

2014-15

ECA Handbook



Scott Pake and Casey Charles

ECA

2014-15

## MISSION STATEMENT

East Carolina Aquatics is a not-for-profit organization which strives to serve Eastern North Carolina by building quality individuals through the team sport of swimming.

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# WELCOME TO THE PROGRAM!

## INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members just what the East Carolina Aquatics Gators (ECA-NC) 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 East Carolina Aquatics! 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 people of all ages and abilities. The team is financed and supported by ECA parents. The head coach/CEO and the coaching staff supervise the management and operation of the ECA.

East Carolina Aquatics has established itself as the top team in North Carolina. 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 ECA program and with competitive swimming in general. As you look through the following pages you will be introduced to our philosophy, team policies, and to the basic information concerning your day-to-day participation in the ECA swimming program. It is our hope that this handbook will help you better understand and enjoy the inner workings of ECA and the world of competitive swimming.

## TEAM PHILOSOPHY

The ECA views swimming as an important part of the overall development of a young boy or girl. Besides the most obvious benefit of physical conditioning, swimming requires introspection, reasoning, and problem solving under duress. The sport fosters confidence building through progress in competition; it allows for social growth through peer interactions. Swimming also teaches its athletes that winning and losing must be accepted equally with both grace and composure.

The ECA program strives to instill in 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 ECA 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

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- ❖ To provide an opportunity for young people in Eastern North Carolina 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

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- ❖ 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

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

### STATE, REGIONAL, AND NATIONAL ADMINISTRATION

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- ❖ Participate in the direction and management of North Carolina Swimming and to further the growth and development of competitive swimming in the state.
  - ❖ Provide the leadership in the Southeastern 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 North Carolina and the Southeastern Region and to establish the ECA as a contributor to the national program
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## OUR COACHING STAFF

Nothing has a greater influence on the quality of an athlete's sport than the excellence of the coach. The ECA staff consists of professionally trained coaches. 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.

### COACHING STAFF

|   |               |  |
|---|---------------|--|
| Casey Charles – Head Coach/CEO                        | (252)341-1044 | <a href="mailto:ecacoachcasey@gmail.com">ecacoachcasey@gmail.com</a>           |
| Scott Pake – General Manager, Associate HC            | (252)945-8400 | <a href="mailto:ecacoachscott@gmail.com">ecacoachscott@gmail.com</a>           |
| Randy Jarman – Carteret Head Satellite Coach          | (704)300-4058 | <a href="mailto:ecacoachrandy@gmail.com">ecacoachrandy@gmail.com</a>           |
| Amy Quinn – Head AG Coach (Carteret)                  | (252)422-4895 | <a href="mailto:amyquinnsurf@gmail.com">amyquinnsurf@gmail.com</a>             |
| Doug Parker – Head AG Coach (Greenville)              | (252)902-7390 | <a href="mailto:ecacoachdoug@gmail.com">ecacoachdoug@gmail.com</a>             |
| Amy Baiotto – Assistant Coach (Carteret)              |               | <a href="mailto:baiotto6@yahoo.com">baiotto6@yahoo.com</a>                     |
| Jordan East – Assistant Coach (Carteret)              |               | <a href="mailto:jeast531@yahoo.com">jeast531@yahoo.com</a>                     |
| Steve Farnau – Assistant Coach (Greenville)           |               | <a href="mailto:steve.farnau@gmail.com">steve.farnau@gmail.com</a>             |
| Jay Feimster – Assistant Coach (Carteret)             |               |  |
| Becky Fitzula – Assistant Coach (Carteret)            |               | <a href="mailto:ecacoachbecky@gmail.com">ecacoachbecky@gmail.com</a>           |
| Mike Jolly – Assistant Coach (Greenville)             |               | <a href="mailto:michaeljolly91@gmail.com">michaeljolly91@gmail.com</a>         |
| Madison Keesling – Strength/Conditioning (Greenville) |               | <a href="mailto:KEESLINGM10@students.ecu.edu">KEESLINGM10@students.ecu.edu</a> |
| Attila Kiraly – Assistant Coach (Greenville)          |               | <a href="mailto:karaly90@gmail.com">karaly90@gmail.com</a>                     |
| Kate Moore – Master's Coach (Greenville)              |               | <a href="mailto:KSG0530@ecu.edu">KSG0530@ecu.edu</a>                           |
| Spencer Pake – Assistant Coach (Washington)           |               | <a href="mailto:spake@beaufort.k12.nc.us">spake@beaufort.k12.nc.us</a>         |
| AJ Parker – Assistant Coach (Greenville)              |               | <a href="mailto:parkeraj2@students.ecu.edu">parkeraj2@students.ecu.edu</a>     |
| Chelsea Ann Parker – Assistant Coach (Greenville)     |               | <a href="mailto:chelseaparker1991@gmail.com">chelseaparker1991@gmail.com</a>   |
| Paul Quinn – Assistant Coach (Carteret)               |               |  |
| Patricia Rodriguez – Assistant Coach (Carteret)       |               | <a href="mailto:ecacoachpatricia@gmail.com">ecacoachpatricia@gmail.com</a>     |
| Robyn Tetterton – Assistant Coach (Washington)        |               | <a href="mailto:rstetterton1@gmail.com">rstetterton1@gmail.com</a>             |
| Nathan Walters – Assistant Coach (Greenville)         |               | <a href="mailto:WALTERSN11@students.ecu.edu">WALTERSN11@students.ecu.edu</a>   |
| Kevin Woodhull-Smith – Assistant Coach (Greenville)   |               | <a href="mailto:kmwoodhullsmith@gmail.com">kmwoodhullsmith@gmail.com</a>       |
| Chris Worsinger – Assistant Coach (Greenville)        |               | <a href="mailto:crworsinger@gmail.com">crworsinger@gmail.com</a>               |

Please visit our website for full bios

### COACHES' RESPONSIBILITIES

The coaches' job is to supervise the entire competitive swim program. The ECA coaching staff is dedicated to providing a program that will enable all swimmers 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.

- ❖ 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 and in accordance with the ECA Group Progression.
- ❖ Sole responsibility for stroke instruction and the training regimen rests with the ECA coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
- ❖ The coaching staff will make the final decision concerning which meets ECA swimmers may attend. The coaching staff also makes the final decision concerning which events a swimmer is entered into.

- ❖ 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.)
- ❖ The building of a relay team is the sole responsibility of the coaching staff.
- ❖ During practices and meets, each coach has a responsibility to constantly be aware of the swimmers' safety and wellbeing
- ❖ Each coach has a responsibility to be a positive role model for the swimmers.
- ❖ Each coach has a responsibility to be a technical expert on the sport of swimming.
- ❖ 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 ECA 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.

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# ECA PROGRAMMING

## SATELLITE PROGRAMS

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### GREENVILLE

Minges Natatorium  
1 Ficklen Drive, Greenville, NC 27858

**Head Coach on Deck:**

Casey Charles

[ecacoachcasey@gmail.com](mailto:ecacoachcasey@gmail.com)

(252)341-1044

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### WASHINGTON

Susiegray McConnell Sports Complex  
101 Airport Road, Washington, NC 27889

**Head Coach on Deck:**

Scott Pake

[ecacoachscott@gmail.com](mailto:ecacoachscott@gmail.com)

(252)945-8400

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### MOREHEAD CITY

The Sports Center of Morehead City  
701 N 35<sup>th</sup> Street, Morehead City, NC 28557

**Head Coach on Deck:**

Randy Jarman

[ecacoachrandy@gmail.com](mailto:ecacoachrandy@gmail.com)

(704)300-4058

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### CAPE CARTERET

Cape Carteret Aquatics & Fitness Center  
300 Taylor Notion Road, Cape Carteret, NC 28584

**Head Coach on Deck:**

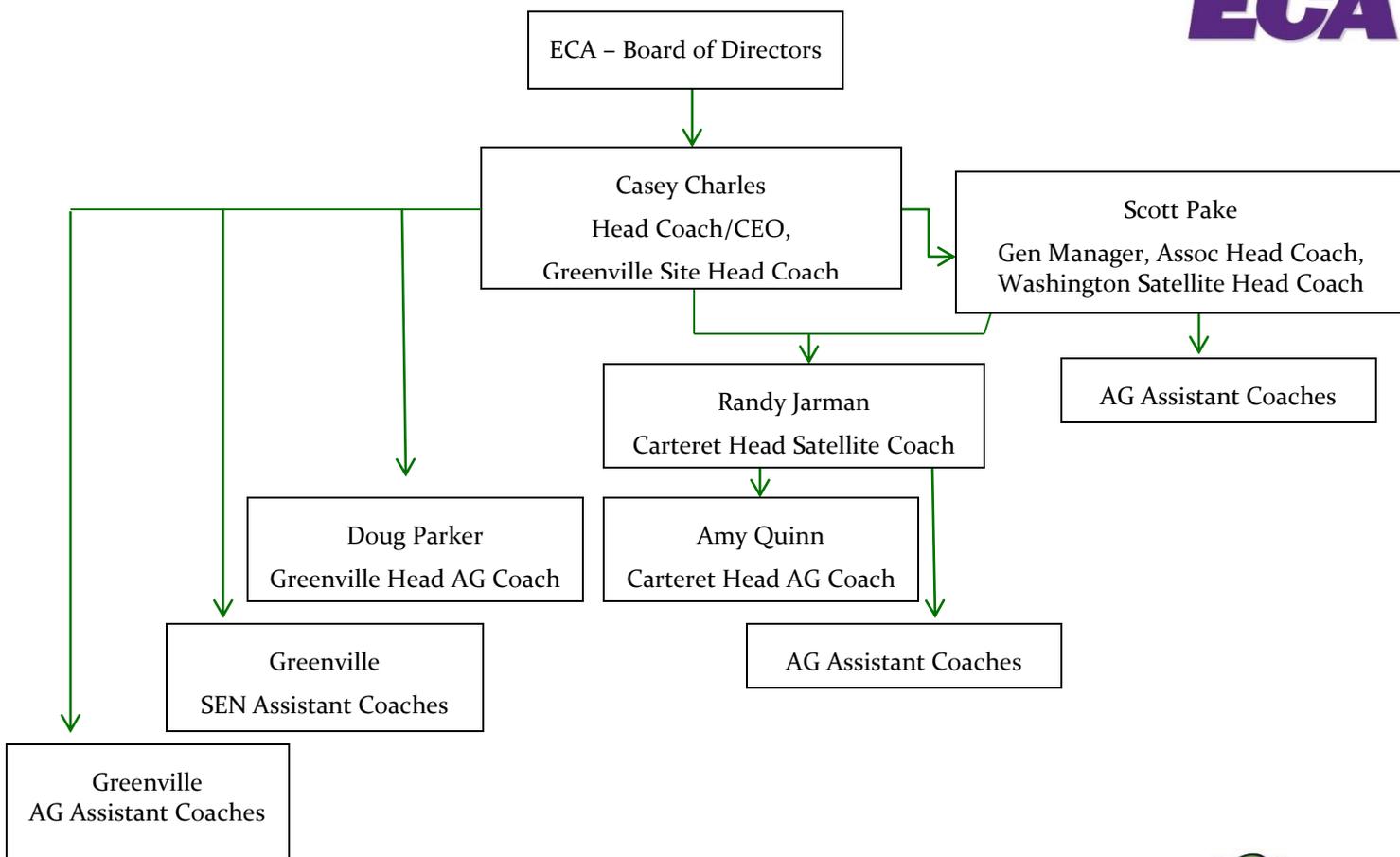
Randy Jarman

[ecacoachrandy@gmail.com](mailto:ecacoachrandy@gmail.com)

(704)300-4058

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# ORGANIZATIONAL STRUCTURE



# GROUP STRUCTURE



## GROUP TIERS

Competitive Prep, Age Group Competitive, Senior Competitive, Special

### COMPETITIVE PREP

Gator, White, HS Prep

### AGE GROUP COMPETITIVE

Green, Purple, Black, Currents

### SENIOR COMPETITIVE

National Prep, Senior, National

### SPECIAL

Masters, College Summer Training



# GATOR GROUP

## REQUIREMENTS:

Must not be afraid of water - kicking, screaming, excessive crying will not be tolerated. Beginning swimmers must at least be comfortable in the water.

## GROUP DESCRIPTION:

This is a learn-to-swim program with in-water instruction. This group will cover the basics of floating, body position, kicking, and freestyle and backstroke swimming.

## LOCATIONS OFFERED:

Greenville

## # OF SWIMMING SESSIONS PER WEEK:

ONE

## AGE RANGE:

3-6 years old

## GROUP OBJECTIVES:

1. Swimmers will learn proper head position and understand the relationship between head and hips in the water
2. Swimmers will learn the proper body position for float kick both on the stomach and the back
3. Swimmers will learn how to use a kickboard for flutter kick
4. Swimmers will learn how to streamline

## ATTENDANCE REQUIREMENTS:

None

## DRYLAND PRACTICES:

None

## TYPES OF COMPETITION:

None

## GROUP FLOW:

White



# WHITE GROUP

## REQUIREMENTS:

1. Must be able to complete a 25 yard swim without stopping.

## GROUP DESCRIPTION:

This is a beginner group for children who know how to swim, but who need further technical training. All four strokes will be performed with a primary focus on freestyle and backstroke.

## LOCATIONS OFFERED:

Greenville, Washington, Morehead City, Cape Carteret

## # OF SWIMMING SESSIONS PER WEEK:

TWO

## AGE RANGE:

5-9 years old

## GROUP OBJECTIVES:

1. Learn basic swimming rules
2. Introducing training sets and reading clock intervals (:30/1:00)
3. Learn and improve upon concepts of head/body position
4. Introduce butterfly and breaststroke with pull-outs
5. Learn bi-lateral breathing in freestyle swimming
6. Become competition-ready in freestyle and backstroke
7. Learn how to dive
8. Introduce flip turns
9. Develop a sense of TEAM and what it means to be a good teammate

## ATTENDANCE REQUIREMENTS:

None

## DRYLAND PRACTICES:

None

## TYPES OF COMPETITION:

Sanctioned ECA Home Meets and Non-Sanctioned Showdown Meets

## GROUP FLOW:

Green



# GREEN GROUP

## REQUIREMENTS:

1. Swimmer must be able to complete a 100 yard freestyle breathing every 3 strokes and attempting flip turns
2. Swimmer must be able to complete a 100 yard freestyle kick without stopping
3. Swimmer must be able to legally complete a 50 yard backstroke while attempting a flip turn
4. Swimmer must be able to streamline effectively with tight arms, hands forward, and head down
5. Swimmer must understand and be able to demonstrate float kick progressions for freestyle and backstroke

## GROUP DESCRIPTION:

This is an intermediate group that focuses on further developing Freestyle and Backstroke to an advanced level. This group will also allow for your swimmer to be competition-ready in Butterfly, Breaststroke, and Individual Medley. Underwater dolphin kicking will also be introduced.

## LOCATIONS OFFERED:

Greenville, Washington, Morehead City, Cape Carteret

## # OF SWIMMING SESSIONS PER WEEK:

THREE

## AGE RANGE:

7-11 years old

## GROUP OBJECTIVES:

1. Develop a strong base for flutter kicking with a board
2. Introduce Hypoxic training through under water kicking with fins as well as breathing patterns and breath control on turns
3. Become competition ready in butterfly, breaststroke, and individual medley
4. Introduce racing starts
5. Understand that the process is more important than the outcome at this point in a swimmer's career
6. Understand how to read a clock for intervals of :15/:30/:45/1:00
7. Develop flip turns and add underwater dolphin kicking out of the wall
8. Introduced to concepts of body line and how positioning affects drag
9. Develop an understanding for relay swimming and continue to stress the importance of team and being a good teammate

## ATTENDANCE REQUIREMENTS:

None

## DRYLAND PRACTICES:

ONE per WEEK

## TYPES OF COMPETITION:

Sanctioned ECA Home Meets and Non-Sanctioned Showdown Meets

## GROUP FLOW:

Purple, HS Prep



## PURPLE GROUP

### REQUIREMENTS:

1. 4 x 25 underwater dolphin kicking with fins without breathing
2. 6 x 50 Freestyle breathing every 3 strokes @ 1:00 holding under :50
3. 16 x 25 IM order by 4s @ :45 - legally completing all strokes with proper streamlining
4. 12 x 50 freestyle kick at 1:30 holding under 1:00
5. 8 x 25 butterfly breathing every other stroke @ 1:00 - must complete legally
6. Complete a 200 IM legally
7. Complete a 25 freestyle without breathing
8. Complete a 300 freestyle kick without stopping
9. Complete a 300 freestyle breathing every 3 strokes without stopping
10. Must have an IMR score - Swimmer will need to compete legally in the following events at a sanctioned competition - 200 FR, 50 BK, 50 BR, 50 FL, 100 IM

### GROUP DESCRIPTION:

Athlete is a solid intermediate level swimmer able to compete in each stroke at swim meets. Coaches will work with group to move them to an advanced swimmer not only able to compete, but able to compete with technical proficiency. Flutter kicking continues to be a staple of the group as well as underwater kicking and streamlining.

### LOCATIONS OFFERED:

Greenville, Washington, Morehead City, Cape Carteret

### # OF SWIMMING SESSIONS PER WEEK:

THREE

### AGE RANGE:

7-11 years old

### GROUP OBJECTIVES:

1. Understand concepts of low-breathing in FR, FL, and BR and refine how, when, and why we breath
2. Understand concepts of negative splitting
3. Understand concepts of IM training and racing
4. Understand concepts of sprint racing
5. Continue to develop a kick base
6. Continue to develop racing start techniques
7. Understand how to read a clock on all intervals
8. Understand the relationship between bodyline and drag
9. Reinforce concepts of being a good teammate

### ATTENDANCE REQUIREMENTS:

None

### DRYLAND PRACTICES:

ONE per WEEK

### TYPES OF COMPETITION:

Sanctioned ECA Home Meets and Non-Sanctioned Showdown Meets

### GROUP FLOW:

Purple, HS Prep



# BLACK GROUP

## REQUIREMENTS:

1. Swimmers are one year or less away from Currents Group Status based on practice abilities, competitions, and coach observations
2. Must have an IMX Score - legally complete 500 FR, 100 BK, 100 BR, 100 FL, and 200 IM

## GROUP DESCRIPTION:

This is a hyper-focused prep group for to get swimmer ready for the Currents Group. Black group looks to build and solidify concepts from Purple group.

## LOCATIONS OFFERED:

Greenville

## # OF SWIMMING SESSIONS PER WEEK:

FIVE

## AGE RANGE:

9-12 years old

## GROUP OBJECTIVES:

1. In one year or less, swimmers should be ready to become a member of the Currents group.

## ATTENDANCE REQUIREMENTS:

70% Every 3 Weeks

## DRYLAND PRACTICES:

TWICE per WEEK

## TYPES OF COMPETITION:

Sanctioned ECA Home Meets, Non-Sanctioned Showdown Meets, North Carolina Swimming Meets, Qualified

## GROUP FLOW:

Currents, HS Prep



# CURRENTS GROUP

## REQUIREMENTS:

1. Attend 80% of practices in Purple and/or Black Groups
2. IMX Score of @ least 2400 points
3. 20 x 25 Freestyle No Breath @ :40
4. 20 x 25 underwater kick to 15m @ :40 in a tight streamline

## GROUP DESCRIPTION:

The Currents Group represents the highest-level of swimming in ECA Age Group Competitive Program. Typically swimmers in this group will compete at state and regional-level competitions.

## LOCATIONS OFFERED:

Greenville, Washington, Morehead City

## # OF SWIMMING SESSIONS PER WEEK:

UP To SEVEN

## AGE RANGE:

10-13 years old

## GROUP OBJECTIVES:

1. Understand how to apply a strategy to a race while understanding why they are using that strategy
2. Understand the healthy eating habits of young athletes for optimal performance
3. Develop the ability to kick 8-15m well off each wall
4. Understand time limitations and how to manage time effectively
5. Become a leader amongst the 12&U members of the ECA

## ATTENDANCE REQUIREMENTS:

80% Every 3 Weeks

## DRYLAND PRACTICES:

THREE per WEEK

## TYPES OF COMPETITION:

Sanctioned ECA Home Meets, Non-Sanctioned Showdown Meets, North Carolina Swimming, Regional (Qualified)

## GROUP FLOW:

National Prep, Senior

# HS PREP GROUP



## REQUIREMENTS:

1. Swimmer must be able to complete 100 yards of swimming without stopping
2. Swimmer must be able to complete 5 push-ups and 50 crunches
3. Swimmer must attempt a pull-up

## GROUP DESCRIPTION:

HS Prep prepares swimmers for competition in the HS setting by getting them in shape and refining swimming techniques.

## LOCATIONS OFFERED:

Greenville, Morehead City

## # OF SWIMMING SESSIONS PER WEEK:

FOUR

## AGE RANGE:

13-18 years old

## GROUP OBJECTIVES:

1. Establish an aerobic base
2. Refine swimming technique
3. Refine flip-turns and race starts

## ATTENDANCE REQUIREMENTS:

NONE

## DRYLAND PRACTICES:

FOUR per WEEK

## TYPES OF COMPETITION:

Sanctioned ECA Home Meets, Non-Sanctioned Showdown Meets

## GROUP FLOW:

Senior

# NATIONAL PREP GROUP



## REQUIREMENTS:

1. Attend 90% of practices in Currents Group
2. IMX Score above 2599
3. Compete at a state-level competition
4. Complete a 100 yard swim while spending 60% of the swim underwater
5. Complete a 50 yard freestyle without a breath
6. Understand concepts of sprinting, IM, and distance swimming - written test - 80% or better

## GROUP DESCRIPTION:

National Prep is as the name indicates - a preparatory group for the ECA National Group. Swimming should be this athlete's number one activity. Swimmer should start to think about swimming in college and have a firm handle on juggling academics and athletics with social activities.

## LOCATIONS OFFERED:

Greenville, Morehead City, Washington

## # OF SWIMMING SESSIONS PER WEEK:

6-10

## AGE RANGE:

13-16 years old

## GROUP OBJECTIVES:

1. Develop positive leadership qualities
2. Understand limitations, fears, and perceptions and attempt to find ways to compensate effectively
3. Learn that the time on the clock is an indication of where you were physically, mentally, and emotionally during that swim.
4. Understand and actively participate in dedication
5. Interact with all members of the team in a positive manner while remembering that you are a role model to someone

## ATTENDANCE REQUIREMENTS:

80%

## DRYLAND PRACTICES:

THREE per WEEK

## TYPES OF COMPETITION:

Home, ECSL, NCS, Regional, and Eastern USA meets

## GROUP FLOW:

National, Senior

# SENIOR GROUP



## REQUIREMENTS:

1. IMX Score above 2000
2. 75% practice attendance in previous group

## GROUP DESCRIPTION:

Senior is the group for advanced swimmers who want to compete at a high-level in local and HS competitions. Practice requirements are also scaled back to allow the athlete time to participate in other activities outside of the water.

## LOCATIONS OFFERED:

Greenville, Morehead City, Washington

## # OF SWIMMING SESSIONS PER WEEK:

7 practices per week

## AGE RANGE:

13+ years old

## GROUP OBJECTIVES:

1. Develop positive leadership qualities
2. Understand limitations, fears, and perceptions and attempt to find ways to compensate effectively
3. Learn that the time on the clock is an indication of where you were physically, mentally, and emotionally during that swim.
4. Understand and actively participate in dedication
5. Interact with all members of the team in a positive manner while remembering that you are a role model to someone

## ATTENDANCE REQUIREMENTS:

75%

## DRYLAND PRACTICES:

THREE per WEEK

## TYPES OF COMPETITION:

Home, ECSL, NCS, and Regional

## GROUP FLOW:

National (or finish program in Senior)

# NATIONAL GROUP



## REQUIREMENTS:

1. 10 x 100 kick @ 1:30
2. 20 x 25 no-breather @ :40
3. 15m underwater kick in under 8 seconds
4. Senior Sectional Cut in TWO events (Boys 14 & Under must have at least a Senior State Cut)
5. Recommendation from National Prep coach
6. Head Coach's decision

## GROUP DESCRIPTION:

This is the highest level of the ECA program. Swimmers in this group prepare to be college-ready athletes while focusing on 4-6 events. They also want to compete at the highest level against the fastest competition in the world. This is the #1 activity for group members and those members understand that sacrifices go hand and hand with being successful. Training is highly individualized and involves requires that both coach and swimmer are open with one another about expectations and execution of race and practice plans.

## LOCATIONS OFFERED:

Greenville, Morehead City, Washington

## # OF SWIMMING SESSIONS PER WEEK:

7-10 practices per week

## AGE RANGE:

13+ years old

## GROUP OBJECTIVES:

1. Swimmers live up to their potential; they don't just talk about it
2. Swimmer is a leader

## ATTENDANCE REQUIREMENTS:

90%

## DRYLAND PRACTICES:

3-5 per week

## TYPES OF COMPETITION:

Home, NCS, Regional, National, and International meets

# ECA SWIMMER REQUIREMENTS & EXPECTATIONS

## SWIMMER BILL OF RIGHTS

**Swimmers have a right to:**

- ❖ Be treated with respect and to be free of verbal or physical abuse from a coach or another swimmer.
- ❖ 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.
- ❖ 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.
- ❖ Know that his or her coach cares about them as a person/individual as well as an athlete.
- ❖ Be positively encouraged to do better, to be congratulated on a good performance, and to be criticized constructively when improvement is needed and attainable.
- ❖ Expect practice to be challenging and that, overall, competition is a rewarding endeavor
- ❖ Set his or her own swimming goals with his or her coach, and to change these goals as circumstances arise.

## SWIMMER CODE OF CONDUCT

**The ECA rules are to be followed at all times, in all facilities.**

- ❖ The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind is prohibited. Partaking in any of the above activities will be subject to expulsion from ECA.
- ❖ 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.
- ❖ Use of proper language is expected at all times.
- ❖ All athletes are expected to treat team members, coaches, staff, and competitors with respect, support, and kindness.
- ❖ Any person guilty of thievery will be subject to expulsion from the team.
- ❖ Each swimmer is responsible for replacing accidentally lost or damaged equipment.
- ❖ Each swimmer must have the required team gear: swim bag, warm up, T-shirts, caps, suits and equipment as determined by ECA coaches at the beginning of each swim year. These items can be found on the Team Store.
- ❖ All athletes are expected to abide by the dress code determined by the ECA coaching staff at all practices, competitions, and during team travel.
- ❖ Be on time and prepared for each practice, competition, and team event.
- ❖ ALWAYS represent the team positively in your behavior, appearance, and sportsmanship.

## 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:**

- ❖ To treat his or her coach with respect at all times and to use proper channels to address any problems or complaints.
- ❖ To adhere to the coach's rules governing training sessions and to focus on the training program.
- ❖ To take his or her commitment to swimming seriously at whatever his or her training level may be.
- ❖ To support the ECA team, fellow swimmers, and his or her coach by encouragement and attendance at practice and meets.
- ❖ To make the minimum number of training sessions set by the coach and strive for the recommended attendance percentage.
- ❖ To train and race as hard as he or she can.
  
- ❖ To arrive 10 minutes before scheduled practice begins and should be picked up within five minutes of the completion of practice.
- ❖ To understand that the use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas
- ❖ To conduct themselves as good representatives of ECA at all meets and team functions.
- ❖ Must wear shirts and shorts when exiting all facilities
- ❖ Must wear shorts and shoes when partaking in dryland activities

**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.**

**Unruly or disruptive behavior will not be tolerated. Swimmers disrupting practice may be removed from practice at the coaches' discretion.**

## TEAM UNIFORM AND EQUIPMENT

East Carolina Aquatics is fortunate to be sponsored by **ARENA**. The company provides our team with equipment, advertising, tents, coaches' gear and more. Our relationship with **ARENA** is dependent on the commitment by our team to wear **ARENA** suits and to try, whenever possible, to use **ARENA** equipment.

## 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.

- ❖ 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.
- ❖ 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.
- ❖ 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.
- ❖ All practice groups are expected to be at their designated starting place with their practice equipment ready to start practice on time.
- ❖ Swimmers must notify their coach if they leave the pool and/or pool deck at any time during the practice.
- ❖ 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 or cancellation. Such notice will be provided through email or posted on the ECA Website.
- ❖ Swimmers and parents are discouraged from disrupting the coach or other swimmers with unnecessary communication, unless there is an emergency.
- ❖ It is of the utmost importance that ALL swimmers and parents remember that we are guests at every pool we step foot on. Therefore, it is imperative that we treat each facility with respect.

## PRACTICE CODE OF CONDUCT FOR SWIMMER AND FAMILIES

- ❖ 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 ECA. Swimmers are encouraged always to be positive at practice.
- ❖ Swimmers are expected to follow the instructions of the coaching staff at all times.
- ❖ Abusive language, lying, stealing, and/or vandalism will not be tolerated. These behaviors are directly contrary to the objective of East Carolina Aquatics and may warrant strict disciplinary actions, up to and including expulsion from the team.
- ❖ Swimmers may leave practice early only with the coaches' permission.
- ❖ Swimmers are not permitted in any part of the ECU hallways (save the lobby leading into the pool) unless a member of the coaching staff is present or the swimmer is accompanied by a responsible adult.
- ❖ 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.
- ❖ Parents are responsible for a swimmer's behavior before and after workouts. This includes carpool members as well.
- ❖ Any individual not registered with USA Swimming, Inc. through ECA is not permitted in the pool at any time or on pool deck.
- ❖ Any siblings or guests must have adult supervision at ALL times.

## 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.

## ECA PARENT'S ROLE

Your kid's success or lack of success in sports does not indicate what kind of parent you are... But having an athlete that is coachable, respectful, a great teammate, mentally tough, resilient and who tries their best is a direct reflection of your parenting.

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.

**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.**

## GUIDE TO BEING A GREAT SWIM PARENT

1. **The first is to remind your child that you love them, no matter how they perform either at practice or at a meet.**
  - a. Support your child's goals by first allowing them to make goals of their own in consultation with their coach.
  - b. 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.
  - c. 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.
  - d. 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.

- e. 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.
  - f. 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.**
- a. 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.
  - b. 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.
  - c. 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.**
- a. 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.
  - b. 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.
  - c. 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.
  - d. Attend parent meetings.
  - e. Volunteer at meets
  - f. Become an official
  - g. Make donations for meets
  - h. Pay all bills promptly and in full.
- 4. Be punctual for practices 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 concept of commitment.**
- 5. Do not coach from the sidelines or stands**
- a. Leave the racing strategies to the coach.
  - b. 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.
  - c. 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.
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- d. 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:**
  - a. Have fun!
  - b. Try to employ the coach's technical instructions and racing strategy.
  - c. Give their best effort and RACE!
  - d. 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.**

## 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.

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# SWIM MEETS

## EXPECTATIONS

**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.**

Competitive swim meets are chosen to foster the growth of each swimmer in each group. Meet schedules vary by level, but do contain overlap meets between groups, meaning that sometimes different groups may be at different meets on the same weekend or different groups may be at the same meet on the same weekend. Generally, meets are held on Saturdays and Sundays. Championship meets are usually Thursday-Sunday. The cost of each meet varies because of host meet fees, but, generally ranges from \$35-\$75 per meet.

The more meets your son or daughter attends the better swimmer s/he will become. Swim meets give coaches an idea of where your swimmer is and what the coach needs to do to help your swimmer get better.

Meets are carefully selected for each group thus all meets on the schedule should be attended. Please see your swimmer's individual coach if you will not be able to attend any scheduled swim meet.

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, swimbags 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 is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for 2-5 dollars per day. It 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. After each swim:
  - 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:
    - i. Positive comments or praise
    - ii. Suggestions for improvement
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: Appropriate Swim Suit and ECA 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 ECA 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.

## MEET REGISTRATION PROCEDURES

Meet registration is handled online through our website. Coaches select the events for their swimmers based on either the individual or group progression and goals. Due dates are usually set 2 to 4 weeks before the meet start date. Late entries may be accepted but are not guaranteed. There is a \$10 fee for late registrations

Please check the meet information page for current schedule, meet information, directions to pools, due dates, entries, results, fees, and requirements.

## COMPETITION SUITS

There will be certain meets this season that swimmers will have the opportunity to wear a technical racing suit if they would like. The wearing of a racing suit is **optional**. Swimmers need to remember that so much more goes into fast swimming than just wearing a special suit. How much did they train over the season, what level are they at without a racing suit, are they mentally ready to swim fast, etc. Please keep in mind that we are an **ARENA** sponsored team and our swimmers are expected to race in **ARENA** technical suits.

### Girls:

**10 & under:** Arena Suit (No legs)

**11-12:** Powerskin ST (No Legs)

**13-14:** Powerskin EVO (With Thigh Coverage)

**15+ or Senior Sectional Cut:** Carbon Pro, Carbon Flex

### Boys:

**10 & under:** Arena Suit

**11-12:** Powerskin ST Jammer

**13-14:** Powerskin EVO Jammer,

**15+ or Senior Sectional Cut:** Carbon Pro, Carbon Flex

**NOTE:** This policy goes into effect immediately. If a swimmer already has a swim suit that does not follow the guidelines, s/he may wear that suit until it wears-out. After that, they must follow the guidelines.

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# GENERAL COMMUNICATION

## EMAIL

Email is our first line of communication. We send group specific and team wide emails many times throughout the week. It is vital you read the contents of each email. Most questions are answered by reading the details. ECA sends emails to up to 2 emails addresses for each account.

## WEBSITE

The website is constantly updated with tons of information. You will find meet information, team records, pictures, news updates, educational materials, and much more. Please check the website often, if not daily.

## MEETINGS

Parent meetings are held throughout the year for educational purposes. The beginning of the year parent orientation is an important event and must be attended by all families.

## PROBLEMS OR QUESTIONS

1. Email your swimmer's group coach to resolve the matter (You may also want to meet face to face)
  2. If you feel the problem has not been resolved, contact the head site coach.
  3. If you feel the problem has not been resolved, contact the Head Coach.
  4. If you have any questions about account information, website, and/or registration, please contact the ECA General Manager
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# FINANCIALS

ECA is a non-profit organization that relies on club dues and fundraising for success. Dues are kept as minimal as possible. Scholarships are available.

## ACCOUNTS RECEIVABLE POLICY

**Contract term:** By joining East Carolina Aquatics, you agree to the payment of monthly dues for a period of time specific for each practice group on a 10 month, 11 month, or 12 month pay schedule. All payment plans end in June, July, or August, regardless of the time of registration, also specific to each practice group.

**Returning Athletes:** Returning athletes must have a \$0 balance of their account before being accepted on the team for the new season.

**Due Dates:** Monthly dues are assessed on the 1st of the month and are due on the 15th. A late fee of \$15 will be charged to your account if payment is not received by the 15th. Accounts more than 45 days past due will be subject to suspension. Swimmers of these account holders will not be allowed to participate in practice or any team related functions until the account balance is paid in full.

**Early termination:** Requests for early withdrawal must be submitted in writing to the ECA Treasurer and General Manager. Early withdrawal requests made after the 1st of the month will be charged for that calendar month. Failure to submit withdrawal requests in writing will result in charges accumulating on your account. You will be held accountable for these charges through failure to properly communicate termination requests.

**Temporary suspension:** Accounts suspension may be granted during the contract term. Account suspension requests must be submitted in writing to the ECA Treasurer and General Manager. Reactivation of accounts must also be submitted in writing, and will be subject to a \$20 fee unless the suspension is medical related. Medical related suspensions will be excused, but must be verified by a doctor.

## FINANCIAL AID

East Carolina Aquatics has a financial aid/scholarship program that exists for the sole purpose of helping members through periods of financial hardship. Scholarships are available annually until funds are depleted. The program is designed to cover the cost of the swimmer's dues for a period of up to one year. The eligibility period is from the beginning of the short course season (September) through the end of the long course season the following August. The program does not cover registration, meet fees, or other swimming expenses.

Financial assistance is based on a sliding scale considering family income, number of swimmers, number of members in family household, and hardship expenses.

Families that apply will have to comply with the requirements as set forth below. Failure to do so can lead to the termination or lack of eligibility for aid.

Applications are considered in the order that they are received. For the 2014/2015 season, applications will be accepted starting August 31<sup>st</sup>. See the website for application.

# EMERGENCIES

## FACILITY EMERGENCY:

- ❖ Life Guards will notify Coaches of Emergency
- ❖ All members will evacuate with their respective Coach
- ❖ Coaches will remain with the members until they are retrieved by their designated guardian
- ❖ In the event the members must vacate the premises, Coaches will notify GM and Head Coach of Site. Emails will be sent to all guardians and notify them of their swimmer's location and the reason for the evacuation to the best of their ability.

## WEATHER EMERGENCY

- ❖ Life Guards of the facility have the responsibility to close the pool in the event of lightening. Times will be determined by site.
- ❖ Coaches may cancel practice if lightening is present while practicing in the pool.
- ❖ Coaches will reconvene practice if the lightening stops for the appropriate wait time.

## FIRE AND/OR CHEMICAL EMERGENCY

- ❖ Alarm will sound and Lifeguard will direct all members to evacuate
- ❖ Follow FACILITY EMERGENCY PLAN

## EMERGENCY INCIDENT

- ❖ If a swimmer is injured during the course of practice or meet, the facility Life Guards will be notified.
- ❖ First aid will be administered if required or 911 will be called if necessary.
- ❖ Coach will immediately notify the swimmer's parent/guardian of the situation
- ❖ Appropriate facility first aid and incident reports shall be completed and submitted.

# VOLUNTEERING

ECA's success is dependent on the parent volunteers. Many positions must be filled at meets or social events. We organize volunteers through our website and on Volunteer Spot. Please be willing to help out at ECA events.

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# GLOSSARY OF TERMS

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.                       |
| 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 an 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.   |

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| 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.  |
| 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.  |
| 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.   |
| 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.   |

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| 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.   |
| 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 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.   |

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| Finals        | The final race of each event.   |
| Final Results | The printed copy of the results of each race of a swim meet.  |
| 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/1000yds., 1500 m/1650 yds. (LSC's with 8-under divisions offer the 25 yd free)  |
| 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 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 sold at the admissions table 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).   |

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| 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.  |
| Natatorium          | 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.   |

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| 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.  |
| 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 – North Carolina 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.  |
| Ribbons           | Awards in a variety of sizes, styles, and colors, given at certain swim meets.  |

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| 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.  |
| 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            | A portion of an event, shorter than the total distance that is timed.   |
| Stations         | 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.   |
| 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.     |
| 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 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.  |

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| 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.                                   |

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