

# **The Bolles School Sharks**

## **Team Handbook**

### **2017-2018**



**MISSION STATEMENT** – To share our knowledge and passion for swimming, to inspire and empower our swimmers to dream big, and to encourage excellence in all that we do while providing a safe environment for all to develop.

**VISION STATEMENT** – Utilizing the unique strengths of each member of our swimming family, to build upon our past success and evolve into a national model committed to individual and team success from the age group to the Olympic level.

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**GLOSSARY**

**INTRODUCTION**

The purpose of this handbook is two-fold: to explain to new members just what the Bolles School Sharks (BSS) is and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the team.

**WELCOME**

Welcome to the Bolles School Sharks! We look forward to working with your swimmer(s) as all of us progress through our swimming/coaching careers. Our team is a year-round, competitive swimming team offering instruction, training, and competition to young people of all ages and abilities. The team is financed and supported by the Bolles Sharks parents. The head coach/aquatics director and the coaching staff supervise the management and operation of the Bolles Sharks.

The Bolles School Sharks has established itself as the top team in Florida as well as one of the top teams in the United States. The team competes in local, regional, national, and international competitions sanctioned by USA Swimming, Inc., the national governing body for amateur swimming in this country, and by FINA, the international governing body for swimming.

This handbook will help familiarize you with all facets of the Bolles Sharks program and with competitive swimming in general. As you look through the following pages you will be introduced to our history, philosophy, team policies, and to the basic information concerning your day-to-day participation in the Bolles Sharks program. It is our hope that this handbook will help you better understand and enjoy the inner workings of the Bolles Sharks and the world of competitive swimming.

**THE BOLLES SCHOOL  
OUR HOME****VALUES STATEMENT**

The Bolles Community strives to reflect in each of our lives respect for the individual. We embrace this philosophy and teach our students that a civilized culture (all that is truly great in human life – in art, in music, in literature, in science, in athletics and in technology) represents the achievements of honest, thoughtful, and often highly learned individuals. The sharing of ideas, ideals, and accomplishments with one another brings mutual respect and often mutual advantage. The success of such people develops highly desirable personal values such as generosity, honesty, hard work, sharing attitudes, high ethical standards, and pride in community.

These values reflect our philosophy of moral growth:

- Respect for the property and opinions of others
- Responsibility for our actions
- Hard Work to achieve mental and physical excellence
- Concern for Others, especially for those less fortunate
- Pride in our community

**HONOR CODE**

The Honor System is based upon, but not limited to, our Honor Code that states: "I will not lie, cheat, or steal, or tolerate anyone who does." Violation of the Honor Code can be grounds for dismissal from the team as well as the school grounds.

***THE BOLLES WAY:***

*Pursuing excellence through courage, integrity, and compassion.*

**NON-DISCRIMINATION POLICY**

Admission and participation in our programs are open to all eligible swimmers who meet our qualification requirements regardless of race, color, ethnicity, or national origin.

**THE VALUES STATEMENT AND EXPECTATIONS REGARDING MUTUAL RESPECT AND APPROPRIATE CONDUCT**

Whether we attend Bolles as students, visitors, members of its sponsored programs or are employed by the School, there are reasonable expectations governing our conduct designed to help ensure that all in our community are treated with the respect mentioned prominently in our Values Statement, so that each person here is allowed the same opportunity to achieve success without bullying, insult, threat, or harassment. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic that are consistent with the values set forth above and which go to the very core of this school and its programs. Only those participants willing to show respect for their fellow members of our community belong at Bolles.

**THE BOLLES HONOR SYSTEM**

All areas of student life, program membership, and behavior are governed by the Honor System, whose purpose is to provide the growing, maturing individual with on-going developmental experiences leading to and culminating in a firm, secure value system. The Honor System is based upon, but not limited to, the Honor Code: "I will not lie, cheat, or steal, or tolerate anyone who does."

**TRADITION OF EXCELLENCE**

The Bolles Sharks are very proud of their team's accomplishments since its inception in 1977. The Bolles School Sharks have proven to be the top team in the state of Florida by winning District, State, Southeastern, Regional, and National competitions. Furthermore, our swimmers have set National Age Group, Junior National, Senior National, International, and World records. The Bolles Sharks program has developed individual and relay champions at every level of competitive swimming resulting in a significant impact on national and international swimming. The Bolles Sharks had its first national finalist in 1980. Since that time Bolles Sharks swimmers have captured over 23 individual national championships and more than 16 relay championships. In addition, we have over 34 team championships. Bolles Sharks swimmers have won at the World Championship, Pan Am Games, World University Games, and the Olympic Games, as well as many other international meets. Over 100 members of the Sharks have represented the United States and other countries in international competition traveling to Australia, Brazil,

Canada, China, Columbia, Ecuador, East Germany, France, Jamaica, Japan, Holland, Israel, Mexico, Philippines, Qatar, Russia, and West Germany. The Bolles Sharks tradition of excellence serves as a foundation upon which to build for even greater success in the future. We look forward to seeing our swimmers continue their dominance at the local level and further their achievements at the regional, national, and international levels.

The Bolles Sharks is also very proud of the academic achievements of our swimmers. Bolles School Shark swimmers have gone on to become student-athletes at the nation's most prestigious colleges and universities. In addition to the success of our swimmers, the team has also developed a tradition of hosting great swim meets as far back as its first meet in 1979. We currently host both high school and USA Swimming sanctioned meets throughout the year, with our biggest meet being our TYR Summer Classic in June. The TYR Summer Classic has attracted Olympians from around the world as well as American teams from as far away as New England and the Mid-West.

## **TEAM PHILOSOPHY**

The Bolles Sharks view swimming as an important part of the overall development of a young boy or girl. Besides the most obvious benefit of physical conditioning, swimming fosters the personal discipline required to persevere, the confidence building of progress in competition, the social growth from travel, learning to accept winning and losing with equal grace, and the sense of values gained from competing as both an individual and a team member. The Bolles Sharks program strives to instill in young swimmers an understanding of, and appreciation for such concepts as high self-esteem, personal accountability, constructive self-motivation, goal-setting, and goal achievement as their ideas relate to their success in training and in competition. It is our belief that the process of achieving is as significant as realizing the achievement itself. At each level of the Bolles Sharks program, swimmers are instructed to strive for excellence. Excellence in this sense represents the achievement of that level at which each swimmer knows that they have done their utmost to become the best they are capable of becoming. This philosophy is consistent throughout the program in every swimmer, novice through Olympian. We want every swimmer to swim to the best of their own ability and seek the opportunity to attain the level of excellence to which their desire and ability will move them. We believe swimmers and their parents alike should enjoy swimming and remember it is a positive experience.

## **LONG RANGE OBJECTIVES**

### **Personal and Physical Development**

- To provide an opportunity for young people in the Jacksonville area to engage in a wholesome, lifesaving, lifetime sport and recreational activity.
- To promote physical fitness and encourage proper conditioning and health habits.
- To provide opportunities for healthy social, emotional, and educational development, and to encourage peer and family participation.
- To foster the development of high self-esteem and help cultivate positive self-images.

**Competitive Development**

- To create an environment in which the desire for self-improvement and goal achievement motivates the individual to fully develop their natural abilities and help others to do likewise.
- To provide opportunities to learn the values of hard work, dedication, self-discipline, and perseverance.
- To promote the ideals of honesty, integrity, good sportsmanship, and team loyalty.
- To provide quality instruction, training, and competition at all peer and ability levels.

**Community Involvement**

- To cultivate the support of community-oriented individuals, corporations, and foundations to help fund programs and improve facilities.

**State, Regional, and National Administration**

- Participate in the direction and management of Florida Swimming and to further the growth and development of competitive swimming in the state.
- Provide the leadership in the Southern Region that will allow the southeast to continue to be one of the national centers of competitive swimming.
- Participate in the administration of USA Swimming, Inc. to represent the interests of Florida and the Southern Region and to establish the Bolles Sharks as a contributor to the national program.

**COACHING STAFF**

Nothing has a greater influence on the quality of an athlete's sport than the excellence of the coach. The Bolles School Sharks staff consists of professionally trained coaches. They, as member coaches in the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in USA Swimming, Inc. programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

**Head Coach/Aquatics Director**

Jon Sakovich

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Jessica Cummings

**Tiger Coach**

Gina Carbone

**Mako Coach**

Kathy Steele

**Assistant Coach**

Beth Pishko

**Assistant Coach**

Vicki Peterson

**Assistant Coach**

Cameron Bendetsen

**COACHES'  
BILL OF RIGHTS**

1. Each coach is a professional and has a right to be treated with respect by all swimmers, parents, and other coaches.
2. Each coach has a right to expect the full support of all parents in the Bolles Sharks swimming program.
3. Each coach has a right to establish training programs which are safe and which will meet the needs and goals of the swimmers, head coach, and Bolles Sharks.
4. Each coach has a right to be free from unnecessary interruption from parents during training sessions or meets.
5. Each coach has a right to be compensated fairly for his or her services considering the financial abilities of Bolles Sharks.

**COACHES'  
RESPONSIBILITIES**

The coaches' job is to supervise the entire competitive swim program. The Bolles Sharks coaching staff is dedicated to providing a program for youngsters that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/ she will be placed in a more challenging training group by their coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the Bolles Sharks coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. The coaching staff will make the final decision concerning which meets Bolles School Shark swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmer's performance. (It is the parent's job to offer love and understanding regardless of their swimmer's performance.)
5. The building of a relay team is the sole responsibility of the coaching staff.
6. Each coach has a responsibility to constantly be aware of the swimmers' safety and wellbeing.

7. Each coach has a responsibility to be a positive role model for the swimmers.
8. Each coach has a responsibility to be a technical expert on the sport of swimming.
9. Each coach has a responsibility to help construct a vision for the athlete of what is possible in the sport of swimming and the path each swimmer will need to follow to achieve that goal.

The coaching staff is constantly updating and improving the Bolles School Sharks program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

**COMPETITIVE PROGRAMS** In keeping with our philosophy of providing a well-rounded, quality, competitive swimming program for athletes of all ages and abilities, the Bolles School Sharks offer progressive levels of professional technique, instruction, and training.

#### **MAKO SHARKS**

The Makos are composed of the youngest competitive swimmers in the Bolles Sharks program. The main emphasis of this group is teaching the basic fundamentals of the competitive strokes. This consists of kicking, drilling, streamline, and the development of the skills necessary for competitive swimming.

#### **TIGER SHARKS**

All swimmers within the Tiger Sharks must be able to legally swim each of the four competitive strokes. Furthermore, sharpening of the competitive strokes through drills and kicking will be emphasized. Starts, turns, and mental skills for training for the next level will also be emphasized.

#### **HAMMERHEAD SHARKS**

It is at the Hammerhead Shark level in which swimmers move from primary stroke and technique instruction to more emphasis on training. Drill work and kicking will continue to make up a large portion of the practices; however, swimming sets will be added. At this level, goal setting will be introduced and swimmers will be expected to be more accountable for their swimming progression. Consistent practice attendance is necessary for continued improvement and advancement to the next group.

#### **GREAT WHITE SHARKS**

The Great White Sharks take on a much more rigorous training load than the Hammerhead Sharks, while continuing to build upon the skills acquired at the Hammerhead level. Practice times are longer in conjunction with higher yardage requirements. The increases in physical demands require that swimmers regularly attend practices. Swimmers will be expected to understand interval training and will learn how to train at different effort levels and speeds. There will also be a greater

emphasis on race strategies. The Great White Sharks represent the final step in the Bolles Sharks age group program.

## SENIOR PROGRAM

The Senior Program provides training to athletes beginning in the 9<sup>th</sup> grade. Swimmers are typically placed into a group based upon age and ability level. The Bolles Sharks strive to ensure that there is a place for all athletes who have a desire to swim competitively, whether the swimmer is new to year-round swimming or is preparing to compete at the national or international level. The coaching staff is also careful to maintain a swimmer-to-coach ratio that allows for an optimal teaching environment. While the Senior Program is designed to train athletes in the 9<sup>th</sup> grade and up, not all of these athletes will train together. The Senior Program is typically divided into several groups, though the group classifications may change from year-to-year depending on the needs and numbers of the Senior Program, as well as the vision and philosophy of the coaching staff. The Senior Program *will* feature a National Group, which is reserved for athletes who have not only attained Junior National qualifying standards but are also committed to consistently training at the highest possible level.

In order to accommodate both Bolles School and non-Bolles School athletes year-round, the Senior Program is always divided into two distinct groups:

**The Bolles School students** training group, reserved for Bolles School students, who are also members of the Bolles School Sharks, and;

**The Late Night program** (technically early evening) which is offered to athletes who **do not** attend The Bolles School, yet wish to be members of the Bolles School Sharks year round team.

## SWIM LESSON PROGRAM

The Bolles School Sharks Swim Lesson Program combines the expertise of the Bolles Sharks coaching staff with the innovative concept of a swimming school, where students attend a bi-weekly swimming class designed to teach them the fundamentals of both water safety and swimming. These programs are available throughout the year; please check the team website at [www.bollesswimming.org](http://www.bollesswimming.org), for up to date availability.

## JUNIOR MAKO

Junior Mako Sharks represent the stepping stone from swim lessons to our youngest competitive group, the Mako Sharks. Continuing with teaching the competitive strokes, coaches working with the Junior Mako Sharks instruct the swimmers from the pool deck rather than from the water. Junior Makos work towards being able to complete at least one half of a 25-yard lap of both freestyle and backstroke. Swimmers must be able to kick 25 yards and swim 15 yards with their face in the water to participate.

## LEARN TO SWIM

This group uses fun to introduce swimming to young children, doing so in a safe and controlled environment. Featuring a small swimmer-to-coach ratio, instructors remain in the water with the athletes and provide instruction in the competitive strokes. A goal of this group is to prepare children to be proficient enough to move into the Junior Mako group. Swimmers must be toilet- trained to qualify.

**SWIMMER  
BILL OF RIGHTS**

Swimmers have a right to:

1. Be treated with respect and to be free of verbal or physical abuse from a coach or another swimmer.
2. Expect that his or her coach, after being made aware of a limiting physical condition, will not ask the swimmer to perform or train in a manner that the coach knows will be harmful to the swimmer.
3. Expect that all practices, both in and out of the water, will be conducted in a safe manner so that the swimmer will not be exposed to unnecessary risk.
4. Know that his or her coach cares about them as a person/individual as well as an athlete.
5. Be positively encouraged to do better, to be congratulated on a good performance, and to be criticized constructively when improvement is needed and attainable.
6. Expect practice to be challenging and that, overall, competitive will be rewarding.
7. Set his or her own swimming goals with his or her coach, and to change these goals as circumstances arise.

**SWIMMER CODE  
OF CONDUCT**

Located at the end of this handbook is **APPENDIX B, “Swimmer Code of Conduct”** Please carefully read this form. By registering as a member of The Bolles School Sharks you are agreeing to and will be held accountable for the terms of this contract.

**SWIMMER TRAINING  
RESPONSIBILITIES**

As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be Senior Swimming bound. As swimmers improve this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers have the following responsibilities:

1. To treat his or her coach with respect at all times and to use proper channels to address any problems or complaints.
2. To adhere to the coach's rules governing training sessions and to focus on the training program.
3. To take his or her commitment to swimming seriously at whatever his or her training level may be.
4. To support the Bolles Sharks team, fellow swimmers, and his or her coach by encouragement and attendance at practice and meets.
5. To make the minimum number of training sessions set by the coach and strive for the recommended attendance percentage.
6. To train and race as hard as he or she can.

Swimmers will be required to bring specified training accessories (i.e., goggles, flippers, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

**TEAM UNIFORM AND EQUIPMENT**

The Bolles School Sharks are fortunate to be sponsored by TYR. The company provides our team with equipment, advertising, tents, and more. Our relationship with TYR is dependent on the commitment by our team to wear TYR suits and to try, whenever possible, to use TYR equipment.

Bolles Sharks swimmers are **required** to wear an **official** Bolles swim suit at practices and meets (unless otherwise specified by their coach, i.e., a senior level championship meet). It is **recommended** that all Great White and Senior group swimmers have an **official** Bolles warm-up outfit and swim bag that is designated by the staff at the beginning of each swim year.

On a specified date, our swim suit vendor will come to the pool for a suit sizing and to take orders for warm ups, bags and equipment. Please watch the team website for more information regarding the date. Otherwise, **all items will be available for purchase through All American Swim Supply. The Bolles team page can be accessed by clicking the “Team Store” tab under Membership Info on the Sharks website.**

**LOST AND FOUND**

There is a Lost & Found shed located outside of the Swim Office. Each evening the pool deck is cleared of leftover items and put into corresponding buckets inside the shed. Any items not claimed by the last Friday of each month will be donated to Good Will.

It is **MANDATORY** that all members of the senior program put their name on each piece of equipment and Bolles clothing. It is **HIGHLY RECOMMENDED** that all members of any age group program also label their belongings.

**PRACTICE ATTENDANCE POLICIES**

The following guidelines are to inform parents and swimmers of the coaches’ policies regarding practice. These policies are designed to provide the best possible practice environment for all.

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The expectation level of the coaches’ that each swimmer attends practices increases as swimmers move to higher groups.

MAKO	Encouraged to attend two practices per week
TIGER	Encouraged to attend three practices per week
HAMMERHEAD	Encouraged to attend four practices per week and expected 80% of offered practices per month
GREAT WHITE	Encouraged to attend five-six practices per week and expected at 90% of practices offered per month
SENIOR	Expected to attend ALL offered practices <i>unless otherwise directed by coach</i>

2. For the safety and protection of the swimmers they should arrive at the pool no more than 10 minutes before the start of practice and be picked up immediately after practice. It is imperative that the swimmers arrive on time so that the coaching staff can efficiently use the allotted time; however it is also extremely important that children not be left unsupervised at the pool prior to or after practice. The coaching staff is NOT responsible for supervising athletes either prior to or following a practice session. If a family is found to be abusing this policy they will be warned. If the behavior continues the swimmer may be suspended from team membership.
3. Each swimmer should plan to stay the entire practice as each practice is designed to be most beneficial when completed in its entirety and coaches often make announcements at the end of practice. In the event that your child needs to be dismissed early from practice, please notify the coach prior to the beginning of practice.
4. All practice groups are expected to be at their designated starting place with their practice equipment ready to start practice on time.
5. Swimmers must notify their coach if they leave the pool and/or pool deck at any time during the practice.
6. Occasionally some or most of a practice group may be at a meet, in which case your swimmer will be notified of a practice change. Such notice will be provided through email or posted on the Bolles School Sharks website, [www.Bollesswimming.org](http://www.Bollesswimming.org).

**PRACTICE CODE OF  
CONDUCT  
FOR SWIMMER AND  
FAMILIES**

**Practice with Purpose**

1. Swimmers are expected to support their teammates at practice as well as in competition. Working together as a team benefits all individuals in the group and is an important part of the Bolles Sharks. Swimmers are encouraged always to be positive at practice.
2. Swimmers are expected to follow the instructions of the coaching staff at all times.
3. Abusive language, lying, stealing, and/or vandalism will not be tolerated. These behaviors are directly contrary to the objective of The Bolles School Sharks and may warrant strict disciplinary actions, up to and including expulsion from the team.
4. Swimmers may leave practice early only with the coaches' permission.
5. The Cassidy Aquatic Fitness Center on the Bolles School Campus is off limits to **ALL** individuals unless under the supervision of a Bolles Sharks coach/staff member.
6. During workouts, the pool deck is for coaches and swimmers. If you need to speak with the coaches, please call or email them at least two hours before practice. Swimmers and parents are discouraged from disrupting the coach or other swimmers with unnecessary communication, unless of course, an emergency.

7. Parents are responsible for a swimmer's behavior before and after workouts. This includes carpool members as well.
8. Any individual not registered with USA Swimming, Inc. through the Bolles Sharks is not permitted in the pool at any time or on pool deck. In accordance with the governing body of USA Swimming, Inc., **parents may observe practice from the designated bleachers.** At no time are parents, siblings, or non-registered people allowed on pool deck for liability reasons.
9. Bolles Sharks members and families are **NOT** permitted on the Bolles School's Whitehurst Campus playground (across the street from the pools) at any time.
10. Any siblings or guests must have adult supervision at ALL times and in accordance with the governing body of USA Swimming, Inc., may observe practice from the bleachers. The pool deck, space outside of the Swim Office, and the fence gate area shall remain clear of all patrons.
11. It is of the utmost importance that ALL swimmers and parents remember that we are guests of The Bolles School and therefore should respect all the rules set forth in the school Handbook, which can be found at [www.bolles.org](http://www.bolles.org).

**PRACTICE CANCELLATION** Practice is only cancelled if The Bolles School closes, otherwise parents are expected to use their best judgement whether to bring their swimmer to practice. If bad weather is imminent we ask that parents stay on campus in the event swimmers are dismissed early.

**ILLNESS AND INJURY** Whenever possible, the coach should be informed in advance of an illness or injury, regardless of how serious or trivial it may be.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify your swimmer's coach by phone or email. Otherwise, contact the Swim Office 904-256-5213 so the coaching staff is aware.

*Swimming requires discipline, persistence, integrity, respect, and trust. Your child can only learn these values if you live them yourself. With the assistance of your coach and a positive, supportive atmosphere, your child could achieve dreams which he/she did not think capable.*

**PARENTS...YOUR ATHLETE  
NEEDS YOU**

A successful swimming program requires understanding and cooperation among the coaches, swimmers, and parents. This relationship can be critical to your child's successful development on the team.

The coaching staff understands your commitment to your child. Many of the coaches are also mothers and fathers. The coaches understand that you will always be looking out for your child's best interests. While the coaches are also committed to ensuring that your child's best interests are served, their responsibility is to serve each athlete on the team. Your perspective and the coaches' perspective may differ when it comes to your child's development. Patience, understanding, and most importantly, **communication** are the cornerstones of this relationship. With this in mind, please review and consider the following guidelines.

1. Individuals learn at different rates and in different ways. Some athletes will quickly pick up a skill while others may require more time to learn the same skill. Please be patient with your child and his/her development. Direct any questions to the coach.

2. Progress is rarely immediate. New team members will always go through a period of adaptation, no matter their age, that may impede immediate progress. This could be caused by greater training demands, a stronger emphasis on technique, or simply nerves. Patience, trust, and communication among coaches, swimmers, and parents will help any struggling swimmer through such a period.

3. Plateaus can occur at one time or another in every swimmer's career. Plateaus can be both in competition and training. A plateau signifies the swimmer has mastered lower-order skills, but they are not yet sufficiently automatic to leave the attention free to attack newer, higher-order skills. It is important to explain to the athlete that plateaus occur in all fields of physical learning. The more successful athletes are those who work through this momentary delay in improvement and go on to achieve greater performance to approach their personal potential.

4. Swimmers ten years and younger are the most inconsistent swimmers. This can be frustrating for parents, coaches, and swimmers alike! We must be patient and permit these youngsters to learn to love the sport.

5. Parents must realize that slow development of the competitive drive at an early age is normal and perhaps more desirable than precocious or forced early development. It is important that everyone learn to compete and develop some competitive spirit. It is also important for children to learn to adapt to reasonable levels of emotional stress. The small disappointments we must learn to handle as youngsters prepare us for the larger ones we are certain to experience as adults.

6. It is the coaches' job to offer constructive criticism of a swimmer's performance. It is the parents' job to supply love, recognition, and encouragement necessary to help the young athlete feel good about him or herself.

7. Parents' attitudes often dictate those of their children. A child might not be consciously aware of what is taking place while subconsciously absorbing powerful messages about his/her parents' desires. For example, be enthusiastic about taking your child to practice and meets, fund-raising projects, meetings, etc. – don't look at these functions as chores.

8. If you have any questions about your child's training or team policies, contact the coach. Criticizing the coach in front of the child undermines the coach's authority and breaks the swimmer-coach support that is necessary for maximum success.

9. No parent should behave in such a way as to bring discredit to the child, the team, or competitive swimming. Any disagreement with a meet official should be brought to the attention of the coach and handled by the coach.

10. Children should swim because he/she wants to. It is natural to resist anything they "have to do." Self-motivation is the stimulus of all successful swimmers.

11. The etymology of the word "competition" goes back to two Latin words: "com" and "pet ere," which means "together to strive." Avoid "playing" your child against his nearest competitor, thereby creating friction within the team and swimming community. Close competition provides two great services for the athlete: it brings out the best in him/her and shows where improvement is needed.

12. The communication between coach and swimmer is very important. A two-way relationship must exist daily at practice. It is imperative that the coach has the swimmer's full attention at these times. For this reason parents are allowed to watch practice only from the designated bleachers in the pool area. They are **NOT** permitted to participate or instruct. **Parents who attempt to coach their child during a practice may be asked to leave the pool deck.**

Please leave all coaching to the coaching staff. If you have questions about technique or coaching strategies, we encourage you to arrange a time (NOT during practice) to speak to your child's coach.

Remember, particularly in the case of younger swimmers, that attitude and behavior of the parents in regard to their outlook on the sport has an important effect on the child. In swimming, as in life, nobody can "win" or succeed all the time – there will always be some disappointments. Every child can gain from his experience, whether or not he/she ever wins a single race. The important thing is to keep on striving to do better next time.

*The goal is not only to produce great swimmers, but to produce great young people who swim.*

**GUIDE TO BEING A  
GOOD SWIM PARENT**

The parent's primary role is that of unconditional love and support for their swimmer. There are many ways to fulfill this role:

1. The first is to remind your child that you love them, no matter how they perform either at practice or at a meet.
  - Support your child's goals by first allowing them to make goals of their own in consultation with their coach.
  - Remember that this is your son's or daughter's childhood and not your own: Recognize their dreams and support their ambitions, but don't create them for the child.
  - Make sure that your child is having "fun!" If this isn't fun, then why do it? If they are not having fun, find out why or ask the coach to find out why.
  - Do not let your child's performance affect your attitude towards them. If your child swims poorly it will not make them feel better to see disappointment in their parents. Before they race encourage them to have fun and after they race tell them you love them. Simple words can have a drastic impact on a child's outlook.
  - Do not pay your child or provide material rewards for swimming well. Children must learn that doing a thing well is worthwhile in its own right. Through swimming they should earn respect because of their commitment and not money for their accomplishments.
  - Understand that swimming can be daunting, especially to new swimmers or younger swimmers. A fifty meter pool looks awfully long to an eight year old! If your child is afraid to swim an event remind them that the coach would only suggest it or enter them in it because they *believe* in your child.
  
2. It is imperative that your swimmer believe you support the coach, *even when you disagree with him/her*.
  - Disagreements are natural and when they exist everyone wants resolution, but there is a time and a place to discuss disagreements. The pool deck is not the place to argue or confront the coach about any disagreement. All coaches are available away from the pool deck and will respond to either email or telephone calls.
  - During practice a coach's attention must be focused on the group. If you wish to meet in person with your child's coach please schedule a time to do so; do not arrive at practice assuming that either the coach will be available to meet with you or that it is the appropriate time and place to meet.
  - Support the coach by understanding they do have a life outside of the pool. This sport requires long hours of work. Respect the coach's desire to go home to his/her family after practice.
  
3. Support the team at practice, at away meets, and at home.
  - Supporting the team means everything from making sure your child wears team apparel at meets to volunteering your own time at any of our home meets. Do not leave it to others to do this work. Our team extends beyond the coaches and swimmers and we need everyone's involvement to be successful.
  - Supporting the team also means being a positive influence at any meet from the sidelines. There are often instances where parents from opposing teams do not get along, which only creates more tension for the child. We want each swimmer to be a good sport, which means we need our parents to be good sports.
  - In order to support the team one must be an active member, beyond just dropping your child off before practice and picking them up afterwards.
    - Attend parents meetings.
    - Volunteer at meets
    - Become an official
    - Pay all bills promptly and in full.

4. Be punctual for practice and meets and plan for your child to spend the entire practice at the pool. It is disruptive to have a child arrive late or leave early. It also diminishes the value of teaching a child the value of commitment.
5. Do not coach from the sidelines or stands.
  - Leave the racing strategies to the coach.
  - Allow the coach to discuss technical issues with the swimmer and do not second-guess them either with or in front of your child. If you have questions please discuss it with the coach.
  - Do not compare your child to anyone else on the team. Your child is unique, wonderful, and full of potential. Remember that everyone achieves potential in different ways and at different times.
  - Don't time your child from the stands. There are enough timing devices around at meets and at practice. When a parent times from the stands it simply adds pressure on the child.
6. Do not criticize officials. Most times officials are parents just like you, committed to their children and committed to their sport.
7. Winning is **NOT** everything. The most important things a child can do in a race are:
  - Have fun!
  - Try to employ the coach's technical instructions and racing strategy.
  - Give their best effort and RACE!
  - Congratulate the other competitors no matter what the outcome.
8. Encourage healthy eating. Make smart eating decisions for your child and for yourself. Your children will emulate the people they respect and love most, their parents. Allow their desire to swim to make a positive influence on your own life and health by using it as another reason to make good eating decisions.

**PARENT  
RESPONSIBILITIES**

Located at the end of this handbook are;  
 APPENDIX A, "Terms and Conditions for Participation,"  
 APPENDIX C, "Parent's Code of Conduct," and  
 APPENDIX D, "Service Hours Obligation Policy"  
**Please carefully read each of these forms. By registering you are  
 agreeing to and will be held accountable for the terms of each of  
 these contracts.**

**SOURCE**

**"The Ten Commandments for Parents of Athletic Children"**  
 Reprinted from The Young Athlete by Bill Burgess included in "The Swim Parent  
 Newsletter" – SEE **APPENDIX H**

## **VOLUNTEERISM**

To ensure that The Bolles School Sharks (BSS) swimmers have the opportunity to participate in team activities, swim meets, and USA Swimming, Inc. sanctioned competitions, as well as supplement operating expenses, BSS must host several swim meets throughout the year. All team affiliated events are staffed totally by parent volunteers and cannot run without family participation. BSS is very fortunate to have an incredible group of very committed members who have volunteered generously, however it did become necessary to implement a Service Hour Obligation policy to ensure that **ALL** families participate.

A family's willingness to volunteer will have a great impact on their child's athletic experience and love for the sport of swimming. Regardless of whether or not a swimmer actually participates in a meet, it is the positive experience of being involved in the whole TEAM event that will give each athlete the support and fellowship offered by being a valuable member of the BSS TEAM.

## **VOLUNTEER POSITIONS**

1. Announcer – announces events, heats, and notifications during the sessions
2. Computer Hytek/SST Operator – manages the timing system as well as Hytek Meet Manager System, must have experience or be willing to train with team rep.
3. Swim Official – these volunteers run the meet, assure fairness to ALL swimmers, and have completed the requirements to be a USA Swim Official by attending an information meeting, completing an open book online test, background screening, and Athlete Protection test. **All parents are encouraged to consider becoming an Official!** Please contact The Bolles School Swim Office for more information.
4. Timer – Start and stop watch as a back-up to the timing system, record watch time. Yes, it really is that simple!

## **BECOME A USA SWIMMING INC. OFFICIAL!!!!**

### **Five Reasons to Become an Official**

1. You'll be working with the greatest group of volunteers in all sports.
2. You'll be close to the action. The bleachers aren't comfortable anyway!
3. It's a great way to meet future Olympians—unless you already have one in your home.
4. Great food in hospitality!

**Contact a BSS Coach or the Swim Office to begin this incredible and valuable service for your team.**

### **Steps will include:**

1. Registering as a non-athlete member of USA Swimming.
2. Attend a local clinic, usually here at Bolles.
3. Take an official's test available on line.
4. Apprentice to get on the job training at either a Bolles home meet or local sanctioned meet.
5. Then ... have fun!

**SERVICE HOUR  
OBLIGATION POLICY**

Located at the end of this handbook is **APPENDIX D; “Service Hours Obligation Policy”** Please carefully read this form. By registering as a member of The Bolles School Sharks you are agreeing to and will be held accountable for the terms and financial obligations of this contract.

**SERVICE HOUR  
OBLIGATION POLICY  
SUMMARY**

Each family is required to volunteer at every Bolles School Shark hosted swim meet their swimmer commits to and participates in. The hours required will be based on the amount of days of the BSS hosted swim meet.

Scenario #1: if your swimmer is entered to participate in the BSS Season Opener swim meet in September, which is a one day meet, your family is responsible for working a minimum of 2 hours.

Scenario #2: if your swimmer is entered to participate in the BSS June Summer Classic swim meet which runs for 4 days, you will be required to volunteer for a minimum of 8 hours over the course of the meet.

If your swimmer does not participate in Bolles School Shark hosted swim meets then you will be responsible for a designated amount of food/water donation to be used at each home swim meet.

Bolles School boarding students that are also Shark members are required to volunteer a minimum number of hours at Bolles hosted swim meets from September to June of the current swim year. These hours will count towards required school community service hours.

Family members, relatives, neighbors, and friends are all welcome to volunteer at our swim meets and events.

Community Service credit is available for anyone who volunteers and needs to earn community service hours.

**UNFULFILLED  
SERVICE HOURS**

All members will be required to fulfill their volunteer obligation as stated above, or be charged a fine to their Team Unify account immediately following each BSS hosted swim meet.

Bolles School boarders will be charged a fine to their Team Unify account following the June Summer Classic swim meet.

**HOW TO SIGN UP  
TO VOLUNTEER**

Each event is posted on [www.bollesswimming.org](http://www.bollesswimming.org) under the **Meets** tab. Look for “**Job Sign Up**” under the date of the event. When clicked the user is directed to a page that offers the different jobs available, with various time slots to sign up for. Job slots will be available to sign up for one week prior to the event and be on a first come, first served basis. In the event all of the job positions are full, only then will donating cases of water, chips, or fruit be accepted at a specified rate as stated in the

Service Hour Obligation Policy, Appendix D. All job slots must be filled before this option is utilized.

**KEEPING TRACK OF  
YOUR SERVICE HOURS**

In the days following a meet all volunteer sign in sheets will be compared to the online sign up and corresponding hours will be credited to each member's Service Hour account. All volunteers must sign in and out to ensure that they receive the correct amount of hours. A member can log into their Shark's account anytime thereafter to check their status.

**VOLUNTEERING AT  
AWAY SWIM MEETS**

There may be occasions where BSS is required to supply volunteer Timers during an away meet. We also encourage any of our parent USA Swim Officials to work if possible at away meets.

**COMMUNICATION** An important link in the swimmer – coach – parent triangle is a healthy line of communication. Parents are kept informed of team events, activities, and updates through the following methods:

**Team Website** – [WWW.BOLLESSWIMMING.ORG](http://WWW.BOLLESSWIMMING.ORG) The Shark's website is kept up to date daily and maintained by the team's webmaster and coaches. ALL information can ultimately be found on the website and any new or important updates will be on the HOME page.

The team website, a.k.a. Team Unify, also serves as the account and billing system for all of the team members. Members are able to log into their accounts to view meet entries, service hour balance/history, swimmer's times, and all billing activity. Group-specific and general team emails are sent via Team Unify. The website and database are NOT to be used for unrelated activities.

**Coach/Staff Email** – Emailing is a preferred method of communication unless the issue is an emergency or extremely sensitive, requiring a direct phone call. The coaches' emails can be found on the team website or in the team handbook. It is a coach's personal prerogative to give out their cell phone number. In the event you utilize this form of communication, please be considerate of both their personal time and life outside of the pool. Believe it or not, they are real people with families and feelings just like you!

**Announcements** – It is most common for the Senior groups to be made aware of all things swim through direct announcements by their Head and/or Assistant Coaches. The expectations for our Senior swimmers is to pay attention, retain, and communicate to their parents any and all team information.

### **THE HOW TO'S OF HEALTHY COMMUNICATION**

If any member, parent or swimmer, has questions or concerns, the lines of communication with every coach is open. It is best to communicate with the coach most involved with your child's program.

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 20-200 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.

3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head age group coach or head coach join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

Discussions with the coaching staff ARE NOT/WILL NOT be held during practice or meets.

*Characteristic of any business, BSS expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all BSS members to pay their swimmer's monthly account balance on the first of each month. If fees are not current, your swimmer will not be allowed to participate in practice, meets, or other team activities.*

#### **TYPES OF FEES**

**Monthly Coaching Dues:** The training fees are based on the program group a swimmer is enrolled. There is absolutely NO prorating of monthly coaching dues.

**Family Registration Fee:** Each family, regardless of number of swimmers on the team, will be charged an annual registration fee for administrative costs. This is a non-refundable fee.

**New Member Registration Fee:** This fee is due at the time of registration of new members to BSS. This is a non-refundable fee.

**Monthly Team Facility & Operational Fee:** Each family, regardless of number of swimmers on the team, will be charged a monthly fee that is used for the purpose of equipment, facility rental, and general operating expenses. There is absolutely NO prorating of this monthly fee.

**USA Swim Registration Fee:** Due at the time of new member registration, this will establish the swimmer's amateur status as a competitive swimmer, as well as provide insurance coverage during swim practice and meets. BSS will automatically renew each established swimmer's USA registration for the following year at the end of November and the charge will post to each Team Unify account for payment on Dec. 1<sup>st</sup> of the current year. This is a non-refundable fee.

**FL Swimming Team Transfer Fee:** This fee is charged to each USA Swimming Inc. registered swimmer who transfers from one club to another either in or out of state. This is a non-refundable fee.

**Meet/Entry Fee:** A swimmer is charged for each event they swim in at a meet. This may also include a facility surcharge and heat sheet fee per swimmer by the hosting team. BSS will pay this fee ahead of time to the hosting team and Shark member accounts will be billed at the conclusion of the meet.

**Meet Coaching Fees:** Coaching fees will be applied to each swimmers account in the amount of \$5.00 for USA Swim sanctioned BSS hosted swim meets, and \$20.00 for USA Swim sanctioned off campus swim meets, that the swimmer participates in.

**Team Travel:** When team members travel as a group, the costs of transportation, accommodation, and meals are split between the swimmers. This fee is due prior to leaving for the meet. A separate confirmation form will be sent home or emailed to the swimmers guardians for payment.

**Unfulfilled Service Hours:** will be billed at \$25/hour not completed or not fulfilled. This

**Late Fees:** If a member's Shark's account is not paid by the 15<sup>th</sup> of the current month an extra fee of \$10 will be applied to the account.\*

**Insufficient Funds/Denied Credit Card:** a fee of \$30 will be applied to the account.

**\*If the account balance is not paid by the first of the next month, the member's swimmer will not be allowed to participate in meets, practice or other team activities until the account is up to date.**

#### **TEAM BILLING**

All BSS billing is entered and processed through our website and the Team Unify system.

1. Once a member is entered into the Team Unify system they are given an account with a log in and password. This account gives a member access to their billing summaries, invoices, charges, and payments, as well as other valuable information on their swimmers progress.
2. Members are expected to enter a Bank Card or Credit Card on file that will automatically be processed for the account balance and any new fees on the first of each month. A member may choose to pay by check directly to the Swim Office as long as the monthly payment is received before the 15<sup>th</sup> of the month.
3. If a member's Shark's account is not paid by the 15<sup>th</sup> of the current month an extra fee of \$10 will be applied to the account. If the account balance is not paid by the first of the next month, the member's swimmer will not be allowed to participate in practice, meets, or team events until the account is up to date.
4. As long as an account remains in good standing, members may "charge" items sold in the Swim Office to their Sharks account (T-shirts, caps, towels) with the expectation that their account will be paid in full on the first of the following month.

#### **DEACTIVATING**

In the event a swimmer or family chooses to deactivate their BSS account, the Swim Office must be notified by email before the last day of the monthly billing cycle to avoid being billed for the next month's coaching dues. All outstanding fees and service hours must be cleared or FL Swimming Inc. will be notified of the swimmer's delinquency and a team transfer will not be granted until all financial obligations are met.

**FEE STRUCTURE**

Monthly COACHING DUES	AMOUNT
Mako	68.00
Tiger	99.00
Hammerhead	103.00
Great White	113.00
Senior/Late Night	135.00
Additional Athlete	75.00 (Mako-68)

FEE	AMOUNT	DUE DATE
Coaching Dues	See above	First of each month
Annual Family Registration Fee	75.00	At annual registration
New Member Registration Fee	75.00	At registration
Monthly Team Facility & Operational Fee	25.00	First of each month
2018 USA Swimming Inc. Registration	75.00	At registration or Dec.1 for renewal
FL Swim Team Transfer	5.00	When applicable
Unfulfilled Service Hours	25.00/hr	Post BSS home hosted meets

LATE FEES	Amount
Sharks Account balance not paid by 15 <sup>th</sup> of current month	10.00
Credit Card Denied/Expired	30.00
Returned Check	30.00

Located at the end of this handbook is **APPENDIX A, “Terms and Conditions for Participation.”** Please carefully read this form. By registering as a member of The Bolles School Sharks you are agreeing to and will be held accountable for the terms and financial obligations of the contract.

*If you have any questions about billing or your Shark’s account please contact the Swim Office Administrator.*

**TAKEN DIRECTLY FROM USA SWIMMING INC. WEBSITE, [WWW.USASWIMMING.ORG](http://WWW.USASWIMMING.ORG) :**

### **MISSION & VISION**

As the National Governing Body for the sport of swimming in the United States, USA Swimming is a 400,000-member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education.

Our membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. USA Swimming is responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives: Build the base, Promote the sport, Achieve competitive success.

### **MISSION STATEMENT**

USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.

### **VISION STATEMENT**

To inspire and enable our members to achieve excellence in the sport of swimming and in life.

### **CORE OBJECTIVES**

USA Swimming has adopted three core objectives. These core objectives establish the foundation of the strategic business plan for our sport. USA Swimming encourages all members to participate in the local, regional and national efforts to ensure that these objectives are accomplished.

#### **BUILD THE BASE**

We seek to expand our membership in order to share our sport with as many other people as possible. We are especially committed to sharing the values of our sport with young people who may discover that swimming is an activity they can enjoy for their entire life.

#### **PROMOTE THE SPORT**

We want swimming to receive as much publicity as possible because we believe that the more people learn about our sport the more inclined they will be to join the ranks of our membership. We are proud of our sport and we seek to celebrate it whenever possible.

#### **ACHIEVE COMPETITIVE SUCCESS**

USA Swimming has been ranked as the number one swimming nation in the world for more than 40 years. We seek to continue this tradition of competitive excellence. When our elite athletes are successful in fulfilling their Olympic dreams our society benefits from the inspiration these athletes give us.

## **USA SWIMMING INSURANCE COVERAGE**

USA Swimming offers, as a benefit of membership, insurance coverage to its members and member clubs to include General Liability and Excess Accident Medical coverage. Visit the USA Swimming website for more information on the following:

- *2017-18 Insurance Summary*
- *2017-18 Member Club Certificate Addendum - Covered Activities*
- *Insurance Most Frequently Asked Questions (FAQ's)*
- *Optional Insurance Coverage for Clubs*

## **PHILOSOPHY OF COMPETITION**

The Bolles Sharks engages in a multi-level competition program with USA Swimming, Inc. that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities.

1. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if our swimmer finishes first, but has swum poorly in comparison to past performances, they are encouraged to do better. The individuals' improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance to improved performance. Respect for officials, congratulations to competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behavior praised and rewarded by the Bolles Sharks coaching staff.
3. Swimmers are taught to be realistic, yet set challenging goals for meets and to relate these goals to practice and direct their training efforts.
4. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmers to explore their potential in the wide range of events offered in competitive swimming.

## **AGE GROUPS**

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

## **MOTIVATIONAL TIMES**

Within each age-group there are different nationally recognized levels of achievement based on times. These times are designed to help age group swimmers to better understand their times and to set realistic goal times for their future. The classifications are "B", "BB", "A", "AA", "AAA", and "AAAA". The times required for each ability level are published each year by USA Swimming Inc. This permits fair, yet challenging, competition on all levels.

In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and an "AA" backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

## **TYPES OR LEVELS OF SWIM MEETS**

- Ping Pong Meets - These meets are open to USA Swim registered and non-registered athletes from Bolles School Sharks and invited teams. This is a developmental meet for the "young and new to swimming" athlete. These meets are run for the benefit of our Jr Mako, Mako, and Tiger swimmers with the

goal of having fun and learning what the next step in competitive swimming offers.

- Invitational Meets – Most competitions BSS participate are invitational swim meets. These competitions may be open to any USA Swimming registered team from anywhere in the United States, while others may be limited to only teams that are specifically invited. These types of meets typically range from 1 to 3 days and can feature a prelim-final format or just timed finals.
- Florida Age Group Championships (FLAGS) - Formerly known as the Junior Olympics, FLAGS is held twice a year; March in a 25-yard pool, July in a 50-meter pool. Participants must be 14 years old or younger and have achieved at least one qualifying time to participate in an individual event. FLAGS is the fastest 14&under competition in which our team participates.
- FL Senior Championships – Similar to FLAGS, Senior Championships are held twice a year as well. Senior Championships are **only** open to Florida Swimming registered swimmers. This competition features teams from across the state and represents a season-ending championship meet for many of our athletes.
- Southern Zone Sectionals – This meet is also held twice a year. Swimmers who qualify will represent FL Swimming in a competition against swimmers from different southern zones of the US.
- Junior National Championships - This is the highest level meet for 18 & under swimmers in the United States. A short course championship is typically held in December with a long course championship held in August. This is a very competitive and exciting team meet, one which the Bolles Sharks will strive to perennially be capable of winning. Any swimmer with a qualifying time for this meet is encouraged to attend.
- National Championships (Senior Nationals) – Other than the Olympics Trials and World Championships, each of which is held once every four years, the highest level of competition for our senior swimmers is the US National Championships. Swimmers meeting the national time standards travel to various cities in the US to compete against America’s best swimmers. This meet often serves as a selection meet for athletes striving to make US National teams, such as the Pan American Team, World University Games, and Pan Pacific team.

## MEET SCHEDULE

The Age Group and Senior program meet schedule is posted on [www.bollesswimming.org](http://www.bollesswimming.org) at the beginning of each swim year (mid-August).

1. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level, both locally and out of town. We do not schedule a meet unless we feel it is important to participate, however, it is not mandatory to attend all scheduled meets.
2. The coaching staff reserves the right to make the final decision concerning meets BSS swimmers will attend.
3. All BSS swimmers, regardless of age or ability level, will train with the intention of competing in a season-ending championship meet. We highly encourage all athletes to make the commitment to participate at the highest level meet for which they have achieved qualifying times.

## HOW TO ENTER YOUR SWIMMER INTO A MEET

The meet entry process typically begins online at [www.bollesswimming.org](http://www.bollesswimming.org). Each Bolles Sharks family is provided with a user-name and password to access their personal account. Once logged into the website, simply click on the **MEETS** tab, then **MEETS & EVENTS**. Click the “**Edit Commitment**” under the meet date. Certain championship meets require that the coaching staff utilize USA Swimming Inc. Online Meet Entry system; therefore swimmers will not need to enter on the team website.

The coaching staff will designate a meet sign-up deadline. We ask that ALL SWIMMERS and PARENTS abide by this deadline. The deadline is established to provide the coaches an opportunity to review the meet entry for any mistakes or potential changes. In the event a swimmer forgets to enter a meet in which they should participate please notify the coach immediately. If space is available and the meet director is willing, a late entry may be permitted, but there are no guarantees. The fee is usually double the normal entry fee and must be paid to the meet administrator on the pool deck by the swimmer.

**ULTIMATELY THE BSS COACHING STAFF RESERVES THE RIGHT, AT ALL TIMES, TO ALTER ANY SWIMMER’S MEET ENTRY.** The coaching staff is best equipped to understand the competitive needs of the athletes and will make all decisions based on what is in the athlete’s best interests.

## ENTRY FEES AND SURCHARGES

Each event/race a swimmer enters at a swim meet carries an entry fee, also known as meet fee or splash fee. Swim meets sanctioned by Florida Swimming, Inc., in accordance with the governing rules of USA Swimming, Inc., may determine the amount that may be charged for each

event. This fee can range from \$3 to \$20 per race. In addition to the meet fee for each individual event, the hosting team may require a surcharge or facility fee for each swimmer participating in the meet, as well as a Heat Sheet fee, now that all Heat Sheets are electronic and can be found on the hosting team's website.

Meet entry fees and surcharges are due to the hosting team prior to the start of the swim meet. Therefore, the Bolles School Sharks, on behalf of its entered swimmers, pays the fees upfront and ahead of each individual member's account being charged. Each swimmer's meet fees are charged to their Shark's account following the actual swim meet. It is absolutely imperative that accounts are paid on time so that members may continue to have this benefit. Once the entry and payment has been sent to the hosting team there will be NO refunds for meet fees for any reason.

#### **EXPECTED BEHAVIOR AT A SWIM MEET**

1. Athletes and parents alike, wearing Bolles Swimming apparel represent our team. Please let your actions reflect your pride in *your team*.
2. As a matter of courtesy to the officials and meet host, it is strongly encouraged that swimmers and parents stay off the deck and out of the competition area unless they are competing or serving in an official capacity.
3. Similarly, as a matter of courtesy, all questions swimmers or parents may have concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
4. As a matter of pride, leave the team area and the pool in a neat and clean condition at the conclusion of each session of the meet.
5. Please consult with the coaching staff prior to scratching an event or deck-entering an event. The coaching staff will always make the final decision on any scratches or deck-entries.
6. Swimmers who qualify for championship finals in prelim-finals meets are expected to compete in the finals. ALWAYS consult your coach if, for some reason, a swimmer would like to scratch from a final.
7. Swimmers are expected to offer encouragement and support to all members of the team. Positive comments and team spirit are beneficial to everybody. Negative thoughts and comments should be kept to yourself.

*Educating yourself by utilizing the wealth of information available on USASwim.org, FLSwim.org, and BollesSwimming.org will not only empower you as a swim parent; it will be the evidence of support and confidence you have in your swimmers hard work and determination.*

#### **SWIM MEET PROCEDURES**

1. Review the *Meet Announcement* found by clicking the Events tab, name of the swim meet attending, and the Meet Info link. The who, what, and where of any meet will be found in the pages of the *Meet Announcement*.
2. Verify your swimmers meet entries prior to the meet and report any mistakes to Coach.
3. The warm up schedule will be emailed or posted. The time shown is the time swimmers have to be on pool deck ready to do team stretches and/or feet should enter the water, therefore plan ahead! It is important that swimmers and parents alike understand that a good warm-up is an essential part of a successful performance. All warm-up rules must be adhered to such as, feet first entry, circle swimming, etc.
4. Swimmers should sit in the designated team area with their teammates, wearing the mandatory team suit, cap, and uniform. Parents are recommended to pack healthy snacks for their swimmers along with plenty of WATER for hydrating.
5. It is recommended that parents retrieve the online *Heat Sheet* and verify the event, heat and lane your swimmer is signed up for. Each swimmer will be responsible for knowing which events they are swimming and report to the blocks on time and prepared. It is often helpful to write event, heat, and lane numbers on a young swimmer's arm or thigh for their reference.
6. Before a swimmer reports to the blocks prior to their race they must confer with a member of the coaching staff to discuss strategy and goals.
7. At the conclusion of each race, the swimmer should ask the lane timer for their watch time, and then warm down per the coach's instructions. Following warm down, the swimmer should report to the coach to discuss the race.
8. Between races, swimmers are asked to stay in the designated team area to rest and stay warm. All energy should be focused on racing.
9. As the official results are posted please record your time in the event there is a mistake.
10. It is very important that the athlete check with the coaching staff prior to leaving the swim meet. Swimmers will often be counted upon to participate in relays which are generally the last events of a session. If a swimmer leaves without notifying the coach the result could be three other swimmers losing their chance to compete.

**SWIM MEET DAY  
NECESSITIES**

BSS Tradition T-shirt (Orange/Blue)	BSS Team Swim Suit
BSS Silicone/Latex cap	Goggles
Towels	Sunscreen
Book/Playing Cards	Blanket/Sleeping Bag
Water, water, water	Fruit/Veggies

**SOURCE**

**“Everything you always wanted to know about swim meets...but, was afraid to ask.”**

Reprinted from the Carmel Swim Club, Team Handbook – SEE **APPENDIX I**

**AWAY MEETS**

The Bolles School Sharks compete in meets locally, regionally, and nationally. While swimmers often look forward to attending out-of-town meets, these competitions entail logistical challenges that affect the swimmer, their family, and the coaching staff. The coaching staff **may** provide transportation, arrange lodging, and serve as chaperones depending on the meet. Team Travel is typically offered for senior level meets only. Parents of Age Group swimmers are responsible for arranging and providing travel and lodging for out-of-town Age Group meets, including the Florida Age Group Championships. The coaching staff **may** reserve blocks of rooms at discounted rates, making those rooms available to swimmers and their families. However, the coaching staff **will not** provide transportation or lodging and will not chaperone swimmers at Age Group meets.

**TEAM TRAVEL**

Team Travel is offered for select swim meets throughout the season. While team travelling, all swimmers are expected to abide by the policy and procedures set forth in the Team Handbook. If a swimmer is found to be in violation, their parents and/or guardians will be contacted and responsible for the swimmers immediate return home.

Located at the end of this handbook is **APPENDIX G; “Team Travel Commitment Policy”** Please carefully read this form for information on Bolles School Sharks swim meet Team Travel.

**NUTRITION**

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

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

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

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

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

## TERMS AND CONDITIONS FOR PARTICIPATION

### The Bolles School Sharks

1. All Member Registration Fees including, but not limited to USA Swimming Inc. registration fees, are not refundable.
2. Monthly Coaching dues are to be paid by the first day of each month. They will not be prorated. If a swimmer swims even one day during a month they are responsible for that month's coaching dues.
3. Accounts carrying a balance past the 15th of each month will be charged a late fee. If the balance remains unpaid by the 1st of the following month the swimmer will not be allowed to participate in practice, meets, and club related activities until the balance of the Sharks account is paid in full.
4. Any payments returned for insufficient funds or credit cards denied for any reason will be charged a \$30.00 fee to that members Sharks account.
5. In the event a swimmer is "moved-up" into a new group, they are then responsible for that groups monthly coaching fees.
6. Meet entry fees, office item charges, meet coaching fees, and team travel are in addition to the monthly dues. Nonpayment of any of these fees will also necessitate non-participation for the swimmer(s) until payment is made.
7. Should a swimmer decide to discontinue participation in the program with the Bolles School Sharks, the monthly dues for the month of which he/she swims any portion thereof and any outstanding fees are considered an obligation to BSS, and are payable upon termination of participation, including but not limited to unfulfilled Service Hours.
8. Each parent, guardian, and swimmer is responsible for reading and understanding the contents of the Bolles School Shark Team Handbook.
9. Each parent, guardian, and swimmer will be required to read and abide by the "Parents Code of Conduct," "Service Hours Obligation Policy," and "Swimmers Code of Conduct." Failure to comply with the appendices of the team handbook may result in penalty fees and/or expulsion from the Bolles School Sharks team.

I understand and agree to the above terms and conditions of the Bolles School Sharks team in exchange for the privilege of my child (ren) to participate in the activities and swim program.

**Bolles School Sharks official 2017-18 registration will stand as agreement to the above conditions.**

## SWIMMER CODE OF CONDUCT

### The Bolles School Sharks

1. The Bolles School rules are to be followed at all times, in all facilities.
2. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind is prohibited. Any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to expulsion from the Bolles School Shark team.
3. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time.
4. Use of proper language is expected at all times.
5. All athletes are expected to treat team members, coaches, staff, and competitors with respect, support, and kindness. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic that are consistent with the values set forth above and which go to the very core of this team. Only those athletes willing to show respect for their fellow members of our community belong on the Bolles School Sharks. Members who choose to ignore this policy can expect significant consequences, including the possibility of suspension or expulsion from the team for particularly serious or repeated disregard of this critically important principle.
6. Inappropriate displays of affection between swimmers has no place on pool deck at any time. Public romance, physical expressions of mutual attraction, or behavior deemed inappropriate by the Bolles coaches will result in a dismissal from practice, competition, and team activities.
7. Any person guilty of thievery, on and off of the Bolles School campus, will be subject to expulsion from the team.
8. Each swimmer is responsible for replacing accidentally lost or damaged equipment.
9. Each swimmer must have the required team gear: swim bag, warm up, T-shirts, caps, suits and equipment as determined by the Bolles School Sharks coaches at the beginning of each swim year. These items can be found on the Team Store tab on [www.bollesswimming.org](http://www.bollesswimming.org).
10. All athletes are expected to abide by the dress code determined by the coaching staff of the Bolles School Sharks at all practices, competitions, and during team travel.
11. Be on time and prepared for each practice, competition, and team event.
12. ALWAYS represent the team positively in your behavior, appearance, and sportsmanship.

To achieve our goals, we must work together as a team. Those who cannot follow the rules stated above will not be welcome as part of our program. Failure to comply with these codes of conduct may result in financial penalties, suspension or dismissal from the Bolles School Sharks swim team.

**Bolles School Sharks official 2017-18 registration will stand as agreement to the above conditions, on behalf of the swimmer.**

## PARENT CODE OF CONDUCT

### The Bolles School Sharks

1. Practice teamwork with all parents, swimmers and coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work.
2. Do not coach or instruct the team or any swimmer at a practice or meet (from the stands or any other area) or interfere with coaches on pool deck.
3. Demonstrate good sportsmanship by conducting oneself in a matter that earns the respect of your child, other swimmers, parents, officials and the coaches at meets and practices.
4. Maintain self-control at all times. Know your role.
  - a. Swimmers - Swim
  - b. Coaches - Coach
  - c. Officials - Officiate
  - d. Parents - Parent
5. Criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, and/or any participating swimmer will not be permitted or tolerated. These expectations apply to all forms of conduct and communications, whether physical, verbal, written, or electronic. Only those parents willing to show respect for their fellow members of our community belong on the Bolles School Sharks. Members who choose to ignore this policy can expect significant consequences, including the possibility of suspension or expulsion from the team for particularly serious or repeated disregard of this critically important principle.
6. Enjoy involvement with the Bolles School Sharks by supporting the swimmers, coaches and other parents with positive communication and actions.
7. During competitions, questions or concerns regarding decisions made by a meet official are directed to a member of our coaching staff. Parents may address USA Swimming Officials via the coaching staff ONLY.

To achieve our goals, we must work together as a team. Those who cannot follow the rules stated above will not be welcome as part of our program. Failure to comply with these codes of conduct may result in suspension or dismissal from the Bolles School Sharks swim team.

**Bolles School Sharks official 2017-18 registration will stand as agreement to the above conditions.**

## SERVICE OBLIGATION POLICY

### The Bolles School Sharks

The intent of this policy is not to raise money, but to ensure that The Bolles School Sharks (BSS) swimmers have the opportunity to participate in competition as well as emphasize how very important it is that as members of a team, the volunteer effort required is shared equally among its members. BSS is very fortunate to have a group of very committed parents who have volunteered unconditionally; however, those families not doing their fair share during events critically jeopardize the smooth management and operation of these events. We need help from everyone to continue to provide the service that the swimming community has come to expect as well as support the mission and vision of our team.

1. Each family is required to volunteer at every Bolles School Shark hosted USA Swimming Inc. sanctioned swim meet their swimmer commits to and participates in from September to July of the current swim year, 2017-2018.
2. The hours required will be based on the amount of days of the BSS hosted swim meet. For each day of a meet, a minimum of two hours of volunteer service is expected to be fulfilled over the course of the meet.
  - a. **Scenario #1:** if your swimmer is entered to participate in the BSS Season Opener swim meet in September, which is a one day meet, your family is responsible for working a minimum of 2 hours during the meet.
  - b. **Scenario #2:** if your swimmer is entered to participate in the BSS June Summer Classic swim meet which runs for 4 days, you will be required to volunteer for a minimum of 8 hours over the course of the meet.
3. A family can work their individual meet obligation in one day of the meet or spread out the job slots over the course of the meet.
4. If your swimmer does not participate in Bolles School Shark hosted swim meets you may choose to volunteer a minimum of one hour at each BSS hosted swim meets **OR** donate a minimum of \$20 worth of designated food/water at each BSS hosted swim meets, (to be utilized during the swim meets over the course of the swim year.)
5. Bolles School boarding students that are also Shark members are required to volunteer a minimum of 10 hours at Bolles hosted swim meets from September to June of the current swim year. These hours will count towards required school community service hours.

**Unfulfilled service hours will be billed at a rate of \$25 per hour to the members Team Unify account directly following each BSS hosted swim meet.**

**Boarders will be charged the fine of \$25/hour unfulfilled to their Team Unify account following the June Summer Classic meet.**

To achieve our goals, we must work together as a team. Those who cannot follow the rules stated above will not be welcome as part of our program. Failure to comply with the team policies may result in suspension or dismissal from the Bolles School Sharks swim team.

**Bolles School Sharks official 2017-18 registration will stand as agreement to the above conditions.**

## **ELECTRONIC COMMUNICATION POLICY**

### **The Bolles School Sharks**

The Bolles School Sharks recognize the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

Whether one is an athlete, coach, or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, or other athletes?"

**Transparent:** All electronic communication between coaches, parents and athletes should be transparent.

**Accessible:** All electronic communication between coaches, parents and athletes should be considered a matter of record.

**Professional:** All electronic communication between a coach, parent and an athlete should be conducted professionally as a representative of the Club.

#### **FACEBOOK, BLOGS, AND SIMILAR SITES**

The Club has an official Facebook page that athletes and their parents can "friend" for information and updates on team-related matters.

#### **TWITTER**

**Best Practice:** The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters.

**Alternative Option:** Coaches and athletes may follow each other on Twitter.

#### **TEXTING**

Texting only shall be used for the purpose of communicating information directly related to team practices and swim meets.

#### **REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS**

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

## **Harassment, Hazing and Bullying Policy**

### **The Bolles School Sharks**

The Bolles School Sharks maintain a policy prohibiting harassment, hazing and bullying of athletes and teammates for any reason, including but not limited to, that based upon race, color, gender, sexuality, religion, national origin, age, or handicap.

**Harassment** may be physical, emotional, or sexual and may be delivered through teasing and/or bullying. Any activity that fosters or can be interpreted as hazing or verbal harassment either person-to-person or via communication venues will not be tolerated.

**Hazing** refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the swimmer, regardless of the athlete's willingness to participate. The Bolles School Sharks prohibit all forms of hazing. Disciplinary action will be taken if any athlete, parent or staff member of the team is found in violation of this policy by engaging in, assisting, allowing, or attempting to engage or assist in the planning or committing of any hazing activity, whether on or off The Bolles School property.

The Bolles School Sharks strongly encourage athletes who believe they are being harassed, or who believe that another athlete is being harassed, in violation of this policy, to promptly notify his or her parents and any one of the staff coaches.

Any reported allegations of harassment will be investigated promptly. The investigation may include individual interviews with the complaining individual, the person accused of harassment and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The complaint, investigation, and resolution will be handled with sensitivity, and confidentiality will be maintained to the maximum extent practical and appropriate under the circumstances.

Misconduct constituting harassment will be dealt with appropriately. If an investigation results in a finding that this policy has been violated, appropriate disciplinary action will be taken. The discipline for serious or repeat violations is expulsion.

The Bolles School Sharks will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline as would the act of harassment. Acts of retaliation should be reported immediately in accordance with the reporting procedure and will be promptly investigated.

**Bolles School Sharks official 2017-18 registration will stand as agreement to the above conditions.**

## **Team Travel Commitment Policy**

### **The Bolles School Sharks**

The Bolles School Sharks swim team occasionally participates in competitions for which the team will provide a Team Travel service. Athletes who elect to Team Travel to any of these competitions will be under the direct supervision of the Bolles School Sharks coaching staff and any designated chaperones from the time the team departs for the competition until the time the team returns from the competition.

This Team Travel service will come at a cost to those who elect to participate. This cost will always cover travel (flight, bus, and/or rental car) and hotel accommodations. It may also cover food expenses and any related meet fees.

When coordinating Team Travel, the Bolles School Sharks coaching staff will:

- Arrange all travel and hotel accommodations
- Provide a Team Travel Commitment Form to all athletes who wish to Team Travel that will state a due date when the Commitment Form is to be returned and payment for team travel is expected
- Provide the estimated cost of Team Travel in advance of the competition when possible
- Provide a final cost once all expenses have been finalized

Bolles School Sharks team members who elect to Team Travel will be required to pay all Team Travel expenses by the date provided on the Team Travel Commitment Form.

Bolles School Sharks members will have the option of

1. Having Team Travel costs charged to the credit card associated with their Bolles School Sharks account on team Unify
2. Paying by cash or check. Members who elect to pay by cash or check and fail to do so by the date designated on the Team Travel Commitment Form will forfeit their swimmer's team travel agreement.

Bolles School Sharks team members who qualify for meets such as Junior/Senior Nationals after the Team Travel Commitment Form due date will be given the option to Team Travel understanding that they may incur additional costs because of higher travel expenses.

Some competitions qualify for Athlete Support funding from Florida Swimming. Only athletes who have been members of Florida Swimming for more than one year may qualify for Athlete Support. An Athlete Support Form will be provided for qualifying meets. Bolles Sharks athletes applying for Athlete Support and electing to Team Travel must turn in their Athlete Support Form along with their Team Travel Commitment Form prior to leaving for the National meet.

### **The Ten Commandments for Parents of Athletic Children**

**Reprinted from The Young Athlete by Bill Burgess included in “The Swim Parents Newsletter”**

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

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

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

**Before the Meet Starts**

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the Meet Announcement and emailed to you by the coach.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.
3. Once "checked in" with Coach, write each event-number on your swimmer's hand, arm, or thigh in ink. This helps him/her remember what events he/she is swimming and what event number to listen for.
4. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day- he/she needs to get the engine going and warmed-up before he/she can go all out.
5. After warm-up, your swimmer will go back to the team area where his/her towels are and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
6. The meet will usually start about 10-15 minutes after warm-ups are over.
7. According to USA Swimming Inc. rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
8. Heat Sheets. A heat sheet lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

**Meet Starts**

1. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.
2. A swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the area behind the starting blocks. Swimmers should report with his/her cap and goggle. Generally, girls' events are odd-numbered and boys' events are even-numbered.

3. The announcer or referee will signal the swimmers to get on the starting block with a series of whistles. The Starter will then ask the swimmers to "take their mark" and a buzzer will sound when to take off. You can expect at least 4-8 heats of each event.
4. The swimmer swims their race.
5. Immediately upon exiting the water:
  - A. He/she is to ask the timers (people behind the blocks at each lane) his/her time.
  - B. He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.
  - C. Generally, the coach follows these guidelines when discussing swims:
    1. Positive comments or praise
    2. Suggestions for improvement
    3. Positive comments
6. Things you, as a parent, can do after each swim if they visit you:
  - A. Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.
  - B. Recommend they go back to sit with the team and relax.
  - C. This is another good time to revisit the bathrooms, get a drink or something light to eat.
  - D. The swimmer now waits until his/her next event is called and starts the procedure again.
7. When a swimmer has completed all of his/her events he/she and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there.

### **What Happens If Your Child Has a Disappointing Swim**

If your child has a poor race and comes out of it feeling bad, talk about the good things. The first thing you say is, "Hey that is not like you. You're usually a top swimmer." Then you can go on and talk about the good things the child did. You never talk about the negative things.

If your child comes up to you and says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.

### **What to Take To the Meet**

1. Most important: Swim Suit and BSS cap, and goggles.
2. Towels-Realize your swimmer will be there awhile, so pack at least two.
3. Something to sit on. Example: sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.

4. Team shirts/sweatshirts/warm ups: Swimmers and their clothes get very wet and soggy. Even if it is warm out be prepared with dry clothes.
5. Games: travel games, coloring books, books, anything to pass the time.
6. Food: bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food.

Once you have attended one or two meets this will all become very routine to you and your swimmer. Please do not hesitate to ask any other BSS parent for help or information!

These meets are a lot of fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to "race" and see how much he/she has improved from all the hard work he/she has put in at practice.

**Special Parent's Note**

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly! That is another great reason to get involved and volunteer in some capacity.

## GLOSSARY

A Glossary of those strange and wacky words we use in the sport of swimming. Parents! You may or may not find these words in the English Dictionary, and if you do, their definitions will probably be radically different than the ones listed in this Glossary. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "SWIMSLANG".

A Finals	The top 6 or 8 swimmers (depending on the # of pool lanes) in Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Big Finals is the fastest heat of finals when multiple heats are held.
Admission	Certain swim meets charge for spectators to view the meets. These are usually the larger more prestigious meets. Sometimes the meet program (heat sheet) is included in the price of admission.
Age Group	Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16, 17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: (i.e.) 8-under, 13-Over, 15-Over, Junior, Senior.
Alternate	In a Prelims/Finals meet, after the finalists are decided, the next two fastest swimmers other than the finalist are designated as alternates. The faster of the 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moment's notice.
Anchor	The final swimmer in a relay.
Approved Meet	Swim meets conducted by organizations (other than USS member clubs or LSC's) that have applied to USS or the local LSC for approval. If approval is granted, swimmers may use times achieved as USS qualifying times. A USS official must be present at all sessions of the meet. Approval does not mean Sanctioned.
ASCA	The American Swim Coaches Association - the professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches' education and career advancement.
Backstroke	One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swam as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yds./m., 100 yds./m., and 200 yds./m. (LSC's with 8-under divisions offer the 25 yd back)
Banner	A team sign that is displayed at swim meets. Banners are usually made from nylon material and carry the Team Logo and possibly the name of a popular team sponsor. Some size restrictions are enforced at certain meets.
Beep	The starting sound from an electronic, computerized timing system.
Bell Lap	The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter fires a gun shot over the lane of the lead swimmer when swimmer is at the flags.
Blocks	The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable.

Bonus Heat	The heat held during the finals session of a Prelims/Finals meet, which is slower than the swimmers participating in Big Finals. The Bonus Heat may refer to Consolation Finals or and extra heat in addition to Consolation finals.
Bottom	The floor of the pool. Bottom depths are usually marked on the walls or sides of the pool.
Breaststroke	One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yds./m, 100 yds./m, and 200 yds./m. (LSC's with 8-under divisions offer the 25 yd back)
Bull Pen	The staging area where swimmers wait to receive their lane and heat assignments for a swimming event. Area is usually away from the pool and has rows of chairs for the swimmers to sit. The Clerk of the Course is in charge of the Bull Pen.
Butterfly	One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yd./m, 100 yd./m, and 200 yd./m. (LSC's with 8-under divisions offer the 25 yd back)
Button	The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. There are usually 3 buttons per lane. It is the timers responsibility to push the button as the swimmer finishes the race.
Cap	The latex or silicone covering worn on the head of swimmers.
Cards	A card that is either handed to the swimmer in the bull pen or given to the timer behind the lane. Cards usually list the swimmers name, seed time, event number, event description, and the lane and heat number the swimmer will swim in. Backup times are written on these cards. Each event has a separate card.
Championship Meet	The meet held at the end of a season. Qualification times are usually necessary to enter meet.
Championship Finals	The top 6 or 8 swimmers (depending on the # of pool lanes) in Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals.
Check-In	The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.
Circle Seeding	A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. See USA Swim rule book for exact method for seeding depending on the lanes in the pool.
Club	A registered swim team that is a dues paying member of USA Swimming and the local LSC.
Code	A set of rules that have been officially published.
Code of Ethics	A Code of Conduct that both swimmers and coaches are required to sign at certain USA/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.
Colorado	A brand of automatic timing system used at swim meets.

Consolation Finals	After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.
Course	Designated distance (length of pool) for swimming competition. Long Course = 50 meters / Short Course = 25 yards or 25 meters.
Deadline	The date meet entries must be "postmarked" by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since many meets are "full" weeks before the entry deadline.
Deck	The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an "authorized" USA Swimming member may be on the deck during a swim competition or practice.
Deck Entries	Accepting entries into swimming events on the first day or later day of a meet.
Deck Seeding	Swimmers report to a bull pen or staging area and receive their lane and heat assignments for the events.
Disqualified	A swimmers performance is not counted because of a USA Swimming rules infraction. A disqualification is shown by an official raising one arm with open hand above their head.
Dive	Entering the water head first. Diving is not allowed during warmups except at the designated time, in specific lanes that are monitored by the swimmers coach.
Diving Well	A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-down pool with proper supervision.
Division I-II-III	NCAA member colleges and universities are assigned divisions to compete in, depending on the schools total enrollment.
Drag	Resistance created by an extra suit, body hair, or device as part of the training process.
Draw	Random selection by chance.
Dropped Time	When a swimmer goes faster than the previous performance they have "dropped their time".
Dryland	The exercises and various strength programs swimmers do out of the water.
Dry Side	That part of the Code book (rule book) that deals with the "Administrative" Regulations of Competition.
Dual Meet	Type of meet where two (2) teams/clubs compete against each other.
Entry	An Individual or Relay event list into a swim competition.
Entry Chairperson	The host clubs designated person who is responsible for receiving, and making sure the entries have met the deadline. This person usually will find discrepancies in the meet entries and notify the entering club to correct any errors.

Entry Fees	The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.
Entry Limit	Each meet will usually have a limit of total swimmers they can accept, or a time limit they cannot exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.
Electronic Timing	Timing system operated on DC current (battery). The timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time.
Eligible to compete	The status of a member swimmer that means they are registered and have met all the requirements.
Equipment	The items necessary to operate a swim practice or conduct a swim competition.
Event	This is a label for a race over a given distance. An event equals one preliminary race with a final to be swum at another session, or 1 timed final.
False Start	When a swimmer flinches or leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team.
False Start Rope	A recall rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about 1/2 way on yard pools and about 50 feet from the starting end on meter pools.
Fastest to Slowest	A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed.
Fees	Money paid by swimmers for services. Practice fees, registration fee, USA membership fee, etc.
FINA	The international, rules making organization, for the sport of swimming.
Finals	The final race of each event.
Final Results	The printed copy of the results of each race of a swim meet.
Fine	The monetary penalty assessed a swimmer or club when a swimmer does not achieve the necessary time required to swim in an event, and cannot prove they have done the time previously.
Flags	The colored pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.
Format	The order of events and type of swim meet being conducted.
Freestyle	One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swam as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yds./m, 100 yds./m, 200 yds./m, 400 m/500 yds. 800 m/1000 yds., 1500 m/1650 yds. (LSC's with 8-under divisions offer the 25 yd free)
Gallery	The viewing area for spectators during the swimming competition.

Goals	The short and long range targets for swimmers to aim for.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Handbook	A reference manual published by teams/clubs and LSC's or other swimming organizations.
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 Award	A ribbon or prize given to the winner of a single heat at an age group swim meet.
Heat Sheet	The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are now available on the hosting teams website and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seeding 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.
High Point	An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information.
Illegal	Doing something against the rules that is cause for disqualification in a race.
IM	Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, and Freestyle. Equal distances must be swum of each stroke. Distances offered: 100 yds., 200 yds./m, 400 yds./m.
Insurance	USA Swimming Inc. offers "accident insurance coverage" which is automatic when swimmer, coach, official, pays their USS membership fee. Many restrictions apply so check with your club for detailed information.
Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a club to request an invitation to attend the meet.
Jump	An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Jr. Nationals	A USA National Championship meet for swimmers 18 years old or less. Qualification times are necessary. National Meets are conducted both short course (in April) and long course (in August).
Kick Board	A flotation device used by swimmers during practice.
Lane	The specific area in which a swimmer is assigned to swim.
Lane Lines	Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.

Lap	One length of the course. Sometimes may also mean down and back (2 lengths) of the course.
Lap Counter	The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers" only with the final lap being designated by a bright orange card.
Late Entries	Meet entries from a club or individual that is received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.
Leg	The part of a relay event swam by a single team member.
Length	The extent of the competitive course from end to end.
Long Course	A 50 meter pool.
LSC	Local Swim Committee. The local level administrative division of USA Swimming, Inc. with supervisory responsibilities within certain geographic boundaries designated by USA Swim.
Mark	The command to take your starting position on the block.
Marshal	The adult(s) who control the crowd and swimmer flow at a swim meet.
Medals	Awards given to the swimmers at selected meets. They vary in size and design and method of presentation.
Meet	A series of events held in one program.
Meet Director	The official in charge of the administration of the meet.
Mile	The slang term referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile.
NAGTS	National Age Group Time Standards - the list of "C" through "AAAA" times published each year.
Nationals	USA senior or junior level meets conducted in March/April and August. See Senior or Junior Nationals.
Natorium	A building constructed for the purpose of housing a swimming pool and related equipment.
NCAA	National Collegiate Athletic Association
Non-Conforming Time	A short course time submitted to qualify for a long course meet, or vice versa.
Novice	A beginner or someone who does not have experience.
NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
Officials	The USA Swimming certified, adult volunteers, who operate the many facets of a swim competition.

Olympic Trials	The USA sanctioned long course swim meet held the year of the Olympic Games to decide what swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior Nationals.
OT	Official Time. The swimmers event time recorded to one hundredth of a second (.01).
OTC	Olympic Training Center in Colorado Springs, Colorado.
Open Competition	Competition which any qualified club, organization, or individual may enter.
Parka	Large 3/4 length fur lined coats worn by swimmers. Usually are in team colors with logo or team name.
Pace Clock	The large clocks with highly visible numbers positioned at the ends or sides of a swimming pool so the swimmers can read their times during warmups or swim practice.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.
Positive Check In	The procedure required before a swimmer swims an event in a deck seeded or pre seeded meet. The swimmer must mark their name on a list posted by the meet host.
Practice	The scheduled workouts a swimmer attends with their swim team/club.
Prelims	Session of a Prelims/Finals meet in which the qualification heats are conducted.
Prelims-Finals	Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest 6 or 8 (Championship Heat) swimmers and the next fastest 6 or 8 swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.
Pre-seeded	A meet conducted without a bull pen in which a swimmer knows what lane and heat they are in by looking at the Meet heat sheet, or posted meet program.
Proof of Time	An official meet result or other accepted form. Swimmers/Coaches must supply proof of time with some meet entries, and other meets it is not required unless a swimmer misses a cut of time at the meet.
Psych Sheet	This booklet lists the swimmers in a meet based on fastest to slowest in each event.
Pull Buoy	A flotation device used for pulling by swimmers in practice.
Qualifying Times	Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer.
Ready Room	A room pool side for the swimmers to relax before they compete in finals.
Referee	The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.
Registered	Enrolled and paid as a member of USA Swimming and the LSC – Florida Swimming.
Relays	A swimming event in which 4 swimmers participate as a relay team each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims

	Butterfly, one swimmer swims Freestyle, in that order. 2.) Freestyle relay - Each swimmer swims freestyle.
Rest Area	A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet.
Ribbons	Awards in a variety of sizes, styles, and colors, given at certain swim meets.
Sanction	A permit issued by an LSC to a USA Swimming registered team to conduct an event or meet.
Sanction Fee	The amount paid by a USA Swimming registered team to an LSC for issuing a sanction.
Scratch	To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.
Seed	Assign the swimmers heats and lanes according to their submitted or preliminary times.
Seeding	Deck Seeding - swimmers are called to report to the Clerk of the Course. After scratches are determined, the event is seeded. Pre Seeding - swimmers are arranged in heats according to submitted times, usually a day prior to the meet.
Senior	Any swimmer over the age of 14.
Senior Meet	A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.
Senior Nationals	A USA National Championship swim meet for swimmers achieving qualifying times. National Meets are conducted both short course (in April) and long course (in August).
Session	Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.
Shave	The process of removing all arms, legs, and exposed torso hair, to decrease the "drag" or resistance of the body moving through the water. Only recommended for certain senior swimmers.
Short Course	A 25 yard or 25 meter pool.
Splash	USA Swimming Inc. newsletter that is mailed bi-monthly to members.
Split Stations	A portion of an event, shorter than the total distance that is timed. Separate portions of a dryland or weight circuit.
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.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
State	A meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are usually necessary.

State Qualifier	A swimmer who has made the necessary cut off times to enter the State meet.
Stand-up	The command given by the Starter or Referee to release the swimmers from their starting position.
Step-Down	The command given by the Starter or Referee to have the swimmers step off the blocks. Usually this command is a good indication everything is not right for the race to start.
Stroke	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, and Freestyle.
Stroke Judge	The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.
Submitted Time	Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.
Suit	The racing uniform worn by the swimmer, in the water, during competition.
Swim-off	In a Prelims/Finals type competition, a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals or an alternate, otherwise ties stand.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.
Team	USA Swimming registered club that has the right to compete for points.
Team Records	The statistics a team keeps, listing the fastest swimmer in the clubs history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placing is determined by those times.
Timer	The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.
Time Standard	A time set by a meet, LSC, or USA Swimming that a swimmer must achieve for qualification or recognition.
Time Trial	An event or series of events where a swimmer may achieve or better a required time standard.
Top 10	A list of times compiled by the LSC or USA Swimming that recognizes the top number of swimmers (boys & girls) in each event and distance.
Touch Out	To reach the touchpad and finish first in a close race.
Touch Pad	The removable plates (on the end of pools) that are connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.
Transfer	The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USA Swimming club.
Trophy	Type of award given to teams and swimmers at certain meets.

Unattached	An athlete member who competes, but does not represent a club or team until the 120 days have passed since representing another team.
Uniform	The various parts of clothing a swimmer wears at a meet. (Parka, Warm up outfit, swim bag, bathing suits, cap, goggles, T-shirts, etc.)
Unofficial Time	The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time.
USA Swimming Inc.	The governing body of USA swimming.
USA Swim Number	A 14 digit identification assigned to a swimmer after they have registered and paid their annual dues. The swimmers date of birth, then first three letters of swimmers first name, middle initial, then last four letters of last name.
Watch	The hand held device used by timers and coaches for timing a swimmers races and taking splits.
Whistle	The sound a starter/referee makes to signal for quiet before they give the command to start the race.
Yardage	The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.
Zones	The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.