



Mid-Cities/Arlington Swimming Texas, U.S.A., Planet Earth

Team Handbook

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INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members just what Mid-Cities Arlington Swimming (MARS) is and to outline various policies that affect all swimmers and parents, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

GENERAL DESCRIPTION AND OBJECTIVE

Mid-Cities Arlington Swimming (MARS) is known throughout the state as a first-class, year-round swim program. We offer a guided age-group youth program for children age 5 and up, from the beginning swimmer to the most competitive and skilled swimmer. When a young person becomes a member of the MARS team, he/she learns the values of sportsmanship and teamwork. Swimming through MARS, provides physical, emotional and intellectual skills that will last a lifetime.

MISSION STATEMENT

Provide a positive environment for athletes to develop life skills and achieve their highest potential in competition.

TEAM PHILOSOPHY:

Mid-Cities Arlington Swimming believes that our philosophy prepares the individual for the challenges they will face in life.

The words **COURAGE**, **PERSEVERANCE** and **COMMITMENT TO EXCELLENCE** outline the keys to the Team Philosophy.

COURAGE is the willingness to accept risk and endure failure. **COURAGE** does not exist unless there is a situation that presents the opportunity for success. We encourage our athletes to embrace these opportunities and not fear the outcome.

PERSEVERANCE is the backbone of success in the endeavors of life. Success at all levels of performance is achieved through persistent efforts to overcome all obstacles. **PERSEVERANCE** is a quality that converts obstacles into the attributes of confidence, self-respect and enthusiasm. Our athletes are encouraged to persevere to find true strength of character.

COMMITMENT TO EXCELLENCE is the desire and dedication to continually improve our performance. **COMMITMENT TO EXCELLENCE** allows superior accomplishments to be realized in all aspects of competitive swimming and life.

HISTORY

Mid-Cities Arlington Swimming, Inc. (MARS) is a result of the 1997 merger of Swim Team Arlington (STAR) and Mid-Cities Swim Team (MCST). STAR began as Tarrant County Aquatic Team (TCAT); over time, TCAT evolved to AIR (Arlington Irving Swimming) and ultimately to STAR. MCST was founded to serve the communities of the Dallas-Fort Worth mid-cities of Hurst, Euless and Bedford. Both clubs' primary purposes at the time they were formed were to develop age group swimming and prepare swimmers for the area's high school teams. These remain the club's major purposes today. However, the club goals today include establishing a comprehensive competitive program for our communities. MARS has not only become recognized as one of North Texas's finest programs, but we also participate at the state and national level by virtue of our age-group champions, Junior National Finalists, National finalists, and Olympic Trials finalists.

WHY SWIM?

The USA Swimming age group 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. Competitive swimming programs are one of the few sports where children receive training from professional coaches from the very first experience with the sport. Swimming supports physical development, intellectual competence, and "preparation for life".

PHYSICAL DEVELOPMENT

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

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports, an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use 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 Masters Swimming programs are still training and racing well into their 80's and beyond.

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. Finally, their accomplishments in learning and using new skills contribute to a stronger self image.

"PREPARATION FOR LIFE"

BY PHIL HANSEL,
Borrowed and 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

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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 are 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.

USA SWIMMING

USA Swimming is the national governing body for amateur competitive swimming in the United States. Headquartered at the Olympic Training Center in Colorado Springs, Colorado, the USA Swimming staff interacts with Local Swimming Committees (LSC's), athletes, coaches and volunteers to provide a variety of services to nearly 250,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs. MARS belongs to the North Texas LSC.

US Swimming, or 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, USAS was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USS headquarters were moved to Colorado Springs in 1981. USS changed its name to USA Swimming (USAS) in 1998.

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

As the national governing body for the sport, USA Swimming is charged with the responsibility to: formulate rules; conduct national championships; disseminate safety and sports medicine information; select competitors to represent our country in international competition; and insure the development of its' member clubs and age group swimmers.

USA Swimming hosts three major swim meets each year — the Phillips 66/USA Swimming Spring and Summer National Championships, and the US Open, sponsored by Speedo America. Additionally, USA Swimming holds Junior National Championship meets each year.

The majority of the revenues of the USA Swimming budget come from registration dues from athletes and membership fees from non-athletes and clubs. Without the support of its membership, USA Swimming 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.

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Year-round athletes pay an annual registration fee of \$55 (for 2008). Athletes receive a membership card and have both liability and supplemental medical insurance coverage.

MARS is a club member of USA Swimming and pays a national fee annually. Membership benefits include USA Swimming Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USA Swimming have liability insurance coverage for approved insured activities.

USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA Swimming 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 plays an important role in USA Swimming. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

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

The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA Swimming are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. The USA Swimming staff is available to assist in answering questions or providing additional information about USA Swimming. For information or assistance, contact:

USA Swimming National Headquarters
One Olympic Plaza
Colorado Springs, CO 80909-5770
(719) 578-4578

PROFESSIONAL COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The MARS staff consists of professionally trained coaches. Certified coaches in USA Swimming programs possess training and experience in the physiology, biomechanics and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

COACHES RESPONSIBILITIES

The coaches' job is to supervise the entire competitive swim program. The MARS 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.

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

The coaching staff is constantly updating and improving the MARS program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

TEAM LEVELS

MARS uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels. 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, more emphasis is put on training the athlete for the rigors of competitive swimming. Training sets are always designed with the needs and abilities of the swimmers in mind.

Senior Team This group of athletes belongs to the highest level within the MARS program. Swimmers in this group typically have been in the sport for several years and compete regularly at the state and national level. Most of the swimmers in this group also represent their high schools concurrently. Senior level swimmers must maintain a very high standard of attendance, training volume and competition. Most of these swimmers are looking towards scholarship opportunities at universities and colleges. This program is designed to ready the swimmer for the rigors of collegiate swimming.

Pre-Senior Team These swimmers are experienced athletes, typically 12-15 years of age. They have made a commitment to competitive swimming and train at least 5 times per week. At this level swimmers are competing at local and state meets on a regular basis. Coaches are preparing these swimmers for participation on their respective high school teams.

Age Group 2 Swimmers in this group train 5 days per week for 90 minutes per session. While there is still a large emphasis on stroke mechanics, swimmers here begin to understand the physiology of training and how training affects their performance. Training sessions are rigorous and begin to emphasize speed and power. Most swimmers in AG2 are 11-14 years old. Attendance requirements at practice and swim meets are fairly stringent in AG2. Athletes are expected to maintain at least 75% attendance in the AG2.

Age Group 1 This is a novice competitive group with a major emphasis on stroke mechanics, and starting and

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turning techniques. These swimmers will be introduced to group practice skills and competitions. Age Group I swimmers swim four times a week for one hour each day. Although the emphasis in AG1 is on the mechanics of swimming, in this group the teaching of competition also begins. Swimmers in AG1 are encouraged to attend all meets in which they are eligible to compete. The coaching staff can assist swimmers and parents as to which events are appropriate for their swimmer.

Novice Groups 1 & 2 An introductory group in which swimmers are taught the fundamentals of the four competitive strokes. Emphasis is entirely on developing proper stroke technique. Swimmers in Novice 1 practice 2 days per week for 40 minutes. Swimmers in Novice 2 practice 3 days per week for 40 minutes.

Learn-to-Swim Lessons This program is strictly learn to swim with a goal of preparing the swimmers to join the Novice groups at the end of one or more sessions. Sessions are either 2 weeks in duration, Mon-Thur , or twice per week for four weeks. All classes are 40 minutes per day. These swimmers are typically the youngest on our team, beginning at age 4-5. Coaches in this group focus on mechanics, safety and fun.

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the team levels. 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. Training schedules for each group and location are published at the end of the previous season.

PRACTICE AND ATTENDANCE POLICIES

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

1. Each training group has specific attendance requirements appropriate for the objectives of that group. Generally, the least possible interruption in the training schedule will produce the greatest amount of success. However, the club does encourage younger swimmers to participate in other activities in addition to swimming. The expectation level from the coaches to attend practices increases as swimmers move to higher groups.
2. For the swimmers protection, they should arrive at the pool no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
3. 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.
4. Plan to stay the entire practice. The last part of practice is very often the most important. Announcements are 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 each dismissal is requested.
5. Occasionally, most of a practice group may be attending a meet, in which case practice will be cancelled. In the days preceding a groups championship meet the practice may finish early to help the swimmers prepare physiologically for the meet.
6. Swimmers are to enter the building and go directly to the pool area. Swimmers that are found in any other part of the building(s) could damage our relationship with the pool management and may face discipline.
7. While on school grounds, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach's permission.
8. The club has an obligation to act as guests while in the pool facilities (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to host property may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.
9. Parents are not allowed on the pool deck during practice unless it is an emergency.

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10. Parents are allowed to observe practice from the bleachers at each location.
11. Please be considerate and keep conversations at a low volume level. Do not try to communicate with any swimmer from the seating area. This is not only distracting to the swimmer, but may also distract the entire team as well as the coach.

GROUP CHANGE CONSIDERATIONS

Coaches take very seriously the timing of progression from one group to the next within the team. There are several factors involved in this decision; none of these are social factors. The final decision always lies with the coaching staff.

Ability to Train – The consistent ability to hold repeat times and intervals in all aspects (swimming, kicking, etc.) is the primary consideration for promotion. The swimmer must demonstrate they will be able to handle the training load of the next practice group before they are promoted. This is important for the self-image of the child. We won't put a child into a situation where they may be "over their head". We will always be sure that the swimmer is ready for promotion, both physically and psychologically.

Attendance – This factor shows the swimmer's ability or desire to handle the level of dedication required to be in the next level. Each level has more stringent attendance levels associated with it.

Attitude – Is the swimmer "ready" for the challenges of the next level? Can they handle difficult situations and learn to deal with them?

Stroke Mechanics – Does the swimmer have the level of mastery of their strokes to warrant promotion?

Competition level – This is probably the least important factor in the decision to promote a swimmer. Our training groups are designed for training, not meets.

ILLNESS AND INJURY

Whenever possible, the coach should be informed in advance of an illness or injury. If your swimmer will be out of the water over a long period with an injury or illness, please notify MARS at so the coaching staff is aware of the problem. Long-term medical issues need also to be addressed with the club treasurer. It is the parents' responsibility to notify the treasurer of an extended absence due to a medical issue.

SWIMMER'S TRAINING RESPONSIBILITIES

As a swimmer's level of swimming ability increases, so does his/her responsibility. The program is designed to encourage all swimmers to advance to the next level. As swimmers improve and advance, there is a deep commitment requiring a great effort from all. 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 (i.e., caps, goggles, fins, etc.) to workouts. Each swimmer is responsible for ensuring these items are properly adjusted and that spares are readily available. Equipment adjustment and repair is not accepted as an excuse to miss part of a training session.

CODE OF CONDUCT

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension or dismissal from the team.
2. Never interfere with the progress of another swimmer, during practice or otherwise.
3. At all club functions, whether practice, meets, or social gatherings, we expect each swimmer's conduct to reflect positively on the team.
4. All members of the club, whether parents or swimmers, protect and improve the excellent reputation the club has throughout the swimming community.
5. All Pre-Senior and Senior team members and other swimmers traveling without parents will be required to

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sign the "Honor Code". A copy of this is given in Appendix A for parents and swimmers to sign and return to the coach.

PARENT'S 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. At the end of this section is a reprint of an article called, 'The Ten Commandments for Swimming Parents'. It offers some very useful and sound advice on relating to your swimmer.
2. MARS has a reputation in the area of hosting swim meets of the highest caliber. A large part of our operating budget is generated from hosting swim meets each year. One of the commitments made when you joined MARS was to help work our own swim meets. We normally host between one and three meets per year.
3. The following is a transportation policy that is in effect for all functions related to the club:

It is hereby the stated policy of the Mid-Cities Arlington Swimming LLC, effective immediately and until either revoked or restated by the Mid-Cities Arlington Swimming LLC., that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by Mid-Cities Arlington Swimming LLC as a purely private agreement between the parties involved and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

COMMUNICATION

The primary means of communication on the team is via e-mail. MARS utilizes a Yahoo Group for most team announcements and information distribution. All team families are strongly encouraged to become members of the MARS Yahoo Group. Families should enroll themselves via the link on the MARS team website.

The MARS team website is maintained as an additional information point and should be reviewed periodically by all members.

The team also utilizes a phone tree system to contact members quickly in the event of a pool closure or other short-notice event. In the registration packet there is a phone tree form that should be filled out annually. Please notify the treasurer if your contact numbers change during the year.

Coach Contact — When contacting the coaches, please be considerate. Please avoid approaching a coach while they are on deck during a practice; the best way to speak with the coaches is to meet them after practice. They usually make themselves available for 10 minutes to answer questions, provide information, etc. Sending a note to the coach with your swimmer is a good way to get information to them or let them know you would like to talk to them.

Another method is to contact the coach via e-mail. E-mail addresses for the coaching staff are available in your registration packet or on the website.

PROBLEMS WITH THE COACH?

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

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, although 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 can range in size from 20-200 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but over 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 age group coach or 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 or she is the only one who can resolve the problem.

"THE TEN COMMANDMENTS FOR SWIMMING PARENTS"

by Rose Snyder, USA Swimming

(Adapted from Ed Clendaniel's 10 Commandments for Little League Parents)

1. THOU SHALT NOT IMPOSE YOUR AMBITIONS ON THY CHILD.

Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes, and don't push them based on what you think they should be doing. The nice thing about swimming is every person can strive to do his or her personal best.

2. THOU SHALL BE SUPPORTIVE NO MATTER WHAT.

There is only one question to ask your child "Did you have fun?". If meets and practices aren't fun, your child should not be forced to participate.

3. THOU SHALT NOT COACH YOUR CHILD.

You have taken your child to a professional coach; do not undermine that coach by trying to coach your child on the side. Your job is to support, love and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. That is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.

4. THOU SHALL ONLY HAVE POSITIVE THINGS TO SAY AT A SWIM MEET.

If you are going to show up at a swim meet, you should cheer and applaud, but never criticize your child or the coach.

5. THOU SHALL ACKNOWLEDGE THY CHILD'S FEARS.

A first swim meet, 500 free or 200 IM can be a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it.

6. THOU SHALT NOT CRITICIZE THE OFFICIALS.

If you do not have the time or desire to volunteer as an official, don't criticize those who are doing the best they can.

7. HONOR THY CHILD'S COACH.

The bond between coach and swimmer is special; one that contributes to your child's success. Do not criticize the coach in the presence of your child, it will serve to hurt your child's swimming.

8. THOU SHALT NOT JUMP FROM TEAM TO TEAM.

"The water is always bluer at the other team's pool." This is not necessarily true. Every team has its own internal problems, even teams that build champions. Children who switch from team to team are often ostracized for a long time by the teammates they leave behind. Often swimmers who do switch teams never do better than they did before they sought bluer water.

9. THOU SHALL HAVE GOALS BESIDES SWIMMING.

Giving an honest effort no matter the outcome, is much more important than winning. One Olympian said, "My goal was to set a World record. Well, I did that, but someone else did too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure, in fact, I was very proud of that swim."

10. THOU SHALT NOT EXPECT THY CHILD TO BECOME AN OLYMPIAN.

There are 225,000 athletes in United States Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are 1 in about 4,300. Swimming is much more than just the Olympics. Ask your coach why he coaches. Chances are, he was not an Olympian, but still got enough out of swimming that he wants to pass that love for the sport on to others.

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Swimming teaches self-discipline and sportsmanship; it builds self-esteem and fitness; it provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medal they may have won. Swimming builds good people and you should be happy your child wants to participate.

TEAM MANAGEMENT AND FINANCIAL INFORMATION

Mid-Cities Arlington Swimming, LLC is a limited liability corporation, registered in the state of Texas.

BOOSTER CLUB

To assist the MARS management and strengthen the support structure of the organization a parent booster club has been established with the purpose of supporting the team mission and ensure team success. The booster club is a parent-run committee that is self funded through proceeds from concession sales at the team hosted swim meets. The booster club is responsible for organizing team social functions, including our two awards banquets each year. Participation in the booster club is voluntary, but strongly encouraged, for the support of the club and swimmers.

PRACTICE GROUPS & FEES

| | |
|------------------------|----------------------------|
| Learn-to-Swim | \$75.00 FOR EIGHT SESSIONS |
| Novice 1 | \$55.00 PER MONTH |
| Novice 2 | \$65.00 PER MONTH |
| Age Group I | \$85.00 PER MONTH |
| *Age Group II | \$90.00 PER MONTH |
| *Pre-Senior Group | \$100.00 PER MONTH |
| *Seniors/National Team | \$115.00 PER MONTH |

* All swimmers in AG2 and above will be charged "Long Course" tuition for additional pool time.

TEAM FEES AND FAMILY PARTICIPATION

(A) MARS REGISTRATION: A \$100 annual team registration fee is due at the time of joining of the team for all new families. Renewing families will pay \$75. The team registration fee is non-refundable.

(B) USA SWIMMING REGISTRATION: Each athlete must also pay annually to register with swimming's governing body (currently \$55 for 2009). MARS does not retain any of this fee and 100% is passed along to USA Swimming. This fee includes insurance, newsletters and access to USA Swimming programs. The USAS registration fee is transferable, but non-refundable.

(C) ENTRY FEES: An escrow account of \$50.00 is established for each swimmer at the time of promotion to or registration in a competitive grouping level (AG1 or above). The average entry fees for area meets are \$3 to \$4 per event. In most meets, swimmers can swim up to five events per day. Swimmers share the cost of relay entry fees by paying an additional event entry fee per meet. Families can view charges and credits to the escrow fee accounts with each monthly statement. **In order for a child to enter a meet, it is required that each account have a positive balance in escrow.**

(D) FAMILY ACTIVITY FEE: A non-refundable fee of \$100.00 (\$50.00 for families that join after June 1st) will be included on the December invoice or final invoice upon withdrawal, whichever occurs first. Families may either pay the fee or raise this money through the two annual fundraisers that typically occur during the spring and fall.

(E) MONTHLY DUES: You will be billed for monthly tuition on or before the 10th of the previous month. Invoices are sent out on or before the 15th of the month and are due to the P.O. Box on or before the 1st of the month, and are considered late after the 5th of the month. Late fees are \$20. For example – April tuition is charged and invoice sent around March 15th. April tuition is due April 1st, late after April 5th.

Revised August 2008

(F) VOLUNTEER COMMITMENT: Volunteers can be a great asset to any organization and help enrich all aspects of our program. Family participation is necessary to ensure the continued success of the team. Throughout you and your family's association with MARS, we ask you support the team through volunteer activities. One of the main events that require many volunteers are our swim meets that we host 2-3 times per year. According to USA swimming, successful swim meets require approximately 60 volunteers. Therefore, a successful MARS meet requires volunteers from each swimmer's parents.

Every family is required to complete 8 points by December 31st, and another 8 points are required to be completed by July 31st. Please see Appendix A for the complete list of volunteer jobs. An up-to-date cumulative accounting of Volunteer Points is available on the MARS website.

(G) SWIMSUIT AND EQUIPMENT POLICY: MARS is a Speedo sponsored team. As such, it is our responsibility to support the Speedo brand in as many ways as possible. We have selected the Speedo as our competition suit. These suits are designed to fit tight and to be worn at Swim Meets only.

Swimmers in AG1 and above need to purchase a Speedo suit ASAP in order to compete in swim meets. Meet suits, practice suits, caps, goggles, swim bags and other swimming equipment can be purchased through our local Speedo distributor, D&J Sports. D&J Sports would be more than happy to assist you with sizing and shipping information.

D&J Sports INC.
3060 B Stemmons Freeway
Dallas, Texas 75247
1-800-460-7946
www.djsports.com

(H) WITHDRAWAL MEMBERSHIP: There is a 30 day notice of withdrawal from the team. All Parents need to advise the team treasurer in writing concerning withdrawal from the team. The withdrawal notice can be sent via the P.O. Box or via email. All accounts need to be current before inactivated. Withdrawals need to be received on or before the 5th of the month. IE – Swimmers wishing to withdrawal by May 1st need to send written notification by April 1st.

(I) REJOINING THE TEAM: If your swimmer plans to rejoin MARS after a leave of absence, a new registration packet needs to be completed and new registration fees paid (MARS registration is required; USAS registration is required if not current).

A B C's OF SWIMMING

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 (IM). 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 mid-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. Meets are generally held outside in 50-meter pools (Olympic size).

SHORT COURSE - MARS trains at multiple locations during the short course season. Trinity High School, Hugh Smith Rec. Ctr. and Tarrant County College SE Campus both have indoor 25 yard pools. Novice through Senior teams have been established at each pool and they practice at their "home pool". MARS rents these spaces at considerable expense to the team. We are fortunate to have facilities like these available to accommodate the large size of the team.

LONG COURSE - Starting each spring the Senior, Pre-Senior and AG2 teams train at the 50-meter pool outdoor pool located at The University of Texas at Arlington. Senior and Pre-Senior swimmers train each morning, Monday - Friday. AG2 swimmers train three mornings per week (M-W-F). In the afternoons all swimmers train at their "home pools". Long course training is very important to swimmers in these groups. All of the swim meets for this level swimmer are at long course pools during the summer season. Long course practice time is designed to supplement the swimmers' afternoon training, not replace it. All swimmers in AG2 and above will be charged "Long Course" tuition for additional pool time.

And the winner is...

The MARS staff does not see the first place person as the only winner. We'd rather 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, and working toward goals.

Sports are not an end in and of themselves, but a vehicle we use to teach children life skills and how to reach their potential. We use sports as organized play to demonstrate and measure one's abilities. Seen in this light, winning without learning is not MARS' 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 things make the swimmer a more successful person with a better chance of living a life closer to their peak potential with the ability to contribute to the world they live in.

Levels of Achievement

There are seven different age group classifications recognized by USA Swimming:

8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for an 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 "B", "BB", "A", "AA", 'AAA", and ultimately "AAAA". The times required for each ability level are published each year by USA 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 "BB" 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.

Meet Information and Scheduling

Each season's meet schedule and individual meet information can be found on the North Texas website (www.ntswim.org).

The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. In other words, an Age Group swimmer with 3 or more "A" times should participate in all "A" level meets; an Age Group swimmer with 3 or more "BB" times should participate in all "BB" level meets, etc.

On an average, we want all Age Group swimmers and above to compete once every three or four weeks. The meet schedule and training schedule is established with this philosophy in mind.

The coaching staff reserves the right to make the final decision concerning meets MARS swimmers may attend.

"Team Effort Meets" — Championship meets are indicated on the meet schedule. Since the coaching staff places the most emphasis on these meets, MARS swimmers who are qualified are required to attend. The B/C Champs, BB Champs, A Champs, TAGS Championships, and Sectionals are always considered 'Team Effort Meets'.

SURVIVING COMPETITIVE SWIMMING

Create Good Habits

- 1. Proper nutrition** is the foundation for excellent athletic performance. As a rule of thumb, a balanced diet is ideal for your athlete; as hard as it may be, keep the junk food at a minimum. A balanced diet usually provides all the needed vitamins and minerals for your athlete. Check with your child's doctor for individual needs concerning vitamins and minerals.

Your swimmer's appetite will grow not only as he/she physically grows but also as the amount of time he/he spends training increases. An overweight athlete cannot reach his/her full swimming potential. A well developed athlete is healthier and experiences fewer health instances such as cold or flu.

Avoid processed sugars such as...sugary cereals and pastries, candy, soft drinks. This causes the blood sugar to rise sharply and quickly and plummet just the same, giving the swimmer a sense of tiredness. You can help your swimmer by avoiding these types of foods prior to practice/meets and during meets.

"Swimmers' ear" is very common for swimmers. It can be very painful. The best way to avoid this is by using ear drops sold over the counter each and every time after your child swims.

- 2. Children's swimming performance** will go through "ebb's and flow's". Meaning your swimmer will have high points and low points in his/her career. When the child first begins competitive swimming you may see "huge" improvements such as significant drops in time. This occurs because many stroke deficiencies are beginning to be corrected. While this is wonderful, keep everything in perspective. The swimmer will level off and the process of dropping tenths of a second begins. Many parents and sometimes the swimmers set expectations based upon the early performances of "huge" improvements.

Leveling off happens in every aspect of life including swimming. Some parents accuse their swimmer of slacking off in practice or not trying hard enough. Then some parents protect their swimmers by offering excuses such as "your arms are short so you will not be able to swim as fast as your teammates". Parents pressuring their swimmer to perform both increase the swimmer's anxiety, and hinder performance.

Remember adolescents are constantly undergoing both physical and emotional changes; it would be detrimental to pressure them to consistently perform well. Avoid bringing undo attention to the "leveling off". Always find something to congratulate your child's performance even if you feel your child did not do as well as you had expected. Good effort is always something to be proud of and your child should receive praise for this.

- 3. Your child's coach** is a good coach who is dedicated, knowledgeable, organized, and caring and chose this profession overall other professions. Coaches need the money but are not in it for the money. The main reason they coach is doing something worthwhile for not only the sport they love but the children who are drawn to swimming. They want to pass the same enthusiasm they have for the sport to their swimmers.

Revised August 2008

Help us instill in your swimmer the same love for the sport of swimming. Show your swimmer that you trust the coach's ability to make good judgments. Do not "tear down" the coach to your swimmer. We all make mistakes, so give the benefit of the doubt to the coach if he/she misjudges at times. If you feel that something needs to be addressed with your coach, ask to speak with them to resolve the situation. Also see the section concerning communication with coach.

Philosophy of Competition

MARS engages in a multi-level competition program with USA Swimming that, like our training program, attempts to provide challenging yet success-oriented competitive situations for swimmers of all ages and abilities. Swimmers are taught to set realistic, yet challenging goals for meets, and to relate those goals at practice to direct their training efforts.

Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This philosophy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmers "best" stroke changes as they mature and his or her body goes through physical changes.

- 1. We emphasize competition with oneself.** Winning ribbons, medals, or trophies is not our main goal. If the swimmer finishes first, but has swum poorly in comparison to his or her own past performances, he or she is encouraged to do better. The individual's improvement is our primary objective.
- 2. Sportsmanlike behavior is of equal importance to improved performance.** All the coaches teach swimmers how to behave like a champion when the swimmer has both "good" and "bad" swims. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the MARS coaching staff.
- 3. A swimmer is praised for improving his or her stroke or time.** It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide the love and the encouragement along the way that bolsters the swimmer's confidence.

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT SWIM MEETS...BUT WERE AFRAID TO ASK (or DIDN'T KNOW WHAT TO ASK):

Swim meets are a great family experience! They are 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 tried to be as specific and as detailed as we possibly could.

PRIOR TO THE MEET

1. To enter any USA meet, you must be a USA registered swimmer. When you register each year your child should receive his/her USAS ID card.
2. Signing up for meets may be done in 2 ways pre-entered and late entered. Pre-Entered: This is easiest and is done through MARS. Please turn in your child(s) entry form to his/her coach no later than the date posted at the top of the meet information. Typically, the meet entries need to be turned in to the coach 2 weeks prior to the start of the meet. If you miss the deadline for turning your child(s) entry into his/her coach you can sign up the day of the meet. This method is not always offered at every meet and usually costs twice the price.

AT THE MEET

1. **Arrive at the pool at least 15 minutes before the scheduled warm-up time begins.** This time will be listed in the meet information handed out to all MARS swimmers. This is very important and ensures the swimmer adequate time to check in for his/her events, change into his/her suit, and be ready on time for warm-up.
2. Warm-up is mandatory. Do not skip warm-up. This is for the safety and well-being of the athletes and the rest of the MARS team.
3. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits together in one place so look for some familiar faces.
4. Make sure the swimmer checks in for his/her events. Check-ins are required everyday a swimmer swims a pre-entered event. This is usually around the area marked "Clerk of Course". Check for special posted instructions in the area. Usually one will need to place a check mark next to the swimmer's name. If this is not done, the swimmer will not be allowed to swim that event that was not appropriately checked-in. Every swimmer must check themselves in for every race they were pre-entered unless otherwise specified by the MARS coach.

Revised August 2008

5. Some meets allow for late entries, but some do not. Please check with the MARS coach on deck with any questions concerning adding additional entries to a pre-entered swimmer. Late entries are usually twice the price of pre-entered events. Late entries need to be completed and turned in to clerk of course 30 minutes prior to the start of the meet. Make sure the late entered swimmer notifies the MARS coach on deck of all events late entered.
6. Please make sure your swimmer is wearing the Speedo MARS swimsuit and the MARS swim cap each and everyday.
7. Scratching an event is only allowed under exceptional circumstances. Only the coach has the authority to allow a swimmer to scratch. Parents and swimmers should talk to the coach if they believe they will be unable to swim an event. Swimmers may be subject to disciplinary actions if they scratch an event without permission from the coach on deck.

TEAM VOLUNTEER SERVICE COMMITMENT

Every family is required to complete 8 points by July 31st. Another 8 points are required to be completed by December 31st.

- There will be no time tracking with the new point system.
- Each volunteer assignment is assigned a certain number of points.
- Some volunteer assignments require experience and/or training
- You will not be given credit for any point without your signature on a sign-in sheet.
- There is no carry-over of points from the first half of the year to the second.
- **There will be a \$20 charge for every uncompleted point.**
- Points are NOT given for timing at away meets.

Point System SAMPLE CHART (non-exhaustive list)

| | | 2 Points | 3 Points | 4 Points | 5 Points | 6 Points | 8 Points |
|---|--|----------|----------|----------|----------|----------|----------|
| Swim-a-Thon - Chairing Event | | | | | | | X |
| Volunteering during actual event | | | | X | | | |
| Special Events | | | | | | | |
| Directing a Special Team Clinic - under supervision of Head Coach | | | | X | | | |
| Chairing a Social Event | | | | | X | | |
| Chairing a Summer Outing | | | | | X | | |
| MARS Meets, Oct 19-21, 2007 | | X | | | | | |
| Friday Set-up | | X | | | | | |
| Sunday Clean-up | | X | | | | | |
| Friday Session - Timer, Runner, Safety Marshal, Concessions, Hospitality | | | | X | | | |
| Saturday Session (8 and Under) - Ready Bench and all of the above | | | | X | | | |
| Saturday PM Session - All of the above positions except ready Bench | | | | X | | | |
| Sunday Session - All of the above positions except ready Bench | | | | X | | | |
| Working as a certified Hy-Tek, Colorado or a US Official at any session | | | | | X | | |
| Working as an assistant certified Hy-Tek, Colorado at any session | | | | X | | | |
| Chairing Hospitality for 1 full meet (Planning and shopping for all hospitality food for an entire meet) | | | | | | | X |
| Chairing Concession Stand for 1 full meet (Planning and shopping for all concession food for an entire meet) | | | | | | | X |
| Attending a LSC Clinic (Hy-Tek, Colorado or US Official) <i>Attendee must have instructor sign attendance sheet and turned into volunteer chair</i> | | | | X | | | |

Rev. May 2007

ANNOUNCER

- Volunteer(s) Needed: 1 per session
- Arrival Time: 15 minutes before warm-up
- Age Requirement: minimum 18 years old
- Make all necessary announcements over the PA system as requested by the Referee/Official, Clerk of Course, or the Meet Director.
- Announce event information (event, heat, stroke, and distance).

AWARDS

- Volunteer(s) Needed: 1-2 per session
- Arrival Time: At the start of the meet
- Age Requirement: minimum 12 years old At least one adult required.
- Place preprinted labels on ribbons for swimmers.
- Prepare certificates for swimmers achieving a new time standard.
- Distribute ribbons/certificates to swimmers during the meet.
- Distribute remaining ribbons/certificates to Teams at the end of the meet.
- ** May involve some time after the meet to complete ribbons/certificates, depending on the Hy-Tek system.

CLERK OF COURSE

- Volunteer(s) Needed: 2-3 per session
- Arrival Time: 15 minutes before warm-up
- Age Requirement: minimum 18 years old
- Accept late entries prior to the start of the meet.
- Collect fees for late entries
- Confirm positive check-in of swimmers prior to the event being seeded by Hy-Tek Computer Operators.
- Sell heat sheets
- Work with the Runner(s) to post heat/lane assignments and post final results.

COLORADO TIME SYSTEM

** Training is required for this position **

- Volunteer(s) Needed: 2 per session
- Arrival Time: 30-45 minutes before the start of the meet.
- Age Requirement: minimum 18 years old
- Responsible for operating the automatic timing equipment.
- Test equipment for proper operation before the start of the session.

CONCESSIONS

- Volunteer(s) Needed: 2 per session
- Arrival Time: At the start of warm-ups.
- Age Requirement: minimum 12 years old, at least one adult required.
- **Food will be arranged by the Hospitality Coordinator.
- Selling refreshments from concession stand
- Must be able to make proper change.
- Setup, Ice down drinks, and unpack items from storage.
- Daily Cleanup - Clean area for the next session/day.
- End of Meet - Pack all remaining items to return to storage.

HEAD TIMER

** Experienced Timer is required for this position**

- Volunteer(s) Needed: 1 -2 per session, depending on size of meet
- Arrival Time: 30 before the meet starts.

- Age Requirement: minimum 18 years old
- Provide training to all NEW Lane Timers.
- Designate one timer on each lane to be the recording timer for that lane.
- Operate multiple back-up stopwatches.

HOSPITALITY

- Volunteers) Needed: 1-2 per session
- Arrival Time: 15-30 minutes before warm-ups.
- Age Requirement: minimum 18 years old
- **Food will be arranged by the Hospitality Coordinator.
- Setup refreshments (food and drink) for coaches, officials, and meet volunteers (NO Swimmer allowed).
- Morning sessions - Start coffee, ice down drinks
- Afternoon sessions - Prepare coffee for the next AM session, ice down drinks.
- Every Session - setup, keep food fresh, cleanup.
- Final session - inventory and pack up supplies to return to storage.

HY-TEK COMPUTER OPERATOR

** Training is required for this position**

- Volunteers) Needed: 2 per session (one seasoned volunteer, one new)
- Arrival Time: 15 minutes before warm-up
- Age Requirement: minimum 18 years old
- Update database with all scratches/changes/additions provided by the Clerk of Course.
- Using Hy-Tek software, provide heat/lane assignments.
- Record all official swim times.
- Generate (print) official results for posting.
- Print award labels.

LANE TIMERS

- Volunteer(s) Needed: 16 total per session (2 timers per lane)
- Arrival Time: 15 minutes before the meet starts.
- Age Requirement: minimum 10 years old experienced swimmer with parent timing in same lane.
- **No experience required. Training will be provided by the Head Timer.
- Check the name of the swimmer before the start of the each race. Notify the Head Timer of any Conflicts.
- Operate stopwatch and touch pad button used for the entire session. If stopwatch fails, notify the Head Timer for a replacement stopwatch for that race.
- Record times from both stopwatches on the lane/timer sheet for each swimmer.

MEET SET-UP

- Volunteer(s) Needed: 2
- Arrival Time: 2:00 pm on Friday, time commitment will be 1 to 1 1/2 hours.
- Age Requirement: minimum 16 years old
- Assist the Meet Director with setting up on Friday afternoon before the swim meet.
- Assist with transporting from the storage unit. Must be able to lift boxes to and from a vehicle.
- Assist with setup of the following:
 - PA System
 - Tables
 - Computers
 - Concession Supplies
 - Hospitality Supplies
 - Chairs for Lane Timers
 - Timing/Touch Pads in the pool.

- Towels at the end of lanes for the 8 & under session
- Ready Bench area for the 8 & under session

MEET TEAR-DOWN

- Volunteer(s) Needed: 2
- Arrive Time: At the end of the meet, time commitment will be 1 to 1 1/2 hours.
- Age Requirement: minimum 16 years old
- Assist the Meet Director dismantling and packing all equipment to return to storage.
- Assist with putting away all items used by LAC at the pool for this meet.
- Assist with delivering items to the storage unit. Must be able to lift boxes to and from a vehicle.

SAFETY MARSHALL

- Volunteer(s) needed: 4-6 per session, depending on the size of the meet.
- Arrival Time: 15 minutes before the start of warm-ups.
- Age Requirement: minimum 18 years old or certified lifeguard.
- ** Must be present by warm-ups or the meet cannot start/continue.
- Role is to maintain a safe environment during the swim meet.
- Must wear the provided orange vest at all times.
- Must not leave your position until substitute is provided or until excused, (must finish the session)
- Monitor the entire pool area including the pool deck, spectator area (keep people off the railing), locker rooms, and restrooms.
- Ensure that swimmers behave in a safe manner. (No running, abusive behavior, etc.)
- Closely monitor the diving well. Swimmers must enter the water feet first only. ABSOLUTELY NO DIVING!!!!!!
- Notify the coach of any swimmer who is behaving/acting in an unsafe manner.
- Only coaches, swimmers, officials, and registered volunteers are allowed on the pool deck. Parents may be on deck only in the positive check in area before the start of the meet.

READY BENCH

- Volunteers) Needed: 4-6 for the 8 & under session depending on the number of swimmers.
- Arrival Time: 15 minutes before warm-up.
- Age Requirement: minimum 14 years old, at least one adult required.
- Organize swimmers into their heat/lane assignments for each event (working from computer generated list).
- Take swimmers to their assigned lanes.

RUNNER

- Volunteer(s) Needed: 2 per session
- Arrival Time: at the start of warm-ups.
- Age Requirement: minimum 14 years old
- **This position works actively with the Clerk of Course and the Hy-Tek Computer Operators.
- Collect lane/timer sheets from each lane at the end of each event.
- Post event results in the pool lobby.
- Post heat/lane assignments in three places:
 - On the deck wall by the diving well
 - On the deck wall under the clock
 - In the pool lobby by the concession stand

Appendix B

HONOR CODE

The following code is in effect throughout the year. Some of the items refer specifically to team travel. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the travel objectives listed below, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other punishments including barring from future travel meets or other competition or dismissal from the team.

The Mid-Cities Arlington Swimming will seek out of town swimming competition for the following reasons:

- A) different individual competitions;
- B) a higher quality of competition;
- C) experience in trial/finals competition;
- D) conditions conducive to exceptional performances.

1. MARS may travel as a team to these meets and everyone is expected to behave in an exemplary manner. The reputation of MARS is dependent on swimmer's behavior.
2. The coaching staff holds the final word on any rules, regulations, or disciplinary action.
3. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. In addition, any team member found or suspected to be in the presence of others, regardless of team affiliation, partaking in any of the above activities will be subject to the same punishments and probable expulsion from MARS. Any swimmer suspected of such activity will appear before a review committee composed of the head coach, the head age group coach, and an athlete representative.
4. At no times will male and female athletes be in the same room together with the door closed. This applies to MARS members or members of any other team.
5. No team meetings may be missed. Be punctual to all meetings and warm-up times.
6. No team member may be out of their room after the assigned bed time. Permission must be obtained from the coach to leave the room past this time.
7. Any damages or thievery incurred at a motel will be at the expense of the swimmers assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. Make all long distance calls on a credit card or collect.
8. All team members will be polite in restaurants. If there has been a problem with the service, see the coach. All team members are expected to attend all team functions.
9. Agree to follow the rules about practice and meet behavior in the team handbook.

I recognize my responsibility to abide by the rules and requirements of the Mid-Cities Arlington Swimming I am representing and I acknowledge that I have received and read such.

Swimmer (print) _____
(signature) _____ Dated _____

Parent (print) _____
(signature) _____ Dated _____

Appendix C

Glossary of Terms (from USA Swimming)

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".



| | |
|---------------|--|
| "A" | Time classification for a swimmer. National Age Group Time Standard "A". "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 for the "A" swimmers and ribbons for the "B" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Usually only "A" swimmers can score individual event team points. |
| A-B-C | Swim meet similar to the A-B meet except that there are 3 divisions. This type of meet includes every ability level of swimmer from Novice to very experienced. All swimmers "A" time or faster compete in the "A" division, and all swimmers "C" and down compete in the "C" division. The "B" division is the most limited with both top (.01 slower than "A") and bottom (.01 faster than "C") limitations. |
| Achiever Card | A recognition card or certificate proving the swimmer has made a specific time in an event. The card lists the distance, stroke, swimmers time, date and place of meet, swimmers name, and meet referees signature. |
| Add Up | Aggregate Time - times achieved by 4 swimmers in individual events which are added together to arrive at a provable relay entry time. |
| Admission | Certain swim meets charge for spectators to view the meets. These are usually the larger more prestigious meets. Sometimes the meet program (heat sheet) is included in the price of admission. |
| Age Group | Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16, 17-18. Some LSCs 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. |

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| Anchor Approved Meet | The final swimmer in a relay. A meet conducted with sufficient USA Swimming officials to certify conformance to USA Swimming rules. The meet may include competitors who are not USA Swimming members. The meet may be a competition sanctioned at the LSC level with the added approval of USA Swimming because both member and non-member athletes will be competing. |
| ASCA | The <u>American Swim Coaches Association</u> . The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches education and career advancement. |
| "B" | Time classification for a swimmer. National Age Group Time Standard "B". "B" time is .01 seconds faster than the "C" time standard and .01 slower than the "BB" time standard. See the NAGT published chart. |
| "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 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. |
| B-C Meet | Swim meet that offers separate competition for both "B" swimmers and "C" swimmers, usually with ribbons for the "B" swimmers and smaller ribbons for the "C" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Swimmers are not allowed to enter an event that they have an "A" time in. |
| Backstroke | One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swam as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yards/meter, 100 yards/meter, and 200 yards/meter. (LSCs with 8-under divisions offer the 25 yd back) |
| Banner | A team sign that is displayed at swim meets. Banners are usually made from nylon material and carry the Team Logo and possibly the name of a popular team sponsor. Some size restrictions are enforced at certain meets. |
| Beep | The starting sound from an electronic, computerized timing system. |
| 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. |
| BOD | Board of Directors of the Local Swim Committee (LSC) or USA Swimming (USA-S). |
| Bonus Heat | The heat held during the finals session of a Prelims/Finals meet, that is slower than the swimmers participating in Big Finals. The Bonus Heat may refer to Consolation Finals or and extra heat in addition to |

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| | Consolation finals. |
| Bottom | The floor of the pool. Bottom depths are usually marked on the walls or sides of the pool. |
| Breaststroke | One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yards/meter, 100 yards/meter, and 200 yards/meter. (LSCs with 8-under divisions offer the 25 yd back) |
| 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. Bulletin boards are usually in the entrances 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 yards/meter, 100 yards/meter, and 200 yards/meter. (LSCs with 8-under divisions offer the 25 yard back) |
| 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 3 buttons per lane. It is the timers responsibility to push the button as the swimmer finishes the race. |
| Camp | A swimming function offered by USA-S, your LSC, or a USA-S 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 USA-S swimming for details on the many camps they offer. |
| Cap | The latex or lycra covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless. National Caps, State Team Caps, award caps, plain practice caps, etc. |
| Car pool | The major transportation service provided by parents of a swim club, to shuttle swimmers to and from practices. |
| Cards | A card that may either be handed to the swimmer in the bull pen or given to the timer behind the lane. Cards usually list the swimmers name, USA-S 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 may have a separate card. |
| Carbohydrates | The main source of food energy used by athletes. Refer to a Nutritional Manual for more information. |

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| Championship Meet | The meet held at the end of a season. Qualification times are usually necessary to enter meet. |
| Championship Finals | The top 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. The fastest heat of finals when multiple heats are held. 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 mark their name on a list posted by the meet host. |
| Check-Out | The parents job at the motel. This is listed here to remind parents to request "Late Check Out" times if offered at no charge by the motel. This makes the last day of the meet a little less hectic. |
| Chlorine | The chemical used by most pools to kill the bacteria in water and keep it clear and safe to swim in. |
| Circle Seeding | A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. (Ie) Lane 4 in the final 3 heats. See rule book for exact method for seeding depending on the lanes in the pool. |
| Clinic | A scheduled meeting for the purpose of instruction. (Ie) Officials clinic, Coaches clinic. |
| Closed Competition | Swim meet which is open to the members of an organization or group. Summer club swim meets are considered to be "Closed Competition". |
| Club | A registered swim team that is a dues paying member of USA-S and the local LSC. |
| Code | A set of rules that have been officially published. |
| Code of Ethics | A Code of Conduct that both swimmers and coaches are required to sign at certain USA-S/LSC sponsored events. The Code is not strict and involves common sense and proper behavior. |
| Colorado | A brand of automatic timing system. |
| Consolation Finals | After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat. |
| Convention | United States Aquatic Sports annual, week long, meeting where all rules changes are decided and working committees are established. Representatives are sent by each LSC to make up the voting body. |

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| Course | Designated distance (length of pool) for swimming competition. (Ie) 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" USA Swimming member may be on the deck during a swim competition. |
| Deck Entries | Accepting entries into swimming events on the first day or later day of a meet. |
| Deck Seeding | Swimmers report to 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 and sick feelings. |
| Developmental | A classification of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low pressure environment. |
| 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 swimmers performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head. |
| 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 swimmers coach. |
| Diving Well | A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-down pool with proper supervision. |
| Division I-II-III | NCAA member colleges and universities are assigned divisions to compete in, depending on the schools total enrollment. Division I being the large universities and Division III being the smaller colleges. |
| Double Dual | Type of swim meet where three teams compete in dual meets against each other, at the same time. Separate Meet scores would be kept for |

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| | Team A vs. Team B, Team A vs. Team C, and Team B vs. Team C. |
| Dual Meet Draw | Type of meet where two (2) teams/clubs compete against each other. Random selection by chance. |
| Dropped Time | When a swimmer goes faster than the previous performance they have "dropped their time". |
| Dryland | The exercises and various strength programs swimmers do out of the water. |
| Dry Side | That part of the Code book (rule book) that deals with the "Administrative" Regulations of Competition. |
| Entry | An Individual, Relay team, or Club roster's event list into a swim competition. |
| Entry Chairperson | The host clubs designated person who is responsible for receiving, and making sure the entries have met the deadline, or returning the entries if the meet is full. This person usually will find discrepancies in the meet entries and notify the entering club to correct any errors. |
| Entry Fees | The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet. |
| Entry Limit | Each meet will usually have a limit of total swimmers they can accept, or a time limit they can not exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned. |
| Electronic Timing | Timing system operated on DC current (battery). The timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers. |
| Eligible to compete | The status of a member swimmer that means they are registered and have met all the requirements. |
| Equipment | The items necessary to operate a swim practice or conduct a swim competition. |
| Event | A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final. |
| False Start | When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances. |
| False Start Rope | A recall rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about 1/2 way on yard pools and about 50 feet from the starting end |

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| | on meter pools. |
| Fastest to Slowest | A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed. |
| Fees | Money paid by swimmers for services. (Ie) Practice fees, registration fee, USA-S 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 of the results of each race of a swim meet. |
| Fine | The monetary penalty assessed a swimmer or club when a swimmer does not achieve the necessary time required to swim in an event, and cannot prove they have done the time previously. |
| Fins | Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition. |
| Flags | Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall. |
| Format | The order of events and type of swim meet being conducted. |
| Fund Raiser | A money making endeavor by a swim team/club usually involving both parents and swimmers. |
| Freestyle | One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swam as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yards/meter, 100 yards/meter, 200 yards/meter, 400 mtr/500 yd 800 mtr/1000 yds, 1500 mtr/1650 yds. (LSCs with 8-under divisions offer the 25 yd free) |
| Gallery | The viewing area for spectators during the swimming competition. |
| Goals | The short and long range targets for swimmers to aim for. |
| Goggles | Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water. |
| Gun | The blank firing pistol that may be 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 |

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| | over the lane of the lead swimmer when swimmer is at the backstroke flags. |
| Handbook | A reference manual published by teams/clubs and LSCs 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 beheld at this location. Many times this motel is one of the sponsors of the meet. |
| Heats | A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swam, after all heats of the event are completed. |
| Heat Award | A ribbon or coupon given to the winner of a single heat at an age group swim meet. |
| Heat Sheet | The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seedings prior to the race plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last. |
| High Point | An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information. |
| HOD | House of Delegates. The ruling body of an LSC composed of the designated representative of each club plus the board of directors (BOD) of the LSC. One vote per club and board member. |
| Horn | A sounding device used in place of a gun. Used mainly with a fully automatic timing system. |
| Illegal | Doing something against the rules that is cause for disqualification. |
| IM | Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swam of each stroke. Distances offered: 100 yards, 200 yards/meters, 400 yards/meter. |
| Insurance | USA Swimming offers "accident insurance coverage" which is automatic when swimmer, coach, official, pays their USA-S membership fee. Many restrictions apply, so check with your club for detailed information. |

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| Interval | A specific elapsed time for swimming or rest used during swim practice. |
| Invitational | Type of meet that requires a club to request an invitation to attend the meet. |
| J.O. | Junior Olympics. An age group championship meet conducted by the LSC. |
| Jump | An illegal start done by the 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. |
| Juniors | A USA-S Championship meet for swimmers 18 years old or less. Qualification times are necessary. This meet is scheduled to resume in August of 2005. |
| Kick | The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race. |
| Kick Board | A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches. |
| Lane | The specific area in which a swimmer is assigned to swim. (ie) Lane 1 or Lane 2. Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (lane 1) to Left (Lane 6). |
| Lane Lines | Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers. |
| Lap | One length of the course. Sometimes may also mean down and back (2 lengths) of the course. |
| Lap Counter | The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers" only with the final lap being designated by a bright orange card. |
| Late Entries | Meet entries from a club or individual that are received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender. |
| Leg | The part of a relay event swam by a single team member. A single stroke in the IM. |
| Length | The extent of the competitive course from end to end. See lap. |
| 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 |

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| | 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. |
| Long Course | A 50 meter pool (abbr. LC) |
| LSC | Local Swim Committee. The local level administrative division of the corporation (USA-S) with supervisory responsibilities within certain geographic boundaries designated by the Corporation. |
| Lycra | A stretch material used to make competitive swim suits and swim hats. |
| Malfunction | A mechanical or electronic failure - not a human failure by the swimmer. |
| Mark | The command to take your starting position. |
| Marshall | The adult(s) (official) who control the crowd and swimmer flow at a swim meet. |
| Medals | Awards given to the swimmers at meets. They vary in size and design and method of presentation. |
| Meet | A series of events held in one program. |
| Meet Director | The official in charge of the administration of the meet. The person directing the "dry side" of the meet. |
| Meters | The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters. |
| Mile | The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile. |
| NAIA | National Association of Intercollegiate Athletics |
| NAGTS | National Age Group Time Standards - the list of "C" through "AAAA" times published each year. |
| Nationals | USA Swimming National Championship meet conducted in March/April and August. |
| Natatorium | A building constructed for the purpose of housing a swimming pool and related equipment. |
| NCAA | National Collegiate Athletic Association |
| Newsletter | A written communication published by a club or association. |
| NGB | National Governing Body |

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| NCSA | National Club Swimming Association, Inc. is a private nonprofit organization for professionally coached swimming clubs and their coaches. The clubs are independently owned and operated and not under the direct control of any other institution. |
| Non-Conforming Time | A short course time submitted to qualify for a long course meet, or vice versa. |
| Novelty Meet | A meet that does not fall into a specific category because of limited events, sessions, or age brackets. |
| Novice | A beginner or someone who does not have experience. |
| NRT | National Reportable Time. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition. |
| 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. |
| NTV | National Times Verification. A certificate verifying a national qualifying time achieved by a swimmer and issued only by a verification official of the location where the meet was held. |
| Nutrition | The sum of the processes by which a swimmer takes in and utilizes food substances. |
| Nylon | A material used to make swim suits. |
| Observed Meet | A meet that is not conducted according to USA Swimming rules (high school, YMCA) where a request for observation has been processed and approved in advance. Sufficient USA Swimming officials are present to certify that the athletes' swims are in compliance with USA Swimming technical rules. |
| Observed Swim | A swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. |
| Officials | The certified, adult volunteers, who operate the many facets of a swim competition. |
| Olympic Trials | The USA-S sanctioned long course swim meet held the year of the Olympic Games to decide what swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior Nationals. |
| Omega | A brand of automatic timing system. |
| OT | Official Time. The swimmers event time recorded to one hundredth of |

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| | a second (.01). |
| OTC Open Competition | Olympic Training Center in Colorado Springs, Colorado. 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 electronic clocks or 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. |
| 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 Meet heat sheet or posted meet program. |
| Proof of Time | An official meet result, OVC, or other accepted form. Swimmers/Coaches must supply proof of time with some meet entries, and other meets it is not required unless a swimmer misses a cut of time at the meet. |
| Psyche Sheet | An entry sheet showing all swimmers entered into each individual event. Sometimes referred to as a "Heat Sheet" or meet program. However, a "heat sheet" would show not only every swimmer in an event, but also what heat and lane they are swimming in. |

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| Pull Buoy | A flotation device used for pulling by swimmers in practice. |
| Qualifying Times | Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. See "A" "AA" (etc.) times. |
| Race | Any single swimming competition. (Ie) preliminary, final, timed final. |
| Ready Room | A room pool side for the swimmers to relax before they compete in finals. |
| Recall Rope | A rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about 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 USA-S and the LSC. |
| Relays | A swimming event in which 4 swimmers participate as a relay team each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. Medley relays are conducted over 200 yd/m and 400 yd/m distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/m, 400 yd/m, and 800 yd/m distances. |
| Rest Area | A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet. |
| Ribbons | Awards in a variety of sizes, styles, and colors, given at swim meets. |
| Safety | The responsible and careful actions of those participating in a swim meet. USA-S and each LSC now have a "Safety Coordinator" and each meet must have "Marshalls" in charge of safety. |
| Sanction | A permit issued by an LSC to a USA-S group member to conduct an event or meet. |
| Sanction Fee | The amount paid by a USA-S group member to an LSC for issuing a sanction. |
| Sanctioned Meet | A meet that is approved by the LSC in which it is held. Meet must be conducted according to USA Swimming rules. All participants, including coaches, athletes and officials, must be USA Swimming members. |
| Schedule | USA-S or LSC list of meets with dates, meet host, meet location, type of meet, and contacts address and phone. |

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| 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. |
| Sectionals | Nickname for Speedo Championship Series (see below). |
| Seed | Assign the swimmers heats and lanes according to their submitted or preliminary times. |
| Seeding | Deck Seeding - swimmers are called to report to the Clerk of the Course. After scratches are determined, the event is seeded. Pre Seeding - swimmers are arranged in heats according to submitted times, usually a day prior to the meet. |
| Senior Meet | A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet. |
| Senior | A USA-S National Championship meet for swimmers of any age as long as the qualification times are met. |
| Session | Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group. |
| Shave | The process of removing all arm, leg, and exposed torso hair, to decrease the "drag" or resistance of the body moving through the water. Used only by Seniors at very important (Championship) meets. |
| Short Course | A 25 yard or 25 meter pool. |
| Simultaneously | A term used in the rules of butterfly and breaststroke, meaning at the same time. |
| Speedo Championship Series | Open "senior level" meets held in the spring and summer. Each Zone may hold up to four meets. Meets are commonly called "Sectionals." Qualifying times, sites, dates and meet rules are determined locally. |
| Splash | The USA Swimming magazine that is mailed bi-monthly. A benefit of being a member of USA Swimming. |
| Split | A portion of an event, shorter than the total distance, that is timed. (ie) A swimmers first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances. |
| STARS | Swimming Tracking and Recognition System. National Times Database of meet results provided by tabulators appointed by each LSC. |
| Stations | Separate portions of a dryland or weight circuit. |
| Start | The beginning of a race. The dive used to begin a race. |

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| Starter | The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff. |
| Still Water | Water that has no current caused by a filter system or no waves caused by swimmers. |
| State | A meet held twice a year (Short Course and Long Course) sponsored by the LSC. In larger LSCs it is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are usually necessary. |
| State Qualifier | A swimmer who has made the necessary cut off times to enter the State meet. |
| Stand-up | The command given by the Starter or Referee to release the swimmers from their starting position. |
| Step-Down | The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start. |
| Stroke | There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle. |
| Stroke Judge | The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified. |
| Submitted Time | Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets. |
| Suit | The racing uniform worn by the swimmer, in the water, during competition. The four most popular styles/types of suits worn are: Nylon, Lycra, Paper, and Fastskin. |
| Swim-A-Thon | The "Fund Raiser" trademarked by USA Swimming for local clubs to use to make money. |
| Swim America | The professional swim lesson program administrated by the American Swim Coaches Association licensed to coaches. |
| Swim-off | In a Prelims/Finals type competition, a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals or an alternate, otherwise ties stand. |
| <u>Swimming World</u> | The most popular of the paid subscription swimming magazines. All swimmers and parents who are interested in swimming should consider a subscription. |
| SWIMS | USA Swimming system that keeps track of every time swum by all |

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| | swimmers. Available through the USA-S website. |
| Taper | The resting phase of a senior swimmer at the end of the season before the championship meet. |
| Team | USA-S 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 those times. |
| Time Standard | A time set by a meet or LSC or USA-S (etc) that a swimmer must achieve for qualification or recognition. |
| Timer | The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system. |
| Time Trial | An event or series of events where a swimmer may achieve or better a required time standard. |
| Top 16 | A list of times compiled by the LSC or USA-S that recognizes the top 16 swimmers in each age group (boys & girls) by each event and distance. The number 16 was arbitrarily chosen because it would normally fill the finals and consoles heats at a swim meet. |
| Touch Out | To reach the touchpad and finish first in a close race. |
| Touch Pad | The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race. |
| Transfer | The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USA-S club. |
| Travel Fund | A sum of money set aside for a swimmer to use for travel expenses and entry fees to specified meets. |
| Tri-meet | A meet with 3 team competing for points to see who places 1st-2nd-3rd. |
| Trophy | Type of award given to teams and swimmers at meets. |
| Unattached | An athlete member who competes, but does not represent a club or team. (abbr. UN) |
| Uniform | 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. |

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| Unofficial Time | The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time. |
| USA-S | The governing body of swimming--USA Swimming. |
| USA Swimming | The national governing body of the sport headquartered in Colorado Springs. |
| USA-S ID Number | A 16 part number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The first 6 parts are numbers of swimmer's birthdate: Day/Month/Year using zeros as place holders. The next three spaces are the first three letters of the athlete's legal first name. The next letter is the middle initial, followed by the first four letters of the swimmers last name. For example: USA-S ID# for swimmer Suzanne Eileen Nelson and born Aug.27, 1976 = 082776SUZENELS. |
| USOTC | United States Olympic Training Center located in Colorado Springs, Colorado. |
| Vertical | At right angle to the normal water level. |
| Vitamins | The building blocks of the body. Vitamins do not supply energy, but are necessary for proper health. |
| Warm-down | The recovery swimming a swimmer does after a race when pool space is available. |
| Warm-up | The practice and "loosening" up session a swimmer does before the meet or their event is swum. |
| Watch | The hand held device used by timers and coaches for timing a swimmers races and taking splits. |
| Water | For the purpose of filling swimming pools and swimmers drinking to properly hydrate themselves. |
| Weights | The various barbells / benches / machines used by swimmers during their dryland program. |
| Whistle | The sound a starter/referee makes to signal for quiet before they give the command to start the race. |
| Work Out | The practice sessions a swimmer attends. |
| Yards | The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length. |
| Yardage | The distance a swimmer races or swims in practice. Total yardage can |

be calculated for each practice session.

Zones

The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.