



2017-2018

Parent Handbook

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Dear Parents,

Welcome to RACE Aquatics Swim Club. We are honored to be able to share this opportunity with you and your family. You have made a great decision to become part of a premier competitive aquatics club in the Kentucky Swimming LSC.

Our club requires good communication and support between coaches, administrators and families.

In this handbook, you will find some basic procedures, information on swimming in general and expectations for our families to help make our program even better.

As we and our sport continue to grow, we will need to make updates to some of these procedures. Our team administrators will communicate these changes in this handbook, on our website, through email, and e-newsletter updates. As an active member, it is your responsibility to read the information supplied and keep up-to-date on new information and policies.

Please know this handbook is designed to help members understand the procedures of our team. It is not to serve as a book of laws to confine and restrict.

We look forward to working with you to help our swimmers grow and achieve their goals!

RACE Aquatics Coaches and Board members

Promoting fitness, discipline, teamwork and leadership through competitive swimming

MISSION STATEMENT

RACE Aquatics Swim Club’s mission is to develop each athlete first as a competitive swimmer that strives to reach his or her full potential. RACE also demands that our swimmers become leader athletes of strong moral courage, character and discipline while treating everyone with dignity and respect. Parents and coaches will focus on supporting each other while encouraging the athletes to have fun in a safe secure environment.

VISION STATEMENT

RACE Aquatics Swim Club will provide athletes of all skill levels with the opportunity to reach his or her full potential and meet individual goals, while developing swimmers who display sportsmanship, moral courage and integrity.

ORGANIZATION

RACE Aquatics is a parent-governed, not-for-profit 501 c(3) organization dedicated to fulfilling our mission statement and to providing an exceptional athletic experience for our swimmers. The Board consists of the President, Vice-President, Secretary, Treasurer, and a member-at-large. In addition, there are Team Administrators who handle various administrative functions for the corporation. The latest by-laws can be found on the About RACE page of the website.

BOARD OF DIRECTORS

President	Sarah Gholston	sarah@raceaquatics.org
Vice-President	Chuck Wolfram	chuck@raceaquatics.org
Secretary	Adam Shourds	adam@raceaquatics.org
Treasurer	Scot Hughes	hughes@raceaquatics.org
At-large member		

STAFF

Team Administrator	Jennie Shourds	jennie@raceaquatics.org
Team Administrator	Terry Bush	terry@raceaquatics.org
Head Coach	Scott Gainey	scott@raceaquatics.org
Asst coach	Andrew Allan	andrew@raceaquatics.org

Job Descriptions of the Board of Directors

- President
 - Oversees all board meetings
 - Maintains knowledge of the organization and its goals and objectives
 - Ensures board resolutions are carried out
 - Calls all special meetings if needed
 - Appoints committee chairs
 - Prepares agenda for all Board meetings
 - Oversees searches for new coach or board members
 - Acts as spokesperson for the organization on non-coaching initiatives
 - Performs other duties as necessary

- Vice President
 - Attends all board meetings
 - Maintains knowledge of the organization and its goals and objectives
 - Carries out special projects
 - Understands the responsibilities of Board President and is able to perform these duties in the President's absence.
 - Participates as a vital part of the board leadership
 - Performs other duties as necessary

- Secretary
 - Attends all board meetings
 - Maintains knowledge of the organization and its goals and objectives
 - Serves on special committee if one exists
 - Ensures the safety and accuracy of all board records
 - Records and publishes all board minutes
 - Provides notice of meetings of the board and membership
 - Performs other duties as necessary

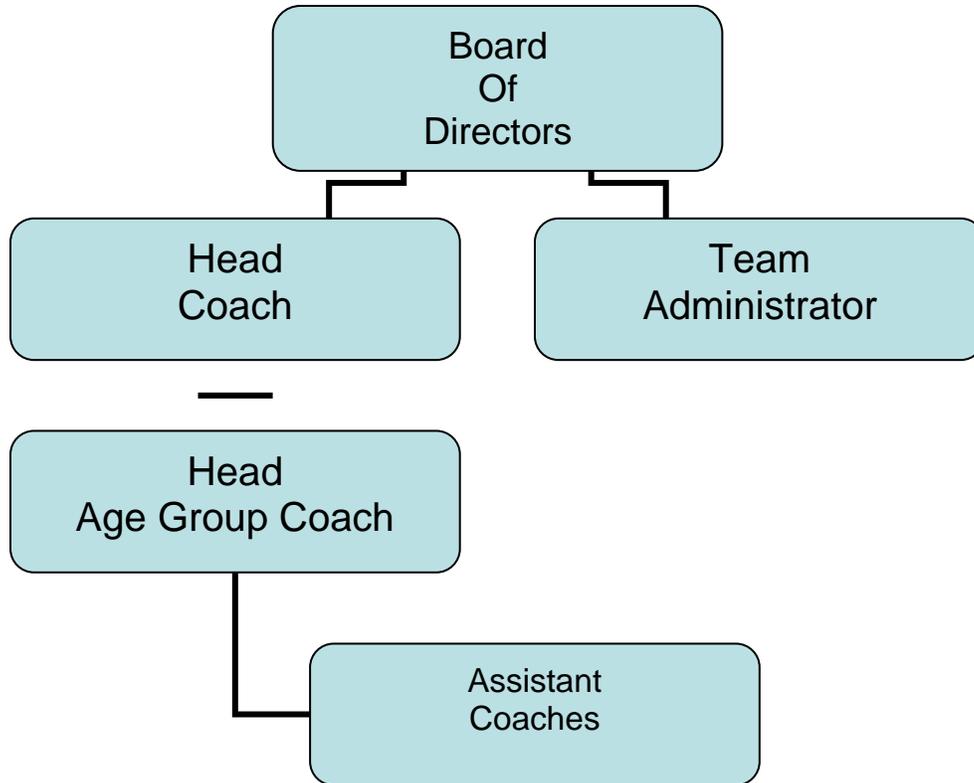
- Treasurer
 - Attends all board meetings
 - Maintains knowledge of the organization and its goals and objectives
 - Manages, with the Team Administrator, the board's review and action related to the board's financial responsibilities on behalf of the team
 - Works with the Team Administrator to ensure that appropriate financial reports are made available to the board in a timely manner
 - Presents the annual budget to the board for approval
 - Performs other duties as necessary

- Member at-Large
 - Attends all board meetings
 - Maintains knowledge of the organization and its goals and objectives
 - Responsible for the oversight of sub-committees
 - Fundraising
 - Membership Drive
 - Performs other duties as necessary

Team Administrator

In January of 2015, the RACE Board decided to hire a team administrator to handle the day-to-day functions of the team that are necessary to run a small business. This position works with the head coach and under the direction of the board of directors to ensure that RACE remains in good standing as a legal and viable business entity. Some of the duties include:

- Run payroll semi-monthly and run payroll taxes monthly, quarterly and annually
- Collect meet fees and pay meet expenses; book hotels; organize home meets
- Accounts payable – Insurance, equipment/supplies purchasing, pool rental, KY swimming
- Accounts receivable – reconcile dues and fees, other collections (apparel, caps, fundraisers)
- Registration – set up the TeamUnify online registration, send in registration for every swimmer, coach, official and club annually
- Work with sponsors, get banners and logos every year, and liason with the Warren County High School team
- Work with the treasurer to prepare and maintain financial reports and budget
- Keep the website up-to-date and functioning for registration and billing
- Other duties as necessary



Team Information and History

Started: Formed in 2007, moved to current facility in 2009
 Colors: Navy Blue, Light Blue and Silver
 Practice facilities: -Warren County School Pool, 303 Lovers Lane, Bowling Green, KY 42103
 -Russell Sims pool at Preston Miller Waterpark (Veterans Memorial Dr.) for the summer
 Website: www.raceaquatics.org
 Twitter: @raceaquatics
 Local Swim Committee: Kentucky Swimming – www.kylsc.org
 Team Administrator: Jennie Shourds -jennie@raceaquatics.org
 Team Administrator: Terry Bush – terry@raceaquatics.org
 Head Coach: Scott Gainey – scott@raceaquatics.org

Coaching Philosophy

As a year-round competitive program, we will promote an understanding to training as a competitive athlete. Once a participant achieves the required skills, maturity and comprehension, the coaches will discuss moving the swimmer to the next appropriate group. We will have training test sets and attendance requirements as guidelines for progression. However, these are guidelines – not concrete. Final group assignment will be left to the group coach and head coach.

Our program will have 3 major components:

Developmental: Our developmental groups will focus on basic techniques. This will include basic body position, kicking, timing, and breathing. Swimmers in this group will begin to use equipment as technique correction. Sample equipment – fins, goggles, fingertip paddles. A complete group equipment list can be found later in this handbook.

Training: Our training groups will focus on fine tuning techniques. These swimmers will refine techniques (as their bodies continue to grow). They will also learn training components, such as heart rate, pacing, proper nutrition, proper meet and practice preparation.

Competitive: Our competitive groups will apply the techniques and principles of training. Athletes in these groups will understand THEIR INDIVIDUAL times, heart rates, pacing and meet preparation. These athletes are leaders and will support the younger groups with demonstrations in camps / clinics. Therefore their skills need to be textbook. As their performances are expected to be exemplary, good attendance is mandatory. Athletes in this group are expected to learn and utilize time management to balance practices, academics and personal social activities; with minimum sacrifice to any of the combination.

What is USA Swimming?

USA Swimming is the national governing body for competitive swimming in the United States. The USA Swimming website offers a wealth of information for swimmers and parents so we urge you to visit the site. www.usaswimming.org

There are several parts and levels that make up USA Swimming. There is the National governing body (national) level, the Zone (regional) level, and the Local Swimming Committee (local/state) level.

Within USA Swimming, there are 4 Zones: Eastern, Southern, Central and Western. RACE Aquatics competes in the Eastern Zone.

Within each Zone are Local Swimming Committees (LSC). There are 59 LSCs in the United States. RACE Aquatics competes in the Kentucky LSC which consists of over 32 USA Swimming registered member clubs.

RACE Aquatics Swim Club is a member of USA and Kentucky Swimming, and is governed according to the rules of both of those organizations. Although we train year round, our sport has two seasons. Each season progresses from standard meets to qualifying meets where a specific time standard must be met.

Short Course is set up from September through March. Short Course is in a 25 yard pool. This is how we typically practice (across the pool).

Long Course (competition in a 50 meter pool) goes from April through July (or mid-August). We will take 2 training breaks. A 1 – 2 week break at the end of March/first of April and another 2-3 week break in mid-late August. These breaks are already included in the fee structure for billing.



Financial Information

The fees for RACE Aquatics are established based on swim training seasons. The team training breaks are built into the fee structure. Partial months are not prorated. Participating in any swim practice will result in billing for the month.

Dues collection:

Dues are invoiced and due on the 1st of the month. If you sign up for automatic billing through the website, dues are collected on the 1st of the month, either by credit card or ACH bank draft.

- **Monthly billing** runs on the 1st of every month except August and September.
- **Session billing and high school team billing** runs on Jan 1. The first payment of both session and high school billing will be paid when you register for the year in August.
- **Annual billing** is paid at time of registration in August.

Dues are considered late on the 10th of the month. A \$10 late fee will be automatically applied on the 15th of the month.

If a swimmer's account becomes 60 days past due, swimmers will not be allowed to participate in practice until the account is brought current or other arrangements are made. Families experiencing financial difficulties may contact the team administrator for payment arrangement options.

Discounts:

There is a \$50 registration discount (at time of initial team registration) for the second and any subsequent swimmers from the same family.

Other Financial Breaks:

If you have paid with the annual or session option - A swimmer's account can be placed on hold for free with written proof of the following:

*Medical // * Religious mission trips.

Termination of membership:

Termination of membership (by member in good standing):

If a member decides to leave RACE, they must submit in writing their planned last date of participation. RACE administration will verify there are no outstanding account balances. Should a member leave in the middle of the month, monthly dues will not be refunded nor prorated. Other methods of termination of membership are detailed in the Team By-Laws.

Termination of membership (eg: violation of Code of Conduct)

Unless defined in the termination / suspension documentation, the balance due (any monthly dues, swim meet fees, apparel charges, etc.) will be paid upon departure from the club.

RACE has the right to seek legal enforcement of financial obligations owed, including those of swimmers who leave and attempt to swim for another USA Club. No such swimmer will be permitted to swim in a RACE hosted meet until resolution of past financial obligation.

Refunds:

Swimmer Registration is not refunded. Monthly dues are not refunded.

Pre-paid memberships can be refunded less 15% administrative fee and will revert to the monthly fee for time already swam. The refund will be based on the 11 month training calendar.

Fees for 2017-2018

GROUP	Monthly Fee	Sessions	Annual Fee	WCST Member Fee
Developmental I	\$50	2 payments \$275	1 payment \$500	N/A
Developmental II	\$65	2 payments \$350	1 payment \$650	N/A
Developmental III	\$75	2 payments \$425	1 payment \$800	N/A
Training 1	\$90	2 payments \$475	1 payment \$850	N/A
Training 2	\$100	2 payments \$525	1 payment \$950	N/A
Pre-Senior	\$110	2 payments \$600	1 payment \$1100	2 payments \$500
Senior I	\$125	2 payments \$650	1 payment \$1200	2 payments \$550
Senior II	\$150	2 payments \$750	1 payment \$1400	2 payments \$600
Master's w/no RACE swimmer	\$65			
Master's w/RACE swimmer	\$60			

How do I Register for RACE?

All swimmers will be evaluated and placed in a training group according to their age, skill, endurance, and commitment level. Evaluations for the fall season are done in mid- August each year at the WAAC pool . If you are wishing to join RACE Aquatics after the season has begun, you will need to schedule an evaluation.

HOW TO REGISTER

1. Once you have been evaluated, follow the steps below. If you still need to be evaluated, email the coach to schedule an evaluation first.
2. Go to raceaquatics.org and select “Start Registration” (directly under “Sign In”).
3. Look to see when registration is open for you.
4. If registration is open, select “Register Now.”
5. Select either “I am not logged in but have an existing account” or “I am a new user or I am not sure if I already have an account.”
6. Set up or update your account by adding email addresses, billing information, and parent information.
7. Select “Add New Member” or select any existing member you want to register. Add requested information. Right below medical information, you will need to select the group in which you were assigned to by the evaluation coach. Go all the way down to the bottom of the group selections and click “Register the Member to the Selected Group” so that your selection will be saved. You will know it is saved if you see it in the form.
8. Below the member information are several waivers and policies that must be read and selected. After you have read and agreed to all of the conditions, please select the red “Continue” button at the bottom of the page.
9. On the next section you will need to enter your payment method for Registration Fees. Proceed to Checkout.
10. Enter Billing Details and Payment Information. There are two options : You can save your credit/debit card or draft check to be used for automatic monthly billing. Or you can pay by check. Your account will be “held” until we receive your check. You can always go back into your account and change to automatic billing.
11. Print your receipt (you will get an email also) as proof of registration (this is for you – we don’t need).
12. If you have any questions after following the steps above, please contact us.

Volunteer Policy

The RACE Aquatics Swim Club is a non-profit 501c(3) organization *which relies on parents to help the team run smoothly and remain successful. Every event, be it a swim meet or social function, is organized and run by volunteers.*

We encourage you to sign up for volunteer spots at the first available opportunity. It is crucial to have people in every role and working so that the same people don't have to work all the time.

Volunteer Opportunities:

Serve on the Board of Directors
Chair a committee
Procure or be a sponsor
 \$100 level
 \$300 level
 \$500 level
Participate in the Swim-A-Thon
Mulch fundraiser
 Sell mulch
 Loading
 Driving/delivering
Work a social event
USA official
Home swim meets
Donate concession/hospitality food
Work a recruiting event (open house)

Swim Meet Officials

Every swim meet needs officials to have the results officially submitted to USA Swimming. Please consider helping fill this role. There are some courses and training that will need to be done. RACE Aquatics will pay the registration fee for officials. It is an amazing resource for our team. This can be a great way to fulfill any volunteer hours. At some meets, being an official on deck is the only way to be close to your swimmer!



Apparel

Swimmers of RACE Aquatics will receive two swim caps and 3 t-shirts at the annual registration. The team suit can be purchased direct from a vendor off our website at www.raceaquatics.com, under the Shopping tab. The team suit (not mandatory but strongly encouraged) and cap should be worn during all competitive races. If you don't compete in the team suit, a solid navy suit is requested. The team t-shirt is expected to be worn at all team activities unless otherwise stated. Any additional team apparel (merchandise) will be worn as suggested – including but not limited to: warm-ups, parkas, hats, and sweatshirts.

Elite, technical suits should ***only*** be worn during finals of prelim/final meets or at championship meets. They are not intended for regular meets during the season.

Fundraising Policy

We do not currently have a fundraising requirement. We hope and expect that all members will participate in the fundraising activities that we hold in the year. Currently, that will be a Swim-A-Thon in November and a Mulch sale in the spring. In addition, we will host a meet in September and in February. If those 4 activities go well, with full participation, we will not have to institute a requirement per family.

Practice Attendance, Groups, and Equipment

As a competitive training team, practices will be one of our most important facets. There are a few circumstances where practice may be modified or canceled. For instance, the lightning policy of the facility is no lightning within 30 miles or swimmers are out of the water and off the pool deck for 30 minutes. Please be sure to check the website and emails for updated information. We will also send cancellations out through our twitter account - @raceaquatics.

Attendance to practice is important to help the athlete improve their skill set and training. Each swimmer also has a responsibility to help their teammates train. By attending practice and working hard, teammates build off of that energy and create a better training environment.

Please be sure to get swimmers to practice **ON TIME**. Late arrivals and early dismissals disturb the training group as well as the individual swimmer. Please try to make every attempt to be on time and remain the entire practice. We do understand there will be compromises, in order to make everything fit into our daily lives. We would rather have swimmers attend some practice verses no practice.

Groups are assigned by coaches. Coaches will use guidelines in training sets, attendance, attitude, maturity and age to help determine a swimmer's group. We will try to create the best training group environment for all swimmers. Sometimes, a swimmer may make most of the required standards, but is an integral part of the training group they are currently with. Swimmers may be moved to any group that their training level, attendance and attitude best match. Should their attitude and effort not be conducive to training or conditioning, a swimmer may be removed from the assigned training group or, in extreme cases, from the team.



Equipment lists vary from each group. Please see your coach or website to determine what equipment is necessary for your training group(s).

All groups are required to have:

- Water Bottle (1 liter minimum)
- Swim suit (1 practice suit / 1 competitive team suit)
- Goggles (2 pair)
- Swim caps (practice cap / competitive cap)
- Fins
- **Developmental groups**
 - Finger tip paddles
- **Training Groups**
 - Tempo Trainers
 - Snorkels
 - Paddles (see coach for sizing)
 - Pull buoy
- **Competitive Groups**
 - Power paddles (for freestyle) smaller paddles for alternate strokes
 - Snorkels
 - Tempo Trainers
 - Stretch cord (band)
 - Pull buoy

BULLYING

Bullying of any kind is unacceptable at RACE Aquatics and will not be tolerated. The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. Bullying is counterproductive to team spirit and can be devastating to a victim. RACE is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Locker Rooms and Cell Phone Usage Policy

MONITORING

General Policy Considerations

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts. We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance. If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

RACE Aquatics has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post [staff, coach, parent, other adult] inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. [Staff, coach, parent, other adult] conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas.

The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

Electronic Communication/Social Media Policy

RACE Aquatics Swim Club (the “Club”) recognizes 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.

GENERAL CONTENT

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. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- **drugs or alcohol use;**
 - **sexually oriented conversation; sexually explicit language; sexual activity**
 - **the adult’s personal life , social activities, relationship or family issues, or personal problems; and**
 - **inappropriate or sexually explicit pictures**
- **Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional. Whether one is an athlete, coach, board member 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, the board, or other athletes?”**

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is Transparent, Accessible and Professional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever

possible, include another coach or parent in the communication so that there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method. The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting shall only be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

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.

Student-Athlete Social Media Agreement

Social media can be a useful tool to communicate with teammates, fans, friends, coaches and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during the recruiting process, a new job, or other important areas of your life.

Recognizing the above:

- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
 - I will not degrade my opponents before, during, or after games.
 - I will post only positive things about my teammates, coaches, opponents and officials.
 - I will use social media to purposefully promote abilities, team, community, and social values.
 - I will consider “Is this the me I want you to see?” before I post anything online.
 - I will ignore any negative comments about me or my team and will not retaliate.
 - If I see a teammate post something potentially negative online, I will have a conversation with that teammate. If I do not feel comfortable doing so, I will talk to the team captain, or a coach.
 - I am aware that I represent my sport(s), school, team, family and community at all times, and will do so in a positive manner.
- ❖ Thanks to PCA’s (Positive Coaching Alliance) National Student Athlete Advisory Board for helping produce this agreement.

Photography Policy

RACE members or other media personnel may take pictures (this may include photographs, video, web casting and other forms of obtaining images) of athletes participating in the event. Participation in the event is acknowledgement and consent to this fact. There will be no cameras allowed in the locker rooms and not picture-taking allowed behind the diving blocks. We will strive to monitor all pictures for safety, decency and appropriateness.

RACE Aquatics Swim Club presumes permission from members to use swimmer(s) name, age and pictures as professional and team advertising materials. These materials may include (but not limited to): website (main page) public, website galleries (members only), brochures, flyers, newspaper articles and social media. All parents/guardians have the privilege to request that individual photographs be removed from the publication material. I further understand that the RACE Aquatics administration will make every effort to accommodate this request in a timely manner.

ARTICLE 304

CODE OF CONDUCT

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

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

304.2 Any member, former member, or prospective member of USA Swimming is subject to the jurisdiction of the Board of Review. Any member, former member, or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming for life if such person violates the provisions of the USA Swimming Code of Conduct, set forth in 304.3, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct. USA Swimming shall initiate an investigation of any former member of USA Swimming when a report required under 306.1 is received.

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

.1 Violation of the right to compete provisions set forth in Article 301.

.2 Violation of the anti-doping provisions set forth in 303.3.

.3 Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.

.4 Violation of any of the Athlete Protection Policies set forth in Article 305

.5 Violation of any of the Sexual Misconduct Reporting Requirements set forth in Article 306 or the Prohibitions Against Retaliation for Good Faith Reporting of Abuse set forth in Article 307.

.6 Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, past or present, or the existence of any pending charges, for (i) any felony, (ii) any offense involving use, possession, distribution or intent to distribute illegal drugs or substances, (iii) any crime involving sexual misconduct, or (iv) any criminal offense against a minor.

.7 A Any inappropriate sexual conduct or advance, or other inappropriate oral, written, visual, or physical conduct of a sexual nature at any time, past or present, directed towards an athlete or any person under the age of eighteen (18) by (i) a coach member or other non-athlete member, or (ii) any other adult participating in any capacity whatsoever in the activities of USA Swimming (whether such adult is a member or not).

B Any act of sexual harassment, including without limitation unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, visual, or physical conduct of a sexual nature in connection with or incidental to a USA Swimming-related activity by any person participating in the affairs or activities of USA Swimming (whether such person is a member or not) directed toward any member or other person participating in the affairs or activities of USA Swimming.

C A romantic or sexual relationship, even if it is a consensual relationship between adults, which began during the swimming relationship, between athletes and those individuals (i) having direct supervisory or evaluative control, or (ii) who are in a position of power and trust over the athlete. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a relationship between two spouses or life partners which existed prior to the swimming relationship. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Safe Sport Policies at www.teamusa.org/Footer/Legal/Governance-Documents.

D Any peer-to-peer sexual abuse. For the purposes of the Code of Conduct, the term "peer-to-peer sexual abuse" shall mean any unwelcome physical conduct of a sexual nature directed towards a minor athlete by another minor athlete.

.8 The sale or distribution of illegal drugs or the illegal sale or distribution of any substance listed on FINA's recognized list of banned substances.

.9 The use of illegal drugs in the presence of an athlete, by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over, that athlete.

.10 The providing of alcohol to an athlete by a coach, official, trainer, manager or any other person where the athlete is under the legal age allowed to consume or purchase alcohol in the state where the alcohol is provided.

.11 The abuse of alcohol in the presence of an athlete under the age of eighteen (18), by a coach, official, trainer, or a person who, in the context of swimming, is in a position of authority over that athlete.

.12 Abuse

A Physical abuse of an athlete by any person who, in the context of swimming, is in a position of authority over that athlete. "Physical abuse" is defined as a non-accidental injury and/or an injury primarily caused by the gross negligence on the part of the person in a position of authority over the athlete.

B Bullying of an athlete by a coach member or other non-athlete member who is in a position of authority over that athlete.

.13 Bullying of a member or Participating Non-Member of USA Swimming by a non-athlete member. Allegations of Bullying of an athlete member by a coach member shall be investigated under 304.3.12. Bullying of an athlete member of USA Swimming by another athlete member shall not be considered a Code of Conduct violation, except in the most egregious and flagrant situation, but is nevertheless a serious matter to be handled by the applicable club(s) pursuant to its anti-bullying plan required under 305.6.

.14 For any USA Swimming member club or coach to knowingly:

A allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to coach or instruct any of its athlete members,

B aid or abet coaching or instruction of athletes by any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible," or

C allow any person who has been placed on the USA Swimming list of "Individuals Permanently Suspended or Ineligible" to have an ownership interest in such USA Swimming club or its related entities.

.15 Any act of fraud, deception or dishonesty in connection with any USA Swimming-related activity.

.16 Any non-consensual physical contact, obscene language or gesture, or other threatening language or conduct directed towards any meet official and which is related to any decision made by such official in connection with a USA Swimming sanctioned competition.

.17 Action, other than through general advertising, by a coach, owner, officer, volunteer, representative, or employee of a swim club, or a USA Swimming or LSC employee, either through direct contact with an athlete or the encouragement of others, to recruit or otherwise encourage an athlete who is already a member of a USA Swimming member swim club to leave that club, unless the acting party receives prior written approval to recruit or encourage the athlete to change affiliation from the designated club representative of the athlete's existing USA Swimming-member swim club or contact is initiated by the athlete, the athlete's parent or authorized representative. General advertising includes any information that is:

A Distributed to an identifiable general population where there is a reasonable expectation that the majority of that population are not current members of USA Swimming, or

B Placed in or on any item that is sold.

In the event of a violation of this section, a sanction may be imposed against any coach, owner, officer, volunteer, representative or employee of a swim club, or against any such club, or any combination thereof, as appropriate.

.18 Violation of any team misconduct rule as established by the USOC, USA Swimming, any Zone or LSC team authority.

.19 Any other material and intentional act, conduct or omission not provided for above, which is detrimental to the image or reputation of USA Swimming, a LSC or the sport of swimming.

ARTICLE 305

ATHLETE PROTECTION POLICIES

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

305.1 Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.

305.2 Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

305.4 Employees and volunteers of USA Swimming, Zones, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet. Any individual who is banned, currently suspended or ineligible for membership is prohibited from serving as a timer, marshal, or computer operator, or otherwise being on deck at any time in connection with a USA Swimming activity.

305.5 Travel

.1 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete unless the coach is the parent, guardian, sibling, or spouse of that particular athlete.

.2 Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-required criminal background check.

.3 When only one athlete and one coach travel to a competition, the athlete must have his/her parent's (or legal guardian's) written permission in advance to travel alone with the coach.

.4 Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

305.6 Clubs shall establish their own action plans for implementing USA Swimming's anti-bullying policy. USA Swimming shall provide a model plan as an example which shall serve as the default for any club that fails to establish its own plan. Club anti-bullying plans must be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

305.7

305.7 Clubs shall establish their own electronic communication/social media policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club electronic communication policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

Team Travel Policy for RACE Aquatics

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays.

This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 - Recommended Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained. www.usaswimming.org/protect
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over,

chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.

e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).

f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.

h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

i. Curfews shall be established by the team or LSC staff each day of the trip.

j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.

k. The directions & decisions of coaches/chaperones are final.

l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.

m. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Information on Swim Meets

Swim meets are usually divided by gender and age groups; (examples: 5-6 / 7 –8 / 9 – 10/ 11 – 12 / 13-up). The age group of the swimmer is determined as the first day for the swim meet.

Swim meet registration will be posted on our team website. Dates to declare your intentions will be communicated via website and email. It is important that you read and respond to your emails as some of them may be time sensitive. Dates to declare if you are attending a swim meet are well before the meet for several reasons. One, competitive meets fill up fast and we try to hit the first day that registration opens. For our coach to send that in, he has to collect the information from all swimmers, assign the events, and email it in. Two, sometimes there aren't very many meets and they fill up fast due to lack of options. Host teams decide the entry deadlines so we just have to go by those dates and give our own coaches enough time to assign the entries for each swimmer.

By working with the coaches, the swimmers will progress toward their goals.

Entering a swim meet:

Upcoming swim meets will be posted on the team calendar, website and communicated in emails. Steps for registering for the swim meet will be detailed in the email.

Coaches will enter the swimmers and their events. Questions about events should be directed to the coach. However; coaches reserve the final say in the event selection. Should swimmers not show up or attempt to 'avoid' certain events, the swimmer and family will need to meet with the head coach. Our coaches are professionals and understand the athlete progression of our sport. When you trust them, your child will trust them, which will lead to better training opportunities and success with our team.

Once coaches have completed entries into the meet you will get updated emails and information regarding the swim meet. This information will be things such as: arrival times, parking, changes in events, and the list of events your swimmer will be swimming. The meets will typically be in 1 – 3 sessions. Each swimmer will typically be swimming in only one session per day. Most swim meet sessions are split; younger swimmers (12 and under) and older swimmers (13 & over). Some times our swim meets will split the 11-12 boys and girls. Each session should follow a reasonable 4 hour time line.

HOW TO SIGN UP FOR A MEET

The RACE meet schedule is posted on the website, raceaquatics.org. On the Home page, scroll to the bottom and you see Events/Swim Meets on the bottom right and click on the name of the meet you want to look at. On each meet page you will find the "Meet

Invitation” under the forms/documents section that gives the particulars of each meet, including the schedule of events, warm up and start times, and pool location. The team hotel information (if there is one) will also be posted on this page along with the meet entry deadline.

Look for the RACE entry deadline on the meet page, not the one listed in the meet invite. RACE has to process the meet entries the swimmers, so we set a deadline ahead of the meet invitation deadline. RACE families will receive notice that meet entry deadlines are approaching via RACE emails and through the weekly news that is emailed to each practice group. Each RACE team member must enter themselves in the competition that they desire by the RACE deadline. Once the entry is submitted, the family is responsible for the entry fee even if the swimmer fails to compete. Any entry that is late will be charged an additional fee.

Follow these steps to register for meets:

1. Go to raceaquatics.org and log into your account.
2. Under Upcoming Events/Swim Meets, click on Accept/Decline.
3. Or, to read the Meet Invitation, click on the title of the meet and you will find the Meet Invitation under Forms/Documents on the meet page. Look at the schedule of events to see what your schedule will allow. Make sure you look for when your swimmer’s age group will be swimming. Meets last multiple days and some may be during times that do not work for your schedule.
4. Select the “Attend/Decline” button at the top right corner of the meet page.
5. On the next page you need to click on the name of the swimmer that you want to enter.
6. Beside “Declaration” you can select whether you want to attend the meet.
7. Your coach will select the events but make sure you specify if there are only certain days or sessions that you can attend – put it in the notes section if possible.
8. Make sure you select “Save Changes” at the bottom of the page.
9. You can come back at a later date and un-commit your swimmer until the RACE entry deadline. Once the deadline has passed, you will NOT be able to un-commit your swimmer. At this time the entries are processed. Please be aware that once meet entries are sent to the meet host, the swimmer’s entry fees have been paid. It is too late to get the fees refunded.

ENTRY FEES

Entry fee information can be found on the Meet Invitation, which is found on the meet page under Forms/Documents. Fees will vary by meets, but will usually include the following:

- Per individual event (at least \$5 – could be more if the meet host charges more)
- Per relay event (split between four swimmers) RACE pays this fee
- Surcharge per swimmer - RACE charges \$10 per swimmer and that helps cover this fee

- Facility surcharge per swimmer – see above on \$10 fee; same thing applies here (if \$10 does not cover the cost of the two above fees, then RACE will charge the actual cost)

If you have any other questions about meet preparations, please feel free to contact your coach. Meet specifics will also be posted on the website.

What to do when you arrive to a swim meet . . .

- Arrive as suggested (by email / posting on website)
- Swimmers should know their event numbers (as listed on the email / posted on website)
- Find the team area (look for banners, apparel, familiar team members, eventually team tarps).
- Find your team coach (usually coaches will find a space next to the pool where they can see the swimmers swim and provide last minute race information before and feedback following each race).
 - Your coaches will tell you when to come back or meet by the pool for warm up.
- Parents - please be sure to check in with parent support for timing information. At some meets, we do have to supply lane timers – we usually rotate through 30 minute sessions.
- Meet Admin will tell you where the postings will be. It is the swimmers responsibility to ensure they keep track of the swim meet. **IF A SWIMMER misses an event – please find your coach immediately!** The coach and the swimmer may need to go to meet administration.
- After warm up - be sure to follow coach suggestions regarding rest, hydration and **PAY ATTENTION** to the progress of the meet so we do not miss any events.
- Just prior to the swimmer's event - go to see the coach (be sure to do this early enough to talk to your coach and not miss your event).
- The coach will briefly talk to the swimmer prior to the event.
- Once the swimmer races – please politely ask the timers for your time. This time is not the official time
- Go back to the coach. Tell them the time (from the timers) and the coach will also talk to the swimmer about how to make your swim better through practice.
 - In some situations, the swimmer may be Disqualified, or DQed.*see below
- Once you talk to the coach – they will suggest what to do for warm down.
- Do your warm down and then go back to the team area to be ready for your next race.
- All official results will be posted once verified by officials and meet administration. If the results are different than what we noticed (like DQ and the swimmer was not notified at the time by an official, then we need to follow up with meet administration).

Disqualification:

Disqualifications (DQ) can occur as the result of the technical rules of swimming. This includes: stroke technique, turns, or false 'early' start. It is not unusual for a new swimmer to be "DQ'd". A meet official will come over and explain the DQ to the swimmer. The official's ruling is final. Please do not confront or argue with them. Take the information and bring that to your coach. Try to explain the exact infraction (as it was explained to the swimmer). Correcting DQ's can be simple for the next race (if false start, just relax and wait for the starting signal). Or may require a little more work – in practice. Some strokes fall apart, resulting in a DQ, when the swimmers get tired. Practices are there to help address this issue. Consistent attendance to practice and applying the technical information will minimize the possibility of a DQ.

Relays:

Relays are established by the coaches. Coaches will announce who is on a relay typically at the beginning of the meet session. Championship meet relays are typically planned in advance (especially if there is travel involved). There are several reasons for swimmers being selected for relays:

- *Times (personal best)
- *Test set effort / scores (consistent work)
- *Practice attendance
- *Practice and swim meet efforts
- *Overall sportsmanship and team mate

Timing:

We sometimes have a responsibility to the host team of swim meets, to provide volunteer support. Often this support comes in the form of Timing. It is your responsibility to ensure your space is covered (should circumstances change). Be advised, that circumstances may change at the meet (age groups may be combined and you may be swimming earlier or later). The timing schedule may change accordingly – please be sure to communicate with the other parents to ensure our team image is maintained.

Hosting Meets:

Hosting meets are reasonable fundraisers for the team. We will host LSC swim meets. We will also host dual and intrasquad meets.

- Dual / Tri meets are swim meets that we may host or attend that are with a few select teams. These meets are often faster on the timeline and a little more personal in nature. They will not have 300 swimmers like our LSC meets.
- Intrasquad meets are swim meets that we host with only our team. These meets will be used to help get time trials as well as help newer parents / swimmers become familiar with swim meet set up.

Meet Results

POSTED RESULTS

Official results during a home or travel meet will be posted as events are completed, usually in a lobby or hallway accessible to parents. If you have any concerns that a result is incorrect, please communicate with your swimmer's coach. Parents are not allowed to communicate with the scoring table or officials, only coaches can do this. Mistakes do occur from time to time, so make sure you keep up with your swimmer's results and get them corrected, if necessary, before the meet is completed.

All of your swimmers meet results will also be posted on the RACE Website. Sign In and click on My Account, then My Meet Results. These results will take a few days for the coach to get the file from the meet host and import it in to the website.

DECK PASS

DECK PASS is a free app that is available from USA SWIMMING. We will register you for USA SWIMMING after you register with RACE Aquatics. USA SWIMMING will send you information on DECK PASS and encourage you to register. It is a great place to access your swimmer's current times and to track their progress. Swimmers enjoy earning patches for different accomplishments which USA Swimming posts on each swimmer's DECK PASS page. For more information on DECK PASS you can go to usaswimming.org.

MEET MOBILE

MEET MOBILE is another smart phone app that is available for around \$5.99. This app allows you to keep up with results during any meet that has MEET MOBILE set up (not all meets will have this running). The results on MEET MOBILE come directly from the timing system, and are not final results. The process of finalizing times takes a little time to complete, so results on MEET MOBILE can change. Always see the posted results before questioning a result. If you believe that the posted results are incorrect, please communicate with your swimmer's coach.

The coach can communicate with the scoring table and check into the issue. It is always good for you as a parent to keep up with your swimmer's times and posted results. The coach cannot keep up with all results that are posted, and may miss potential mistakes. It is best to correct any mistake before the meet is completed. Once results are sent into USA Swimming they will be final.

TRAVEL MEETS

Travel meets are not required, but highly encouraged, especially for advanced swimmers. Championship meets are often in a different town, so it is always a good idea to experience away meets before you qualify for a championship meet. Each family is responsible for their own hotel and travel arrangements. Most travel meets will have information for our team hotel on the meet page. These hotels will usually be at a discounted group rate; there are only a limited number of rooms available, so early booking is suggested. For most meets, the parents are totally responsible for their children, outside of the meet itself. A few higher qualifying meets will require RACE coaches and chaperones to travel with your swimmers.

HEALTH AND DIET

Swim practice is the most important facet of the program, although competition is the obvious test of a swimmer's ability and the emphasis seems to be on achievements accomplished within this framework. However, it is practice where the potential and the foundation for achievement is established, and we encourage parents to have an interest in and provide support and praise for the swimmer's progress in his or her practice. The number of times per week and the time allocated for practice is dependent upon the group to which the swimmer is assigned. Parents are cautioned against letting their enthusiasm override the swimmer's need to develop in a controlled progression and thereby exert undue pressure on the swimmer. Early dismissals from practice will only be allowed when requested by the parent or the swimmer, if they do so at the beginning of practice. In the event the swimmer needs to be excused from practice, please notify the coach. If the absence is expected to be prolonged as a result of injury or illness, the Coach should be notified so that the swimmer's practice can be modified to accommodate the swimmer's condition upon return to practice. Remember, if you practice 1 time in a month you are responsible for the dues for that month. If you will be out for an extended period of time, please send an email to the team administrator so they can note it on your account. Swimmers must attend practice on a regular basis in order to give themselves a chance to achieve their potential as a swimmer.

General Nutrition Guidelines for Maximum Performance:

- Eat starches (complex carbohydrates). These should be 55-65% of total calories eaten.
- Avoid simple sugars. If they are used, eat only with meals.
- The amount of protein eaten should be 15-20% of the total calorie intake (moderate amount of protein).
- Fat in the diet should be limited to 15-20% of total caloric intake (this is less than average Americans eat).
- Drink adequate water. 6-8 glasses per day is recommended with extra water to replace that lost in exercise. Eat breakfast daily and spread food evenly throughout the day to include meals and snacks.
- Caloric intake should maintain desirable weight.
- Eat a variety of foods. Calorie intake should be 65% carbohydrate; complex (starches) in preference to simple (sugars), 15% protein, 20% fat.

Taken from seminar on Sports Nutrition. Diet, Longevity, & Aging sponsored by Institute for Natural Resources (March 2, 1990).

SUGGESTION CHART

Food Group	Selections	Servings
MILK	Milk, Cheese, Yogurt, Cottage Cheese, Ice Cream (Vitamins & Protein)	4 or More
MEAT	Meat, Fish, Poultry, Eggs, Beans, Peas, Nuts (minerals & protein)	2 or More
FRUIT & VEGETABLES	Fresh, Frozen, Canned, Dried and Juiced Fruits and Vegetables (Vitamins and Carbohydrates)	8 or More
GRAIN	Cereals, Breads, Rolls, Pasta, Muffins, Pancakes (Carbohydrates and Minerals)	8 or More
OTHERS	Cakes, Cookies, Pies, Candy Soft Drinks, Chips (Carbohydrates and Fat)	Only if you need additional calories AFTER selections from above.

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.

Food Choices

The best food choices include a well-balanced, mixed diet with choices from each of the four food groups. You can get all the nutrients you need by selecting a variety of foods in the recommended serving size from each of the following food groups:

Fast Food Nutrition Yes! “Fast Food” restaurants play an important role in the diets of athletes on the go. Today, these restaurants can provide a viable source of good nutrition--but the choice is yours and selection is critical.

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.

The pre-meet meal should be moderately small at about 500 calories. It should be consumed 2 - 4 hours before the event. If there is still food in the stomach when it comes time to race, oxygen-rich blood will be going to the stomach to aid digestion instead of the muscles where it is needed. The meal should consist of 80% carbohydrate, 10%

protein, and 10% fat. Avoid concentrated sweets and caffeine, “Energy drinks”. Foods that are familiar and well tolerated are best.

GOOD EATS BEFORE THE MEET

- Cereal --- Toast
- Bagel ---- Pancakes
- Juice ---- Fruit
- Protein Bar

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.

During the meet, consume complex carbohydrates (starches) between events as needed. Do not consume foods too close to an event. Proper hydration is most important after the event. Water is the best fluid because it enters the system quickly.

RECOVERY NUTRITION AT THE MEET

Recovery nutrition is about planning an eating and drinking strategy that helps your body:

- 1. Recover** from the physical stresses of racing
- 2. Prepare** for the racing to come

This is also called the **REPAIR – PREPARE** approach to Swim Meet eating.

Recovery nutrition is a technique which provides the swimmer’s body with what they need to recover ... e.g. carbohydrates to replace used up energy, proteins for muscle building and repair ... and prepare for the next day of competition.

In between races, recovery nutrition is about replenishing energy stores quickly and effectively so that the next race can be completed at maximum speed.

FOODS THAT AID IN A RECOVERY NUTRITION PROGRAM BETWEEN RACES INCLUDE

- Fruit
- Fruit Smoothies
- Dried Fruits
- Sports Drinks
- Chocolate Milk

To maximize the impact of these “recovery foods” they need to be eaten or drunk as soon as possible after racing in small amount! Do not fill yourself up!

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.

Post meet meals should follow the same strategies. They should be high in carbohydrates, moderate in protein and low in fat.

AFTER THE MEET

To speed up recovery after meets, be sure to drink 16 to 24 ounces of fluids such as water or diluted sports drink or fruit juice before your last race. Also, within a half hour after your last race eat a high-carbohydrate snack with some protein. This will aid in your recovery. Then within two hours of the end of the meet, eat a full balanced meal.

- Spaghetti with Meat Sauce
- Bean Burritos with rice
- Low-fat beef or chicken with potatoes or rice
- Milk
- Yogurt
- Fruit & Vegetables
- Chocolate Milk

SCHEDULE WHAT TO EAT WHEN TO EAT (RECAP)

Early Morning Heats (8am-10am)

- Eat breakfast between 6am-7am– light meal, complex carbohydrates
- Cereal
- Toast
- Bagel
- Juice
- Fruit
- Fruit Smoothie

Afternoon Heats/Semi-Finals/Finals (2pm-4pm)

Eat between 11 am-1pm depending on start time – allow approx 2 hours

- Pasta Salad
- Cup of noodles
- Small sandwich
- Salad
- Rice

Evening Events (6pm-9pm)

Eat between 4 pm - 5 pm meal (early dinner) – small quantities

- Spaghetti with Meat Sauce
- Bean Burritos with rice
- Low-fat beef or chicken with potatoes or rice
- Milk
- Yogurt
- Fruit
- Vegetables
- Breads
- Rice

Body Care

Hair Care

Chlorine can be very damaging to the hair. Swimmers should rinse their hair as soon as possible after swimming and shampoo once a day with a mild shampoo. Conditioners for dry hair are a good idea. There are products sold in beauty salons and at some swim meets which help take the "green" out of blonde hair. Ask your hair stylist. A rinse of 3 Tbsp. baking soda to one gallon of water is a good rinse before shampooing to restore pH balance.

Eyes

Goggles are always a good idea for workouts and distance swimming. They can be purchased from most sporting goods stores. With some practice, swimmers can learn to dive with them on. Because many swimmers have the same goggles, always label them with your swimmer's name. If eyes do become irritated from the chlorine, some swimmers find relief from a few drops of milk dropped in each eye. Always pull down the lower eyelid and place drops there. Blinking will spread the drops.

Swimmer's Ear

Swimmer's ear is an infection of the external ear canal as opposed to Otitis Media or middle ear infection. Otitis Media is a more serious condition and usually requires systemic antibiotics as prescribed by your physician. However, both can be painful, cause missed water time, and swimmer will need to be seen by a physician.

The external infection is the most common one for swimmers and is caused by the constant wetting of the ear canal. The best medicine is an ounce of prevention! Usually placing a few drops of any over the counter solution (or plain rubbing alcohol) in each ear after swimming will help dry out the ear canal between swims. A few drops of (1Tbsp.) white distilled vinegar to 1/16 oz. bottle of Isopropyl alcohol will also do the trick. When in doubt see your physician.

Swim and Skin Facts

Q: Does chlorine penetrate the skin?

A: No, but you should at least rinse, and preferably wash it off with soap, after each swim

Q: Why is it important to get rid of all the chlorine on my skin?

A: Because chlorine and salt water remove the oils that keep your natural moisture in. Paradoxically, prolonged immersion in water of any kind can actually dry your skin so use a moisturizing soap when you shower off after a swim. Then, while your skin is still slightly damp, apply a moisturizing lotion; those containing urea or lactic acid are best. People with dry or delicate skin or eczema must use extra care, because chlorine will worsen their condition, so it's especially important to apply a moisturizer if you fall into this category.

Q: Does that mean that chlorine will help people with oily skin?

A: Yes; chlorine will clear up oily skin by removing excess oil. People with acne will tend to see an improvement. Also, swimmers are generally immune from "athlete's acne" caused when excess body heat and sweat increase oil production and clog the pores.

TIME STANDARDS

USA Swimming divides swim clubs into divisions according to where they are located across the country. These divisions are called Local Swimming Committee, or LSC. RACE Aquatics is in the Kentucky Swimming LSC. Each LSC is responsible for setting and updating time standards for their qualifying championship meets. These can also be used as motivational goals for swimmers. You can find these time standards on the RACE website under "Meet Schedule" or on the Kentucky Swimming website, kylsc.org.

Each year, USA Swimming establishes time standards. You can find some of these time standards on the RACE website and the USA Swimming website, usaswimming.org. These time standards are designed to encourage swimmers to step their swimming up to the next level. They guide you from just starting out in your age group to reaching your highest potential. Start at Level B and work your way up to Level AAAA times.

Some swim meets use these motivational time standards as qualifying times.

SWIMMING TERMS



AGE GROUP SWIMMING - the program through which USA Swimming provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent.

ANCHOR- The final swimmer in a relay.

ATTACHED - A registered swimmer who is attached to a registered USA Swimming swim team.

BACKSTROKE FLAGS - Pennants that are suspended over the width of each end of the pool approximately five yards/meters from the wall that notify backstroke swimmers that they are approaching the end of the pool.

BUTTON - see "Pickle."

CHAMPIONSHIP MEET - The meet held at the end of a season. Qualification times are usually necessary to enter meet.

CHECK-IN - The procedure required before a swimmer swims an event in a deck-seeded meet. Sometimes referred to as positive check in, the coach will mark each swimmer's name on a list posted by the meet host. Once a swimmer is checked in they must swim the event or they will be scratched from his/her next event.

CIRCLE SEED - In a Prelims and Finals meet, the fastest three heats of each event in Prelims is specially seeded: the fastest swimmer is in the fastest heat, the second fastest swimmer is in the next heat, the third fastest swimmer is in the next heat, the fourth fastest swimmer is in the fastest heat and so on until the three heats are filled up. As

opposed to the normal slowest to fastest seeding in the rest to the heats (used in a Timed Finals format).

CIRCLE SWIMMING - When swimming in a lane with several swimmers – staying to the right of the black line.

CLERK OF COURSE - The USA Swimming-certified official responsible for deck seeding and organizing swimmers into heats (usually, a parent-volunteer). Also, where scratches and relay cards are turned in, and on-going meet information is available for the coaches.

CLUB - A registered swim team that is a dues paying member of USA-S and the local LSC.

CODE OF CONDUCT - an agreement between swimmer and club, stating that the swimmer will abide by certain behavioral guidelines.

CUT (STANDARD) – slang for Qualifying standard; a time set for entry into a meet or event.

DECK SEEDING - The process of organizing swimmers into events, heats, and lanes (by the Clerk of Course) at the meet as it progresses (as opposed to pre-seeding prior to the meet).

DEHYDRATION - The abnormal depletion of body fluids (water). The most common cause of cramps and sick feelings.

DISQUALIFICATION "DQ" - the loss of points and a time due to an infraction of the rules that govern the meet.

DIVE OVER STARTS - Start procedures at a meet in which swimmers of the previous heat remain in the water, close to the wall, during the start of the next heat. Usually used in senior sessions/meets to save time and/or allow swimmers to rest before exiting the pool. Also called fly-over starts.

ENTRY FEE - a set fee paid to swim each event at a meet.

ENTRY REPORT - report found on the meet page that includes the names and events of swimmers entered in a meet.

FALSE START - occurs when a swimmer is moving at the start of a race, prior to the starting signal. In USA Swimming, one false start will result in disqualification.

15-METER MARK - Marks on the sides of the pool and on the lane lines 15 meters from the ends of the pool. In Free, Back, and Fly events the swimmer must surface at or before these marks.

FINA - Federation Internationale de National de Amateur, the international governing body of competitive swimming, diving, water polo and synchronized swimming.

FREESTYLE RELAY - In the freestyle relays, four swimmers each swim one fourth of the total distance. As in the medley relay, no individual may swim more than one leg of the relay.

HEAT - a division of any event in which there are too many swimmers to swim at the same time (set up by the submitted times and number of lanes in the pool being used).

HEAT SHEETS - a printed program of events and "who swims when" sold at most meets, a MUST for parents.

IM – slang for Individual Medley; an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

LANE LINES - Continuous floating dividers stretched from the start end of the pool to the turn end, used to delineate the individual lanes.

LAP COUNTER – a set of plastic display numbers used to keep track of laps during a distance race by the person who counts for the swimmer, stationed at the opposite end of the start.

LENGTH/LAP - Technically, a length is once across the pool; a lap is across and back. However most coaches use the terms interchangeably to mean simply once across the pool. Thus, 4 lengths in a 25 yard pool would be swimming across the pool 4 times, totaling 100 yards.

LONG COURSE - a pool 50 meters in length. USA Swimming conducts most of its summer competition in long course. This is the size pool that the Olympics are competed in.

LSC – Local Swim Committee, the governing body that govern swimming at the local level.

There are 59 LSC's in the country. Our LSC is Kentucky Swimming.

MARSHAL - The officials (usually, parent volunteers) who control the crowd and swimmer flow at a swim meet. They are primarily responsible for safety in the venue.

MASTERS SWIMMING - A program for swimmers aged 19 and older who wish to continue swimming, but not necessarily at the senior level. Age groups are in five-year increments.

MEDLEY RELAY - In the medley relay, all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly and freestyle order.

NT - No Time - Abbreviation used on a heat sheet to designate that the swimmer has not swum that event before and does not have an official time of record.

OFFICIAL - a judge on the deck of a pool at sanctioned and approved competitions that enforce USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers and referees.

OPEN WATER SWIMS – conducted in a natural body of water, such as a lake, river or ocean.

PERSONAL BEST - The best time a swimmer has achieved so far in a given event.

PICKLE - 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. It is the timer's responsibility to push the button as the swimmer finishes the race. Also called a plunger.

POSITIVE CHECK-IN - For unseeded events, usually events 400 or longer, swimmers must check in before the meet to declare whether they will swim the event or not. Ask the scorers table for directions to positive check-in. Look in the meet invite to find the deadline for positive check-in.

PRELIMINARIES (PRELIMS) - also called trials. Races in which swimmers qualify for the finals to typically be swum later in the day.

PROOF OF TIME - A requirement some meets have to make certain that swimmers have legally met the time standards for that meet. Monetary fines are typically assessed for any failed swim at meets if the entry time can't be proven.

PSYCH SHEET - A printed order of events by session with swimmers listed in order, usually fastest to slowest according to their entry times. It does not show heats.

QUALIFYING TIMES - Published times that must be achieved during a given period in order to enter certain meets.

REFEREE - the head official at a meet that makes all final decisions based upon USA Swimming rules.

SANCTION – A competition or time trial must be sanctioned (approved) by USA Swimming (through the Local Swim Committee) for the times swum to count and to be used in other sanctioned meets.

SCORING TABLE - The computer tables by the pool that are used to process results at the meet.

SCRATCH - to withdraw from an event (with the forfeit of the entry fee), only to be done by the Coaching Staff.

SEEDING TIMES - The time a swimmer uses to enter a meet. This time determines one's heat and lane in the particular event.

SESSION - Portion of meet distinctly separated from other portions by time (usually a morning or afternoon set of events for different age groups).

SHORT COURSE (SC) - a pool 25 yards/meters in length. USA Swimming conducts most of its winter competition in short course.

SPLASH MAGAZINE - The USA Swimming magazine that is mailed bi-monthly. (A benefit of being a member of USA Swimming.)

SPLIT - a time taken at an intermediate distance, e.g., a 50 yard time for a 100 yard race

STARTER - a Certified Official responsible for starting each event, and being sure that each start is fair for all participants.

STOPWATCHES - watches used to time the swimmers during a competition. When automatic timing equipment is used, watches serve as a back-up method.

STREAMLINE - the position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as straight and tight as can be.

STROKE AND TURN JUDGE - a Certified Official that walks the deck or stands at the end of the pool during a meet to certify the legality of individual strokes and turns.

STROKE DRILL - an exercise involving a portion or part of a stroke, used to improve technique.

SWIM-OFF - In a Prelims and Finals (championship) format, a second race after the scheduled event to break a tie between swimmers, in order to determine which swimmer makes it into which finals heat or the order of the alternates.

TIME STANDARDS – Certain qualifying times, which have been set up annually by USA Swimming and Kentucky Swimming for all events in all levels of meets to ensure that all competitions are reasonably of the same ability in their respective meets. The swimmer's goals should be betterment of his or her time, progressing from the "B" standard to the Nationals.

TOUCH PAD - a large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

UNATTACHED – is a registered swimmer who is not attached to a registered USA swim team. If a swimmer changes teams, that swimmer must swim unattached for 120 days from the last day of meet competition representing the former team.

USA SWIMMING, INC. – the National Governing Body that regulates our sport. All RACE swimmers are registered with USA Swimming and each has been assigned an identification number. This USA Swimming registration expires at the end of each year. This is the organization that sends swimmers to the Olympic Games. USA Swimming is a member of FINA.

USA SWIMMING CARD/NUMBER - a membership card with a unique number assigned to a swimmer when he/she joins USA Swimming. The formula for deriving a swimmer's USA Swimming # is the following: Birth Date (6 digit format MM/DD/YY), first three letters of the first name, middle initial, and first four letters of the last name. For example: John A. Smith was born September 1, 1959. His USA Swimming number is the following: 090159johasmit

WARM-DOWN - low-intensity swimming used by a swimmer after a practice, set or race to rid the body of excess lactic acid, and to gradually reduce the heart rate and respiration.

WARM-UP - low-intensity swimming used by a swimmer prior to a practice, set or race to get muscles loose and warm and gradually increase heart rate and respiration.

FREQUENTLY ASKED QUESTIONS

SWIMMING DURING THE SUMMER

My swimmer wants to swim with the neighborhood team this summer. What is the best way to have him/her involved with both RACE and summer league?

The coaching staff encourages summer league swimming. Ideally, swimmers in the Developmental and Training groups should attend a combination of RACE practices and summer team practices. As swimmers progress through the RACE program, they need to attend as many of the RACE practices as possible.

Why is it important for my young swimmer to continue with RACE through the summer?

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

Explain the differences between the short-course and long-course season.

The short-course season usually runs from September through March. Most of the meets during these months are conducted in 25-yard pools. The long course season begins in April and runs through July or August, depending on the championship meet dates. Long-course competitions are conducted in 50-meter pools.

The United States is the only country in the world to swim in 25-yard pools. Swimming in 50-meter pools is the best opportunity to compare our swimmers to the world. All world records are given in meters, and international competitions, such as the Olympics, are conducted in long-course pools.

How do we compare our swimmer's times from short course to long course?

It is best not to try to compare or convert times from short course to long course. Each swimmer is different, and many factors play a part in the difference between a short-course and a long-course time—factors such as the type of stroke, speed of turns, and level of conditioning. Typically, the long-course times will be slower than short-course times because 50 meters is longer than 50 yards.

What advantages does my swimmer get from swimming long course?

Whether your swimmer is practicing in a 25-yard pool or a 50-meter pool, the

coaches are working on two important factors. The first factor is teaching the swimmers to stretch out their strokes and concentrate on “distance-per-stroke.” The other factor is working on conditioning and building a strong aerobic base. Both factors are important skills for the long-term development of your swimmer.

During the summer, older swimmers have more time to train. We encourage them to take advantage of every opportunity possible to swim and improve. The RACE program is progressive, and we view your swimmer’s development as a “swimming career.” Each skill we teach is meant to build on what was taught earlier in the season in order to help your swimmer reach his/her long-term potential in swimming.

How many long-course meets should we try to attend?

There are not many opportunities for long-course meets. Try to take advantage of each meet that your swimmer is qualified to attend. Since the strategy for long-course races is different than short-course races, it takes time and practice to learn how to swim a race using long-course strategies.

Do you have any other advice for us regarding the long-course season?

We encourage families to take vacation after the championship meets. If your swimmer has worked hard all year, for them to fully take advantage of their hard training, it is best not to interrupt their season with a week off. Also, older swimmers have more opportunities to train since they are out of school and have more time and fewer pressures. Long-course practices not only will help them now, but also are important for their long-term swimming development.

TALKING TO THE COACH

When is the best time to talk to my swimmer’s coach?

The best time to talk to your swimmer’s coach is before or after practice. If your swimmer’s coach is coaching another group both before and after your practice, the best way to communicate with them is through email. They would be glad to set up a meeting with you if you would like. Please do not phone or text coaches (unless they have specifically given you the contact info) since they are not on call all hours of the day, and some have other jobs or responsibilities.

How do I find my coach’s email address?

All coaches’ email addresses can be found on the RACE website. Look at the top left corner for a tiny whistle. This tiny whistle was not designed by us, it is a TeamUnify design. You can also find them on pg 4 of this document.

Swim Meets

How do I see what events my swimmer is swimming in?

Once the coach has selected your events, you can go back into your online account, click on the Meet Name, click on Edit Commitment, and you should see the events that your swimmer was entered in. It should show a day and session number (d1/s2 for day 1 session 2).

Billing

Can I make a one-time credit card payment without the system saving my info?

Yes. Go into My Invoice/Payment, click Make Payment, put in the credit card info. Once that has processed, go back to Home page and click Setup Auto pay. You should see your credit card stored. Click on Current Payment Method, click Manually Pay, and then Save your changes at the bottom. You could do this every month to pay with a card or by bank draft and not have your information stored in the system. You just have to remember to do it every month!

If there is other information that you would like to see here, please send me an email at jennie@raceaquatics.org or talk to a current board member.