

Fort Collins Area Swim Team (FAST)
Team Handbook



August 2007

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A. PHILOSOPHY

Introduction

The purpose of this handbook is twofold: to explain to new members just what the Fort Collins Area Swim Team (FAST) is and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

Why Swim?

The United States Swimming (USS) age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality **aerobic endurance**, the most important key to **physical fitness**. **In other sports, an hour of practice may yield as little as 10** minutes of meaningful exercise. Age group swim teams use every precious minute of practice time developing fitness and swimming skills.
- Swimming does a better job in **proportional muscular development** by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's **natural flexibility** (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior **coordination** because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most **injury-free** of all children's sports.
- Swimming is a sport that will bring kids **fitness and enjoyment for life**. Participants in Master's Swimming programs are still training and racing well into their 80's.

“Preparation for Life”

Preparation for Life by Phil Hansel, Reprinted from: [Swimming World Magazine](#) February 1988

Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving

experience. Life is full of negative, destructive experiences. Rejection, defeat and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement.

I have always felt that the great value of swimming as a sport is that it prepares one for life. The total swimming experience is made up of people, attitudes, beliefs, work habits, fitness, health, winning and losing, and so much more. Swimming is a cross section of lifetime experiences. It can provide so many learning situations. A swimmer learns to deal with pressure and stress, sometimes self-imposed, sometimes applied by others. One learns to deal with success and failure. One learns teamwork and discipline.

Swimming becomes a self-achievement activity. There is only one person in the water in a given lane in any race. The responsibility for performance ultimately lies with the individual. How well the individual has prepared physically and mentally to a large degree will determine the performance level.

Many swimming experiences can be of the disruptive, discouraging type. But at least a young swimmer learns that this is part of life, and the swimmer must learn to cope.

By learning how to handle frustration and disappointment, the young swimmer gains confidence. The swimmer learns dedication and commitment. Through perseverance, a swimmer learns to overcome adversity. All of these experiences tend to develop an individual who is better able to handle life's hardships and face problems.

As coaches and parents, we tend to preach that hard work will lead to victory. We preach that clean living and proper training such as diet, sleep and regular attendance at workouts will lead to winning. Though in the long run for a productive successful life, these are probably truthful concepts that don't always work in short term situations.

We have all been in situations where a bigger, more gifted person with poor work habits is the victor in race after race. Or we've known others who never seem to study, yet get good grades. We've known business people who never seem to lift a finger, yet for one reason or another, they close deal after deal.

These things just are not fair. Yet this is one of the valuable lessons that swimmers learn: "Life is not fair." We don't all start out in life with the same physical, mental, emotional and financial resources. In that respect, "Life is not fair."

A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls his or her own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns if he or she does their best, then there are no failures. A swimmer learns to set realistic goals. Once a goal is reached, then new goals must be established. A swimmer learns

that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief and support, all swimmers believe it can be done.

This is the positive achievement side of swimming that I like so much. Through experience in swimming, our young people learn attitudes and habits that will remain with them throughout the rest of their life. Most swimmers learn to be “can do” people.

Generally, these positive attitudes, belief in self and solid work habits will produce a terrific adult. Our society and our world is enriched by these former swimmers as they become adults. Because of their training, they handle life with a smile. They contribute time and energy to others in every way imaginable.

We can be proud of what swimming contributes to this world. Though “life is not fair,” a swimmer knows how to deal with that and can achieve a balance. For the most part, former swimmers grow up to be ordinary people, but they always have that extra plus from the swimming experience.

We are different and can be proud of it. It’s a pity and truly “unfair” that thousands and thousands of young people are missing the swimming experience. We must open our programs to everyone. We must find ways to share our fantastic sport.

General Description, Vision, and Mission

The Fort Collins Area Swim Team (FAST), founded in 1983, is known throughout the country as a first-class, year-round swim program. We offer a guided age-group youth program for children age 5 and up, from the beginning swimmer to the most competitive and skilled swimmer.

When a young person becomes a member of the FAST he/she learns the values of sportsmanship and team work. Swimming, through the FAST, provides physical, emotional and intellectual skills that will last a lifetime.

The Vision of the Fort Collins Area Swim Team is:

World Class Character through Excellence in Swimming

The Mission of the Fort Collins Area Swim Team is:

We strive to develop an environment where each individual swimmer can develop their fullest potential as an athlete and a person. Swimmers will be taught to set realistic goals and to accept the challenge and responsibility for their own success. FAST as a team will work toward individuals developing a positive self-image, social awareness and mutual respect for teammates and competition. Ultimately, individuals representing FAST will positively affect others at the local, state, and national level.

Team Philosophy

As a coaching staff we wish to encourage open lines of communication between coaches, swimmers, and parents. Just as we must act as a team of coaches to further the interests of FAST, so must parents, swimmers and coaches be advocates for the team that is the Fort Collins Area Swim Team. We will be open and honest regarding our plans and philosophies, and encourage parents to be equally open and honest regarding their questions and concerns. We encourage and expect questions and comments.

We aspire to be a great swim club, full of fast swimmers and positive thinkers. There is a place, however, for everyone. We hold in high esteem the swimmer who tries, stays positive and motivated, but who may never win a single race, ribbon, or medal. We also recognize that not everyone wishes to be an Olympic champion. We hope to treat swimmers with respect and compassion, to treat them fairly and to guide them to be the best they can be.

FAST History

The Fort Collins Area Swim Team (FAST) was founded in 1983 as a result of the merger of two local teams, the Sea Devils and the Tideriders. The team is a member of United States Swimming and Colorado Swimming. Additionally, FAST is a member of the Northern Colorado Swim League, which is composed of year-round as well as summer-only swim clubs located in northeastern Colorado.

Since 1983, the club has expanded its goals to include establishing a comprehensive competitive program for our community. FAST is known nationally by virtue of its national age-group ranked swimmers, Junior National and Senior National finalists, and Olympic Trials swimmers.

United States Swimming

Parts reprinted from "A Tradition of Excellence" by United States Swimming

United States Swimming (USS) is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USS staff interact with 59 Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs.

USS was conceived in 1978 with the passage of the Amateur Sports Act which decreed that all Olympic sports would be administered independently. Prior to this Act, USS was the Competitive Swimming Committee of the Amateur

Athletic Union (AAU) located in Indianapolis, Indiana. USS headquarters were moved to Colorado Springs in 1981.

Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colorado, U.S. Swimming is a Group A member of the United States Olympic Committee. Independent and a model for all amateur sport national governing bodies, U.S. Swimming is in the vanguard of the Olympic movement around the world.

As the National Governing Body for the sport, USS is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, insure the development of its member clubs and age group swimmers.

USS hosts three major swimming meets each year—the Phillips 66/USS Spring and Summer National Championships, and the US Open, sponsored by Speedo America. Additionally, USS holds four Speedo/Junior National Championship meets each year—two long course (50 meter pools) and two short course (25 yard pools).

Sixty-six percent (66%) of the revenues of the USS budget come from registration dues from athletes and membership fees from non-athletes and clubs. Without the support of its membership, USS could not offer quality programs to its members. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications, and promotional merchandise.

FAST athletes pay an annual registration fee. Athletes receive a membership card and have both liability and secondary medical insurance coverage.

FAST is a club member of USS by paying the national fee. Membership benefits include USS Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USS have liability insurance coverage for approved insured activities.

USS is the ruling body of sanctioned swimming meets in the United States. USS meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

The International Center of Aquatic Research, dedicated in 1988, provides the opportunity for state-of-the-art research and testing in the sport. The information gained through this facility, which includes a swimming treadmill, will be applied to improving swimming performances.

Obviously, the “wet” side of the sport receives a tremendous amount of money and attention, but the “dry” side of the sport receives considerable study as well.

Coaches and athletes education play an important role in USS. Programs such as the successful Coaches College, presenting the most current coaching and

scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

USS National Headquarters strives to educate and inform its membership through continued communication. Once a year USS publishes an updated version of the *USS Rules and Regulations*, the final word in technical swimming rules. *Splash* is a bi-monthly publication providing current and timely information of interest to all USS members. *Lanelines*, the USS coaches newsletter, is also included in *Splash*.

The USS Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USS are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USS staff are available to assist in answering questions or providing additional information about United States Swimming. For information or assistance, contact: USS National Headquarters, One Olympic Plaza, Colorado Springs, CO 80909, (719) 578-4578.

Colorado Swimming

Colorado Swimming, Inc. (CSI) is organized for the purpose of promoting and developing swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards and under the rules prescribed by the Federation Internationale de Natation Amateur (FINA), United States Swimming, Inc (USS), and Colorado Swimming, Inc.

CSI organizes statewide qualification meets at the end of both the short-course and long-course seasons.

Northern Colorado Swimming League

The Northern Colorado Swimming League was formed for the purpose of improving Colorado competitive swimming. Currently, the league offers developmental meets (Silver Circuit) at the novice level, as well as special championship meets.

Most Silver Circuit meets are held on Saturday or Sunday mornings and last one-half day. There is a flat rate entry fee, permitting swimmers to swim any number of events. Fees collected from all League meets are used to promote swimming in Northern Colorado. The League also supports its regional and national championship qualifiers on a pro-rated share according to funds collected.

Member clubs of Northern Colorado are:

Eaton Red Wave, Estes Park Swim Team, FAST, Greeley Swim Club,
Longmont Swim Club, Loveland Swim Team, Marlin Swim Team, NorthEast
Aquatic Team, Team Vortex, Valley Outriggers.

B. COACHING STAFF AND TEAM LEVELS

Coaching Staff

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The Fort Collins Area Swim Team (FAST) staff consists of five professionally trained coaches. They, as member coaches in the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in U.S. Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

Coaches' Responsibilities

The Head Coach's job is to supervise the entire competitive swim program. The FAST coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself—"to be the best you can be."

1. The coaching staff is responsible for placing youngsters in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the FAST coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. The coaching staff will make the final decision concerning which meets FAST swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer will enter.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance.)
5. The building of a relay team is the sole responsibility of the coaching staff.
6. The coaching staff is constantly updating and improving the Fort Collins Area Swim Team program. It's the swimmers and parents responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

Practice Times

The regular schedule for the various swim groups will be available on the FAST web site. However, during the High School Seasons, Christmas Break and Spring Break, the schedule will vary; updates will be included in team emails. Please check with your coach if you have any questions.

The practice times are very rigid for several reasons. Firstly, the pool time itself is strictly adhered to as there are many users of the pool; being late, therefore, reduces training time. Secondly, dryland and water training are designed as team endeavors; tardiness affects commitment and self-discipline, one element of which begins at the time practice starts. The coaches expect swimmers to be on time; please ensure your punctuality.

Practice and Attendance Policies

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore, it is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor. Please don't waste it.

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

1. For specific group attendance requirements see section on "Team Levels."
2. For the swimmers' protection, they should arrive at the pool no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
3. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, please inform the coach prior to the start of practice.
4. Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.
5. The club has an obligation to act as guests while at the pool (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to the pool/locker room may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.

Team Uniform

The team colors are royal blue, navy blue and white.

One required item to wear in any meet is a team swim cap. This cap is custom printed with the FAST logo. Most swimmers should have at least two on hand for each meet.

Swimmers are strongly encouraged to wear a team suit to all swim meets.

Team merchandise such as swim suits, caps, parkas, swim bags, warm-up suits, and T-shirts are available through our supplier, MI Sports in Loveland. Every effort is made to ensure the items are of good quality and reasonably priced. The decision is yours whether or not to buy any or all of the offered items. However, it is requested you purchase a team suit as soon as possible for your swimmer to use at swim meets. Unity creates a sense of pride and loyalty to the team that will be noticed by everyone in the swimming community. It is highly recommended that each swimmer's name be placed inconspicuously on all pieces of the team uniform.

C. SWIMMER'S RESPONSIBILITIES

Illness and Injury

Whenever possible, the coach should be informed of an illness or injury. Regardless of how serious or trivial it may be, it will almost always be possible to find a physician (or parent) who will recommend a modified approach. For this reason, the coach must be the one to determine if the absence is excusable (especially for the advanced swimmers). It is helpful to find a family physician who appreciates the importance of participation and who understands the repercussions associated with missed meets and training sessions.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the Fort Collins Area Swim Team office so the coaching staff is aware of the problem.

Swimmer Training

As a swimmer's level of swimming ability increases, so do his/her responsibilities. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve, this is a deep commitment that requires great effort on all parts. Swimmers have responsibilities to the team, the coach, their parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles, flippers, etc.) to workouts. It's the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as an excuse to miss part of a training session.

Code of Conduct

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. A swimmer should never interfere with the progress of another swimmer, during practice or otherwise.
3. At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
4. All members of the club, whether parents or swimmers, continue to protect and improve the excellent reputation the club has throughout the state and country.

D. PARENT'S RESPONSIBILITIES

Parents – Your Athlete Needs You

To have a successful program, there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster makes depends to a great extent on this triangular relationship. It's with this in mind that we ask you to consider this section as you join the Fort Collins Area Swim Team and reacquaint yourself with this section if you are a returning Fort Collins Area Swim Team parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

The coach is the Coach!: We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach.

Best kind of parent: The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Ten and Unders: Ten and unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins FAST, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

Not every time: Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

Fat cats don't fight: Swimmers are expected to keep an optimum body weight and percent of body fat. Physiologists have found that female swimmers should be 10-18% and males should maintain 4-12% body fat for optimum perfor-

mance. Parents should contribute to the education of proper nutrition and eating habits (see the section on nutrition in this handbook).

Parent Responsibilities

1. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent—at practices and meets. This handbook contains a reprint of an article called, "The Ten Commandments for Parents of Athletic Children." It offers some very useful and sound advice on communicating with your swimmer.
2. Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.
3. Please familiarize yourself with the "Terms and Conditions for Participation in the Fort Collins Area Swim Team" that you signed when you registered with the Club.
4. Fort Collins Area Swim Team has a reputation in the state and throughout the country of hosting swim meets of the highest caliber. One of the commitments made when you joined the Fort Collins Area Swim Team was to help work our home swim meets. We usually host meets in November, January, May, and July.
5. Keeping the swimmer's times. A log book may be purchased to record times and distance swum in each stroke at each competition attended by the swimmer.
6. Taking swimmers to meets. Meets are the best way for the swimmer to track his/her progress.
7. Paying fees. Swimmers may be excluded from participation if fees aren't current.
8. Keeping informed. Information will be e-mailed to you or put in your family folder near the beginning of each month. Swimmers are given periodic handouts. It's his/her responsibility to get this information to you. Information is posted on the bulletin boards at EPIC and should be checked at least once a week.
9. Providing appropriate attire. The swimmer will need adequate workout and meet swimsuits, caps, goggles and fins.
10. Keeping a positive, supportive atmosphere for the swimmer.
11. Getting involved with the team by becoming a board member or volunteering to serve on a committee or other team-sponsored activity.
12. Families of swimmers qualified for CSI State Championships and Sectional level and above meets should schedule vacations around the swim season.

Problems with the Coach?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

- Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run, the benefits of membership in the group compensate for occasional short term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the Head Coach join the dialogue as a third party.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

Lines of communication are always open. Do not hesitate to visit with your swimmer's coach or the Head Coach. Coaches are nearly always available before and after practice or by appointment.

The Ten Commandments For Parents of Athletic Children

Reprinted from The Young Athlete by Bill Burgess included in "The Swim Parents Newsletter"

1. Make sure your child knows that win or lose, scared or heroic---you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.

2. Try your best to be completely honest about your child's athletic ability, his/her competitive attitude, sportsmanship, and actual skill level.
3. Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you—win or lose—he/she is on their way to maximum achievement and enjoyment.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
7. Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
8. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear of discomfort.

E. SWIM MEETS

Competitive Strokes

The four competitive strokes are (1) **freestyle**, (2) **backstroke**, (3) **breaststroke**, and (4) **butterfly**. Events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley. Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly, and freestyle (medley relay).

Very Basic Swimming Rules

Starts

The swimmers are not allowed a false start. If they jump the start and the starter thinks that they are trying to get an advantage (whether intentional or not—it does not matter), they will be taken out of the race. This is not like the Olympics where they are allowed one false start.

Turns

For freestyle turns, the swimmer must touch the wall upon completion of each length (they do not need to touch with a foot).

For backstroke turns, some part of the swimmer must touch the wall. The swimmer may make a single continuous motion from the back to the stomach when approaching the wall. The swimmer must primarily be on their back during the pushoff.

For butterfly and breaststroke turns both hands must touch the wall at the same time.

Finishes

For freestyle, the swimmer finishes the race when any part of his/her body touches the wall (they don't need to touch with a hand).

For backstroke, the swimmer must touch the wall while on his/her back.

For butterfly and breaststroke, both hands must touch the wall at the same time.

Stroke

When swimming butterfly and breaststroke, the arms and legs must move together.

Swim Seasons

Competitive swimming consists of two seasons – short course and long course. During the short course season, all competitions are held in pools at a length of 25 yards. This season runs from mid-September to mid-March. Contrastingly, long course meets are held in 50-meter pools and run from early April to mid-August. Race times are generally slower in the longer pool as there are less turns and, therefore, less rests and push-offs.

FAST engages in multi-level competition with United States Swimming, Inc. (USS). Like our training program, we attempt to provide a challenging, yet success oriented competitive situation for swimmers of all ages and abilities. We believe that athletes become better by striving together, rather than against each other.

We emphasize competition within oneself. Winning ribbons, medals, or trophies is not our main goal. Individual improvement is our primary objective. Of equal importance, is teaching values and behavior befitting a FAST member. Respect for competitors and officials, encouragement for teammates, determined effort, and mature attitudes are examples of behavior which are praised by the FAST coaching staff.

Competitions

Levels of Achievement

As stated earlier, there is usually one competition per month. Two or three meets a year are “out of town.” The swimmers will normally travel by bus, van, or plane to these meets and they are great fun as children make new friends and gain valuable experience. You will be amazed at how independent your child will become--eventually carrying their own meal money and ordering for themselves at restaurants. The club has a list of rules for out of town meets which are contained in this handbook.

Swimming competitions are good for children because they allow swimmers to get to know themselves. Racing creates strong, mature, mentally tough people. If a swimmer has a particularly good race, he/she can feel extremely proud; if he/she has a bad race, he/she must reason what went wrong. It takes an incredible amount of courage to stand up on the starting block, so parents can be proud each time they see their son or daughter in a race. Just having the courage to swim against and in front of others is a great accomplishment.

Parents should also be aware of the “peaks” which will occur in your child’s swimming career. Peaking is a long or short term leveling off of swimming times. Every swimmer invariably goes through a stage in his or her career where times don’t get faster. For some, it might take a long time to get through this period until they begin to lower times again. For others, this stage may last only

a short time. Please be aware of this and encourage your children to work through this period and to not get discouraged. Time and hard work is all it takes to get through peaking.

All meets which the Fort Collins Area Swim Team participates in are sanctioned by the USS, the National Governing Body for competitive swimming in accordance with the rules and regulations of the USS. It's also assurance that each swimmer is appropriately registered with USS, which is important for insurance and safety considerations.

There are seven different age group classifications recognized by United States Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmers age on the first day of a meet will govern the swimmers age for the entire meet.

Within each age-group, there are different nationally recognized levels of achievement based on times. All swimmers begin as "C" swimmers. As they improve, they advance from "C," to "BB," "B," "A," "AA," "AAA," and ultimately "AAAA." The times required for each ability level are published each year by United States Swimming. This permits fair, yet challenging, competition on all levels. In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and a "AA" backstroke time. Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

Swimmers are always limited to the number of events in which they may participate. USS sets this limit at 5 events per day for timed final meets and 3 events per day at prelim/final meets. This number is exclusive of relay participation. However, each meet host is free to determine the number of events in which they allow swimmers to compete.

Types of Swim Meets

1. Dual Meets-Occasionally, FAST will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.
2. Silver Circuit Meets-These meets generally have a maximum qualification time standard, meaning that the swimmer must have a time slower than the qualifying time. Most of the time, these meets offer each one of the competitive strokes in the two distances offered for each age group. Each swimmer is usually allowed to enter from 3-5 events per day.
3. Invitational and Open Meets- These meets typically do not have qualification times, though some meets may offer sessions in which qualification times are required, and sessions for swimmers who do not meet the qualification times. These meets typically run for 2 or more days, and are

generally hosted by the larger teams. These meets are a great opportunity for swimmers to challenge themselves against a higher level of competition.

4. Qualification Meets-These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet.
5. Travel Meets – FAST may also travel to an out-of-town meet in the summer. This meet will typically involve coordinated travel, meals and lodging plans. Parents will travel with the team as chaperones or may also travel with the team, but generally separately from the swimmers. Swimmers will often travel in a team bus. These meets are a great opportunity for swimmers to get to know each other and their coaches. There will often be team activities associated with the trip that further enhance the experience. These meets are planned far in advance, and age restrictions may apply.
6. State Championships-At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Colorado Swimming, the governing body of swimming in the state of Colorado. Colorado swimming sets the qualifying time standards for these championship meets. Generally, the standards fall between the national “A” and “AA” time standards. There are two championships held each season: the Age Group Championship for swimmers 14-Under and the Senior Championship open to any swimmer in the state who has met the qualifying standards regardless of age.
7. Zone Championships-After the state championships are held in the summer, a swimmer may qualify to participate in the Western Zone Championships by swimming a national “AAA” time. This is an all-star meet where swimmers compete as a member of the Colorado Zone team competing against other states from the west.
8. Speedo/USS Junior National Championships-One of the highest levels of achievement FAST swimmers strive for is participation in the Junior National Championships.
9. Phillips 66/USS National Championships (Senior Nationals)-Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USS National Championships. As with the Junior Nationals, FAST swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America’s best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

Philosophy of Competition

The Fort Collins Area Swim Team engages in a multi-level competition program with United States Swimming that, like our training program, attempts

to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance to improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a "good" and a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the Fort Collins Area Swim Team coaching staff.
3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
4. Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
5. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.

Championship Meets

One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). The Championship meet is a special experience and extremely important in the athletes development.

As our season progresses, all of the swimmers get excited and motivated to "go for a State cut." Unfortunately, some of the swimmers do not have the consistent practice habits nor the USS meet experience to make the cut, yet, through an extremely psyched swim and a lot of desire, they do the time. Because they don't have the practices and meet experience, the swimmer will probably not repeat the time at the Championship meet. They really don't belong there.

As an Age Group swimmer, our swimmers learn they swim faster at the Championship meet than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career.

We, as coaches, believe that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at USS swim meets. There's a big difference between "wanting" to go to the championships and "deserving" to be at the championships. Talent plays a supporting role to commitment.

To insure that all of our swimmers are properly prepared for their championships:

- Meet attendance and participation throughout the entire season is important. USS meets offer the experience necessary for the championships.
- Practice habits must be within our recommendations for the group the swimmer trains with. "Consistency" is the key word.

The State Championship is not the ultimate goal. It is a seasonal goal that should lead to Zones, Junior & Senior Nationals, and beyond. Making the "cut off time" is simply a requirement to attend the meet. The goal is to be as prepared as possible and perform to the best of one's ability at the meet. Sometimes swimmers get the "end" and the "means" mixed up.

Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure that parents, swimmers, and coaches are laying the foundation for the best possible experience at the Championship meet.

Prelims & Finals Meet Format

In a preliminaries and finals meet format, the object of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8 lane pool) after his/her morning swim they then qualify to swim in the Championship finals in the evening session. Some meets also swim a Consolation final. If a swimmer places from 9th - 16th place from preliminaries, he/she qualifies to participate in the Consolation finals in the evening session. In the evening finals session, the Consolation heat is swam first followed immediately by the Championship heat. During the prelims, the results are usually posted within ½ hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim, he or she may "scratch" the event and not be penalized. This must take place within a half hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if they have made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate. United States Swimming rules dictate that if a swimmer makes a finals event and fails to show up they are bared from participating in the remainder of the meet (individual events and relays). Alternates (the 17th & 18th place swimmers) should check with his/her coach about attending finals.

Circle Seeding

Used only in the prelims of Championship meets with events that have “prelims & finals.” This affects only the top 24 seeded swimmers (8 lane pool) which compete in the last 3 heats. All other heats are regular seeding. Circle seeding goes like this: The fastest seeded swimmer will be in the last heat in lane 4. The second fastest swimmer will be in the second to last heat lane 4. The third fastest swimmer will be in the third to last heat lane 4. The fourth fastest swimmer will be in the last heat lane 5 and so on. For an event with 60 swimmers, the seeding would look like this: # = swimmers seed in prelims

(Lanes 1 - 8)

	Lane	Lane	Lane	Lane	Lane	Lane	Lane	Lane
Heat 1		#59	#57	#58	#60			
Heat 2	#55	#53	#51	#49	#50	#52	#54	#56
Heat 3	#47	#45	#43	#41	#42	#44	#46	#48
Heat 4	#39	#37	#35	#33	#34	#36	#38	#40
Heat 5	#31	#29	#27	#25	#26	#28	#30	#32
Heat 6	#21	#15	#9	#3	#6	#12	#18	#24
Heat 7	#20	#14	#8	#2	#5	#11	#17	#23
Heat 8	#19	#13	#7	#1	#4	#10	#16	#22

The finals are seeded like a regular meet as are any events that are swam as timed finals such as relays, distance freestyles and other events most often held on Friday evening as a timed finals session.

Awards & Placings

The swimmers who participate in the championship finals receive awards as listed in the meet information. The swimmers who participate in the consolation finals often do not receive awards, but do score points for the team. One very important thing: Once a swimmer has made the championship final, the worst they can place is 8th, regardless of how slow they may swim in finals. The swimmers who participate in the consolation finals may place no better than 9th (the winner of the heat) regardless how fast they swim. It has been known to happen that the winner of the consolation finals swims a time that would have placed him/her 2nd or 3rd in the championship finals, but the highest he/she can score is 9th. That is why it is important to swim very fast in the morning prelims session to make the championship finals. If a swimmer is disqualified in finals, they do not score points or get awards, however, a non-finals swimmer can not be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer.

Receiving Awards in Public

Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentations. A club uniform is to be worn when accepting the award. It is also customary for Fort Collins Area Swim Team swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and receive the same with poise and a “thank you.” Good sportsmanship is essential. If photos are being taken, we ask the swimmer to remain until the shooting is complete, being sure to cooperate with the photographer. Do not ham it up! The picture may be special to someone else. The image a swimmer presents is a direct reflection of the team.

Team Travel

Trips to meets in other cities become an important aspect of a swimmer’s career while advancing through the age group ranks. The opportunity for a swimmer to travel to an out-of-town meet can be very exciting. Travel can be a great incentive to train hard and qualify to attend certain meets. The team travels by van, bus or airplane and is always accompanied by at least one coach and/or a parent (depending on numbers).

Travel and meet details will be given with as much notice as possible. A cost estimate will be provided (final cost always depends on the number of swimmers attending). There will be a detachable portion on the meet information to be returned to your Coach or Travel Chairperson stating a specified deadline.

General:

Participation of a swimmer in any meet will be the decision of the Head Coach. Swimmers will be informed of eligibility for meets.

Permission slips must be signed and returned by the deadline on the slip. There are no late entries. Parents will be held responsible for costs as noted on permission slip once the slip is signed and returned. FAST cannot absorb the costs for travel, rooms, etc. after being confirmed, nor can the additional costs be split among other families who have already budgeted for a specific amount.

Swimmers traveling with the team will be required to sign the “FAST Honor Code” prior to departure.

Coaches and Chaperones:

The coach traveling with the team has the responsibility and authority to be in charge of and manage the team while on the trip, including discipline.

Chaperones will assist the coach in any way required. If the coach is not immediately present, the chaperone shall be in charge.

The coach and chaperone shall establish the requirements for each trip, including but not limited to such items as curfew time, lights out, meal arrangements, and other procedures not listed in this policy.

Parents are responsible to notify the coach or chaperone in advance of any special concerns regarding care of the swimmer; also to provide permission in advance for the swimmer to visit relatives or friends at the destination.

Discipline:

Parents are responsible for the actions of the swimmer, including additional costs incurred.

Disciplinary measures may be administered as required with a swimmer; the Head Coach and the parents will be informed of disciplinary action taken.

Violations of express prohibitions may result in the swimmer being sent home immediately at the parent's expense, loss of eligibility for future meets, or other appropriate measure.

Swimmer's Rules:

Swimmers are expressly prohibited from the following:

- Unreasonable behavior endangering one's own life or the lives of other.
- Use and/or possession of alcohol or non-prescription drugs.
- Behaviors regarded as "criminal" in intent such as assault, theft, deliberate destruction of property, etc.
- Promiscuous sexual behavior and/or obvious attempts there at.
- Unauthorized departure from the group, pool, or residence.
- Swimmers are required to stay together as a Team to the extent possible.
- Swimmers require permission from coach/chaperone to leave the main group, and then preferably in groups of two or more.
- Swimmers must advise coach/chaperone of where they are going and expected time of return, in order to obtain permission.
- Swimmers age 12 and under should be accompanied by an adult.
- Swimmers are required to treat hotel accommodations with respect.
- All swimmers rooms are designated "nonsmoking."
- Swimmers and their parents are responsible for accidental damages, including damages to the property of other swimmers.
- Swimmers require permission of coach/chaperone for visitors in rooms.

- Visitors of the opposite sex will require doors to be propped open.
- Room checks will be made at curfew. Swimmers are not to leave accommodation after curfew except in emergency, and then only to obtain assistance from coach/chaperone.
- Swimmers are required to exhibit good sportsmanship. Foul language or obnoxious behavior toward coaches, chaperones, officials, or other swimmers will not be tolerated.
- Swimmers are regarded as representing the Team, the City, and the State or Country, depending on where they travel. Swimmers are therefore required to dress and act reasonable and responsibly at all times, whether on a plane or bus, in a restaurant, in a hotel, or at a swim meet.

National Team

Each member of Fort Collins Area Swim Team's National Team receives a FAST National Team Warm-up suit, a Fort Collins Area Swim Team travel bag and a special racing suit provided by Speedo. Each swimmer also receives reimbursement for travel costs for Junior Nationals and for Senior Nationals from Colorado Swimming, Inc. Colorado Swimming only reimburses one meet per season. In addition, the Northern Colorado League provides reimbursement for Western Zone, Junior Nationals and Senior Nationals qualifiers on a pro-rated share according to funds available. Junior and Senior National swimmers who also participate in Senior Circuit meets are eligible for additional funding.

State Team

Any swimmer that is participating in either the state age group championship or the senior state championship meet in an individual or relay event will receive a specially designed T-shirt. This shirt is to be worn at the state meet.

Coach Incentive Awards

Each member of the coaching staff is encouraged to recognize the successes and victories of their individual swimmers with the use of special motivational programs, caps, t-shirts, ribbons, etc.

F. FINANCES AND INSURANCE

Income/Expense Breakdown

FAST is a non-profit 501(c) (3) organization.

FAST annual income is typically broken down as follows:

- | | |
|------------------------------|-----|
| 1. Dues/Registrations | 70% |
| 2. Swim Meet Profit | 25% |
| 3. Fundraising/Advertisement | 5% |

FAST annual expenses are typically broken down as follows:

- | | |
|-------------------------------|------|
| 1. Salaries | 56% |
| 2. Pool Fees | 25% |
| 3. Coach Travel / Development | 4-5% |
| 4. Equipment | 2% |
| 5. Administrative Expenses | 12% |

It is important that each family help out at our home swim meets and participate in fundraisers as these contribute nearly one-third of our total income.

Swimmer Insurance

Narrative summary from: "United States Swimming, Inc. 1993 INSURANCE SUMMARY Revised February 1, 1993"

It is required of all Fort Collins Area Swim Team swimmers that they have a current United States Swimming (USS) membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club. The annual fee is collected at the time the swimmer registers with the team.

Each swimmer is covered at any organized practice of Fort Collins Area Swim Team and every competition that is USS sanctioned. A summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet please contact the FAST office.

U.S. Swimming has adopted two major insurance programs:

1. Secondary Accident Medical Protection;
2. A self-funded Liability Insurance Program.

These two programs are intended to provide reasonable protection for U.S. Swimming members and clubs while stabilizing the cost.

Policyholder: United States Swimming, Inc.

Carrier: Peak Insurance Company

Insured Persons: Registered athlete members of USS, Inc.

Covered Accident: An accident which occurs to an Insured Person while insured under this policy and which results in bodily injury (not excluded from coverage by the Policy exclusions) sustained by the Insured Person; during participation in competitions, meets or events sponsored or sanctioned by the U.S. Swimming; or during participation in organized, scheduled practice sessions which are under the direct supervision of a USS member coach; or organized, supervised travel to and from sponsored and sanctioned events or organized, supervised practice session.

Deductible: This program is secondary to other primary insurance in place through the athlete's employment, school, parents or family. The deductible is the greater of the total of other collectable benefits from primary insurance sources applicable to the injury or \$250.00 of medical expense where there is no primary insurance.

Benefits: Maximum \$25,000 per occurrence for Medical Expense. Maximum \$250 per tooth and \$1000 per occurrence for Dental Expense.

Insurance Company: Lexington Insurance Company

Limits and Sub-limits of Liability:

- \$1,000,000 for each occurrence
- \$2,000,000 in the aggregate (total)
- \$100,000 for non-swimming related activities (e.g., field trips)

Coverage Provided:

1. Claims of negligence against the insured by participants or any other person for bodily injury or property damage for insured activities.
2. Contractual liability for claims arising from a written contract relating to insured activities.
3. Exclusions. (This is not all inclusive)
 - Personal injury which includes claims such as libel, slander, defamation of character, false arrest, false imprisonment and humiliation.
 - There is no coverage for diving from other than starting platforms or pool side.
 - There is no coverage for the operation, ownership, maintenance, loading or unloading, or use of any automobile or motor vehicle.

G. Glossary



A Glossary of those strange and wacky words we use in the sport of swimming. Parents! You may or may not find these words in the English Dictionary, and if you do, their definitions will probably be radically different than the ones listed in this Glossary. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "SWIMSLANG."

"A"	Time classification for a swimmer. National Age Group Time Standard "A."
"AA"	Time classification for a swimmer. National Age Group Time Standard "AA."
"AAA"	Time classification for a swimmer. National Age Group Time Standard "AAA."
"AAAA"	Time classification for a swimmer. National Age Group Time Standard "AAAA." This is the fastest time standard listed on the NAGT chart. Times faster than this are approaching National cuts or Top Times consideration.
A-Meet	Swim meet which requires swimmers to have previously achieved an "A" time standard in the events they wish to enter.
A-B Meet	Swim meet that offers separate competition for both "A" swimmers and "B" swimmers, usually with medals for the "A" swimmers and ribbons for the "B" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Usually only "A" swimmers can score individual event team points.
A-B-C	Swim meet similar to the A-B meet except that there are 3 divisions. This type of meet includes every ability level of swimmer from Novice to very experienced. All swimmers "A" time or faster compete in the "A" division, and all swimmers "C" and down compete in the "C" division. The "B" division is the most limited with both top and bottom limitations.
Add Up Aggregate Time	Times achieved by 4 swimmers in individual events which are added together to arrive at a provable relay entry time.
Admission	Certain swim meets charge for spectators to view the meets. These are usually the larger more prestigious meets. Sometimes the meet program (heat sheet) is included in the price of admission.
Age Group	Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16, 17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: (ie) 8-under, 13-Over, 15-Over, Junior, Senior.
Alternate	In a Prelims/Finals meet, after the finalist are decided, the next two fastest swimmers other than the finalist are designated as alternates. The faster of the 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moments notice.
Anchor	The final swimmer in a relay.
Approved Meet	Swim meets conducted by organizations (other than USS member clubs or LSC's) that have applied to USS or the local LSC for approval. If approval is granted, swimmers may use times achieved as USS qualifying times. A USS official must be present at all sessions of the meet. Approval does not mean Sanctioned.
ASCA	The American Swim Coaches Association. The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches education and career advancement.
"B"	Time classification for a swimmer. National Age Group Time Standard "B."
"BB"	Time classification for a swimmer. National Age Group Time Standard "BB."
B-Meet	Swim meet which requires swimmers to have previously achieved a "B" time standard in the events they wish to enter. Some meets have no bottom cut time allowing "C" swimmers also to compete.

B-C Meet	Swim meet that offers separate competition for both “B” swimmers and “C” swimmers, usually with ribbons for the “B” swimmers and smaller ribbons for the “C” swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Swimmers are not allowed to enter an event that they have an “A” time in.
Backstroke	One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swam as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC’s with 8-under divisions offer the 25 yd back).
Banner	A team sign that is displayed at swim meets. Banners are usually made from nylon material and carry the Team Logo and possibly the name of a popular team sponsor. Some size restrictions are enforced at certain meets.
Beep	The starting sound from an electronic, computerized timing system.
Blocks	The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable.
Board of Directors	Board of Directors elected from the parent body who are responsible for the day to day operations of the swim team.
Bonus Finals	The heat held during the finals session of a Prelims/Finals meet, that is slower than the swimmers participating in the Championship Final. The Bonus Final may refer to Consolation Finals or an extra heat in addition to Consolation Finals.
Bottom	The floor of the pool. Bottom depths are usually marked on the walls or sides of the pool.
Breaststroke	One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC’s with 8-under divisions offer the 25 yd breast)
Bulletin Boards	One of the most important communication devices for a swim club. Bulletin boards are usually in the entrance ways of pools and have timely information posted for swimmers and parents to read.
Butterfly	One of the 4 competitive racing strokes. Butterfly (nicknamed Fly) is swam as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC’s with 8-under divisions offer the 25 yd butterfly).
Button / Pickle	The manual Timing System stopping device that records a back-up time in case the touch pad malfunctions. The button is at the end of a wire, plugged into a deck terminal box. There are usually 3 buttons per lane. It is the timers responsibility to push the button as the swimmer finishes the race.
Camp	A swimming function offered by USS, your LSC, or a USS coach. There are many types of camps for just about every level of swimmer. When selecting a camp, ask for your coaches advice as to what will be the best for the swimmer, or call USS swimming for details on the many camps they offer.
Cap	The latex or lycra covering worn on the head of swimmers. The colors and team logo’s adorning these caps are limitless. National Caps, State Team Caps, award caps, plain practice caps, etc.
Car pool	The major transportation service provided by parents of a swim club, to shuttle swimmers to and from practices.
Cards	A card that is either handed to the swimmer by the Clerk of Course in the heating area or given to the timer behind the lane. Cards usually list the swimmers name, USS number, seed time, event number, event description, and the lane and heat number the swimmer will swim in. Backup times are written on these cards. Each event has a separate card.
Championship Meet	The meet held at the end of a season. Qualification times are usually necessary to enter meet.

Championship Finals	The top 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. The fastest heat of finals when multiple heats are held.
Check-In	The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.
Check-Out	The parents job at the motel. This is listed here to remind parents to request “Late Check Out” times if offered at no charge by the motel. This makes the last day of the meet a little less hectic.
Chlorine	The chemical used by most pools to kill the bacteria in water and keep it clear and safe to swim in.
CHSAA	Colorado High School Athletic Association.
Circle Seeding	A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. (Ie) Lane 4 in the final 3 heats. See rule book for exact method for seeding depending on the lanes in the pool.
Clerk of Course	The staging (or heating) area where swimmers wait to receive their lane and heat assignments for a swimming event. This area is usually near the pool and has rows of chairs for the swimmers to sit.
Clinic	A scheduled meeting for the purpose of instruction. (Ie) Officials clinic, Coaches clinic.
Closed Competition	Swim meet which is open to the members of an organization or group. Summer club swim meets are considered to be “Closed Competition”.
Club	A registered swim team that is a dues paying member of USS and the local LSC.
Code	A set of rules that have been officially published.
Code of Ethics	A Code of Conduct that both swimmers and coaches are required to sign at certain USS/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.
Consolation Finals	After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.
Convention	United States Aquatic Sports annual, week long, meeting where all rules changes are decided and working committees are established. Representatives are sent by each LSC to make up the voting body.
Course	Designated distance (length of pool) for swimming competition. (Ie) Long Course = 50 meters / Short Course = 25 yards or 25 meters.
CSI	Colorado Swimming, Incorporated.
Deadline	The date meet entries must be “postmarked” by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since many meets are “full” weeks before the entry deadline.
Deck	The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an “authorized”USS member may be on the deck during a swim competition.
Deck Entries	Accepting entries into swimming events on the first day or later day of a meet.
Deck Seeding	Swimmers report to the Clerk of Course and receive their lane and heat assignments for the events.
Dehydration	The abnormal depletion of body fluids (water). The most common cause of swimmers cramps and sick feelings.

Developmental	A classification of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low pressure environment.
Disqualified/DQ	A swimmers performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head.
Distance	How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40 lengths), 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 lengths).
Dive	Entering the water head first. Diving is not allowed during warmups except at the designated time, in specific lanes that are monitored by the swimmers' coach.
Diving Well	A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-down pool with proper supervision.
Division I-II-III	NCAA member colleges and universities are assigned divisions to compete in, depending on the schools total enrollment. Division I being the large universities and Division III being the smaller colleges.
Double Dual	Type of swim meet where three teams compete in dual meets against each other, at the same time. Separate Meet scores would be kept for Team A vs. Team B, Team A vs. Team C, and Team B vs. Team C.
Dual Meet	Type of meet where two (2) teams/clubs compete against each other.
Dropped Time	When a swimmer goes faster than the previous performance they have "dropped their time".
Dryland	The exercises and various strength programs swimmers do out of the water.
Dry Side	That part of the Code book (rule book) that deals with the "Administrative" Regulations of Competition.
Entry	An Individual, Relay team, or Club roster's event list into a swim competition.
Entry Chairperson	The host clubs designated person who is responsible for receiving, and making sure the entries have met the deadline, or returning the entries if the meet is full. This person usually will find discrepancies in the meet entries and notify the entering club to correct any errors.
Entry Fees	The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.
Entry Limit	Each meet will usually have a limit of total swimmers they can accept, or a time limit they can not exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.
Electronic Timing	Timing system operated on DC current (battery). The timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time.
Eligible to compete	The status of a member swimmer that means they are registered and have met all the requirements.
Equipment	The items necessary to operate a swim practice or conduct a swim competition.
Event	A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final.
False Start	When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.

False Start Rope	A recall rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about 36 feet from the starting end for yard pools and about 15 meters from the starting end on meter pools.
Fastest to Slowest	A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed.
Fees	Money paid by swimmers for services. (Ie) Practice fees, registration fee, USS membership fee, etc.
FINA	The body which regulates and controls competitions in the four aquatic sports at world level; Federation Internationale de Natation Amateur.
Finals	The final race of each event. See “Championship Finals”, “Consolation Finals”, “Timed Finals”, etc.
Final Results	The printed copy of the results of each race of a swim meet.
Fine	The monetary penalty assessed a swimmer or club when a swimmer does not achieve the necessary time required to swim in an event, and cannot prove they have done the time previously.
Fins	Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.
Flags	Pennants that are suspended over the width of each end of the pool. These are located 15 feet from the walls for yard pools and 5 meters from the walls for meters pools.
Format	The order of events and type of swim meet being conducted.
Fund Raiser	A money making endeavor by a swim team/club usually involving both parents and swimmers.
Freestyle	One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swam as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, 200 yds/mtr, 400 mtr/500 yd 800 mtr/1000 yds, 1500 mtr/1650 yds. (LSC’s with 8-under divisions offer the 25 yd free)
Gallery	The viewing area for spectators during the swimming competition.
Goals	The short and long range targets for swimmers to aim for.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Gun	The blank firing pistol used by the starter to start the races.
Gun Lap	The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter fires a gun shot over the lane of the lead swimmer when swimmer is at the backstroke flags.
Handbook	A reference manual published by teams/clubs and LSC’s or other swimming organizations.
Hats	See “caps”.
Headquarters	The motel designated by the meet host. Usually, hospitality rooms and meetings relating to the meet will be held at this location. Many times this motel is one of the sponsors of the meet.
Heats	A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swam, after all heats of the event are completed.
Heat Award	A ribbon or coupon given to the winner of a single heat at an age group swim meet.
Heat Sheet	The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the

	seedings prior to the race plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.
High Point	An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information.
HOD	House of Delegates. The ruling body of an LSC composed of the designated representative of each club plus the board of directors (BOD) of the LSC. One vote per club and board member.
Horn	A sounding device used in place of a gun. Used mainly with a fully automatic timing system.
Illegal	Doing something against the rules that is cause for disqualification.
IM	Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swam of each stroke. Distances offered: 100 yds, 200 yds/mtr, 400 yds/mtr.
Insurance	USS offers “accident insurance coverage” which is automatic when swimmer, coach, official, pays their USS membership fee. Many restrictions apply, so check with your club for detailed information.
Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a club to request an invitation to attend the meet.
J.O.	Junior Olympics. An age group championship meet conducted by the LSC.
Jump	An illegal start done by the 2 nd , 3 rd , or 4 th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Juniors	A USS National Championship meet for swimmers 19 years old or less. Qualification times are necessary. National Meets are conducted both short course (in April) and long course (in August).
Jr/Sr Camp	A training and information camp sponsored by the LSC for those swimmers registered in the LSC who National Camp qualified for USS Junior or USS Senior Nationals.
Kick	The leg movements of a swimmer. A popular word to “yell” to encourage swimmers during a race.
Kick Board	A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
Lane	The specific area in which a swimmer is assigned to swim. (Ie) Lane 1 or Lane 2. Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (lane 1) to Left (Lane 6).
Lane Lines	Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.
Lap	One length of the course. Sometimes may also mean down and back (2 lengths) of the course.
Lap Counter	The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are “odd numbers” only with the final lap being designated by a bright orange card.
Late Entries	Meet entries from a club or individual that are received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.
Leg	The part of a relay event swam by a single team member. A single stroke in the IM.
Length	The extent of the competitive course from end to end. See lap.
Long Course	Events which occur in a 50 meter pool.
LSC	Local Swim Committee. The local level administrative division of the corporation (USS) with supervisory responsibilities within certain geographic boundaries designated by the Corporation

Lycra	A stretch material used to make competitive swim suits and swim hats.
Malfunction	A mechanical or electronic failure - not a human failure by the swimmer.
Mark	The command to take your starting position.
Marshall	The adult(s) (official) who control the crowd and swimmer flow at a swim meet.
Medals	Awards given to the swimmers at meets. They vary in size and design and method of presentation.
Meet	A series of events held in one program.
Meet Director	The official in charge of the administration of the meet. The person directing the “dry side” of the meet.
Meters	The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters.
Mile	The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile.
NAIA	National Association of Intercollegiate Athletics
NAGTS	National Age Group Time Standards - the list of “C” through “AAAA” times published each year.
Nationals	USS senior or junior level meets conducted in March/April and August. See Senior or Junior Nationals.
Natorium	A building constructed for the purpose of housing a swimming pool and related equipment.
NCAA	National Collegiate Athletic Association
Newsletter	A written communication published by a club or association. “ <i>FASTIMES</i> ”
NGB	National Governing Body
Non-Conforming Time	A short course time submitted to qualify for a long course meet, or vice versa.
Novelty Meet	A meet that does not fall into a specific category because of limited events, sessions, or age brackets.
Novice	A beginner or someone who does not have experience.
NRT	National Reportable Time. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition.
NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
Nutrition	The sum of the processes by which a swimmer takes in and utilizes food substances.
Nylon	A material used to make swim suits.
Officials	The certified, adult volunteers, who operate the many facets of a swim competition.
Olympic Trials	The USS sanctioned long course swim meet held the year of the Olympic Games to decide what swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior Nationals.
OT	Official Time. The swimmers event time recorded to one hundredth of a second (.01).
OTC	Olympic Training Center in Colorado Springs, Colorado.
OVC	Official Verification Card. A 3 copy form for certifying a national qualifying time made by a swimmer and issued only by a verification official of the area in which the meet was held.
Open Competition	Competition which any qualified club, organization, or individual may enter.

Pace Clock	The large clocks with highly visible numbers and second hand, positioned at the ends of sides of a swimming pool so the swimmers can read their times during warmups or swim practice.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.
Parka	Large $\frac{3}{4}$ length fleece lined coats worn by swimmers. Usually are in team colors with logo or team name.
Pelican Pete	The "Safety Mascot" of USS swimming.
Place Judge	An official responsible for determining the order of finish of swimmers in an event.
Plaque	A type of award (wall plaque) given to swimmers at a meet.
Pool	The facility in which swimming competition is conducted.
Positive Check-In	The procedure required before a swimmer swims an event in a deck seeded or pre- seeded meet. The swimmer must mark their name on a list posted by the meet host.
Practice	The scheduled workouts a swimmer attends with their swim team/club.
Prelims	Session of a Prelims/Finals meet in which the qualification heats are conducted.
Prelims/Finals	Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest 6 or 8 (Championship Heat) swimmers, and the next fastest 6 or 8 swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.
Pre-seeded	A meet conducted without a heating area in which a swimmer knows what lane and heat they are in by looking at the Meet heat sheet, or posted meet program.
Proof of Time	An official meet result, OVC, or other accepted form. Swimmers/Coaches must supply proof of time with some meet entries, and other meets it is not required unless a swimmer misses a cut of time at the meet.
Psyche Sheet	Another name for a "Heat Sheet" or meet program.
Pull Buoy	A flotation device used for pulling by swimmers in practice.
Qualifying Times	Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. See "A" "AA" (etc.) times.
Race	Any single swimming competition. (Ie) preliminary, final, timed final.
Ready Room	A room pool side for the swimmers to relax before they compete in finals.
Recall Rope	A rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about $\frac{1}{2}$ way on yard pools and about 50 feet from the starting end on meter pools.
Referee	The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.
Registered	Enrolled and paid as a member of USS and the LSC.
Relays	A swimming event in which 4 swimmers participate as a relay team each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. Medley relays are conducted over 200 yd/mtr and 400 yd/mtr distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/mtr, 400 yd/mtr, and 800 yd/mtr distances.
Rest Area	A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet.
Ribbons	Awards in a variety of sizes, styles, and colors, given at swim meets.
Safety	The responsible and careful actions of those participating in a swim meet. USS and each LSC now have a "Safety Coordinator" and each meet must have "Marshalls" in charge of safety.

Sanction	A permit issued by an LSC to a USS group member to conduct an event or meet.
Sanction Fee	The amount paid by a USS group member to an LSC for issuing a sanction.
Schedule	USS or LSC list of meets with dates, meet host, meet location, type of meet, and contacts address and phone.
Scratch	To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.
Seed	Assign the swimmers heats and lanes according to their submitted or preliminary times.
Seeding	Deck Seeding - swimmers are called to report to the Clerk of the Course. After scratches are determined, the event is seeded. Pre Seeding - swimmers are arranged in heats according to submitted times, usually a day prior to the meet.
Senior Meet	A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.
Senior	A USS National Championship meet for swimmers of any age as long as the qualification times are met.
Senior Nationals	Nationals are conducted long course in the spring (usually in late March) and in the summer (usually in late July or August).
Session	Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.
Shave	The process of removing all arm, leg, and exposed torso hair, to decrease the “drag” or resistance of the body moving through the water. Used only by Seniors at very important (Championship) meets.
Short Course	Events which occur in a 25 yard or 25 meter pool.
Simultaneously	A term used in the rules of butterfly and breaststroke, meaning at the same time.
Splash	United States Swimming newsletter that is mailed bi-monthly.
Split	A portion of an event, shorter than the total distance, that is timed. (Ie) A swimmers first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.
Stations	Separate portions of a dryland or weight circuit.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
State	A meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are usually necessary.
State Qualifier	A swimmer who has made the necessary cut off times to enter the State meet.
Stand-up	The command given by the Starter or Referee to release the swimmers from their starting position.
Step-Down	The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start.
Stroke	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.

Stroke Judge	The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be Disqualified.
Submitted Time	Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.
Suit	The racing uniform worn by the swimmer, in the water, during competition. The three most popular styles/types of suits worn are: Nylon, Lycra, Paper.
Swim-A-Thon	The "Fund Raiser" copyrighted by USS swimming for local clubs to use to make money.
Swim America	The professional swim lesson program administrated by the American Swim Coaches Assoc. licensed to Coaches.
Swim-off	In a Prelims/Finals type competition, a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals or an alternate, otherwise ties stand.
Swimming World	The most informational and popular of the professional magazines. All swimmers and parents who are interested in swimming should consider a subscription. Ask your coach for address.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.
Team	USS Registered club that has the right to compete for points.
Team Records	The statistics a team keeps, listing the fastest swimmer in the clubs history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placings are determined by the those times.
Time Standard	A time set by a meet or LSC or USS (etc) that a swimmer must achieve for qualification or recognition.
Timer	The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.
Time Trial	An event or series of events where a swimmer may achieve or better a required time standard.
Top 16	A list of times compiled by the LSC or USS or <u>Swimming World</u> that recognizes the top number of swimmers Top 16 in each age group (boys & girls) in each event and distance.
Touch Out	To reach the touchpad and finish first in a close race.
Touch Pad	The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.
Transfer	The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USS club.
Travel Fund	A sum of money set aside for a swimmer to use for travel expenses and entry fees to specified meets.
Tri-meet	A meet with 3 team competing for points to see who places 1 st -2 nd -3 rd .
Trophy	Type of award given to teams and swimmers at meets.
Unattached	An athlete member who competes, but does not represent a club or team. (abbr. UNA)
Uniform	The various parts of clothing a swimmer wears at a meet. May include: Parka, Warmup jacket, Team duffel bag, sweat pants, suits, hat, goggles, T-shirt, etc.
Unofficial Time	The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time.
USS	The governing body of swimming. United States Swimming.
USS Number	As a member of USS, each swimmer is assigned an ID number. This number includes: your date of birth (mmddyy), the first three letters of your legal first name, the first letter of your middle

name, and the **first** four letters of your last name. If your first or last names don't have enough letters (or you don't have a middle name), a * will be used to fill in the blanks. Here are some examples:

Rose A. Buchanan, born 05/16/78 051678ROSABUCH

Thomas O'Neal, born 09/12/65 091265THO*ONEA

Ty H. Ng, born 04/05/80 040580TY*HNG**

If Rose prefers to be called "Sissy," the new registration procedure will now accommodate her. It is crucial that you remember your new ID number and always include it on meet entry forms.

USOTC	United States Olympic Training Center located in Colorado Springs, Colorado.
Vertical	At right angle to the normal water level.
Vitamins	The building blocks of the body. Vitamins do not supply energy, but are necessary for proper health.
Warm-down	The loosening a swimmer does after a race when pool space is available.
Warm-up	The practice and loosening session a swimmer does before the meet or their event is swum.
Watch	The hand held device used by timers and coaches for timing swimmer's races and taking splits.
Water	For the purpose of filling swimming pools and swimmers drinking to properly hydrate themselves.
Weights	The various barbells / benches / machines used by swimmers during their dryland program.
Whistle	The sound a starter/referee makes to signal for quiet before they give the command to start the race.
Work Out	The practice sessions a swimmer attends.
Yards	The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.
Yardage	The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.
Zones	The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.