

INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members what the Waukesha Express Swim Team is all about and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the team.

WHY SWIM?

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

Physical Development

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

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

Intellectual Development

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

reprinted from: Swimming World
magazine February 1988

Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving experience. Life is full of negative, destructive experiences. Rejection, defeat and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement.

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

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

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

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

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

We have all been in situations where a bigger, more gifted person with poor work habits is the victor in race after race. Or we've known others who never seem to

study, yet get good grades. We've known business people who never seem to lift a finger, yet for one reason or another, they close deal after deal.

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

A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls his or her own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns if he or she does their best, then there are no failures. A swimmer learns to set realistic goals. Once a goal is reached, then new goals must be established. A swimmer learns that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief and support, all swimmers believe it can be done.

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

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

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

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

GENERAL DESCRIPTION AND OBJECTIVE

The Waukesha Express Swim Team is known throughout Wisconsin for a first-class, year-round swim program. We offer a guided age-group youth program for children age 6 and up, from the beginning swimmer to the most competitive and skilled swimmer. When a young person becomes a member of the Waukesha

Express Swim Team, he/she learns the values of sportsmanship and team work. Swimming, through the Waukesha Express Swim Team, provides physical, emotional, and intellectual skills that will last a life time.

The Vision of the Waukesha Express Swim Team is:

To provide a challenging and motivating atmosphere that will inevitably produce success.

The Mission of the Waukesha Express Swim Team is to be regarded as an innovative, high quality program, both administratively as well as in the pool that offers children and adults the most complete aquatics experience available. The Express experience is built around the life lessons of commitment, perseverance, the courage to give one's best effort, and the ability to deal with both success and failure in a positive manner. We at the Express feel that failure only happens if one's best effort is not put forth. We have a place for everyone in our programs and it is our goal to help each person reach that next level, whatever that level may be.

TEAM PHILOSOPHY

The Waukesha Express Swim Team provides quality and individualized coaching for swimmers and builds enthusiasm for the sport. Training fosters a healthy, attentive mind which is eager for learning of all kinds. Dreams, the stimuli for youth, can be realized in the positive and challenging learning environment, like the Waukesha Express Swim Team.

The coaching staff of the Waukesha Express Swim Team hopes that your swimmer learns how to become a technically better, more efficient faster swimmer in the pool. Outside of the pool, we hope that your athlete learns much more. Some of the lessons that we as coaches promote are: 1) long term goal setting 2) setting intermediate goals as your swimmer works towards that long term goal 3) commitment and a strong work ethic 4) the ability to learn how to deal with both success and failure 5) perseverance, dedication, and courage to give one's best effort. Many young people don't always learn these valuable life lessons. We make it a point to teach our swimmers these and many more lessons that they can apply to their school and future work endeavors.

The secret of success for the Waukesha Express Swim Team lies with the hard working coaches and parents of its' members. Express parents contribute time and effort to support the team and help foster an atmosphere that is pleasant, yet stimulating for the child. Team functions, swim meets, and fundraisers link parents, swimmers, and coaches in a spirit of cooperation. For the Waukesha Express Swim Team the concept is simple; swimming is an activity that fosters

unity and stability during crucial years of a child's development. Winning at Express is a by product of fun, enthusiasm, and the hard work of its members.

Here at the Express, we have a place for everyone. Abilities range from the novice swimmer to U.S. National and Olympic Trials qualifier. Our team encourages all and welcomes all members onto the team regardless of ability. The major goal of the coaching staff is to try to get each swimmer to reach their potential as swimmers and people, and to reach for that next step. That next step may be getting a swimmer to compete in their first meet. Likewise, it may be getting a swimmer to make their first state, zone, or national qualifying time.

UNITED STATES SWIMMING

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

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

USA was conceived in 1978 with the passage of the Amateur Sports Act which decreed that all Olympic sports would be administered independently. Prior to this Act, USS was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USS headquarters were moved to Colorado Springs in 1981.

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

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

USA Swimming hosts a number of swimming meets each year – the Phillips 66/USS Short Course National and Summer Long Course National Championships, sponsored by Speedo America. Additionally, USA holds the Summer Long Course Speedo/Junior Championship meet each year, along with the Speedo Champions Series Meets – held in various locations throughout the country.

Sixty-six percent (66%) 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 could not offer quality programs to its members. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications and promotional merchandise.

Year round athletes pay an annual registration fee of \$42.00 (8 & U) or \$49.00 for 9 years and older. Athletes, once registered, are members of USA Swimming and receive both liability and secondary medical insurance coverage.

The Waukesha Express Swim Team (WEST) is a member team of USA Swimming. Membership benefits include USA 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 meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

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

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

Coaches and athletes education play an important role in 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 members. Coaches Quarterly, the coach’s newsletter, is also another USA Swimming publication designed to give coaches updated ideas and information. The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA are fund-raising activities, sports medicine programs, video resources and general

information about swimming related activities. USA Swimming staff members are available to assist in answering questions or providing additional information about United States Swimming. For information or assistance, contact:

USA Swimming National Headquarters
One Olympic Plaza
Colorado Springs, CO 80909
(719) 866-4578 or www.usaswimming.org

CLUB EXCELLENCE PROGRAM

The USA Swimming Club Excellence Swimming Program is a voluntary program that identifies and recognizes USA Swimming member teams for their commitment to excellence in operation, performance, and for their support of the sport and USA Swimming. This program strives to meet the following objectives:

- Promote the development of comprehensive age group and senior swimming programs;
- Provide ways that USA Swimming can better assist, encourage, and motivate our member clubs to strive for the highest ideals of development and performance;
- Encourage USA Swimming's most successful clubs and professional coaches to become leaders in the sport through involvement in local and/or national governance.

This program's goal is to embrace leadership and excellence in up to 200 of USA Swimming's top member clubs. The program provides funding and support to the clubs and recognizes the club development system as integral to achieving excellence.

What factors are involved in this Program?

All clubs participating in the Club Excellence program must meet the following four application requirements:

- Provide documentation of Professional/Organizational components.
- Complete the USA Swimming Club Profile and Facility Information.
- Participate in periodic "best practices" data collection/surveys.
- Submit the required Performance Eligibility and Performance Scoring information.

What are the levels?

Clubs will qualify as Gold, Silver, or Bronze Medal clubs.

- Up to 16 clubs will qualify for the Gold level.

- Clubs ranked up to #100 (that are not Gold level) will qualify for the Silver level.
- Clubs ranked #101 and lower (that are not Gold or Silver level) will qualify for the Bronze level.

The Waukesha Express Swim Team has proudly been awarded as a Silver Medal Club for the past five years. The Silver Medal status validates the Waukesha Express Swim Team as one of the top 100 teams in the United States. This award is a very prestigious award to earn, and we are currently striving to “take that next step” to the Gold Medal level.

HISTORY

Formerly known as the Waukesha Swim Club, the Express is the oldest competitive age group swimming organization in the State of Wisconsin. It has grown to be one of the largest and most successful groups of its kind. Since its inception nearly forty five years ago, the Express has developed a heritage as a superior program in the world of swimming.

The Express has produced hundreds of champions, age group state records, high school All-Americans, YMCA state, regional, and national qualifiers and record holders, National Age Group Top 16 rankings, National Age Group Record Holders, Junior Championship finalists, and Olympic Trial qualifiers.

Currently our team size has grown to 275 – 300 swimmers ranging in age from 6 to 21 years. By utilizing the three high school pools, as well as the city outdoor 50 meter pool during the summer, we have the ability to produce state, zone, and national qualifiers.

COACHING STAFF

Nothing has a greater influence on the quality of children’s sports than the excellence of the coach. The Waukesha Express Swim Team staff consists of professionally trained coaches. They, as member coaches of the American Swimming Coaches Association (ASCA), have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Many members of our organization are lifetime members of ASCA. By becoming lifetime members of ASCA, our coaches demonstrate their commitment to continuing education. Certified coaches in U.S. Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

COACHES RESPONSIBILITIES

The Waukesha Express Swim Team 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.

- ❑ 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.
- ❑ Sole responsibility for stroke instruction and the training regimen rest with the Waukesha Express Swim Team coaching staff. Each group’s practices are based on sound scientific principles and are geared to the specific goals of that group. At any point in time if you have questions regarding season planning or practice planning please ask the coaching staff and they will be happy to sit down and talk with you.
- ❑ The coaching staff will make the final decision concerning which meets the Waukesha Express Swim Team swimmers may attend.
- ❑ 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.)
- ❑ The building of a relay team is the sole responsibility of the coaching staff! Some of the considerations that the staff will look at when determining who will swim on a relay are:
 - A swimmer’s personal best time in the event.
 - Best times to date throughout the season.
 - Times done during the current meet.
 - Performances at the meet.
 - Each swimmer’s training background, practice attendance, and intensity at practice leading up to the meet.
 - Coaches may “split” relays in order to get more points for the team.

Regardless of which relay a swimmer swims on, they are expected to give 100% effort. Relays are tremendously important to our team in all scored meets. Relays are worth double the points of an individual events and are a major priority for our team and the athletes that participate on our team.

The coaching staff is constantly updating and improving the Waukesha Express Swim Team program. It is the swimmer’s and parent’s responsibility to make the most out of the excellent opportunity this program provides for success in swimming

**“Success is simply a matter of luck.
Ask any failure.”**

MEET THE COACHES**Blaine Carlson (CEO/Head Coach/Facility Director)**

Blaine came to the Waukesha Express Swim Team in 1994 after graduating from The University of Wisconsin – Madison with a degree in Political Science and History. As a swimmer, Blaine was a four-time University of Wisconsin – Madison school record holder and was a team captain. While at Madison, Blaine was a finalist in the Big Ten Conference as well as at the US National Meet. In 1990 he was a two time silver medalist at the United States Olympic Festival, and went on to be ranked in the top 25 in America and top 60 in the World. Blaine has taken the experiences that he learned as an age group, senior, and collegiate swimmer and has applied them to his coaching style. In the last fifteen years of coaching, swimmers under Blaine's guidance have gone on to have swims ranked in the Top 16 in the nation, have had swims ranked in the top 100 of all-time in United State Swimming, qualified for Olympic Trials, and broken 7 National Records. Swimmers in the last fifteen years have set state records, finished in the top 8 at the National level, been High School All-Americans, and have gone on to earn college swimming scholarships. Just this year Blaine received the American Swimming Coaches Association Award of Excellence and guided 8 swimmers to Olympic Trial Qualifying times.

Blaine is committed to developing the swimmers to reach their maximum potential, while doing what is best for each individual. He strongly believes in the values that swimming can instill in young people. It is important that kids today learn more than just how to swim fast in our program.

Michael Hamm (Head Age Group Coach/Sr. 2 and Gold Group Lead Coach)

A Waukesha native, Michael graduated from Waukesha West in 2002. He began his swimming career with Express in 1993. After high school Michael attended the University of Wisconsin-Madison where he competed for the University's swim team. As a four year member of University's swim team he was a finalist at the big ten championships, as well as a two-time captain. After his swimming career Michael joined Express for a summer in a part time coaching position. In his fifth-year of college Michael was a volunteer coach with the University and graduated with a degree in Philosophy (2006). As a coach Michael draws from personal experience and what he has learned from other coaches he has worked with. Michael not only has the desire to help his athletes become the best swimmers possible but also to teach them that what they learn in the pool can be applied to life outside the pool. Michael has guided numerous swimmers to State Records, Jr. National Qualifying times, and had one swimmer qualify for the 2008 Olympic Trials.

Laurie Carlson (Office and Business Manager/Program Coordinator/Ribbons and Bronze Lead Coach)

Laurie is a former Express swimmer and graduate of Waukesha South High

School. In high school, Laurie was a WIAA state qualifier and YMCA National qualifier. She continued her swimming career at the University of Wisconsin – Madison where she earned a scholarship, and was an undergraduate assistant for the swimming team during her last semester at school. Laurie graduated with a B.S. degree in Finance in 1993. After moving back to Waukesha Laurie coached for the Waukesha Express Swim Team and has also coached at the high school level in Waukesha. Laurie is our office and business manager and helps to coordinate all of our programs which include our swim team, SwimAmerica swimming lessons, diving team, diving lessons, master swimming program, and community special events.

Autumn Ryan (SwimAmerica Program Director)

Autumn began working part-time as the SwimAmerica Program Director in January of 2003, and full-time in July of 2003. Autumn has an extensive background in aquatics both as a swimmer and as a teacher and director. Autumn swam competitively at Oconomowoc High School from 1990 – 1994. Before coming to the SwimAmerica Program, Autumn worked in the aquatics program at the Oconomowoc YMCA, Swimtastic, and at All-American Aquatics. She was also the pool director from 1999 – 2002 at the Western Racquet Club. Autumn graduated from the University of Wisconsin-Whitewater in 1999 with a Teaching Degree (preschool – 6th grade), and taught 6th grade for four years at St. Martin of Tours before taking over the SwimAmerica program at Express. As the SwimAmerica Program Supervisor, Autumn is excited to be a part of developing the future of competitive swimming and watching children grow. She is dedicated to developing and directing the SwimAmerica staff and takes pride in their knowledge of swimming and teaching abilities. Autumn is also the Head Coach of the Waukesha West High School Girls and Boys swim teams.

Bill Boldon (Age Group Coach – Silver Group Lead Coach)

Bill began swimming at the age of eight in Madison, Wisconsin with the Badger Dolphin Swim Club. In high school at Madison West, Bill was a two time WIAA State champion, and was a member of a state record setting 400 freestyle relay. While attending the University of Wisconsin – Whitewater, Bill received NAIA All-American honors in the 50 freestyle. Bill received a B.S. degree in Phy. Ed., Health, and Coaching from the University of Wisconsin – Whitewater. Currently, Bill is the lead Silver Group Coach for the Waukesha Express. Bill works closely with John Bradley in developing the philosophy and direction of the age group programs for the Express. Much of the current success of our age group program can be directly attributed to Bill's hard work and commitment. Not only does Bill spend a large amount of time working with the swimmers in our silver group, but he also commits a lot of time talking with the parents about competitive swimming.

Dave Melville (Silver Coach)

Dave has over 26 years of experience in swimming and coaching. He began his career with the Waukesha Swim Club, and stayed with the club throughout his

high school career. He attended the University of Wisconsin-Madison on a swimming scholarship where he compiled an impressive list of accomplishments. Some of these include numerous state, collegiate, and National records. He is a US Olympic Trials qualifier in multiple events, and was ranked 26th in the World in the 400 I.M. As a coach Dave has held both head and head assistant coaching positions. He has coached multiple age group state champions. Dave is in sales, married to Sandi and has two sons, Tyler and J.J. Dave's enthusiastic demeanor is a great attribute to our team.

Britt Baertlein (Ribbons and Bronze Coach)

Britt started working with our Bronze group in the Fall of 2005. Britt's swimming career started at age 5 in Southern California. She later moved onto New York and ended her swimming career after high school in Wisconsin. Her love for swimming is shared by her daughters Lizzy and Emma. When not at the pool Britt is at Waukesha Memorial Hospital where she works as an RN Care Coordinator for the Regional Cancer Center. She is also a member of our early morning masters swimming group.

Sara Beam (Ribbons and Bronze Coach)

Sara has been involved in swimming since she was 5 years old. Originally from Janesville, WI, she competed for the formally Janesville J-Bird swim club which is now the J-Hawk swim club. She continued swimming in high school where she was a WIAA state qualifier several times. After high school she attended and graduated from the University of Wisconsin-Whitewater with a Bachelors degree in Physical Education, Adaptive Physical Education, Health, and Coaching. Always with an emphasis in swimming, she continued being an instructor for the Red Cross in Lifeguard training, WSI, First Aid and CPR. She taught two years for the Kenosha Unified School District, where she coached a very successful high school gymnastics team (her 2nd love). She also continued keeping other staff members in the district certified in their specific Red Cross certifications. After leaving Kenosha she taught one year at Oak Creek High School, where she was in charge of teaching the aquatic curriculum for the district. She has since retired from teaching to stay home take care of her and her husband and 4 daughters Alicia(10), Megan(8), Rebecca(6), and Elizabeth(2).

Samantha Brovelli (Silver Coach)

Samm is starting her fourth year coaching with the Waukesha Express Swim Team. Samm has been involved with the Express Swim Team since she was 11 years old. She was a high school team captain and school record holder at Waukesha South High School during her high school career. Samm is continuing her swimming career at Carroll College where she is majoring in Physical Therapy.

Dawn Clausen (Ribbons and Bronze Coach)

Kara Gorenc (Ribbons and Bronze Coach)

Matt Gardner (Senior Team and Silver Group Coach)

Robin Grams (Gold Group Coach)

Katie Nagel (Ribbons and Bronze Group Coach)

Liz Rohde (Gold 1 and Pre Competitive Group Coach)

Jamie Steinmetz (Silver Group and High School Prep Coach)

Brian Wright (Silver and Senior 1 Group Coach)

TEAM LEVELS

The Waukesha Express Swim Team prides itself on having a place on its team for everyone, regardless of ability. The Waukesha Express Swim Team 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 during a swimmer’s physiological prime. The emphasis in the early stages is on participation, and must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, “too much too soon” is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

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

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

Each group has some general age and ability guidelines. These ages may vary and the coaching staff has the ability to make changes based on what is best for each individual swimmer. Once a swimmer has demonstrated proficient skill level and an increase in commitment, a member of the coaching staff will notify the swimmer and parents that they are ready to move to the next practice group within our team.

SENIOR TEAM

This group will have some strict training and meet requirements put in place. There are no time based guidelines to be able to train in this group. This group is the highest level of training on the swim team and commitment to the training program and to being a better swimmer are the primary principles behind this group. We want the swimmers in this group to be committed to getting to the “next level”, regardless of what that level is. Practice attendance requirements and meet attendance requirements will be put in place based on the events that each swimmer is best suited for. Each swimmer must meet with Blaine to go through this group’s guidelines if you are planning on swimming in this group. Some of the benefits for this group will be video taping during practice whenever something needs to be looked at. We will also incorporate some mental training

for the athletes in this group, and dryland programs will be individualized bases on each swimmer's needs for their specific races. Training trips and travel to some meets will be limited to the swimmers in this training group. The goal behind this training group is to provide the most comprehensive training program that we can for the individuals that want to try and maximize their individual potential. This group will swim anywhere from 6-11 times per week.

SENIOR 2 GROUP

This group's goal is to help continue the progression of our senior level swimmers through our team. We feel that this group is vital in the continued success of our senior level swimmers. This group builds off of the Senior 1 group and introduces a number of new training techniques and equipment to our swimmers. These training techniques provide a good base level of experience before transitioning into the Senior Team group. Swimmers in this group must be committed to adhering to the training program and attend practice regularly. Practice is offered for this group 5 afternoons a week, Saturday morning, and once a week in the morning. This group helps to cement the training foundation that will lead to success in the Senior Team group.

SENIOR 1 GROUP

The premise for this group is to continue to develop swimmers towards swimming on the Senior Team. All swimmers will come from the Gold group into the Senior 1 group before moving onto the Senior Team Group. This group serves as another level of preparation for swimmers before they enter the Senior Team. These swimmers will have practice offered 6 days per week and are expected to attend at least 4 practices per week. These swimmers will have the opportunity to swim and do dryland activities on Monday – Saturday. Dryland training is a very important component of this group, and will be done everyday. Swimmers in this group are usually 13 years of age and older.

GOLD GROUP

The athletes in the Gold group range in age from 10 – 13. The swimmers in this group are being groomed to be the teams next senior level swimmers. This group is our transition phase between age group and senior swimming. This group works out 5 times per week, so there is a considerable amount of commitment and dedication to the team and to the sport of swimming. The main goal for the coaches of this group is two fold: 1) try to correct any stroke flaws that may still exist 2) to continue to build on the swimmers aerobic base so as to assure faster swimming in the future. We encourage everyone in this group to participate in the various swim meets that the team attends so as to incorporate the athlete into our senior level when he/she is ready. The swimmers in the Gold group have practice offered 5-6 times per week, and are encouraged to attend at least 4 practices per week.

SILVER GROUP/SILVER 1 GROUP

The swimmers participating in the Silver group range in age from 8 to 13 years old. These swimmers practice up to 5 times per week for 1 hour and 30 minutes. The main focus here is to continue to work on stroke techniques by incorporating numerous stroke drills that these young swimmers will build on as they move up through the program. At this point, aerobic training starts to play a role in the training of the swimmers. These swimmers are taught that the number of practices attended does play an important role in how well the athlete will perform from meet to meet. The swimmers in this group must demonstrate the ability to perform all 4 strokes legally and are expected to do all of these during practice. The coaching staff will keep the intensity low for these swimmers and creates a fun atmosphere for the swimmers. These swimmers will swim between 2,000 – 3,000 yards in a work-out as they continue to progress naturally within the program. The swimmers in the Silver group should attend practice at least 3 times per week.

BRONZE GROUP

Participants in this group swim 4 days per week for 1 hour and 15 minutes, and range in age from 7 to 12. These swimmers are expected to know how to do all four of the competitive strokes legally, but by no means perfectly. The coaches' main goal with this group is solely to build on what they learned in the Ribbons Group and to continue to correct flaws in their strokes so as to create more efficient swimmers. These swimmers are expected to have fun and also be able to learn about the sport of swimming at the same time. Our Bronze group swimmers are encouraged to attend practice at least 2-3 times per week.

RIBBONS GROUP

These groups consist of children 11 years and younger. This is the teams introductory/developmental level of competitive swimming. Children are taught how to perform all four of the competitive strokes and are encouraged to participate in swim meets, and the meets that are offered for these swimmers are to be used as learning experiences. The only requirement to get into the Ribbons Group is that swimmers must be able to swim 1 length of the pool (25 yds/m) of freestyle and backstroke or passed station 6 in our SwimAmerica program. The Express swim team only asks three things of these swimmers: 1) have fun 2) listen to the coaches 3) learn the basics of competitive swimming. The swimmers in this group swim up to 4 times per week for 45 minutes, and this time is solely spent on teaching the kids about competitive swimming and how to perform the four strokes. Swimmers in the Ribbons group are encouraged to make it to practice at least 2 times per week.

SWIMAMERICA LEARN TO SWIM PROGRAM

This program was started by Head Coach Blaine Carlson in 1996 and has proven to be a huge success in Waukesha and our surrounding communities.

SwimAmerica is the fastest growing learn to swim program in the world, with over 540 programs in 49 states. We feel that SwimAmerica is more successful than other lesson programs for the following reasons: 1) Children learn to swim sooner with a progressive model of instruction. 2) Children receive individualized instruction (instructor to child ratio or 1:4 or 1:6). 3) Children learn to swim from the Aquatic experts, the swim coaches in your community. A sample SwimAmerica registration form is located in the Appendix.

MASTERS

The masters swimming program was started in November of 1997. Currently Andy Schaser is the coach of our masters swimming group. Our masters program is available to swimmers of all levels of ability, and all ages over 19. We have trained Masters National champions, and have also taught adults how to swim. Our masters program is for everyone interested in swimming. We firmly believe in the benefits of swimming, and that these benefits are valuable for everyone. Our masters program encourages anyone who wants to become a better swimmer, become more physically fit, or become a National champion. Our goal is to reach out to as many masters' swimmers as possible. We hope that we can offer these swimmers whatever it is they want to get out of swimming, whether it is for fun, fitness, or competition.

“Nothing can stop the person with the right mental attitude from achieving their goal; nothing on earth can help the person with the wrong mental attitude.” --Thomas Jefferson

**“The highest reward for a person’s toil is not what they get for it, but what they become by it.”
--John Ruskin**

**“100 Percent right is 100 percent right,
99 percent right is 100 percent wrong.”**

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the levels of swimming on our team. Training schedules are designed to provide the time that is necessary for a swimmer to accomplish their goals and therefore it is important that each swimmer try to attend as many practices as possible in order to derive the full benefits of the program.

WHERE DO WE PRACTICE AT?

Our competitive swimming groups practice at Waukesha South and Waukesha North High Schools. SwimAmerica currently operates out of Waukesha West High School. During the summer months we also have morning practices at Buchner Park pool in Waukesha, which is a 50 meter pool.

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 for all.

- ❑ As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however encourage younger swimmers to participate in other activities in addition to swimming. The expectation level to attend practices increases as the swimmer moves to higher levels within our team.
- ❑ For the swimmers protection, they should arrive on the pool grounds **NO EARLIER** than 15 minutes prior to their workout. They should also be picked up **NO LATER THAN 15 MINUTES AFTER PRACTICE IS OVER!** The coaching staff would like to get home to their families at a reasonable time. Swimmers should be ready to begin practice 5 minutes prior to the start of practice. Senior swimmers please note: if practice is scheduled to start at 6:00 p.m. that means we are starting at 6:00 p.m. not 6:05 or 6:10 p.m. The head coach plans for 2 ½ hours of practice time. If we start late we will end late. So please be ready to practice on time. Please note that we have instituted a policy of charging families who regularly are late picking their swimmers up from practice. If swimmers are not picked up within 20 minutes after the last group has finished practice a fine of 50 cents/minute will be charged to your escrow account. This was put into effect to allow the coaches to get home as early as possible when practice finishes.
- ❑ If you need to use the bathroom do it before or after the start or end of a set. Too many people getting out during a set causes too much disruption for the rest of the swimmers in the pool.
- ❑ No personal items should be left in the locker room during practice. Bring

all clothes, etc. out onto the pool deck. This way we don't have to worry about anyone else in the building going through lockers and stealing anyone's personal belongings.

- ❑ During practice sessions, swimmers are never to leave the pool area without the coach's permission.
- ❑ The Waukesha Express Swim Team has an obligation to act as guests while at each pool (both swimmers and parents). Every team member needs to do everything possible to respect this privilege, as this is not only a reflection of the individual, but also the team. Damage to properties at the pool sites may result in the swimmer being asked to leave the team permanently.
- ❑ Before and after practice swimmers are expected to behave appropriately in the locker rooms. This means no picking on younger swimmers by older swimmers. This behavior will not be tolerated!
- ❑ Parents are allowed to observe practice from a specific location designated by the coaching staff. Please be considerate and keep conversations at a low volume. If smaller children are attending practice, these children must stay in the designated area, and are the sole responsibility of their parents. Do not try to communicate with any swimmer from the observation area. This is not only distracting, but can also be distracting to the entire team as well as the coach.
- ❑ Feel free to talk to the coaches before or after practice sessions. Talking to them during practice time can be a distraction to all swimmers in the pool. Let the coach do their job. There will be time before and after practice to ask questions.

ILLNESS AND INJURY

The lead coach for your swimmer should be notified immediately of any illness or injury. If a swimmer will be unable to swim for a period of three weeks or more, due to illness or injury, you can receive a credit for that time. In order to receive this credit you must provide a note from your doctor. Your credit may be used for escrow charges or future swim fees. Refunds are not issued.

SWIMMERS 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 be senior swimming bound. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training equipment to each practice session. It is the swimmers responsibility to make sure these items are properly adjusted and that spares are readily available. Please bring an extra pair of goggles to practice. The coaches can't afford to spend 5 – 10 minutes fixing goggles during practice time. Listed below is the required training equipment needed by each swimmer in each training group. Please note that all equipment should be labeled with your swimmer's name. Also, it is the swimmers' responsibility to pick up the pool deck of all equipment at the end of each training session. We cannot be responsible for any equipment left at the pool.

- ❑ **Senior Team/Senior 2**
 - Pull buoy
 - Hand paddles (either Stingray paddles or TYR Catalyst paddles)
 - Zoomers training fins or Hydro Sport training fins
 - Finis Front Mount Snorkel
 - Mesh bag (to store equipment in)
 - Nike Team warm-ups
- ❑ **Senior 1 / Gold Groups**
 - Pull buoy
 - Zoomers, Hydro Sport fins, or regular fins
 - Mesh bag (to store equipment in)
 - Snorkel
- ❑ **Silver / Bronze Groups**
 - Pull buoy
 - Fins
 - Mesh bag (optional)
- ❑ **Ribbons Group**
 - Fins
 - Mesh bag (optional)

Equipment can be ordered from All-American Aquatics at 1-800-910-7946 or at www.all-americanaquatics.com .

CODE OF CONDUCT

- ❑ Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
- ❑ Never interfere with the progress of another swimmer, during practice or otherwise.
- ❑ At all team functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on

our team.

- ❑ All members of the team, whether parents or swimmers, must continue to protect and improve the excellent reputation the team has throughout Waukesha, the surrounding communities, and the state.
- ❑ All Senior, Gold, Silver, and Bronze swimmers will be required To sign the “Express Code of Conduct” when going on any team travel trips. A copy of this is given in the Appendix

“The person who believes they can do something is probably right, and so is the person who believes they can’t.”

“Success is not measured by where you stand, but by how far you’ve come from where you stood.”

PARENTS ... YOUR ATHLETE NEEDS YOU

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

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

- ❑ **The coach is the Coach !:** We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact Blaine Carlson at 970 - 0641.
- ❑ **Best kind of parent:** The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

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

- ❑ **Not every time:** Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these "poor" meets. Due to heavy training, the older swimmers may have only two or three meets a year for which they will be rested, tapered, and ready to swim fast. Remember that improvement doesn't always mean swimming faster!

- ❑ **Be patient:** Give your swimmer all the support they need. Step back and take a look at the big picture. Our program is designed to teach young swimmers good technique and efficiency in the water. Our goal is to keep young swimmers happy and having fun while learning about how to be a better swimmer. The focus of our program is one of long-term, continued development. Continue to believe that the coaching staff always keeps the best interest of your child in mind. Swimmers will not swim lifetime best times in every meet. Be patient and allow your swimmer to relax and progress as athletes and people. Let your swimmer enjoy the competitive experience!

PARENTS RESPONSIBILITIES

Please make every effort to have your swimmers at practice and meets 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.

- ❑ The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. In the Appendix of this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children". It offers some very useful and sound advice on communicating with your swimmer.
- ❑ To provide or make arrangements for transportation to and from practice and meets. The swimmer should arrive approximately 10 – 15 minutes prior to the start of practice or warm-up session of a meet.
- ❑ To pay dues to the team in a timely manner. Keep funds available in family escrow accounts to cover fees necessary for meets. Support all fund raising activities.
- ❑ To participate in team functions. There will be many volunteer positions available to parents who wish to be involved in the coordination of team functions.
- ❑ To stay away from gossip and rumors. If you don't understand something, ask a coach immediately.
- ❑ Parents and swimmers share the responsibility of knowing all information as published in the team newsletter and all other information placed in the swimmer's folder in the group's mailbox.
- ❑ Please get your meet entries in on time. Don't make extra work for the coach by trying to enter a meet late.

- Coaches must be notified if a swimmer is not able to participate in a meet or part of a meet. If a swimmer has signed up for a meet, is scheduled to swim in a relay, he/she is responsible for the cost of the entry of that relay team if the team must be scratched due to their absence.

COMMUNICATION

Web page. Our website is updated on daily basis, and serves to be our team's main source of communication with the members of our team. The address is: www.waukeshaexpress.org. The website is the place to check for all up to date information on meets, practices, fundraisers, etc.

Email. Most of our team's communication with families is via email. Please make sure your account on Team Unify has your correct e-mail address at all times.

Team mail boxes. Any written communication that cannot be emailed will be put in a file folder on deck that has your family name on it. It is the swimmer's responsibility to check their folder daily. If you do not have a folder, contact Michael Hamm immediately at (262) 309-2776.

<u>Phone.</u>	Blaine Carlson and Laurie Carlson	262-970-0641
	Pool Office	262-970-3721
	Michael Hamm	262-309-2776
	Autumn Ryan	262-893-2979

Fax. The team's fax number is (262) 650 - 7813.

PROBLEMS WITH THE COACH?...

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable 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. Without fail the coaching staff finds out one way or another about what gets said up in the stands. Rather than spreading rumors or gossiping come straight to the coaches with problems, concerns, or compliments. Listed below are some guidelines for a parent raising some difficult issues with a coach:

- Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.

- Listen to the coach. Generally, coaches are very patient with the progress of young swimmers. DO NOT misinterpret coaches' patience as non-caring or incompetence. Parents who want to push their children cannot understand the coach who seems to be holding their children back. In reality, most coaches see the larger view of the child's swimming career and are planning a long and steady road of progressively more difficult tasks and satisfying achievement. Coaches do not have all the answers, but they make it their livelihood to keep children in the program for the long term.
- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or training group that can range in size from 10 – 200 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
- If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and pre-conceptions 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.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.
- If you are uncomfortable bringing your concern to the coach, you may speak with a member of the Waukesha Express Swim Team parent's Board of Directors. Listed on the next page are some important phone numbers that might be of interest.

BOARD OF DIRECTORS

The Board of Directors oversees the administrative functions of the club. The Waukesha Express Swim Team is a non-profit corporation. The board consists of 12 members, including 10 parent representatives, the Head Coach, and a Treasurer. New board members are elected annually at the spring awards banquet for any open positions. All members, with the exception of the Head Coach, are volunteers and receive no salary or any other preferential treatment. The board is responsible for helping to set swim fees and establishing general policy.

Current Board Members:

- Blaine Carlson, CEO/Head Coach 970 – 0641
- Laurie Carlson, Business Manager 970 – 0641
- Gail Balson 679 - 5802
- Peggy Butt 549 - 0649
- Danni Caldwell (Potratz) 549 - 6733
- Jane Farrell 798 - 1575
- Kara Gorenc 542 - 3256
- Morgan Hamm 542 - 3559
- Keith Madden 650 – 0631
- Andy Schaser 549 - 2169
- Pat Streater 970 - 0245
- Jeff Wiesner 524 - 8961

Other Contact Numbers:

- Waukesha North High School Pool 970 - 3618
- Waukesha South High School Pool 970 - 3721
- Waukesha West High School Pool 970 - 4013
- Buchner Pool 524 – 3726

**“Always believe that you can be the best,
but never believe that you are the best.”**

**“When you expect things to happen, strangely enough,
they do.” --John J. B. Morgan**

FEE STRUCTURE

Swim Fees are non-refundable! Refunds are NOT issued! If your swimmer cannot swim due to injury, please refer to the Injury and Illness section on page 17.

If a swimmer starts the session late then swim fees will be pro-rated, but this is the only instance that fees will be pro-rated. Call our office at (262) 970-0641 to get the amount for your swimmer if they will be starting late. All swimmers must be registered prior to their starting date with the team. If your swimmer is not registered they will not be allowed to participate in practices or meets with the team, unless payment arrangements have been made.

You are responsible for all charges you incur during the session. All families will be required to keep a credit card on file with the team (beginning with the Fall session of 2004). If your account goes past due your account will be charged a late fee directly from our website billing program at Team Unify. Your credit card will not be charged if you call the office to make payment arrangements and the payment arrangements are followed. If you make payment arrangements, but fail to follow through with these arrangements then your credit card will be charged.

Please refer to our current registration form for our fee schedule.

ESCROW

Each family is required to establish an escrow account at the time of registration. Escrow requirements are as follows:

\$40 per Ribbons, Bronze, Silver swimmer
\$80 per Gold, Senior swimmer

Gold and Senior swimmers can keep their escrow requirement to \$40 by signing up for automatic payments. Automatic payment authorization form is available on our website under Team Forms and Documents. The escrow account is used for meet entry fees. Escrow money is fully refundable should your swimmer leave the team, but you must request the refund in writing. Each month invoices are printed detailing all meet charges to your account. At that time you will be required to make a payment to bring your escrow account back to the minimum required balance. Please note due dates on the invoice to avoid late charges. If your account becomes past due and you fail to contact the team to make payment arrangements, your account may be put on hold and the team has the right to withhold your swimmer from future swim meets.

UNITED STATES SWIMMING FEES (USA Fees)

It is required that all Waukesha Express Swim Team swimmers that they have a current United States of America Swimming (USA) membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club.

Each swimmer is covered at any organized practice of the Waukesha Express Swim Team and every competition that is USA Swimming sanctioned.

All Members, coaches and swimmers, of the Waukesha Express Swim Team must be members of United States Swimming. You must be a member of USA Swimming even if your swimmer does not plan on competing. The membership is purchased annually and the money paid for the membership is non-refundable. The membership is transferable, however. If you move you can transfer your membership from the Express to your new USA Swimming team.

The current 2008 USA Swimming fees are:

- 8 and Under swimmers \$42.00
- 9 and Over swimmers \$49.00

FUNDRAISING

The Waukesha Express Swim Team Board of Directors has decided that we will no longer be requiring a minimum amount of fundraising per family. **No required fundraising!** Our team does however offer a number of fundraisers that you can choose to take advantage of if you would like to. If you do participate in one of our team fundraisers, a portion of the profit raised from fundraising can be applied to your swimmer's registration fees for the next session. Your family will receive 75% of the profit raised and the Express Swim Team will receive 25%. The remaining 25% of the profit goes towards operating expenses for the team, including the costs associated with running each fundraiser. Please note that we have some team fundraisers that we expect everyone to participate in, such as the team car washes and the annual Swim-a-thon. Both of these fundraisers are not split as listed above with the team and the family.

VACATION POLICY

If your swimmer has paid for an entire session, and your family goes on a trip, there will be no pro-rated swim fees. We will, however, pro-rate swim fees for a swimmer who starts swimming after the season has already started.

HOME MEET PARTICIPATION

The following procedures are required by all member families of the Express Swim Team.

- ❑ Our meets require many workers to run an efficient meet. Therefore, each family will be required to work in one of many areas in the operation of the meets. Each family must meet their Meet Worker session requirements given out at the beginning of each season. A session usually lasts about 3 – 4 hours. This policy applies to every family, other than new families, regardless of whether or not you have swimmers participating in the meet.
- ❑ New, or novice swim families: The meet worker requirement is less for new families so that parents can help swimmers during their first meet experiences. Any new family to the Waukesha Express Swim Team is not required to work at any of the meets during their first 6 months with the team. After that initial period of 6 months, all new families will become veteran families and will be required to participate in working at our team sponsored meets.

A complete accounting of time volunteered will be kept by the meet director and reviewed by the Board of Directors. If a family fails to meet their commitment, the Board will impose a \$50.00 per shift (short of your family requirement) fee to be charged against their escrow account.

If a family is signed up to work at a swim meet and does not show up there will be a \$50.00 charge added to your account for the missed shift and you will not be able to make up that missed session at a future meet. If you cannot work at the meet it is your responsibility to find someone to work for you and also let the meet committee know who will be there in your place.

In addition to providing an opportunity for our swimmers to compete, swim meets are an important source of revenue for our team. Since everyone shares in the benefits (in the form of lower swim fees) the Board has felt it necessary to implement these requirements.

TEAM UNIFORM

The team colors are black and red. One of the two required items to wear is a team swim cap. This cap is white, red, or black with the Express logo written across the side. This cap (latex) is available from the coaches for \$3.00 each at any of the swim meets. Swimmers may also purchase silicone caps for \$13.00. While not everyone might wear a cap during a meet, if you do wear a cap it must be a team cap. If a swimmer comes to a swim meet without a team cap they will

be required to get one from the coaching staff – the cap will be billed to your family escrow account.

The team suit must be worn for all competitions. For swimmers that wish to purchase a performance racing suit for the end of the season meets, you may do so as long as it is a Black Nike Racing suit or is the Blue Seventy Racing suit (only available to swimmers that are aged 13 and older). If you have any questions about what to purchase for your swimmer please check with your coach prior to making the purchase.

See the Appendix for other Express Swim Team apparel. A list of required Training equipment can be found on page 18 of this handbook.

“Pessimism never won any battles.” –Dwight D. Eisenhower

**“You will become as small as your controlling desire;
or as great as your dominant aspiration.”**

--James Allen

COMPETITIVE STROKES

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

SWIM SEASONS

The swim year is divided into two seasons. The winter, or “short course”, season runs from 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 early August. Meets are generally held in 50 meter pools.

COMPETITION ... AND THE WINNER IS ...

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

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

LEVELS OF ACHIEVEMENT

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

registered swimmer who has achieved the prescribed qualifying time for the event. Not all 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 beginning, at 10 and Under, 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 United States Swimming. This permits fair, yet challenging, competition on all levels.

In some cases, a swimmer may be in a different class in each stroke. 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. See the Appendix for time standards.

TYPES OR LEVELS OF SWIM MEETS

Most USS meets are held over the period of a weekend and are broken up into several sessions. The Friday evening session typically offers longer events for all age groups. Most meets hold a morning and afternoon session on both Saturday and Sunday. Usually 2 age groups participate in the morning session and the remaining age groups participate in the afternoon. This prevents a swimmer from being at the meet all day.

- ❑ Dual Meets: Are meets that the Waukesha Express Swim Team sometimes competes in. These meets have no qualifying time standards, and everyone from our team is encouraged to participate. These meets are swum against just one other team. Sometimes our team will compete with two other teams, called a triangular meet.
- ❑ Non-Qualification Meets: Are meets that have no qualification time standards that need to be met in order to compete. Anyone from our team can compete in these meets.
- ❑ Qualification Meets: Are meets that require each athlete to meet some sort of qualification time standard in order to enter the meet.
- ❑ Prelim / Final Meets: Most championship meets and qualification meets are held in a preliminary and final format. All swimmers compete in the morning or afternoon session of the meet called preliminaries. The fastest eight, sixteen, or twenty-four swimmers qualify to come back and compete again in the evening session, called finals.
- ❑ State Championship Meet: At the end of each season, winter-short course and

summer- long course, a State Championship meet is conducted. Wisconsin Swimming Inc. sets qualifying time standards for entrance into the meet.

- ❑ Zone Championships: After the State Championships are held in the summer, a swimmer may qualify to participate in the Central Zone Championships by swimming a national “AAA” time. This is an all-star meet where swimmers compete as a member of the Team Wisconsin Zone team competing against other states from the Midwest.
- ❑ Phillips 66 / USS National Championships (Senior Nationals): Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USS National Championships. Express swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America’s best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performance at Senior Nationals.

MEET SCHEDULE

Each season’s meet schedule is distributed at the outset of the season. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two or three day meet.

All swimmers (except new swimmers) must turn in a meet attendance sheet at the beginning of each session. This is a very important form!! Our team must reserve swims in advance for all of our swim meets, so it is important that we know what swimmers will be attending each meet so that we reserve the correct number of swims. **You are responsible to use any swims that you sign up for at the beginning of the season on your meet entry reservation form. If you do not attend a meet that you signed up for, and we are not able to find someone else to take your swims, you will be billed for these unused swims!! On the other hand, if you do not turn in a Meet Attendance Form by the due date of the session you are not guaranteed swims for any of the meets. If you didn’t turn in a sheet, and if we do not have enough swims reserved for a meet, your swimmer will be cut back or out of the meet first.** A sample copy of this form is located in the appendix.

If we do not have enough swims reserved for a swim meet then the process of cutting back swims will be as follows: First, swimmers that did not reserve swims on the meet attendance sheet will be cut back or out of the meet. If we still have not gotten our swims down to our reservation amount, we will then cut the allowed number of swims per day down by one for each swimmer. We will

continue to cut back in this manner until we meet our allowed number of swims. Occasionally, a host team's meet may be "full" and they may give reserving teams the opportunity to cut back their reservation by a certain percentage or drop out of the meet altogether. Please be aware that we may have to cut back swims from everyone that reserved swims for a particular meet that is full.

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

Team effort meets - Team championship meets are either indicated on the meet schedule or talked about in meetings. Since the coaching staff places the most emphasis on these meets, Express swimmers who are qualified are highly encouraged to attend. The Wisconsin Age Group and Senior Championships are always considered "Team effort meets". If the coaching staff selects your swimmer to go to the meet to swim relays, we highly encourage your swimmer to attend. Swimmers competing only on relays need to get valuable experience swimming at this level. Also, remember that a relay needs four swimmers to make it work. Don't let your teammates down by deciding not to go to the meet to "just" swim relays!

MEET ENTRY PROCEDURE

Even if you have turned in a meet reservation form prior to start of the season, you must also register your swimmer for each meet on our website, www.waukeshaexpress.org. You must have a username and password for our website to have access to the online meet sign up. If you do not, please contact Michael Hamm at michael@waukeshaexpress.org.

Entry deadlines are two to three weeks in advance of the meet and it is important that you enter on time. Late sign up is not always available and could mean that your swimmer is left out of the meet.

Meet information is available on our website and on Wisconsin Swimming's website, www.wisconsinswimming.org for each meet. Exact starting times and meet timeline is usually available the week leading up to the meet.

PHILOSOPHY OF COMPETITION

The Waukesha Express Swim Team engages in a multilevel competition program with United States Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following policies outline our philosophy:

- ❑ We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is

encouraged to do better. The individual's improvement is our primary objective.

- ❑ Sportsmanlike behavior is of equal importance of improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a “good” and a “bad” swim. Respect for officials, congratulations to other competitors, **encouragement to teammates**, determined effort, and mature attitudes are examples of behaviors praised and by the Waukesha Express Swim Team coaching staff.
- ❑ A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
- ❑ Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
- ❑ Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his/her potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's “best” stroke changes as they mature and his/her body goes through physical changes.

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT SWIM MEETS ... BUT, WERE AFRAID TO ASK

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could. If you have any questions, please ask Head Coach Blaine Carlson (970 - 0641) or Head Age Group Coach Michael Hamm (309-2776).

Before the Meet Starts

- ❑ Arrive at the pool at least 10 minutes before the scheduled warm-up time begins. This time will be listed on the meet entry sheets and the meet participation sheets.
- ❑ Upon arrival, find a place to put your swimmer's blankets, swim bags, and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.
- ❑ Find the check-in place (for distance events only) and you or your swimmer

may need to check themselves in.

- This is usually marked Clerk of Course or Positive Check-In
 - Check for special posted instructions in the area. Usually one will need to circle the swimmer's name or “#” before each swimmer's name, in each distance event they are swimming, that day. If this is not done, the swimmer will not be allowed to swim that event.
 - This is usually done only with races of 400 yds./m of distance and longer.
- Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day- he/she needs to get the engine going and warmed up before he/she can go all out. **As a new team policy, coaches reserve the right to scratch a swimmer from a relay that they were scheduled to compete on if the swimmer is late or missed warm-ups without notifying a coach prior to the meet.**
- After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just settles in.
- Write each event number on your swimmer's hand in ink. This helps him/her remember what events he/she is swimming and what event number for which to listen.
- According to USA Swimming rules, parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
- Heat sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for one to two dollars per day. It lists all swimmers in each event in order of “seed time”. When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a “no-time” or “NT”. A “no time” swimmer will most likely swim in one of the first heats of the event.

Meet Starts

- It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.

- A swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the "clerk of course" or behind the starting blocks. Swimmers should report with his/her cap and goggles. Generally, girls events are odd numbered and boys events are even numbered.
 - The people running the clerk of course will either give a card to each of the swimmers swimming that event or seat them according to their heat and lane. This card or chair will tell each swimmer his/her heat and lane number.
 - The clerk will usually line up all the swimmers and take them down to the pool in correct order.
 - Depending on the meet, either the people at the clerk of course will give the card to the timers at the end of each lane or the people at the clerk of course will instruct the swimmers to hand their cards to the timers when it is their turn to swim. These cards are important because they tell the people running the meet who actually swam each event.
 - You can usually expect at least 4 – 10 heats of each event.
- The swimmer swims their race.
- After each swim:
 - He/she is to ask the timers (people behind the blocks at each lane) for his/her time.
 - He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.
 - Generally, the coach follows these guidelines when discussing swims: positive comments or praise, suggestions for improvement, and positive comments.
- Things you, as a parent, can do after each swim:
 - Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.
 - Take him/her back to the towel area, relax, and get some water to drink.
 - The swimmer now waits until his/her next event is called and starts the procedure again at the clerk of course.
- When a swimmer has completed all of his/her events he/she and their parents get to go home. Make sure, however, you check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue.)

What Happens If Your Child has a Disappointing Swim

If your child has a poor race and comes out of it feeling bad, talk about the good things. Don't dwell on the negative things done during the race!! If your child comes up to you and says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer onto something good or positive. If you spend too much time worrying about a bad race, it will definitely affect your next race!!

What To Take to the Meet

- ❑ Most important: SWIM SUIT and TEAM CAP – and goggles (if your swimmer uses them).
- ❑ Baby or talcum powder – to “dust” the inside of swim cap. This helps to preserve the cap and makes it easier to put on.
- ❑ Towels – realize your swimmer will be there awhile, so pack at least two.
- ❑ Something to sit on. Examples: sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
- ❑ Sweat suits: bring one. Each swimmer needs to stay warm in between races.
- ❑ Games: travel games, playing cards, coloring books, books, anything to pass the time.
- ❑ Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. Some suggestions for items to bring are: drinks (Hi-C, fruit juices, sport drinks, or best of all water), snacks (granola bars, fun fruits, yogurt, cereal, jell-O cubes, sandwiches, etc.).
- ❑ Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other Express parent for help or information!
- ❑ These meets are a lot of fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to “race” and see how much he/she has improved from all of the hard work he/she has put in at practice.

Special Parent's Note

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time

pass very slowly! At some of the meets, the parents are allowed to sit with the swimmers on the blanket area. If you don't think that a gym floor is comfortable, feel free to bring folding chairs to sit on.

VERY BASIC SWIMMING RULES

Starts

The swimmers are not allowed a false start. If they jump the start and the starter thinks they are trying to get an advantage (whether intentional or not, it does not matter), they will be taken out of the race. On all freestyle, breaststroke, and butterfly starts the swimmers must start with their feet at an equal distance from the front of the starting block. Then on the command "take your marks" the swimmer will step forward and assume their starting position. On backstroke starts the swimmer should enter the water on the starter's command and immediately position their feet on the wall. All backstroke swimmers in USS sanctioned meets must start with their toes below the surface of the water.

Turns and Finishes

- ❑ Freestyle: feet must touch the wall on the turn, you may finish with any body part touching the wall (we usually recommend the fingers or the hand).
- ❑ Backstroke: swimmers may turn over on their stomach immediately prior to turning. Once the swimmer begins to turn towards the stomach, they may take one freestyle arm pull. The swimmer must begin the flip turn before finishing the arm pull. The swimmer must push off on their back. At the finish a swimmer may not roll onto their stomach until after they have touched the wall, and must finish with some part of their body above the surface of the water.
- ❑ Breaststroke: A swimmer must touch the wall with both hands at the same time. A swimmer may push off the wall and do one pull down and a breaststroke kick prior to breaking the surface.
- ❑ Butterfly: A swimmer must touch the wall with both hands at the same time. The swimmer may dolphin kick underwater prior to beginning to swim as long as the swimmer surfaces before 15 meters.

CHAMPIONSHIP MEETS

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

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

As an Age Group swimmer, our swimmers are taught that they swim faster at the Championship meet than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career. We, as coaches, believe that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at USS swim meets. There’s a big difference between “wanting” to go to the championships and “deserving” to be at the championships. Talent plays a supporting role to commitment.

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

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

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

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

PRELIMS AND FINALS

Meet Format

In a preliminaries and finals meet format, the object of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8 lane pool) after his/her morning swim they then qualify to swim in the Championship finals in the evening session. Some meets also swim a Consolation final or a Bonus final. If a swimmer places from 9th – 16th place from preliminaries, he/she qualifies to swim in the Consolation finals in the evening

session, and 17th – 24th place will swim in the Bonus finals. In the evening finals session, the Bonus heat is swum first followed by the Consolation finals which is immediately followed by the Championship final. During the prelims, the results are usually posted within ½ hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim he or she may “scratch” the event and not be penalized. This must take place within ½ hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if they have made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate. United States Swimming rules dictate that if a swimmer makes a finals event and fails to show up they are barred from participating in the remainder of the meet (individual events and relays). Alternates (the 17th and 18th or 25th and 26th place swimmers) should check with his/her coach about attending finals.

Note: The coaching staff expects that all swimmers participating in a preliminary session of a scored meet must be available to compete in the evening finals session, unless some extenuating circumstances occur.

Circle Seeding

Used only in the prelims of Championship meets with events that have “prelims and finals”. This affects only the top 24 seeded swimmers (8 lane pool) or the top 18 seeded swimmers (6 lane pool) which compete in the last 3 heats. All other heats are regular seeding. Circle seeding goes like this in an 8 lane pool: The fastest seeded swimmer will be in the last heat in lane 4. The second fastest swimmer will be in the second to last heat in lane 4. The third fastest swimmer will be in the third to last heat in lane 4. The fourth fastest swimmer will be in the last heat lane 5 and so on. For an event with 44 swimmers, the seeding would look like this: # = swimmer’s seed in prelims.

Lanes:	1	2	3	4	5	6	7	8
Heat 1			#43	#41	#42	#44		
Heat 2	#39	#37	#35	#33	#34	#36	#38	#40
Heat 3	#31	#29	#27	#25	#26	#28	#30	#32
Heat 4	#21	#15	#9	#3	#6	#12	#18	#24
Heat 5	#20	#14	#8	#2	#5	#11	#17	#23
Heat 6	#19	#13	#7	#1	#4	#10	#16	#22

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

Awards and Placing

The swimmers who participate in the championship finals receive awards as listed in the meet information. The swimmers who participate in the consolation finals

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

Receiving Awards in Public

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

OUT OF TOWN MEETS

Trips to meets in other cities become an important aspect of a swimmer’s career while advancing through the age group ranks. The Waukesha Express Swim Team has established the following policies for the safety of the swimmer and peace-of-mind of parents:

- ❑ Parents are to be responsible for arranging transportation and lodging to away meets, with the exception of Nationals and some special team travel competitions so designated.
- ❑ Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the Waukesha Express Swim Team “Code of Conduct” at all times.
- ❑ A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical

treatment is required.

- ❑ An appropriate contribution is expected from each passenger in a car to the driver/owner to help defray gasoline and related expenses.

TEAM TRIP POLICY

It is important for swimmers to participate in meets both with and without their parents in attendance. This adds to the growth experience a child can gain from competitive swimming, teamwork, and individual initiative. As a swimmer progresses to Zones, Speedo Championships, Junior and Senior Nationals, oftentimes they attend these meets without his/her parents. It is, therefore, necessary for a swimmer to learn to travel without his/her parents.

When we have designated a meet as a team travel meet, then all swimmers who attend the meet must travel with the team. In order for the trip to work out financially for the swimmers involved then we must follow this policy!! The cost of the traveling to the meet is shared by all swimmers and is only affordable if all swimmers travel together with the coaching staff and chaperones.

- ❑ All Express Swim Team swimmers must travel with the team and stay in the hotel with the team on all trips.
- ❑ Waukesha Express Swim Team swimmers must remain with the team for the duration of the trip (including meals and team functions).
- ❑ If a Waukesha Express Swim Team swimmer would like to return with his/her parents, he/she may leave if his/her meet is over and arrangements were made prior to the start of the trip with a signed permission slip. However, the swimmer is still responsible for full round-trip transportation costs.
- ❑ The full amount of designated transportation will be collected in advance.
- ❑ All release forms must be signed prior to the trip.
- ❑ The “Express Code of Conduct” must be followed by all swimmers. All regulations must be followed as set forth by the coaches and chaperones.
- ❑ **A copy of the “Express Code of Conduct” is located in the Appendix**

“Any fact facing us is not as important as our attitude toward it, for that determines our success or failure.”

--Norman Vincent Peale

NUTRITION

Reprinted from “Training Agenda”,
a USS Sports Medicine and Science Series

Everything you do influences your performance, but your food choices have the most effect due to the long term and short term benefits. A proper diet, including proper selection of foods, will help your training and performance while also achieving a healthy lifestyle once you stop competing.

To help ensure a balanced diet, remember that there are no magical nutrition remedies. So forget the fads and eat a variety of wholesome foods from the four food groups – milk, meat, fruits and vegetables, and grains. Foods in these groups provide protein, fat carbohydrate, fiber and all the necessary vitamins and minerals. Your ideal diet should include the following percentage of calories:

- Carbohydrate 50-60%
- Fat 20-30%
- Protein 14-18%

This nutrition series is designed to help you better understand good nutrition and to provide guidelines for ideal food choices. Within sports, there are four major periods that nutrition will impact:

- **During Training:** Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4 – 6 hours a day to burn 2500 to 4000 calories a day. The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.
- **Pre-event Nutrition:** The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre-event meal should include a light, high carbohydrate meal three to four hours before the event.
- **Nutrition During Competition:** Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.
- **Nutrition After Competition:** High intensity work will deplete the muscle’s energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained.

Food Choices

The best food choices include a well balanced, mixed diet with choices from each of the four food groups. You can get all the nutrients you need by selecting a variety of foods in the recommended serving size from each of the following food groups:

<u>FOOD GROUP</u>	<u>SELECTIONS</u>	<u>SERVINGS</u>
Milk	Milk, Cheese, Yogurt, Cottage Cheese, Ice Cream (Vitamins and Protein)	4 or more
Meat	Meat, Fish, Poultry, Eggs, Beans, Peas, Nuts (minerals and Protein)	2 or more
Fruit and Vegetables	Fresh, Frozen, Canned, Dried, and Juiced Fruits and Vegetables (Vitamins and Carbohydrates)	8 or more
Grain	Cereals, Breads, Rolls, Pasta, Muffins, Pancakes (Carbohydrates and Minerals)	8 or more
Others	Cakes, Cookies, Pies, Candy, Soft Drinks, Chips (Carbohydrates and Fats)	Only if you need additional calories after selections from above

Fast Food Nutrition

Yes! “Fast Food” restaurants play an important role in the diets of athletes on the go. Today, these restaurants can provide a viable source of good nutrition – but the choice is yours and selection is critical. Here are some guidelines to make wiser choices:

- **Menu Adjectives:** Fat content must be watched when selecting menu items. If you see one of the following words, try to make another selection:
 - Fried
 - Gravy
 - Crispy
 - Breaded
 - Scampi Style
 - Creamed
 - Buttery
 - Au Gratin

Selection adjectives that are good include:

- Marinara
- Steamed
- Boiled
- Broiled
- Tomato Sauce
- In its own juice
- Poached
- Charbroiled

Restaurant Choices

Depending on the restaurant you go to, here are some tips when selecting foods:

- ❑ **Mexican:** Choose pot beans instead of refried beans and chicken or bean burritos and tostados. Ask for baked, soft corn tortillas instead of deep fried shells. Salsa is fine, but watch your chip intake.
- ❑ **Italian:** Pasta with marinara sauce is good but watch alfredo sauces. Pizza, plain or with vegetables, is a good choice. Bread is good (watch the butter). Low-fat Italian ices are better than rich dessert choices.
- ❑ **Chinese:** Stir fried and steamed dishes, like chicken and vegetables and rice, are good choices. Minimize fried egg roll intake or avoid it all together.
- ❑ **Burger Places:** Salad bars are great but watch the dressing. Look for grilled burgers, hold the mayonnaise and go light on the cheese. Watch your french fry intake (select a baked potato with a little butter if you can) and go easy on the milk shakes.
- ❑ **Breakfast Cafes:** Always ask for butter on the side of pancakes, toast, muffins, etc. Select fresh fruit, juices and whole-grain breads and muffins.

Fast Food Choices

Listed below are a partial list of fast foods and their calorie and fat content. When selecting, always go with the low fat choice.

	Calories	Fat (gm)			
Breakfast			Fish		
English Muffin/Butter	186	5	Seafood Platter	471	35
Ham, Chs., Mushrm Omelet	290	20	Fish Sandwich	450	30
French Toast (2 slices)	400	20			
Juice	80	0	Pizza (3 slices of 12 inch pizza)		
Scambled Eggs	180	13	Pepperoni	430	17
Egg McMuffin	340	20	Cheese	510	8

Sausage with Biscuit 467 35

Burgers

Cheeseburger 318 20
 Quarter Pound Ch-Burger 525 35
 Whopper w/ Cheese 760 50
 Hamburger 262 15
 Quarter Pound Burger 427 25
 Big Mac 570 40

Chicken

Chicken Sandwich 320 10
 Chicken Salad Sandwich 386 20
 Drumstick 117 5
 Chicken Nuggets (6) 300 23
 Chicken Club Sandwich 620 35

Desserts

Strawberry Sundae 320 10
 Frosty (12 oz.) 400 15
 Soft serve cone 185 5
 Cherry pie 260 15

Potatoes

Regular Fries 220 15
 Baked with Cheese 590 40
 Plain, baked 215 0
 Baked, Chse & Broc. 541 25

Mexican

Beefy Tostado 291 15
 Taco Salad 390 20
 Taco 179 6
 Bean Burrito 343 15

Milk and Milk Shakes

Whole Milk 150 10
 2 % Milk 120 5
 Milk Shake 350 10

Nutrition Do's and Don'ts

Carbohydrate intake is important during every stage of nutrition. For each meal and snack, follow these Do's and Don'ts listed on this and the next page for wise food choices during training.

Breakfast

Do

- Eat hot cereals like oatmeal or oat bran.
- Select whole-grain or high fiber cold cereals.
- Eat breads, including muffins, biscuits and bagels.
- Try milk, skim or lowfat is best.
- Choose fruit, including fresh, canned and fruit juices.
- Drink hot beverages such as hot chocolate and hot apple cider.
- Eat pancakes, waffles and french toast.
- Chooses eggs up to two or three times weekly.

Don't

- Eat sausage, ham or bacon more than once or twice weekly.
- Opt for eggs every day.
- Choose sugary cereals.
- Choose fast food breakfast sandwiches and fat-laden croissants every day.
- Use too much margarine or butter.
- Eat doughnuts or pastries daily.
- Skip breakfast.

Choose fat-free toppings like syrups and jams as an alternative to butter.

Lunch

Do

Pack a lunch when possible.
Choose whole-grain breads.

Choose lean meats like turkey over salami or bologna.
Use mustard and ketchups as condiments.

Choose a hamburger over hot dogs.
Choose a baked potato over french fries.

Eat pasta as much as you like, but choose tomato sauces rather than cream sauces.
Try pizza without fatty meat toppings.
Eat soups and stews.

Don't

Eat fast-food meals too frequently.
Eat fried foods like fish'n'chips too frequently.
Overuse condiments like mayonnaise or salad dressings.
Eat fatty and salty luncheon meats too often.
Skip lunch.
Choose prepared salads containing excessive mayonnaise or salad dressing.

Dinner

Do

Eat pasta dishes.

Choose pizza with vegetables and lean meat toppings.
Try chinese food with rice and fresh vegetables.
Select fish often. Broiled or poached is best.

Trim visible fat from meats and remove skin from poultry.
Have soups, salads and plenty of vegetables.
Eat as much bread as you like.
Include potatoes, rice or beans when available.
Choose fresh fruit, yogurt or jell-O for dessert.

Don't

Choose deep-fried meals more than twice a week.
Eat high-fat meals like hot dogs or sausages in excess.
Choose meals with heavy cream sauces or gravies.
Ruin a baked potato or bread with too much butter.
Have cakes, ice cream and pies every night.

Snacks and Beverages

Do

Pack nutritious snacks like fruit, raisins and nuts.
Have rolls, muffins, and breads when you get a break.
Snack on popcorn, pretzels and breadsticks.

Don't

Count on potato chips or tortilla chips as good snacks.
Eat cupcakes or cream-filled pastries to satisfy hunger.
Eat ice cream, cakes or candies in excess.

Drink eight to ten glasses of fluids every day.

Drink nonfat or low fat milk.

Drink fruit juices, sparkling waters and plain water.

Drink hot ciders, soups and hot chocolate.

Drink too many soft drinks.

**“If you think you are beaten, you are;
If you think that you dare not, you don’t;
If you’d like to win, but you think you can’t,
It’s almost certain you won’t.”**

EXPRESS CODE OF CONDUCT

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 Waukesha Express Swim Team will seek out of town swimming competition for the following reasons:

- Different individual competitions
- A higher quality of competition
- Experience in trial/finals competition
- Conditions conducive to exceptional performances

1. The Waukesha Express Swim Team may travel as a team to these meets and everyone is expected to behave in an exemplary manner. The reputation of the Express, as well as the other athletes with you, is dependent on your 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 the Waukesha Express Swim Team. Any swimmer suspected of such activity will appear before a review committee composed of the Head Coach, Head Age Group Coach, the team president, and two other Express board members.
4. At no times will male and female athletes be in the same room together with the door closed. This applies to Express 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. Leave a 15% tip. If there has been a problem with the service, see the coach.
9. Agree to follow the rules about practice and meet behavior in the team handbook.
10. No fireworks!

I recognize my responsibility to abide by the rules and requirements of the Waukesha Express Swim Team I am representing and I acknowledge that I have received and read such.

Swimmer's signature: _____

Date: _____

Parent's signature: _____

Date: _____

DIRECTIONS TO POOLS

Listed below are directions to some of the pools that our team frequently visits for meets. While these directions may not be the fastest all of the time, they have been used and will get you to where you need to go. If changes need to be made notify Blaine Carlson ASAP (970 - 0641).

- **Arrowhead High School:** Take Hwy. 16 west to Hartland. Exit at the Merton Ave. exit. Continue straight on the frontage road (runs in front of Hartbrook Shopping Center) to North Ave. Turn right on North Ave. until you reach Hwy. K (four way stop). Turn left on Hwy. K to school entrance. The pool is part of Arrowhead's North Campus. Approximate travel time is 20 – 30 minutes.
- **Beloit Memorial High School:** (1225 4th Street, Beloit, WI)
Take Hwy 43 west into Beloit (this turns into Milwaukee Rd.). Stay on Milwaukee Rd. until you cross some railroad tracks and veer to the right which will turn into White Ave. Continue through 3 stop lights and go over the bridge. Turn right on 4th Street (this is the next stop light). Proceed 3 blocks to Beloit Memorial High School on right along Rock River. Parking is available on the left. The pool is located on the north end of the school. Approximate travel time is 45 – 60 minutes.????
- **Brookfield Central High School:** (16900 Gebhardt Road, Brookfield, WI)
Take Bluemound Rd. (east) to Calhoun Rd. Turn left (North) onto Calhoun Rd. until you reach Gebhardt Rd. Turn right (east) onto Gebhardt Rd. The school is on your left hand side. Approximate travel time is 10 – 20 minutes.
- **Brookfield East High School:** (3305 Lilly Rd., Brookfield, WI)
Go out Bluemound Rd. to Barker Rd. and turn left. Take Barker Rd. to Capital Dr. and turn right. Stay on Capital Dr. until you reach Lilly Rd. Turn right on Lilly Rd. The school will be on your right side. Approximate travel time is 15 – 25 minutes.
- **J.I. Case High School Pool:** (7345 Washington Ave. (Hwy 20), Racine, WI)
I-94 South to Racine exit, Hwy 20. Go left (east) on Hwy. 20. Case High School is on the right on the outskirts of the city of Racine. Approximate travel time is 45 – 60 minutes.
- **Menomonee Falls High School:** (W142 N8101 Merrimac Ave., Men. Falls, WI)
Go east on I-94 towards Milwaukee. Exit North on Hwy 45 (Fon du Lac exit). Take Hwy 45 to Appleton Ave (Hwy 175). Exit on Appleton Ave/Hwy 175 and follow around to your left. Stay on Appleton Ave. through 3 sets of stop lights to Stadium Blvd. Turn right on Stadium Blvd into the school. The pool is located on the back side of the school. Approximate travel time is 30 - 45 minutes.

- **Quarry Lake Park, Racine:** (3501 Northwestern Ave., Racine, WI)
I-94 to Hwy. K. Turn east on Hwy. K to Hwy. 38 (Northwestern Ave.).
Turn right on Hwy. 38 (Northwestern Ave.) crossing Hwy. 31 and Hwy. MM.
The park will be on your right. Approximate travel time is 45 – 60 minutes.
- **Schroeder YMCA Aquatic Center:** (9250 N. Green Bay Rd., Brown Deer, WI)
I-94 East to I-45 North (Fon du Lac exit). I-45 north to Good Hope Rd. Exit
on Good Hope Rd. and turn right. Take Good Hope Rd. to your first stop
light and turn left (107th Street). Take 107th Street to Brown Deer Rd. Turn
right (east) on Brown Deer Rd. and follow to Green Bay Rd./Hwy 57 (you
will be on this road for about 5 – 10 minutes). Turn left (north) on Green Bay
Rd. Take Green Bay Rd. for 2 – 3 blocks and turn right into the YMCA
entrance (located behind some apartment buildings). Approximate travel time
is 40 – 50 minutes.
- **Rockport Pool, Janesville:** (Rockport Rd., Janesville, WI)
I-43 South to Hwy 14 (Delavan exit). West on Hwy. 14 to Janesville. Once
Janesville stay on Hwy 11 (Racine St.) until you reach Hwy 51. Turn left on
Hwy 51 for one block to Rockport Rd. Make a right on Rockport Rd. and
follow to the pool entrance. See maps section of Appendix. Approximate
Travel time is 45 – 60 minutes.
- **University of Wisconsin – Madison:** (2000 Observatory Dr., Madison, WI)
I-94 West to Madison. Use Hwy. 30 exit for Madison (continue straight off of
I-94 at Madison) and stay on Hwy. 30 to the State Capital exit – Hwy.151
(East Washington Ave.). Take E. Washington (about 3 blocks) to E. Johnson
St. and turn right onto E. Johnson St. (at Ella’s Deli). Follow E. Johnson thru
city (you’ll cross State St.) until you get to Park St. Turn right on Park St.
and go to Observatory Dr. (about 3 blocks). Turn left on Observatory Dr. and
follow thru campus. The Natatorium will be on your right hand side. Parking
is available in the lot across the street. Approximate travel time is 75 – 90
minutes.
- **University of Wisconsin – Milwaukee:** (Klotsche Center, 3409 N. Downer,
Milwaukee, WI)
I-94 East to Lincoln Memorial Drive. Go north (left) on Lincoln Memorial
Dr. to Downer. Turn right on Downer to Edgewood Ave. Turn left on
Edgewood Ave. The parking lot is on the left side of the street. Approximate
travel time is 30 – 40 minutes.
- **Wauwatosa West High School:** (11400 W. Center St., Wauwatosa, WI)
I-94 East to Hwy 45 North (Fon du Lac exit). Hwy 45 North to Hwy 100
(Mayfair Rd.). Go north on Mayfair Rd. to North Ave. Go west (left) on
North Ave. to 114th Street. Turn right onto 114th Street and go straight. You
will end up at the school. Approximate travel time is 30 minutes.

- **Whitefish Bay High School:** (1200 East Fairmount Ave., Whitefish Bay, WI)
I-94 east to I-43. North on I-43 to Hampton Ave. exit. East on Hampton Ave. to Santa Monica Blvd. Left (north) on Santa Monica Blvd. to Fairmount Ave. Turn right (east) onto Fairmount Ave. to the school. Approximate travel time is 30 – 45 minutes.

- **Wilson Park Pool:** (4001 South 20th Street, Milwaukee, WI)
I-94 East to I-894. Take I-894 East (South) to 27th Street. Turn left on 27th Street to Howard Ave. Turn right on Howard Ave. and go about 1 block. You will see the pool/ice arena on your right. Approximate travel time is 20 – 30 minutes.

- **University of Minnesota-Twin Cities:**
I-94 West towards Madison. Take I-90/94 West to Minneapolis. Once in Minneapolis exit at 235B. Follow Huron to the left on Washington Ave. SE. Follow Washington 4 long blocks to right on Harvard (1st street past Radisson Hotel). Parking ramp is on your left (parking lot is between pool and Radisson).

“Our greatest glory consists not in never falling, but in rising every time we fall.”

The Ten Commandments For Parents of Athletic Children

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

- I. Make sure your child knows that win or lose, scared or heroic, you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- II. Try your best to be completely honest about your child's athletic ability, his/hers competitive attitude, their sportsmanship, and their actual skill level.
- III. Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
- IV. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
- V. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his/her world turns bad. If he/she is comfortable with you-win or lose-he/she is on their way to maximum achievement and enjoyment.
- VI. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc..., with your athlete.
- VII. Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
- VIII. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
- IX. Always remember that children tend to exaggerate both when praised and when criticized. Temper your reaction and investigate before over-reacting.
- X. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear of discomfort.

**"Everything is possible for him who believes."
Bible, Mark 9:23**

**" The fight is won or lost far away from witnesses...
behind the lines, in the gym, and out there
on the road, long before I dance under those lights."
--Muhammad Ali**

GLOSSARY

A glossary of those strange words we use in the sport of swimming. Parents! You may or may not find these words in the English Dictionary, and if you do, their definitions will probably be radically different than the ones listed in this Glossary.

“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 NAG time standards located in the Appendix.
“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 NAG time standard 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. Swimmers compete in separate brackets against other swimmers of their own ability.
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 and Under, 11 – 12, 13 – 14, 15 – 16, 17 – 18. Some LSC’s have divided the swimmers into more convenient divisions specific to their situations: i.e. 8 and Under, 13 – Over, 15 – Over, Senior.
Aggregate Time:	Times achieved by 4 swimmers in individual events which are added together to arrive at a provable relay entry time.
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 the first alternate and the next being the second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moments notice.
Anchor	The final swimmer in a relay.
Approved Meet	Swim meets conducted by organizations (other than USS member clubs or LSC’s) that have applied to USS or the local LSC for approval. If approval is granted, swimmers may use times achieved as USS qualifying times. A USS official must be present at all sessions of the meet. Approval does not mean Sanction.

“If what you did yesterday still looks good, you are standing still.”

ASCA	The American Swimming Coaches Association. The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches education and career development.
“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.
“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.
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.
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 the second stroke in the Individual Medley (IM). Racing distances are 25 yds/m 50 yds/m, 100 yds/m, 200 yds/m.
Beep	The starting sound from an electronic, computerized timing system.
Blocks	The starting platforms located behind each lane. Blocks have a variety of designs and can be permanent or removable.
Bonus Heat	The heat held during the finals session of a Prelim/Finals meet, that is slower than the swimmers participating in the Big Finals. The bonus heat may refer to the Consolation final or an extra heat in addition to Consolation finals.
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 Individual Medley (IM). Racing distances include 25 yds/m, 50 yds/m, 100 yds/m, 200 yds,m.
Bull Pen	The staging area where swimmers wait to receive their lane and heat assignments for a swimming event at meets that are not pre-seeded. The area usually is away from the pool and has rows of chairs for the swimmers to sit. The clerk of course is in charge of the Bull Pen.
Bulletin Board	One important way for communication between coaches, swimmers, and parents. Various pieces of information such as final results, time standards, college swimming information, meet information, etc. are placed on the bulletin boards at the pools.
Butterfly	One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke of the Medley Relay and the first stroke of the individual medley (IM). Racing distances include 25 yds/m, 50 yds/m, 100 yds/m, 200 yds/m.
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. It is the timers responsibility to push the button as the swimmer finishes the race.
Camp	A swimming function offered by USS, your LSC, or a USS or College 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.
Cap	The latex or lycra covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless.
Carbohydrates	The main source of food energy used by athletes. Refer to a nutritional manual for more information.
Championship Meet	The meet held at the end of the season. Qualification times are usually necessary to enter the meet.
Championship Finals	The top 6 or 8 swimmers (depending on the # of lanes in the pool) 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. Usually done only for distances of 400 yds/m or longer.
Chlorine	The chemical used by most pools to kill the bacteria in the 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 seeded in the inside lanes. See section entitled swim meets in this handbook for greater explanation.
Clinic	A scheduled meeting for the purpose of instruction (coaches or officials clinics).
Club	A registered swim team that is a dues paying member of USS and the local LSC.
Code	A set of rules that have been officially published.
Code of Ethics	A code of conduct that both swimmers and coaches are required to sign at certain USS/LSC sponsored events. The Code involves common sense rules on behavior and proper conduct.
Consolation Finals	After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the number of lanes in the pool) in a prelims/finals meet who, after the Prelims swim, qualify to return to the Finals. Consolation finals are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.
Convention	United States Aquatic Sports annual, week long, meeting where all rules changes are decided and working committees are established. Representatives are sent by each LSC to make up the voting body.
Course	Designated distance (length of the pool) for swimming competition. For example, Long course = 50 meters, Short course = 25 yards or meters.
Deadline	The date that meet entries must be "postmarked" by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since many meets are "full" weeks before the entry deadline.

Deck	The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an “authorized” USS member may be on the deck during a swim competition or practice.
Deck entries	Accepting entries into swimming events on the day of the meet. Usually only allowed if there is an empty lane in a heat.
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.
Distance	How far a swimmer swims. Distances for short course are: 25 yds (1 length), 50 yds (2 lengths), 100 yds (4 lengths), 200 yds (8 lengths), 400 yds (16 lengths), 500 yds (20 lengths), 1000 yds (40 lengths), 1650 yds (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 above their head. Better known as a “DQ”.
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 officials or coaches.
Dual Meet	Type of meet where two (2) teams/clubs compete against one another.
Dropped Time	When a swimmer goes faster than the previous best performance they have “dropped their time”.
Dryland	The exercises and various strength programs swimmers do out of the water.
Entry	An individual, relay team, or team roster’s event list into a swim competition.
Entry Chairperson	The host teams 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 team 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 usually has touchpads in the water, hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time. Some popular timing systems are Colorado, Daktronics, and Omega.
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 finals, 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 ½ way on a yard pool and about 50 feet from the starting end on 50 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.
FINA	The International, rules making organization, for the sport of swimming.
Finals	The final race of each event. See “Championship Finals”, “Consolation Finals”, “Timed finals”, etc.
Final Results	The printed copy of the results of each race of a swim meet.
Fine	The monetary penalty assessed a swimmer or team 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. Some types include regular fins, monofins, and zoomers.
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	Money making endeavor by a swim team usually involving both parents, swimmers and coaches.
Freestyle	One of the 4 competitive racing strokes. Freestyle (nicknamed FREE) is swam as the fourth stroke in the Medley Relay and individual medley. Racing distances include 25 yds/m, 50 yds/m, 100 yds/m, 200 yds/m, 400 yds/m, 500 yds, 800 m, 1000 yds, 1500 m, 1650 yds.
Goals	The short and long term targets for swimmers to aim for.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Gun	The blank firing pistol used by the starter to start races.
Gun Lap	The part of a freestyle distance race of 500 yds or longer. When a swimmer has two lengths plus 5 yards to go, the starter fires a gun shot over the lane of the lead swimmer. This is done to signify that the end of the race is near.

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 an event are completed.
Heat Awards	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 coaches submit times weeks in advance of the competition. 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, as well as in what heat and lane the swimmer will compete in.
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.
Horn	A sounding device used in place of a gun. Used mainly with a full automatic timing system.
Illegal	Doing something against the rules that is cause for disqualification.
IM	Also known as the Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of a race. The order must be: butterfly, backstroke, breaststroke, and freestyle. Equal distances must be swam of each stroke. Distances offered include 100 yds/m, 200 yds/m, 400 yds/m.
Insurance	USS offers “accident insurance coverage” which is automatic when swimmer, coach, official, pays their USS membership fee. Many restrictions apply, so check with your team for detailed information.
Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a club or team to request an invitation to attend the meet.
Jump	An illegal start done by the 2 nd , 3 rd , or 4 th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Junior Championships	A USS National Championship meet for swimmers 19 years old or less. Qualification times are necessary. National meets are conducted both short course (April) and long course (August).
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 swim coaches.
Lane	The specific area in which a swimmer is assigned to swim, i.e. lane 1 or lane 2. Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from right (lane 1) to left (lane 6 or 8).

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 of 500 yards and longer. Counting is done from the end opposite the starting end. The numbers on the cards are “odd numbers” only with the final lap being designated by a bright orange card.
Late Entries	Meet entries from a club or individual that are received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.
Leg	The part of a relay event swam by a single team member. A single stroke in the IM.
Length	The extent of the competitive course from end to end. See lap.
Long Course	A 50 meter pool.
LSC	Stands for Local Swimming Committee. The local level administrative division of the corporation (USS) with supervisory responsibilities within certain geographic boundaries designated by the Corporation.
Lycra	A stretch material used to make competitive swim suits.
Malfunction	A mechanical or electronic failure – not a human failure by the swimmer.
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. Not all meet will award medals.
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.
Nationals	USS Senior or Junior level meets conducted in March/April and August. See Senior or Junior Championships.
Natorium	A building constructed for the purpose of housing a swimming pool and related equipment.
Newsletter	A written communication published by a club or association.

Non-Conforming Time	A short course time submitted to qualify for a long course meet, or vice versa.
Novelty Meet	A meet that does not fall into a specific category because of limited events, sessions, or age brackets.
Novice	A beginner or someone who does not have experience.
NRT	“National Reportable Time”. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition.
NT	“No Time”. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
Nutrition	The sum of the processes by which a swimmer takes in and utilizes food substances.
Nylon	A material used to make swim suits.
Officials	The certified, adult volunteers, who operate the many facets of a swim competition.
Olympic Trials	The USS sanctioned long course swim meet held the year of the Olympic Games to decide what swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior Nationals.
OT	“Official Time”. The swimmers event time recorded to the one hundredth of a second (.01).
OVC	“Official Verification Card”. A three copy form for certifying a national qualifying time made by a swimmer and issued only by a verification official of the area in which the meet was held.
Open Competition	Competition which any qualified team, organization, or individual may enter.
Paper	A high tech stretch material used to make competitive swim suits.
Parka	Large $\frac{3}{4}$ length fur lined coats worn by swimmers. Usually are in team colors with logo or team name on the back.
Pace Clock	The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warm-ups or swim practice.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.
Positive Check In	The procedure required before a swimmer swims an event in a deck seeded or pre-seeded meet. The swimmers are required to mark their name on a list posted by the meet host. Usually only done for races of 400 yds/m in length or longer.
Practice	The scheduled workouts a swimmer attends with their swim team/club.

Prelims	Session of a prelim/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) and sometimes the next fastest 6 or 8 swimmers (bonus heat) return in the evening to compete in the finals. A swimmer who has qualified in the Consolation finals may not place higher than someone 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 off time at the meet.
Psyche Sheet	Another name for a “Heat sheet” or meet program. Swimmers are ranked from fastest to slowest.
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. For example preliminary, final, or timed final.
Ready Room	A room pool side for the swimmers to relax before they compete in finals.
Recall Rope	See false start rope.
Referee	The head official at a swim meet in charge of all of the “Wet Side” administration and decisions.
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 swims butterfly, one 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.
Rest Area	A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet.
Ribbons	Awards in a variety of sizes, styles, and colors given at swim meets.
Safety	The responsible and careful actions of those participating in a swim meet. USS and each LSC now have a “Safety Coordinator” and each meet must have “Marshals” in charge of safety.
Sanction	A permit issued by an LSC to a USS group member to conduct an event or meet.
Sanction Fee	The amount paid by a USS group member to an LSC for issuing a sanction.

Schedule	USS or LSC list of meets with dates, meet host, meet location, type of meet, and contacts address and phone.
Scratch	To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.
Seed	Assign the swimmers heats and lanes according to their submitted or preliminary times.
Seeding	Deck seeding – swimmers are called to report to the Clerk of Course. After scratches are determined, the event is seeded. Pre seeding – swimmers are arranged in heats according to submitted times done prior to the meet start date.
Senior Meet	A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.
Senior	A USS National Championship meet for swimmers of any age as long as the qualification times are met.
Senior Nationals	Nationals are conducted long course in the spring (usually in late March) and in the summer (usually in late July or August). This is the United State's National Championship meet.
Session	Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.
Shave	The process of removing all are, 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.
Splash	United States Swimming newsletter that is mailed bi-monthly.
Split	A portion of an event, shorter than the total distance, that is timed. For example, a swimmer's first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair take-off.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
Stand-up	The command given by a 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.

“It’s not who’s in the race, but what’s in the racer.”

Stroke	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, and 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.
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.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.
Team Records	The statistics a team keeps, listing the fastest swimmer in the clubs history for each event and age group.
Timed Finals	Competition in which only heats are swum and final placings are determined by those times.
Timed Standard	A time set by a meet or LSC or USS that a swimmer must achieve for qualification or recognition.
Timer	The volunteers sitting behind the starting blocks/finish end of the pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.
Time Trial	An event or series of events where a swimmer may achieve or better a required time standard.
Top 16	A list of times compiled by the LSC or USS or Swimming World that recognizes the top 16 number of swimmers nationally in each age group (boys and girls) in each event and distance.
Touch Out	To reach the touch pad and finish first in a close race.
Touch Pad	The removable pad at the finish end of the pool that is connected to an automatic timing system. A swimmer must properly touch the touch pad to register an official time in a race.
Transfer	The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before the swimmer can represent another USS club.
Travel Fund	A sum of money set aside for a swimmer to use for travel expenses and entry fees to Junior Championships, Senior Nationals, US Open Meet, and Olympic Trials.
Unattached	An athlete member who competes, but does not represent a club or team.
Uniform	The various parts of clothing a swimmer wears at a meet. May include: parka, warm-up jacket, team duffle bag, sweat pants, suits, cap, t-shirt, goggles, etc.

Unofficial Time	The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time.
USS	The governing body of swimming. "United States Swimming".
USS Number	a 12 part number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The first three parts include the two letter abbreviation for the LSC (local swim committee) and the registration year. The next three parts are letters standing for the first initial of: Last Name/ First Name/ Middle Name in that order. The last 6 parts are numbers of swimmers birthdate: Day/ Month/ Year using zeros as place holders. For example: USS # for swimmer Alec James Carlson, a member of Wisconsin Swimming, registering for the 1998/99 year and born on March 6, 1996 = WI9CAJ030696.
USOTC	United States Olympic Training Center located in Colorado Springs, Colorado.
Warm-down	The loosening that a swimmer does after a race when pool space is available.
Warm-up	The practice and loosening session a swimmer does before the meet or their event is swum.
Watch	The hand held device used by timers and coaches for timing swimmers races and taking splits.
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.

**“The future belongs to those who believe in the
beauty of their dreams.”
--Eleanor Roosevelt**