



New Parent Handbook 2021-2022

Our mission is to provide an environment in which the following characteristics are instilled in our youth:

*strong work ethic, *enthusiasm, *teamwork, *mutual respect

Our vision is to empower our youth to become significant members of society in a pursuit of excellence through their experiences in competitive swimming.

2021-2022 Swim Year

Dear Clovis Swim Club Parent,

Welcome to Clovis Swim Club, considered to be one of the best swim programs in the nation. We strive to offer a complete program for all ages and abilities—from young, developmental swimmers to athletes with the talent and commitment to achieve success at the National and World levels.

Over the past 35 years, Clovis Swim Club has established itself as the top competitive team in the Central Valley. The team competes in local, regional, national, and international competition sanctioned by USA Swimming, Inc., the national governing body for amateur swimming in the United States. The team has been recognized as one of the top 70 club teams in the United States in the Virtual Club Rankings, which is no small feat, considering there are over 3,000 teams represented.

USA Swimming recognized Clovis Swim awarded the club with a Level 1 designation in its Club Recognition Program. The Club Recognition Program was designed "...to recognize clubs that demonstrate commitment to long-term club development, stability, and success."

The New Parent Handbook will help introduce you to the many facets of Clovis Swim Club and competitive swimming. New Parent meetings will be offered to provide more detail about Clovis Swim Club and to answer questions you may have.

Looking forward to a great swimming season,

Clovis Swim Club Coaching Staff

Clovis Swim Club Vision, Mission, and Goals

Our vision is to empower our youth to become significant members of society in a pursuit of excellence through their experiences in competitive swimming.

Our mission is to provide an environment in which the following characteristics are instilled in our youth

- *strong work ethic
- *enthusiasm
- *teamwork
- *mutual respect

Life skills –Acquired

- *learn from adversity
- *time management
- *goal setting
- *communication (proper)
- *accepting personal responsibility
- *build positive responsibility
- *self confidence

Character

- *patience
- *dedication
- *respect
- *caring
- *trustworthiness
- *fairness
- *citizenship
- *responsibility

Competition

- *strive with others to achieve personal and team goals
- *team will achieve & maintain national recognition
- *pursue victory with honor and humility

Practice Expectations

The Novice track of competitive swimming at Clovis Swim Club consists of the following groups: Starfish, Seahorse, and Stingray. The Developmental track consists of the following groups: Red, White, and Blue. The Prep Track consists of the following groups: Developmental Prep, Advanced Prep, and Senior Prep. Swimmers are placed in groups based on age, skill, experience, and commitment.

Goals and Objectives for the Novice and Developmental Tracks

The main objective for beginning levels at Clovis Swim Club is for swimmers to develop the skills needed to be successful within the age group and senior programs.

Clovis Swim Club's goals for the Novice and Developmental tracks are the following:

- Athletes should enjoy swimming and have fun.
- Athletes should want to come to practice.
- Athletes should show consistent improvement in their stroke technique.
- Athletes should experience an environment of discipline, where respecting coaches and following directions are expected.
- Athletes should make friends with teammates and learn what being part of a team is all about.

Note: Stroke technique is the primary focus for these groups. Athletes with good technique will get faster as they grow and mature. Athletes without good technique will have more difficulty improving their speed as they get older.

Practice Behavior

1. Athletes are encouraged to support their teammates at practices as well as during competition. Working together is an important part of the "Clovis Swim Club Spirit."
2. Clovis Swim Club athletes are expected at all times to follow the verbal directions of the coaching staff. At no time will disrespectful attitudes be tolerated.
3. Abusive language, lying, stealing, or vandalism will not be tolerated.
4. Athletes may leave practice only with the coach's permission.
5. Athletes are expected to follow the rules and regulations of all facilities used.
6. Athletes are expected to follow the practice etiquette established by the group coach. This enables practices to run smoothly and safely.

Practice Schedule

The practice schedule for all sites is available on the Clovis Swim Club website (www.clovisswimclub.org). If you need a copy, please ask your swimmer's coach.

Athletes in the following groups not only are encouraged to participate in other sports and activities, but also are given a flexible schedule of practice times to choose from.

Note: The practice schedule for these groups typically offers more practices than swimmers are recommended to attend.

Novice Groups	Three practices are offered each week. Athletes are encouraged to attend at least 2 of the 3 practices per week.
Developmental Prep	Athletes are encouraged to attend as many practices as possible.
Red	Five practices are offered each week. Athletes are encouraged to attend 3 per week.
White	Five practices are offered each week. Athletes are encouraged to attend 3 per week.
Blue	Five practices are offered each week. Athletes are encouraged to attend 3 per week.
Advanced Prep	Five practices are offered each week. Athletes are encouraged to attend 3 per week.

Practice Schedule Changes

At times, there will be practice schedule changes. Early in the week, the coaching staff will email "Weekly Notes" highlighting any practice changes for the current week. Please check the Clovis Swim Club website (www.cloviswimclub.org) regularly to determine if there are any changes. If your child's practice group is not listed then they will be on regular schedule.

Air Quality Concerns

The Clovis Unified School District monitors the air quality on an hourly basis, when the air quality reaches "purple" all outdoor activities are stopped.

- **Do I attend Practice on "Purple" Air Days?**

Yes, during "purple" air quality we will meet for practice during our regular scheduled times unless it's been communicated otherwise. Coaches will do indoor activities such as dry land, goal setting etc.

- **Can I Check the Air Quality?**

New air quality information is released on the hour every hour, parent's will be advised to check the air quality, if the air quality remains "purple" then practice will be cancelled for the remainder of the day.

For air quality notifications sign-up online to receive alerts every hour <http://www.valleyair.org/lists/list.htm>

Required Practice Equipment

All swimming equipment can be purchased from the Swimsuits West, located at 6650 N Blackstone Ave near the corner of Herndon and Blackstone.

Note: Make sure that all equipment is marked with the swimmer's name!

Basic Equipment (Required by all competitive groups)

- Arena Practice Suit
- Competitive Goggles
- Water Bottle
- Running Shoes
- Athletic Apparel for dryland
- Team Mesh Bag for Equipment Storage

Novice Track

- Fins
- Kickboard
- Arena Front Mounted Snorkel

Developmental and Prep Track

- Fins
- Kickboard
- Front Mounted Snorkel
- Pull buoy
- Strokemaker paddles

The Parent's Role in the Clovis Swim Club Program

Open Lines of Communication

Communication is the key to a successful experience in the Clovis Swim Club program. If at any time you have questions or concerns, feel free to call the aquatics office at 559-327-9237.

General questions about the program can be directed to any member of the staff. However, if your questions are specific to your athlete, then it is best to communicate directly with your swimmer's coach.

When you have a specific question or concern regarding your swimmer, go directly to your athlete's coach before or after practice, or email your athlete's coach at your convenience. Most questions should be answered quickly at this level.

If you need additional help, please consult the Head Coach, Mark Bennett (coachmark76@gmail.com, 327-9232), or call the aquatics office: 327-9237

Avenues of Communication

In order to keep our membership well informed, we have developed several avenues to communicate information. Please make every effort to take advantage of the following:

Clovis Swim Club Website: www.clovisswimclub.org

Clovis Swim Club Weekly Notes: Routinely, information is communicated via e-mail.

Clovis Swim Club Practice Group E-mails: Group emails from coaches provide continual practice group updates.

Clovis Swim Club “Remind” phone application: Instructions will be sent throughout the year to sign up for a cell phone application that allows us to send schedule updates to your phone. Text the following characters to 81010 to receive text message updates from CSC for each specific track:

Novice (Starfish, Seahorse, Stingray): @novcl

Developmental (Red, White, Blue): @devclo

Competitive Prep (Dev Prep, Adv Prep, Sr Prep): @prepclo

Advanced (Bronze, Silver, Gold): @aagclo

Senior (Senior and Elite): @cscsrswim

Bulletin Boards: Check the bulletin boards for program information.

Open Door Policy: Our Head Coach and Head Age Group Coach maintain office hours for calls and scheduled visits.

Parent Meetings: Clovis Swim Club periodically conducts general parent meetings and specific practice group parent meetings.

Deck Parents: We are working on a program that allows each practice group to have one or two parents who serve as Deck Parents. These individuals help coordinate social activities for that practice group and assist the coach in a variety of ways.

SPLASH Magazine: A newsletter published by USA Swimming, Inc. is mailed as a benefit to each registered member of USA Swimming. The newsletter includes a variety of articles and information about every level of competitive swimming.

Websites: The following websites are helpful for information.

- Central California Swimming: www.centralcalswim.org
- USA Swimming: www.usaswimming.org

Clovis Swim Club

Financial Obligations & Considerations

Fees: August 2021-2022

1. Annual USA Swimming membership
 - \$25 Flex Membership
 - First Time Registering Swimmers in the Novice and/or Prep Track
 - Limit of two sanctioned meets below JO level
 - May be upgraded to full membership at any time
 - \$89 Annual Membership
 - All Returning Swimmers and any new swimmers in the Developmental, Advanced, and Senior tracks
 - Masters exempt
2. Annual Administrative Fee \$100.00/family for all groups

Clovis Swim Club Dues: August 2021-July 2022

Track	Monthly Dues	Normal Monthly Billing Includes Volunteer Program*
Novice Group	\$90	NA
Prep	\$120	NA
Developmental Groups (Red, White, Blue)	\$125	\$155
Advanced Age Group (Bronze, Silver, Gold)	\$140	\$170
Senior Bronze	\$140	\$170
Senior Silver	\$155	\$185
Senior Gold	\$170	\$200
<i>*All Novice & Prep Track groups do not pay into the volunteer program. Dues may be reduced for all other groups by \$330 / year by volunteering at meets hosted by Clovis Swim Club. See Volunteer program for Additional Information</i>		

Masters Swimming: August 2021-July 2022

Masters	\$50/month
Masters	\$250 semi-annual*
<i>* Semi-annual Dues are billed on Aug. 1 & Feb. 1</i>	

Quarterly Commitment

All USA Swimming groups require a quarterly commitment. Families are responsible for all dues associated with a quarter if the swimmer participates in any part of that quarter.

- Qtr 1: Aug/Sep/Oct
- Qtr 2: Nov/Dec/Jan
- Qtr 3: Feb/Mar/April
- Qtr 4: May/June/July

If a swimmer is moved to a different practice group during the year, the family will be billed a revised amount for each remaining month in the quarter/year.

First time swimmers with our team will receive pro-rated dues for the initial quarter. Returning swimmers will be expected to pay full quarter dues for any quarter in which they participate.

Dues Related Discounts and Surcharges

- Annual payment option: Families that pay annual dues in full by September 15th will receive an 8% discount. Please contact the office if you wish to make an annual payment.
- Any swimmer added to the account after the first swimmer will receive a \$10.00/month discount. Multi-swimmer discounts do not apply to Masters.
- \$370 / month Family Cap (this does not include USA Swimming registration, Meet Fees, Administrative Fees, or the Volunteer program.)

Payment Procedures

All accounts are required to sign up with our auto pay system.

Dues are assessed monthly. 50% dues are assessed in August. An Invoice "Preview" will be e-mailed on the 21st of the month and all fees/dues billed must be paid by the last day of the month if you do not wish to have your banking account or credit card electronically debited on the 1st day of the month.

Checks are accepted by our office. Any account paid in full prior to the last day of the month will not have their credit card or checking account drafted for the balance due.

Checks should be made payable to "Clovis Swim Club" They can mailed to:

*Clovis Swim Club
1690 David E. Cook Way
Clovis, CA 93611*

Declined ACH or Credit Card transactions will result in a \$15.00 fee in addition to the late fee.

Past Due Accounts

Any account that is past due will be billed a \$10.00 late fee.

If an account is 60 days past due the account shall be suspended, and no swimmers will be allowed to participate in the program until the account is cleared.

Other Expenses:

USA Swimming Registration/ Membership/Insurance

Every athlete must become a member of USA Swimming. This Membership is renewable every year. Included with this registration is secondary medical accident insurance that covers the athlete and club at any sanctioned event or supervised practice.

Meet Fee Expenses

All meet fees are a separate charge on your account and must be paid in full by the due date on your invoice. Meet fees may vary depending on the swim meet. To find out how much a swim meet will cost please read the meet fact sheet. The meet fact sheet (for each individual swim meet) will be posted on our website in the "Events" section. All meet entry fees are non-refundable after the registration deadline. A \$5 club surcharge is added to each meet as it is posted to your account assist

with the cost of travel and staffing. The cost of the JO Team Shirt and the team dinner is added to the meet fees for Junior Olympics.

Team Travel

Athletes participating in team travel are required to have three (3) team shirts, a team backpack, and team sweats. The Booster Club provides team sweats one time as an incentive when the athlete achieves their first "A" time. After that is the responsibility of the member to maintain the necessary equipment required for team travel. All athletes participating in team travel will be given the required shirts annually and your account will be charged for the shirts. You must obtain your backpack and sweats (after the initial gift from the booster club) from Swim Suits West.

Inactivation/Reactivation of Account or Member

An inactivation notice must be received by our OFFICE staff prior to the 25th of the month/quarter in which you wish to become inactive. Families are responsible for all dues that are assessed prior to receipt of notice.

To reactivate your account, please call or e-mail our office and your account will be reactivated. If a swimmer goes inactive and then reactivates within the same swim year, the account will be assessed a \$25.00 reactivation fee.

There are no refunds or credits for swimmers unless for the following criteria is met.

1. Swimmer moves from current address to a residence more than 20 miles from our practice facilities.
2. Swimmer becomes ill or injured to the extent that the swimmer will be unable to swim for at least 4 consecutive weeks, with medical documentation.

Late Pick-up Fee

Any parent who fails to have their athlete picked-up within fifteen minutes of the conclusion of that athlete's practice will have a fee of \$20.00 for every fifteen minutes that parent/guardian/carpool is late, added to their accounts.

Clovis Swim Club

Swim Meet Volunteer Program

Suspended until we can resume normal operations

The success of Clovis Swim Club is largely due to the support of our parent volunteers at swim meets. We will continue to need your support in every aspect of our organization for that success to continue. There are two volunteer program requirements.

1. Hours worked at Clovis Swim Club hosted meets.

- September – July dues for the first athlete in each family includes \$30.00 per month that may be refunded to your account by volunteering at meets. September – July Dues for families that only have swimmers in the Novice and Prep Tracks include \$15 per month that may be refunded by volunteering.
- Accounts, for families with swimmers in the Developmental, Advanced, or Senior Tracks will be able to earn a credit of up to \$330 per year by volunteering at meets. Accounts earn a credit of \$10 / hour worked.
- A minimum of 8 hours must be done at the Western Senior Zones Championships at the end of the season.
- In order to receive proper credit for working the swim meets, volunteers log their hours on the “Meet Volunteer Form,” found on a link on the home page of our website.
- Families that volunteer **50** + hours prior to July 31, 2022 will have their Annual Administrative fee **waived** for 2022-2023

How do I sign up to volunteer?

We list all of the volunteer positions on our website www.clovisswimclub.org. Please look at the front page under “Swim Meets” and click on “Job Sign-up” There are positions at swim meets such as Colorado Operator, Clerk of Course, Snack Bar helper, Computer etc. Note: Timing is expected of all members at meets. Volunteer credit for timing will be given for all National Level swim meets.

2. Timing at Away Meets

Timing at away meets in which your child participates is a separate requirement of all member families. You are responsible for timing one hour each day you have a child swimming in a meet. You will receive 30 minutes credit towards your volunteer obligation for each hour of timing. Sign- ups will open the weekend before the meet.

Frequently Asked Questions

What if I am an official?

Officials will receive volunteer credit at home and away swim meets on the Clovis Swim Club Schedule.

What happens if a session runs later? Or ends early?

It is possible for a session to run later than originally planned, or end earlier depending on the demands of the meet. If this happens the hours for your session will be adjusted online and the appropriate amount will be credited. If you are not able to stay later please let the clerk of course know and we will do our best to get a replacement worker.



Minor Athlete Abuse Prevention Policy

Clovis Swim Club is dedicated to protecting its athletes and creating a safe, healthy, and positive environment for its athletes. As a Club we follow the USA Swimming Safe Sport Guidelines below. *All athletes, parents, and staff should read through our Safe Sport section on our website and understand our policies and guidelines.*

*As members of USA Swimming and employees of Clovis Unified School District, the coaching staff are mandated reporters. A **mandated reporter** is a person who, because of his or her profession, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage.*

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.

GENERAL REQUIREMENT

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.

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
 - a. 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.
 - b. 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.

- c. 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:
- a. The door remains unlocked;
 - b. Another adult is present at the facility;
 - c. The other adult is advised that a closed-door meeting is occurring; and
 - d. 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 Club Name.
- IV. [Recommended] Individual Training Sessions
 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.

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 Club Name, 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” Club Name 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.

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.

[Recommended] 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 Club Name or LSC must be USA Swimming members in good standing.

- b. 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.
- c. 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.

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
Club Name 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:
 - a. Conducting a sweep of the locker room or changing area before athletes arrive;
 - b. Posting staff directly outside the locker room or changing area during periods of use;
 - c. Leaving the doors open when adequate privacy is still possible; and/or
 - d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.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.
- VI. 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.

MESSAGES 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
 - a. 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 Club Name.
 - b. Legal guardians must be allowed to observe the Massage.
 - c. 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.
 - d. [Recommended] 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.

Please go to our website to seek other information regarding our commitment to Safe Sport for our athletes: <https://www.teamunify.com/team/clov/page/safe-sport>

Safe Sport best practices: https://www.teamunify.com/clov/UserFiles/Image/QuickUpload/maapp-best-practices_048759.pdf

Anti-Bullying: <https://www.teamunify.com/clov/UserFiles/Image/QuickUpload/bullying-policy-1-037460.pdf>

Travel Permission: https://www.teamunify.com/clov/UserFiles/Image/QuickUpload/travel-permission_046892.pdf

Photo permission:
https://www.teamunify.com/clov/UserFiles/Image/QuickUpload/photography-policy_050745.pdf

Locker room policy: https://www.teamunify.com/clov/UserFiles/Image/QuickUpload/locker-room-procedure_088897.pdf

Parent education: <https://www.usaswimming.org/utility/landing-pages/safe-sport/learn>

Athlete education (Safe Sport Class for 12-17 year olds):
<https://www.usaswimming.org/utility/landing-pages/safe-sport/learn>

Athlete education (Safe Sport Class for 18+ athletes):
https://www.teamunify.com/clov/UserFiles/Image/QuickUpload/adult-athlete-training-requirement_045132.pdf

Applicable Adults (USA Swimming non-athlete members and/or club leadership):
https://www.usaswimming.org/docs/default-source/safe-sportdocuments/maapp/applicable-adults.pdf?sfvrsn=6e912232_10

Supporting Your Swimmer

It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's role to provide love, recognition, and encouragement necessary to help a young athlete feel positive about him/herself. Be the person that your swimmer can look to for constant, positive reinforcement.

Strive to provide your swimmer with the basic opportunities s/he needs to have a positive swimming experience. Make sure your swimmer regularly attends practice and swim meets.

A parent's attitude often dictates those of the swimmer. A swimmer might not be consciously aware of what is taking place, while subconsciously absorbing powerful messages about a parent's desires and feelings. For example, be enthusiastic about taking your swimmer to practices, helping at swim meets, and participating in team activities. Please don't look at these functions as chores.

Every individual learns at a different rate and responds differently to the various methods of skill presentation. Some swimmers take more time to learn; this requires patience on the part of the coach and the parent, both of whom must remember that the swimmer's ultimate swimming potential may be as great or greater than that of a faster learner.

Avoid comparing the skill, courage, determination, attitude, performance, or improvement of your swimmer to other swimmers. Swimmers mature physiologically and psychologically at different ages; the weakest swimmer in a practice group this year could be leading practices in the future.

The etymology of the word "competition" goes back to the Latin words "com" and "petere," which mean "together to strive." It is important to teach young swimmers to compete with, not against others, and to use competition to help them strive to be their own best self.

Guidelines for Watching Practice

Parents are encouraged to watch practice from time to time. Here are some important guidelines when observing practice.

First, young swimmers want parental approval more than anything in the world. For swimmers to learn as much as possible during practice, it is imperative that coaches have each swimmer's undivided attention. Please do not communicate with your swimmer during practice and do not compete with the coach for your swimmer's attention.

Second, we insist that parents do not interrupt the coaches on deck while they are coaching. If you need to communicate with a coach, please do so before or after practice (if they are not coaching another group). Scheduling an appointment with the coach during posted office hours is ideal.

Third, our coaches spend a considerable amount of time planning weekly training sessions for each of their practice groups. Every training set or instructional drill has a purpose. One practice and/or practice set often builds on another during each week. If you have not watched all of the practice sessions, you may not understand the purpose of what the swimmers are doing on any given day.

Finally, please do not try and coach or advise your swimmer based on what you see (or think you don't see) him/her do during practice. Many times when teaching stroke skills, coaches ask their swimmers to do things that may not look correct or actually might be illegal during competition. However, the drills have an important purpose in teaching skills. Swimming a one-arm butterfly stroke or using a flutter kick with breaststroke are examples of drills with a specific purpose.

To reiterate, please stay away the poolside during practices, and do not attempt to coach your swimmer based on what you observe at practice.

Parents should watch practice from the side of the pool whenever possible. The coaching staff does not want parents to watch practice from behind the coaches.

Note: Please make sure siblings at the practice are safe, courteous, and well- behaved at all facilities. Also, please make sure the area is clean before leaving.

Supporting the CSC Program

Important: Know and understand the Clovis Swim Club philosophy. Keep in mind that we desire to champion a long-term approach regarding each swimmer's participation in the program.

Strive to stay informed. This is crucial. Read the Weekly Notes, glance at the bulletin boards, check the website, watch practice periodically, and communicate with the coach. Indirect involvement with the program sends a powerful message to your swimmer regarding your interest in his/her activity.

Remember: Involved Parents = A Successful Program! Volunteers are needed in nearly every aspect of the Clovis Swim Club. Your gift of time is a great way to have fun, make new friends, and contribute to your swimmer's team.

Always return forms and other requested information on time and fully completed.

Use our open lines of communication. When you have a specific question or concern regarding your swimmer, you may go to your swimmer's coach. Most questions are answered quickly at this level.

If you need additional help, please consult the Head Coach, Mark Bennett (coachmark76@gmail.com, 327-9232, or call the CUSD Aquatics Office: 327-9237.

Why Should You Volunteer to Help Your Swim Team?
(re-print from USA Swimming Website)

The simplest reason why you should help is also the most powerful. You should help because your child benefits greatly from the program. The second reason is that most clubs cannot function without substantial volunteer help. The economics are not there for a full professional staff to do all the things that need doing.

Look at the finances of youth sports for a moment. Count up the hours that are available for your child to participate in your program. Divide your monthly fee by those hours, and you will come out with substantially less than you pay your baby sitter. Now imagine if you had to pay for all you get from your team. Teams can't do it without your help. Add to that the fact that few clubs have all full time coaches so you can recognize the need for parental involvement.

In most volunteer organizations, including swim teams a very few people do a tremendous amount of work that benefits everyone. This is a bad deal for everyone. That person sooner or later burns out, leaving a big hole to fill. Meanwhile, that individual holds a great deal of power in the club, perhaps too much power.

If you find your lawn uncut, the dishes three days deep in the sink, your cat starving on the porch and you have just driven home from the team practice forgetting half of the carpool, you may be over committed. The club needs a little bit of time from everyone, a little more from some and on an occasion, a great deal from a few.

Adapted from "News for Swim Parent" Published by the ASCA

**Clovis Swim Club Parent
Volunteers**

Clovis Swim Club hosts quite a few meets each year. We work diligently to make sure our meets start on time, end on time, results are posted in a timely manner, and delays are kept to a minimum. In order to continue our tradition of hosting well-run, well-staffed meets we depend on our parents to fill over a 1,000 meet positions each year in our program.

Our Booster Club works hard to organize opportunities for our parent body to show their support by working at swim meets and setting up fundraisers that help to fund the operating costs of our team.

Clovis Swim Club Group Placement Philosophy

Group placement is based on many factors and a fair amount of coaching instinct. However, there is a big picture, team-wide philosophy that drives group placement decisions. The Clovis Swim Club program has a plan that we follow for athlete progression. We hope that communicating these ideas will allow for a better understanding of the coaches decisions in determining group placements.

Some of the most important factors driving group placement are the following:

- Commitment (practice attendance, meet participation, priority of the sport)
- Maturity (chronological age, physiological age, and emotional development)
- Training ability and technique.

Racing times are not a primary factor for group placement, although they may be an indirect factor as racing times translate to meet qualification and training needs.

The swimmer's group placement determines a floor, not a ceiling. And by that, we mean that each group has different standards for membership (the floor), but does not have upper limits of achievement (the ceiling). In no way does group placement communicate the coaches' belief about a swimmer's potential.

A swimmer's group is not meant to be a predictor of future success, nor an indicator of his/her worth to the team or to the coaches. First and last, we view swimmers as outstanding young people, and the more we can do to remove inaccurate status labels from groups, the better.

Finding the appropriate group for each swimmer is the goal, and doing so is our challenge. As the swimmers grow physically and emotionally (often rapidly), their needs change. The more we think and talk in terms of appropriate group placement and the changing needs of swimmers, the healthier our team culture will be.

Also, we understand that group moves are not a small change in your lives as parents. Group moves often change schedules, which potentially affects other activities, car pools, team dues, coaches, and expectations. But just like going from middle school to high school, or from one level of math to the next, these moves can be looked upon as necessary steps along the way.

One final note on the athlete-coach relationship: at Clovis Swim Club we believe that teaching each swimmer to take ownership of the sport is critical to self-development and success. A major part of that ownership is having a relationship with his/her coach that is built on trust and open communication. A swimmer's face-to-face conversation with his or her coach can go a long way toward answering any questions a swimmer may have. As a parent, you play a major role in helping to develop this relationship by providing background information to the coach about your child, including medical conditions, past experiences, etc., which may be useful in knowing more about your child.

Clovis Swim Club “Move-up” Policy

Promotion from one practice group to the next is a decision that rests solely with the coaching staff. “Move-ups” typically occur at the end of the Long Course season (August) or Short Course season (March), and/or the Coaching Staff’s discretion and final approval. This policy is spelled out to help parents understand the process and factors that shape how we determine the best placement for each athlete.

The coaching staff considers a variety of factors and not just the pre-requisite “sets” that give us an insight to see if the athlete can “keep up” with the next level group. Leadership ability, experience, understanding more complex instructions, among others are subjects that will be considered. This process is deemed to be most effective given that successful long term development of the person and athlete is the goal. Athletes who move up to a higher group are immediately subject to the new group’s financial commitment and training standards. The following is a rough outline of factors the coaches use when determining practice group “move-ups.”

1. Attendance. Attendance is one factor. At the early stages, it is important to attend regularly but not imperative for move-ups. Young athletes should be attending practice often enough to learn and master new skills. In higher levels of the program, it is an extremely important factor. In many cases it is the determining factor that shows an athlete’s desire to commit to a greater level of training and success.
2. Work ethic and attitude. Both of these attributes say a lot about an athlete’s goals and willingness to excel in this sport. An athlete who chooses not to push beyond a certain level is less likely to transition than an athlete who does not hesitate to work at a consistently high level. Attendance, attitude and work ethic combine to produce faster times as athlete’s progress through the program. The athlete’s ability to complete sets as instructed will also be a factor.
3. Performance and skill development. At an early stage in the age group program, a faster athlete may not move-up if basic skills cannot be mastered. “Fast swimming” at this level commonly is a result of early physical maturity or natural ability. Failure to learn how to better propel oneself through the water may result in a very short career. Perception of success will diminish as other kids physically catch-up and then surpass the early achiever in skill development.
4. Other factors. Other factors include: current size of team, athlete’s age, time management skills (the ability to juggle schoolwork and a training regimen without compromising either), leadership, current group cohesiveness, confidence level, coachability, and emotional maturity. Because so many factors are involved with a move-up, it is rare for a specific group of athletes to move up at the same rate. Each individual is “graded” on his or her own attributes. Consideration is given to what conditions will best serve the athlete’s swimming future and the group dynamic.

The long term development of the athlete is the most important aspect of coaching. The coaching staff has witnessed the development of a great number of athletes. They have seen what happens to those who move-up too early, seeking the prestige or benefits of a certain group before it is necessary. These athletes often leave the sport prematurely. The coaches have also observed that athletes who move in an appropriate manner, or in some cases move “late,” still have ample opportunity to succeed. The next time move-ups come around, be a good “Swimming Parent” and discuss your athlete’s development in an appointment with the coach. Ask questions and express your concerns, but in the end, trust in the coach’s decision to do what is best for your athlete. The Head Coach may have final say concerning move-ups.

Clovis Swim Club Racing Suit Policy

- A technical (“tech”) suit is any suit that provides greater advantages in the way of compression (tighter less stretchy material) and reduced form drag (material that conducts water more fluidly). These suits can commonly be identified by the FINA “stamp” on the rear of the suit, which denotes that it has been approved for elite level competition. These suits are typically far more expensive than the common lycra or poly suits and are also much less durable. Click here for more info: https://www.usaswimming.org/docs/default-source/Parent/faq---restrictions-on-tech-suits-for-12-and-unders.pdf?sfvrsn=e6922132_2
- Athletes in the Age Group Tracks are EXPECTED to wear the lycra or poly team suit in every competition, with the exception for championship meets such as JO’s, Far Westerns, Senior Q, Sectionals, Zones (Senior or Age Group), Junior Nationals or level beyond. Only at “championship meets” would it be deemed appropriate to wear Arena Powerskin ST, ***with the approval of the athlete’s coach***. Swimmers 12&Under are restricted from wearing Arena Carbon and R-EVO suits, or comparable suits made by other brands.
- Athletes in the Senior Groups may be asked to wear an Arena technical suit in selected “in-season” competitions, based on individual training plans. It is expected for each individual to wear the appropriate technical suit in “championship meets” ***as determined by the athlete’s coach***.
- Reasons for having a suit policy are multi-faceted:
 - It helps our athletes to discover ways to improve their competitive results, without relying, in any capacity, on the quality of their suit.
 - It helps our families save money in the long run. It is our mission to continue to keep this sport and our facilities accessible to anyone who wants to enjoy it.
 - It helps grow our athletes’ confidence by allowing them to exhibit improvement in skills and speed “in-season” without the aid of a tech suit and then giving them the super-compensation of the advantages of this suit when the level of competition is worthy of this advantage.
 - Athletes who are pre-pubescent and have not reached advanced stages of physical maturation will not expressly benefit from the qualities of a tech suit. Coaches can help educating parents and swimmers regarding using these suits and how it affects and impacts a swimmer’s development and progress.

Year-Round Swimming
Short-Course and Long-Course

Every year is divided into two swimming seasons—short course and long course. Each swimmer at Clovis Swim Club is registered with USA Swimming and allowed to participate in both swimming seasons. The Clovis Swim Club coaching staff encourages all swimmers to continue swimming through both seasons.

The **short course season** usually runs from early September through March. A series of championship meets for all ages and levels of swimmers is conducted from late February through March. These competitions are held in 25-yard pools.

The **long course season** typically runs from April through early August. These competitions are held in 50-meter pools. We strongly encourage our swimmers to swim during the long course season for their long-term development.

Swimmers in the Novice Track will most likely continue to compete in short course pools from April through July.

Practices are offered throughout the entire year—from the start date of the short course season (mid to late August) until the end of the long course season (end of July or early August).

As your swimmer progresses in the sport, the best time to take vacation is during spring break and then after the championship meet in the summer.

Questions Regarding Swimming During the Summer at Clovis Swim Club

- 1. My swimmer wants to swim with the Summer League team this summer. What is the best way to have him/her involved with both Clovis Swim Club and summer league?**

The coaching staff would much rather our athletes participate in the year round portion of Clovis Swim Club, than our Summer League opportunity. Our Novice athletes do have the opportunity to participate in Summer League competition; however, we feel that the level of competition and level of coaching experience offered in our year-round program should give our athletes an advantage to be the best they can be in relation to long term development.

2. Why is it important for my young swimmer to continue with Clovis Swim Club through the summer?

The Clovis Swim Club program is a year-round swim team and is progressive in nature. Swimming during the summer helps young swimmers continue to build on the skills they have worked so hard to obtain from September to May. In addition to technique, swimmers continue to build their aerobic/conditioning base during the summer months.

3. Can my swimmer get anything out of doing the Summer League practices?

Summer league coaches have a tough job. They usually are working with large numbers of kids who are very diverse in ability and experience. The coach has to teach to the norm of the group, which is behind where your swimmer is since s/he has been swimming for the past nine months. Remember, the majority of the summer only swimmers have not been swimming since last August.

The Clovis Swim Club Philosophy of Competition

In preparing for your swimmer's meets, the following are some basic fundamentals of competition that Clovis Swim Club coaches stress.

1. Each swimmer should compete with him/herself. It is more beneficial to improve one's time and/or technique than to win a ribbon or medal.
2. In addition to earning best times, the coaches praise swimmers for working on technique and/or racing strategies. Please note that it is possible that a swimmer won't improve his/her time when s/he tries something new (e.g., flip turns, technique, etc.). However, if a swimmer continues to try a new skill or technique, s/he will improve more in the long run.
3. The swimmers are taught to set realistic goals, and as they get older, they are taught to relate performance in practice to their goals times.
4. The coaching staff encourages age-group swimmers to swim every event they are eligible for. This helps to promote versatility since swimmers are continuously switching best events as they grow, mature, and change body shapes and sizes.
5. Sportsmanship is a MUST at Clovis Swim Club. We expect all swimmers, parents, and coaches to respect the officials, competitors, and the facilities we use. We also want swimmers to encourage and support their teammates.
6. It is important that each swimmer has a copy of his/her times. Keeping these times in a logbook helps the swimmer to see the progress s/he has made throughout the season and also from year to year.
7. SUCCESS = Improving one's own, best self.

How to Enter Swim Meets

The Clovis Swim Club meet schedule is posted on the website (www.clovisswimclub.org). Meet schedules can often be confusing to determine which particular meets swimmers are eligible to swim. Please direct any questions concerning the meet schedule and your swimmer's eligibility to your swimmer's coach.

Scheduled meets are not required, but are encouraged. The meets are a fun time for swimmers, as well as a way to measure their improvement. Meets also give swimmers a strong incentive to attend practice.

Meet information for each meet will be posted on the front page of our website. Please click on the designated meet to find more information including, dates, times, and directions specific to the meet.

The process to indicate your swimmer will be able to participate in the meet is as follows:

- Sign-in to your TeamUnify account.
- Click on the Event tab and find the assigned meet for your athlete
- Click on the **Edit Commitment** button for the meet
- Click on the "Undeclared Athletes Tab"
- Click on desired athlete you want to commit to the event
- This will bring you to the **Athlete Sign Up** page
- From here you can commit the Athlete by entering your athlete into events or simply committing to the meet in full
- You may make suggestions regarding in which events your athlete would like to compete; however, coaches have the final say on event selection
- Please use the "Notes" section to let coaches know if you will not be available for certain sessions or days of the meet
- Always remember to Save Changes!

Once the deadline has past, you will NOT be able to commit your swimmer. At this time the entries are processed. Declaring for a meet will turn off on Midnight the day of the deadline.

Please be aware that once meet entries are sent to the meet host, the swimmer's entry fees have been paid. It is too late to get the fees refunded.

Thank you in advance for adhering to the meet entry deadlines.

Everything You Wanted to Know About Swim Meets

Swim meets are a great family experience! They are a place where the whole family can spend time together. Listed below are in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as detailed and specific as possible.

- Arrive 15 minutes before warm-up time (they warm-up as a team)
- Sit in one area as a team
- Bring chairs, towels, extra goggles, blanket, extra clothes (winter time, you'll need multiple socks, shirts etc.)
- Snack such as bananas, grapes, granola bar
- Hydration such as gatorade/powerade and water
- Money meet program)
- Pens/paper
- Keep goggles and cap in the same place every time
- Listen for announcements
- Your child will get DQed (disqualified) at some point---support
- Results posted and on website
- Warm up AND warm down after each swim
- Awards/awards bin in office
- Swimmers check in with their coach before AND after each swim
- Wear team suits, cap and t-shirt. Purchase at Swim Suits West: 6650 N Blackstone Ave Ste 107, Fresno or 435-4898

Note: Be sure to put your swimmer's name on all belongings and equipment!

Swimmer Code of Conduct

As a member of Clovis Swim Club, I am part of a swimming organization that believes teamwork, integrity, respect and good sportsmanship are more important than winning. By signing this Code of Conduct, I agree to follow the rules for behavior and sportsmanship while I am a member of Clovis Swim Club.

1. I promise to show respect and common courtesies at all times to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice and/or competition.
2. I promise to demonstrate good sportsmanship during all practices, competitions and team activities.
3. I will be an active participant in all team practices, competitions, fundraising events and other team activities.
4. I will come to all team sponsored events in the appropriate attire.
5. I will respect the coaches' and officials' instructions and will make every effort to be on time for workouts, competitions, and team events.
6. I will refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, defamatory, or foul language, inappropriate sexual conduct or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.
7. While on team trips, I will abide by the CUSD Code of Conduct for Travel.

PART 1 - GENERAL CONDUCT

The undersigned athlete/coach participating with/for the Clovis Swim Club agrees to abide by the guidelines outlined below in addition to those established by the staff. Any additional guidelines regarding conduct will be presented at the first team meeting.

1. All athletes are expected to follow the directions of the staff.
2. Curfews established and distributed by the staff will be adhered to each day.
3. All swimmers and staff members are required to attend all team meetings and training sessions unless excused by the staff.
4. The possession or use of alcohol, tobacco, or non-prescribed drugs is prohibited.
5. Sexual misconduct and/or possession of pornography is prohibited.
6. Dishonesty, theft, and/or vandalism will not be tolerated.
7. Indiscreet or destructive behavior will not be tolerated.
8. Every effort should be made to avoid guilt by association with such activities as those listed above.

PART II - VIOLATION OF THE CODE

The coaches and chaperons have the power to impose the following penalties for violation of the CSC Code of Conduct. The penalties include, but are not limited to, the following:

1. The swimmer will forfeit his or her privilege of participating in future team travel events.
2. The swimmer will be sent home immediately at his/her own expense with travel arrangements to be made by his/her parents.
3. CUSD Administration is responsible for reviewing any and all alleged violations of the Code of Conduct and for determining if any further disciplinary action is to be taken.

Parent Code of Conduct

As parent(s)/guardian of a swimmer who is a member of Clovis Swim Club, I/we recognize that my child is a part of a swimming organization that believes teamwork, integrity, respect and good sportsmanship are more important than winning. By signing this Code of Conduct, I/We agree to follow the rules for behavior and sportsmanship while my/our son/daughter is a member of Clovis Swim Club.

I/We promise to set the right example for our children by showing respect and common courtesies at all times to the team members, coaches, competitors, officials, parents, and for all facilities and other property used during practice and/or competition.

I/We promise to demonstrate good sportsmanship during all practices, competitions and team activities.

I/We will be an active participant in all fundraising events and other team activities and will encourage and support my child by permitting them to be timely for practices and competitions.

I/We recognize that CSC's coaches are professionals and will allow them to coach my child without interference during work-outs and meets, including not being on deck in a capacity that distracts a coach from his / her duties.

If I/We have a concern or problem, I/We will address it with the appropriate coach.

I/We will insist at all times that my child refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, defamatory or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive or disrespectful of others.

I/We agree that if I/We violate any of these rules, I/We will be subject to disciplinary action determined by the coaches and the CSC Review Committee, which may include my child's expulsion from the team.

A GLOSSARY THINGS TO KNOW...

1. **CENTRAL CALIFORNIA SWIMMING (CCS)** The policy setting body for amateur swimming in San Joaquin Valley. Each area team has representation on this committee.

2. **CHECK-IN** The physical indication that a swimmer is present and intends to participate at a competition.

3. **CLERK OF COURSE** The person in charge of seeding events at a meet.

4. **CLOVIS SWIM CLUB** The official name of this organization. The abbreviation CLOV is to be used on entry cards.

5. **COURSE** Designed distance over which the competition is conducted: short course yards, short course meters or long course meters.

6. **DQ (Disqualified)** Swimmer who commits a false start, swims a stroke in violation of rules, or fails to touch or turn properly will have their race deemed 'DQ' by a meet official.

7. **DECK SEEDING** A procedure assigning swimmers to a lane and a heat immediately before each event.

8. **DRY LAND** Warm-up exercises done on the deck prior to entering the pool.

9. **EVENT** Any race or series of races in a given stroke or distance.

10. **FALSE START** Any swimmer who is not motionless when start of race is signaled or who leaves the starting blocks before start of race.

11. **FINAL** Any single race which determines final places and times in an event.

12. **HEAT** A division of an event in which there are too many swimmers to compete at one time.

13. **HEAT SHEET (Program)** A listing of all swimmers by event number, heat, and lane assignment. These are usually available for purchase at the beginning of a meet.

14. **INDIVIDUAL MEDLEY** An event in which an individual swimmer swims four competitive strokes -- butterfly, backstroke, breaststroke, freestyle, in that order.

15. **JUNIOR OLYMPICS** The Age Group Championship meet for Central California Swimming, also referred to as "J.O.'s"

16. **LANE** The specific area in which the swimmer is assigned to swim, i.e. lane one, lane two, etc.

17. **LANE LINE** Continuous floating markers attached to a line stretched from the starting end to the turning end for the purpose of separating each lane.
18. **LEG (Relay)** The part of a relay event that is swum by a single team member.
19. **LENGTH** Extent of the course from end to end.
20. **LONG COURSE** A pool which measures 50 meters in length. Olympic and international competitions are held long course.
21. **MEET** A series of events held in one program and in the following categories:
22. **OPEN:** For any team wishing to attend the competition.
23. **AGE GROUP:** For any or all age groups.
24. **INVITATIONAL:** For those swimmers and club invited by the meet director.
25. **DUAL:** Between two teams or any combination of the above.
26. **MEET INFORMATION SHEET** A list of all events, times, place, and requirements for the meet station that entries are usually due two weeks before meet (also referred to as a "fact sheet.")
27. **NO-SHOW** Failure of a swimmer to compete after checking in. A penalty is imposed. Swimmer is scratched from next event.
28. **PRELIMINARY** Session of the meet in which the heats are held. The qualifying round at certain meets. Finalists are determined from preliminary results.
29. **PSYCH SHEET** A listing by seed time of all swimmers entered in each event at a meet.
30. **RACE** Any single swimming competition, i.e. preliminary, final, timed final.
31. **RELAY** **FREE:** Four swimmers each swim one or more legs of freestyle in succession.
32. **MEDLEY:** Four swimmers each swim one or more legs each of backstroke, breaststroke, butterfly, freestyle, in that order.
33. **SCRATCH (from an event)** Withdraw an entry from competition.
34. **SEED** Distribute the swimmers among the required number of heats and/or lanes according to their submitted or preliminary times.
35. **SHORT COURSE** Pool measuring 25 yards or 25 meters in length.
36. **SPLIT TIME (Split)** Time taken at an intermediate distance.