

CLUB WOLVERINE 2012-13 TEAM HANDBOOK

CLUB WOLVERINE

CW

SWIMMING

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INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members about Club Wolverine and to outline the various policies that affect all swimmers and families. It should be read and referred to by all CW families so that they may become familiar with important facts and rules of Club Wolverine.

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. Swimming with CW uses every precious minute of practice time developing fitness and teaching 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 and in some cases, over 100.
- Swimming helps to reduce the **risk of childhood and adult obesity** which is vitally important today.

Intellectual Competence

In addition to physical development, children can develop **greater intellectual competence** by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Their accomplishments in learning and using new skills contribute to a stronger self image. And there is very good research demonstrating a strong correlation between competitive swimming and educational and professional achievement.

"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.

THE HISTORY OF CLUB WOLVERINE

Mission & History

See the team Web site (www.clubwolverin.org) under the 'About CW' tab to learn more about CW's history. In Summer 2006, Ann Arbor-area swim clubs joined swimmers, leadership and resources to become Club Wolverine Swimming, Inc. CW's goal is to serve the needs of area swimmers from developmental instruction, to age-group, national and international competition.

Nationally recognized, CW offers unique opportunities for Ann Arbor-area swimmers of all ages and training levels. In the team's first championships after reorganization, CW swept National Long Course Championships as well as Michigan State Championships.

Club Wolverine is a 501(c)3 nonprofit corporation registered in the State of Michigan. The club is affiliated with Michigan Swimming, Inc., and USA Swimming, the governing body for amateur swimming in the United States. Since the club's establishment, generally more than 300 age group swimmers participate in the club over the course of the year. Also, post-collegiate swimmers, including some former age group athletes, train in the club's Elite Team high performance program. The club continues to attract new swimmers who must be evaluated by a coach prior to registering for the team.

Our Mission:

"Club Wolverine's mission is to develop swimmers of all levels in a nationally recognized program that represents the greater Ann Arbor community, as part of a team supported by outstanding coaches and parents."

Club Wolverine

For almost 30 years, Club Wolverine had been the summer training program for University of Michigan swimmers. The legendary Denny Hill started the program so area swimmers could train for national level competitions. In 1983, Jon Urbanek began directing the program while also taking over as head coach of men's swimming at Michigan. Having sent more than two dozen athletes to the Olympics in his 40 years of coaching, Urbanek credits the CW program as key to developing a long list of national and international success. Athletes such as Mike Barrowman, Tom Dolan, Tom Malchow, Eric Namesnik, Chris Thompson and many others achieved Olympic success under Coach Urbanek.

In 2004, Coach Bob Bowman became head coach of the Michigan men's program and coached the Club Wolverine High-Performance athletes through the 2008 Olympics in Beijing, before leaving to return to the North Baltimore Aquatic Club. He built on the success of coaches Hill and Urbanek. As the long-time coach of multiple Olympic Gold medalist and world record holder Michael Phelps, Bowman continued the CW tradition of developing world-class swimmers, including 2008 Olympic medalists Peter Vanderkaay (1 Gold, 1 Silver), Eric Vendt (1 Gold), and Allison Schmitt (1 Bronze), in addition to Michael Phelps record setting 8 Gold Medals.

In late 2005, Coach Bowman tapped Wolverine Aquatics Head Coach Eric Namesnik to expand the CW collegiate/national program into a full-spectrum age-group swim program. "Snik," a two-time Olympic silver medalist (1992, 1996) and a former Michigan assistant coach under Urbanek, was an ideal choice to lead Ann Arbor age-group swimming programs under the unifying banner of Club Wolverine.

By the time a tragic car accident ended Snik's life in early January 2006, his vision for the future of swimming in Ann Arbor was clear.

Ann Arbor age-group swim clubs, including Wolverine Aquatics and Ann Arbor Swim Club, remained committed to a full-spectrum program from development to national team. Even after Snik's death, the clubs continued the work of bringing this vision to reality. The club's official philosophy is known as the Snik 3D.

Snik 3D Philosophy

Desire

Dedication

Determination

Currently CW is led by ASCA Level 3 coach Keton Graham. Kelton took over in September 2011 after the highly successful 4 year tenure of head coach Bailey Weathers (2007-20110). Kelton is assisted by a highly competent staff that focuses on the age group program. The CW Elite Team is currently coached by Mike Bottom (Michigan Men's Head Coach), Jim Richardson (Michigan men's Head Coach), Peter Linn (Eastern Michigan University Men's and Women's Head Coach), Stephanie Kerska (Michigan Women's Assistant Coach), and Josh White (Michigan Men's Assistant Coach).

The following is a brief history of the two age group clubs that merged to form the current Club Wolverine in 2006.

Wolverine Aquatics

Founded in Ann Arbor, the age-group program known as Wolverine Aquatics was formed in 1997 on the premise of "teaching competitive swimming with a focus on the individual, at all levels."

Research, biomechanics and kinesiology formulated a technique-oriented focus that began with Wolverine Aquatics first head coach Jason Lancaster and was further developed by Bethany Williston. Head Coach and engineer Joe Plane elevated training and skill development during the program's evolution.

Ann Arbor Swim Club

During the short-course season just before the reorganization, the Ann Arbor Swim Club proudly celebrated its 50th anniversary as an age-group swim club. Founded in 1956 by the legendary RoseMary Mann Dawson, daughter of one-time Michigan swimming coach Matt Mann, II, AASC also traces its roots back to Michigan swimming.

In its 50 years the club saw many changes in the sport of swimming and saw its numbers swell from about 60 in the late 1950s to about 300 by 2006. AASC was ranked a two-time Silver medal club by USA Swimming for its performances during 2004-05 and 2005-06. The Ann Arbor Swim Club produced hundreds of state champions; several YMCA National Champions; hundreds of National Top 16 swimmers; and advanced many young swimmers to collegiate swim programs where they went on to experience national, international and Olympic competition.

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). CW also competes in the Central Sectional meets which are held in the spring and summer.

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.

Year-round athletes pay an annual registration fee (\$54 in 2010). Athletes receive a membership card (held by the CW administrative coordinator) and have both liability and secondary medical insurance coverage.

CW is a club member of USS by paying the annual 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.

Coach and athlete education play an important role in USS. Programs presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes. CW provides monies in the annual budget for some of it's coaches to attend a coach education event.

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 Magazine 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 80909-5770
(719) 578-4578

COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The Club Wolverine professional coaching staff consists of five highly effective and very experienced coaches. They, as member coaches in the American Swimming Coaches Association (ASCA), have access to the most comprehensive training and certification program of any sport in the United States. Certified coaches in USA 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.

CW PROFESSIONAL COACHING STAFF

Kelton Graham : CW Head Coach

Laura Cowley: CW Junior Group Lead Coach

Sarah Elgin: CW Cubs Group Lead Coach

Pat Wickering: CW Intermediate Group Lead Coach

Mike Bottom: UM Men's and Women's Head Coach; CW High Performance Coach

Peter Linn: EMU Men's and Women's Head Coach; CW High Performance Coach

See CW website for list of CW assistant age group coaches and for bios of all coaches

COACHES RESPONSIBILITIES

The CW coaches are responsible for developing young and older swimmers with respect to both swimming and life. The 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." Therefore, the coaches must be in total control in matters affecting training and competition. Parents with swimmers on CW therefore must respect the parent code of conduct and step aside and let their child's coach do the coaching.

1. The coaches are responsible for suggesting placement of swimmers in practice groups. This is done according to the general goals and objectives of the Cubs, Junior, Intermediate and Senior level groups. Final decisions are at the discretion of the coaches, but must be made in concert with the swimmers desires and their parents consent.
2. Sole responsibility for stroke instruction and the training regimen rests with the CW coaching staff. Each practice is based on sound contemporary, scientific principles and is geared to the specific goals of that group (see CW Swim Groups).
3. The coaching staff will make the final decision concerning which meets CW swimmers should attend. The coaching staff also makes the final decision concerning which events into which a swimmer is entered.
4. At meets, the coaching staff will conduct and supervise warm-up and cool-down procedures for the team. After each race, the coaches will offer constructive feedback regarding the swimmers performance. (It is the parent's job to offer support and understanding regardless of their youngster's performance). A swimmers particular coach will not always be available at each meet. Swimmers are encouraged to approach any CW coach attending a meet for pre and post race advice.

5. The development of relay swimmers is the sole responsibility of the coaching staff. Swimmers are responsible for swimming on relays to which they are assigned.

6. The coaching staff is responsible for constantly updating and improving the CW program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming and in life. When swimmers or parents have issues with the CW program and process they are strongly encouraged to discuss with their child's coach.

TRAINING GROUPS

2012-13 Training Group Descriptions

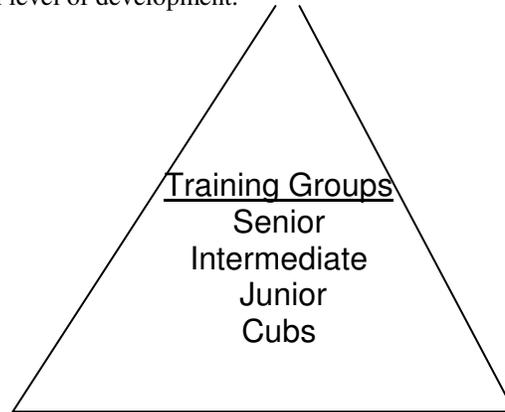
Those swimmers who trained the past season should consider if their training program and group was, and is still, appropriate. The best way to do this is to ask your coach. One must consider the required commitment for each program. This includes the training regimen, the coaches, your friends, and your family's ability to support the requirements of each program. Coaches, swimmers and parents all play a role in determining which program and group is most appropriate for each child. An important first step for determining the best training program is for swimmers and parents to consider the athlete's individual objectives, and how those objectives align with the programs described below. As you'll see, CW has a place for any skill level and commitment desire.

Training Group Overview

A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of each swimmer. The long term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.



The CW training groups are designed to focus primarily on a swimmer's competitive objectives, beginning first with Cubs Developmental Program, and then moving through a progression including the various levels of Junior, Intermediate and Senior Level Competitive Programs. This progression is outlined briefly as follows. It is important to remember that anything introduced in a previous group will be carried forward and expanded upon at the next level.

Program Goal:

Provide an environment that helps each child reach his or her potential in the sport of swimming.

Planning a long-term training program:

The marathon view of swimming is not as much concerned with today as it is with the long-term progress of each swimmer.

The CW age group training program is designed to cover a period of about 8 to 10 years and is divided into 4 stages.

1. Basic swimming and sports instruction
2. Basic training
3. Progressive (build-up) training
4. Elite training

Despite this process, any level swimmer can 'plug-in' to the training program at any point in his or her swimming career.

The following is the general process for group placement. Group selection depends on the following three factors:

1. **Age:** Chronologic age is important for group placement. But also one must consider if a child is emotionally, physically and psychologically prepared to swim and train in a particular group. Even if a swimmer is fast he/she may not be prepared for the workload of a

particular group. Social considerations must also take place so that a child does not feel out of place or has difficulty making friends.

2. **Background:** It also must be considered if a child has the proper swimming/athletic background in order to swim in a particular group even if a child has fast times in certain events. This may be difficult for them to swim in a group where the volume (i.e., yardage) is more than they've ever experienced. This may increase the risk of injury.

3. **Skill:** Having the proper swimming skills is necessary to swim within a given group. If a child has not mastered the general skills necessary to move up into the next group it is more difficult to progress through the next set of skills. These include general technique, drills, pacing, race strategy, etc. Also, these skills should be mastered before moving up so that the next coach does not have to spend time teaching the skills over again and taking time away from the rest of the training group.

Additionally, swimmers must meet the training criteria listed for each group to be placed in the blue group. If they do not meet this then they will be placed in the white group and can move up from there. Final group placement decisions are at the discretion of the coaches.

The C-Dub Cubs Developmental Program (8 & Under)

There are three phases to the Cubs program; blue, white, and maize. This is the beginner level for those getting started in the sport, or who enjoy the sport but are unsure about competing in 2 or 3 day-long meets. This program would also be appropriate for swimmers who would like to learn more about swimming in meets and gain a better understanding of the competitive side of swimming. Much of the focus in these groups will be on learning proper technique and developing a basic level of endurance upon which to build in the future. This program will incorporate intrasquad, very fun and low-key competitions during practice time (aka, 'Fun Meet'), with the goal of providing both swimmers and their parents an opportunity to gain a better understanding of the USA Swimming system, and how to measure their child's success/progress.

The following are the general aspects of focus for the Cubs groups.

Mental development: Swimmers will learn to enjoy the water and belonging to a group. A third of their athletic development should take place out of the water. Other activities such as gymnastics and other athletic exercises with catching and reaction games, and simple ball games. The other 2/3 should be in the water learning the swimming strokes. Additionally they will work on underwater swimming and will spend time playing.

Commitment: In this group swimmers may start off with 2 sessions per week and then advance to three or four as they progress.

Skill Development: All swimmers will learn each of the four competitive strokes, underwater swimming, diving, grab and track starts, flip turns, general endurance, flexibility, and agility. Swimming technique will be expanded as swimmers progress from maize to white to blue. Relay exchanges, relay races, team races, and improvement of endurance will also be a focus.

Training Criteria: Freestyle, 10 x 50 @ 1:10; Kick, 10 x 25 @ 0:40 seconds

Skill Goals: 200 free with flip turns; 200 Back with flip turns; 200 breast with pull outs; 100 fly with legal turns; 100 IM with legal turns. Competition race start, correct finishes.

Dryland: Ball games, both in and out of the water; games with partners and groups; and tempo practice are introduced. This is designed to develop overall athletic skills.

Junior Group (Ages 9 and 10)

This group covers basic swimming endurance, swimming speed change, and tempo over a 2 year period. Swimming technique is expanded. These swimmers are expected to have learned all four racing strokes and now aimed at increasing both technical work and training.

Mental development: Behavior in relation to the team and readiness to perform in a group setting. Discipline related to the sport of swimming. Knowledge of warm-up and warm-down and pre-race behavior. Behavior at a swim meet. Responsibility towards teammates.

Commitment: As the swimmers progress they should be in the water consistently 5 to 6 times per week

Skill Development: Relay pickups and exchanges, ball games, relay races, team races, and improvement of endurance

Training Criteria: 6 x 100 free @ 1:40 with turns; 6 x 100 IM @ 2:00 with legal turns. The weekly training cycle for this group is backstroke on Monday, Breast on Tuesday, Distance free on Wednesday, IM on Thursday, and coaches choice on Friday and Saturday.

Skill Goals: Correct relay pickups, correct competition starts, finishes, how to read a pace clock, rules of sport. The primary focus for kids at this age is the 200 IM which will develop overall swimming ability.

Dryland: Dynamic and static stretching; planks, push-ups, sit ups, core strength.

Intermediate Group (Ages 11 to 13)

In the intermediate training group swimmers are preparing to race at the state, zone or sectionals level meets. This is the group where the training commitment becomes greatly expanded. The overall workload and expectations increased substantially. Swimmers are exposed to more practice hours, distance swimming, and higher levels of competition.

Mental development: Knowledge of technique for all four strokes. Knowledge of planning and training and competition schedule. Self monitoring and keeping record (i.e., log books, weight, heart rate, sleep, and training performance). Willingness to perform as an individual and for the team.

Commitment: Swimmers will be required to attend the age appropriate amount of practices per week. The 11 year olds in the group should attend 5 practices most of the year and over the summer they may add a double practice 1 to 2 times per week, but not more than 7 practices a week. 12 year olds should attend 6 practices over the fall and winter and spring, over the summer can go to as high as nine practices per week. The 13 year olds can also go to as many as 9 or 10 practices per week over the summer.

Skill Development: Stroke drill progressions are expanded as the coach can add new drills from the drill book for his kids.

Training Criteria: Criteria 10 x 100 Free @ 1:30 with correct turns; 10 x 100 IM @ 1:50. Able to swim 200 IM in competition. The weekly training cycle for this group is backstroke on Monday, Breast on Tuesday, Distance free on Wednesday, IM on Thursday, and coaches choice on Friday and Saturday. Also included are sprints, paddles, snorkels, resistance work, aerobic work, and anaerobic threshold training. Also high performance endurance training will be progressively introduced in this group. Speed work, negative split, build and descending work, and pyramid sets will also be introduced at this level.

Skill Goals: Some of these swimmers will begin to focus on best events. However, the main focus will be the 400 IM which again works to develop overall swimming ability.

Dryland: Core bodywork, stretching, stretching, med balls and circuit training

Senior Group (Ages 14 and up)

As swimmers enter this group, training will become increasingly specialized. They will begin to train in their primary strokes several times a week. They will be tested to develop paces for their specific level of training. This will allow grouping with others who share the same paces to provide a competitive training atmosphere. In general, there will be a distance group, a middle distance group, and lanes designated to specific strokes.

Mental development: Knowledge of special training methods, behavior before races. self-monitoring and team building

Commitment: If participating in a national meet 100 % practice attendance is required. Fall/Winter 6 times a week. 8 to 10 times per week for double practices during breaks and summer

Skill Development: swimming with endurance, maximum strength, muscular endurance specific to race, varies paces, basic swimming endurance, hypoxic breathing, distance specialization

Training Criteria: 20 x 100 Free @ 1:15; 15 x 100 Back on 1:30; 12 x 100 Breast @ 1:45; 15 x 100 fly @ 1:30. Females add 10 seconds to each interval.

Skill Goals: Legal in all four strokes and turns. Must know all IM turns. Must know relay pickups. Aerobic training; Anaerobic training; High performance endurance training; Speed work; Negative split work; Resistance work (i.e. chutes); Hypoxic training, basic swimming speed, specific muscular endurance, basic swimming endurance, beginning of specialization; varied paces over longer distances.

Dryland: 3 times per week. Circuit training, medicine ball, core body. Introduction to weight training if available.

The Elite Team: Available only for elite level athletes. This program is by invitation only from the elite team coaches and is only for college or post-graduate swimmers.

At this point, and before going into detailed program descriptions, below are a few points to keep in mind:

Subgroups within the primary groups:

Blue vs. White vs. Maize: In each group (Cubs, Junior, Intermediate, Senior) there are two (or sometimes three) divisions. Blue and White and Maize. These categories are designed to place a child in a group with others who have a similar skill level. This will make for a better overall training environment. Swimmers who have been in CW for a while are familiar with the drills, are competitive, and can handle the training intervals of the group are generally placed in the blue group. Swimmers who cannot handle the training intervals of the blue group, are new to the program, who need to learn the drills of the program, or who need development and/or play other sports will train in the white group. Note, even though the white division is developmental, there will still be training and skill development occurring. The Maize group

is for swimmers who are just starting the sport of swimming. These swimmers must be taught the most basic skills.

Selecting the proper training program and group for new parents:

- Coaches must evaluate each child for group placement.
- Initial group placement is age based. It is also important to consider the child's swimming background and skill level. In some cases a swimmer's background and skill level might supersede an age-based group placement
- Parents and swimmers should determine what their short and long term goals are and with the coaches' assistance determine if the coaches group placement fits the swimmer's goals
- Based on the selected training program and group, parents must be committed to assist their swimmer to meet group-specific goals as listed above

Decisions on moving a swimmer from one group to the next:

- Coaches will evaluate each athlete's training progression after each season (Nov. March, and August) using criteria based upon age, skill and background (see previous explanation)
- Coaches will offer their opinion when appropriate regarding group and program changes
- Athletes and parents must discuss potential group and program changes with coaches
- Parents cannot move their child to another group without a coach's consent. If a child moves into a group and does not possess the skills necessary for that group the child will have a difficult time developing those skills

Again, it is important to emphasize that once an individual swimmer decides at what level he or she would like to train and compete, it is also important that the parents determine that they are equally committed to the effort it takes to train and compete at that level. Simply put, commitment must go hand-in-hand with goal-setting. While achieving competitive goals are important and a natural expectation of participation in a competitive athletic program, it is important to note that the program design is intended to be a process-driven structure, with outcomes being a consequence of good execution. Parents must remain positive about training groups even during stressful times in order to best support their child. All children will struggle at times. These typically come at times of growth or lack of growth, when moving 'up' to another age group, and also when returning from their high school season.

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the levels of competitive swimming. 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. Don't waste it. Practice times and locations for all groups are posted in advance on the CW website (www.clubwolverine.org) under the tab 'Practice Schedule'.

Fall/Winter (Short Course) The team trains in several locations during the short course season. CW rents lane space from several local Ann Arbor middle schools, at the Ann Arbor City Pool Mack, as well as the University of Michigan and Eastern Michigan University. On occasion CW may also use the Ann Arbor high schools or Whitmore Lake high school for additional practice space.

Spring/Summer (Long Course) In the summer in addition to the pools used in the fall/winter sessions CW also typically uses the Ann Arbor outdoor pool located at Fuller Park.

PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the coach's policies regarding practice. These policies are designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increases as swimmers move to higher groups. The swim group descriptions list minimum practice attendance policies. For groups without a listed minimum, each swimmer should individually discuss their coaches desired practice minimum.
2. For the swimmers protection, they should arrive at practice no earlier than 20 minutes prior to their workout time. They should also be picked up no later than 20 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice. Late arrivals can be disruptive to an ongoing practice.
3. In case a youngster is late for practice, it is our hope that the parents will send a note with the child explaining the reason for tardiness. We do understand that a late arrival for practice is often not the fault of the child.
4. All swimmers should plan to stay for 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, a note from the parent for early dismissal is requested (or direct contact with a coach prior to practice---but please do not interrupt a coach during practice).
5. Swimmers and parents are to be aware of any specific building requirements:
 - a. UM Canham-swimmers should enter through the Hall of Fame lobby doors (although occasionally for morning practices swimmers can enter through the locker room entrance doors) and leave through the locker room entrance doors. Parents may sit in

- the stands during these practices and should only enter and exit through the Hall of Fame lobby doors.
- b. EMU Jones-swimmers must show their ID card at the front desk. This tracks required payments to the facility. Failure to provide the card or a lost card may result in a fee invoiced to the family. Parents may sit in the stands during practice. Parking is often difficult at EMU. Depending on the season there may be drop-off/pick-up parking passes available.
 - c. All other sites (AA middle schools, high schools, Fuller, Whitmore Lake HS) do not have any special requirements and parents may sit in the stands during practice.
6. While at a practice the swimmers are the responsibility of the coaching staff.
 - A. During practice sessions, swimmers are never to leave the pool area without the coach's permission. Swimmers are encouraged to make bathroom request between swim sets and are not to go to the bathroom alone.
 - B. If any swimmer needs to complete homework before practice or leave practice early to do homework, he/she must do their homework on the pool deck so the coaches will know where he/she is located—unless a parent comes to take the swimmer home.
 7. CW is a guest while at each pool used for practice or meets. Every member of the club needs to do everything possible to respect this privilege. Any damages to property may result in financial liability of the swimmers parents. Any damage may also result in the swimmer being asked to leave the team permanently.
 8. Parents are not allowed on the pool deck during practice unless it is an emergency.

ILLNESS AND INJURY

Whenever possible, the coach should be informed in advance 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 abstaining from training and one 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 appreciate 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 swimmers coach or the CW Administrative Coordinator so the club is aware of the swimmers whereabouts.

SWIMMERS TRAINING RESPONSIBILITIES

As a swimmer's level of swimming ability increases so does his/her responsibility. CW is designed to encourage all swimmers to advance towards the Senior group (although we understand not all swimmers will make it there nor do all swimmers desire to swim in those groups). As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the

coach, his/her 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 to workouts. It is 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 excuse to miss part of a training session. Equipment requirements include:

EQUIPMENT

The following is a list of practice group specific equipment. All swimmers should have these with them at each practice. Contact your child's coach with any specific questions.

Cubs Blue/White/Maize

- Speedo swim fins (appropriately sized)
- Standard kick board
- Speedo brand goggles (2 pair)
- Finis front mount snorkel
- Water bottle filled with water
- Mesh bag to carry gear (optional)

Junior Blue/White

- Speedo swim fins (appropriately sized)
- Standard kick board
- Speedo brand goggles (2 pair)
- Finis front mount snorkel
- Water bottle filled with water
- Mesh bag to carry gear (optional)

Intermediate Blue/White/Maize

- Speedo swim fins (appropriately sized); fin socks optional to reduce chaffing
- Standard kick board
- Speedo brand goggles (2 pair)
- Finis front mount snorkel
- Strokemaker brand paddles-size green
- Speedo pull buoy
- Water bottle filled with Gatorade or equivalent
- Mesh bag to carry gear

Senior Blue/White

- Speedo swim fins (appropriately sized); fin socks optional to reduce chaffing
- Standard kick board
- Finis front mount snorkel
- Speedo brand goggles (2 pair)
- Strokemaker brand paddles – size yellow or red
- Speedo pull buoy
- Water bottle filled with Gatorade or equivalent
- Mesh bag to carry gear

ATHLETE CODE OF CONDUCT

As an authorized representative of Club Wolverine, Michigan Swimming Local Swimming Committee (LSC), and USA Swimming, I will comply with the following guidelines.

1. I must at all times be respectful all coaches and fellow athletes. This includes both my language and my actions.
2. I must refrain from discussing, writing, emailing, posting (examples: Facebook, Twitter, blogs) and the like, any negative information about Club Wolverine, CW coaches, fellow athletes, athletes from other clubs or schools, or parents. I realize that these actions can be potentially detrimental to my swim club, my fellow swimmers, my coaches, and may also reflect negatively on myself (e.g., many colleges and employers now assess public postings such as Facebook, MySpace, etc.).
3. I should/must discuss any significant club related problems only with my coach(es) or parents and always follow this policy (either by myself or with my parent(s)) of initial discussions of any issues/problems/questions with my coach.
4. I know I am always encouraged to discuss my training, goals, performances and the like with my coach(es).
5. I know that the possession or use of alcohol, tobacco products or controlled substances is not allowed.
6. I know that curfews established by coaches must be adhered to each day while out of town participating in a Club Wolverine activity.
7. I will attend all team functions including meetings, warm-ups, practices (I should see my swim group requirements or talk to my coach to determine how many practices I should attend per week), competitions, meals, etc., unless otherwise excused or instructed by the coach of record (not always my practice coach). I understand the expected level of practice and meet participation for my group.
8. To ensure the decency of the CW athletes and to protect the CW staff, I know that there will be no male athletes' in female athletes' rooms, and no female athletes in male athletes' rooms during travel.
9. I will refrain from any illegal or inappropriate behavior that would detract from a positive image of my fellow swimmers, other club and school swimmers, Club Wolverine, Michigan Swimming LSC, or USA Swimming or be detrimental to its performance objectives.
10. I know that additional guidelines for the team may be established from time-to-time as necessary by the coaches or Board of Directors. It is my responsibility to know these and abide by them.
 - a. My signature on this document constitutes my unconditional agreement to comply with the Club Wolverine Code of Conduct.
 - b. My failure to comply with the Code of Conduct as set forth in this document may result in disciplinary action. Such discipline may include, but not be limited to:
 1. Dismissal from the team (and immediate return home at the parents expense if traveling);
 2. Disqualification from one or more events, or all events of competition;
 3. Disqualification from future Club Wolverine travel;
 4. Financial penalties (return from meet, lost entries, etc.).

PARENTS INFORMATION

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your child makes depends to a great extent on this three-way relationship.

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 extracurricular activities. 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 the best results. Parents can and should be encouraging their child to appreciate and trust their coaches. 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. Coaches are available typically 15 minutes before and after a practice, by email, or by phone (see CW website at www.clubwolverine.org).

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.

Younger swimmers: Young swimmers (under 12) are often inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins CW, there may be a brief period in which he/she appears to slow down. This is often 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 and ready to swim 'best times'. The older and more experienced the swimmer the more difficult it is to set 'best times'.

Body shape is important: Swimmers should strive to keep an optimum body weight and percent of body fat. For physically developed swimmers Exercise Physiologists have found that female swimmers should be 10-18% and males should maintain 4-12% body fat for optimum performance. It is more difficult to determine a proper weight in younger, physically immature swimmers; but parents should attempt

to feed swimmers so that accumulation of visible body fat is kept to a minimum. Parents should contribute to the education of proper nutrition and eating habits (see the section on Sports Medicine in this handbook). Also, parents should be aware that excessive attention to losing weight, especially in teen age girls, may lead to potential eating disorders. Finally, it is obvious that not all swimmers have the genetics to obtain an 'Olympic' swimmers body. But every swimmer can work to improve his/her own body to the degree that is possible. Swimming provides an excellent mode of exercise to help improve body shape.

PARENTS RESPONSIBILITIES

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.

1. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. Please read the article titled "The Ten Commandments for Parents of Athletic Children" which is available under 'Member Resources' on the CW website (www.clubwolverine.org). It offers some very useful and sound advice on communicating with your swimmer.
2. Please familiarize yourself with the Parent Code of Conduct which is provided within this handbook and on the registration materials.
3. Club Wolverine has a reputation in the state of hosting swim meets of the highest caliber. About ten percent (10%) of our operating budget is generated from the hosting meets at least four times each year. One of the commitments made when you join CW is to help work at our swim meets. Meets are typically hosted in early December, late January, early June and mid-July. Information about meet worker requirements are available on the CW website and also are emailed to families approximately one month prior to a meet. All families are required to work at meets. There is a \$40 financial assessment per required session that is in place should a family decide it does not wish to fulfill their obligation to CW by providing workers. This fee will be invoiced through the CW invoicing system.

PARENT/GUARDIAN CODE OF CONDUCT

1. As a parent/guardian, I have read and will support the Club Wolverine Mission Statement and will support the positive development of my child's swimming career by:
 - a. Reading and supporting my child's practice group requirements and goals.
 - b. Encouraging my child to attend the recommended number of practices.
 - c. Encouraging my child to attend the recommended competitions.
 - d. Communicating with my child's coaches first in the event that any problems arise.
2. As a parent/guardian, I will not coach my child or any other Club Wolverine swimmer, unless assigned such responsibilities by a

Club Wolverine coach or the Board of Directors, or interfere with the coaches on deck during practices or competitions.

3. As a parent/guardian, I will demonstrate good sportsmanship by conducting myself in a way that earns the respect of my child and other swimmers, parents, coaches and officials both at practices and at meets.
4. As a parent/guardian, I understand that criticizing, name-calling, use of abusive or threatening language, gestures, or actions directed toward the coaches, officials, and/or any participating swimmer (including my own) will not be permitted or tolerated. This includes: outbursts from the stands at practice or a meet, confrontations on the pool deck or elsewhere, online postings, distribution of letters or emails within or outside of club membership, and the like.
5. As a parent/guardian of a Club Wolverine athlete, I understand that my child's practice fees cover only a portion of my child's expenses, and that revenue derived from club-hosted meets, fundraising activities, and the family fee contribute significantly to our club's financial health while helping to reduce swimmer fees for EVERY family in the club. As a parent/guardian of a swimmer(s) I (we) agree to comply with the club's swim fees, our family fee and volunteer requirements as outlined in these registration documents. I will also pay for all meet entry, surcharge fees and others when invoiced.
6. I (we) understand that failure to comply with the parent/guardian code of conduct may result in the dismissal of my family from Club Wolverine. Any actions must be approved by the board of directors. Each family will be allowed to discuss their individual situation should this unfortunately arise.

COMMUNICATION

CW Website – Each member will have both public and their own private account at the CW website: www.clubwolverine.org. This will convey both general information such as practice times and locations, meet announcements, etc.; plus it will provide member only information such as board meeting minutes, etc.; and it will provide family specific information such as invoices and swimmer meet sign-up information.

Email – CW uses the Team Unify system on their website which allows for mass emailing and also allows emails to be group specific. This is a critical tool for all club communications. CW emails may come from the coaching staff, the board, or the CW Business Coordinator.

Coach email – Coaches email addresses are available on the CW website.

Coach phone – Coaches phone numbers are available on the CW website.

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them before or after practice. They

usually make themselves available for 15 minutes to answer questions, provide information, etc. Each coaches 'office hours' are listed on the CW website. This provides the best opportunity to reach them by phone. Email communication is read and responded to within 24 hours, except on weekends or during planned CW breaks (typically in August and late March).

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 CW parents rather than taking them directly to the coach. Not only is the problem then never resolved, but this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. 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.
2. 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 that may be as large as 15-25 swimmers. 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.
3. 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.
4. 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.



BOARD OF DIRECTORS

The administrative functions of the club are overseen by the Board of Directors. The board consists of ten parents elected for two year terms. The board also consists of the head coach and the high performance coach. The elections for board positions are held annually at the April/May annual meeting (5 members are elected each year. See attached By-Laws for specifics).

CW Board Mission Statement: The guiding mission statement of the Board of Directors which all decisions are measured against is: With the main focus of the club always on the swimmer, the Board of Directors exists to ensure the continuation and excellence of Club Wolverine by:

- Attending to necessary business functions

- Assisting and supporting the coaching staff
- Communicating to the parents

Board Job Responsibilities

Each board member is assigned a specific area of responsibility. For a list of the current members and their positions, please see the CW website under 'About CW' and then 'CW Board Members'. Following are the board offices and their general areas of responsibility:

President

Responsibilities:

Conducting meetings

- board
- membership
- coaches
- board members
- parent members

Facilitator

Coordinator

Calling special meetings

Delegating authority and responsibility

Holding elections

Board membership/job descriptions

Vice President

Responsibilities:

Conducting of meetings in absence of President

Appointing Committees and gathering committee reports

HR Committee Chair

Treasurer

Responsibilities:

Working with the CW Business Coordinator to attend to all financial matters

Registration with USS

Coaches

Swimmers

Meet Directors

Safety Marshall (meets)

Payroll/benefits

Budgets

Filing taxes

Paying bills

Maintaining receipts

Financial reports

Reimbursements

Meet seed monies

Collecting fees, dues

Publishing roster

Secretary

Responsibilities:

Maintaining business records (in conjunction with business coordinator)

Recording minutes of meetings

Sending thank you notes

Maintaining historical records

Club mailings

Sending gifts

HR Committee member

There are an additional 9 board positions including 6 at-large, the CW head coach, the CW Elite Team Coach, and one non-voting community member.

CW STANDING COMMITTEES

CW has several standing committees. The committee make-up is of either a chair or co-chairs. Each At-Large CW Board member is a chair of a standing committee. However, not every standing committee chair must be a board member. The remainder of a committee is made up of parent members. All parents are required to contact a committee chair each fall to volunteer for participation on a committee. The following are the standing committees:

Pool Committee**Events and Meet Committees****Feedback Committee****PR and Website Committee****Equipment Committee****Pool Parents Committee****Officials Committee****Travel Committee****Videotaping Committee****Family Fee Committee****Club Service Requirements Committee**

A list of committee chairs can be found on the CW website.

FEE STRUCTURE

- Club fees**
1. The current club fees are:
 - A. The yearly USS and Michigan Swimming registration fee payable when registering (paid once per year).
 - B. The commitment to Club Wolverine is for a given season or seasons such as fall only or fall and winter, etc. Practice fees can be paid either in full with a potential discount or in monthly installments. See the CW website for current practice session fees.

FAMILY FEE

The swim group fee is only a portion of the total fees required from each family to meet the expenses of CW. Swim group fee's are used to cover the program's 'wet-side' including pool rental and coach salaries. The Family Fee pays for the 'dry side' expenses including the CW Business Coordinator, office supplies, phones, etc. CW is pleased to offer a portion of each family's swim fee to be raised by a variety of fundraising

options administrated by the club. Details about the CW fundraising options are available on the CW website and are also emailed regularly to CW parent members. The term 'Family Fee' has been applied to this portion of the swim group fee. The goal is to allow a portion of the club fees to be paid without additional strain on the family budget. However, any family who wishes to not 'fundraise' to pay their Family Fee can simply write a check payable to CW and send to the club's PO Box with 'Family Fee' written on the checks subject line. The amount of the Family Fee is dependent upon the highest level swim group of the 1st family swimmer and then the number of additional swimmers in the family as follows:

- Senior group: \$150 per session
- Junior & Intermediate groups: \$100 per year
- Cubs group: \$50 per year
- Additional family swimmers: \$25 additional per swimmer

The fall/winter session Family Fee is due on March 1st and the spring/summer session on August 1st. All families who have not met their Family Fee requirement will be invoiced on March 21st and August 21st for any shortfall. All previous years fees must be paid in full before a family will be allowed to register their swimmer for the next session. Each family can track their Family Fee paid by fundraising using their personal login on the CW website which is powered by a program called Team Unify. Families joining anytime during the fall/winter session are responsible for the entire years Family Fee as listed above. Families who join anytime during the spring/summer session AND who DID NOT swim in the previous fall/winter session will be responsible only for 50% of the entire years Family Fee as listed above. All families are encouraged to contact the Family Fee Committee chair with any questions about their responsibilities.

MEET ENTRY FEES

At the beginning of the season a meet schedule will be published on the CW website. Although swimmers in certain swim groups will be encouraged to attend certain meets, swimming families will ultimately decide which meets they will attend. Meet entry will be performed by each family using the online registration process available on the CW website. This is the only way you can enter a meet. Each meet entry fee will be a combination of the cost per event times the number of events registered (not the number actually swam; note that the per event fee will vary from meet to meet and will be listed at the time of registration), the administrative fee for the Michigan Swimming LSC (the state's governing body for swimming), and the CW administrative fee (pays for CW administration for meets including entry and coaching costs). The entire fee will be billed to you on your monthly invoice. See information about invoicing on the CW website for further details of this process.

The following CW administrative fees will be applied:

- Local meets with no coach travel: \$7.50

- State level meets (non-championship) requiring overnight coaching stays: \$20
- State level championship meets (State meet, Junior Olympics, District meet): \$25
- Out of state non-championship level meets-- dependent upon the number of swimmers attending so will not be known at the time of registration:
 - if < 15 swimmers attending: \$50
 - if 16-30 swimmers attending: \$40
 - if 30-60 swimmers attending: \$30
 - if >60 swimmers attending: \$25
- Out of state championship meets (Junior Nationals, Sectionals, Nationals, etc.): to be determined at the time of planning for registration. These meets will be pre-arranged and administrative fees to pay primarily for coaches travel will be discussed with all who are determining if they will attend.

Payment Responsibility

Characteristic of any business, CW expenses are ongoing. A positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all CW parent members to pay their monthly invoice for all charges on or before the first of each month, just as you do your credit card, mortgage or utility payments. If payments are not current an email system will inform you on the 10th, 15th and 20th of the month of your shortfall. If not paid by the 20th of the month your swimmer(s) will not be allowed to participate in practice. You will be informed prior to the date your swimmer will not be allowed to practice.

All registration, swimming and meet entry fees are non-refundable.

Listed below is an approximate breakdown of the Club's expenses:

50%	Coach-related expenses - salaries, insurance, travel, clinics, etc...
25%	Pool Rental costs
10%	Administration and Office supplies
7%	Miscellaneous (wet-side supplies, etc.)
3%	Awards and celebrations

INSURANCE

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

"It is required of all Club Wolverine 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.

Each swimmer is covered at any organized practice of Club Wolverine 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 CW business office.

The membership cost for United States Swimming is currently \$56.00 per year. This fee is charged and collected at the time of registration. 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 athletes and clubs while stabilizing the cost.

Secondary Accident Medical Insurance

Policyholder: United States Swimming, Inc.

Carrier: US Sports 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;

1. during participation in competitions, meets or events sponsored or sanctioned by the U.S. Swimming; or
2. during participation in organized, scheduled practice sessions which are under the direct supervision of a USS member coach; or
3. 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

Liability Insurance Program

Insurance Company: Lexington Insurance

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.

Exclusions. (This is not all inclusive)

- A. Personal injury which includes claims such as libel, slander, defamation of character, false arrest, false imprisonment and humiliation.
- B. There is no coverage for diving from other than starting platforms or pool side.
- C. There is no coverage for the operation, ownership, maintenance, loading or unloading, or use of any automobile or motor vehicle.

TEAM UNIFORM

The team colors are blue, white and black.

Suits: CW requires the use of CW black or blue suits with the CW logo.

Shirts: All swimmers receive a CW t-shirt for registering with CW each year. Although not mandatory, these shirts are nice to wear during meets and promote team spirit and unity.

Caps: All swimmers receive a cap for registering with CW each year. A CW cap is to be worn at all meets at which CW is participating. If you do not like to wear a cap during a race that is OK.

Warm-Ups: CW team warm-ups are an optional purchase

How to order: see ordering information on the CW website under 'Member Resources' and 'Equipment'. You must be logged-in to view and follow the instructions.

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).

SWIM SEASONS

The swim year is divided into two seasons. The winter, or "short course", season runs from September to mid-March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from early April to mid-August. Competition is limited to 50 meter course pools

COMPETITION

The Club Wolverine staff does not see the first place person as the only winner. They look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, working toward goals, and supporting their fellow swimmers.

Sports is not an end in itself, but a great vehicle that can be used to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. Seen in that light, winning without learning is not Club Wolverine's desired intention. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

LEVELS OF ACHIEVEMENT

There are seven different age group classifications recognized by United State Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Open. The Open 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.

TYPES OR LEVELS OF SWIM MEETS

1. Dual Meets-Occasionally, the Club Wolverine will compete with one other team in a dual meet. These meets help promote team unity, but may limit the number of events a swimmer may enter.
2. Developmental Meets-These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.
3. Qualification Meets-These meets have some type of minimum qualification time standard(s) that a swimmer must meet in order to enter the meet. Our state swimming body, Michigan Swimming, Inc.,
4. State Championships-At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Michigan Swimming, the governing body of swimming in the state of Michigan. Michigan 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 for the short course season: the Age Group Championship for swimmers 11-12 and for 10 and Under, and a separate meet for the 13-14 and Open swimmers. The latter group is open to any swimmer in the state who has met the qualifying standards regardless of age. Each of these meets have morning qualification heats and evening championship finals session. During the long course state championship meet all swimmers will swim in a single meet with the older groups having a morning qualifying session followed by and evening championship finals session. The younger ages will swim a single race, aka 'Timed Finals', during the afternoon (between the qualifying and final session for the older groups).

Additionally, during the short course season only, a District Championship meet with no minimum qualification and Junior Olympic competition with a slower than State Championship but

faster than District Championship qualifying standard. These meets are sanctioned by Michigan Swimming and allow all swimmers, regardless of ability, to swim in a championship level competition.

5. Zone Championships - After the state championships are held in the summer, a swimmer may qualify to participate in the Central Zone Championships by swimming a national "AAA" time. This is an all-star meet where swimmers compete as a member of the Michigan Zone team competing against other states from the Midwest. Participation is optional and requires travel. This is the final level of age-based competition.
6. Speedo Sectional Championships – CW often attends the Sectional Championship meets in both the spring and summer. Qualifying times are not age based and lie between the zone and Junior National qualifying standards. These meets are generally held in Ohio and Indiana.
7. Speedo/USS Junior National Championships and ASCA Junior National Championships-One of the highest levels of achievement CW swimmers strive for is the participation in the Junior National Championships. United States Swimming sponsors a short course and long course United States Junior National meet each season. CW swimmers meeting qualifying time standards for this meet can elect to travel to the meet location to compete against the best 18-Under swimmers in the nation.

Additionally, CW often competes in the ASCA Junior National meet. This is typically held in late March/early April in Orlando, FL. This meet is optional and has separate qualifying times than the Speedo/USS Swimming Junior National Championships.

8. Phillips 66/USS National Championships (Senior Nationals)-Other than the Olympic Trials which is held every four years, and the World Championship Trials which is held twice between each Olympics, the highest level of competition for senior swimmers is the USS National Championships. As with the Junior Nationals, CW swimmers meeting the national qualifying time standards can elect to 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.
9. Olympic Trials-held every four years. Qualifying times need to be met. It is an honor to compete at the Trials. It should be a goal for any year-round competitive swimmer.

MEET SCHEDULE

Each season's meet schedule is distributed at the outset of the season.

1. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two or three day meet.
2. On an average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification

are scheduled as close as two weeks apart or as far as one month apart. CW also attempts to attend as many meets as close to Ann Arbor as possible. However, sometimes good competition requires some travel.

3. The coaching staff reserves the right to make the final decision concerning meets Club Wolverine swimmers may attend and the events in which a swimmer will compete.
5. Team Meets-Team championship meets are either indicated on the meet schedule or talked about in the parent meetings. Since the coaching staff places the most emphasis on these meets, CW swimmers who are qualified are highly encouraged to attend. The Michigan State Championship meets (short and long course) are always considered "Team Meets". Occasionally a travel meet (Carmel in Indiana, Ohio State, Sectionals) may be designated as a "Team Meet."

PHILOSOPHY OF COMPETITION

Club Wolverine engages in a multi-level competition program with United States Swimming that attempts to provide challenging, and success-oriented competitive situations for swimmers of all ages and abilities. The following outlines the CW competitive philosophy:

1. CW emphasizes competition with oneself. Winning ribbons, medals, or trophies is not the main goal. Even if a swimmer finishes first, but has swum poorly in comparison to his/her own past performances or with respect to what was to be accomplished in the race (e.g., a new breathing pattern), he/she is encouraged to do better. An individual's improvement is the primary objective.
2. Sportsmanlike behavior is of equal importance of 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 Club Wolverine coaching staff.
3. A swimmer is praised by the coaching staff for improving his/her stroke or time. It is also the coach's responsibility 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.

**EVERYTHING YOU ALWAYS
WANTED TO KNOW ABOUT
SWIM MEETS**

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we have tried to be as specific and as detailed as we possibly could.

Before the Meet Starts

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces. This is typically on the pool deck (remember this can be a very wet place), but sometimes may be in a school gym.
3. Find the check-in place and either you or your swimmer will need to check themselves in.
 - A. This is usually around the area marked "Clerk of Course".
 - B. Check for special posted instructions in the area. Usually one will need to highlight the swimmer's name. It is typical for the check-in to end 15 minutes after the scheduled beginning of warm-up....so you need to be on time to ensure your swimmer is entered in the meet.
 - C. This is done so that the people running the meet know who is actually at the meet.
 - D. You may consider getting a coach's cell phone number so you can call if you are going to be late. In some instances, but not all, a coach can check-in your swimmer
4. Once "checked in", write each event-number on your swimmer's hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen for. On the pool deck the coaches will help to write the heat and lane number on your swimmers hand. All this helps the swimmer get to the starting blocks on time. Remember, parents are not allowed to be on the pool deck at any time during the meet.
5. Your swimmer should then get his/her cap and goggles and report to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out. Warming-up with the team also ensures a proper warm-up and also builds team unity. The kids have fun during warm-up.
6. After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in. Again, remember that you cannot be on the pool deck to direct your child. It is good to make sure your child knows the general vicinity you are sitting in so you can direct your child as necessary.
7. The meet will usually start about 10-15 minutes after warm-ups are over. Although spectator areas are often very warm, the swimmers

often can be cold on the pool deck. It is important to make sure they have enough warm and dry clothes for a meet.

8. As stated previously, according to USS rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
9. Heat Sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for one to two dollars per day. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

Meet Starts

1. It is important for any swimmer to know what event numbers he/she is swimming (a good reminder is the event, heat and lane numbers written on their hand). He/she may swim right away after warm-up or they may have to wait awhile.
2. A swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the starting blocks. Swimmers should report with his/her cap and goggle. Generally, girls events are odd-numbered and boys events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle. Event 27, 10-Under Girls, 50 freestyle., etc."
3. Swimmers should try to be to the starting blocks several heats before their race. Depending on the size of the meet and the specific event, you can expect at least 4-8 heats of each event. The swimmer should tell the lane timer their name so the timer can verify they are in the correct event, lane, and heat.
4. The swimmer swims their race.
5. After each swim:
 - A. He/she is to look at the scoreboard for their time or if not available they should ask the timers his/her time.
 - B. He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.
 - C. Generally, the coach follows these guidelines when discussing swims:
 - a. Positive comments or praise
 - b. Suggestions for improvement
 - c. Positive comments
6. Things you, as a parent, can do after each swim:
 - A. Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.

- B. This is another good time to check out the bathroom, get a drink or something very light to eat (see the nutrition section of this document).
 - C. The swimmer now waits until his/her next event is called and starts the procedure again until the end of the meet.
7. When a swimmer has completed all of his/her events he/she and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue). And it should be considered an honor to represent CW in a relay as the team is very competitive. Realize that not every meet has relays.

What Happens If Your Child has a Disappointing Swim

If your child has a poor race and comes out of it feeling bad, talk about the good things. The first thing you say is, "Hey, that is not like you. You're usually a top swimmer." Then you can go on and talk about the good things the child did. You never talk about the negative things.

If your child comes up to you and says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.

Often a coach will tell a swimmer, "You need to forget about that race forever and concentrate on your next race." You should help your child to learn not to dwell on these races.

Finally, it is OK to ask your child what his/her coach suggested or mentioned about their race. This is good practice to get the swimmer to remember the coach's suggestions. You can help the child also by reminding him/her of these suggestions as the child prepares for his/her next meet.

What To Take To The Meet

1. Most important: Swim Suit and CW Cap, and goggles.
2. Towels-Realize your swimmer will be there awhile, so pack at least two.
3. Something to sit on. Example: sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it. Some swimmers are OK just sitting on the bleachers.
4. Sweat suits/warm ups or other warm clothing: Each swimmer may want to bring two because they can get wet and soggy on the pool deck.
6. T-shirts: Two or three. Same reason as above.

7. Busy stuff: travel games, coloring books, books, playing cards, anything to pass the time. However, some swimmers have been known to miss their race due to indulgence in these or video games....so beware.
8. Food and drink: Each swimmer is usually allowed to bring a small cooler or something else for food and drink. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring:
Drinks: Diluted Hi-C or fruit juice; Gatorade
Snacks: Granola bars, fun fruits, yogurt, cereal, jello cubes, sandwiches

Once you have attended one or two meets this will all become very much a routine. Please do not hesitate to ask any other Club Wolverine parent for help or information!

These meets are a lot of fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to "race" and see how much he/she has improved from all the hard work he/she has put in at practice.

Special Parent's Note

The pool seating area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly! At a few of the meets, the parents are allowed to sit with the swimmers. In these cases if you don't think that a gym floor is comfortable, feel free to bring folding chairs to sit on. But for most meets parents must sit in the stands and swimmers on the pool deck. Swimmers can go to their parents but must have shoes or other foot coverings.

Very Basic Swimming Rules

Starts The swimmers are not allowed a false start. If they jump the start and the starter thinks they are trying to get an advantage (whether intentional or not-it does not matter), they will be taken out of the race.

- Turns and finishes**
1. Freestyle: feet have to touch the wall and they can touch the finish with one hand.
 2. Backstroke: swimmers have to be on their back when they touch the wall at the finish. They may do a flip turn by rolling onto their stomach on the last stroke into a wall and flip. This can be very technical and less experienced swimmers can be disqualified.
 3. Breaststroke and Butterfly:
 - A. Swimmers have to touch with both hands at the same time on each wall, including the finish.
 - B. A swimmer may not freestyle kick off the wall in either breaststroke or butterfly.
 - C. When swimming butterfly, both arms must move at the same time and feet must stay together during the entire race.
 - D. During breaststroke a swimmer may do one underwater arm pull and 'frog' kick and one dolphin kick after the start and each turn before swimming on the surface.

CHAMPIONSHIP MEETS

One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). Whether attendance is REQUIRED or OPTIONAL, 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 and 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.

The 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:

1. Meet attendance and participation through out the entire season is important. USS meets offer the experience necessary for the championships.
2. Practice habits should 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, Sectionals, 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 (or even a 3rd or 4th consolation final). If a swimmer places from 9th - 16th (or 17th to 24th or 25th to 32nd in a meet with 3 or 4 consolations finals) 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 1/2 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. However, all swimmers must first get the permission of his/her coach prior to scratching a final. There is a process for scratching and 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 barred from participating in the remainder of the meet (individual events and relays). Alternates (the first two swimmers who did not make a final or consolation final) 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 where #1 is the fastest swimmer entered in the meet for this event and #60 is the slowest:

	<u>Lane 1</u>	<u>Lane 2</u>	<u>Lane 3</u>	<u>Lane 4</u>	<u>Lane 5</u>	<u>Lane 6</u>	<u>Lane 7</u>	<u>Lane 8</u>
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 may received a ribbon), 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 or t-shirt should be worn when accepting the award. It is also customary for Club Wolverine 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.

OUT OF TOWN MEETS

Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks. In addition to the travel rules contained in the swimmers code of conduct, Club Wolverine has established the following policies for the safety of the swimmer and peace-of-mind of parents:

1. Parents are to be responsible for arranging transportation and lodging to away meets. This may be a team bus trip (see below). **DO NOT ASK YOUR SWIMMER(S) TO HANDLE THIS JOB.** Oftentimes, a certain hotel will be designated as "team headquarters."
2. Parents are encouraged to attend out-of-town meets with their swimmers and to chaperone other youngsters. These trips can be great fun for parents and swimmers alike. They also are a rare opportunity to participate in a special way in each young swimmer's career.
3. A coach has too many responsibilities to the entire team to accept responsibility for an individual swimmer. Therefore, do not ask a coach to provide transportation or to room with a swimmer.
4. Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the Club Wolverine "Swimmer Code of Conduct" at all times.
5. A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.
6. An appropriate contribution is expected from each passenger in a car to the driver/owner to help defray gasoline and related expenses.

BUS TRIP POLICY

It is important for swimmers to participate in meets both with and without their parents in attendance. This adds to the growth experience a child can gain from competitive swimming, teamwork, and individual initiative. As a swimmer progresses to Junior and Senior Nationals,

oftentimes they attend these meets without his/her parents. It is, therefore, necessary for a swimmer to learn to travel without his/her parents.

1. All Club Wolverine swimmers should consider traveling with the team and stay in the hotel with the team on all bus trips. It is understood if a parent is not comfortable with a bus trip, especially for younger swimmers. They can still attend the meet and be driven by their parents.
2. Club Wolverine swimmers must remain with the team for the duration of the trip (including hotels, pool, meals and team functions).
3. If a Club Wolverine swimmer would like to return with his/her parents, he/she may leave if his/her meet is over and arrangements were made prior to the start of the trip with a signed permission slip. However, the swimmer is still responsible for full round-trip transportation costs.
4. The full amount of designated transportation will be collected in advance or billed to accounts. These amounts are not refundable.
5. All release forms must be signed prior to the trip.
6. The "Swimmer Code of Conduct" must be followed by all swimmers. Regulations must be followed as set forth by coaches and chaperones.

NUTRITION – article from the USA Swimming website:

Fluids-Water vs, Sports Drink

There are 2 reasons to drink fluids: (1) to stay hydrated, and (2) to provide the body with fuel.

During Workout - Regardless of age or length of workout, all swimmers need fluids during practice to stay hydrated. This is easily accomplished with a couple of sips from the water bottle every 15-20 minutes. As swimmers progress, workouts get longer and tougher. It's well established that exercise beyond 90 minutes benefits from a supplemental fuel source. The sports drink can provide it. But we still have hydration to think about. Drinks that are too strong, or "concentrated," can provide the fuel but also inhibit fluid absorption and often lead to cramping.

Years of research tells us that drinks that are 6-8% carbohydrate by weight provide the perfect balance. Enough carbohydrate to provide a fuel source during long exercise, but not so much that will inhibit fluid absorption. A couple of sips every 15-20 minutes keeps the body fueled, helps prevent unnecessary tissue breakdown, and maintains hydration. Today, only Gatorade and Powerade meet the 6-8% criteria. Most other drinks are too strong to be effective *during* workout.

After Workout – Water is an excellent choice to replenish fluids after practice. It's

always wise to drink at least one cup. But after a *tough* workout, replenishing fuel stores is equally important. Competitive swimmers need a little over 1 gram of carbohydrate for every kilogram they weigh (lbs/2.2) each hour after workout. And they need it **within the first hour**.

Often, a sports drink that is easily digested and quickly absorbed, such as Gatorade or PowerAde can provide a convenient way to get some of this fuel within the first 20 minutes. Accelerade, a newer drink on the market may also do the trick. Endurox, perhaps, but beware of the high protein drinks, as they often forgo the carbohydrate, and carbohydrate is what you are trying to replenish within that first hour after workout. A little protein won't hurt, in fact a little bit of protein may actually help by supporting tissue repair and re-building processes. But too much protein, especially when it comes *in place of* carbohydrate, may actually be detrimental to the post-workout recovery process.

****Remember...**

1. Carbohydrate is the primary fuel source during tough workouts. Protein is used as a fuel source during exercise only when carbohydrate and fat are not present in sufficient quantities. This can happen during long/tough workouts when the body uses much of its stored carbohydrate, and it must find an additional source. If an additional carbohydrate source (ex. Gatorade, PowerAde) is not supplied, the body taps into *stored* protein, a.k.a. your muscles. This is why we drink carbohydrate-electrolyte solutions during workout...to **spare muscle protein**. And this is also why it is important to replace carbohydrate stores lost during a workout...so you start the next workout with a full tank of gas!

2. Following exercise, the body is very sensitive to the hormone *insulin*. Insulin is that hormone that rises every time blood sugar rises. In other words, every time a swimmer eats carbohydrate, which causes blood sugar to rise, insulin goes up. Well, it's insulin's job to remove sugar from the bloodstream, and it does so by facilitating its storage as **glycogen**. Glycogen, the storage form for carbohydrate, is what the body taps into for fuel when exercise is very intense. This can happen quite a bit during a tough workout, which is why it's important to see that glycogen is replenished before the next practice.

During the Day – Staying hydrated during the day is just as critical as hydrating during and after workouts. Most swimmers can do this by incorporating a variety of fluids into their daily diet. Water, fruit juice, milk, soups, etc, etc. Water is always an excellent choice, but other drinks, including sports drinks (defined as 6-8% carbohydrate by weight) are okay too. Just remember that variety is the key to a healthy diet. If you use a sports drink during and after practice, it may be better to drink water and juice during the day to stay hydrated. Juices are often healthier than sports drinks in that their sugars are natural. Always keep in mind that juices and sports drinks contribute to total caloric intake.

For the purpose of this article, a sports drink is defined as a 6-8% carbohydrate-electrolyte solution. Do NOT include “energy drinks,” such as Red Bull, 180o, Sobe, etc. These dietary supplements fall into the Yellow Light category of the Dietary Supplements Theoretical Safety Ratings Scale

GLOSSARY

A Glossary of those strange and wacky words we use in the sport of swimming. 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".

[Disclaimer: This list is not meant to supercede any rule book or official glossary. It is simply a common-sense explanation of some concepts that are not familiar to the new-swimming family.]

- "A"** Time classification for a swimmer. National Age Group Time Standard "A" time is .01 seconds faster than the "BB" time standard and .01 slower than the "AA" time standard. See the NAGT published chart.
- "AA"** Time classification for a swimmer .01 faster than "A" time standard.
- "AAA"** Time classification for a swimmer .01 faster than the "AA" time standard.
- "AAAA"** Time classification for a swimmer .01 faster than the "AAA" time standard. 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 or rosette ribbons 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-BB-B** Swim meet similar to the A-B meet except that there are 3 divisions. This **meet** 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 "B" and down compete in the "B" division. The "BB" division is the most limited with both top (.01 slower than "A") and bottom (.01 faster than "B") limitations.
- Add-up time** 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: (I.e.) 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

Swim meets conducted by organizations (other than USS member clubs or **meet** 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.

AEA

Aquatic Exercise Association

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.

ATRI

Aquatic Therapy and Rehabilitation Institute

“B” (“BB”)

Time classification for a swimmer. National Age Group Time Standard “BB”. “BB” time is .01 seconds faster than the “B” time standard and .01 slower than the “A” time standard. See the USS-NAGT published chart.

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.

“BB-B”

Swim meet that offers separate competition for both “BB” swimmers and **meet** “B” swimmers, usually with ribbons for the “BB” swimmers and smaller ribbons for the “B” 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)

- Back-up** A watch time or button time that is written on a card to be used in case the **times** primary computer timing system malfunctions. The USS rule book list accepted methods to average these times to get an “official” time.
- 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. Size restrictions are enforced at certain meets.
- Beep** The starting sound from an electronic, computerized timing system.
- Big 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. Big Finals is the fastest heat of finals when multiple heats are held.
- 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. They may be 30” above the water if the depth of the pool is 6’ or more, or 18” above the water if the pool depth is 4’-6’.
- BOD** Board of Directors of the LSC or USS.
- Bonus** The heat held during the finals session of a Prelims/Finals meet, that is **Heat** slower than the swimmers participating in Big Finals. The Bonus Heat may refer to Consolation Finals or an extra heat in addition to Consolation finals. Slang = Banana Heat
- 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)
- Bull Pen** The staging area where swimmers wait to receive their lane and heat assignments for a swimming event. Area is usually away from the pool and has rows of chairs for the swimmers to sit. The Clerk of the Course is in charge of the Bull Pen.
- Bulletin** One of the most important communication devices for a swim club.
- Board** 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 fly)

- Button** The manual Timing System stopping device that records a back-up time in case the touch-pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. There are usually 2 buttons per lane. It is the timers responsibility to push the button as the swimmer finishes.
- CAM** Certified Aquatic Management course.
- 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 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 in the bull pen 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.
- Carbohydrate** The main source of food energy used by athletes. Refer to a Nutritional Manual for reliable information. (Slang = Carbs or Carbos)
- Championship** 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. Slang = Big Finals.
- 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 carefully follow the listed instructions and mark their name on or off a list posted by the meet host. Each meet does this differently so make sure instructions are followed or swimmer may not get to swim.
- 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.

Circle-Seeded A method of seeding swimmers when they are participating in a *prelims/finals* event. 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

Clean A term used when talking about a "drug fee" swimmer or performance or record.

Clinic A scheduled meeting for the purpose of instruction. (i.e.) Officials clinic, Coaches clinic.

Closed Swim meet which is open to the members of an organization or group.

Competition 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 Conduct A Code of Conduct that both swimmer and coach are required to sign at certain USS/LSC sponsored events or the team/club itself may have a Code of Ethics or Conduct.. The Code is usually not strict and involves common sense and proper behavior.

Colorado A brand of automatic timing system. Also - non-related - the state that the Olympic Training Center and the USS National Headquarters resides in.

CPO Certified Pool Operator

Consolation After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers, depending on **Finals** 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 usually conducted before the Championship heat. In an 8 lane pool, a swimmer in consols 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 does a time that would have placed them 2nd or 3rd in the championship finals, but the highest they can score is 9th. This is why it is important to swim very fast in the morning prelims session to make the big 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. Slang = Consies, Consols, little Finals.

Convention

United States Aquatic Sports annual, week long, meetings 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. (I.e.) Long Course = 50 meters / Short Course = 25 yards or 25 meters.

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 swim events on the first day of a meet.

Deck Seeding

Swimmers report to a bull pen or staging area 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, headaches, 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, fun environment.

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).

Disqualified A swimmer's 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.

Dive Entering the water head first. Diving is not allowed during warm-ups except at the designated time, in specific lanes that are monitored by the swimmer's 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 NCAA member colleges and universities are assigned divisions to compete in, depending on the school's 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 **Meet** 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.

Draw Random selection by chance.

Dropped When a swimmer goes faster than the previous performance they **Time** have "dropped their time".

Drug Wars The situation caused by the illegal use of performance enhancing drugs by the East Germans during the 70's and the Chinese during the 90's.

Drylands 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. (see white pages of the USS Rule Book)

Dual Meet Type of meet where two (2) teams/clubs compete against each other.

- Entry** An Individual, Relay team, or Club roster's event list into a swim competition.
- Entry Fees** The amount per event a swimmer or relay is charged. This varies depending on the LSC, type of meet, and club surcharges.
- 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. Meets also limit the number of events a swimmer may enter on a given day or session.
- Electronic** Timing system operated on DC current (battery). The timing system **Timing** usually has touch-pads 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 unofficial time.
- Eligible** The status of a member swimmer that means they are registered and have met all the requirements to compete.
- 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** A recall rope across the width of the racing pool for the purpose of **Rope** stopping swimmers who were not aware of a false start. The rope is about 1/2 way on yard pools and about 30 feet from the starting end on meter pools.
- Fees** Money paid by swimmers for services. (I.e.) Practice fees, registration fee, USS membership fee, etc.
- FINA** The international, rules making organization, for the sport of swimming.
- Finals** The final race of each event. See “Big Finals”, “Consolation Finals”, “Timed Finals”, etc.
- Final Results** The printed copy or disk 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 meets, unless it's a special fin competition
- Flags** Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall short course or 5 meters long course.
- 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** The fastest 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)
- 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. The lane timers may have "Bells" that they ring over each swimmers lane; this replaces the need for a gun shot.
- 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 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.

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. Also called a buzzer.

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.

I.O.C.

International Olympic Committee

Jump

An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.

- Junior** A USS Championship meet for swimmers 19 years old or less. Qualification times are necessary. 3 meets are usually held at the same time at 3 different area sites.
- Nationals** Meets are conducted both short course (in Spring) and long course (in Summer). In the near future USS may be designating only the summer long course meet as the National Championships and re-naming the spring short course the Club Championships.
- Jr/Sr** A designation for dividing either abilities or ages of athletes, meets, camps, events, etc. The Junior/ Senior classifications and/or divisions have a host no real consistencies governing their use.
- Kick** The leg movements of a swimmer. A popular word to “yell” to encourage swimmers during a race. Coaches will make a scissors action with their arms during a race to remind a swimmer to kick at the end of a distance freestyle event.
- Kick Board** A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
- Kyroscope** A brand of automatic timing system.
- Lane** The specific area in which a swimmer is assigned to swim. (I.e.) 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 = 1 lap.
- 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. Counting may be done ascending or descending and is optional based on each swimmers preferences.
- 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.
- Little 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. Little Finals are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat. See Consols.
- Long Course** A 50 meter pool. (There are a few 50 yard pools still in existence which can also be call long course yards)
- 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.
- Marshals** The adults (officials) who control the crowd and swimmer flow at a swim meet. These officials are primarily responsible for safety issues.
- 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(s) 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 level meets conducted in March/April and August. See Senior Nationals.
- Natatorium** A building constructed for the purpose of housing a swimming pool and related equipment.
- NCAA** National Collegiate Athletic Association . There are 3 divisions of swimming, all 3 holding separate National meets. NCAA I, II, III.
- Newsletter** A written communication published by a club or association.
- NGB** National Governing Body given authority by law through the Amateur Sports Act from US Congress.
- Non –Conforming Times** A short course time submitted to qualify for a long course meet, or vice-versa. Depending on the meet rules or LSC rules, these times may or may not be accepted and/or seeded with the conforming times.
- 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. This list is compiled Swimming World Magazine rather than by USS.
- NSPI** National Spa and Pool Institute
- NSSA** National Swim School Association
- 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. The name originates from the two cities involved in the invention of the material. New York and London.
- Officials** The certified, adult volunteers, who operate the many facets of a swim competition.
- Omega** A brand of automatic timing system.

- OT** Official Time. The swimmers event time recorded to one hundredth of a second (.01). Carrying a time out to the thousandth place .001 is not allowed.
- OTC** Olympic Training Center in Colorado Springs, Lake Placid, and San Diego
- Open Competition** Competition which any qualified club, organization, or individual may enter.
- Parka** Large 3/4 length fur lined coats worn by swimmers. Usually are in team colors with logo or team name.
- Pace Clock** The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warm-ups or swim practice.
- Paddle** Colored plastic devices worn on the swimmers hands during swim practice. Depending on the manufacturer, the color designates the size of paddle.
- 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 swimmers 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 bull pen in which a swimmer knows what lane and heat they are in by looking at the heat sheet, or posted meet program.
- 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. (i.e.) 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 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** An 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. Med relays are conducted over 200 yd/mtr and 400 yd/mtr distances. 2.) Free relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/mtr, 400 yd/mtr, and 800 yd/mtr
- Rest Area** A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet.
- Review Committee** *A group of people* designated by an LSC or USS board of directors or chairperson who can hear protest or appeals of a decision. The Review committee will recommend upholding or the changing of the decision. Only certain types of decisions are subject to this appeals process. The LSC by-laws and USS code book list the process for review.
- 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 “Marshals” in charge of safety.

Sanction

A permit issued by an LSC to a USS group member to conduct an event or meet. A specific sanction number is given and must be on all official results

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.

Session

Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group. Sessions with swimmers 12 and younger are limited to a maximum of 4 hours for competition time start to finish.

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. Should be used only by Seniors at very important (Championship) meets.

Short Course A 25 yard or 25 meter pool.

Simultaneously A term used in the rules of stroke meaning at the same time.

Splash

The USS swimming quarterly news mailed to each members home.

Split

A portion of an event, shorter than the total distance, that is timed. (I.e.) 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.

<u>Stations</u>	Separate portions of a dryland, weight circuit, or learn-to-swim program..
<u>Start</u>	The beginning of a race. The dive used to begin a race.
<u>Starter</u>	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
<u>Still Water</u>	Water that has no current caused by a filter system or no waves caused by swimmers. Quiet water.
<u>State Meet</u>	A meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Senior meet and Age Group meet separately. Qualification times are usually necessary for this Championship meet.
<u>State Qualifier</u>	Swimmer who has made the necessary cut off times to enter the State meet.
<u>Stand-up</u>	The command given by the Starter or Referee to release the swimmers from their starting position.
<u>Step-Down</u>	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.
<u>Stroke</u>	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
<u>Stroke Judge</u>	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.
<u>Submitted Time</u>	Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.
<u>Suit</u>	The racing uniform worn by the swimmer, in the water, during competition. The most popular styles/types of suits worn are: Nylon, Lycra, jammer, brief.
<u>Swim-A-Thon</u>	The “Fund Raiser” copyrighted by USS swimming for local clubs to use to make money. There is a contractual procedure to go through before hosting a Swim-A-Thon.
<u>SwimAmerica</u>	The professional swim lesson program administrated by the American Swim Coaches Assoc. licensed only to ASCA 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 sanctioned events which has a singular purpose of offering swimmers an opportunity achieve or better a required time standard.

Touch Out

To reach the touch-pad 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 touch-pad 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 teams competing for points to see who places 1st - 2nd -3rd.

<u>Trophy</u>	Type of award given to teams and swimmers at meets.
<u>Unattached</u>	An athlete member who competes, but does not represent a club or team. (abbr. UNA or UN)
<u>Uniform</u>	The various parts of clothing a swimmer wears at a meet. May include: Parka, Warm-up jacket, Team duffel bag, sweat pants, suits, hat, goggles, T-shirt, etc.
<u>Unofficial Time</u>	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.
<u>USA Swimming</u>	The governing body of swimming.
<u>US Number</u>	A unique ID number assigned to a swimmer after they have filled out the proper forms and paid their annual dues.
<u>USOC</u>	United States Olympic Committee. The single coordinating body for all sports on the Olympic and Pan American Games program. The USOC is recognized by the IOC as the sole agency in the United States with the authority for selection and participation of US teams in the Games.
<u>Vertical</u>	At right angle to the normal water surface. Straight up & down.
<u>Vitamins</u>	The building blocks of the body. Vitamins do not supply energy, but are necessary for proper health.
<u>Warm-down</u>	The loosening a swimmer does after a race when pool space is available.
<u>Warm-up</u>	The practice and loosening session a swimmer does before the meet or their event is swum.
<u>Watch</u>	The hand held device used by timers and coaches for timing a swimmers races and taking splits.
<u>Water</u>	For the purpose of filling swimming pools and swimmers drinking to properly hydrate themselves.
<u>Weights</u>	The various barbells / benches / machines used by swimmers during their dryland program.
<u>Whistle</u>	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.