



# Parent Guide 2017 - 2018

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[www.ptsc.org](http://www.ptsc.org)

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# **Welcome to PTSC**

We are excited to welcome you to Peters Township Swim Club (PTSC). This handbook provides an overview for prospective, new and existing swim club members about PTSC policies and procedures. Anything that is not covered in the following pages can be addressed by any one of our coaches, board members or by visiting our team website, [www.ptsc.org](http://www.ptsc.org). If you come across any unfamiliar terms as you read through this manual, please refer to pp. 25-27 for a glossary of common swimming terminology. If you have any additional questions, feel free to contact one of our coaches or a Board member.

## **The Club**

PTSC is a developmental swimming program operated by members and volunteers, dedicated to teaching competitive swimming in a teamwork atmosphere to young people aged 5 to 18. PTSC is a member of Allegheny Mountain Swimming (AMS), governed by USA Swimming, the national governing board for amateur swimming events in the U.S. and the U.S. Olympic Team. The club is structured to allow competition within groups of swimmers of similar age and ability. Swimmers learn techniques for all four swimming strokes and are encouraged to participate in AMS sponsored meets with events geared toward all age groups and skill levels. We currently have over 100 swimmers from more than 80 families and we continually strive to increase our membership base each year to ensure that the club remains diverse and competitive. PTSC is very proud to have swimmers who have participated in competition on the local, regional, and national levels. Professional coaching geared toward all levels ensures that every swimmer can achieve the physical and mental benefits of a sport that can be the foundation of an enjoyable lifelong fitness program.

## **Our Goal**

Our goal is to enrich young athletes by providing them with the values of teamwork, technique, individual achievement, respect for others, and a commitment to creating a positive and motivating experience for our swimmers, coaches and families. Our dedicated and professional coaching staff works hard to teach our athletes the importance of developing self-confidence, sportsmanship and good work habits through a challenging yet fun training program.

## **Requirements**

In general, swimmers must be at least 5 years of age and capable of swimming one length of a 25 yard pool freestyle in order to join PTSC. Our coaches conduct evaluations to determine which practice group is the best fit for your athlete based on his/her age, maturity and skill level. (Refer to pp. 12-15 for more information on each swim group) PTSC offers several other programs to prepare younger or less experienced swimmers for club level swimming:

### ***Learn to Swim Program***

The Learn to Swim Program is designed for children ages 4 and up with the goal of teaching swimming skills from beginner through pre-competitive level swimming. Instruction is provided by PTSC members in semi-private groups of no more than 2 children per instructor, and supervised by certified coaches. Children must be 4 years of age (and potty trained) by the first day of the session they are attending. This program is offered several times throughout the year. For more information on the Learn to Swim Program or if you have any questions please visit [www.ptsc.org](http://www.ptsc.org) and click the **Learn to Swim/Novice** tab or email [learn2swim@ptsc.org](mailto:learn2swim@ptsc.org).

### ***Novice Program***

PTSC's Novice Swim Class is designed to offer swimmers capable of swimming one length of the pool freestyle (25 yards) an opportunity to advance their swimming skills in preparation for club level competitive swimming. Classes focus on refining freestyle technique, increasing endurance and exposing swimmers to the three other basic competitive strokes, i.e. breast, back and butterfly. This class is a great way to assess whether your swimmer will enjoy competitive club level swimming without making a yearlong commitment. For those not interested in club level swimming but still interested in developing their swimming skills, this class will sharpen freestyle skills and teach basic breast stroke, backstroke and fly skills. For more information on the Novice Program or if you have any questions please visit our website, [www.ptsc.org](http://www.ptsc.org) and click on the **Learn to Swim/Novice** tab or email [learn2swim@ptsc.org](mailto:learn2swim@ptsc.org).

## **Communication**

Communication among club members is a vital part of this organization and a priority of the PTSC Board and Coaching Staff. To facilitate these efforts, all Board members and coaches are available for contact by phone, e-mail, or in person. We have an e-mail distribution list, which will circulate important messages about practices and meets. Our website, [www.ptsc.org](http://www.ptsc.org) contains important information and should be visited regularly. All questions or changes for meet entries should be directed to [meets@ptsc.org](mailto:meets@ptsc.org) with the subject in the format "Meet Name – Swimmer Name." This email will go to all the coaches so that the first person available can respond.

***If a member's contact information (i.e. phone number or email address) should change it is up to the member to update their information through [www.ptsc.org](http://www.ptsc.org) (see page 9 for details) or communicate this information to a PTSC board member so that it may be updated in the system.***

## **Executive Board of Directors**

A Board of Directors made up of parent volunteers manages the club. For all administrative questions, such as dues, safety, or policy issues, please contact one of the board members. Please go to [www.ptsc.org](http://www.ptsc.org) and click on the **About Us>Board of Directors** tabs for current board members, positions, and contact information. The board meets monthly to address team news and business. These meetings are typically held on the 3<sup>rd</sup> Monday of each month at 6:30 pm in the Peters Township Community Recreation Center (in the meeting room to the right of the main door). All PTSC members are welcome to attend. Times and dates are subject to change so be sure to refer to [www.ptsc.org](http://www.ptsc.org) before attending a meeting. To request a topic be added to the agenda for the next meeting please email our Board President, Pete Rose at [phammer65@yahoo.com](mailto:phammer65@yahoo.com).

## The Coaching Staff

PTSC is proud to have a professional coaching staff that has a proven track record of success and achievement. The coaches are readily available to answer any questions related to workouts, meets, events, goal setting, and other swimming related needs. For more information on each of our coaches please visit [www.ptsc.org](http://www.ptsc.org) and click **About Us>Coaches**.

***During practice sessions, the coaches are very busy instructing the swimmers while also acting as their lifeguards. For the safety of our swimmers in the pool, please note that if it is necessary to speak with one of the coaches, please arrange to do this before, or preferably after, practice.***

## The Season

Club swimming is a year-round sport that is divided into a short course and a long course season.

The short course season ranges from September through March. During this time our athletes practice and swim indoors in a 25-yard pool. Practices are held every evening and some Saturday mornings at the Peters Township High School. Depending on the swimmers age, practice group and commitment level, the length and amount of practices per week varies and will increase as the swimmer advances.

Meets are held at various high school pools around the Pittsburgh area and at the University of Pittsburgh. Competing in a swim meet is the culmination of all the hard work swimmers put in at their daily practice sessions. Swimming in a meet allows swimmers to see their improvement and the results of all their training. Participation in meets is not mandatory for Age Group swimmers, but it is strongly encouraged. If you are not sure whether your child is ready to swim in a meet, ask his or her coach.

The long course season, which runs from May through July, includes outdoor meets that take place in 50-meter pools. Our summer practices are outdoors in the morning at either Washington Park Pool or Rolling Hills Country Club (see our website for summer practice schedules and directions to these locations). We also have some indoor summer practices in the evening at Peters Township High School.

Summer can be a busy time for families. Between family vacations, finding child care and the relaxed feel of summer in general, we understand that practice and meet attendance may decline during these months but continued practice and meet involvement is strongly encouraged. The objective is for our swimmers to get in the water as much as possible and to keep reaching for their goals!

## Registration & Dues

Swimmers must be registered before they can participate in practices, meets, or other PTSC activities. Annual registration is held in late August or early September for the upcoming season. For additional information on fees and the online registration process please review the *2015-2016 PTSC Online Registration Instructions* [pdf] at [www.ptsc.org](http://www.ptsc.org). Select **About Us>Registration & Fees** from the top menu.

**PTSC Dues** - The 2015-2016 swim season annual dues vary by group. Annual dues for National and Mako group are \$755, Orca group is \$655, Dolphin group is \$605 and Piranha group is \$555. Dues must be paid by credit/debit card and can be paid 1) in full at the time of registration or 2) by payment plan (1/3 of payment due at registration, 1/3 due by Oct. 31st and the balance due by Dec. 31st). All other fees below cannot be included in the payment plan and are due as noted. Returning members must also pay any outstanding balances from the prior season when they register. Dues are non-refundable after a two-week trial period. As the season progresses dues may be prorated on a monthly basis (fees cannot be prorated).

**USA/AMS Swimming Registration Fee** - PTSC is a member of USA Swimming and the Allegheny Mountain Swimming LSC. As a result, all PTSC members are required to pay the USA/AMS Swimming Athlete registration fee of \$76 per swimmer. This registration provides many benefits and swimming-related portals, as well as excess accident and liability coverage. This fee is non-refundable and due at the time of registration.

**PTSC Registration Fee** - the PTSC registration fee of \$50 per family provides the membership with online access to team information and management of your account. In addition, each swimmer is provided a team t-shirt and swim cap. This fee is non-refundable and due at time of registration

**Fundraising Fee** - \$250 for 1st swimmer, \$175 for second swimmer and \$75 for third swimmer (a family maximum of \$500) that *may be earned back and applied towards the next season's fundraising fee* through the Scrip gift card fundraising program. This fee will be accessed to each member's account at registration. New member's will be responsible for the entire amount, returning members are responsible for this amount less whatever credit was earned in the prior season. Please see 'Scrip Fundraising Program' section in this handbook for more information.

**Volunteer Fee** - A \$200 **per family** charge that may be earned back through volunteer service at a rate of \$10 per hour and applied towards the next season's volunteer fee. This fee will be accessed to each member's account at registration. New members will be responsible for the entire amount, returning members are responsible for this amount less whatever volunteer credit was earned in the prior season. More information on Volunteering can be found in the 'Volunteering and Service Hours' section of this handbook or by visiting [www.ptsc.org](http://www.ptsc.org).

**Non-Resident Fee** - A \$50 per family fee will be applied to those who reside outside of Peters Township school district at the time of registration.

**Meet Entry Fees** - Fees will be invoiced monthly as they are incurred by the swimmer (meet entry fees vary but are typically \$5 per event, the specific fees will be available to you when you register to attend a meet).

***Our swim season runs annually from September through early August. New members may join throughout the year and should contact [evaluations@ptsc.org](mailto:evaluations@ptsc.org) to schedule an evaluation. Dues are prorated for new members according to when membership occurs within the season (a new member is defined as someone who has not been a member of PTSC for at least 2 years).***

## PTSC Website

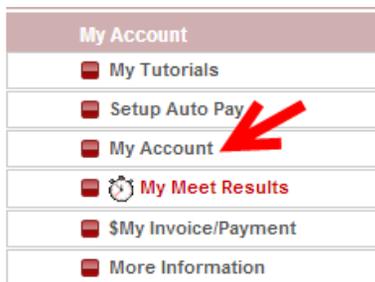
The majority of the information you need throughout the season is available via the PTSC website, [www.ptsc.org](http://www.ptsc.org). Our website is hosted through Team Unify, a company who has designed the web application specifically for swim teams. Most information on the website is available to the public, however there are some areas that are restricted to members only and require you to sign in. Please take some time to acclimate yourself with the PTSC website. It is important that all members check the website often to stay abreast of PTSC news, upcoming events and changes to the practice/meet schedule. Several areas of the website are of particular importance and are noted as follows:

### ***Sign In Information***

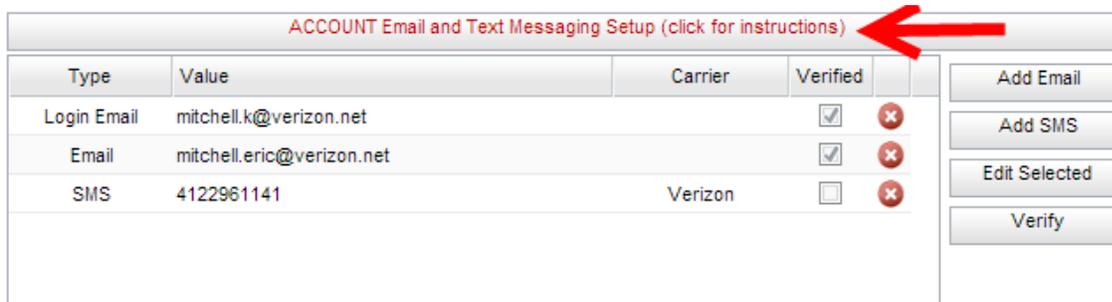
All members are given a family account for the website when your online registration is approved. You should receive an automated email with instructions on how to login for the first time and set your password. If you do not receive this email, please contact email [webmaster@ptsc.org](mailto:webmaster@ptsc.org). Your username will be the primary email address provided during the registration process. If you forget your password, you can reset it by following the ***forgot password*** link on the login screen. There is only one login per family; however you can add additional email addresses that will receive communications

### ***My Account***

Please be sure to keep your contact information in Team Unify up to date. You may add additional email addresses and cell phone numbers. Text messaging is often used for last minute practice or meet changes. To update your information, login to the website and select My Account, from the left menu.



***For additional steps on how to update email and phone numbers click the red link at the top of the account info tab.***

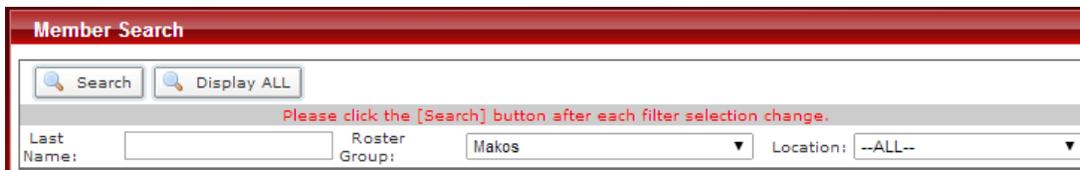


### Member Directory

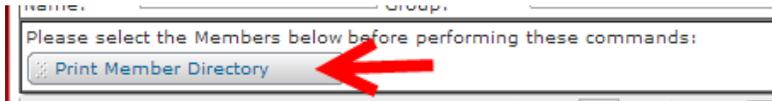
To locate contact information for any members (car pools, questions, etc) you can use the **Member Search** on [www.ptsc.org](http://www.ptsc.org). **Sign In** and then click **Members** at the top in the header area (this link will not be displayed until you sign in).



*You can search by name or display all*



*To view addresses click Print Member Directory (you can view them on screen print if needed).*



### Invoices and Payments

To see your personal financial information, go to our website and sign in. Look at the left margin and select *My Account* > *My Invoice/Payment* from the menu. You will then see the following tabs: *Invoices*, *Make Payment*, *Fundraising*, and *Service Hours*. For more detailed instructions refer to the billing guide at

[https://www.teamunify.com/amptsc/UserFiles/File/PTSC%20Billing%20Guide\(1\).pdf](https://www.teamunify.com/amptsc/UserFiles/File/PTSC%20Billing%20Guide(1).pdf)

### Viewing Upcoming Swim Meets

To view the PTSC swim meet schedule for the season, select **Meets & Events** on the home page of the website.

### Meet Announcements

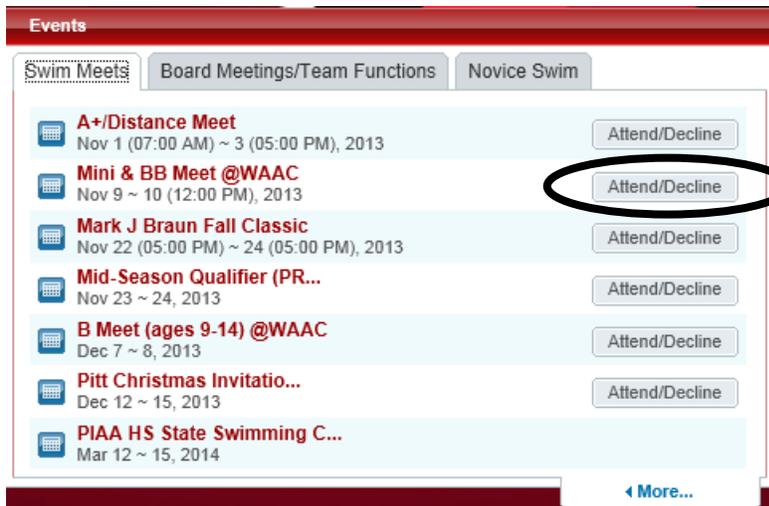
The meet announcements are posted on our PTSC website (select Meets & Events in Main Menu) and they are posted on the AMS website ([www.amswim.org](http://www.amswim.org)) under Meets/Events. Read the announcements carefully. The meet announcement lists the following:

- Dates and time of the meet
- Warm-up times

- Events and event numbers
- Qualifying times (if not an Open Meet)
- Limit of individual events per day (usually 3 or 4)
- Directions to the meet

### **Meet Entry**

To sign a swimmer up for a meet, you simply need to click the **Attend/Decline** tab on the PTSC website, then complete the required information, and click **Save Changes** when finished.



If you wish for your swimmer to only attend a certain day (example: I want my child to participate on Saturday, but not on Sunday), make certain that you indicate this by typing your request into the **Notes** portion of the sign-up page. Be sure to frequently check the **Registration Deadline** for each swim meet. If a swimmer is not signed up for a meet by the registration deadline, he or she will most likely be unable to participate in that swim meet.

See **How to RSVP for Meet** [pdf] for step-by-step instructions ([How to RSVP for Meet](#)).

The coaches will enter the swimmers in meets during the year based on the entry criteria. The coaches have certain goals for each athlete and swimming these meets is important for their development. If you have any specific requests about which meets you want to attend or about which events your athlete is swimming, these should be discussed with the coach as soon as the meet invitations are posted. The coaches will enter the swimmer in the appropriate events per their seasonal plan. The coaches will more than likely NOT enter an athlete in an event/stroke that the swimmer cannot do legally.

Some meets (A, BB, B meets) will have qualifying times for entry. When possible we will create eligibility reports that will track every swimmer's times and determine if they are eligible with a qualifying time or not. Please check these reports to determine if your swimmer is eligible. The eligible events will appear in black and the ineligible events will appear in red. The A meets will allow entry in an event if your time is faster than the qualifying time in that event. The B meets will allow entry if your times are slower than the qualifying times. The BB meets list a range of times, which must include your time to be eligible to swim in that event.

***If your swimmer's official times do not qualify for a specific event, he/she cannot enter that event.***

### ***Checking Entries***

A complete listing of all PTSC entries for a meet will be posted on the website once they have been submitted to the host team representative. Clicking on the entry report will allow you to view which events your swimmer (as well as his or her teammates) will be swimming at that particular meet. **Please check all your swimmers' entries and times.** If you find a mistake in the entries, please email [meets@ptsc.org](mailto:meets@ptsc.org) as soon as possible. **You are responsible for all meet entry fees after the posted deadline.** At this point, they are posted as final on the website. Remember to check the preliminary and final meet entries of every meet so there are no surprises about which meets and what events in which your swimmers are entered.

There are several different types of swim meets. The majority of meets our club participates in are Age Group/Developmental Meets, Age Group Open Meets, and Mini-Meets (for swimmers ages 8 and under). The coaches determine which swim meets PTSC will be attending during each season. Please refer to [www.ptsc.org](http://www.ptsc.org) or contact a board member for more information.

## **Practice**

Practice is usually held 5-6 days per week depending on practice group, except during holidays and when the PTHS pool is in use for high school and middle school swim meets. There are also morning practices held periodically throughout the year. The swim season runs September 1st thru August 31st, with a break in April and August. The senior group is strongly encouraged to attend 90% of the practices held, the junior groups 75-80% and the 8 & under group 60% of all practices.

Make every effort to have your swimmer at practice 10 minutes early so that they have ample time to prepare and warm up before practice. All swimmers should arrive dressed and prepared with all required equipment. Locker rooms and bathrooms are available at all practice sites for showering and changing after practice if necessary.

All swimmers are expected to have their own goggles and swim cap at every practice. A swim equipment bag is a must for each swimmer as they are required to carry multiple items to both practices and meets. Although any backpack will work, bags made specifically for swimmers (i.e. Speedo, TYR, etc.) are recommended. These bags have multiple compartments to hold towels/wet items apart from dry items and can be purchased through our team website or online. Your swimmer's coach will let you know the specific equipment needs for your swimmer. Most training equipment (fins, pull buoys, etc) is provided by the club to use during practice sessions, but some swimmers bring their own. Swimsuits, swimwear and training equipment can be purchased in sporting goods stores and preferably, online via our team store. Go to [www.ptsc.org](http://www.ptsc.org) and go to **Member Info>Team Suit** to access our team store.

It is strongly recommended that you label all your swimmer's equipment and swim bag. A lot of these items (i.e. fins, kick boards) look identical and sometimes the deck can get disorganized or someone could accidentally pick up another swimmer's item and put it in their bag after practice. Most of our swimmers have their child's name embroidered onto their bag to avoid confusion (especially at swim

meets where there are dozens of similar bags lying around the deck). Coaches do their best to pick up and locate the rightful owner of any lost equipment but it makes it a lot easier for everyone if a swimmer's name or initials are already on the item. If your child has lost or misplaced an item, please contact your coach to see if they have found it on deck. If not an email can be circulated asking other parents to check their child's bag to see if their swimmer accidentally picked up an extra item.

***For the specific practice schedule, please go to [www.ptsc.org](http://www.ptsc.org) and click on Practice Schedule, which is updated frequently. Emails are also sent out by our coaches with all changes to the schedule so be sure to check your email often!***

## **Swimming Groups**

PTSC swimmers are divided into five different training groups depending upon the swimmer's age, maturity and ability. Group placement is determined by the PTSC coaching staff and is solely at their discretion. There are many factors that go into determining group placement such as skill level, training history, level of commitment, meet attendance, performance, attitude and age. A great deal of thought goes into this decision by the coaching staff so please trust that group placement decisions are determined by what is best suited for each individual child. Should you have any questions regarding your child's group placement, please contact a member of the PTSC Board or Coaching Staff.

### ***Piranhas***

#### **K-4th Grade (ages 6-10)**

This group is for most entry level swimmers. The Piranha group will focus on learning to swim the four competitive strokes (freestyle, backstroke, breaststroke and butterfly) legally for competition purposes. The Piranha group allows for swimmers to gain comfort in using each stroke in practice and learning how to swim further with less stress. The swimmers will do a lot of kicking and drilling to achieve better stroke techniques. Practice sessions are normally 45 minutes.

#### **Required Skills**

- Ability to complete one length of the pool in a recognizable stroke without stopping
- Ability to be apart from parents for up to an hour
- It is recommended that beginners to competitive swimming complete the PTSC novice program first

#### **Goals**

- Complete all four strokes legally
- Complete all starts and turns legally
- Achieve competent body position in water
- Have Fun!

**Competition Recommendations** - Primarily compete in Open / No Qualifying Time (NQT) / Mini meets. Group members are encouraged to participate in three SCY meets for the winter season, and one or two summer meets.

**Attendance Recommendations** – Three 1 hour practice sessions per week is recommended

## ***Dolphins***

### **2nd-5th grade (ages 8-11)**

PTSC's more advanced younger swimmers are known as the Dolphins. Swimmers are placed in this group when they are ready to take on the challenge of more difficult practices and longer distances. The majority of the time is spent perfecting technique of all four strokes and learning major drill series to help gain an understanding of competent body position in the water. The Dolphins group will begin learning how to read a pace clock. A strong emphasis begins to be placed on starts and turns.

#### **Required Skills**

- Compete in one previous meet
- Complete 3 of 4 strokes legally
- Complete 100 Free and 100 IM continuous without resting at walls
- Competent starts and turns

#### **Goals**

- Complete all four strokes legally
- Complete all starts and turns legally
- Continue development of competent body position in water
- Begin understand and developing "long" strokes
- Begin reading pace clock and understanding practice sets
- [IMR](#) qualified
- Fun!

**Competition Recommendations** – Dolphin group members will compete in primarily Open / No Qualifying Time (NQT) / Mini meets. Dolphin members are encouraged to participate in five meets for the winter season, and two or three summer meets.

**Attendance Recommendations** – At least three practice sessions per week is recommended. Practices are usually 1 hour 15 minutes to 1 ½ hours in length.

## ***Orcas***

### **4th-7th grade (ages 9-12)**

At the Orca level, swimmers are perfecting any major flaws in their technique. Swimmers are expected to train at a higher level and are offered longer and more strenuous practices. Practice sets will emphasize the learning of race strategies beyond the method of going all out the entire race. Continued emphasis and development of strong kicking and long efficient strokes.

#### **Required Skills**

- Four legal strokes
- Ability to read clock and understand practice sets
- Ability to swim continuous for 8 minutes with legal turns
- Ability to compete in 200 IM

- Competed in four previous meets

#### **Goals**

- Begin competing in 500 free and 400 IM
- [IMX](#) qualified within 12 months of joining group
- Begin development of strong kick
- Continue development of “long strokes”
- Refinement of starts and turns
- Fun!

**Competition Recommendations** - Orca group members are encouraged to compete in at least five meets in the winter season and three meets in the summer season. At least two of the summer meets should be Long Course Meters (LCM) format, as the group will train in a LCM facility.

**Attendance Recommendations** – Four 1 ½ hour practice sessions per week is recommended.

### ***Makos***

#### **6th-8th grade (ages 11-14)**

In the Mako group, swimmers are expected to increase their commitment to the sport of swimming. Practices become longer and more demanding. Technique issues begin to be limited to minor details with head and hand positions, or individual technique issues. This group begins the use of dry land training as a component to in-water training. Swimmers should be ready for some high intensity training sessions with major drilling and kicking efforts during practice. Mako swimmers start to learn to set goals as a way to promote dedication and motivation.

#### **Required Skills**

- Full grasp of sets and intervals
- Competed in six previous meets
- Ability to swim continuous for 15 minutes with turns
- Ability to compete in 400 IM and 500 Free

#### **Goals**

- Continue competing in 400 IM, 500 free, and one long distance event per season
- [IMX](#) qualified within 6 months of joining group
- Continue to work towards strong kicking ability
- Refinement of starts and turns to “high school ready” level
- Ability to understand pace and race strategy
- Begin rigorous dry land training and stretching routine

**Competition Recommendations** – Mako group members are encouraged to compete in six meets during the winter season and three meets in the summer season. At least two of the summer meets should be Long Course Meters (LCM) format, as training is done in a LCM pool.

**Attendance Recommendations** - Five two hour practice sessions per week is strongly recommended

## ***Nationals***

### **9th-12th grade (ages 14-18)**

The National group is the highest level at PTSC. Swimmers at this level are perfecting their race strategies through practice sessions. Technique work becomes more specific with major emphasis on perfecting intervals, sets, race strategy, and pace. Drills should be perfected at this point and the major portion of time spent training hard. Commitment to attending morning practices before school begins and dry land is expected.

#### **Required Skills**

- Ability to complete a 135 minute practice
- Commitment to attending morning practices before school begins
- Commitment to weightlifting, yoga, and dry land practices four times a week
- Strong understanding of intervals, sets, and “swimming language”
- Strong understanding of race strategy and pace

#### **Goals**

- To develop long term goals for the sport, beyond high school age
- To become adequately prepared for collegiate swimming over a four year period
- To gain a full understanding of race strategy and/or pacing and to work independently if necessary
- To compete in at least three high level USA Swimming meets per year (such as Pitt Christmas, A Champs, and Senior Circuit meets)

**Competition Recommendations** - The PTSC Head Coach will determine competition schedule on an individual basis, with the understanding that WPIAL, PIAA, and Sectional/National Championships will be the highest priority of the year, and with regard to the varsity dual meet schedule. In the summer, National group members should compete in at least two Long Course Meters (LCM) meets.

**Attendance Recommendations** - Being a member of the National Group requires a true commitment to the sport. To achieve the best of one’s ability in high school, these group members should be prepared to commit up to nine practices a week (5 afternoon practices lasting three hours, three morning practices, and Saturday morning practice).

## **All About The Meet**

This section is meant to guide you through everything you need to know about attending a Swim Meet. At this point, parents have already registered their swimmer for the chosen meet online and have received confirmation from the coaches through email of your athlete’s events. For instructions on how to sign up for a swim meet online see pp. 10-12 in this handbook.

If this is your child’s first swim meet, you may be wondering how your child’s heat and lane placement is determined. Your swimmer has no prior “qualifying” times to go by, so your coach will estimate their approximate finish time for each event (i.e. 100 Freestyle). Bear in mind that at a swim meet, the order of swimmers in each event is not random. Each heat in an event starts from the slowest qualifying time and progressive to the fastest. Since your coach will determine your estimated qualifying time, chances

are your child will not be pitted against the fastest and most competitive group of swimmers (the last heat) if they are not quite at that level. The coaches make every effort to place each new swimmer with others that match their skill level, please don't be concerned that your child will come in "last place" or "lose" their event.

### ***The Night Before the Meet***

Pack your bag! Swim meets are multi-day (i.e. Saturday and Sunday) events divided into morning and afternoon sessions. Depending on the event, your child's age and gender you will know in advance what session your swimmer will swim in from viewing the Meet Announcement (p. 10). Morning sessions begin early and warm-ups begin even earlier. Couple that with allowing plenty of drive time and timely arrival at the meet, this can mean for a very early wake-up. Packing your swim bag with all the necessary items and printing out directions and the meet announcement the night before will make things go much more smoothly. No one wants to arrive at a meet only to realize that something was left at home!

***The Meet Announcement is a very important document that will give you a great amount of information pertaining to each meet so be sure to print and bring this or spend time looking it over before the meet. More information on the Meet Announcement can be found on [www.ptsc.org](http://www.ptsc.org) under Meets & Events or on p.10 in this Handbook.***

### ***Swimmer's Necessities for a Swim Meet***

- **Swimsuit** (and a spare swimsuit) – They do tear.
- **Swim cap** (and a spare cap)
- **Goggles** – Have at least 2 pairs for all meets. Test them at practice before using in a meet.
- **Deck sandals** – Avoid plantar warts and athlete's foot. Wear at all times!
- **Towels** – You may need 2 or 3 if it is going to be a long day.
- **Something Warm** – Keep muscles warm in between events with parka, sweat shirt, etc.
- **Water or Sports Drink and Healthy Snacks** - (Concession stands are present at most events)
- **Things to Pass the Time** – A good book, cards, iPod, homework, etc.
- **Black Sharpie or Pen** – Mark the event (E), heat (H), lane (L), and race description for each race on your hand or arm. Each swimmers event, heat and lane position will be determined at the meet and can be found on the heat sheet that is available for purchase at the event.

Example:	E	H	L	
	22	4	3	50 Fly
	28	3	5	100 Free
	36	2	2	50 Back

### ***Parent's Necessities for a Swim Meet***

- **Highlighter** – highlight your swimmer's events in the heat sheet.
- **Pen** – To write down your swimmer's official times when they are posted. Keep a permanent record of these times for future reference.
- **Inhaler** – If your child is asthmatic, be sure to carry this to all meets. Pool environments can trigger an attack.
- **Sunscreen** – It gets very hot during the outdoor long course meets in the summer.

- **Poncho / Umbrella** – A long course meet in the rain is miserable enough without some protection.
- **Lawn Chair** – Especially needed for long course meets, but is also useful for short course meets between events. You may also want to bring a big blanket or comforter for the kids to lie on in the gym or cafeteria during short course meets.
- **Stadium Seat for Bleachers** – This will make your seating during short course meets more comfortable.
- **Snacks and Drinks** – There is usually a concession stand at the meets, but you may want to pack your own as well.
- **Things to Pass the Time** – A good book, cards, office work. You may be at meets for several hours with a lot of down time between your swimmer's events.

### ***The Morning of the Meet***

Have a healthy breakfast (and/or lunch if you are attending an afternoon session). Nutrition is very important for a long meet. Give yourself plenty of time for driving and arrival at the meet. Swim meets are usually very crowded events and parking can sometimes be an issue so allow extra time for arrival. Have your swimmer wear their team suit underneath their clothes so that they can be ready to go once they arrive on deck.

***If your child is sick, late or cannot attend a meet for any reason please notify your coach ASAP by sending an email to [meets@ptsc.org](mailto:meets@ptsc.org). The sooner you can make your coach aware of this the better (preferably the day before) so that they can make any necessary adjustments to relays, positive check-in events, etc.***

### ***Swimmers On Deck***

#### **Arrival (Short Course Meets)**

Swimmers should be on deck at the meet 15 minutes before the warm up starts. Check in with the coach so they know you are there. The coaches alternate, so be familiar with all the coaches. Find your teammates and find a good place to put your swimming bag. Advise your swimmers to keep all clothing in their bag while swimming. Be ready to swim at the start of warm up. The coaches will tell the swimmers how to warm up. **Parents are not permitted on deck.**

#### **Arrival (Long Course Meets)**

Swimmers should be on deck at the meet 15 minutes before the warm up starts. Check in with the coach as soon as you arrive so they know you are there. Find your teammates and find a good place to put your swimming bag. **Most long course meets have positive check-in for each event.** This means there is a sign-in sheet near the entrance and each swimmer must circle the events they are to swim. If you do **not** "circle in" before warm up, you will most likely miss the opportunity to swim the events. If you "circle in" an event, but do not swim the event, you could be fined and/or not allowed to swim your next event. If you are unsure what to do, check with your child's coach. Younger swimmers just need to check in with coach upon arrival and they will take care of the check-in procedures. The coaches will help you get adjusted to the long course procedures. Be ready to swim at the start of warm up. The coaches will tell the swimmers how to warm up. **Parents are not permitted on deck.**

#### **After Warm Up**

Swimmers may visit their parents and look over the heat sheet, have a drink, snack, etc. if time permits. **Mark your events, heats, lanes, and race description on the back of a hand (or forearm) as mentioned before.** This is done because each swimmer normally swims in 3-4 different events during a meet and writing this information on the swimmers arm is the easiest way for your child to keep track of each event. Your child's coach is very busy during the meet keeping track of many swimmers and coaching/motivating each athlete so don't rely on the fact that your coach will tell your child each and every time they are to get in line for their event. During indoor meets the event and heat numbers are usually displayed on an electronic scoreboard. Pay attention to the current event and make sure your swimmer is back on deck in plenty of time for his or her swim. Stay warm in between events.

### **Getting in Line**

As your swimmer's event approaches he or she should get in line behind the starting blocks in the proper lane as assigned on the heat sheet. As your child waits his or her turn, it is a good time to move in place and get warm. Swim caps and goggles should be on and secured. It is important that your swimmer gets into the correct position because the meet will not slow down or stop if your child isn't ready. Instruct your swimmer before the meet to find a coach or adult on deck to point them in the right direction if they get lost or confused. When it is your turn, get on the block, take a deep breath, dive in and swim!

### **After Your Event**

All swimmers must report to the coach after every event so their coach can congratulate them and explain how to improve. The most important accomplishment in every meet is to try to beat your own times. Awards are nice to receive, but what a great feeling to get your best time! Always congratulate the other swimmers and be a good sportsman.

### **Waiting for Your Next Event**

After checking in with your coach, take a minute to cool down. Pay attention to the events so you don't miss your next swim. If time permits, have a drink or a snack. Cheer for your teammates! It is important that your swimmer remembers that they are representing their family, community and team when they are on the deck. All swimmers are expected to conduct themselves appropriately – that means no running, wrestling, etc.

## ***Parents in the Stands***

### **Clothing**

Meets are usually hot and humid, especially in the bleachers at short course meets. Light clothing is recommended as you will be there for several hours.

### **Arrival**

Swimmers should be on deck and at the meet 15 minutes before warm up starts. Parents must sit in the bleachers (or on the lawn for long course). **Parents are not permitted on deck.**

### **Prime Real Estate**

Stake your claim to a piece of real estate. Some meets get very crowded so get there early. Sit with other PTSC parents and get to know each other.

### **Heat Sheet**

You may purchase a heat sheet and highlight your swimmer's events. A heat sheet is a list of all events for the meet and includes the event numbers, as well as each swimmer's heat and lane

assignments. Heat sheets usually cost \$3-\$5 depending on the venue but they are always posted for free out in the lobby area or hallway if you don't wish to purchase one. Be sure your swimmers have their events written correctly on their hand (or forearm).

#### **During the Event**

Cheer! Cheer! Cheer!

#### ***After the Meet***

Praise, congratulate, or console your swimmer, but be careful not to coach or criticize. After all, they have practiced for many hours and are trying their best. Keep in mind that it is very common for new and younger swimmers to get disqualified in one or more events. DQ's will decrease as they grow in experience and confidence. When your swimmer's times are official, they will be posted on the results board – usually a wall outside the pool. Write down the new official times achieved at the meet. Go home and rest and get ready to do it again the next day if your swimmer is in a two day meet.

***OnDeck Parent is a free mobile app allowing parents to connect to their child's meet results, time standards, news, and more. To download the app for your mobile device go to the following website: <http://www.teamunify.com/corp/ondeck/parent.php>. Use our team alias, AMPTSC, when setting up your login user id and password.***

## **Time Standards**

Motivational Time Standards are set by *USA Swimming* and designed to encourage age group swimmers to step up their swimming to the next level. Time standards are also sometimes used to group swimmers of similar ability at different swim meets. Time standards guide you from just starting out in your age group to reaching your highest potential. Start at Level B and work your way up to AAAA times. Once you have attended your first meet, your times will automatically be recorded in the USA Swimming "SWIMS" database and you will see the motivational standard letter listed next to your results.

You can find the *National Age Group Time Standards* below, on our website under the **Meets & Events>Motivational Times** tab and also on the USA Swimming website ([USA Swimming Motivational Time Standards](#))

***Some swimmers may not achieve motivational time standard levels. It is important that parents do not lecture or scold swimmers or put too much focus on achieving an "AAAA" time, especially in younger swimmers. As swimmers age and progress through the program, the time standards take on a greater importance and are used as a motivational tool for the athletes that are striving towards achieving personal records and/or competitive goals.***

2013-2016 National Age Group Motivational Times  
Short Course Yards

9/18/2012

B Min	BB Min	A Min	AA Min	AAA Min	AAAA Min		AAAA Min	AAA Min	AA Min	A Min	BB Min	B Min
<b>10 &amp; Under Girls</b>							<b>10 &amp; Under Boys</b>					
39.49*	35.69*	31.89*	30.59*	29.29*	28.09*	50 Y Free	27.79*	28.99*	30.19*	31.39*	34.99*	38.49*
1:30.69*	1:21.09*	1:11.39*	1:08.19*	1:04.99*	1:01.79*	100 Y Free	1:01.09*	1:04.09*	1:07.19*	1:10.19*	1:19.39*	1:28.49*
3:20.19	2:58.29	2:36.39	2:29.09	2:21.79	2:14.39	200 Y Free	2:12.39*	2:18.69*	2:24.99*	2:31.29*	2:50.19*	3:09.09*
8:30.49	7:39.49	6:48.39	6:31.39	6:14.39	5:57.39	500 Y Free	5:51.99*	6:08.79*	6:25.49*	6:42.29*	7:32.59*	8:22.79*
48.59*	43.29*	37.99*	36.19*	34.39*	32.69*	50 Y Back	32.39*	34.19*	35.99*	37.79*	43.19*	48.59*
1:45.09*	1:33.49*	1:21.79*	1:17.89*	1:13.99*	1:10.09*	100 Y Back	1:09.49*	1:13.09*	1:16.59*	1:20.09*	1:30.79*	1:41.39*
53.59	47.79	41.99	40.09	38.19	36.29	50 Y Breast	36.19*	38.09*	39.99*	41.89*	47.49*	53.19*
1:58.79*	1:45.59*	1:32.39*	1:27.99*	1:23.69*	1:19.29*	100 Y Breast	1:18.49*	1:22.39*	1:26.29*	1:30.19*	1:41.99*	1:53.69*
47.99*	42.39*	36.69*	34.79*	32.89*	30.99*	50 Y Fly	30.89*	32.69*	34.39*	36.19*	41.39*	46.69*
1:55.49*	1:40.39*	1:25.29*	1:20.19*	1:15.19*	1:10.19*	100 Y Fly	1:10.09*	1:14.99*	1:19.89*	1:24.79*	1:39.39*	1:54.09*
1:43.39*	1:32.39*	1:21.39*	1:17.69*	1:13.99*	1:10.39*	100 Y IM	1:10.29*	1:13.69*	1:16.99*	1:20.39*	1:30.39*	1:40.39*
3:40.39*	3:17.29*	2:54.19*	2:46.49*	2:38.79*	2:31.09*	200 Y IM	2:31.09*	2:38.69*	2:46.19*	2:53.69*	3:16.29*	3:38.89*
<b>11-12 Girls</b>							<b>11-12 Boys</b>					
34.09*	31.69*	29.39*	28.19*	26.99*	25.79*	50 Y Free	24.79*	25.99*	27.19*	28.39*	30.69*	33.09*
1:13.59	1:08.29	1:03.09	1:00.49	57.79	55.19	100 Y Free	54.19*	56.69*	59.29*	1:01.89*	1:06.99*	1:12.19*
2:41.19*	2:29.69*	2:18.19*	2:12.39*	2:06.69*	2:00.89*	200 Y Free	1:57.89*	2:03.49*	2:09.19*	2:14.79*	2:25.99*	2:37.19*
7:09.29*	6:38.59*	6:07.99*	5:52.59*	5:37.29*	5:21.99*	500 Y Free	5:17.29*	5:32.39*	5:47.49*	6:02.59*	6:32.79*	7:02.99*
14:48.09*	13:44.69*	12:41.19*	12:09.49*	11:37.79*	11:06.09*	1000 Y Free	10:55.49*	11:26.69*	11:57.89*	12:29.09*	13:31.49*	14:33.89*
25:01.49*	23:14.19*	21:26.99*	20:33.39*	19:39.69*	18:46.09*	1650 Y Free	18:32.79*	19:25.79*	20:18.79*	21:11.79*	22:57.79*	24:43.79*
38.79*	36.09*	33.29*	31.89*	30.49*	29.09*	50 Y Back	28.59*	30.09*	31.59*	33.09*	36.09*	38.99*
1:26.29*	1:19.49*	1:12.69*	1:09.29*	1:05.89*	1:02.49*	100 Y Back	1:00.89*	1:04.19*	1:07.49*	1:10.79*	1:17.49*	1:24.09*
2:59.49*	2:46.69*	2:33.79*	2:27.39*	2:20.99*	2:14.59*	200 Y Back	2:11.49*	2:17.79*	2:23.99*	2:30.29*	2:42.79*	2:55.29*
43.69*	40.59*	37.49*	35.89*	34.29*	32.79*	50 Y Breast	31.69*	33.39*	35.19*	36.89*	40.29*	43.79*
1:35.79*	1:28.69*	1:21.69*	1:18.09*	1:14.59*	1:10.99*	100 Y Breast	1:08.59*	1:12.19*	1:15.79*	1:19.29*	1:26.49*	1:33.59*
3:25.79*	3:11.09*	2:56.39*	2:49.09*	2:41.69*	2:34.39*	200 Y Breast	2:28.29*	2:35.29*	2:42.39*	2:49.39*	3:03.49*	3:17.69*
37.29*	34.59*	31.89*	30.59*	29.29*	27.99*	50 Y Fly	27.19*	28.69*	30.19*	31.69*	34.69*	37.69*
1:26.29*	1:19.39*	1:12.49*	1:08.99*	1:05.59*	1:02.09*	100 Y Fly	1:00.19*	1:03.69*	1:07.09*	1:10.59*	1:17.59*	1:24.49*
3:02.39*	2:49.39*	2:36.39*	2:29.79*	2:23.29*	2:16.79*	200 Y Fly	2:13.59*	2:19.89*	2:26.29*	2:32.69*	2:45.39*	2:58.09*
1:25.29*	1:19.19*	1:13.09*	1:10.09*	1:06.99*	1:03.99*	100 Y IM	1:01.99*	1:05.09*	1:08.09*	1:11.09*	1:17.19*	1:23.19*
3:02.49*	2:49.49*	2:36.39*	2:29.89*	2:23.39*	2:16.89*	200 Y IM	2:13.39*	2:20.19*	2:26.99*	2:33.79*	2:47.39*	3:00.99*
6:28.59*	6:00.89*	5:33.09*	5:19.19*	5:05.29*	4:51.49*	400 Y IM	4:45.09*	4:58.69*	5:12.19*	5:25.79*	5:52.99*	6:20.09*
<b>13-14 Girls</b>							<b>13-14 Boys</b>					
32.89*	30.49*	28.19*	26.99*	25.79*	24.69*	50 Y Free	22.79*	23.89*	24.89*	25.99*	28.19*	30.39*
1:11.39*	1:06.29*	1:01.19*	58.69*	56.09*	53.59*	100 Y Free	49.79*	52.09*	54.49*	56.89*	1:01.59*	1:06.29*
2:33.89*	2:22.89*	2:11.99*	2:06.49*	2:00.99*	1:55.49*	200 Y Free	1:48.39*	1:53.59*	1:58.69*	2:03.89*	2:14.19*	2:24.49*

## Scrip Fundraising Program

Scrip is a fundraising opportunity for families who wish to participate. When families purchase scrip, they're purchasing negotiable gift cards that are used just like cash. You can use scrip to purchase everyday items like food, clothing and other essentials. With every purchase your family will earn a percentage (2-15%) back which can be applied to the fundraising portion of your dues for the following swim team season. Each family can earn back credit as follows:

One swimmer	\$250
Two swimmers	\$425
Three or more swimmers	\$500

Credit earned will be accumulated throughout the season in each family's membership account. At the end of the season (August) the credit will be applied to the following season's dues. Amounts earned over a family's allowable credit will accrue to the club for the benefit of all the swimmers. PTSC families who exceed their family fundraising fee maximum can apply additional rebates ("overage") towards their PTSC dues at a 50/50 split rate with the club. Please note that these additional funds may only be applied to club dues and cannot be applied to the volunteer or registration fees.

You can read more about scrip and find specific information on how to register on the PTSC website under **Member Info>Scrip Fundraiser**. You will periodically receive e-mails with special offers and reminders of upcoming scrip order dates. If you have a question, please feel free to contact the Scrip Coordinator, Alicia Olalde, [alicia@olalde.org](mailto:alicia@olalde.org) or a Board member.

## Volunteer and Service Hours

Parent support as a volunteer is an integral part in the success of our Swim Club, without it we could not offer all of the programs that generate the additional income necessary to run PTSC! Please consider sharing some of your time to help run our swim program. Look for volunteer opportunities throughout the year in the "weekly news" emails and on the PTSC website under **Member Info>Volunteering**.

Volunteering your time not only helps our club provide a quality swim program but it is also a great way to meet and get to know other members!

To view how many service hours you have earned throughout the season: login to [www.ptsc.org](http://www.ptsc.org) and select **My Account>\$My Invoice/Payment** from the menu. Then click the **Service Hours** tab.

***At registration, a \$200 per family volunteer fee is assessed and that all service hours earned throughout the season will be applied to next season's volunteer fee at a rate of \$10 per hour served up to the maximum of \$200. Additional hours served will not deduct further from registration fees, dues, etc. For more information on volunteering, please contact our volunteer coordinator or a board member.***

## Annual Achievement and Awards

Each spring after the end of the short course season, PTSC presents team swimmers with awards for their achievements during the year. Swimmers are eligible for trophies and awards based on performance, participation and personal efforts during the award period. The award period includes the summer long course season of the previous year and the winter short course season of the current year.

All awards are contingent upon the following:

- Times achieved during any *USA Swimming* sanctioned, approved or observed meet may be applied toward achievement awards. Records achieved at any *USA Swimming* sanctioned, approved or observed meet will count for the PTSC record board.
- Membership must be active and fees must be current.

**Trophies** are awarded for participation and for achievements based on the Age Group Motivational times “B”, BB”, “A” through “AAAA”. Swimmers are awarded the trophy corresponding to the fastest time achieved in any event during the awarded period, regardless of whether the swimmer aged up during that time.

**Five Star Awards** are presented to those swimmers who achieve “A” times or better in all four strokes and the Individual Medley during that award period.

**Recognition Plaques** are presented to swimmers who have completed the second year with the club. These plaques have a brass plate added each year with the swimmer’s annual accomplishments.

The **Don and Elaine Bogus Learn to Swim Award** was established in 1998 and is presented to the senior year PTSC swimmer who has been an outstanding instructor in the *Learn to Swim* program. It recognizes motivational skills, enthusiasm, dedication, creativity, love of children, and desire to see young children succeed in their swimming. This award may be given to more than one swimmer in any given year, or may not be awarded in a year when no individual is found to meet the criteria. The *Learn to Swim* Coordinator shall indicate who should be the recipient(s). They may consult with the coach, former coordinators, and the Board of Directors if they choose, but their recommendation will be honored.

## End of Year Banquet

Towards the end of the Short Course Season (March-April) mark your calendar for the Annual End of the Year Banquet which is where all PTSC swimmers gather along with their families to celebrate a year of participation and achievement. The evening is filled with dinner, recognition by their coaches in front of their peers, awards, and a DJ. It is a special and fun evening for each of our swimmers – be sure to attend!

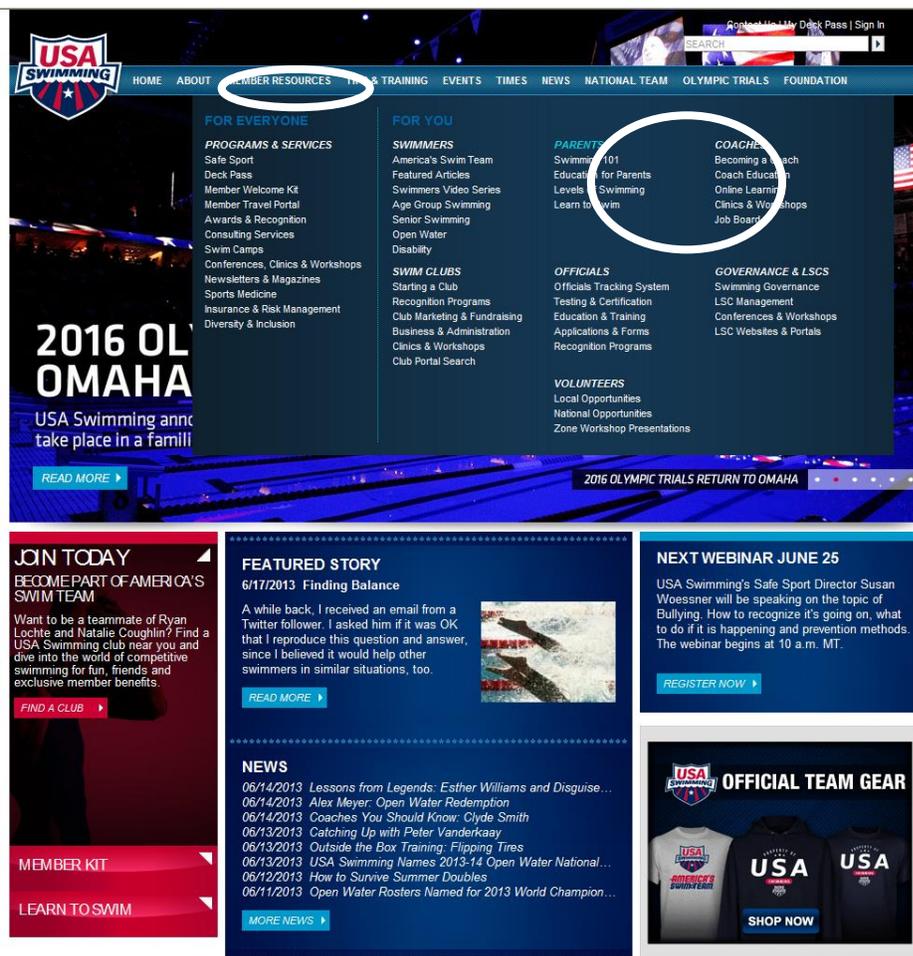
## USA Swimming Website

[USA Swimming Website \(www.usaswimming.org\)](http://www.usaswimming.org)

USA Swimming maintains a professional website that has some excellent information on a number of swimming related topics. One area parents should peruse is under the **Member Resources** and **Parents** pages (circled below).

There you will find a Parent Welcome Kit that describes everything from:

- Understanding Coaches
- Understanding Training
- Rules Primer
- Strokes
- Competition
- Equipment
- Swim Meet Basics



## **A Final Note**

It is important to point out that if you are a new or prospective parent who is considering joining PTSC, the information in this handbook may be a cause for concern that your child won't have additional time for involvement in other activities. While swimming for a club team does require a considerable time commitment, it is important to note that swimming is not an all-or nothing- sport. Many of our swimmers are actively involved in a variety of other sporting and extracurricular activities that don't interfere with their dedication to swimming or to the other extracurricular activities that they enjoy.

If at any time you feel overwhelmed by any of the information in this handbook, keep in mind that every parent and swimmer was "new" to swimming at one time. There is no such thing as a bad question so please doesn't hesitate to reach out to any one of our coaches, board members or parents for help.

We are excited to welcome you to the PTSC Family and want each and every one of our athletes to know that they are a valued member of the Peters Township Swim Club. Our ultimate goal is that your child will not only gain a lifelong love for the sport of swimming, but that the friendships and memories that will be created throughout their formative years will be both immeasurable and unforgettable.

## Glossary of Terms

**Block** – The platform on which the swimmer stands and pushes off to start each race.

**Cap** – A latex, silicone, or Lycra swim cap used during a race or practice to protect a swimmer's hair from the effects of chlorine in the water as well as help reduce water resistance from the swimmer's hair

**Circle Seed** – At championship level meets, the top three heats of an event are circle seeded, putting each of the top three swimmers in different heats during preliminary competition

**DQ** – Acronym for Disqualification. A disqualification indicates the swimmer involved has committed some infraction of the rules during the start, turn, or stroke portion of the event being swum. No official time is recorded.

**Dual Meet** – A meet between two teams. In a 6-lane pool, each team gets 3 lanes only for each race

**Deck Entered** – Some meets limit the amount of entries in an event. This is particularly true in a long distance event. Swimmers must check in by a stated time and those swimmers are placed into assigned lanes before the event.

**Drag Suit** – A second loose-fitting swimsuit worn by swimmers in practice to add a certain amount of weight and resistance to the flow of water around the swimmer.

**Event** – An event is a race that includes the stroke and distance (i.e., Boys 11-12, 100 yard butterfly)

**False Start** – Occurs when a swimmer leaves the starting block, or is moving on the block before the starter officially starts the race. In USA Swimming, one false start will result in automatic disqualification from the race.

**Final** – The championship final of an event in which the fastest swimmers from the morning preliminaries compete.

**Gutter** – The area at the edges of the pool in which water overflows during a race and is recirculated into the pool. Deep gutters catch surface waves and don't allow them to wash back into the pool and affect the race.

**Heat Sheet** – This is a published schedule of the day's events and is available to all spectators. They are displayed on a wall at every meet. You may purchase your own heat sheet if you desire. A heat sheet tells what event, heat, and lane each swimmer will compete.

**Heats** – At most meets there is generally more than enough swimmers to fill each lane. When this happens, the swimmers are placed with others in heats, depending on entry times.

**Individual Medley (IM)** – An event in which swimmers use all four competitive strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.

**Lanes** – The lanes are divided sections of the pool designated 1 through 6 or 8 in which the swimmer swims practice or races in the meet.

**Lane Ropes** – The dividers used to delineate the individual lanes. These are made of individual finned disks strung on a cable that rotate on the cable when hit by a wave. The rotating disks dissipate surface tension waves in a competitive pool.

**Long Course** – A pool configured for swimming with a 50-meter racing course. The main USA Swimming long course season runs from May – July. The Olympic Games and most international competitions are conducted long course.

**Mini Meets** – This is a meet designed for our youngest swimmers ages 8 and under. This meet has mostly 25-yard events, along with other distances geared for this age group. Bring a stopwatch if you want immediate satisfaction knowing your child's times because many of these pools do not have touch pads at the finish of the 25-yard events.

**Negative Split** – A race strategy in the distance events in which a swimmer covers the second half of the race faster than the first half.

**Official** – A judge on the pool deck. Various judges watch the swimmer's stroke, turns, and finishes.

**Open Water Swimming** – Swimming in an open body of water (such as a lake, ocean, or bay, as opposed to a swimming pool).

**Pacing** – On long events, a swimmer must realize that the finish is as important as the start. Pacing is regulating your effort (by knowing how much energy to expend at the beginning so as to not deplete it all before the finish).

**Preliminary** – Those races in which swimmers qualify for the championship and consolation finals in the events.

**Psych Sheet** – An entry sheet showing all the swimmers entered in each individual event shown in the order of seed time. This sheet is not organized by heat and lane.

**Relay Exchange** – The switch between the swimmer in the water and the next swimmer on the block for a relay team. A perfect exchange will simultaneously have the finishing swimmer's hand on the touch pad and the starting swimmer's feet just touching the starting block with the rest of the starting swimmer's body extended over the water.

**Roll** – To move on the starting blocks prior to the starting signal. A roll is usually caught by the starter and called a false start. This is similar to illegal procedure in football.

**Seed** – When a swimmer enters a meet, the times are entered into a computer which sorts the times fastest to slowest and puts swimmers into the appropriate heats and lanes, allowing swimmers to compete with other swimmers with similar times.

**Short Course** – A pool configured in 25-yard lengths. Short course season occurs from September to April.

**Split** – A swimmer’s intermediate time in a race. Splits are registered every 25 yards (or 50 meters) and are used to determine if a swimmer is on pace.

**Sprint** – A sprint is a high energy burst of speed for a short distance.

**Strokes** – The four competitive strokes are butterfly, backstroke, breaststroke, and freestyle.

**Take Your Mark** – A command that the starter gives the swimmer at the start of each race signaling the swimmer to take his/her starting position.

**Taper** – The resting process in training for swimming competition. During the middle of the swimming season a swimmer may endure intense daily workouts. As major competition draws near, the swimmers will taper off the distances swum each day. A perfectly designed taper will enable the swimmers to compete at their peak capability and is one of the most difficult aspects of swim coaching.

**Touch Pad** – The area at the end of each lane in the pool where a swimmer’s time is registered and sent electronically to the timing system, then the scoreboard.

**Turnover** – The number of times a swimmer’s arms cycle in a given distance or time during a race.

**Unattached** – When a swimmer moves and chooses to change from one swim club to another, he/she must compete as unattached rather than under the new club’s name for a stated length of time (usually 120 days).

**Warm Down** – Used by the swimmer to rid the body of excess lactic acid generated during a race or practice.

**Warm Up** – A pre-meet swim used by the swimmer before the race to get the muscles loose and ready to race.