will quickly fill up; directs additional cars to overflow parking.

Set Up: Arrives at home swim meets around 4:15 and set up for the event – will require some heavy lifting. Sets up concessions, score tables, tents etc...

Clean Up: Stays after the home meet is complete – will require some heavy lifting.

GPSA Certified Officials: Training is required for those interested in filling one of the following positions. You must attend a GPSA scheduled training date. These positions are fairly easy to learn. They will also entitle you to the best view of the pool and a FREE MEAL when you fill these positions at a home meet!.

Referee: The official in charge of the meet: the final authority in all matters concerning the conduct of the meet.

Starter: The official who starts each heat of the meet.

Stroke and Turn Judge: Officials that judge the swimming conformance with the rules for the event being swum. Non-conformance, or disqualification is reported to the referee.

Scorekeeper: Determines official swim times from scorecards and submits results to GPSA.

TRAINING DATES FOR CERTIFIED POSITIONS

Training for Stroke and Turn Judges, Meet Referees and Starts will be held on the following dates:

- June 1 at Marlbank: 5:30 - 7 pm Stroke and Turn; 7:30 - 8 pm Referee and Starter training
- June 4 at Warwick Yacht: 5:30 - 7 pm Stroke and Turn; 7:30 - 8 pm Referee and Starter training

Videos for these can be found here: <http://www.gpsaswimming.org/training2.htm>

Scorekeeper Training can be found here:

[GPSA scorekeeping clinic.pdf](#)

The GPSA Board of Directors has approved a policy that allows USA Swimming Certified Officials to not attend GPSA training.