

Wellington Dolphins



Member Handbook

Updated: 2011

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1. Mission Statement

The Wellington Aquatic Club (WAC) is a non-profit organization governed by a seven member board of directors (BOD). The WAC BOD is responsible for providing the strategic oversight, and execution of good governance that contributes to the proper development and competitive sportsmanship of all Wellington Dolphin members. Our goal is to provide a summer program that is safe, fun, fair and athletically challenging for swimmers 18 years and under residing in the Wellington Community (or other neighboring jurisdictions) while developing the principles of good sportsmanship, advanced swimming skills and teamwork.

WAC is a member of the Prince William Swim League (PWSL), which is sanctioned by the Virginia Association of the Amateur Athletic Union (VAAU).

We look forward to a summer of fun with you and your family.

2. Communication

Good communication is essential for both the swimmers and the Coaches. There are several lines of communication used between the swimmers, their families, Wellington Dolphin Coaches and the members of the Wellington Board of Directors.

2.1. Family Folders

A family folder is provided for each Wellington Dolphin family. These folders are available during practices at the pool pavilion. Weekly information placed in the folder can include event flyers, team picture forms, special events, and ribbons. This is an effective way to communicate with other Wellington Dolphin families or with members of the Board. You may also contact the coaches via their folder. The team does not permit advertising or solicitation by placing flyers or literature in the Family Folders unless there has been prior approval by the Board of Directors.

If you are interested in advertising for a business, the Wellington Aquatic Club has several sponsorship options. Please contact the Board of Directors for information.

2.2. Hotline

The Wellington Dolphin hotline is updated to provide information on inclement weather or pool closures. The Coaching staff will leave the date of the message on the recording, so you know when the message was left. Second and third methods of communication will be email and website updates, but these are not always possible in a timely manner.



Practice Cancellations and Meet Information will be announced on the Hotline. Always check it before you head out!

2.3. Wellington Dolphins Website and E-mail

Refer to the Wellington Dolphins home page in cyberspace for detailed information including meet results, helpful links and volunteer information. Please keep your e-mail address and other personal account information up to date with the team. Electronic newsletters, last minute meet information and announcements come by e-mail. If you need assistance with maintaining your e-mail or personal account information in the Wellington Website, please let us know.

2.4. Parent Liaison

Each season, a member of the Board of Directors serves as a Parent Liaison. The Parent Liaison serves as a point of contact between the general membership and the Board of Directors. If you have any questions or concerns about team operations, please contact this member of the BOD. Please check the website for the contact information for this person.

3. Team Management

3.1. Coaching Staff

One of the most important decisions for the Wellington Aquatic Club (WAC) Board of Directors (BOD) to make is the selection of a head coach and assistant coaching staff for our beloved Dolphins. This selection will determine the way forward for the team. The senior coaching staff are paid positions which are funded through the General Assembly account managed by the WAC BOD Treasurer. The Head Coach is responsible for the coaching and management of the WAC under the guidance and support of the WAC BOD.



Please do not approach your child or the coaches during practice unless it is an emergency. If you need to communicate with a coach, you can place a note in the coaches' box. A Board member should be present at all practices. feel free to discuss your questions or concerns with a member of the Board.

All of our coaches 18 years and older have passed a criminal background check, and have signed a Code of Conduct. If you have any questions or concerns about these requirements of our coaching staff, please speak with a member of the Board of Directors.

3.2. Board of Directors

Board members are elected for a two-year term by the WAC General Membership at the annual post-season Awards Banquet. The Directors may appoint a Board Member to fill a vacancy outside a general election. Elections are by either voice vote or cast ballot depending on the number of candidates running. Each WAC family has one vote in the General Membership.

All Board members are unpaid parent volunteers. If you are a Wellington Homeowner or are interested in improving the Wellington Aquatic Club, then you are encouraged to consider serving a term on the WAC BOD. Please see the Wellington Dolphins website for the current Wellington Aquatic Club Board of Directors and contact information.

3.3. Committee Chairs and Key Volunteers

Swimming is a sport that requires parent volunteers. It takes many people to run a successful swim meet.

A list of all positions/opportunities can be found on the website (wellingtondolphins.com).

3.4. Prince William Swim League

The Wellington Aquatic Club is a member team of the Prince William Swim League (PWSL) The Prince William Swim League was founded in 1972 to sponsor swimming in and among the communities in Prince William County. All PWSL policies and procedures focus on providing a safe, fun, fair and athletically challenging program for all swimmers while developing the principles of good sportsmanship, advanced swimming skills and teamwork.

PWSL sets rules that each team must follow as described in the Bylaws. The PWSL Bylaws cover the following:

- League Board of Directors and Governing Procedures
- General Rules
- Competitor Eligibility
- Meet Rules and Procedures
- Divisional Meets
- Protests
- Records
- Awards
- Other miscellaneous information including meet format, A, B and C Time Standards, Scoring System, League Officer Responsibilities, League Committees, and League Representative Duties.

A copy of the current PWSL bylaws is linked from the Wellington Dolphins website.

In addition to Bylaws, the PWSL manages an operating budget which comes from a per-swimmer fee paid each year (this comes from your registration fees), and determines the competition schedule for each the teams in Divisions.

Divisions are based on factors such as team size (number of swimmers), team depth (distribution of swimmers across the age ranges), and the combined ranking of swimmers' times from each Divisional meet. The alignment of the teams is done with the intent of maximizing competitiveness within the league.

The Divisions are ranked as such:

- **Blue**
- **Red**
- **White**
- **Yellow**
- **Green**
- **Black**
- **Orange**
- **Purple**

4. Wellington Homeowners Association

Wellington Aquatic Club operates independently of the Wellington Homeowners Association. If you have any issues that you feel concern the HOA, please speak with the member of the WAC BOD who is the designated HOA liaison. This Board member is a Wellington Homeowner and will discuss your issue with the Wellington HOA as a representative of WAC. If you are interested in pool membership, but not a Wellington resident, contact the HOA.



Do NOT call the Wellington Home Owners Association with concerns about the swim team

4.1. Pool Use

Use of the Wellington Pool is a privilege for our team. The Wellington Aquatic Club has permission from the Wellington Homeowners Association to use the pool within the terms of a contract. This means, we can use the pool for practices and meets and team events only as agreed upon. All swimmers and parents are required to follow usage regulations set forth by the Homeowners Association.

Any use of the pool outside of specified Wellington Dolphins pool use time is strictly prohibited. This includes:

- Use of the pool in the mornings before the pool opens by family members who are not practicing or are not registered swimmers on WAC.
- Staying after practice and using the pool before regularly scheduled pool operating times. All Wellington Resident and Non-Resident Pool members must EXIT the pool and re-enter through the bathhouse following the entry process required by the Wellington HOA.
- Non-members arriving to evening practices early and using the pool.
- Members arriving to evening practices early and using the pool without signing in accordance to pool admittance rules.
- Resident and Non-Resident Pool members (minors) allowing guests to remain in the pool while attending practice.
- Use of the pool immediately following the conclusion of a Swim Meet. All Wellington Resident and Non-Resident Pool members must EXIT the pool and re-enter through the bathhouse following the entry process required by the Wellington HOA.
- Resident or Non-Resident Pool member allowing another member of WAC who is a non-member to recreationally swim without first signing in that person as their guest.

Our pool usage agreement also requires the following:

- Presentation of proper identification as a HOA pool member or swim team member.
- Proper usage of pool furniture and returning all furniture to it proper position when not in use. This includes putting down the backs of lounge chairs, and lowering umbrellas.
- Respecting and caring for the facilities to include all areas of the pool deck, bathrooms, and Wellington property.



RECREATIONAL POOL USE BY ANYONE WHO IS NOT A MEMBER OF THE WELLINGTON COMMUNITY IS STRICTLY FORBIDDEN AT ALL TIMES!

4.2. Identification Cards

During pool operation hours, every swimmer is required to present their Wellington HOA pool pass or, for non-members, an identification card provided by the WAC prior to entering the pool deck for practice. This is a requirement and will be enforced. No one will be allowed to enter without his or her card. ID cards will be issued during the first week of the season. All swimmers and families must enter and exit the pool through the front door and bathhouse during normal pool operating hours.

5. Swim Team Membership

Membership is open to all children 18 and under who can swim 25 meters safely. Some applicants for membership, in particular, applicants with no prior swimming experience, regardless of age, may be asked to pass a basic swimming test administered by the Coaching Staff. The Head Coach will make the final determination of membership. Those who are not yet able to join the team but can swim at least 5 yards are encouraged to enroll in the Wellington Mini-Dolphin Program

5.1. Denial of Membership

Membership may be denied to any child who, during the past swim season, demonstrated poor sportsmanship and who received a minimum of three warnings about unacceptable behavior from either a WAC Board member or a swim meet official. Examples of poor sportsmanship are:

- **Yelling at a coach, fellow swimmer or parent;**
- **Cursing;**
- **Threatening harm;**
- **Arguing with a swim official; or**
- **Demonstrating a lack of respect for other people on the pool deck or in the pool**

A child may be denied future membership on the Wellington Dolphins if any member of the child's family engages in any objectionable behavior or uses offensive language during practices or meets or is in violation of the Parents Code of Conduct as outlined in Section 8, **Parents Code of Conduct** on page 16.

Any child who may be denied future membership will be told, through their parent or guardian, that they have received 3 warnings and may not be accepted the following year for membership.

The team may deny membership to any family who has not met their volunteer commitment in prior seasons. Please see Section 13 **Volunteers** on page 38 for information and expectations for volunteering with WAC.

5.2. Discipline Procedures

1. The coach will first warn a swimmer who presents a discipline problem. The swimmer will be made aware of the consequences of repeated offenses.
2. If the swimmer again presents a discipline problem, the parents will be contacted. It is then the parent's responsibility to ensure that their swimmer presents no more discipline problems.
3. If misbehavior persists, the coach will dismiss the swimmer from practice or from the swim meet and refer the matter to the BOD.

5.3. Appealing Team Dismissal

Any child or family that has received 3 warnings of unsportsmanlike conduct will be informed that their child (or children) may not be members of the Wellington Aquatic Club the following year. They may make a request to the WAC Board explaining why their child or children should not be denied membership the following year. This appeal must occur by September 30th of the year in which the swimmer is notified that he/she may not be eligible for WAC membership. Within 30 days of the presentation, the WAC Board shall inform the parents of their decision. The decision of the WAC Board is final.

6. Registering with the Wellington Dolphins

The Wellington Aquatic Club requires that all swimmers be able to swim 25 meters unassisted in order to participate on the Wellington Dolphins Summer Competitive team. THIS IS FOR YOUR CHILD'S SAFETY.

If you are unsure of your child's ability to swim 25 meters unassisted, please ask the coaches to assess their ability ***BEFORE*** registering your child. If you register your child, and then decide that they are not ready to be on the swim team, you will be subject to possible fees per our refund policy as stated below in section 6.4.

Once on the team, your child will be expected to compete in swim meets. It is not required that your child(ren) swim in every meet, but take note that the PWSL has Divisional eligibility rules that require participation in at least two Dual-meets in order to compete in Divisionals.

If you have any questions about joining the team, you can speak with a member of the Board, or a member of the Coaching Staff. Feel free to email any questions you may have to the team email address: swim@wellingtondolphins.com.

6.1. When to Register

Begin looking for registration to open mid-winter after the first of February. Check the website for information on registration dates and prices.

6.2. Registration Process

There are two ways to register to swim with the Wellington Dolphins. The preferred method is electronically through the Online Registration feature available on the team website. The second method is to download and complete a paper registration form and mail it along with payment to the team. If you register online, you are able to pay for your registration using a Credit Card. If you register using our paper form, payment must be made by Cash, Check, or Money Order.

To register, you will be required to complete all required information either electronically or using the paper registration form. All waivers and policies must be signed and or acknowledged. Electronic acknowledgement of WAC policies when registering online will note your IP address for WAC internal records which serves as your digital signature and agreement. If you are not comfortable with this method of registration, please use the paper registration form.

6.2.1. Locate an Existing Online Account

With the initial season of electronic registration, prior-year data has been migrated to the new system. If you swam for Wellington in the 2010 season, your information should be in the new online registration system. Member accounts are identified by your email address that you submitted with your 2010 registration.

If you provided multiple email addresses in a prior year's registration, for example, Mom's and Dad's, only one of these email addresses migrated to the new system to be used as the primary email address for login purposes.

To help determine which email address is set in the system as the primary, do the following:

1. Click the **Register Now** button.
2. Select the second option button, **I am not sure if I have an Account...**
3. In the **E-mail** field, enter the email address you believe may be on record.
4. Click the **Next** button.

<i>If...</i>	<i>Then...</i>
The email address you entered is set as the primary email in the online registration system.	<ol style="list-style-type: none"> a. A message displays indicating the email is associated with a valid account with the Team. b. Click the Forgot your password link. c. In the Request Password dialog box, re-enter the valid email address. d. Click the Submit button to send the password to the valid email address. e. Open the valid email address account and locate the password reset email message sent to you. f. Click the link provided in the body of the email message to return to the online registration system and reset your password. <p>NOTE: Do not worry if you do not want to keep this email address set as the primary email address. You can change this setting once you are in your account and complete the registration process.</p>
The email address you entered is NOT set as the primary email in the online registration system.	<ol style="list-style-type: none"> a. A message displays indicating that the email address you entered is not in the records. b. Enter a different email address. Try using the email address or your spouse, or think back to the prior year and try a work email, or an email address you no longer use. c. Click Next. d. If you are unable to determine any valid email address, send a message to the team at swim@wellingtondolphins.com and ask to have your email address reset.
The email address you entered is set as the primary address, but this is an OLD email address which you can no longer access to reset your password.	Send a message to the team at swim@wellintgondolphins.com and ask to have your email address reset.

If the email address you used to log-in is not the email address you wish to use, you will have the opportunity to enter correct email addresses when you complete the registration.

6.2.2. Register Online

When the registration period has started, follow the prompts on the website to open the Registration feature.

Returning members to the Wellington Dolphins should already have an email address in the system. If you already have an active account with the team, sign in to your account then begin the registration process.

<i>If...</i>	<i>Then...</i>
You are signed into your active Wellington Dolphins website account.	<ol style="list-style-type: none"> 1. On the Registration page, click the Register Now button. 2. Select the first option button that displays. 3. Confirm that you want to register members under the billing account that displays (the email address). 4. Click Next. 5. Begin the registration.
You are not signed in, but have an account with the team.	<ol style="list-style-type: none"> 1. On the Registration page, click the Register Now button. 2. Select the first option button that displays. 3. In the E-mail field, enter your email address. 4. In the Password field, enter your password. 5. Click Next. 6. Begin the registration. <p>NOTE: If you don't know your password, follow the steps outlined in Section 6.2.1 Locate an Existing Online Account on page 11.</p>
You are not sure if you have an account with the team.	<ol style="list-style-type: none"> 1. On the Registration page, click the Register Now button. 2. Select the second option button that displays. 3. In the E-mail field, enter the email address you believe to be associated with your account from when you registered a prior season. 4. Click the Next button. 5. Begin the registration. <p>NOTE: If the system does not find your email address, follow the steps outlined in Section 6.2.1 Locate an Existing Online Account on page 11.</p>

6.2.3. Register On Paper

If you are unable to register online please download the registration form from the website.

- Be sure to complete all pages of the registration form.
- Make sure that you include your email address. WAC holds your email address in confidence and uses it as a primary means of communication. Your email address will be entered into our online system giving you an account to receive communications, sign up for volunteering, view your swimmers times, and other team information.
- Review and acknowledge all Wellington Aquatic Club policies on the form. WAC Policies can be reviewed in Section 8, **Wellington Aquatic Club Policies** on page 16.

Checks are made payable to Wellington Aquatic Club. Checks, Money Orders and Cash are the only payment methods we can accept with a paper registration. You will be responsible for reimbursing WAC for any banking fees incurred if a check is returned. Registration forms can be submitted in-person at open-house registration events, at the pool when the season starts, or by mail sent to the address noted on the WELLINGTON DOLPHINS website.

6.3. Registration Fees

Registration rates for the upcoming season are available online. Registration fees cover PWSL swimmer registration, coaching staff salaries, and other operational expenses. If you have any questions or concerns about the Wellington Aquatic Club operating budget, please see the Board of Directors Parent Liaison.

6.4. Refunds

Wellington Aquatic Club will offer a refund if your child(ren) are withdrawn from the team prior to Time Trials which is held one week before the first dual-meet of the season. Your registration fees will be refunded to you minus a processing fee to offset the PWSL registration fee (League policy is these fees are not refunded) and other administrative costs. No refunds are issued after Time Trials.

If you have extraneous circumstances that cause you to feel you are due a full or partial refund after Time Trials, please direct that request to the Board of Directors through the Parent Liaison.

7. Other Swim Programs

7.1. Wellington Mini Dolphins

The Wellington Mini Dolphins program is available for kids ages 4-8 who are not quite yet ready to swim at a competitive level but are enthusiastic about becoming a member of the Wellington Dolphins . This program is not swim lessons, so the children will be evaluated to make sure they can swim at least 5 yards (to the backstroke flags) without stopping. The Mini Dolphins will be a hands-on program with Coaches in the water to instruct the swimmers and ensure their safety.

If the determination is made during the season that the Mini Dolphin is ready to move up to the competitive team, the Mini Coach will work with the Head Coach to make sure that the child can swim a 25-meter Freestyle unassisted, is able to swim on his or her back, and is all around mentally ready for the jump into competing.

While the program is set up to provide a transition group from swim lessons to the competitive swim team, we want children to have a good time! There will be no pressure to move up quickly, but simply to get better each practice. This program is a great introduction to the world of competitive swimming for our little ones.

Please look to the Wellington website for current information on the status of this program and associated costs.

7.2. Pre-Season Swim

Wellington Aquatic Club offers a pre-season program designed for swimmers not participating on a year-round swim team or Club swimming. The goal is to improve required swim skills and techniques to be competitive in the forthcoming Prince William Swim League summer season. The objectives include stroke and turn fundamentals, proper kicking techniques, and practice dives to achieve the competitive edge. The younger or less experienced Dolphins will benefit from having coaches in the water. The older or more experienced Dolphins will have qualified coaches to provide hands-on training to improve their swimming skills.

To participate in this program, we require that the swimmer be able to swim 25 meters unassisted. If you are unsure of your child's ability to swim 25 meters unassisted, please ask the coaches to assess their ability **BEFORE** registering your child.

Please look to the Wellington website for current information on the status of this program and associated costs.

8. Wellington Aquatic Club Policies

8.1. Drug Policy

We intend to build healthy, strong athletes. Therefore, there is a zero tolerance policy for the use of illegal drugs, alcohol and tobacco for all swimmers while on pool premises or at a swim team sponsored event. Swimmers who are caught using any type of illegal substance will be immediately expelled from the swim team with no refund. No warnings will be given.

8.2. Liability Policy

All families participating on the Wellington Dolphins agree to release Wellington Aquatic Club, Inc. (WAC), its coaches, officers, directors, employees, agents and members from any and all claims for damages arising from personal injury or injuries to themselves, or each of their swimmers occasioned by participation in WAC's program. It is expressly acknowledged that no health, dental or medical insurance coverage is provided to any member or swimmer by WAC in connection with participation in WAC's program. Each swimmer participates at his or her own risk.

All swimmer injuries should be reported immediately to the coaching staff. Please direct all insurance coverage questions to any board member.

Parents/Guardians are responsible for ensuring that their children are physically fit to compete on the Wellington Dolphins. Every swimmer must complete and submit medical information to participate. Any physical conditions swimmer(s) may have that may affect their ability to participate on WAC should be noted on the medical portion of the registration process. Please ensure that any changes to the medical information, including emergency contact numbers or medical changes are kept current in the swimmer's member account, or reported in writing to the Registrar so the information can be kept current at all times.

8.3. Volunteer Policy

Of all the sports your child could be involved in, there is quite possibly no greater commitment needed from parents than swimming. All families must volunteer time and effort in order for WAC to be successful. There are numerous committees that you can volunteer for, check the website and registration form for more details.

Volunteering is quite rewarding. Most of our parents find their special niche; Stroke and Turn Judge, Computer Dweeb, Ribbon Queen, and then they stick with that job for many years as their child grows up each summer spending 10 weeks with WAC.

Understandably, there are certain circumstances that can make it very difficult for a parent to volunteer. If you feel you are in this position speak with a member of the Board of Directors. There are many "behind the scenes" jobs that can be done outside of a meet during the week.

If you don't feel it is possible for you to volunteer in any capacity, you do have the option to pay the Volunteer Opt-out fee, but the team's preference is for you to volunteer to help make WAC a continuing success and fun place for our kids.

8.4. Swimmer Code of Conduct

The purpose of the Wellington Aquatic Club Swimmer Code of Conduct is to ensure that every swimmer is provided an environment that allows them the opportunity to reach their individual goals. A Wellington swimmer's conduct at practices and at swim meets should support every other swimmer's ability to learn, and the ability of the coaching staff to teach other swimmers.

Each swimmer is expected to be fully committed to following this Code of Conduct at all times, in all venues as a representative of the Wellington Dolphins.

Based on these principles, we require our swimmers to agree to:

- Understand that as a member of the Wellington Aquatic Club, he or she is a representative of the Team and will represent it with excellence, team spirit, good sportsmanship and politeness. Inappropriate behavior that reflects negatively on the Wellington Aquatic Club will not be tolerated.
- Each swimmer shall be considerate of his or her teammates. Behavior that is detrimental to another athlete's performance objectives or safety will not be tolerated. Swimmers are expected to follow the directions of any member of the coaching staff. Failure to follow instructions, defiant behavior or intentionally "cheating" in practice will be considered disruptive, and will be grounds for removal from the practice. Repeated occurrences will be grounds for dismissal from the team.
- WAC swimmers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
- WAC swimmers will display proper respect and sportsmanship towards teammates, coaches, officials, parents and members of the Board of Directors, fellow competitors, visiting coaches and families and members of the public to include both person and property.
- All swimmers are expected to protect and improve the reputation of the WAC and its good standing within the PWSL and the community.
- Swimmers will not use tobacco products.
- WAC swimmers will refrain from all illegal activity, including, but not limited to, possession or use of alcohol; firearms; use or sale of illegal drugs; vandalism; theft. The strictest punishment will be imposed, and may result in immediate dismissal from the team, and the activity being reported to appropriate authorities.
- Each swimmer will be personally responsible to make every effort to avoid guilt by association with any and all questionable activities.
- Swimmers will practice good communication with the coaching staff and provide adequate notice of intent to miss practices and meets. Chronic failure to compete in scheduled meets without prior notice will not be tolerated, as this is detrimental not only to the team as a whole, but is disrespectful to the efforts put forth on the swimmer's behalf by the coaching staff, officials and meet volunteers.
- Follow all other policies and guidelines set forth in this Handbook.

8.5. Parent Code of Conduct

While we love parent input and support, it is important to recognize that as in any sports environment, there should be boundaries for the parents as well as swimmers.

Parents and guardians of a member of the Wellington Aquatic Club agree to provide positive support, care, and encouragement for every child by abiding by the standards of conduct outlined below as long as their association with the team continues. In addition, all members understand that the behavior of guests and relatives who choose to attend team functions will also reflect on the team, and, therefore, members will ensure that they will also adhere to these same standards.

Based on these principals, we require members to agree to:

- Understand that as a member of the Wellington Aquatic Club, I am a representative of the team and will represent it with excellence, team spirit, good sportsmanship and politeness. Inappropriate behavior that reflects negatively on the Wellington Aquatic Club will not be tolerated.
- Understand that I am expected to have my child at practices and/or swim meets on time.
- Will practice good communication with the coaching staff and provide adequate notice of intent to miss practices and meets. Chronic failure to compete in scheduled meets without prior notice will not be tolerated, as this is detrimental not only to the team as a whole, but is disrespectful to the efforts put forth by the coaching staff, officials and meet volunteers.
- Will not coach or instruct the team or any swimmer at a practice, meets (from the stands or any other area), or interfere with coaches on the pool deck.
- Will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, and the coaches at the practices and meets.
- Will maintain self-control at all times.
- Will respect the decisions of the coaches and the officials, and any disputes will be handled through official channels (Board of Directors). If I do not agree with an official's decision, I will not take the issue to athletes, coaches, parents, or spectators.
- At team functions, I will dress appropriately and will not display on my clothing or possessions any profanity, offensive materials, or material of a sexual or illegal drug nature, including alcohol and tobacco, and will ensure that my swimmer does the same.
- Will use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
- Will not possess or use alcohol, illegal, or non-prescribed drugs at team functions.
- Will never yell or physically abuse an athlete after a meet or practice. I will work towards removing the physical and verbal abuse in youth sports.
- Will respect the authority of the Board of Directors.
- Will protect and improve the reputation of the Wellington Aquatic Club and its good standing within the PWSL and the community.
- Follow all other policies and guidelines set forth in this Handbook.

The WAC Board of Directors, with the assistance of the Coaching staff when necessary, will review all infractions of the Parent Code of Conduct. Depending on the seriousness or frequency, the BOD may assess additional disciplinary action up to and including expulsion from the team.

8.6. Other General Policies and Rules

8.6.1. Locker Room Privacy Policy

For the protection of our membership, Wellington Aquatic Club prohibits the use of all cell phones in the locker rooms.

Using any capable device for knowingly videotaping, photographing, filming or recording by any means or broadcasting an image of a private area of an individual, in any place or circumstances where there would be a reasonable expectation of privacy is grounds for immediate dismissal from the team. Such activity is criminal in nature, and will be reported to the appropriate authorities.

Our members, including parents, swimmers and coaching staff are required to follow this rule **at all** WAC events, both at home and away venues regardless of the policies in place by the host team.

If you need to use your cell phone, it must be outside areas where our members would expect privacy. This includes phone calls.

Parents, please make sure your children understand this very important policy.

8.6.2. Anti Recruiting Policy

The Prince William Swim League frowns upon recruiting from one team to another. WAC enforces this policy of the PWSL with its anti-recruiting policy.

Wellington Aquatic Club prohibits its coaches, employees or un-paid representatives from unsolicited contact with an athlete or athlete's family from another PWSL team or year-round club team.

This policy does not prohibit an athlete or athlete's family from initiating contact with coaches, officials or other athletes of another PWSL or year-round Club team for the purpose of obtaining information about joining the other team. Once an athlete or athlete's family initiates such contact, the policy will not apply to any contact with an athlete of another PWSL or year-round Club team.

This policy does not restrict other PWSL or year-round club teams from conducting advertising, team try-outs or camps for the purpose of recruiting athletes/members.

WAC may host Open House events to invite year-round teams to present their programs to our families.

8.6.3. Body Paint and Temporary Hair Color Policy

Body paint, temporary hair color, marker, or other body markings that can potentially come off on pool furnishings or in the water are not allowed. When swimmers have writing on their bodies, or color in their hair often the dyes will transfer to chairs, walls, or may wash off disrupting the chemistry in the pool or otherwise affect the filtration system. This transfer can be very difficult, if not nearly impossible to remove, especially from vinyl chair strapping.

Swimmers are allowed to use permanent marker to put event numbers on an arm or hand, and team tattoos are OK, but nothing beyond that. This is a Prince William Swim League-wide rule that will be enforced at all PWSL meets.

Swimmers will be asked to shower off and remove any body color or markings. If not, they will not be allowed to swim.

9. Weather

If the weather is questionable, **DO NOT DROP OFF YOUR SWIMMER AND LEAVE THE POOL!** It is ***YOUR*** responsibility to ensure that any child left at practice without a parent or guardian understands what they need to do in case practice is canceled. Please make sure every child knows who to call, necessary phone numbers or the name and location of another parent who will be taking care of them in your absence. It is not the Coaching Staff or the BOD's responsibility to babysit any child stranded at the pool. Every effort will be made to call a parent or guardian, so please ensure that all contact information is kept up to date with the team Registrar. If a child is left unattended for an unreasonable amount of time, and no parent or guardian can be reached it may necessitate that the Manassas City Police be contacted for assistance. In instances of very severe weather, it is unsafe to remain at the pool so adherence to this policy is essential.

9.1. Swim Meets

Swim Meets are rarely cancelled. If the weather is determined to be too severe, the team representatives will jointly decide to delay the start of the meet or cancel the meet. Always check the Hotline if the weather is questionable.

9.2. Practices

Swim practice may be cancelled in case of thunderstorms or other unusual weather (such as when the air temperature is 65° or less). Practice may be held if it is raining, the air temperature is warm and the bottom of the pool is visible. If it is cold and dry, the coaches will decide whether to swim or hold a dry land activity. On cold days, send two towels, sweat suits and sneakers in addition to normal pool attire.

10. Practice

The first practice will be held on the Tuesday after Memorial Day. Before school is out, the swim practice schedule will be adjusted. The regular Summer AM and PM schedule begins the first Monday after the City of Manassas Schools are out. Please refer to the Practice Schedule on the website for details. If you have questions or concerns, please feel free to discuss the schedule with the BOD Parent Liaison.

Swimmers who cannot attend morning practices can attend in the evening. Details on this practice schedule and expectations are below.

Table 10-1: Practice Expectations

Practice Time	Expectations	Suggested Equipment
9 and Older	<ul style="list-style-type: none"> • Pace Clocks and advanced training equipment will be used. • Coaching will take place from the pool deck unless a new drill or technique is being introduced, or if the Coach sees fit to be in the pool with the swimmers. • Swimmers may be divided into lanes based on ability. • All 10 lanes of the pool will be used to maximize the swimming environment. 	Goggles, Cap, Fins, Pull Buoys Practice Suit, Towel, Water
8 and Younger	<ul style="list-style-type: none"> • Coaches can be expected to be in the water frequently to demonstrate new techniques and to stop swimmers immediately when noticing errors and to implement the correct technique. • Swimmers may be divided into lanes based on ability. • All 10 lanes of the pool will be used to maximize the swimming environment. <p>NOTE: Any 8 and Under swimmer exhibiting strong skills and a need for a greater challenge may be moved to the 9 and older practice at the Coaches' discretion.</p>	Goggles, Cap, Fins, Practice Suit, Towel, Water



Swimmers are expected to remain in their selected practice time. If practice time accommodations are needed, please discuss with the BOD Parent Liaison.

10.1. Practice Schedule During School

The first week of practice will be Tuesday through Friday since the Monday is Memorial Day. The second week, practices will run Monday through Friday. The third week will run Monday through Thursday in order to allow for rest and setup for the first dual-meet of the season.

10.2. Practice Schedule once School is Out

The morning/evening schedule begins the first full week that the City of Manassas schools are out. Any need for school make-up days could adjust this schedule.

Swimmers should choose whether they will be attending morning or evening practice, and generally should remain in their designated practice times.

10.3. Mini Dolphin Practice

Practice for Mini Dolphins does not start until after school is out, and is held only in the mornings. This scheduling allows for the Mini Dolphins to have exclusive use of the shallow end of the pool without interfering with the Wellington Homeowners using the pool.

Once school is out, practice is held in the mornings before the pool opens to the homeowners.

10.4. Practice Safety Rules

- There will be absolutely no horseplay during practice! This includes running on deck, playing around during instruction splashing, etc.
- If you do not understand instructions, tell the coach immediately. There will be no hanging on the lane lines during practice.
- No diving unless instructed to do so by a coach. (Shallow diving is dangerous.) When entering the water, always enter feet-first.
- When doing laps, always swim on the right side of the lane closest to the lane rope or wall (this is known as circle swimming).
- If you need to pass another swimmer when doing laps, very softly, gently, touch that swimmer on the foot and go around doing freestyle, then resume the stroke or drill you were doing.
- Everyone will swim all the way to the wall (not stop short), and move over to allow room for the next swimmer.
- **THE DIVING BOARD IS OFF LIMITS TO EVERYONE AT ALL TIMES DURING WELLINGTON AQUATIC CLUB FUNCTIONS!**

10.5. Maintaining Swimmer Focus

We have an excellent coaching staff, which is trained to work with young children. It is imperative that the Coaches have the swimmer's undivided attention during practice. Please do not approach your child or the Coaches during practice unless it is an absolute emergency. If you need to speak with a Coach, please place a note with your phone number in the Coaches' box of the Family Folders and the Coach will contact you after practice hours, or feel free to send an e-mail. Also please feel free to contact the BOD Parent Liaison if you have any questions or concerns.

10.6. Practice Equipment

Make sure you bring the following to practice:

- Swimsuit
- Goggles
- Warm Clothes
- Swim Cap
- Towel
- Water



Chlorine is very hard on swimsuits and hair! Always train in a spare suit-not your official team suit. Also, wearing a swim cap, even during practice, will help prevent chlorine damage to your hair.

10.7. Practice Attendance

The team strongly encourages each swimmer to attend as many practices as possible. If your swimmer will be missing practice for one day, it is not necessary to notify the Head Coach. If the absence will be extended, or is due to injury or illness, please let the Coaching Staff know as soon as possible.

We encourage our families to try and schedule your vacation with your team in mind! It is extremely important to attend as many meets as possible, especially Divisionals.



You will not be allowed to compete in an event at the Divisional meet unless you have swum in the event in at least two dual meets and have at least one legal time in that stroke.

We realize some swimmers may have commitments to year-round teams. We do, however, encourage those swimmers to practice when possible with Wellington in order to develop a strong relationship with the Coaching Staff. Please discuss your training needs specific to your year-round team with your Coach.

10.8. Spirit Events

Special activities will be held outside practice times to build team spirit and unity. This may include fun activities outside of the pool and Pep Rallies. Sometimes these events will be used to practice relays.

Please see the website and online calendar of events for details on the current year's activities.

11. Getting the Season Started

11.1. The Dolphin Shack

This is just our term for the Pavilion on the pool deck. Here you will find most parents congregate while their child practices. Members of the WAC Board of Directors are often available in this area to help you with needs and questions.

The Dolphin Shack is site of Dolphin Snacks, also known as Concessions during our Home meets.

11.2. Parents' Meeting

Very early in the season, the Board of Directors will host a casual Parents' Meeting. This is extremely helpful to new families, as there is a tremendous amount of information to be absorbed. As you will read further when you get to the section on Volunteers on page 38, there are many, many jobs that are essential to the running of a meet. You will hear about some of these positions and get to meet key parent volunteers who chair committees or lead volunteer groups. You will also have the opportunity to meet the current Board of Directors and the Coaching Staff and have your questions answered.

The date of the Parent Meeting will be posted on the Wellington Dolphins website at the start of the season.

11.3. Team Suits and Equipment

While not required, swimmers are encouraged to purchase and compete in our team swim suit. Before the first meet, you will be able to purchase the competition suit that the team uses, as well as Wellington Dolphin swim caps.

Keep in mind, for young ladies, competition suits are designed to preserve modesty while delivering high-performance. Casual, every-day, non-athletic two-piece swim suits are not be permitted. If you have any question about the appropriateness of a swim suit, please speak with the Head Coach.

For young men, the team offers the competition suit in a jammer-style cut. This is a tight-fitting suit that stops just above the knee. For those who prefer, boys are allowed to compete in a brief-style suit. If you choose not to purchase a team suit, we ask that you compete in a suit that is either purple, black or a combination of team colors.



During competition, swimmers are not allowed to wear suits or caps from any other swim team other than Wellington.

In addition to a swimsuit and cap, you may also need goggles and other training equipment as directed by the Coaching staff. Some items are available for purchase under the Pavilion. If you need help acquiring certain equipment, there are links to the team's equipment vendor on the website.

11.4. The Evils of Chlorine

With daily use, your expensive, team competition suit will suffer severe damage from chlorine. Chlorine rots elastic, and will cause a suit to lose its tight-fit and possibly become threadbare by the end of the season. It can be highly embarrassing for a child to be unaware that when wet, their worn suit has

become slightly see-through! Time spent sitting on the edge of the pool during practices can snag the fabric and further shorten the life-span of the suit.

Swimmers should reserve their team suit for meets as much as possible. With proper care, money spent on a suit can last for several years.

11.5. High Performance and Technical Suits

The Federation Internationale De Natation (International Swimming Federation), also known as FINA which is the governing body for all aquatic sports has put restrictions the type of technical suits which can be used in competition. These restrictions are being followed by USA Swimming (USAS) as well as Club and High School teams swimming at the State and Local level. These restrictions dictate the style of suit as well as the fabric that is permissible for competition.

Use of any expensive technical suits is discouraged, as at the level of recreational swimming that is the PWSL, they are simply an immense waste of parents' money, and will not earn your child any advantage over others during competition.

If you have any question whatsoever about the appropriateness of a swim suit, please speak with the Head Coach.

11.6. Spirit Wear

Wellington has to offer a fine selection of clothing and accessories to help you show your spirit as a Wellington Dolphin! Please check the Wellington Dolphins website for a link to the team's vendor.

11.7. Time Trials

Time trials are held the week before the first meet. Participation in time trials is important to determine the qualifying time for meet entries, and the placement of each child in his/her appropriate events. All swimmers are encouraged to attend and participate. Times achieved at time trials are not official and are used for seeding purposes only. These times are not used to determine dropped time for achievement ribbons or awards. The times may be used for seeding at meets through mid-July, particularly where the swimmer has not yet achieved a legal time for the stroke.

Each family is expected to participate in Time Trials. Time trials are important to each swimmer, as this is an opportunity to receive a "time" for seeding during the first regular dual meet. Time Trials are run in the same format as a regular meet and as such serves as a "dress rehearsal" for the swimmers as well as parents and other family members. For new team families and families who have not volunteered in prior seasons, this is an opportunity to try out different jobs around the pool. For those interested in volunteering as a Stroke and Turn Judge, Starter, Referee, Scorer or Clerk of Course, the Time Trials provides an excellent opportunity to experience firsthand what each position entails prior to making a firm commitment.

12. Swim Meets

The Wellington Aquatic Club is a competitive team and we expect our swimmers to compete. Competing means participating in swim meets which are weekly on Saturdays for seven consecutive weeks from mid-June through the end of July. It is understood that families have other commitments such as vacations and other sports, and participation in all meets, while encouraged is not mandatory. The season cumulates with the Division Championship meet. It is important that all swimmers work hard at practice and participate at regular dual-meets in order to qualify for the Divisional meet. Being on the Wellington Dolphins is not a substitute for swim lessons. We require all participants to be water-safe and able to swim at a level where they are eligible to compete.

12.1. Meet Equipment

Table 12-1: Meet Equipment Checklist

Bring to Meet:	Item	Bring to Meet:	Item
✓	Competition Swimsuit	✓	Hat or Visor
✓	Team Swim Cap	✓	Nutritious Snacks (NO CANDY or SODA!)
✓	Goggles	✓	Plenty of Cold Water
✓	2 Towels	✓	Lawn Chairs or Blanket
✓	Sweats	✓	Portable Shade (Tent or Canopy)
✓	Sunscreen	✓	Money for Concessions



Team swimsuits, purple team caps and goggles are available for purchase through our equipment vendor. Team swimsuits are not required, however a purple or black competition-style suits is required. Caps for other teams, including year-round teams a swimmer may be currently swimming with should not be worn. Purple Wellington Dolphin caps are the best way to distinguish our swimmers when they are in the water.

12.2. Meet Declaration

All swimmers must declare their intent to swim by actively signing up for each meet online. This can be done by going to the Events page and selecting the meet(s) you will be attending.



Remember that it is **ESSENTIAL** that you sign your swimmers up for meets. If they are not signed up, they will not be entered, and will not be able to swim.

12.3. Meet Attendance

As a member of the Wellington Aquatic Club, you will be expected to compete. Declaring that you will be swimming and then not showing to a meet is extremely detrimental to the team. It causes unnecessary burden on the coaching staff, and parent volunteers, such as Clerk of Course, Referees, Computer Scoring, etc., not to mention is critical for the formation of Relay teams. Bottom line, it is inexcusable. If you have a true emergency such as illness, please do any or all of the following:

- Email the team at swim@welingtondolphins.com Even very early on meet days, it is very likely that someone will see your message.
- Call the Wellington Hotline and leave a message. Coaches do check here the morning of meets.
- Tell a friend who is on the team that you won't be there, and ask him/her to give the message to the coach.

Swimmers who are absent from meets with no prior notice or no excuse or attempt to contact the team, may be suspended from competing in further meets as deemed appropriate by the Head Coach and/or the Board of Directors. An unreliable meet attendance by a swimmer will be considered disinterest in competing, and therefore the Head Coach may scratch you from further meets.

12.4. Meet Warm-Up Policy

As a member of the Wellington Aquatic Club, you will be expected to arrive on time to meets to allow for participation in Warm Ups. The on-time arrival should be considered 5:45 A.M. for home meets, and 6:15 A.M. for away meets. This will allow for ample time to get settled in, check in with a coach to let him or her know that you are in attendance and be prepared to enter the pool on time for the scheduled warm-up for the team.

Failure to arrive on time for warm-ups or simply not participating in warm-ups can result in being scratched from Relays, or further meet suspension as deemed appropriate by the Head Coach and/or the Board of Directors.

12.5. Divisional Meet Eligibility

Good attendance will help ensure that swimmers are entitled to compete in the end-of-season Division Meet. PWSL Bylaws require that in order to participate in Divisionals, the following criteria must be met:

1. A swimmer must have competed in two (2) League-sponsored meets.
2. A swimmer must have a valid entry time from a League-sponsored meet.



If a swimmer disqualified in a race, that time will not be considered a valid entry time.

12.6. What to Expect on Meet Day

The first swim meet of the season can be an overwhelming experience for both swimmers and parents alike. If this is your first season on a swim team, it can be downright terrifying unless you know what to expect. Hopefully, this will give you an idea of what the day will entail for all!

First, you get up at an uncivilized hour. Make sure you have a cooler packed with a lot of ice cold water! You will all need it! Include in your packing for the day: swimsuits for swimmers, goggles, towels, sweats (it's chilly when you first arrive), sunscreen, hats, visors, nutritious and easy-to-digest snacks, lawn chairs, and a lot of patience.

When you arrive at the pool, set up will probably still be going on. Find your family a spot to "camp out" and get settled. Swimmers should check in with the Coaches to receive any last minute instructions or changes to their meet entries. (Swimmers should have received their meet entries earlier in the week from the Coach.)

At home meets, we set our team tents near the shallow end of the pool. You are welcome to avoid the sun there or bring your own tent. At away meets, we also set up the team tents, although the location will vary dependant on the hosting team's pool setup.

You'll probably want to stop by the concession stand and buy a copy of the "heat sheet". This gives a complete listing of every swimmer entered in every event. It can help you determine how long your swimmer can rest before they have to get ready to swim again. For Wellington Home dual-meets, heat sheets are published online before the meet, therefore, families are encouraged to print their own from home. Heat sheets are only sold at a Wellington Divisional home meet.

There will be a team board with a posting of all events for each swimmer. Check the relay lists to see if your child is in a relay! Freestyle relays are the last events of the meet. It is very frustrating for the Coach to have to find substitutions because swimmers left the meet early.



Even if your swimmer is not in a relay, please stay until the end of the meet your swimmer may end up substituting in a relay.

All events are identified by their number! Write down the event numbers that your child is swimming. It helps to write the numbers in your swimmer's hand (Sharpie brand markers work best) so they can remember them too. Make sure you follow the Body Paint and Temporary Hair Color Policy as described previously on page 19.

The meet announcer announces when it is time to go to Clerk of Course for each event. Your swimmer should go to Clerk of Course ready to swim (with goggles in hand, and already having visited the restroom). At the Clerk of Course, your swimmer will be handed a card. This card has the swimmer's heat and lane assignment for that event. When it is time to go on deck for that event, the Clerk of Course will direct the swimmers on where to go. If your child is a young swimmer, you may want to stay close to make sure they get to where they are supposed to go. Just before each heat begins, someone will take the card from the swimmer. The finishing time for the swimmer goes on the card before it is taken to the scoring table.

The starter will announce each heat and get the race started. At this point, you can sit on the edge of your seat and cheer your swimmer on (and all the other swimmers too!) Be close by when your swimmer finishes their event. No matter how your swimmer did in the race, praise him/her! Now, you can relax until the next event, and the next event, and the next event.

Often, you may be asked to relieve a timer at the meet. Timing a meet is the best way to see the children swimming. You're right there at the finish as they come in! It's a very easy job and requires no prior knowledge of competitive swimming!

Hopefully, meet day will be a little less scary now. If you still have questions or doubts, please speak with a Board member or other experienced "swim parent."

12.7. Competitive Stokes

Table 12-2: Competitive Strokes

Stroke	Description
Freestyle (Crawl)	The alternate overhand motion of the arms and an alternating (up and down) flutter kick.
Backstroke (Back Crawl)	Stroke consists of an alternating motion of the arms with a flutter kick while the swimmer is on his/her back.
Breaststroke	Stroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pulled from the breast in a heart shaped pattern and recovered under or in the surface of the water. The elbows shall remain under the surface of the water except at the finish. The kick is a simultaneous somewhat circular motion similar to the action of a frog. On turns and at the finish, the swimmer must touch the wall with both hands simultaneously, with shoulders in line with the surface of the water.
Butterfly	Stroke features a simultaneous overhead stroke of the arms combined with an undulating dolphin kick. In the kick, the swimmer must keep both legs together and may not flutter, scissors or use the breaststroke kick.
Individual Medley	Commonly referred to as the IM, features all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.
Medley Relay	Each relay member swims one particular stroke for one quarter of the total distance of the event in the following order: backstroke, breaststroke, butterfly, and freestyle.
Freestyle Relay	Each swimmer swims the freestyle for one quarter of the total distance of the event.



If your child is entered in a relay event at the end of the meet, it is the swimmer's responsibility to go to the team area when the first Butterfly event is called, or immediately after swimming their Butterfly event. If your child is entered in a relay and must leave a meet early, you must check in with the Coaches.

12.8. Rules of Swimming

Rules governing swimming strokes followed by Stroke and Turn Officials trained by the Prince William Swim League are the same as set by USA Swimming (USAS) the official governing body for swimming in the United States. For complete information on the rules of swimming as set by USAS, see www.usaswimming.org.

12.9. Deck Coaching

The Head Referee will close the Heat with a long whistle blow. Once this occurs, swimmers shall receive no assistance from coaches and parents, including directing and guiding backstroke swimmers, reminders for two-hand touches, etc. Swimmers who are assisted and or coached in such a manner may be disqualified at the discretion of the Referee.

Parents and spectators are reminded that at the start of a race, there should be silence and no flash photography as to not disturb the ability of the swimmers and timers to see and hear the indication of the start by means of the horn and strobe from the starting machine.

12.10. Disqualifying in a Race

All individual races and relays are observed by trained referees known as Stroke and Turn Judges. As the name implies, these officials judge to ensure that each race is swum fairly with proper (legal) stroke technique and turns. If the Stroke and Turn Judge witnesses an infraction, he or she will thus disqualify the swimmer (DQ) and the time earned for the swimmer will not count, nor will he or she score any points.

Disqualifications are recorded on slips of paper known as DQ Slips. These slips are married to the swimmer's time card after a race is swum. After the scoring process is completed, these slips and cards are returned to the coaches so they are aware of the reason for the DQ.

12.10.1. Common Disqualification Reasons

Disqualifying in a race is something even the best, most seasoned swimmers do. It is just part of the sport, and as upsetting as it can be for both the swimmer and parents, it is a learning experience. It is important that the swimmer understand the reason for the disqualification and work towards improving their stroke or becoming more contentious of the potential for disqualification.

The following are some of the typical reasons why swimmers DQ in each stroke.

Table 12-3: Common DQ Reasons

Stroke	Common Disqualifications
Freestyle (Crawl)	<ul style="list-style-type: none"> • Propelled forward off the pool bottom. • Propelled forward using the lane line. • Did not touch the end of the pool during the turn. (Hands or feet.) • Did not complete the distance.
Backstroke (Back Crawl)	<ul style="list-style-type: none"> • Off back, past vertical towards the breast at any time except for the turn. • Non-continuous turning motion after leaving back for the turn. • Two separate arm pulls while on the breast during the turn. • Propelled forward using the lane line. • Did not touch the wall during the turn. (Hands or feet.) • Did not complete the distance.

Stroke	Common Disqualifications
Breaststroke	<ul style="list-style-type: none"> • Use of an illegal kick such as a flutter kick, scissor (side stroke) or a dolphin kick. (USAS rules allow for one downward dolphin kick after a turn in a 50-meter event.) • Two arm pulls past the hipline at the start of after the turn. • Head did not break the water surface before hands turned inward at the widest part of the second arm stroke. • Off breast, past vertical toward the back during stroke or after leaving wall during the turn. • Arms not in the same horizontal plane during stroke. • Arms not brought forward together from the breast. • Non-simultaneous arm pull during stroke. • Elbows broke the surface of the water during stroke. (This is allowed during the turn and at the finish. • Pulled past the hipline during stroke. • Non-simultaneous touch at turns or at finish. • Non-simultaneous kick. • Feet not turned outward during propulsive part of kick. • Failure to maintain arm pull/kick cycle. • Head did not break surface of water during each cycle. • Did not complete the distance.
Butterfly	<ul style="list-style-type: none"> • Off breast, past vertical toward the back during stroke or after leaving wall during turn. • Non-simultaneous arm movement. • Underwater recovery during stroke at turn or finish. • More than one underwater arm pull. • One-hand touch at turns or finish. • Non-simultaneous touch at turn or finish. • Non-simultaneous kick, flutter kick, scissor kick (side stroke) or breaststroke (frog) kick. • Did not complete the distance.
Individual or Medley Relay	<ul style="list-style-type: none"> • Did not swim the strokes in the proper order. (IM- fly, back, breast free) (Relay- back, breast, fly, free). • Did not swim a particular leg of the race according to the rules of the stroke. • Did not wait for touch at wall before beginning next leg of relay. (False start-Relay only.) • Did not complete the distance.

For specific language on any technical rules consult the USA Swimming Rules and Regulations book. Violations of the rules are reported to the Referee. The rules require that every reasonable effort be made to notify the swimmer or his coach of the reason for the disqualification. If your child is disqualified in an event, be supportive rather than critical. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to what portions of the swimmer's stroke need to be corrected. They should be considered in the same light as an incorrect answer in schoolwork-they point out areas that need further practice. Disqualifications are

necessary to keep the competition fair and equitable for all competitors. A supportive attitude on the part of the official, coach, and parent can make a positive situation out of the disqualification.

12.11. Stroke and Turn Judges and Referees

Well run meets with good results are related to good officiating. Stroke and Turn Judges are parent volunteers who attend special training sessions to learn the rules of competitive swimming and utilize a fair and consistent application of them. Stroke and Turn Judges and Referees from all participating teams officiate during meets to judge the swimmers equitably.

The authority of a Stroke and Turn or the Starting Referee to disqualify a swimmer makes these positions very important. The rules are applied using common sense and good judgment, but one principal always prevails: ***The benefit of the doubt always goes to the swimmer.***

Just as with any sport, not all rule infractions are seen by the judges or referees. In the case where a rule is broken, but not seen by an official, it is not the place of any other meet participant to question the occurrence. It is the duty of the Officials **ONLY** to enforce the rules of the swimming strokes.

If a child parent/guardian or coach realizes that a rule was broken, but it was not caught by an official, it is important that the child realize the mistake and work to correct the problem, not to feel that they have “gotten away with something”.

12.12. Meet Information and Scoring

PWSL swim meets are comprised of 67 events: 19 relays and 48 individual events. Swimmers compete in one of the following age groups: 8 & Under, 9-10, 11-12, 13-14 and 15-18, as determined by their age as of June 1.



June 1 is referred to as the age-up date. This date dictates the age the swimmer competes for the entire season. A swimmer who is 8 on June 1, but turns 9 on June 4, competes as an 8 year-old. A swimmer who is 8 on May 31, but turns 9 on June 1, competes as a 9 year-old.

Swimmers earn points for their teams by competing in relay events and by being one of the six fastest finishers on their team in individual events.

12.12.1. Scoring

PWSL Divisional Meet scoring is identical to scoring for regular season meets. The specific scoring scenario is based on the number of teams competing at the Divisional meet. Three-team Divisional Meets use tri-meet scoring, and a four-team Divisional Meet uses quad meet scoring. The team with the most points wins the meet.

Specific scoring criteria is available in the Prince William Swim League Bylaws which are available from the WELLINGTON DOLPHINS website.

12.12.2. Divisional Meet Ribbons

Regardless of the number of teams competing at a Divisional Meet, ribbons are awarded to the top twenty-four finishers based on time in each individual event and the top four relay teams in each relay

event. Ribbons are also awarded for the top twelve six-year-old (or younger) in Free and Backstroke events based on time.

12.12.3. Cyber Meet Ribbons

After all Divisional Meets are completed, PWSL-wide results are combined and the overall top twenty-four swimmers in each individual event are awarded special recognition ribbons.

12.12.4. Time Standards

PWSL Maintains time standards to act as an additional incentive for competition in the League. Time standards apply only to individual events and do not apply to relay events. The PWSL time standards are set by the Scoring Committee with the goal of achieving the following breakdown of the time standards:

“A” Time Standard—Top 20% of swimmer times

“B” Time Standard—Next 40% of swimmer times

“C” Time Standard—Next 40% of swimmer times.



Time standards set by the PWSL are not to be confused by the Motivational Time standards (AAAA to C) set by USAS. One has nothing to do with the other.

Extreme variations in a few swimmer times may be discounted so as not to skew the standards. The Scoring Committee may, from time to time, recommend changes to the standards to help keep the above balance.

A. Time Standards:

PWSL "A" STANDARDS for 8&U					
Women					Men
-	24.06	:	25 S Free	:	- 21.63
-	28.88	:	25 S Back	:	- 26.49
-	30.57	:	25 S Breast	:	- 28.00
-	27.28	:	25 S Fly	:	- 25.84
PWSL "A" STANDARDS for 9-10					
Women					Men
-	42.60	:	50 S Free	:	- 41.24
-	52.70	:	50 S Back	:	- 52.56
-	53.47	:	50 S Breast	:	- 53.79
-	21.78	:	25 S Fly	:	- 22.04
-	1:45.35	:	100 S Medley	:	- 1:45.62
PWSL "A" STANDARDS for 11-12					
Women					Men
-	37.61	:	50 S Free	:	- 37.03
-	47.05	:	50 S Back	:	- 46.80
-	49.00	:	50 S Breast	:	- 48.14
-	43.04	:	50 S Fly	:	- 42.00
-	1:36.21	:	100 S Medley	:	- 1:33.32
PWSL "A" STANDARDS for 13-14					
Women					Men
-	35.07	:	50 S Free	:	- 31.46
-	41.00	:	50 S Back	:	- 40.24
-	44.29	:	50 S Breast	:	- 41.76
-	38.09	:	50 S Fly	:	- 35.62
-	1:27.97	:	100 S Medley	:	- 1:21.84
PWSL "A" STANDARDS for 15-18					
Women					Men
-	32.93	:	50 S Free	:	- 28.87
-	40.05	:	50 S Back	:	- 37.05
-	43.44	:	50 S Breast	:	- 38.32
-	34.80	:	50 S Fly	:	- 32.14
-	1:22.88	:	100 S Medley	:	- 1:13.07

B. Time Standards:

PWSL "B" STANDARDS for 8&U								
Women				Men				
24.07	-	28.56	:	25 S Free	:	21.64	-	27.27
28.89	-	35.58	:	25 S Back	:	26.50	-	33.42
30.58	-	36.09	:	25 S Breast	:	28.00	-	31.56
27.29	-	32.06	:	25 S Fly	:	25.85	-	30.06
PWSL "B" STANDARDS for 9-10								
Women				Men				
42.61	-	48.86	:	50 S Free	:	41.25	-	47.32
52.70	-	1:00.02	:	50 S Back	:	52.57	-	1:00.19
53.48	-	1:00.87	:	50 S Breast	:	53.80	-	1:01.40
21.79	-	25.11	:	25 S Fly	:	22.05	-	25.60
1:45.36	-	1:55.88	:	100 S Medley	:	1:45.63	-	1:57.55
PWSL "B" STANDARDS for 11-12								
Women				Men				
37.62	-	41.69	:	50 S Free	:	37.03	-	42.68
47.05	-	52.83	:	50 S Back	:	46.81	-	54.02
49.01	-	54.66	:	50 S Breast	:	48.15	-	52.12
43.05	-	49.49	:	50 S Fly	:	42.01	-	48.75
1:36.21	-	1:46.56	:	100 S Medley	:	1:33.32	-	1:45.68
PWSL "B" STANDARDS for 13-14								
Women				Men				
35.08	-	39.31	:	50 S Free	:	31.47	-	34.92
41.01	-	46.92	:	50 S Back	:	40.25	-	44.64
44.30	-	49.35	:	50 S Breast	:	41.77	-	46.69
38.09	-	42.60	:	50 S Fly	:	35.63	-	41.68
1:27.98	-	1:33.79	:	100 S Medley	:	1:21.85	-	1:32.06
PWSL "B" STANDARDS for 15-18								
Women				Men				
32.94	-	36.07	:	50 S Free	:	28.88	-	31.38
40.06	-	44.63	:	50 S Back	:	37.06	-	39.78
43.45	-	47.84	:	50 S Breast	:	38.33	-	41.56
34.81	-	40.85	:	50 S Fly	:	32.15	-	35.20
1:22.89	-	1:32.13	:	100 S Medley	:	1:13.08	-	1:21.70

All times slower than listed above are considered "C" times.

12.13. Swim Meet Order of Events

Boys		Girls
Event #	Event Description	Event #
66	200 Free Relay 15-18	67
--	100 Medley Relay 8&U	1 (Mixed)
2	100 Medley Relay 9-10	3
4	100 Medley Relay 11-12	5
6	200 Medley Relay 13-14	7
8	200 Medley Relay 15-18	9
10	25 Freestyle 8&U	11
12	50 Freestyle 9-10	13
14	50 Freestyle 11-12	15
16	50 Freestyle 13-14	17
18	50 Freestyle 15-18	19
20	100 Individual Medley 10&U	21
22	100 Individual Medley 11-12	23
24	100 Individual Medley 13-14	25
26	100 Individual Medley 15-18	27
28	25 Backstroke 8&U	29
30	50 Backstroke 9-10	31
32	50 Backstroke 11-12	33
34	50 Backstroke 13-14	35
36	50 Backstroke 15-18	37
38	25 Breaststroke 8&U	39
40	50 Breaststroke 9-10	41
42	50 Breaststroke 11-12	43
44	50 Breaststroke 13-14	45
46	50 Breaststroke 15-18	47
48	25 Butterfly 8&U	49
50	50 Butterfly 9-10	51
52	50 Butterfly 11-12	53
54	50 Butterfly 13-14	55
56	50 Butterfly 15-18	57
58	100 Free Relay 8&U	59
60	100 Free Relay 9-10	61
62	100 Free Relay 11-12	63
64	100 Free Relay 13-14	65



Swimmers may swim no more than 3 individual events and 2 relays per meet. Coaches will determine relay teams.

12.14. Directions for Away Meets

Directions to Away Meets will be provided to families through e-mail and postings on the Wellington Dolphins website. Often, there is limited parking at meets, so carpooling is encouraged. It is important that everyone obey parking regulations at the meet venue and be aware of residential areas such as mailboxes and driveways and be sure not to park on private property unless it has been authorized by the meet director.

13. Volunteers

Parent and family participation as volunteers is a must for effective management and operation of the team. In order to ensure adequate support during time trials, six regular dual meets and a divisional championship meet, each family is required to volunteer for a committee to help run the swim meets safely and efficiently. For each home meet, we need to staff about **40 individual workstations** around the pool at all times. All families participating in Divisionals are required to work at least one volunteer shift. These meets are huge and require everyone to help.



Families that do not satisfy their volunteer hours are required to pay the volunteer opt-out fee!

13.1. Volunteer Positions

There are many volunteer positions that are essential to the running of a good meet. Below you will find a description of the most common volunteer positions. If for ANY reason you feel your family can not perform one of these jobs or have other concerns about making volunteer time, please speak to a member of the BOD. If your family does not want to be involved with helping to run swim meets, you may want to consider another sport. Swimming REQUIRES family participation, bottom line.

Table 13-1: Volunteer Positions

Position	Quantity	Description
Clerk of Course	6	2-3 positions are needed for entire home meet; 3-4 as runners and organizers. At the Clerk of Course each swimmer is seeded in each event to a heat and lane according to their submitted entry time. The clerk is always in need of volunteers to help hand out event cards, get swimmers in their proper order, and walk young swimmers to their assigned lane at the start of their event. For the 8 and under events, additional helpers are needed to move the train of tiny athletes to the starting positions without losing any. The Clerk of Course requires training at the league certification clinic for officials; assistants do not require training.
Head Clerk	1	The Clerk of Course Lead is responsible for all of the paperwork at the meet prior to the swimmer's event. Swimmers report to the clerk prior to their scheduled event to receive an event card with their heat and lane assignment for that event.
Lifeguards	Any	For the safety of all our swimmers and visitors, and to comply with the requirements of the Wellington HOA, we are required to have lifeguard coverage at all of our meets and practices. Wellington parents can volunteer to become Lifeguard and CPR certified to fulfill this VITAL position. WAC has a parent who is a certified trainer and holds classes every season.

Volunteers must be fully trained and certified.

Position	Quantity	Description
Scoring/Ribbons	6/7	Scorers (6) take the time cards from the recorders and determine the official time. Also, you will be responsible for verifying the computer results for each event. (Another job that gets to sit in the shade!) Ribbon Writers (7) or, more accurately, ribbon label stickers, place the labels with names of the swimmers on their ribbon after each event. (Still looking for a shady job!)
Officials	6	Stroke and Turn Judges are responsible for ensuring swimmers comply with the rules relating to each stroke/turn. Referees and Starters are volunteers with at least 2-3 years experience as Stroke and Turn Judges.
		 Special training is required for these positions. League Clinics are held at the beginning of each season for anyone interested. Contact a Board member for further information.
Head Timer & Recorder	1-2	At the beginning of each season, we look for two people (usually a couple) to act as Head Timer and Recorder . This position is in charge of giving instructions to the timers and recorders at the beginning of the meet (Timer's Meeting), serving as a back-up timer for all lanes during races, and maintain the team's stop watch supply. The Head Timer is also responsible for attending away meets with WAC watches and offering assistance to the host team as needed.
Timers/Recorders	15 x 3 5 x 3	Timers are where most parents start as volunteers. The only skill or knowledge required is the working of a stopwatch. The most important single statistic at a swim meet is the time a swimmer achieved during their race. This is also the "best seat in the house"-right at the finish! 30 lane timers and 1 head timer/ team are needed at each home meet; 27 lane timers and 1 head timer/team at away meets. There are three shifts a meet with timers generally working one to one-and a half-hour shifts during each meet. Recorders work with timers at the lanes to record the swimmers times. In addition they have a very important job of ensuring the right swimmer is swimming in the right heat and lane before the start. This is a sit-down job (in the shade!) for those of you who are unable to stand for long periods of time.
Scoring	2-4	Scorers take the time cards from the recorders and determine the official time that will be entered for each swimmer. The scorers also collect Disqualification slips (DQs) from the Head Referee and marry these to the swimmer's time card. This is a sit-down job in the shade.
Verifying	2-4	Verifiers work with the scorers (often the same people) review a print-out of meet results from the computer support volunteer and verify that the data entry was done correctly. If any errors (typos) were made, the verifier brings this to the computer support volunteer's attention so the correction can be made.

Position	Quantity	Description
Runners	3	Runners take results from the recorders and get them to the scorers after each heat.
Concessions	12	A meeting is held the week before a meet to decide the shopping list and concession offerings. On the day of the meet, the volunteers handle set-up, sales and clean-up of the concession area. A job in the shade!
Announcer	1	The Announcer works with the Clerk of Course to call swimmers to the Clerk of Course staging area. The Announcer also gets periodical score updates from the Computer Operator and announces the excitement to all!
Computer	2	The Computer Operator is responsible for electronic meet entries prior to the swim meet and data entry of meet results at the meet. The biggest part of this job is done the week prior to a swim meet; getting all meet entries entered into the computer and printing event cards for the Clerk of Course. The computer operator always needs a volunteer or two on the day of the meet to help enter event results. This is another job in the shade, as well as the inside scoop on event results and meet scoring.
Ribbons	4-6	Once the meet is well underway and results have been verified, the computer support volunteer will provide the Ribbons team with labels to stick on the back of PWSL award ribbons. This is a fairly easy job with a seat in the shade.
Heat Ribbons	1-3	Stands poolside near the timers and awards a heat ribbon to the winner of each heat. An exciting and very satisfying position.
Marshals	TBD	Marshals are required primarily for Divisionals and to help control traffic flow in and around the pool deck to prevent injury or interference with meet operations.
Set Up	Everybody	Beginning when the pool closes to the public on Friday nights, we prepare the deck for the meet. Everyone is welcome to come help and log volunteer hours.
Clean Up	Everybody	By 12 noon to get the pool ready to re-open to the public. All families are encouraged to clean up after themselves and to help clean up after our guests at every meet. Most pools must open to the public by 12 noon. For the Divisionals Meet, clean up will run until 2:30 p.m.

Broken down into one-hour time blocks, the number of volunteer hours during each home meet is about 132, excluding Officials, Head Timer, Clerk of Course, and Head Scorer who normally work the entire meet. These are WAC volunteer positions and do not include volunteers from other teams. For away meets the number of volunteers needed drops to about half.

13.2. Volunteer Sign-up

Wellington Dolphin parent volunteers sign up for volunteer jobs online through our website. Login to the site, and select the meet you wish to volunteer for. There are specific instructions on how to volunteer and keep track of your volunteer hours on the website under the Parents menu.

13.3. Managing Your Volunteer Commitment

In order to help you manage your volunteer time, please make use of the Wellington Dolphins website to view the jobs you have signed up for and track your earned volunteer hours.

Un-worked volunteer hours are billed at \$10 per hour.

If you have any questions or concerns about your ability to meet your volunteer commitment, please contact the BOD Parent Liaison.



Questions regarding swim meet volunteer support should be directed to the Committee Chair responsible for the volunteer function..

13.4. Social Committee

The Social Committee consists of a Chairperson(s) who oversees the planning and execution of social, fundraising and banquet activities. Parents can serve on this committee to serve all or a partial commitment of volunteer time as needs allow.

13.5. Officials

Trained individuals for Clerk of Course and Officials, such as Stroke & Turn Judge, Starter, and Referee are always in need. The shortage is serious enough that the absence of one or more of our trained volunteers could have an impact on our ability to conduct a meet. The team needs to build a back-up capability by getting more individuals trained for these positions. Having several trained people for each position would also enable the Clerk of Course and Officials (who last year worked nearly the entire meet every week, home and away) to take a break to watch their children swim, rest or get a snack and beverage. Anyone interested in training for these positions should contact a Board member for schedule dates. Training typically consists of one class, 1-2 hours in length.

14. General Team Business

14.1. Dolphin Buddies

The Dolphin Buddy program pairs older swimmers with younger swimmers to provide guidance and encouragement to foster success in and out of the pool. Sometimes, due to the population of older swimmers to younger swimmers, some of our Big Buddies may have more than one Little Buddy.

14.2. Apprentice Coach Program

The Wellington Dolphins are proud of our history of employing coaches who “grew up with the team”. Many of our Assistant Coaches once swam with Wellington, or may still be on the team! If you are interested in becoming involved with the coaching staff, please speak to the Head Coach.

14.3. Lost and Found

Items that are left behind at practices and Home meets are collected and kept in the Dolphin Shack. Please put your name on ALL of your child’s’ personal effects. Check with your child that he or she has all of their equipment before leaving the pool.

14.4. Team Photo

Each season, the Wellington Dolphins assemble for an official team photograph and an opportunity for families to have professional portraits taken of your swimmer. WAC also shares in the revenue generated by Team Pictures, so this event serves as a fund raiser as well.

Please remember to wear your team suit, and have your best “dry” look. It is also important to arrive on time so as many swimmers can participate as possible.

Date and Time will be announced on the Wellington Dolphins website.

15. Awards

Swimming is unique in that along with wins as a team as a whole, there is recognition for each individual swimmer.

15.1. During Season Awards

Table 15-1: Season Awards

Award	Description
Achievement Ribbons	<p>Presented to swimmers bettering their best legal time. (First legal time is acquired at the first dual meet.)</p> <p>Blue Ribbon – Improvement of 4.0 seconds or more</p> <p>Red Ribbon – Improvement of 2.0-3.9 seconds</p> <p>White Ribbon – Improvement of 0.01-1.9 seconds</p> <p>Time improvements of anything over 1 second at Divisionals will receive an achievement ribbon.</p>
Heat Ribbons	<p>Awarded to the fastest swimmer immediately at the end of each heat.</p>
Meet Place Ribbons	<p>Swimmers who achieve 1st through 12th place at dual meets will receive a ribbon.</p> <p>Swimmers who achieve 1st through 18th place at a tri-meet will receive a ribbon.</p> <p>Swimmers who achieve 1st through 24th place at the Divisional Championship will receive a ribbon.</p>
Swimmer of the Week	<p>The Coaches will recognize a male and female swimmer in each age group each week. All swimmers of the week will be recognized and rewarded by the Board of Directors for their efforts.</p>

15.2. Post-Season Awards

Annually the Wellington Dolphins host an awards banquet. The following awards are given at this event:

Table 15-2: Post Season Awards

Award	Description
Participant	In each age group, male and female. Awarded to all swimmers who participate with the swim team.
Coach's Award	<p>In each age group, male and female. Chosen by the Coaching staff based on the following:</p> <ul style="list-style-type: none"> ▪ Swims in at least 2 meets ▪ Attends practices regularly ▪ Shows team spirit and good sportsmanship ▪ Follows directions (is coach able) ▪ Exhibits a positive attitude
Most Improved	In each age group, male and female. Presented based in total time improvement in all strokes swum legally (no disqualifications) from the first through the last regular meet.
High Point Award	In each age group, male and female. Presented based on total points scored in regular meets (first through twelfth places.) Divisionals are not included due to the time requirements of placing names on awards.
Overall High Point Award	One male and one female. Presented to the male and female swimmer with the highest point total scored in regular meets (first through twelfth places.) Divisionals are not included due to the time requirements of placing names on awards.
Sparky Award	Awarded to a single swimmer who reflects the attributes recognized for the Coach's award as well as enthusiasm and dedication to the Team. This award is named in honor of Brent "Sparky" Turner, who was a Team member from 1985 to 1989 and served as head Coach from 2000 to 2003.

16. Know the Lingo

Table 16-1: Common Swim Terminology

Term	Description
Age Groups	Division of swimmers by age that determines the events in which they are eligible to participate. PWSL rules specify the following age groups: 8 & under; 9-10; 11-12; 13-14; 15-18.
Deck	The area around the swimming pool reserved for swimmers, officials, and coaches
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.
Course	Designated distance over which the competition is conducted. The standard is 25 Meters for summer league meets, 50 Meters for Olympic competition, and 25 Yards for regular year-round and college competition. PWSL courses are 25 Meters.
Event	Any race or series of races in a given stroke and distance for a specific age group and sex. For example, the following are three different events: 1. Girls 8 & under 25 meter freestyle, 2. Boys 8 & under 25 meter freestyle, 3. Girls 9-10 50-meter breaststroke. (See also heats.)
False Start	When a swimmer leaves the starting block before the horn or gun. PWSL rules permit a swimmer one unintentional false start without disqualification. At the referee's discretion, a false start may be disallowed due to unusual circumstances.
Forward Start	A forward entry facing the course.
Heats	The division of an event in which there are too many swimmers to compete at one time. For example, an event with thirty swimmers in a six-lane pool would require five heats.
Individual Medley (IM)	Four laps of the pool swam in the following order: Butterfly, Backstroke, Breaststroke, and Freestyle.
Lane	A specific area in which the swimmer is assigned to swim (lane 1, lane 2, etc.).
Lane Line	continuous floating markers attached to a line stretched from the starting end to the turning end for the purpose of separating each lane.
Lane Markings	guidelines at the bottom of the pool in the center of each lane, running from the starting end to the turning end.
Leg	(Relay) the part of the relay event swum by one swimmer.
Mark	(Take your) the swimmer's starting position. PWSL rules require at least one foot at the front of the coping when a forward start is required.

Term	Description
Meet	The complete series of events between two or more teams. PWSL meets are conducted on Saturdays, competed between two and four teams, and usually completed in a single day. Dual Competition (Dual Meet) - competition between two teams. Tri Competition (Tri Meet) - competition between three teams. Quad Competition (Quad Meet) - competition between four teams.
On Line	The swimmer's position immediately prior to taking their mark. PWSL rules specify the swimmer must have both feet placed so their toes are at the back of the coping.
Referee	The official in charge of the meet. The referee is the final authority in all matters concerning the conduct of the meet.
Relay	A race consisting of four legs, each swum by one swimmer. Swimmers age thirteen and older swim two laps each. There are two types of relays: 1) Medley – each swimmer swims a different stroke. The order is backstroke, breaststroke, butterfly and freestyle. 2) Freestyle – each swimmer swims a freestyle leg.
Scratch	Withdraw from an event.
Seed	Distribute the swimmers among the heats and lanes according to their times.
Seeding (Seeded On Deck)	Swimmers are called to report to the clerk of course for their event. After scratches are determined, they are seeded in the proper heats.
Split Time	Time from a start to some part of the distance within a longer event.
Stroke And Turn Judge	Trained, certified swim officials, assigned by and working for the referee to judge swimmers' conformance with the rules for the event being swum. Nonconformance (a.k.a. disqualification or DQ) is reported to the referee. The swimmer is not disqualified until the referee accepts the stroke and turn judge's report.