

# Lakewood Aquatic Sports Club, Inc

## Team Handbook



# **Mission Statement**

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“Teaching children the benefits of commitment, teamwork and personal growth through the sport of competitive swimming.”

*Mailing Address*

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Sports Club, Inc. Version 8.0, July 2020

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# **Welcome to Lakewood Aquatic Sports Club!**

Welcome to Lakewood Aquatic Sports Club, a year-round, competitive age group aquatics program, affiliated with USA Swimming. Thank you for selecting Lakewood Aquatic Sports Club as your swim team. Lakewood Aquatic Sports Club has a long tradition of swimming excellence, which began in the 1960's and has produced national and world class swimmers, as well as Olympians.

Our coaching staff strongly believes in emphasizing proper swimming techniques while enhancing coordination, balance, cardiovascular fitness, strength training and fast swimming. All of this is done in a fun, friendly, and challenging atmosphere. Swimmers are taught to strive for their highest potential, whether their goals are simply to learn the skill of swimming or to compete at the highest levels of national and international competition. Our swimmers are taught goal setting, personal accountability, self-discipline, and self-motivation. While the focus of any swimming program is to develop the potential of its swimmers, Lakewood Aquatics recognizes there are additional benefits to participating in the sport of swimming. Studies have shown that swimmers are more successful in school, work, and life, than their non-swimming peers. Swimmers are generally self-motivated and goal oriented individuals who perform well in all aspects of their lives.

Participation in the sport of swimming also presents the opportunity for swimmers and their families to develop long-lasting friendships. We recognize this and provide many activities outside of the pool. Barbecues, award banquets, holiday parties and fund-raising activities all contribute to Lakewood Aquatics' family atmosphere and success.

# Team Structure, Section 1

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*Developmental Philosophy*

*Lakewood Aquatics Swim Groups*

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*Meet Fees Other*

*Fees*

*Parental Involvement*

*Board of Directors*

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# Developmental Philosophy

The Lakewood Aquatic Sports Club coaching staff utilizes a progressive age group program designed to develop the swimmer both physically and mentally. Our coaching staff emphasizes long-term development over short-term results. The emphasis in the beginning groups is placed on developing technical skills and an appreciation for the sport of swimming. In the more advanced groups, the emphasis of developing technical skills continues in a more physically and psychologically demanding environment. An increased commitment level is expected in the advanced groups.

The coaching staff assigns swimmers to their respective groups based on age, current ability level and commitment. Swimmers can develop and progress at different rates. Our coaching staff recognizes the variances in swimmer development and strives to meet the individual needs of each swimmer. The long-term goal of excellence is always the priority.



# Lakewood Aquatic Sports Club

## Swim Groups

### Developmental Program (ages 12 and under):

#### **\$85 Frogs- 4:30-5:30**

Introduction to competitive swimming for new team members.

#### **\$90 Fast Fish- 5:30-6:45**

Advanced developmental program for the competitive swimmer.

#### **\$110 Bronze - 4:15-6**

11 and under swimmers who have demonstrated the skills and desire necessary to compete in swim meets at the Invitational and Junior Olympic level. This group will prepare the swimmer for the Gold Program.

### Age Group Program (13 and under):

#### **\$120 Silver- 5:30-7:30**

Swimmers who are continuing to improve and typically have not qualified for Invitationals or Junior Olympics. The purpose of the group is to improve technique, speed and racing strategy.

#### **\$130 Gold- 4-6**

Top age group swimmers who ideally qualify for Invitationals and Junior Olympics, and/or are advanced in training and technique and close to making these time standards. They are expected to attend all practices and compete in all meets they qualify for.

### Senior Program: (ages 13 and up):

#### **\$110 Junior- 6-7:30**

This group will focus on learning better technique and increasing training capacity of the athlete. It will serve as a prep for moving the swimmer into the Junior Group.

#### **\$140 Junior I - 5:30-7:45**

Junior I group swimmers will have intense dry-land and swimming workouts. The focus will be on attaining Invite and Junior Olympics times. When the swimmer in the senior group displays the characteristics of an elite level swimmer, he/she will move into the Junior I Group.

#### **\$180 Junior II - 3:30-6**

Top level of the team. Swimmer should have Invite and JO times, and should be qualifying for Sectionals, Zones, and Junior Nationals. The training will be intense and will require dedication and 100% attendance. Swimmers who do not meet the attendance and training requirements will not remain in the group. The goal of the group is to provide the best possible opportunity for athletes who plan on making National time standards and who have a desire to swim in college.

# Fee Structure

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Fee	Description																
<b>Swimmer Membership Fee</b>	\$75 per swimmer payable when you join the team																
<b>Annual USA Swimming Membership</b>	All Lakewood Aquatics swimmers are required to have a current USA Swimming membership. This membership supports swimming throughout the country and provides accident and medical insurance for every swimmer and every club. Each swimmer is covered at any organized practice of Lakewood Aquatics and every competition that is USA Swimming sanctioned. The membership cost for United States Swimming is currently \$70.00 per year (2020). This fee is charged and collected at the time of registration. Every October, each swimmer is required to renew his or her registration for the following year. Renewal is completed online and accounts will be automatically charged \$70.00. No swimmer will be allowed on the deck after December 31 until he or she has renewed his or her registration.																
<b>Monthly Dues</b>	Lakewood Aquatics dues are payable in monthly installments. For families that have 2 or more swimmers on the team, there is a \$10.00 per month discount for each additional swimmer. The monthly fee schedule (July 2020) is as follows:  <table><tbody><tr><td>Frogs</td><td>\$85</td></tr><tr><td>Fast Fish</td><td>\$90</td></tr><tr><td>Bronze</td><td>\$110</td></tr><tr><td>Silver</td><td>\$120</td></tr><tr><td>Gold</td><td>\$130</td></tr><tr><td>Junior</td><td>\$110</td></tr><tr><td>Junior I</td><td>\$140</td></tr><tr><td>Junior II</td><td>\$180</td></tr></tbody></table>	Frogs	\$85	Fast Fish	\$90	Bronze	\$110	Silver	\$120	Gold	\$130	Junior	\$110	Junior I	\$140	Junior II	\$180
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Bronze	\$110																
Silver	\$120																
Gold	\$130																
Junior	\$110																
Junior I	\$140																
Junior II	\$180																

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Fee	Description
<b>Fund-Raising; Swim-a-thon</b>	Each family and swimmer is expected to contribute to our fund-raising projects. Team members are given opportunities to assist in fund-raising through planned activities throughout the year. Our primary fundraiser is the Swim-a-Thon which is held annually, usually in the spring. Swimmers can obtain pledges for each length of the pool that they swim. Each family is required to contribute a minimum amount of <i>\$65 per swimmer</i> from pledges or direct contributions. Each family is required to contribute the minimum amount, even if your swimmer is not able to participate in the actual event, or is inactive. Lakewood Aquatic Sports Club keeps 95% of the money collected. The remaining 5% goes to USA Swimming. Along with the Swim-a-thon, there is an annual lunch and raffle.

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## Payment Policy

At the beginning of each month, you will receive an invoice for you monthly dues. Invoices are emailed on the first day of the month and payments are considered late if not paid by the 15th. Dues not paid by the 15th will be subject to a \$25.00 late fee. If dues are delinquent by more than 60 days, your swimmer will not be allowed to participate in practice.

**It is the responsibility of the member to notify the coach and/or the Team Manager of intention to terminate a team membership.** Failure to notify may cause a member to be unnecessarily billed for monthly dues. If a member quits the program or is dropped from the program because of overdue bills, overdue and current account balances are immediately payable in full. If overdue bills are not paid at the time of termination, a record of your account balance will be provided to Southern California Swimming and your swimmer will not be allowed to join another USA Swimming affiliated team.

If you have any questions about your monthly statement, please contact the Team Manager.

# Swim Meet Fees

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**Entry Fees** You are responsible to pay any required fees for each meet in which your swimmer participates. Typically, you can expect to be charged \$4.50 - \$8.50 per event, depending on the meet entered, plus a per swimmer surcharge, usually \$10.00 or more. In most meets, swimmers can swim up to four events per day.

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**Relay Fees** At some meets, you may be asked to participate as a member of a relay team. You may be responsible for the fees associated with any relays in which you participate. If you're not sure, just ask your coach. Relay fees range from \$2.00 - \$5.00 per swimmer.

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# Other Fees

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**Returned Check Fees** Any check returned for non-sufficient funds will be subject to a \$25.00 fee.

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**Extended Absence** If your swimmer will not be swimming during an entire calendar month, you have two choices. You can continue to pay your monthly dues and return whenever you are ready or you can inform your coach that you will be leaving for a period of time and cease paying dues. If you discontinue paying your dues for any period of time, you will be required to re-activate your membership when you return.

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**Re-Activation Fee** If a swimmer stops paying dues because of an extended absence from one or more months, a reactivation fee of \$75 will be required upon returning. This fee will appear on your monthly invoice. If a swimmer is removed from the team for more than twelve months, the swimmer shall pay all initial family membership fees again and any remaining balance before rejoining the team.

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# Parental Involvement

Lakewood Aquatic Sports Club is run with the help of parent volunteers. Parent volunteers are needed in order to maintain a successful program. For our fast fish and frog parents, the volunteer hour requirement is 28 hours per calendar year. Parents that have swimmers in the remaining groups are asked to volunteer a minimum of 36 hours throughout the year. This quota is based on the family's oldest child. There are a variety of volunteer opportunities that are available throughout the season.

Parents may sign up for jobs when Lakewood hosts a swim meet. When Lakewood hosts a swim meet, you will receive an email notifying you that job sign-ups are available in Team Unify. You may sign up for a job by logging into your account. These jobs may include: set-up, take down, meet marshals, running the snack bar, and timing.

Committees composed of team parents also assist the Board of Directors. Some of these committees are Fundraising, Raffle, Swim-a-Thon, and Awards Banquet. Other volunteer opportunities throughout the year may include, but are not limited to: picture day, swim-a-thon, or being a member of the Board of Directors. If you have any questions about volunteering, you may ask a coach or a Board Member.

When attending an away meet, Lakewood Aquatic Sports Club must provide a certain number of parents to work as timers. The number of timers required is normally proportional to the number of Lakewood swimmers competing at the meet. It is the responsibility of all Lakewood Parents to participate as timers. Please see Section 3, Swim Meet Procedures for additional information regarding timing at an away meet.

# Board of Directors

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The Board of Directors oversees the administrative functions of the team. The board consists of six elected parents, an appointed Ex-Officio Member, the Team Manager and the Head Coach. The board members serve two-year terms beginning in January. Board members must have a swimmer on the team who is ten years of age or older and who has swum on the team for at least two years. Board positions are staggered in that positions are elected every other year. Each board member is assigned a specific area of responsibility. For a list of the current members and their positions, check our website or newsletter. Following are the board positions and their general areas of responsibility.

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<b>Position</b>	<b>Responsibility</b>
President	Supervises all business of the team. Elected in even years.
1 <sup>st</sup> Vice President	Responsible for fund-raising programs and activities. Elected in odd years.
2 <sup>nd</sup> Vice President	Keeps and maintains all official swimmer times and meet results. Collects and enters all meet entries. Elected in even years.
Treasurer	Responsible for oversight of payroll, benefits, annual budget, taxes, bills and all financial records as administered by the Team Manager. Tracks team finances and balances team accounts. Elected in odd years.
Recording Secretary	Records minutes of all Board meetings and prepares all official correspondence. Elected in even years.
Marketing Outreach	Prepares monthly newsletter and communications. Maintains team website. Elected in odd years.
Team Manager	Main point of contact for new families. Distributes and collects all relevant forms and membership dues from new families. Responsible for oversight of all family accounts, dues and fees. Works with Treasurer to maintain fiscal accountability.
Head Coach	Responsible for all matters affecting training and competition including the hiring of assistant coaches.
Ex-Officio Member	The Ex-Officio Board Member is a former Board Member that is appointed by the Board.

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# Communication

Lakewood Aquatic Sports Club endeavors to communicate effectively to all its members. The team uses several methods, listed below, to inform parents and swimmers of pertinent information.

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**Team Unify**

The team website is **LakewoodAquatics.org**. The website should be checked frequently for current information. Upcoming events, featured articles, meet results, general information from the coaching staff, and announcements from the Board of Directors can be found here online. "Coaches Updates" on the Calendar page is used for the purpose of last minute changes or for additional reminders.

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**Email**

This is the primary form of communication used by Lakewood Aquatic Sports Club. When necessary, the Communication Secretary sends out 'Swim Updates' with any pertinent information that you need to know. Reminders for swim meet entry deadlines as well as last-minute schedule changes are all sent by email. The Team Manager will send weekly updates and swim meet information by email as well.

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**Text**

Text messages will be sent out to Lakewood members in case of an emergency, practice cancellation/time change, etc. Please ensure that cell phone numbers are kept updated in your Team Unify account.

# Team Uniforms

Lakewood Aquatics swimmers are required to wear a team suit and cap at all meets. These are available from Competitive Aquatic Supply (CAS) in Huntington Beach. Our team suit is a navy blue with red stripe racing suit with the Lakewood Aquatics logo. Our team cap is red, also with the Lakewood Aquatics logo. Caps are required because each coach is responsible for many swimmers at each meet. Having all Lakewood Aquatic swimmers wear the same cap and suit makes it easier for our swimmers to be spotted by both coaches and parents.

It is a good idea to place your child's name inconspicuously on all pieces of his or her uniform.

Due to the number of outdoor meets, it is recommended that swimmers have parkas.

Swimmers are required to wear Lakewood Aquatics T-shirts and/or sweatshirts at all swim meets.

T-shirts and/or sweatshirt sales occur three times a year (in the fall, summer, and winter) on the pool deck. An informational email will be sent prior to the sale.

The following items are also available from the Competitive Aquatic Supply (suits, caps and accessories only).

<b>suits</b>	female
	male
<b>caps</b>	team meet caps
	practice caps
<b>accessories</b>	team swim bag
	towels
	parkas
	team warm-up suit
	equipment (see next page)

**CAS is located at 15661 Container Lane, Huntington Beach. Their phone number is 714-898-2655. A 10% discount is applied when purchasing items from CAS.**



# Equipment List (Per Group)

**Frogs-** kick board, Speedo Trialon Rubber Swim Fins

**Fast Fish-** kick board, Speedo Trialon Rubber Swim Fins, pull buoy

**Age Group Select-** kick board, pull buoy, Speedo Trialon Rubber Swim Fins, stroke master paddles, Speedo snorkel

**Gold-** kick board, pull buoy, Speedo Biofuse Fins or Short Blade Training Fins, Speedo paddles, Speedo snorkel

**Pre-Senior-** kick board, pull buoy, Speedo Nemesis Fins, Biofuse Fins or Short Blade Training Fins, Speedo paddles, Speedo snorkel

**Senior-** kick board, pull buoy, Speedo Nemesis Fins, Biofuse Fins or Short Blade Training Fins, Speedo paddles, Stroke Maker paddles, Speedo snorkel

**Senior Elite-** kick board, buoy, Speedo Nemesis Fins, Biofuse Fins or Short Blade Training Fins, Speedo paddles, Stroke Maker paddles, Speedo snorkel

# **Team Training Policies, Section 2**

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*Practice Policies*

*Training Responsibilities*

*Code of Conduct*

# Practice Policies

## ***Attendance***

Each training group has specific attendance requirements appropriate for the objectives of that group. Consistent training produces the greatest amount of success. As a swimmer moves to higher training groups, our coaches expect increased attendance.

## ***Arrival Time***

For your protection, arrive at the pool no earlier than 15 minutes before your workout time. Be ready to swim with your cap and goggles on, before the start of practice. Arriving late to practice and warm-ups disrupts the group and the coach.

## ***Using Practice Facilities***

Enter the Cerritos Aquatics Center through the gates on the west, north or south side of the complex.

While on deck at the Cerritos Aquatics Center, swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without their coach's permission.

Swimmers at Cerritos Aquatics Center are to be walked by a guardian from the parking lot to the pool before and after practice. ***Never drive onto campus to drop off or pick up your swimmer.***

It is necessary for families to purchase a parking permit at Cerritos College. Permits can be purchased at the yellow parking meters for \$2.00 (bill or quarters). Semester parking permits are available from the Campus Police office located on New Falcon Way.

Please respect the facility and property of Cerritos College. Please pick up all trash. The following are NOT ALLOWED on deck:

- Gum
- Bicycles or scooters
- Glass

## ***Respect for Facilities***

The team, including coaches, swimmers, and parents, has an obligation to act as guests while at Cerritos College, Lakewood High School or any other pool where workouts may be held. Every member of the club needs to respect this privilege. **Any damage to property may result in financial liability to the swimmer's parents and the team, and may result in the swimmer being asked to leave the team permanently.** Please bring your own equipment.

## ***Parents Involvement in Practice***

Each facility has designated area for parents to sit. Please do not sit in the areas located behind the

coaches. This will help keep distractions to a minimum. If you are unable to stay the entire practice, please make sure you attend the start and end of practice. The last part of practice is very often the most important. Usually, there are announcements made at this time. In addition, due to unscheduled changes, practice could end early.

Please pick up your swimmer immediately after his or her practice is over. You must pick up your swimmer in the pool area, not in the parking lot. The coaches are responsible for your child while he or she is at practice and want to be sure your child leaves with you or someone responsible for your child.

In the event that your child needs to be dismissed from practice early, the coach needs to be notified before practice begins. Your swimmer must wait in the pool area until you arrive.

### *Observing Practice*

Our insurance allows only USA Swimming registered swimmers and coaches to be on the pool deck during practice, but parents are welcome to observe practice.

While you observe practice, please do not try to communicate with any swimmer from the observation area. This is not only a distraction to the swimmer, but also to the coach and his/her group.

### *Talking to Coaches at Practice*

When contacting the coaches, please be considerate. Never interrupt the coaches during workouts. The best way to speak with the coaches is to meet with them after practice. They usually make themselves available at this time to answer questions and provide information.

If you have a serious concern or request pertaining to coaching issues, please make an appointment with the coach. If you need other information, have requests, or need further assistance, please contact the Head Coach or Team Manager.

### *Illness and Injury*

At all times, the coach should be informed of an illness or injury, regardless of how trivial it may seem. If your swimmer will be out of the water for an extended period of time, due to injury or illness, please notify the coaching staff and the Team Manager. Depending upon the length and/or severity of the swimmer's illness/injury, it may be necessary for you to provide a release from your doctor before the swimmer returns to the pool.

## **Schedule Changes**

When there is a practice change or cancellation, the team will attempt to give as much notice as possible. Coaches will make an announcement at the beginning and end of the practice. Last-minute changes will be announced via an email or text from the Team Manager and on the website ([www.LakewoodAquatics.org](http://www.LakewoodAquatics.org)) under READ LATEST UPDATE FROM COACHES on the Calendar page. Since unexpected changes do arise, making a habit of checking either the website or your email before coming to practice each day is a good idea.

# Training Responsibilities

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimming. Therefore, attending practice as often as possible will provide the greatest benefit.

Swimmers need to prepare themselves for a 100% effort each time they come to practice. Each swimmer should come to practice ready to take advantage of the coach's expertise. Swimmers should also eat well, stay hydrated, and get proper rest in order to be at their best for training.

## ***Equipment***

Swimmers should bring specific training equipment to each practice. It is the swimmer's responsibility to make sure these are properly adjusted. It is a good idea to write your name on each piece of equipment. The swimmers in the Junior II groups are the only swimmers that are allowed to leave their equipment bags in the storage area on deck. All other swimmers are required to bring their equipment bags back and forth to each practice. Required items are listed under Section 1. Also come equipped with dry-land training clothes (shorts/sweats, t-shirt, and running shoes), extra cap and goggles, and a water bottle.

## ***Practice Rules***

### **Do:**

- Pick up all equipment after every workout
- Stay off the lane lines at all times
- Be respectful of others' equipment and personal belongings.

### **Don't**

- Get in or out of the water without your coach's permission
- Run or play rough on the swim deck, bleachers, in restrooms or in locker rooms

# Code of Conduct: Swimmers

- Practice good sportsmanship, being considerate of others and treat each other with dignity. Always be respectful of referees, timers, and coaches.
- Never interfere with the progress of another swimmer.
- Always do your best, and encourage others to do so as well.
- At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that his or her actions reflect positively on the team.
- All members of the team, whether parents or swimmers, continue to protect and improve the excellent reputation of the team.
- All swimmers will be required to sign the “Lakewood Aquatics Code of Conduct”, Appendix A, before they represent the team at a meet that requires traveling out of town.
- In addition, swimmers and parents must abide by the “USA Swimming Code of Conduct”, Appendix C.

# Code of Conduct: Parents

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child’s participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns to first to the coach; then, if not satisfied, to the appropriate supervisor.

# Swim Meets, Section 3

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*Philosophy of Competition*

*Swimming Organizations*

*Swim Seasons*

*Competitive Strokes*

*Types of Swim Meets*

*Age Group Classifications*

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*Swim Meet Procedures*

*Out-of-Town Meets*

# Philosophy of Competition

Lakewood Aquatics collaborates with USA Swimming to provide challenging, yet success-oriented, competitive situations for swimmers of all ages and abilities. From the time a child joins the team, he or she is encouraged to develop skills that not only benefit his or her swim experience, but also help throughout life.

In the younger years, while swimmers are developing their strokes, they are encouraged to compete in meets as a way of introducing competition and measuring progress. The emphasis is for swimmers to:

- Become familiar with their own abilities
- Learn how to set realistic goals
- Encourage time improvement as stroke techniques are learned
- Build a sense of camaraderie with the other members of the team
- Develop good sportsmanship
- Become more responsible in following practice and meet procedures

As a swimmer progresses to higher levels of competition, greater responsibility and dedication is expected from both the swimmer and parents. Commitment to practice and greater self-discipline is stressed, due to the demands of competition at a higher level. The emphasis here is:

- Stroke technique perfection
- Time improvement
- Realistic goal-setting
- Development of the coach and swimmer relationship
- Willingness to set time aside to attend important meets

Competition allows swimmers to see how much they have improved from all the hard work they put in at practice. It also provides an avenue for the swimmer to reach his or her goals. Lakewood Aquatics hopes each swimmer's competitive experience will be a learning opportunity.



# Swimming Organizations

## USA Swimming

USA Swimming is the national governing body for competitive swimming in the United States. It was conceived in 1978 with the passage of the Amateur Sports Act, which specified that all Olympic sports would be administered independently.

As the national governing body for the sport, USA Swimming is responsible for the rules of conduct and administration of swimming in the United States. In this capacity, USA Swimming formulates the rules, implements policies and procedures, conducts the national championships, disseminates safety and sports medicine information, and selects the athletes to represent the United States in international competition.

## Southern California Swimming (SCS)

Southern California Swimming is our Local Swimming Committee (LSC). SCS provides governing rules, sectional swim meets, regional championship meets, including Junior Olympics and Q meets, and provides insurance coverage. Within SCS, there are regional committees. Lakewood Aquatics is a member of the Metro Committee. Other committees within SCS are Coastal, Desert, Olympic, Orange, Pacific and Eastern.

USA Swimming registration through SCS is required and is renewed annually. No swimmer or coach may enter the pool or deck area without USA Swimming registration.

Additional information about Southern California Swimming can be found on their official website at [www.socalswim.org](http://www.socalswim.org)

# Swim Seasons

The swim year is divided into two seasons:

Season	Course	Months	Pool Length
Summer	Long course	March – August	Meets are held in 50-meter pools (Olympic size).
Winter	Short course	September – February	Meets are held in 25-yard pools.

# Competitive Strokes

The four competitive strokes are freestyle, backstroke, breaststroke, and butterfly. Events are held in all of the competitive strokes at varying distances, depending on the age of the swimmer. In addition, there is a combination of strokes swum by one swimmer called the individual medley. Swimmers may also participate in relays. Relays involve four swimmers who either all swim freestyle, or each swims one of the four competitive strokes.

Stroke	Description
<b>Freestyle</b>	The freestyle stroke is the crawl, characterized by the alternate overhand motion of the arms and an alternating up-and-down flutter kick. However, in freestyle events, the competitor may swim any stroke he wishes. In all USA Swimming competitions, each swimmer's head must surface within 15 meters of the start of the race.
<b>Backstroke</b>	In the backstroke, the swimmer must stay on his or her back, except during the turns. The stroke consists of alternating motions of the arms while using the flutter kick. On turns, some part of the swimmer must touch the wall. The swimmer is not required to touch the wall with his or her hand before executing the turn maneuver. The backstroke turn must be executed as a continuous turning action, meaning a uniform unbroken motion, with no pauses. In all USA Swimming competitions, each swimmer's head must surface within 15 meters of the start of the race.

<b>Stroke</b>	<b>Description</b>
<b>Breaststroke</b>	Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are simultaneously pushed forward from the breast, on or under the surface of the water, and brought backward in the propulsive stage of the stroke. The kick is a simultaneous thrust of the legs called a “frog” or breaststroke kick. No flutter or dolphin kicking is allowed. On turns, and at the finish, the swimmer must touch the wall with both hands simultaneously, keeping his or her shoulders in line with the surface of the water.
<b>Butterfly</b>	The most physically demanding stroke, the butterfly, features the simultaneous overhead stroke of the arms combined with the dolphin kick. The dolphin kick uses both legs together, moving up and down. No flutter kicking is allowed. As in the breaststroke, swimmers must touch the wall with both hands before turning. In all USA Swimming competitions, each swimmer’s head must surface within 15 meters of the start of the race.
<b>Individual Medley</b>	The Individual medley, commonly referred to as the “IM”, features all four competitive strokes. The competitor swims one quarter of the race in each stroke, beginning with butterfly, then backstroke, breaststroke, and finishing with freestyle. The no-touch backstroke rule comes into play in the individual medley events also. The new turn may be used in the 200-yard and the 400-meter IM, only in the middle of the backstroke leg.
<b>Medley Relay</b>	In the medley relay, all four strokes are swum. The first swimmer swims backstroke, the second, breaststroke, the third, butterfly, and the final swimmer, freestyle. No swimmer may swim more than one leg of the relay.
<b>Freestyle Relay</b>	In the freestyle relay events, four swimmers each swim the freestyle stroke one quarter of the total distance of the event. As in the medley relay, no individual may swim more than one leg of the relay.

In addition to perfecting the competitive strokes, swimmers must learn quick starts and turns. Swimmers also learn strategies for the various length races in order to achieve their best performance. Many races are won or lost by the swimmer’s performance in starts or turns.

<b>Starts, Turns, and Strategies</b>	<b>Description</b>
<b>Starts</b>	Swimmers are called to the starting position by the official starter. The starter checks that all swimmers are in the down position and still. Once the starter is satisfied, the race is started by an electronic tone. If the starter feels that one of the swimmers has jumped early, the race will be recalled and the offending swimmer disqualified. Under USA Swimming rules, one false start disqualifies the swimmer.
<b>Turns</b>	Quick turns are essential to a good race. In all events, the swimmer must touch the wall, but in the freestyle and the backstroke, the swimmer may somersault as they reach the wall, touching only with the feet. In the other two competitive strokes, the swimmer must touch the wall with both hands simultaneously before executing the turn.

# Types of Swim Meets

<b>Meet Type</b>	<b>Description</b>
<b>Invitational Meets</b>	Lakewood Aquatics will occasionally compete with other teams. This is called an Invitational. These meets help promote team unity, but usually limit the number of events a swimmer may enter. 2-6 teams may be invited to participate in the meet.
<b>BRW Meets</b>	These meets do not have a time qualification and typically any swimmer may enter. Type of meets include <i>RW</i> , <i>BR</i> , <i>BRW</i> , <i>Blue Max</i> , and <i>Blue Min</i> .
<b>Age Group Championships or Junior Olympics</b>	There are three Age Group Championships held each year. June Age Group (JAG), Winter Age Group (WAG), and Junior Olympics (Summer JO's are in July, Winter JO's are in March). Each swimmer should attempt to qualify for as many events as possible at these meets. Time standards vary for each meet during the year.
<b>Zone Championships</b>	After the Age Group championships are held in the summer, swimmers are selected to attend and represent Southern California Swimming (SCS) in the Western Zone Championships. This is an all-star meet where SCS swimmers compete as a team against other states from the west.
<b>Senior Developmental Meets</b>	These meets generally have qualification time standards. Most of the time these meets are "open", meaning they have no age groupings.
<b>Sectional Championships/ Futures</b>	This is a meet held twice a year and is sanctioned by USA Swimming. USA Swimming sets the qualifying time standards for these championship meets. Generally, the standards fall between the national AAAA and JO time standards. These meets are open to any swimmer in the state who has met the qualifying standards, regardless of age.
<b>Junior/ Senior National Championships</b>	Other than the Olympic Trials, the World Championships, and the Pan American Championships, the highest level of competition for our senior swimmers is the Senior National Championships. 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 performances at Senior Nationals.

# Age Group Classifications

There are seven different age group classifications recognized by USA Swimming: 8-and-under, 10-and-under, 11-12, 13-14, 15-16, 17-18, and Senior. The senior classification includes any age swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmer's age group for the entire meet.

# Time Achievement Levels

Within each age group, there are different nationally recognized levels of achievement based on times. All swimmers begin as *White* swimmers. As they improve, they advance from *White*, to *Red*, *Blue*, *June Age Group Championship*, *Winter Age Group Championship*, *Spring JO*, *Summer JO*, *SCRTS* (Southern California Swimming Reportable Time), and *NRT* (National Reportable Time). USA Swimming publishes the times required for each ability level each year. This permits fair, yet challenging competition on all levels. In some cases, a swimmer may be in a different level in each stroke. For example, a swimmer may have a *White* breaststroke time, a *Red* freestyle time, and a *June Invite* backstroke time. Some swim meets set certain qualification standards in order to swim in a certain level, a swimmer must have achieved the qualifying time for that particular level.

# Meet Schedules

Each season's meet schedule is distributed at the beginning of the season and is subject to revision. The team newsletter and website list all current meet information. The coaching staff reserves the right to make the final decision concerning meets that Lakewood Aquatics swimmers may attend.

## ***Purpose***

The meet schedule has been established with the expectation that swimmers will attend every meet available at their level. In other words, an age group swimmer with *Blue* times should participate in all *Blue* level meets for age group swimmers. While it is not mandatory to attend meets, we do not schedule a meet unless we feel it is important for our team to participate.

## ***Frequency of Meet Participation***

On an average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind.

## ***Team Meets***

Team championship meets are indicated on the meet schedule and promoted by the coaching staff. Since the coaching staff places the most emphasis on these meets, Lakewood Aquatics swimmers are ***required*** to attend both Championship meets held in February and July.

## ***Non-Scheduled Meets***

Swimmers are encouraged to swim only in those meets that are scheduled Lakewood Aquatics meets. The coaching staff will only attend the meets listed on the meet schedule. Always consult with the coaching staff prior to attending any meet where no coach will be present. If you do attend a meet where no Lakewood Aquatics coach is present, the swimmer must ask the meet manager to assign a coach for the purposes of warm-up.

# General Meet Entry Rules

## ***Open Events***

An open event is a senior event run at an Age Group meet. Senior events are defined by time as opposed to age. There are two requirements to enter any open event: first, you must be at least 11 years old and second, you must have achieved the 11-12 Blue time standard for the event. For meet management purposes, a meet host may choose to use a faster time standard for open events. There are no swim-ups or three-event/stroke exceptions for entering open events.

## ***Swim-up Rule***

In Southern California Swimming, the “Swim-up” rule enables swimmers to move up one distance, based on ability level at the shorter distance. For example, a swimmer who has never swum the 500 yard freestyle, but has achieved a Blue time in the 200 yard freestyle, may enter the 500 yard freestyle at the Blue minimum time. A swimmer may swim-up only if the event is not offered at his or her ability level. A swimmer may only swim-up one distance, i.e. 100 to 200, but not 100 to 500.

## ***Three-Event/Stroke Exception***

For 8-and-under swimmers, there is a three-event exception rule. This rule states that if a swimmer has achieved any three events at a given level, the swimmer may enter other events at that level, when the events are not offered at the swimmer’s achieved level.

For 9-10 and older swimmers, there is a three-stroke exception rule. This rule states that if a swimmer has achieved a given level in three strokes, the swimmer may enter other events at that level, when the events are not offered at the swimmer’s achieved level.

## ***Bonus Events***

Some senior level meets offer “Bonus Events”. Bonus events allow you to enter an event in which you have not achieved the qualification time, based on qualification in another event or events.

## ***Yard Times for Meter Meets/Meter Times for Yard Meets***

If your time is Blue ability level in yards, you must enter Blue ability level in meters, and vice-versa.

## ***Age Group Eligibility***

You must swim in your age group, as determined by your age on the first day of the meet.

## ***Change of Affiliation***

You may change your affiliation by submitting a change of affiliation form. In order to change teams within a registration year, you must file a form once to unattach. A nominal fee is required for each form submitted. At a meet, you may unattach by notifying the Meet Secretary in writing and paying a fee. You cannot attach or re-attach at a meet. USA Swimming rules requires that a swimmer is unattached for 120 days between representing different teams in competition. See USA Swimming Rules for details.

## ***CIF Swimmers***

Any swimmer who competes in CIF must notify Southern California Swimming, prior to the start of the CIF swim season, of his or her intention to be unattached during the CIF swim season. It is the CIF swimmer's responsibility to enter USA Swimming meets unattached and to change the heat cards accordingly.

## ***Registering with USA Swimming at Meets***

If a swimmer registers with USA Swimming at a meet, the swimmer and the team are charged penalties. The penalty consists of a double registration fee and a \$70 on-deck surcharge.

## ***Preliminaries and Finals ("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 fastest swimmers after his or her morning swim, he or she then qualifies to swim in the championship finals in the evening session. Some sheets also hold a consolation final. If a swimmer places from 9 – 16 in prelims, he or she qualifies to participate in the consolation finals in the evening session. In the evening finals session, the consolation heat is first, followed immediately by the championship heat. During the prelims, the results are usually posted within one-half hour of the conclusion of the event. A swimmer should never leave a prelims and finals meet without making sure if he or she is a finalist or an alternate. USA Swimming rules dictate that if a swimmer signs in for a finals event and fails to show up, he or she may be fined and is barred from participating in the remainder of the meet. This includes individual events and relays. Alternates are the 16th, 17th and 18th place swimmers and should check with their coach about attending finals. Bonus finals, for 17 – 24 place swimmers, are usually swum at all high level meets.



# How to Enter a Swim Meet

Entering your first swim meet may seem a little intimidating. Don't let the process keep you and your swimmer from participating. After attending a few meets, the process will become much easier. Following are some guidelines to help you through.

Your swim meet schedule lets you know when meets will be occurring. When the team receives the meet forms for a particular meet, the information is emailed to you with a link to Team Unify.

The meet information on Team Unify gives you the information you need to enter that particular swim meet. It includes the location, dates, warm-up and start times, rules specific to that meet, fees, and entry due date. It also includes the list of events offered at that meet, along with the required qualification times, if any.

The process is simple. Click the link provided in the email and once you have signed in to Team Unify, you will be brought to a webpage on our team website that will allow you to commit or not commit your child to the meet. If you have more than one child swimming you will see them listed on this page.

Here are the steps if you **ARE NOT GOING**:

- Click on the Member Names [they default to Not Committed]
- Then click on the Signup Record pull-down and select No
- If No, just click on the [Save Changes] button to save the changes
- If you have more than one child, repeat the same task as listed above

Here are the steps if you **ARE GOING**:

- Click on the Signup Record pull-down and select Yes
- Once yes is selected, you will see the events your child MAY be eligible to swim
- You will also see the best times inserted into the Entry Time field and highlighted in yellow
- Check the Checkbox to the left of the name for those events you would like to swim
- Please take careful notice of the time standards that must be met in the right-side columns
- Once you have finished, click on the Save Changes Button in the lower right
- Repeat the process for additional swimmers
- You will notice that Coach Approval column will indicate Pending after you submit
- **Please pay careful attention to:**
  - **Maximum Event Entry Limitations IF PRESENT. Click on the >>View if present.**
  - **Add any notes that you want the Coach or Administrator to see**

Your coach or team administrator will review your declaration and APPROVE or REJECT your request and once they submit the final choices you will be able to review by signing in and clicking on the Attend This Event button for any events listed on our team website. **Look at the Coach Approval column for the events that you have been confirmed to swim.**

If you have questions or need help with completing the entry form, please ask the coach or any parent on deck.

# What to Bring to a Meet

After attending a few meets, you will know what you and our swimmer need at a meet. Below are suggestions to get you started.

<b>suit, cap, and goggles</b>	Most important. Navy blue Lakewood Aquatics team suit, red team cap, goggles, and an extra pair of goggles, just in case the first ones break.
<b>Towels</b>	Your swimmer will be there a while, so pack at least two.
<b>T-shirts</b>	You may want to bring two because they can get wet and soggy.
<b>sweat suits</b>	Bring two, same reason as above.
<b>parka</b>	In cold weather, these can be essential, especially at outdoor pools.
<b>food</b>	Each swimmer should bring a small cooler with snacks and plenty to drink. Most meets usually have a snack bar.
<b>something to sit on</b>	For example: beach chair, sleeping bag, old blanket, or anything comfortable to sit on. The swimmers will be spending a lot of time on it.
<b>games</b>	Travel games, coloring books, books, cards; anything to pass the time.

# Swim Meet Procedures

## Before the Meet Starts

### *Getting There*

Arrive at the pool at least 20 minutes before the scheduled warm-up time begins, to allow for check-in and locating the team area. Warm-up times will be listed on the meet form and communicated by our coaches before the meet.

Upon arrival, find a place to put your swim bag, chair and/or blanket. The team usually sits in one place together, so look for some familiar faces and team canopies. Check in with your coach.

### *Checking In*

Next, you must check in. Check-in helps the meet run smoothly, so that only swimmers who are actually at the meet are placed in heats for the event. Races with empty lanes are avoided. The check-in area is usually around the area marked "Clerk of Course". Tell the check-in clerk your name and the clerk will verify the events you are swimming that day. Check for special posted instructions in the area. You must check in well before the first event you are swimming that day. Check-in is closed for each event approximately 30 minutes before the event begins. If you do not check in, you will not be allowed to swim that event. Swimmers must check in each day that they swim an event.

### *Tip*

Once you have checked in, write each event number on you hand in ink. This makes it easier to remember what events you are swimming and what event number to listen for.

### *Warming Up*

Next, get your cap and goggles and report to your coach for warm-up instructions. It is very important that all swimmers warm up. USA Swimming requires all swimmers to warm up under the observation of a coach. NOTE: Sometimes the coaches will hold warm up before the swimmers check in.

### *Waiting*

After warm-up, go back to the team area and listen for events to be called. This is a good time to go to the bathroom, if necessary, get a drink, or just get settled in. The meet will usually start about 10-15 minutes after warm-ups are over.

### *Questions Regarding Meet Procedures*

Questions concerning the conduct of a meet, an officiating call, or meet results should be referred to the coaching staff. The coaches will pursue the matter through the proper channels. **Parents may not approach the meet administrators or officials at any time.**

### *Meet Programs*

A meet program is emailed two to three days prior to the meet. The program lists all swimmers in each event according to entry time. If the swimmer is swimming an event for the first time, they will be entered as a "No-Time" or "NT".

## **When the Meet Starts**

### ***Know Your Event Numbers***

It is important for any swimmer to know what event numbers they are swimming. They may swim right away after warm-up, or they may have to wait a while.

### ***Check the Heat Sheet***

Before a swimmer's event, the heat sheet will be posted, usually on a wall at the side or end of the pool. The boy's heat sheets are posted in one group and the girl's heat sheets are posted in another group. The heat sheet shows the heat and lane number for all swimmers participating in that event. The number of heats in an event varies depending upon the number of swimmers entered.

### ***Report to the Coach***

After finding your heat and lane assignment, report to your coach. Tell your coach in which event, heat, and lane you are swimming. The coach will discuss with you any last minute instructions and race strategy.

### ***Listen for Your Event***

Event numbers will be announced, usually over the loudspeaker. Often, there is a time board with the current event number displayed. Prior to your event, report to your lane, ready to swim. Always check with the lane timer to be sure you are in the correct lane and heat. Be sure to be on time for your event. Missing your event may disqualify you from your next event or relay.

### ***Note***

Occasionally at BRW Meets, there will be staging for the 8 and under swimmers. This means a meet official will line up all the swimmers and take them down to the pool in the correct order.

### ***Starting Position***

Swimmers are called to the starting position by the official starter. The starter checks that all swimmers are motionless. When all swimmers are set, the starting tone or beep is sounded to start the race.

### ***Swim!***

Swim your race!

### ***After Each Swim***

- Ask the timers for your time
- See your coach. The coach will ask for your time and discuss the swim with you. Generally, the coach gives suggestions for improvement and positive comments when discussing the swim.

### ***Parents' Job After a Race***

- Tell them how great they did and ensure that the swimmers warm down.
- Take them back to the team area and relax. This is another good time to check out the bathrooms, get a drink or something light to eat.
- Wait until your next event approaches

## **Timing Duties**

At each swim meet, Lakewood Aquatics must provide a certain number of parents to work as timers. The number of timers required is normally proportional to the number of Lakewood Aquatics swimmers competing at the meet. Timing is not difficult, but without volunteers, it is not possible to conduct a successful meet. ***It is the responsibility of all Lakewood Aquatics parents to participate as timers.***

### ***Timing Shifts for Away Meets***

When attending an away meet, each Lakewood Aquatic Sports Club parent is required to work a timing shift. Each shift will last about an hour, depending on the number of swimmers attending the meet. An email will be sent a few days prior to the day of the meet with the timing schedule. It is your responsibility to check the email and make note of your assigned shift. At the start of your shift on the day of the meet, go to the assigned lane behind the starting blocks. There will be a \$50 fine if you fail to show up for your timing shift. You may be assigned more than one timing shift, especially if you have more than one child swimming. If you have a conflict with the timing shift you have been assigned, ask another parent to switch with you.

### ***Timing Procedure/Equipment***

Timing procedures vary based on the timing equipment being used at the meet. Most meets utilize “pickles”, stopwatches, and electronic touch pads. Normally, one chair takes care of a stopwatch, one chair writes each time down on a provided heat sheet, and all three chairs push a pickle button at the end of each race.

## **Team Support**

All team members are encouraged to remain at poolside while teammates are still in competition. Cheer your teammates on and help them swim their best! Lakewood Aquatic Sports Club apparel should be worn to each meet.

## **When You Have Finished Your Events**

When you have completed all your events, you get to go home. Ensure that your area is clean of any personal belongings and trash. Check with your coach before leaving to be sure you are not included on a relay. Also, always check for your official times and record them before leaving. Official times are normally posted in the same area as the heat sheets, usually within 30 minutes after the event is swum. Official times are also posted at the Southern California Swimming website and in Team Unify the week following the meet.

# Out-of-Town Meets

For out-of-town meets, please note these special guidelines.

- Parents are responsible for arranging transportation and lodging to out-of-town meets. Often, a certain hotel will be designated as team headquarters.
- Parents are encouraged to attend out-of-town meets with their swimmers and to chaperone other swimmers. These trips can be fun for parents and swimmers alike. They are also an opportunity to participate in a special way in each young swimmer's career.
- A coach has too many responsibilities to the entire team to accept responsibility for an individual swimmer. Therefore, do not ask a coach to provide transportation.
- Any swimmer riding in a car is responsible to the parent/driver for his or her behavior. Swimmers are expected to adhere to the Lakewood Aquatics 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.
- For some Senior Meets travel arrangements will be made by the team for the swimmers. This means the swimmers will travel together and stay together in one hotel with coaches and chaperone's, if needed. Parents must make their own travel arrangements in these cases.
- For out of town Senior Meets swimmer's will be required to sign a Code of Conduct letter and parent's will be required to fill out an Emergency Form specifically for that travel meet.

# Appendix A

## Team Code of Conduct

The purpose of this code is to promote the best possible individual and team performance. The code is further designed to promote a favorable image of the representatives of Lakewood Aquatics as ambassadors of their sport. Anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the objectives listed below, will be subject to immediate return home, if at an out-of-town meet. This will be at the expense of the parent and/or swimmer. Swimmers are also subject to other punishments, including barring from future travel meets, competitions, or dismissal from the team.

1. All team members shall abide by this Code of Conduct.
2. Every team member is expected to behave in an exemplary manner. The reputation of Lakewood Aquatics as well as the other athletes with you is dependent upon your behavior.
3. On trips requiring overnight lodging, team members are required to stay in rooms or areas assigned by the coaching staff.
4. If members of the opposite sex are in a room not assigned to them, doors and curtains must remain open at all times.
5. Everyone must be in their assigned room at the designated curfew time and no one, except roommates, are allowed in the room after curfew time. Lights will be out no later than ½ hour after curfew time. Appropriate curfews will be established for each trip by the coaching staff.
6. Use of alcoholic beverages or any other illegal drug or substance of any kind, other than those prescribed by a physician or approved by a parent or coach is NOT permitted. 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 Lakewood Aquatics.
7. Indiscreet, destructive, disrespectful, or any behavior considered to be detrimental to the team will NOT be tolerated.
8. Certain meets require total team support. All team members are encouraged to remain at poolside while teammates are still in competition. This helps team morale.
9. 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. No team meetings may be missed. Be punctual to all meetings and warm-up times.
10. Agree to follow the rules about practice and meet behavior in the team handbook.
11. Additional rules may apply at certain meets.

# Appendix B

## USA Swimming

### How is USA Swimming Organized?

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<b>International</b>	The international federation for the aquatic sport is the Federation International de Natation Amateur (FINA. USA Swimming is affiliated with FINA through United States Aquatic Sports (USAS), which is made up of the four aquatic sports – swimming synchronized swimming, diving and water polo.
<b>National</b>	USA Swimming is a Group A member of the United States Olympic Committee (USOC) and has voting representation in the USOC House of Delegates.
<b>Local</b>	Within the United States, USA Swimming is divided into 59 Local Swimming Committees (LSCs), each one responsible for administering USA Swimming activities in a defined geographical area. Each LSC has its own set of bylaws under which it operates. A House of Delegates with representation of athletes, coaches, members of the Board of Directors and clubs is responsible for managing the business affairs of each LSC. Our local swim committee is Southern California Swimming (SCS). There are six committees within Southern California Swimming. Lakewood Aquatic Sports Club belongs to the Metro Committee.

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### How are Decisions Made in USA Swimming?

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy and expertise at every level, from the National Board of Directors, to the local swimming clubs. All policy decisions are made through a chain of committees reporting to elected vice presidents.

The USA Swimming House of Delegates meets once a year at the annual USAS Convention and determines the rules and regulations for swimming for the following year. Between yearly meetings of the House of Delegates, an elected USA Swimming Board of Directors is charged with the responsibility of making decisions for the corporation.



## **What Services and Programs are Offered?**

The national headquarters are located at the U.S. Olympic Training Center in Colorado Springs, Colorado. The USA Swimming headquarters provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fund-raising activities, sports medicine programs, video resources and general information about swimming-related activities. The USA Swimming staff is available to assist you in answering questions and providing additional information about USA Swimming.

Additional information about USA Swimming can be found on their official website at [\*\*www.usa-swimming.org\*\*](http://www.usa-swimming.org).

# Appendix C

## USA Swimmer's Code of Conduct

### USA Swimming Article 304 Code of Conduct

304.1. The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. USA Swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

304.2. Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USS Code of Conduct.

304.3. The following shall be considered violations of the USA Swimming Code of Conduct.

- .1 Violation of the right to compete provisions set forth in Sections 301.1 through 301.4;
- .2 Violation of the anti-doping provisions set forth in Sections 303.4 or 303.5;
- .3 Discrimination in violation of Part Five of the USA Swimming Corporate Code of Regulations or any other section of the USA Swimming Rules and Regulations, or in violation of Section 201 (b)(6) of the Amateur Sports Act which requires that USA Swimming must provide: "an equal opportunity to amateur athletes: coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, sex or national origin";
- .4 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, or (iii) any crime involving sexual misconduct;

- .5 Any sexual contact or advance directed towards an athlete by a coach, official, trainer, or other person who, in the context of swimming, is in a position of authority over that athlete;
- .6 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances;
- .7 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer of, or a person who, in the context of swimming, is in a position of authority over that athlete;
- .8 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided;
- .9 The abuse of alcohol in the presence of an athlete under the age of 18, by a coach, official, trainer of, or a person who, in the context of swimming, is in a position of authority over that athlete;
- .10 Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete;
- .11 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity;
- .12 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming-sanctioned competition;
- .13 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to compete for or become a member of the swim club with which the acting party is affiliated, unless the acting party receives prior written approval to recruit or encourage the athlete from the coach of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative;
- .14 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority;
- .15 Any other act, conduct or omission which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming;

- 304.4. A complaint alleging violations of 304.3.12, 304.3.13, 304.3.14 and/or 304.3.15 of the USA Swimming Code of Conduct involving only one or more members or prospective members of one LSC, and not brought by USA Swimming shall be filed directly with the LSC. The procedure to be taken and the rules to be followed for hearing shall be as set forth in the Bylaws of the LSC. Any appeal of the LSC's decision shall be made to the National Board of Review pursuant to Part Four of the USA Swimming Rules.
- 304.5. With respect to those alleged violations of the USA Swimming Code of Conduct which do not fall under the parameters of Section 304.4, a complaint setting forth the allegations shall be filed with the USA Swimming President and Chairman of the National Board of Review, who shall promptly initiate a review of the matter as set forth below.
- .1 In those matters occurring during the course of a national or regional event, the Vice-President of Program Operations, or his/her designee, shall make the investigation and report.
  - .2 In those matters occurring during the course of an international event, the Olympic International Operations Committee Coordinator, or his/her designee, shall make the investigation and report.
  - .3 In those matters involving an alleged violation of 304.3.10 by a coach, the investigation shall be conducted and report made by a committee of three coaches appointed by the President.
  - .4 In all other instances, the investigation and report shall be made by the Executive-Director or his/her designee.

After the initial review is completed, the President may decide to either (i) cause further investigation into the alleged violations to be conducted; (ii) seek to mediate the complaint; (iii) take interim action as set forth in 304.6. Either the President or Chairman of the National Board of Review may then decide to assign the matter to the National Board of Review for hearing or jointly decide to dismiss the complaint.

- 304.6. After the initial review, depending on the severity of the alleged misconduct, the President may suspend the member who is the subject of the complaint pending the outcome of the National Board of Review hearing. If an interim suspension is ordered, the National Board of Review shall conduct its hearing and publish its results within twenty-one (21) days, except as provided herein. The member who is the subject of the complaint and the complainant shall be notified of such action when the matter is referred to the National Board of Review. The review process shall then proceed as outlined in 401.6. Until such time as the National Board of Review makes a decision, all proceedings shall be confidential and not subject to disclosure to anyone other than the parties to the review and witnesses.

Membership in USA Swimming is subject to mandatory compliance with the Code of Conduct. Failure to sign and return this form does not relieve or otherwise excuse you from your responsibility and duty as a member of USA Swimming to comply with the Code of Conduct.

# Minor Athlete Abuse Prevention Policy

Lakewood Aquatic Sports Club



Last reviewed on: December 3, 2019

## THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

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## GENERAL REQUIREMENTS

- USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

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## ONE-ON-ONE INTERACTIONS

- I. **Observable and Interruptible**  
One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
- II. **Meetings**
  - Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible

distance from another adult, except under emergency circumstances.

- If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

### III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- The door remains unlocked;
- Another adult is present at the facility;
- The other adult is advised that a closed-door meeting is occurring; and
- Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Lakewood Aquatic Sports Club.

### IV. Individual Training Sessions [Recommended]

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

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## **SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS**

- I. Content: All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- II. Open and Transparent: Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the

Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

- III. Requests to Discontinue: Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Lakewood Aquatic Sports Club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.
- IV. Hours: Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.
- V. Prohibited Electronic Communication: Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may “friend” Lakewood Aquatic Sports Club and/or LSC’s official page. Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

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## **TRAVEL**

- I. Local Travel  
Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).  
Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete’s legal guardian.  
Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.
- II. Team Travel  
Team travel is travel to a competition or other team activity that the organization plans and supervises.

a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete’s legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with Lakewood Aquatic Sports Club or LSC must be USA Swimming members in good standing.

- Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.
- Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

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## **LOCKER ROOMS AND CHANGING AREAS**

- I. Requirement to Use Locker Room or Changing Area  
The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- II. Use of Recording Devices  
Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.
- III. Undress  
An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- IV. One-on-One Interactions  
Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- V. Monitoring  
Lakewood Aquatic Sports Club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
  - Conducting a sweep of the locker room or changing area before athletes arrive;



- Posting staff directly outside the locker room or changing area during periods of use;
  - Leaving the doors open when adequate privacy is still possible; and/or
  - Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
- VI. Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.
- VII. Legal Guardians in Locker Rooms or Changing Areas  
 Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

## **MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES**

I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation( etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Lakewood Aquatic Sports Club.
- Legal guardians must be allowed to observe the Massage.
- Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

# Glossary of Swimming Terms

## **A**

### **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 LSCs have divided the swimmers into more convenient divisions specific to their situations, such as: 8-and-under, 13-and-over, 15-and-over, Junior, and Senior.

### **Alternate**

In a preliminaries and finals meet, after the finalists are decided, the next two fastest swimmers are designated as alternates. If a finalist cannot participate, the alternates are called to take their place, often at a moment's notice.

### **Anchor**

The final swimmer in a relay.

### **Approved Meet**

Swim meets conducted by organizations, other than USA Swimming members' clubs or LSCs, that have applied to USA Swimming or the local LSC for approval. If approval is granted, swimmers may use times achieved as USA Swimming qualifying times. A USA Swimming official must be present at all sessions of the meet. Approval does not mean Sanctioned.

### **ASCA**

The American Swim Coaches Association. The professional organization for swim coaches throughout the nation. This organization certifies coaches and offers many services for coaches' education and career advancement.

## **B**

### **Backstroke**

One of the four competitive racing strokes. Backstroke is the first stroke in the Medley Relay and the second stroke in the I.M. Racing distances are 50 yards/meters, 100 yards/meters, and 200 yards/meters. LSCs with 8-and-under divisions offer the 25-yard back.

### **Blocks**

The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at

both ends. Blocks have a variety of designs and can be permanent or removable.

**Blue Max Meet** Swim meet which requires swimmers to have achieved no faster than a Blue time standard in the events they wish to enter.

**Blue or Blue Min Meet** Swim meet which requires swimmers to have achieved a Blue time standard in the events they wish to enter.

**Bonus Heat** The heat held during the finals session of a prelims and finals meet that is slower than the swimmers participating in Finals. The Bonus Heat may refer to Consolation Finals or an extra heat in addition to Consolation finals.

**BR Meet** Swim meet that offers separate competition for both Blue and Red swimmers. Usually, medals are awarded to the Blue swimmers and ribbons to the Red swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Usually only Blue swimmers can score individual event team points.

**Breaststroke** One of the four competitive racing strokes. Breaststroke is the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yards/meters, 100 yards/meters, and 200 yards/meters. LSCs with 8-and-under divisions offer the 25-yard breaststroke.

**BRW Meet** Swim meets similar to the BR meet except there are three divisions. This type of meet includes every ability level of swimmer, from novice to very experienced. All swimmers compete at their own level: *Blue, Red or White*.

**Butterfly** One of the four competitive racing strokes. Butterfly, nicknamed "Fly", is the third stroke in the Medley Relay and the first stroke in the I.M. Racing distances are 50 yards/meters, 100 yards/meters, and 200 yards/meters. LSCs with 8-and-under divisions offer the 25-yard breaststroke.

## C

**Championship Meet** The meet held at the end of a season. Qualification times are usually necessary to enter these meets.

**Check-In** The procedure required before you swim your first event of the day. Sometimes referred to as positive check-in, you must have your name checked on the list compiled by the meet host.

<b>Circle Seeding</b>	A method of seeding swimmers when they are participating in a prelim and finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. See rulebook for exact method for seeding, depending on the number of lanes in the pool.
<b>Closed Competition</b>	Swim meet that is open only to the members of an organization or group. Summer club swim meets are considered to be closed competitions.
<b>Club</b>	A registered swim team that is a dues paying member of USA Swimming and the local LSC.
<b>Consolation Finals</b>	Consolations are the second fastest heat finals, when multiple heats are held. They are conducted before the Championship heat.
<b>Course</b>	Designated distance for swimming competition. Long Course is 50 meters while Short Course is 25 yards.

## **D**

<b>Deadline</b>	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 before the entry deadline.
<b>Deck</b>	The area around the swimming pool reserved for swimmers, officials, and coaches. Only authorized USA Swimming members may be on the deck during a swimming competition.
<b>Deck Entries</b>	Entries accepted for swimming events on the first or later day of a meet.
<b>Deck Seeding</b>	Swimmers report to a staging area to receive heat and land assignments for their events.
<b>Developmental</b>	A type of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low-pressure environment.
<b>Disqualified</b>	A swimmer's performance is not counted because of a rules infraction. An official raising an open hand above his or her head shows a disqualification.
<b>Distance</b>	How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40

lengths), 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 lengths).

<b>Dropped Time</b>	When a swimmer goes faster than his or her previous performance, he or she has dropped time.
<b>Dryland</b>	The exercises and strengthening program swimmers do out of the water.
<b>Dual Meet</b>	Swim meet where two teams compete against each other.

## ***E***

<b>Electronic Timing</b>	A system for timing swim meets. This system usually includes touchpads in the water, junction boxes on the deck with hook-up cables, buttons for backup timing, and a computer that prints the results of each race. Some systems contain a scoreboard that displays each swimmer's time. These systems operate on DC battery current.
<b>Eligible to Compete</b>	A swimmer is registered and meets all requirements.
<b>Entry Fees</b>	The fee a swimmer is charged per event. This varies depending on the LSC and the type of meet.
<b>Entry Limit</b>	The host of a swim meet will usually limit the total number of swimmers they can accept. Once the swim meet reaches the entry limit, the host will close the meet and return all other entries.
<b>Event</b>	A race or stroke of a given distance. An event equals one preliminary with its final, or one timed final.

## ***F***

<b>False Start</b>	When a swimmer leaves the starting block before the starting tone or gun. One false start will disqualify a swimmer or a relay team, but the starter or referee may dismiss the false start due to unusual circumstances.
<b>Fastest to Slowest</b>	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 girl's heat and one boy's heat until all swimmers have competed.

<b>FINA</b>	The international governing organization for the sport of swimming.
<b>Final Results</b>	The printed copy of the results of each race of a swim meet.
<b>Finals</b>	The final race of each event.
<b>Flags</b>	Pennants that are suspended over the width of each end of the pool. These flags are placed 5 yards from the end of the pool for short course pools, and 5 meters from the end of the pool for long course pools. They enable backstrokers to execute a backstroke turn more efficiently by counting their strokes.
<b>Freestyle</b>	One of the four racing strokes. Freestyle, nicknamed "Free", is the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yards/meters, 100 yards/meters, 200 yards/meters, 500 yards/400 meters, 1000 yards/800 meters, 1650 yards/1500 meters. LCSs with 8-and-under divisions offer the 25 yard free.

## **G**

<b>Gun Lap</b>	The part of a freestyle distance race, 500 yards/400 meters or longer, when the swimmer has two lengths plus 5 yards to go. The starter fires a gunshot or rings a bell over the lane of the lead swimmer when the swimmer is at the backstroke flags.
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## **H**

<b>Heat Award</b>	An award given to the winner of a single heat at an age group swim meet.
<b>Heat</b>	A division of a single event when there are too many swimmers to compete at the same time. The results are compiled after all heats of the event are completed.
<b>High Point</b>	An award given to the swimmer scoring the most points in a specific age group at a swim meet. Not all meets offer high point awards; check your meet form for more information.

## **I**

<b>IM</b>	Individual Medley. A swimming event using all four of the competitive strokes in consecutive lengths of the race. The order must be butterfly, backstroke, breaststroke, and freestyle. Equal distances are swum of each stroke. Distances offered: 100 yards/meters, 200 yards/meters, and 400 yards/meters.
<b>Interval</b>	An amount of time for swimming and rest used during swim practice.

**Invitational**

Meet that a team must be invited to in order to attend.

**J****J.O.**

Junior Olympics. An age group championship meet conducted by the LSC.

**Jump**

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

**L****Lane**

The specific area in which a swimmer is assigned to swim. At pools with starting blocks, lanes are numbered from right to left.

**Lane Lines**

Continuous floating markers attached to a cable in the pool, stretched from the starting end to the turning end. Lane lines separate each lane and quiet the waves caused by racing swimmers.

**Lap**

One length of the course. Lap may also mean down and back or 2 lengths of the course.

**Lap Counter**

The large number cards used during the freestyle events of 500 yards or longer. This term can also mean the person who turns these cards for the swimmer. Counting is done from the end opposite the starting end. The numbers on the cards are odd numbers only, with the final lap 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 the sender.

**Leg**

The part of a relay event swum by a single team member.

**Long Course**

Refers to a season or meet where a 50-meter pool is used.

**LSC**

Local Swimming Committee. The local-level administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

**M****Malfunction**

A mechanical or electronic failure.

**Mark**

The command to take your starting position.

**Marshall**

The official who controls the crowd and swimmer flow at a swim meet.

<b>Medals</b>	An award given to swimmers at some meets. They vary in size, design, and method of presentation.
<b>Meet</b>	A series of events held in one program.
<b>Meet Director</b>	The official in charge of the administration of the meet. The person directing the “dry side” of the meet.
<b>Meet Program</b>	The pre-meet printed listings of swimmers’ seed times in the various events at a swim meet. These sheets vary in accuracy, since the times may be submitted many weeks before the meet. Parents and swimmers can tell the order of events and get an idea of how long the meet sessions will last.

## **N**

<b>Negative Split</b>	A race strategy in the distance freestyle events in which a swimmer covers the second half of the race faster than the first half.
<b>Non-Confirming Time</b>	A short course time submitted to qualify for a long course meet or vice versa.
<b>Novelty Meet</b>	A meet that does not fall into a specific category because of limited events, sessions, or age brackets.
<b>NRT</b>	National Reportable Time. A time list is published once a year. If a swimmer equals or betters the time on the list, he or she may submit his or her time in that event for consideration for national recognition.
<b>NT</b>	No Time. The abbreviation used on an entry form, program, or heat sheet to designate that the swimmer has not swum that event before.

## **O**

<b>Officials</b>	The certified adult volunteers who operate the many facets of a swim competition.
<b>Olympic Trials</b>	The USA Swimming sanctioned long course swim meet held the year of the Olympic Games to decide which swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior National times.
<b>Open Competition</b>	Competition which any qualified club, organization, or individual may enter.
<b>Open Water Swimming</b>	Swimming in an open body of water, such as a lake, ocean, or bay, as opposed to a swimming pool.
<b>OT</b>	Official Time. The swimmer’s event time recorded to one hundredth of a second.



**OVC** Official Verification card. A three-copy form for certifying a national qualifying time and issued only by a verification official of the area in which the meet was held.

## **P**

**Pace Clock** The large clocks with highly visible numbers and second hands positioned at the ends or sides of a swimming pool. Swimmers use pace clocks to check intervals during practice.

**Positive Check-In** The procedure required before a swimmer swims an event in a meet. See Check-In.

**Preliminaries (Prelims)** The session of a preliminaries and finals meet in which the qualification heats are conducted.

**Preliminaries and Finals** Also called Prelims and Finals. This is a type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest six or eight swimmers, (Championship Heat), and the next fastest six or eight swimmers, (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals, even if his or her finals time would place them so. The converse also applies.

**Pre-Seeded** A meet 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 or coaches must supply proof of time with some meet entries.

**Psyche Sheet** Another name for a meet program.

## **Q**

**Qualifying Times** Published times necessary to enter certain meets, or the times necessary to achieve a specific level.

## **R**

**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 four swimmers participate as a relay team, each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley Relay – One swimmer swims backstroke, one swimmer swims breaststroke, one swimmer swims butterfly, and

one swimmer swims freestyle, in that order. Medley Relays are 200 yards/meters or 400 yards/meters. 2.) Freestyle Relays – each swimmer swims freestyle. Freestyle relays are 200 yards/meters, 400 yards/meters, or 800 yards/meters.

**Ribbons** Awards in a variety of sizes, styles, and colors, given at swim meets and as time improvements by the team.

**RW Meet** Swim meet that offers separate competition for both Red and White swimmers, usually with ribbons for the Red swimmers and smaller ribbons for the White swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Swimmers are not allowed to enter an event in which they have a *Blue* time.

## **S**

**Sanction** A permit issued by a LSC to a USA Swimming group member to conduct an event or meet.

**Sanction Fee** The amount paid by a USA Swimming group member to a LSC for issuing a sanction.

**Seed** Assigning the swimmers heats and lanes according to their submitted or preliminary times.

**Seed Cards** A card that is either handed to the swimmer or given to the timer behind the land. Cards usually list the swimmer's name, USA Swimming number, seedtime, event number, event description, and the lane and heat number the swimmer will swim. Backup times are written on these cards. Each event has a separate card.

**Seeding** There are two types of seeding: deck seeding and pre-seeding. In deck seeding, swimmers are called to report to the Clerk of the Course. After scratches are determined, the event is seeded. In pre-seeding, swimmers are arranged in heats according to submitted time, usually a day before the meet.

**Senior Meet** A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.

**Senior Nationals** A USA Swimming National Championship meet for swimmers of any age as long as the qualification times are met. Senior Nationals are conducted long course in the spring, usually in late March, and in the summer, usually in late July or August.

**Session** Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.

**Short Course** Refers to a season or meet where a 25 yard or 25 meter pool is used.

**Split** A swimmer's time for a portion of an event, shorter than the total

distance. For example, a swimmers time for the first 50 yards is taken when he or she is competing in a 100-yard race. It is common to take multiple splits for the longer distance events.

<b>Starter</b>	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
<b>State</b>	A meet held twice a year, short course and long course, sponsored by the LSC. It is common to hold a championship senior meet and age group meet separately. Qualification times are usually necessary.
<b>State Qualifier</b>	A swimmer who has made the necessary cut-off times to enter the state meet.
<b>Step-Down</b>	The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication that something is not right for the race to start.
<b>Stroke</b>	There are four competitive strokes: butterfly, backstroke, breaststroke, and freestyle.
<b>Stroke Judge</b>	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.
<b>Submitted Time</b>	Time used to enter a meet. These times must have been achieved by a swimmer at previous meets.
<b>Swim-A-Thon</b>	Our biggest team fund-raiser copyrighted by USA Swimming for use by local clubs.
<b>Swim-Off</b>	In a prelims and 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 the finals.

## **T**

<b>Taper</b>	A phase of practice for senior swimmers characterized by a decrease in yardage and an increase in sprinting before a championship meet.
<b>Team</b>	USA Swimming Registered club that has the right to compete for points.
<b>Team Records</b>	The statistics a team keeps, listing the fastest swimmer in the club's history for each age group and each event.

<b>Time Trial</b>	An event, or series of events where a swimmer may achieve or better a required time standard.
<b>Timed Finals</b>	Competition in which heats are swum and final placing is determined by those times.
<b>Timer</b>	The people responsible for getting watch times on events and activating the backup buttons for the timing system. Timers sit behind the starting blocks at the finish end of the pool.
<b>Top 16</b>	A list of times compiled by the LSC, USA Swimming, or Swimming World that recognizes the top 16 swimmers in each age group, event, and distance, for boys and girls.
<b>Touch Pad</b>	The removable plate on the end of a 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.
<b>Transfer</b>	The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before a swimmer can represent another USA Swimming club.

## **U**

<b>Unattached (UNA)</b>	An athlete member, who competes, but does not represent a club or team.
<b>Unofficial Time</b>	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.
<b>USS</b>	USA Swimming. The governing body of swimming in the United States.
<b>USS Number</b>	A 12-part number assigned to a swimmer when they register with USS. (2 digits of birth month + 2 digits of birth day + 2 digits of birth year + 3 letters of first name + 1 middle initial + 4 letters of last name )

## **W**

<b>Warm-Down</b>	The loosening swimming done after a race.
<b>Warm-Up</b>	The practice and loosening session a swimmer does before the meet, or before his or her event.
<b>Watch</b>	The hand-held device used by timers and coaches for timing a swimmer's race and taking splits.
<b>Whistle</b>	The sound a starter makes to signal for quiet before they give the

command to start the race.

## **Y**

### **Yardage**

The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.

## **Z**

### **Zones**

The United States is divided into 4 major zones: Eastern, Southern, Central, and Western. At the end of the long course season, the Zone Administration sponsors a championship age group meet.