

**Swim Parent 101 – Welcome to the Belleville Youth Swim Team (BYST)!** We hope to provide you with some helpful information as a new parent with the goal of acquainting you with the sport of competitive swimming.

**There are many benefits to participating in the sport of swimming:**
– Meeting terrific people and building lifelong friendships
– Incredible fitness levels – core strength, exceptional cardiovascular and overall fitness
– Life skills – time management, self-discipline and sportsmanship
– Fun - competitive swimming is fun, exciting and rewarding

**Getting Involved – Club Commitments**
Swimming is different from many other sports. Unlike other activities that might only require parents to bring snacks, drive to team events and/or help out coaching, swimming is managed entirely by parents.

The Belleville Youth Swim Team is a non-profit organization run by an Executive, comprised of parent volunteers and salaried/hourly coaches. Executive positions become available and are voted on at our semi-annual AGM meetings.

From working at meets to helping out at special events, from being a group parent to sitting on the board, this club cannot function without the hard work and support of all Belleville Youth Swim Team parents**. As part of your membership in the club, each family is required to help out in accordance with the policy on club commitments in our parent handbook.** As these may be modified from year to year based on our changing needs, please familiarize yourself with the officiating requirements for the current year.

Please refer to our Parent Handbook for more in-depth information about our club policies and procedures under the “Parents/Officials” tab on our website. [(www.byst.ca](http://(www.byst.ca)).

## Competitive Swimming Basics

Like all sports, swimming has rules unique to the sport. The following is a general overview of the basics. Familiarizing yourself with the basics will not only help you understand the focus our coaches need while they work with your swimmer, but will also help you as you begin your officials’ training.

**Four Competitive Swimming Strokes**
The four competitive swimming strokes are freestyle, backstroke, breaststroke and butterfly. The combination of all four strokes is called individual medley.

**Freestyle**
In the freestyle, the competitor may swim any stroke he or she wishes. Most swim the front crawl, as it is traditionally the fastest stroke. It is characterized by the alternate stroking of the arms over the surface of the water surface and an alternating (up-and-down) flutter kick. The freestyle is swum over 25, 50, 100, 200, 400, 800 and 1500 metre distances.

**Backstroke**
In the backstroke, the swimmer must stay on his or her back at all times. The stroke is an alternating motion of the arms. On turns, swimmers may rotate to the stomach and perform a flip turn and the swimmer must touch the wall with some part of the body. Swimmers must surface within 15 metres after the start and each turn. Backstroke race distances are 25, 50, 100 and 200 metres.

**Breaststroke**
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 pushed forward from the breast on or under the surface of the water and brought backward in the propulsive stage of the stroke simultaneously. The kick is a simultaneous thrust of the legs called a frog or breaststroke kick. At each turn a swimmer must touch with both hands at the same time. Breaststroke races are distances of 25, 50, 100 and 200 metres.

**Butterfly**
One of the most challenging stroke, the butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick. The dolphin kick features both legs moving up and down together. No flutter kicking is allowed. Both hands must touch the wall simultaneously on the turns and the finish. The butterfly was born in the early 1950s due to a loophole in the breaststroke rules and became an Olympic event in Melbourne, Australia in 1965. Butterfly races are swum in 25, 50, 100 and 200 metre distances.

**Individual Medley**
The individual medley, commonly referred to as the I.M., features all four competitive strokes. In the I.M., a swimmer begins with the butterfly, changes to the backstroke after one-fourth of the race, then the breaststroke for another quarter and finally finishes with the freestyle. The I.M. is swum in 100, 200 and 400 metre distances.

**Relay**Freestyle Relay – 4 swimmers participate taking turns swimming a particular distance (50m, 100m and sometimes 200m) of front crawl each.

Medley Relay –all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly and freestyle order. The medley relay is 200 or 400 metres.

**Swimming is a sport of personalbest times and goals.**

From Junior BYST through to Senior 1 programs, our swimmers are constantly learning and improving on technique and racing strategies. This is competitive swimming but much as your child might want to compete with other swimmers in his or her group or other clubs, the best competition is always the clock. Beating a previous best time is the goal. There will always be someone faster or someone slower, so the focus should be on self-improvement. Improvements can happen suddenly, but it can also be a gradual climb. Every swimmer progresses at a different pace, which is why our coaches emphasize personal growth.

## Time Standards

As your swimmer progresses, time standards begin to play an important role in setting goals, not only to qualify for specific meets, but to also move up the group ladder. Success depends solely on self-improvement, hard work and achievement of your child’s personal goals. Swimmers in the beginning stages of their competitive swim career typically compete in local 1 or 2 day swim meets with no qualifying standards. As swimmers improve, opportunities to swim at regional, provincial and national swim meets open up. There are various standards for these meets which are set by Swim Ontario and Swim Canada.

**Fees
Registration fees** are set annually by the Executive based upon coaching salaries, pool fees and other operating costs. Registration is done via our online registration system. The club, on your behalf, pays Swim Ontario and Swimming Canada fees. Fees are set according to levels and are payable annually. Swim Ontario fees provide insurance. A Swimming Canada account will be set up for you after registration, after which you can add your swimmer and track his or her success throughout the year. (Please see [www.swimming.ca](http://www.swimming.ca/) for more information).

Junior BYST fees are paid per session. Each session runs for 12 weeks and begins in September, January and March. Your swimmer is registered for the whole year.

**Team Clothing and Equipment**

Information about equipment & team wear is located on our website under the “equipment” tab. It states all equipment offered & where to purchase it. You can wear any permitted racing suit & swim cap at meets as long as it is team colours (black or purple) - or you can purchase a team cap and/or suit through our equipment manager. The cost of all equipment/team wear is extra.

The basic equipment for swimming changes as a swimmer progresses. The obvious: swimming suit, cap and goggles, can be purchased online through Team Aquatics, at their store (closest location: Pan Am Pool, 875 Morningside Ave., Scarborough, ON M1C 0C7), or any other websites/stores you discover. . Many of our swim meets also host swim vendor booths which offer various swim equipment/suits, etc.

FAQ’s:

**When does the swim season begin and end?**

The swim season starts mid-September & goes until mid-end of June.

**How do I sign my swimmer up next season?**

 Once your swimmer makes the team, they are automatically welcome to return the following season and do not need to be re-assessed. As the new season approaches, you will receive an email about re-registering your swimmer online.

**What are the swim practice hours?**

Practice times vary depending on the group. Please see our website for breakdown of each groups times.

**What if my swimmer cannot swim at the assigned time?**

 Swimmers have to swim with their assigned group because each group’s training structure is tailored to the level of the athletes. 100% attendance is not mandatory – however, each practice is offered to give the athletes every opportunity to train.

**What is Swimathon?**

Our club offers a 2 hour period in April 2018 where your swimmer swims for either 2 hours, or 200 laps, whichever comes first. (1 hour for Junior BYST). It is a fundraiser for our club, so we ask swimmers to approach family and friends to raise money for this fun event

**How do social events work?**

Our club offers a Christmas party, as well as a year-end banquet. These are both free of charge events and families are welcome, including all siblings. The only thing we ask is for parents to bring a potluck item and food information is sent out prior to the event. Should we host any additional social events (bowling, movie night, etc) – you would receive an email for information and any cost that may be associated.

**Where do I pay for registration fees, swim meets, etc?**

BYST has a mailbox in the viewing area on the 2nd floor behind the bleachers. You can drop your cheque in the mailbox once you have registered your swimmer prior to the upcoming swim meet. If BYST has your credit card on file, BYST can charge it for your meet fees. In comments when committing to meet, please put a comment stating to charge the credit card, how many days attending meet, etc. **There will be a $3.00 administration fee charged each time your credit card is processed**

**What about Lost & Found?**

BYST does not have an official lost & found area. You can turn in anything found behind to either a Coach, or at the front desk of the Wellness Centre. The lifeguard office beside the pool will hold onto goggles left on pool deck.

**How does my swimmer move from group to group?**
Group movement is based on the coach’s evaluation and/or qualifying times. When selecting for the groups we try to create the most compatible group as possible in terms of racing, training speed and age.

## Everything you’ve ever wanted to know about swim meets but were afraid to ask!

So you have signed up and are ready for your first meet. But what should you bring?

**For the swimmer**
1. Team clothing, cap, warm clothing for on deck
2. Swim suit for racing and a backup suit (if possible)
3. Well-fitting goggles (an extra pair is a good idea too in case one pair breaks)
4. Towels (take 2 – 3 towels depending on the length of the meet)
5. Flip flops or non-slip deck shoes
6. A refillable water bottle
7. Nutritious snacks (i.e. oatmeal bars, raisins, grapes etc.), nothing too heavy to digest and nothing fatty. Many pools advise no food on deck, so your swimmer will be required to eat off deck.

**For the parents/spectators**
1. Money for the meet program. These cost $2 – $20 (depending on the meet, # of sessions, etc) and are available at the pool. They show all the races and you can check which races your child is in (and what lanes).
2. Colourful highlighter pen so you can mark off your child’s races.
3. As a spectator keep in mind that the indoor pool can get very hot inside so dress accordingly!
4. Viewing is often limited – arrive early.
5. Snacks and water – some meets have a shop with food but others don’t.
6. Very important – there is no flash photography allowed at meets.

**Teams warm up in the pool, usually an hour before the first race begins. Please leave home in plenty of time to be on deck and stretching at least 15 mins before the start of warm-ups.**

**When you arrive at the pool:**
1. Ensure your swimmer is changed and on the deck.  A BYST coach will already be there.
2.  Look for other BYT swimmers/parents. If seating permits, it is best to sit together as a team. Parents will not be allowed on deck. Swim Canada only permits registered coaches and officials on deck.
3.  Buy a heat sheet (program) and look for your child’s name. Highlight the races he/she will be swimming in while he/she is in warm ups. Most meets we attend will be swum slowest to fastest. Kids with no times (NT) will usually swim in the first heat. Once they have swum that event they will get an official time so that subsequently, they will be seeded accordingly.
4. Encourage your child to cheer for their team mates!
5. **Your child should talk to his/her coach before and after each race**. This allows the coach to give plans and encouragement before the race and to provide feedback after the race for next time. Before your swimmer leaves the deck, make sure check with their coach that they actually done racing for the day. There may be relays at the end of the session and your swimmer may be a member of a relay team.
6. When the meet is over, please ensure that your swimmer helps to clean up any garbage around the team area. It’s a lot of work for the meet organizers to clean up the mess left at the end of a meet.

**Swim Meet Information/FAQ’s**

**Meet Schedule**
Please check our website regularly for meet information.

**General**

Meets are a VERY large and important source of income for our club and helps with keeping our fees down. By hosting successful meets, we are able to offer our swimmers the opportunity to race locally, as well as offering this opportunity to visiting clubs.

As a club who hosts meets, parents are also responsible for providing food for the officials and coaches. By hosting a successful meet with food, we are able to have visiting teams return year after year, which provides income for BYST. The Hospitality Co-ordinator will send out an email to sign up for food items prior to the meet. Please sign up and bring your food at the requested time for the meet.

**Competitions/Meets**

We strive as a club to enter a regular range of competitions. There are qualifying & non-qualifying meets. From non-qualifying local home & away meets to qualifying meets such as: Regionals, Festivals, Provincials & Nationals, there is something for all levels of swimmer. We are keen for our swimmers to grow in confidence & improve their personal best times**. Please check with your swimmers Coach to see if your swimmer is ready to compete.** For qualifying level meets (Regionals, etc) you can find the qualifying times on our website.

**Meet Entries/Commitments**
There is a tremendous amount of work behind the scenes putting entries together for swim meets. Part of every meet is not only posting relevant information about the meet, but more importantly, we need to know if your swimmer is attending or not. It is imperative that you review the dates, and indicate if your swimmer is attending before the entry deadline/cut off. If this process is not done, then we are unable to determine if your swimmer is competing.

If your swimmer is eligible, you must “Accept or Decline” the meet. If your swimmer is available to attend the meet and you would like them entered, please “accept”. If your swimmer is not available for the meet please “decline” before the deadline. After the entry deadline has been reached, your coaches will create individual event entries for each swimmer. If you “accept” the meet but for some reason your swimmer does not attend the meet - in most cases - you will be obligated to pay the meet fees anyway as these fees are paid well in advance of the meet.

**Meet Results**
Encourage your swimmer to do their best and to have fun. Results are usually posted on a wall at the meet as they become available. For some meets, live results are available on the host team’s website. Results will show their official time and place for each event. The coaches usually get their times too and will tell them how they did. Following the meet you can find all the results on the Swim Canada web site. ([www.swimming.ca](http://www.swimming.ca/)) This web site shows results of all the meets nationwide.

If your child places in an event, ribbons are often given out. These ribbons, however, are only given out at the end of a meet and usually to the coach who will award them to swimmers later on. Sometimes these ribbons are mailed out so it could be a few days before they get them to you.

**Are my meet entry fees included with training fees?**

 No, meet entry fees and any additional team travel costs are extra & must be submitted when registering for that event. Payment must be made prior to event (approx. 2 – 3 weeks before). Coaches /Treasurer will send email reminder when deadline is approaching

**Am I allowed on the pool deck during practice or meets?**

 No, for insurance and safety reasons only coaches, athletes and volunteer officials are allowed on the pool deck during practice and meets. You can sit in the stands to watch practice and meets if you are not officiating.

**Is my swimmer allowed to attend any swim meet?**You will receive emails that should contain all necessary meet information. If you are not sure, please check with your swimmers coach to see if your swimmer is ready to compete.

**Do I have to work at a swim meet?**

Yes - each family needs to meet their necessary participation requirements. The easiest way to meet your requirements is to work at our home swim meets. You will not receive credit for working another club’s meets, but you will gain experience.

**How do I get trained to work a swim meet?**

Our club will offer clinics (timer, stroke and turn, starter, etc) at various times throughout the year where you can train/learn with other parents in a classroom type setting at no cost to you.

**How do I sign up to work a swim meet?**

There will be a link emailed out close to our home meet dates that directs you to sign-up genius, which is the system we use. You pick your desired position, enter your name & show up at your scheduled time.

**What do I need to bring to a swim meet?**

For our home meets, we ask that each family provide a food item for one of the sessions. Our hospitality co-ordinator will send out an email prior to a home meet that the food sign-up is available. You sign up like you would when committing your swimmer to a swim meet. You click on the meet and then click on job sign-up. You then select your food item you would like to bring and bring it at the assigned time listed.

 **How do I know which meet my swimmer is attending?**
You will be notified via email when there is a meet coming up. You will be asked to go to our website and either accept/decline your swimmer’s attendance.

**How do I sign up my swimmer for competitive swim meets?**

At the beginning of the season the swim meet schedule will be posted on the website. You will need to log in to the website to declare your intent for each meet. Entries are sent in prior to each meet by our coach & meet manager. This will require some planning beforehand to make sure a swimmer is able to swim at any meets they are entered in.

**What is and where do I find the meet package?**
You can find the meet package on our website and/or on Swim Canada website meet list. The meet package will include the warm up times, events and all information regarding the meet.

**How do I know which events my swimmer is participating in?**
Meet entries will be available approximately 1 week prior to the meet via our website.

**What are psych sheets?**
Psych sheets are a rank ordering of the swimmers entered per event at a particular meet.

**How is a swimmer seeded if he/she has never competed in an event?**
Most often swimmers are entered NT (no time) and seeded in the slowest heat. This means that they will swim in the first heats of an event.  Sometimes swimmers are given estimated times by the coaches.

**What does it mean that a meet is sanctioned?**
A meet is “sanctioned” when Swim Ontario has given its stamp of approval on the competition.

**How is it determined which swimmers participate in relays?**
The coaches will generally try to create the fastest possible relays starting with the “A” team and working back.  Usually best times and times done at the current meet are used for selection. Ultimately it is the coaches responsibility to select the team as other factors such as current training and racing times will be brought into account.

**What is a DQ?**
This is a disqualification. Sometimes, the swimmer may be disqualified and an official will tell the swimmer at the end of the race.  Although this is done to help the swimmer learn the rules of the strokes, it is often a very emotional event for the young swimmer so it is important that you let them know that this happens to most swimmers when they are starting out – even some of the world champions get disqualified. And to take the sting out of the DQ….it’s tradition to make a trip to Dairy Queen to honour the DQ.

**What are pre-requisites?**
For the younger swimmers to qualify for Provincials and Festivals they need to beat certain standards in specific events. This is done to prove their aerobic fitness to Swim Ontario. It is part of Swim Ontario’s long term athlete development plan.

**What is the difference between short course and long course and what time of year is which season?**
The short course season (25 m pool) is traditionally September to March and the long course (50 m pool) season April to August. Long Course meets can be held during the SC season and vice versa.

**Who do I contact when I have…**

**Coaching related questions** – Please contact your swimmer’s group coach

Junior BYST Director –  Kristin Buchanan (kristinbuchanan4@gmail.com)

Age Group Coach –  Joyce Downey (jedswd@gmail.com)

Head/Senior Coach – Brandon Oates (coachboates@gmail.com)

You know your swimmer better than anyone. If there is anything you feel the coach should know, please talk to them before or after practice or email them. Please note, while the club appreciates there will always be talk/critical analysis in the stands, we ask that you please talk to your coach first if you have any concerns about coaching.

**Questions related to club policies** – Please contact one of the board members <https://www.teamunify.com/Contact.jsp?team=canbyst>

**Administrative questions, including help with the registration** system – Please contact the club secretary and/or registrar at: bystregistrar@yahoo.ca (Tiffany Rittenhouse)

**Fees and billing questions** – For information regarding our club fees and/or your account, and payment options, please contact the treasure at: millertreasurer.byst@gmail.com (Shelly Miller)

**Questions I feel requires a more serious discussion or remain unresolved after speaking to your swimmers coach or other person** – please contact the club president at: wendylynne4@gmail.com

(Wendy O’Neill)

**Officiating questions** – please contact our Club Officials Chair at bystcoc@gmail.com (Michelle Jiwa)

Swimming Terminology:

**Alternate:**  In a prelims/finals meet, after the finalists are decided, the next fastest swimmers other than the finalists are designated as alternates.  The faster of the two being the first alternate and the next being the second.

**Anchor:**The final swimmer in a relay.

**Block:**  The starting platform located behind each lane.

**Bulkhead:** A wall constructed to divide a pool into different courses, such as a 50m pool into two 25m pools.

**Cap:**The latex or lycra covering worn on the head of swimmers.

**Championship Meet:**The meet held at the end of the short and long course seasons.  Qualification times are necessary to enter meets.

**Check In:**The procedure required before a swimmer swims an event in a deck seeded meet.  Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.

**Circle Swimming:** Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

**Closed Competition:**Swim meet which is open to a specific number of invitees.

**Club:**A registered swim team that is a member in good standing with Swim Ontario

**Coach:** A person who trains and teaches athletes in the sport of swimming.

**Colorado:**A brand of automatic timing system.

**Course:**Designated distance (length of pool) for swimming competition.  Long course = 50 metres, short course = 25 metres.

**Deadline:**  The date meet entries must be postmarked by, to be accepted by the meet host.  Making the meet deadline does not guarantee entry into a meet since many meets are full prior to the deadline.

**Deck:**The area around the swimming pool reserved for swimmers, officials, and coaches.  No one but authorized persons may be on deck during a swim meet or practice.

**Deck Entries:**Accepting entries into events on the first day or later days of a meet.

**Distance Event:** Term used to refer to events over 400 metres.

**DQ (Disqualified):** This occurs when a swimmer has committed an infraction of some kind (e.g. one-handed touch in breaststroke). A disqualified swimmer is not eligible to receive an award, nor will there be an official time in that event.

**Dive:**Entering the water head first.  Diving is not allowed during warm up except at the designated time, in specific lanes that are monitored by the swimmers coach.

**Drill:** An exercise involving a part of a stroke, used to improve technique.

**Dropped Time:**When a swimmer goes faster than the previous performance they have “dropped their time.”

**Dry-land Training:** Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics, and/or weight training.

**Entry:**An individual or relay team roster/event list for a swim competition.

**Entry Fees:**The amount per event a swimmer or relay is charged to compete.

**Entry Limit:**Each meet will have a limit of total swimmers they can accept, or a time limit they cannot exceed.  Once an entry limit is reached a meet will be closed and all other entries returned.

**Electronic Timing:**Timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, button for backup timing, and a computer console that prints out the results of each race.  Some timing systems are hooked up to a scoreboard that displays swimmers times.

**Eligible to compete:**The status of a member swimmer that means they are registered and have met all the requirements.

**Event:**  A race or stroke over a given distance.  An event equals one preliminary with final or one timed final.

**False Start:** Occurs when a swimmer is moving at the start prior to the signal.

**Fastest to Slowest:**A seeding method used on the longer events 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 alternate one female heat and one male heat until all swimmers have competed.

**FINA:**The international, rules making organisation, for the sport of swimming.

**Final:** The championship heat of an event in which the top six or eight swimmers from the preliminaries compete for awards, depending on the number of lanes in the pool.

**Final Results:**The printed copy of the results of each race of a swim meet.

**Fins:**Large rubber fin type devices that fit on swimmers fees.  Used in practice only.

**Finish:** The final phase of the race – the touch at the end of the race.

**Flags:** Backstroke flags placed 5 metres from the end of the pool. They enable backstrokers to execute a backstroke turn more efficiently through being able to count the number of strokes into each wall.

competition.

**Heats:**  A division of an event when there are too many swimmers to compete at the same time.  The results are compiled by swimmers time swam after all heats of the event are completed.

**Heat Sheet/Program:**  The pre-meet printing listings of swimmers seed times in events at a competition.  These sheets vary in accuracy since coaches submit swimmers times many weeks before the meet.  Heat sheets are usually sold at the admissions table and are used to mainly make sure the swimmer has been properly entered in all the events they signed up for.  Parents enjoy looking at the seedings prior to the race plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.

**Kick:**The leg movements of a swimmer.  A popular word to yell to encourage swimmers during a race.

**Kick Board:**A floatation device used by swimmers during a practice.  A light weight object used with great accuracy by coaches.

**Lane:**The specific area in which a swimmer is assigned to swim.  Lanes are numbered from right (lane 1) to left (Lane 8).

**Lane Ropes:**Continuous floating markers attached to a cable attached from the starting end to the turning end for the purpose of separating each lane and quieting waves caused by racing swimmers.

**Lap:**  One length of the course (sometimes means down and back).

**Lap Counter:** A set of plastic display numbers used to keep track of laps during a distance race. The person, who counts for the swimmer, is stationed at the opposite end from the start.

**Late Entries:**Meet entries from a club that are received by the meet host after the entry deadline.  These entries are usually returned or can be accepted at double the published entry fee.

**Leg:**The part of a relay event swam by a single team member or a single stroke in the IM.

**Length:**The extent of the competitive course from end to end.

**Long Course or LC:** A 50 metre long pool.

**Mark:**The command to take your starting position.

**Marshall:**The official who controls the crowd and swimmer flow at the swim meet.

**Medals:**Awards given to the swimmers at meets.  They vary in size, design, and method of presentation.

**Meet:** Competition designed to be a measure of progress and a learning experience. By implementing what has been learned in practice, the swimmers test themselves against the clock to see how they are progressing.

**Meet Chair:**The person in charge of the administration of the meet.

**Negative Split:** Swimming the second half of the race faster than the first half.

**No Time (NT):**The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.

**Official:** A judge on the deck of the pool at a sanctioned competition who enforces SNC rules.

**Official Time:** A time achieved in a race during a duly sanctioned competition.

**Open Competition:**Competition which any qualified club or swimmer may enter.

**Open Water:** Any freestyle event normally conducted in a natural body of water, such as a lake, river, or ocean.

**Pace:** The often pre-determined speed with which a swimmer completes each segment of a race (e.g. 25m, 50m)

**Pace Clock:** Large clock with a large second hand and a smaller minute had, used to check pace or maintain intervals in practice (may also be digital).

**Paddle:**Coloured plastic devices worn on the swimmers hands during swim practices.

**Positive Check In:**The procedure required before a swimmer swims an event in a deck seeded or pre seeded meet.  The swimmer must mark their name on a list posted by the meet host.

**Prelim:** Slang for preliminaries, also called heats – those races in which swimmers qualify for the championship and consolation finals in an event.

**Pre-seeded:**  A meet in which a swimmer knows what lane and heat they are in by looking at the heat sheet or meet programme.

**Psych Sheet:**An entry sheet showing all swimmers entered into each individual event.  Sometimes referred to as a heat sheet or meet programme.

**Pull Buoy:**A floatation device used for pulling by swimmers in practice.

**Qualifying Time:** Qualifying time necessary to compete in a particular event and/or competition.

**Race:**A single swimming competition event.

**Referee:**The head official in charge of a swim meet.

**Registered:**Enrolled and paid member of Swim Ontario.

**Ribbons:**Awards in a variety of sizes, styles, and colours given at some swim meets.

**Sanctioned Meet:** All competitions in which records may be set and official times may be obtained, must be sanctioned (= approved officially) by Swim Ontario.

**Scratch:** To withdraw from an event in a competition.

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

**Session:**Portion of a meet distinctly separated from other portions by time.

**Short Course or SC:** A 25 metre long pool in which most competitions during the winter are held.

**Split:** A swimmer’s intermediate time in a race. Splits are registered every 50m and are used to determine if a swimmer is on a planned pace. Under certain conditions, initial splits may also be used as official times.

**Sprint:** Describes the shorter events (50 and 100m); in training, to swim as fast as possible for a short distance.

**Start:**The beginning of a race.  The dive used to begin a race.

**Starter:**The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.

**Step down:**  The command given by the starter or referee to have the swimmers move off the blocks.  Usually this command is a good indication that everything is not right for the race to start.

**Streamline:** The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer’s body is as tight and straight as it can be.

**Stroke:**There are four competitive strokes, butterfly, backstroke, freestyle, breaststroke.

**Stroke Judge:**The official positioned at the side of the pool, walking the length of the course as the swimmers race.  If the stroke judge sees something illegal they report to the referee and the swimmer may be disqualified.

**Swim-off:**In a prelims/finals type competition a race after the scheduled event to break a tie.  The only circumstance that warrants a swim-off is to determine which swimmer makes finals or an alternate, otherwise the tie stands.

**Team Records:**The statistics a team keeps, listing the fastest swimmer in the clubs history for each age group/each event.

**Taper:** The final preparation phase. As part of this phase, and prior to major competitions, older and more experienced swimmers will shave their entire body to reduce resistance and heighten sensation in the water.

**Timed Final:**Competition in which only heats are swum and final placings are determined by those times.

**Time Standard:**A time set by a provincial association that a swimmer must achieve for qualification or recognition.

**Time Trial:** A practice race which is not part of a regular competition. Time trials may be sanctioned and used to qualify for specific meets.

**Timer:**The volunteers sitting behind the starting block/finish end of the pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

**Touch Out:**To reach the touch pad and finish first in a race.

**Touch Pad:** A large sensitive board at the end of each lane where a swimmer’s touch is registered and sent electronically to the timing system.

**Transfer:**The act of leaving one club and going to another.

**Unofficial Time:**The time displayed on a read out board or read over the intercom by the announcer immediately after a race.  After the time has been checked, it will become official.

**Warm-down:** Low intensity swimming used by swimmer after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

**Warm-up:** Low-intensity swimming used by swimmers prior to a main practice set or a race to get muscles loose and warm, and to gradually increase heart rate and respiration.

**Watches:** Stopwatches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method.