



RACE SWIM TEAM GUIDEBOOK

RACE MISSION STATEMENT

The goal of the RACE swim team is to develop and promote the ideals of responsibility, hard work, sportsmanship, teamwork and fellowship within a safe and positive environment. The individual growth of our community's athletes is enhanced through the spirit of competition, discipline and fair play. Providing structured programs designed to educate both participants and guardians in all aspects of the sport accomplish these goals. RACE is committed to providing carefully constructed programming that maintains the highest standards and guarantees a fun, positive experience for everyone involved.

Team RACE = every kid, every stroke, every length, one goal: excellence in everything.

Revised May 2021

Dear Swimmer:

Congratulations on a successful tryout with the Rockwall Aquatic Center of Excellence (RACE) Swim Team! We welcome you and hope you find our team both fun and beneficial to you as a swimmer.

Those of you who are new to a swim team likely have many questions about a variety of topics, including USA Swimming, times designations, and schedules. This guidebook can answer those questions and many more. We want our swimmers and guardians to feel comfortable and eager to participate in our activities and not be frustrated by what can seem like a wealth of information presented in a short period. Although this information is for guardians, allowing the coach-athlete relationship is invaluable.

Again, we welcome you to the RACE Swim Team and want to see you become a successful swimmer. Our coaches and staff are available to assist you in any way possible. Should you have any specific questions that aren't in this guidebook, please feel free to ask one of the coaches, or you are welcome to call the RISD Aquatic Center office at (469) 698-7410 or visit our website www.rockwallaquatics.com.

Sincerely,
The Coaching Staff of RACE

"PREPARATION FOR LIFE"

by Phil Hansel, Reprinted from: Swimming World Magazine, February 1988

Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving experience. Life is full of negative, destructive experiences. Rejection, defeat and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement. I have always felt that the great value of swimming as a sport is that it prepares one for life. The total swimming experience is made up of people, attitudes, beliefs, work habits, fitness, health, winning and losing, and so much more. Swimming is a cross section of lifetime experiences. It can provide so many learning situations. A swimmer learns to deal with pressure and stress, sometimes self-imposed, sometimes applied by others. One learns to deal with success and failure. One learns teamwork and discipline.

Swimming becomes a self-achievement activity. There is only one person in the water in a given lane in any race. The responsibility for performance ultimately lies with the individual. How well the individual has prepared physically and mentally to a large degree will determine the performance level.

Many swimming experiences can be of the disruptive, discouraging type. But at least a young swimmer learns that this is part of life, and the swimmer must learn to cope. By learning how to handle frustration and disappointment, the young swimmer gains confidence. The swimmer learns dedication and commitment. Through perseverance, a swimmer learns to overcome adversity. All of these experiences tend to develop an individual who is better able to handle life's hardships and face problems.

As coaches and guardians, we tend to preach that hard work will lead to victory. We preach that clean living and proper training such as diet, sleep and regular attendance at workouts will lead to winning. Though in the long run for a productive successful life, these are probably truthful concepts that don't always work in short term situations.

We have all been in situations where a bigger, more gifted person with poor work habits is the victor in race after race. Or we've known others who never seem to study, yet get good grades. We've known business people who never seem to lift a finger, yet for one reason or another, they close deal after deal.

These things just are not fair. Yet this is one of the valuable lessons that swimmers learn: "Life is not fair." We don't all start out in life with the same physical, mental, emotional and financial resources. In that respect, "Life is not fair." A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls his or her own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns if he or she does their best, then there are no failures. A swimmer learns to set realistic goals. Once a goal is reached, then new goals must be established. A swimmer learns that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief and support, all swimmers believe it can be done. This is the positive achievement side of swimming that I like so much. Through experience in swimming, our young people learn attitudes and habits that will remain with them throughout the rest of their life.

Most swimmers learn to be "can do" people. Generally, these positive attitudes, belief in self and solid work habits will produce a terrific adult. Our society and our world is enriched by these former swimmers as they become adults. Because of their training, they handle life with a smile. They contribute time and energy to others in every way imaginable.

We can be proud of what swimming contributes to this world. Though "life is not fair," a swimmer knows how to deal with that and can achieve a balance. For the most part, former swimmers grow up to be ordinary people, but they always have that extra plus from the swimming experience.

We are different and can be proud of it. It's a pity and truly "unfair" that thousands and thousands of young people are missing the swimming experience. We must open our programs to everyone. We must find ways to share our fantastic sport.

RACE Swim Team Beginner's Guidebook

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Section 1 – General Questions about the RACE Swim Team

- 1) **What swimming equipment is required? Basic equipment requirements for all swimmers include the following:**
- a) Kickboard
 - b) Fins
 - c) Goggles
 - d) Swim Cap
 - e) Equipment Bag

All swimmers are required to have a “competitive” swim suit.

- (a) BOYS: Jammers or briefs. Jammers are longer and resemble bicycle shorts. Briefs are often referred to as “speedos.” Suits should be snug.
- (b) GIRLS: One-piece suit with secure straps. Girls’ suits should not have ties other décor hanging from them.

Swim caps should be worn at all practices. It helps protect the hair and helps swimmers learn to hear the coaches past the cap. Caps must be worn at meets, so wearing them in practice helps condition the swimmer to their presence. Goggles are also a necessity at all practices. Swimmers’ eyes must be protected at all times.

Swimmers in higher-level groups will need additional supplies. The coaches will make them aware of these needs as they arise.

Equipment lists specific to your swimmers’ practice group can be found on our website www.rockwallaquatics.com by clicking the RACE Team Info tab.

2) **Where can I purchase my swimmer’s equipment?**

D&J Sports has a pro-shop located in the lobby of the RISD Aquatic Center where you will be attending practice. They also have an online store you can access by going to our website www.rockwallaquatics.com and clicking the RACE Team Store button. They have everything that our swimmers need for practice and competitions. Please feel free to ask them any questions about the materials needed.

You are welcome to purchase your equipment at the shop of your choice. Team logo caps, however, are available only from the D & J Pro-Shop. Team apparel is also available in their shop and our online store. Occasionally we will have special meet shirts available for purchase throughout the year.

3) **What do the practice groups mean?**

The RACE team is divided into practice groups based on age and ability. Each group has a coach assigned specifically to it, but may also be coached by any of our team of coaches during practice or at a swim meet.

A swimmer is assigned into specific practice groups based primarily on a coach’s assessment of his/her skill ability and training requirements. Factors such as age, practice and attendance habits, emotional maturity, and space availability can affect a swimmer’s placement into a specific practice group. Approximately two times a year, coaches will consider if a swimmer can be moved into a higher-level practice group. All “move-ups” will be handled on an individual student basis, not as a group. A list of the practice groups and their requirements can be found on our website www.rockwallaquatics.com by clicking the RACE Team Info tab and scrolling to practice groups. A more detailed explanation of these groups is available from the RACE staff. Please check with the office to receive this information.

Tuition for each practice group is different as each group has different attendance requirements. Moving to a higher group could result in an increase in tuition due to longer practice times and more practice days. A list of current practice rates are on our website www.rockwallaquatics.com by clicking RACE Team Info tab and scrolling to Practice Schedule.

4) What are the four strokes my swimmer will be working to perfect?

All swimmers will be learning and perfecting the Freestyle (FR), Backstroke (BK), Breaststroke (BR), and Butterfly (FLY). The abbreviations are how you will see each stroke presented on meet psych sheets (explained later in the guidebook) and official results, as well as records of USA Swimming officially recorded times. A fifth event, known as the Individual Medley (IM), gives swimmers the opportunity to swim a specific distance of each stroke in the order of FLY, BK, BR, FR.

5) Does my swimmer really have to attend all the practices listed on the schedule?

It is very important that all swimmers attend as many scheduled practices as possible. The more a swimmer practices, the more improvement he/she will see in strokes, speed, and strength. Our coaches check attendance at each practice. A swimmer's rate of attendance can be a factor when coaches are working on "move-ups." Regular attendance at swim practice also helps build a strong team spirit and sense of pride in both individual and team accomplishments. Students develop bonds with other swimmers that can help them develop self-esteem, which then helps the swimmer improve and move up through the practice group levels.

6) Can we attend practices but opt out any of the competitive swim meets?

Competition swim meets are a chance for a swimmer to show his/her improvement and demonstrate his/her ability to other swimmers, coaches, and guardians. Swim meets can also help a swimmer know where improvement is needed. Attending swim meets helps with team building among swimmers and helps them develop a sense of pride in both self and team. Swim meets are also where students will earn officially recorded times. These time standards determine whether a swimmer is an A, BB, or B/C swimmer (explained later in the guidebook). Knowing the times in each event allows a swimmer to set goals for improvement and help him/her see the importance of practice.

Swimmers in the Mini groups are not required to attend meets, but may do so if they choose. As stated above, these meets track times, build team spirit, and highlight areas of both strength and weakness. Results from meets also contribute to the determination of future move-ups.

Generally, there is one meet in each category each month. This makes meet attendance requirements easier to fulfill. Meet dates, times, and locations are posted on their specific meet page on our website at: www.rockwallaquatics.com.

Each meet will have a specific closing registration date. Please pay close attention to these dates when you are registering. All meet registrations are online at the same site listed above.

7) How often will my swimmer have the opportunity to advance to a higher-level practice group?

Typically, move-ups will be in March, and August. Other changes in practice group can occur as necessary at any time in a season. A swimmer moving up to another group is at a coach's discretion, not as a whole group. Most swimmers will be between in a practice group for 12 to 24 months.

8) What is a "season" in swimming? What do short course and Long course mean?

USA Swimming recognizes two primary seasons – short-course and long-course. Short course season is generally September through February/March and comprises Age group, High School and College

swimming events. The students compete in lanes set up at a distance of 25 yards. Long-course season begins just after short-course ends and lasts until August. It is primarily for Age Group, Olympics and other international competition. Lanes are switched to cover a distance of 50 meters instead of 25 yards. Times recorded by USA Swimming are specific to each length. Short-Course Yards times are recorded separately from Long-Course Meters times.

When students are training for short-course meets, they are training only on 25 yd lanes. During long-course season, students can practice in either short- or long- course lanes at the coaches' discretion. Meets that denote the end of the season are called "championships" or "champs" meets. When you sign your swimmer(s) up for a meet labeled "champs," that season will be ending shortly and we will be moving to a different style of training.

In Texas after championship meets, swimmers who are 14 years or younger and qualify will compete in end-of-season meets known as Texas Age-Group Swimming Championships or TAGS and or Zones. 15 year old and older swimmers who qualify will compete in meets termed Sectionals, Zones, futures, Juniors or US. These sometimes include just the state of Texas or can include multistate or US Regional participants.

9) Do swimmers continue practicing in the summer? Will we have practice during school holidays?

As a USA Swimming-registered swim team, RACE has a year-round practice schedule. Summer practice schedules are different from school-year schedules. Practice in the summer could be earlier in the day. We will break for approximately 3 weeks in August and return just after school starts. We will also take a break for approximately two weeks in the spring around RISD's Spring Break.

For school holidays, the practices generally will continue on a modified schedule. We will usually move practices to mornings so the rest of the day will be free for the guardians and swimmers. On the actual day of a holiday (i.e. – Christmas Day, Thanksgiving Day), we will not have practices. While we do not expect you to change out-of-town plans, attendance as often as possible is strongly encouraged during breaks to maintain the consistency of swim training.

Any short term changes to schedules will be sent out via email. Longer-term schedule changes, such as those occurring on Christmas break, will be emailed and posted on our website www.rockwallaquatics.com under the RACE Team Info tab(scroll to Practice Schedules).

10) Where should I sit if I want to watch my child during their practice?

During practice sessions, guardians sit in the bleachers upstairs. Guardians will not be allowed on deck during practice. Generally, if a guardian is on the deck, the swimmer will be more focused on having guardian attention instead of practicing their assigned maneuvers. While swimmers are practicing, guardians have the opportunity to meet other guardians and discuss team events and ask questions. We do not require that guardians remain in the facility during practices. We have access to emergency contact information should a problem arise. Swimmers will always be well-supervised during their practice time, so guardians are free to leave to complete errands or other tasks. We do ask that swimmers be picked up from practice within 10 minutes of the end of the practice session.

We ask that the guardians contact the Coach via email for any questions that may arise. With swimmers in the water, we want our coaches to be fully focused on their activities and not distracted by groups of non-authorized adults on the deck. This allows the coach to schedule a specific time to directly communicate with guardians to ensure full attention is given to your needs.

Also, for the safety of all present, we ask that you not allow children who are not swimming to run around the building unsupervised. This includes allowing them to play on the stairs or elevator while a guardian is in the bleachers, or be outside without a guardian/guardian present, especially during high-

traffic times. We want to make sure everyone who visits our facility is presented with the best and safest opportunity to enjoy all services we offer.

11) Through what methods will I receive communications about team activities and events?

Coaches will also send out emails as often as needed. Please be sure to read and pay attention to any emails received from the Aquatic Center.

If there is a change or event coming and we have very short notice, we will send out e-mails and text messages and notifications through the ONDeck 4.0 App.

12) What Apps can I add to my phone to help keep up with Swimming?

OnDeck 4.0. This app is a mirror of the rockwallaquatics.com website and uses your rockwallaquatics.com user and password. You can access your account balance, find out what events your child is swimming in the next meet, sign up to volunteer, check your swimmers fastest times, etc. Meet Mobile. This app has the heat and lane assignment for meets as well as event results. It is updated as close to real-time as possible for meets hosted by RACE. A monthly or yearly subscription is required as well as heat sheet fees for each meet.

Deck Pass. This app is run by USA Swimming and uses your usaswimming.org online password. It has your swimmers times, USA swimming membership electronic id card, as well as a ton of other useful tools. DeckPass is Free.

Swimmetry. This app tracks all the swimmers you want. It will give you their most up to date times as well as the cuts they have and how close they are to their next cut.

13) Are there volunteerism requirements for me now that my swimmer is on the team?

Our successes depend greatly on our guardians and their willingness to help the swimmers and the team as a whole. At this time, we do not have mandatory volunteerism requirements as many other teams do. However, we do have an unending need for volunteers to help with meets and social activities. We realize that schedules can be very tight, and sometimes it is difficult to schedule time. During meets, we generally have 5 sessions from which guardians can choose to help. The activities include being a meet timer, information runner, safety marshal, hospitality room workers, and many others. We will send out notices significantly in advance of an event to recruit volunteers for our events.

Volunteers represent RACE and are held to the highest standard. Although many positions are not difficult, The Meet Director/Aquatics Director may reassign a volunteer to another position without explanation. Please understand RACE want to run the highest quality events while maintaining safety for all involved.

14) If I have questions at any time, who can I ask?

Most of our guardians are well versed in what goes on with the team and events at the Aquatic Center. If you have questions concerning general policies and procedures, please feel free to ask any one of our guardians. If they do not know, they can certainly refer you to someone who does.

We try to keep our website as current as possible. When you sign-in to our site under the “My Account” tab you also can find “My tutorials.” There you will find many very small video tutorials and each video will help you navigate our site and also help you on things such as signing-up your child for a swim meet, etc. You can also reference North Texas Swim, Inc., at www.ntswwim.org. They have a long-range calendar of events, time standards, questions, and other information readily available. For information on times and to look up your swimmer’s recorded event times, please visit www.usaswimming.org or download USA Swimming fee app: Deckpass. They have a search link for times, as well as volumes of

information on competitive swimming. You can get that link on our site as well under the RACE Team Info tab, and then scroll to individual time search.

If you have a question pertaining directly to your swimmer and their training, please contact the coaches directly so that the issue may be handled privately. All other questions can be asked to the Main Office or to any of our experienced guardians, who are always glad to help.

If you have a concern about something you have heard or seen, please contact a coach or the Aquatics Center Director to get help with the matter. They will be happy to listen and provide a response to the issue.

15) How do I contact my swimmer's coach if I have a question or a concern?

Our RACE website contains a list of our coaches and their email addresses at the very, very top of the home page above the "RACE Swim Team." The Main Office number is 469-698-7410. You can call that number and request to speak with a coach. You may receive a voice mail greeting at the coach's extension due to lessons in progress or a coach being on a high school campus. Please feel free to leave a message with return contact information and the coach will contact you their earliest convenience. We also can set up a meeting time for our guardians and coaches. We will periodically have group meetings with question-and-answer sessions for our guardians. If a guardian desires a one-on-one meeting, that can be arranged as well via phone or email.

Section 2 – Frequently Asked Questions Concerning Swim Meets

1) What does my swimmer need to wear to swim meets?

Speedo is the official sponsor of our swim team. Our team colors are Navy blue and silver. Our official team uniform will be a blue swimsuit and the RACE team swim cap. Team suits can be purchased through the on-site pro-shop, D&J Sports, Inc. Girls' suits are available in Pro-Back and Fly-Back styles. Boys' suits come in jammer and brief styles. For current pricing and availability, please contact the staff of D&J swim shop located in our lobby for sizing help.

USA Swimming has new rules regarding what age groups can wear what suits. For example, swimmers 12 years of age and under have certain suits they are unable to wear during meets. Certain technical suits are forbidden for 12 and under swimmers. Coaches, other guardians, D&J as well as suit manufacturers and online stores can help you decide what suit your swimmer is able to wear at what age.

2) How do I know what size suit to purchase?

Swimsuits are fitted based on waist size. There are two styles of suit for both boys and girls. Boys can choose from a brief or a jammer. Girls' suits vary based on style and positioning of the straps. Swimsuits should be snug to the body. Girls should only be able to pull the straps up to their ears. Boys should have no wrinkles in the suits. Always look at the size chart and measure your swimmer according to the manufacturer's instructions. D&J Swim Shop located in the lobby can help you choose the proper size. Purchasing suits online can be daunting and we cannot recommend the size chart enough. The size chart is accurate and will help you choose the correct size.

3) When do swimmers begin attending swim meets?

Beginning swimmers will have a meet about once a month. Swimmers can begin attending meets once they are registered with USA Swimming, which is done at initial sign-up. Mini Racers may have swim meets all to themselves.

All meets are listed on the RACE website, please go to the home page scroll down until you see Upcoming RISD Team Events, if you click on a particular meet (words in blue), that will take you to the meet page and there you will find the information pertaining to such meet. We will post meets as soon as we have the information available to us from North Texas.

4) How will I know what meets my swimmer is eligible to enter?

Each swim meet is unique as to which swimmers are eligible. First, determine the swim meet entry requirements. Swim entry requirements are located in the meet document that is the attachment on the meet page on our website. Scroll to the qualifying times portion of the document. Once you view what time cuts are required for entry into the meet, you can then look up the specific times required by going to usaswimming.org or clicking on the USAS Time Standards link on our website www.rockwallaquatics.com and clicking RACE Team Info tab. Most swim meets require certain cuts of the National Age Group Motivational Times (listed as B, BB, A, AA, AAA, AAAA). These are sorted by course (long course meters, short course yards or short course meters), by age and gender. You can then compare your swimmers' times to those required on the meet document. You can view your swimmers' times by going to our website, clicking my account, members, your swimmer and then best times.

5) How will I sign my swimmer up for a meet when one is available?

All meet sign-ups occur online. These are the steps for signing your swimmer up to compete in a meet: The process is simple.

- a) Click on the meet that you want to attend.
- b) Click on the "Attend/Decline" box (top right) there is also a short cut for this in the front page in front of each meet.
 - i) Here are the steps if you ARE NOT GOING:
 - (1) Click on the Member Names (Your child's name) [they default to Not Committed]
 - (2) Then click on the Signup Record pull-down and select No
 - (3) If No, just click on the [Save Changes] button to save the changes
 - (4) If you have more than one child, repeat the same task as listed above
 - ii) Here are the steps if you ARE GOING:
 - (1) Click on the Signup Record pull-down and select "Yes"
 - (2) Once yes is selected:
 - (a) You could have the option of choosing which sessions your swimmer will attend. OR you could just be able to say your swimmer will attend the meet. If there are specific sessions or days your swimmer cannot attend, indicate that in the notes box. Review the meet document for your swimmers' eligible events. You may decide only to swim the days/sessions that your swimmer can swim more than one event.
 - iii) Once you have finished, click on the Submit Button in the lower right. If you do not have the choice to pick events after you clicked the Submit Button please read the note below

Repeat the process for additional swimmers

You will notice that Coach Approval column will indicate Pending after you submit

Add any notes that you want the Coach or Administrator to see in the "Notes" box. Please don't indicate which events you would like your swimmer to swim. Your swimmers' coach will determine which events your swimmer should enter. Coaches watch the swimmers in the water at practice and know just exactly they are capable of in a swim meet. Your swimmers' coach will discuss events with your swimmer prior to assigning events.

Last but not least - Please check by going to the same page that you signed them up originally (usually done the second Friday after the sign-up deadline - 8 days) by clicking on "Edit Commitment" to see what events the coach has assigned for your swimmer(s). You can open the meet document in the bottom of the meet page to see what day/session each event will be. We will be posting at the bottom of each meet page, below the "Meet Doc" a list of swimmers and the events they will be swimming. That should be there a week after the event sign-up deadline.

Meet fees vary from meet to meet but generally the "faster" the meet the more expensive the meet is. Meet fees are specified in the meet document. Once entries are finalized, you are responsible for full payment regardless of attendance at those events. Meet fees are added to your account and will be charged the 1st of every month along with practice group fees.

6) Do our swimmers swim in relays as well as individual events?

Occasionally our coaches may sign swimmers up in a relay event. This is decided on the day of the meet and will not be assigned in advance except in certain circumstances. Higher level (A) swimmers may be assigned to relays for specific meets that require early sign-up, but lower groups will be assigned the day of a meet. Your swimmer will be notified of the event and given the appropriate information, such as heat number and lane assignment.

7) What do I do if I miss an entry deadline for signing my swimmer up for a meet?

Entry deadlines for each meet are posted in the Meet Document that is located on the Meet Page on our website. Should you miss a deadline, you may have the option to “deck enter” at the actual meet site. Not every meet will allow for deck entries. To find out whether or not you can enter on-site, go to the event page, you can find the info in the “Meet Doc” at the bottom of each meet home page. Read the information posted to find if late entries are allowed. If you have missed the deadline for a swim meet, contact your swimmers’ coach immediately. If you are allowed to deck enter your swimmer in a swim meet, your swimmers’ coach will coordinate their entry with you. Typically it is up to the guardian to deck enter their swimmer. When you deck-enter a swimmer, the fees are much higher, generally three times, than the regular entries. For example, if an entry fee is listed at \$6.00 per event, late entries are often \$15 per event entered. If you are choosing to deck-enter your swimmer, you will go to the meet location at the appropriate time for your swimmer’s age group. You MUST present your swimmer’s USA Swimming card and a print-out of “best times” from the USA Swimming website’s “Individual Times Search.” You will complete a late-entry form and pay the Clerk-of Course for the entries.

8) When will my swimmer be ready to enter meets? How will my swimmer be assigned to the meet events?

Generally, swimmers can begin entering meets if they feel comfortable with the swimming environment. It is important to have a swimmer in a meet as soon as the next meet is available as waiting can sometimes raise swimmer’s anxiety about meets.

Many times, the coaches will remind the swimmers when they need to sign up for a meet. The coaches watch the swimmers’ strokes and turns carefully and, when they see a swimmer who has mastered the stroke, they will let him/her know they will be adding more events to the meet entries for that swimmer.

Meets are also an important part of knowing how much a swimmer is improving. If a swimmer had a difficulty in a stroke and received a DQ, then the next meet is an opportunity to show improvement. Meet times are recorded with USA Swimming and provide a solid measure of skill. As swimmers improve, times begin to drop.

Swimmers are assigned to their events by the coaches. Guardians are not responsible for this part of the process. On the meet sign-up page, there is a box where guardians can enter requests for specific events if they choose to do so, but this is not a required entry. We discourage guardians from choosing their swimmers’ events as our Coaches watch your swimmer in practice every day and are the resident experts in what your swimmer is capable of in a swim meet. However, if your swimmer is dying to swim a race or is hesitant to swim a race please let us know in the comments. Coaches sometimes push swimmers’ (and guardians) outside of their comfort zone and this is a space in which growth occurs. The youngest swimmers in the B/C category generally start out with the 25 yard events to help them get used to a meet and establish measurable times. Older swimmers are assigned to events at the coaches’ discretion.

9) Where are the meets held? Will we have meets here in our own facility?

USA Swimming teams around the country are divided into Local Swim Committees, or LSC’s. Our LSC is North Texas Swimming, which is comprised mostly of teams within the D/FW Metroplex area. NT Swimming is large enough that it is broken into divisions. You may see division designations on Meet Documents. This is just to signal to the LSC what teams are eligible to attend the swim meet. Occasionally, NT Swim performs realignments based on size of groups, so we could, at some point, be placed into different divisions. The meet information posted on our website will be the information

specifically for our team. North Texas Swimming LSC will have a list of all the meets scheduled within our LSC.

Meets rotate facilities based on bids done each year. Each facility is given the opportunity request that a meet be hosted locally. Based on size, style, and accommodations, facilities are awarded the meets by North Texas Swim. Facilities will likely not get every meet for which they bid. As we grow and expand our reputation for excellence, we will be hosting more meets here in Rockwall. As we learn about meets we will be hosting, we will also be posting our volunteerism needs. These home meets are an excellent chance to learn about the variety of positions for which we need volunteers. Please consider helping as much as you can; the more effort we show from volunteers, the more likely we are to continue to be successful in bidding meets to our home facility.

Section 3 – Swim Meets

Swim Meet Levels & Time Standards

When planning for swim meet attendance, a critical part of knowing which meet to attend is knowing what all the terminology means. Most importantly, you must know which level to enter. These levels have been described earlier, but here is a more detailed explanation of National Age Motivational Times: A, BB, and B/C.

The divisions between A, BB, and B/C meets involve recorded USA Swimming times and ages. Swimmers who attend meets will have official times recorded for each event entered, provided there are no disqualifications for that swimmer in the event. These times are maintained by USA Swimming and are referenced when swimmers are being entered into meets. Official times for your swimmer can be found by searching the USA database in the deckpass app or by going to www.usaswimming.org. Mouse over the “Times” link on the homepage. When the menu appears, click the first entry, “Times Search.” Once your browser navigates to the next page, choose “Individual Times Search.” You will enter your swimmer’s name and the swim season to search for times. You can also find your swimmers’ times in our site under My Account, Members, then Best Times.

As mentioned, USA Swimming uses National Age Group Motivational Times in categories of A, BB, or B/C. Swimmers who have never been registered with USA Swimming and become team members will start at the B/C level. When reviewing the online meet schedule, please refer to the Meet Document in the Qualifying Times section to determine if that meet is appropriate to your swimmers’ level.

Each age group has specific time standards for each level (B, BB, etc.). Base times get faster as swimmers get older. A 10-year-old swimmer who has an A time of 36.50 in the 50 Yard Backstroke will find that, when she turns 11, the same 36.50 is now a BB time for 11-12 year-old girls. She will not be able to compete that event at an A meet until she has earned a time of 33.89 or better. When a swimmer “ages up,” it is very important that guardians check the official times in USA Swimming to make sure their swimmer(s) is entered in the appropriate meet. As your swimmer ages through the different age groups you will notice the event lengths increase. For example, teens do not have age group standards for 50’s of back, breast and fly. 10 and under swimmers don’t have standards for the mile.

Birthdates can be VERY important when referencing the meet schedule and information. The swimmer’s “age up date” is also listed in the Meet Document on the Event page.

Swimmers who “age up” on the START DATE of a meet they would otherwise be able to enter will NOT be allowed entry, as they no longer qualify. For our 10-year-old A Swimmer mentioned above, she would NOT be allowed to enter into the meet described in the Eligibility Information. Her age at sign up was 10, but as of Midnight on the first day of this meet, she is 11, which ages her up to a different group of time standards. Her existing times in her events could drop her to BB or B/C levels, depending on those standards. Provided the sign-ups are still open, she can sign up for the next listed BB or B/C Meet and begin working back to the higher level. Conversely, if this swimmer were to turn 11 on the second or third day of the meet, she WOULD be allowed to compete at the A Meet, then have to return to the lower group to regain her times. On the first day, 12/03, she was still a 10-yearold A Swimmer, so she meets the requirements.

National Age Group Time Standards determine what level a swimmer is rated and can be found on the USA Swimming website [here](#) or by going to our website www.rockwallaquatics.com clicking on the RACE Team info tab and scrolling to Time Standards.

This PDF file will have 3 divisions – Long-Course Meters, Short-Course Yards, and Short-Course Meters. Always remember to reference the correct season when comparing time standards with the times your swimmer earns at a meet. Our swimmers will generally compete in short-course yards during short-course season and long-course meters during long course season, unless they are competing in B/C Meets. Those meets remain classed as short-course yards.

Once you choose the correct season, the section is divided into 3 columns – left side is the girls’ age group times, the middle is the event list, and the right side is boys’ age-group times. The age-groups are 10&Under, 11-12, 13-14, 15-16, and 17-18.

Below is a screenshot of one section of this timesheet. Please refer to the descriptions below the screenshot for detailed explanations.

2021-2024 National Age Group Motivational Times

1. Short Course Yards						2.						
B Min	BB Min	A Min	AA Min	AAA Min	AAAA Min	AAAA Min	AAA Min	AA Min	A Min	BB Min	B Min	
10 & Under Girls						10 & Under Boys						
39.79*	35.99*	32.19*	30.89*	29.59*	28.29*	50 Y Free	27.99*	29.19*	30.39*	31.59*	35.19*	38.89*
1:31.29*	1:21.59*	1:11.89*	1:08.69*	1:05.39*	1:02.19*	100 Y Free	1:01.49	1:04.59	1:07.69	1:10.79	1:19.99	1:29.19
3:20.19	2:58.29	2:36.39	2:29.09	2:21.79	2:14.39	200 Y Free	2:12.89	2:19.29	2:25.59	2:31.89	2:50.89	3:09.89
8:30.49	7:39.49	6:48.39	6:31.39	6:14.39	5:57.39	500 Y Free	5:54.09	6:10.89	6:27.79	6:44.59	7:35.19	8:25.79
48.79*	43.49	38.09*	36.39	34.59	32.79	50 Y Back	32.79*	34.59*	36.49*	38.29*	43.69*	49.19*
1:45.69	1:33.99	1:22.19	1:18.29	1:14.39	1:10.49	100 Y Back	1:10.49*	1:14.09*	1:17.69*	1:21.29*	1:32.09*	1:42.89*
53.59	47.79	41.99	40.09	38.19	36.29	50 Y Breast	36.49*	38.39*	40.29*	42.19*	47.89*	53.59*
1:59.99	1:46.69	1:33.39	1:28.89	1:24.49	1:19.99	100 Y Breast	1:19.79*	1:23.79*	1:27.79*	1:31.79*	1:43.69*	1:55.69*
48.79	42.99	37.29	35.29	33.39	31.49	50 Y Fly	31.29	33.09	34.89	36.69	41.99	47.29
1:57.49	1:42.09	1:26.69	1:21.59	1:16.49	1:11.29	100 Y Fly	1:10.79*	1:15.69*	1:20.59*	1:25.59*	1:40.39*	1:55.19*
1:44.99*	1:33.79*	1:22.59*	1:18.89*	1:15.19*	1:11.49*	100 Y IM	1:10.89*	1:14.29*	1:17.69*	1:21.09*	1:31.19*	1:41.29*
3:42.69	3:19.39	2:55.99	2:48.19	2:40.39	2:32.69	200 Y IM	2:32.49	2:40.09	2:47.69	2:55.29	3:18.09	3:40.89
11-12 Girls						11-12 Boys						
34.29*	31.89*	29.49*	28.29*	27.09*	25.99*	50 Y Free	25.09	26.19	27.39	28.59	30.99	33.39
1:13.59	1:08.29	1:03.09	1:00.49	57.79	55.19	100 Y Free	54.79*	57.39*	59.99*	1:02.69*	1:07.89*	1:13.09*
2:43.19*	2:31.49*	2:19.89*	2:14.09*	2:08.19*	2:02.39*	200 Y Free	1:59.19*	2:04.89*	2:10.49*	2:16.19*	2:27.49*	2:38.89*
7:10.79	6:40.09	6:09.29	5:53.89	5:38.49	5:23.09	500 Y Free	5:19.09	5:34.29	5:49.49	6:04.69	6:35.09	7:05.49
15:00.29*	13:55.99*	12:51.69*	12:19.49*	11:47.39*	11:15.19*	1000 Y Free	11:07.59*	11:39.29*	12:11.09*	12:42.89*	13:46.49*	14:50.09*
25:16.19*	23:27.89*	21:39.59*	20:45.49*	19:51.29*	18:57.19*	1650 Y Free	18:43.09*	19:36.59*	20:30.09*	21:23.59*	23:10.49*	24:57.49*
39.59*	36.79*	33.89*	32.49*	31.09*	29.69*	50 Y Back	28.99*	30.49*	31.99*	33.49*	36.49*	39.49*
1:27.99*	1:21.09*	1:14.19*	1:10.69*	1:07.29*	1:03.79*	100 Y Back	1:02.19	1:05.59	1:08.89	1:12.29	1:19.09	1:25.79
3:01.89*	2:48.89*	2:35.89*	2:29.39*	2:22.99*	2:16.49*	200 Y Back	2:13.79*	2:20.19*	2:26.49*	2:32.89*	2:45.59*	2:58.39*
44.09*	40.89*	37.79*	36.19*	34.59*	33.09*	50 Y Breast	32.09*	33.79*	35.59*	37.29*	40.79*	44.29*
1:36.39	1:29.29	1:22.19	1:18.59	1:15.09	1:11.49	100 Y Breast	1:09.69*	1:13.29*	1:16.89*	1:20.49*	1:27.79*	1:35.09*
3:26.39*	3:11.69*	2:56.89*	2:49.59*	2:42.19*	2:34.79*	200 Y Breast	2:31.29*	2:38.49*	2:45.69*	2:52.89*	3:07.29*	3:21.69*
37.79*	35.09*	32.39*	31.09*	29.69*	28.39*	50 Y Fly	27.59*	29.09*	30.59*	32.09*	35.19*	38.19*
1:27.19*	1:20.19*	1:13.19*	1:09.79*	1:06.29*	1:02.79*	100 Y Fly	1:01.09*	1:04.59*	1:08.19*	1:11.69*	1:18.69*	1:25.79*
3:04.99*	2:51.79*	2:38.59*	2:31.99*	2:25.39*	2:18.79*	200 Y Fly	2:15.89*	2:22.39*	2:28.79*	2:35.29*	2:48.29*	3:01.19*
1:26.29*	1:20.09*	1:13.99*	1:10.89*	1:07.79*	1:04.69*	100 Y IM	1:02.39*	1:05.39*	1:08.49*	1:11.49*	1:17.59*	1:23.69*
3:03.79*	2:50.69*	2:37.59*	2:30.99*	2:24.39*	2:17.89*	200 Y IM	2:14.99*	2:21.79*	2:28.69*	2:35.59*	2:49.39*	3:03.09*
6:32.19*	6:04.19*	5:36.09*	5:22.09*	5:08.09*	4:54.09*	400 Y IM	4:47.79*	5:01.49*	5:15.19*	5:28.89*	5:56.29*	6:23.69*

1. This is the classification of the time standards. These are Long Course Meters, Short Course Yards, and Short Course Meters.
2. This line is the time-group for each list of times. The two that determine meet placement are BB and A. The others are standards that fall around those two groups of times.

3. These are the age-group/gender divisional labels. You will need to make sure you are always in the correct age group and gender when determining where your child's times rank.
4. This column is for all age-groups of girls' time standards. They read slowest (B) to fastest (AAAA) left to right.
5. This center column is the list of events. Notice that the lists will change for the age groups. The shortest distance is a 50 Y event. Young swimmers who compete in 25-yard age group events will NOT have those times recorded in USA Swimming.
6. This column is for all age groups of boys' time standards. They read slowest (B) to fastest (AAAA) right to left.

Preparation for Swim Meets

The preparation process for a swim meet, from sign-up to the actual competition, does not need to be daunting. What events will My swimmers coach assign, how much is it going to cost, where is the meet...these are all questions that are regularly posed by guardians who are new to competitive team swimming. Through this section of the handbook, we will attempt to explain these and other facets of the meet process.

As mentioned in the previous section, the basis of swim meet attendance is figuring out the correct meet level for your child to attend. Once this part is determined, you can begin to figure out more about the actual meet on the specific weekend you will attend. As stated previously, swimmers who have NO recorded USA times will automatically start at B/C.

Meet Information

Once you have navigated to the website and located the meet for which you plan to register, understanding the meet document will give you a much clearer picture of what to expect on the day(s) you attend the meet. Meet Information is published for each meet to provide guardians and coaches with schedules, due dates, rules, and other information about the meet. Although sign-ups are available for all meets posted, it is often best to read the Meet Information before signing up so that you can make sure to select appropriate days for attendance. To locate the Meet Information sheet for a particular meet, go to the RACE website's homepage. Scroll down and locate the listing of all the meets under the "Swim Meets/RACE" tab. Click on the NAME of the meet (e.g.: BB Meet @ COPS). Once you click on the name, you will see a summary of the information posted. At the bottom of that page you will find a .pdf file of the same information in more detail "[Meet Doc.](#)" This file can be printed and taken to meets for reference if needed.

Please view the screenshots below of a standard Meet Information Sheet and read the matching descriptions.

Texas RiverSharks B/C Meet Champs
July 23-25, 2010
Sanction # NT042-10

- 1.**
- 2.** LOCATION: GCISD Swim Center, 2305 Pool Rd., Grapevine, TX. Eleven lanes, 25 yards indoors pool with Colorado Timing System. The competition will be held in lanes 1-10. The competition course has not been certified in accordance with 104.2.2C (4). The minimum water depth, measured in accordance with Article 103.2.3, is 4 feet, 8 inches at the start end and 4 feet, 8 inches at the turn end.

3.

SCHEDULE:		Warm-up	Meet Start
Session 1-Friday:	RACE #1	4:45-5:15 PM	6:00 PM
	#2	5:15-5:45 PM	
Session 2- Saturday:	#1	7:30-8:00 AM	8:40 AM
	RACE #2	8:00-8:30 AM	
Session 3-Saturday:	#1	11:30-12:00 PM	12:40 PM
	RACE #2	12:00-12:30 PM	
Session 4- Sunday:	RACE #1	7:30-8:00 AM	8:40 AM
	#2	8:00-8:30 AM	
Session 5- Sunday:	RACE #1	11:30-12:00 PM	12:40 PM
	#2	12:00-12:30 PM	

1. This is the name of the meet, the dates, and the sanction number for each meet. Every meet will have this as it shows that the meet is official and is sanctioned by North Texas Swim.
2. The location section will tell you the name of the pool, give you a physical address, and provide information about the design and layout of the pool. Some facilities have multiple pools or competition areas; this section will clarify which area you will need to find when you arrive at the facility.
3. The meet schedule will provide both warm-up and meet-start times as well as how many sessions are included in a meet. This section will be cross-referenced with the events section of the meet information.

The next few sections of Meet Information pages include rules about the facility, who sanctions the meet, and entry deadlines. This information is not as crucial to meet attendance, as generally it is more important to the coaches to know when our entries have to be done and paid. The rules section will provide information about whether or not seating is provided, or if swimmers or spectators need/are allowed to bring a chair as well as other necessary topics.

- 1. CHECK IN:** Positive check in is required except for the 8&U session. The check in deadline is 30 minutes prior to the scheduled start of the event. There are three check in options:

- Indicates swimmer will swim the event
- scr Indicates swimmer will not swim the event
- Indicates swimmer will not swim the event

- 2. PSYCHE SHEETS:** Psyche sheets will be available for all sessions at a one-time charge.

1. CHECK IN – This section gives instructions on how to check in. Some meets (mostly for distance events) will require swimmers to “Positive Check-In” upon arrival to the meet. This lets the coaches know who is present and competing so that the heats can be set up. For positive check in events it is very important to check in. Failure to check in results in your swimmer being removed from the event.
2. PSYCH SHEETS – List each event and the names of swimmers in that event. This list is in order from fastest to slowest swimmer. These are available at meets and give a complete listing of all events and swimmers, along with the best recorded time. They can be purchased at the meet site, emailed by our team or on the meet mobile app.

The screenshot below shows the last section of the meet information packet. This is a listing of what events will be held during what sessions of the meet. This helps determine which days you should select when signing up for a meet. For example, if your swimmer is 12, there is no need to select Friday night here. Those events will be 8&Under only.

Session 1				
Girls	Slower Than "BB"	Event Description	Slower Than "BB"	Boys
1		8 & Under 100 Free Relay		2
3		8 & Under 25 Free		4
5		8 & Under 25 Back		6
7		8 & Under 25 Breast		8
9		8 & Under 25 Fly		10
11		8 & Under 100 IM		12
13		8 & Under 50 Free		14
15		8 & Under 100 Free		16
Session 2				
Girls	Slower Than "BB"	Event Description	Slower Than "BB"	Boys
17		10 & Under 200 Free Relay		18
19	43.50	10 & Under 50 Back	43.70	20
21	1:46.70	10 & Under 100 Breast	1:43.70	22

How do I know what days/nights a session is? This is a common question, especially when meet information is presented like the one shown in this example. This is when you reference the meet schedule on the first page. In the previous screenshot showing the schedule, you will see session numbers. In the case of this example meet, Session 1 is Friday night. This information is important to sign-up because it helps guardians determine when they can have their swimmer at a meet. Often, other activities can interfere with swim schedules; however, if a swimmer is entered in events which they cannot attend, these events must still be paid for by the guardian. Please note which age groups are swimming at which times when you are signing up in order to avoid paying for events in which your child will not be able to compete. Sessions will be divided into age-group-specific sessions. Sometimes younger swimmers swim the morning session. Other times, the sessions are reversed, so it is imperative that you check this meet information for each meet. Typically, odd events are for female swimmers and even events are for male swimmers. For Short Course swim meets the meet host has the ability to allow competition in "two pools." These pools can be separated by gender or age. For example, a meet can have girls swim in one pool and boys in another or 12 and under swimmers in one pool and 13 and over swimmers in another. Long course is normally in one pool as most facilities don't have 2 50 meter pools on site.

The Event Numbers are shown in the first and last columns. Each event could have more than one heat; this means that a swimmer who has events 19 and 21 could have a considerable amount of time between each event. These numbers also help when viewing a psych sheet and the Results postings at the meets.

Meet Registration

Once you have studied the meet information and determined if and what days you will be able to attend a meet, you must declare your intent to attend the meet. This is done by returning to the list of meets and clicking the "Attend/Decline" button. This will take you to a page where your swimmer's name is listed. You choose from the drop-down menu of choices and select the one that is appropriate for your intentions. Please refer to Session 2, item #4 for the details pertaining to signing up for a meet. Once entries are finalized, you are responsible for full payment regardless of attendance at those events.

Meet Fees & Payments

Once you have registered for the meet, the next step is to wait until the entries and fees are posted. On the RACE website homepage, the entries will appear under the same button you originally clicked to attend the meet. It will change to say "Edit Commitment" after you have accepted or declined the meet. Click on it to go to the page where the swimmer's entries will be listed. Generally, entries and fees will appear 5-7 days after the registration deadline posted for that meet. The Meet fees are not due until the 1st of the next month. Meet entries will also be posted in the meet page together with "The Meet Doc." at the bottom of the meet page.

Meet Preparation

You will see what events your swimmer is entered in by clicking the edit commitment button for that particular meet. After you have figured out the events, days, and times, the next step is to prepare for the meet. The preparation process has a few steps, so it is best to start early. Always feel free to ask other guardians for guidance; our moms and dads are always willing to help new guardians figure out everything that goes on before and after meets.

There are a few steps you can take that will alleviate some of the stress of meet preparation:

1. Reread the Meet Doc the day/night before the meet to make sure you know exactly when to arrive at the meet and where you need to go. It is a good rule of thumb to arrive at the venue 15 minutes prior to warm up unless your swimmers' coach communicates otherwise. Also, review the check-in process. If you need to enter your swimmer at the meet, please refer to the deck entry information for the steps to take when you arrive at the facility. Make sure you know the address of the facility and a general idea where it is located. Searching for a pool can add unnecessary stress before a meet.
2. Pack all the necessary equipment the night before the meet to ensure everything is together and fit to be used. Make sure your swimmer has his/her towel, cap, goggles, and team suit all together. It is usually best to bring/wear clothing such as sweats/hoodies, shorts/tees, and shoes. If the meet is an outdoor one, you will need sunscreen for both your swimmer and you. You might also consider bringing items such as books or music players to keep swimmers, siblings, and guardians occupied. Please remember to keep up with these items, as coaches are not responsible for their loss or theft if they are left unguarded or lost during the meet.

Deck chairs are a necessity at some meets, especially those that are outdoors. You will need to review the rules posted in the Meet Information, as some facilities have large amounts of seating and do not allow deck chairs on deck for the swimmers or in the seating areas for guardians. Make sure you check for restrictions before bringing the chairs into the facility.

3. Most meets will have some type of concessions available. However, most swimmers like to bring their own snacks that are lighter and healthier than some of the heavy fare of concession stands. Usually, healthy snacks, crackers, sandwiches, trail mixes, fruit/veggie snacks, and cereal are popular items. Swimmers also need to have water or the sports drink of their choice. USA swimming website has great information on nutritional snacks for swim meets. Again, you will need to check the rules in the Meet Info to be sure about restrictions for coolers and whether or not swimmers can eat on the deck.
4. A good night's sleep is essential. Swimmers should be well-rested and alert when they arrive at a meet. Guardians should make sure their swimmers go to bed early and wake up on time so that no one is rushed and stressed the morning of the meet.
5. The morning of the meet, remember to pick up all meet items, a printed copy of the Meet Information, and a pen for notes. Swimmers will need to eat breakfast to get their energy level up; however, heavy breakfasts with salty meats or lots of dairy can be difficult to digest and should be avoided. Complex carbohydrates with limited protein are recommended; whole wheat breads, oats, fruits, eggs, and other light items make for a better option first thing in the morning. If your swimmer is not swimming until the afternoon session, they should avoid a heavy lunch to keep from having issues when competing.
6. Arriving hydrated is essential. Coaches say your speed is decreased by 10% when dehydrated. Drinking 50% of your body weight in oz daily is recommended.

At The Meet

Once you arrive at the meet, you will begin the check-in process. When you enter the facility, pay close attention to posted signs and directions. Many facilities have specific areas for swimmers and coaches only and will designate a place for guardians to watch their swimmers. You will need to follow these directions and not enter into any restricted areas of the site.

There may be a positive check in process for your swimmer. If so, your swimmer will need to indicate on the posted pieces of paper that they intend to swim a particular event. This process is normally just reserved for longer distance events. However, to speed the meet along, host teams may require swimmers check in for every event they plan to swim for the entire meet. If your swimmer wishes to "scratch" an event, CHECK WITH THE COACH FIRST. If you have checked with the coach and still intend to scratch, write SCR in the blank by the name and draw a line through the swimmer's name on the sheet. If you find an event in which your child was entered, and his/her name is NOT listed, your swimmer must contact the Coach immediately to get this fixed so your child will be entered into that event. If your swimmer does not check in to all his/her events, he/she will be considered a "No-Show" and not receive the heat and lane assignments for the events.

Check-In sheets remain posted until approximately 30 minutes before the start of an event, not the entire meet. Check-In sheets for later events will be posted longer than those for the first events. It is best to check in for all events for that session at once so that you do not miss a check-in. If you were to be running late for a meet, you would still be able to check in for later events and compete in those events. If you are entered in a meet for more than one day, you will need to repeat the Check-In process for the second day of the meet. Those sheets

will not be available until the day of the meet. Please remind your swimmer to complete all check-ins for your swimmer before proceeding to the spectators' area.

Once you enter the location, direct your swimmer to the deck area of the pool to locate the coach and prepare for warm-ups. Make sure your swimmer has their cap, goggles on, and is ready to begin. They need to go to the deck and find a place for their belongings with the rest of the team then get ready to start warm-ups. Swimmers should not sit with their guardians between events. It is important for your swimmer to sit with their team. This builds independence and team spirit. Meets are not the time to request to speak with a coach. They have deck responsibilities to many athletes. Please refrain from "coaching" your swimmer from the stands. The coach/swimmer relationship is very important and the self-reliance our sport builds in our children is invaluable.

Heat Sheets, Heat/Lane Assignments, and Relays

Heat Sheets - After you are registered and signed in for the events, you will have the option of purchasing a "psych sheet" or "heat sheet." Most of the time this is available electronically on the meet mobile app. The Meet Mobile app costs \$6.99 per year and RACE does not charge for heat sheets. However, other teams could charge a nominal fee through Meet Mobile. A Psych sheet a program of events for the meet. It will contain information such as team names, the order of events, and all event entries. This helps guardians know what events are coming up next so they can know when their swimmers are about to compete. Heat sheets also contain an entry for the best time a swimmer has earned in that event. If the letters NT are entered, that means the swimmer has no recorded times in USA Swimming for that event. While you are waiting on your swimmer to finish warm-ups or the meet competitions, you can locate your swimmer's name in the heat sheets and note the recorded times. Once your swimmer has completed an event, his/her times will be posted on the Results wall or in the Meet Mobile app. You can make note of those times on the heat sheet and compare them to the listed time to see your swimmer's progress. ALWAYS keep track of your swimmer's times. If you find an event in which you know your child is entered and his/her name is NOT on the heat sheet for that event, please see the Coach immediately via email to get this corrected.

Heat/Lane Assignments - You will need to make sure your swimmer knows what event numbers, heat numbers, and lane assignments he/she has so that he/she can be to the designated spot on time. The best way to make sure he/she keeps up with this at all times is to write it directly on his/her body, usually on the arm with a sharpie. Most meets will have markers for this practice. The most common way to write it is this: #6 – 3 – 2. This means event 6, heat 3, and lane 2. Having it right there on the arm is an easy way for a swimmer not to lose the assignments as he would a piece of paper or other item. You could help your swimmer before the meet by writing as much information as you have at your disposal before warm up. An example is below.

Event	Heat	Lane
50 Fr	2	4
50 BK	3	5
100FL	1	4

Swimmers will miss races. It is okay and learning process. Please refrain from yelling at your swimmer from the stands. Allow coaches to help with this lesson.

Heat and Lane assignments are located in the heat sheet and will be posted on the pool deck for your swimmer to reference.

If we are going to participate in relays, the COACHES will pick these teams and notify the swimmers during warm-ups. Relays are NOT something that has to be signed up for in advance.

The Meet: Beginning, Ready Benches, Events, Times, Awards

Swim meets begin with the playing of the National Anthem and preliminary announcements. Often, the first events are relays. This won't always be the case, so attention must be paid to the order of the events if swimmers are entered in relays.

During the individual events, swimmers should be noting their heat and lane assignments and preparing to compete in their individual events. Heat assignments are determined by the swimmer's current best time for that event. The order of heats will be called out in the meet document. Sometimes it's fastest to slowest or slowest to fastest or championship seeding. As for lane assignments in the heats, generally the fastest swimmer is in the middle lane of the heat. Swimmers should always check in with the coach once they know their heat and lane assignments.

Facilities hosting meets involving swimmers 8 & under will often use a "Ready-Bench or bullpen" system to help ensure that younger swimmers are ready for their heat. This ready-bench area will be a group of chairs in rows or a specific area of the deck bleachers. It will be labeled clearly. When the announcer calls for specific events and heats to begin lining up to compete, swimmers will report to the ready bench area or the general start area for their lane, depending on whether or not the ready-bench is available.

When a race is about to start, the starter will announce this by saying, "This is the women's 25-yard Freestyle. Heat 1" and blow a series of whistles. When the swimmer hears his or her heat number called, he/she will move into the starting area. If the race is a 25-yard race for the youngest swimmers, often, an official will escort them to the other end of the lane. If they are going to start at the opposite end, the ready-bench official will let them know when they assemble. For all other races, after the swimmers are told to step up, they will be told to "take your mark." The race is started by the sound of a buzzer.

While swimmers are racing, officials known as "stroke and turn" judges are watching them move through the lanes. They are making sure swimmers use proper kicks, arms, and turns at each end of the pool. If they see a swimmer commit an illegal move, the officials will raise their hands to signal to the head official that someone erred and is being disqualified for that race. The coach will receive a Disqualification Report from the judges with notes written about the infraction. When your swimmer returns to you, please remember that receiving a DQ can be troublesome for him/her, especially if it is the first competition. Swimmers who perform an illegal stroke or touch is disqualified in that event. Getting a DQ can be frustrating but should not deter a swimmer from competing anymore. DQs are a part of swimming and every swimmer has gotten one (or 100) in their swim lifetime. As a general rule, it is better to allow the coach to discuss the DQ with your swimmer. A guardians job is to be supportive. Please remember encourage your swimmer to continue to try and learn from what the coach says about the move that caused the DQ. Sometimes the Coach discusses the DQs at the next practice because your swimmer may be in a more receptive state of mind to work on preventing the DQ from happening in the future. Please don't discuss the DQ with your swimmer until the coach has addressed it with them.

All swimmers, when completed with a race, must report back to their coaches. The coaches will give a critique of the performance and help them get ready for the next events. Please remember coaches work with your child daily and have taught them this procedure.

If you are keeping times yourself and see something that appears to be a large discrepancy, it is acceptable to bring this up with the RACE Coaches at the end of that session of the meet via email. However, please remember that your times will not be considered official, only a reference point for checking the official computer and timers' times. There are several checks in place for administrators to check soft touches or glitches during a RACE.

At some meets, awards are given for places 1 – 8 in each time standard and event. For example, at a B/C Meet, awards would be given to the top 8 swimmers who finished with 'B' times and the top 8 swimmers who finished with C times. Awards may be given out at the meets, but often will be sent to us after the meet for distribution at a later time. This does NOT mean they will be ready to pick up in the office the Monday after a meet. This process does take time, so please be patient. Whether or not a meet has awards will be specified in the meet document.

Swimmers will be motivated by time drops. A personal best (PB) with an 8th place finish is a bigger success than a 1st place finish with added time.

What NOT to do at a Swim Meet

As with any event, swim meets have rules of etiquette to which all guardians and swimmers should adhere. Discipline and consideration of the coaches and other swimmers will help all meets flow smoothly and lower the chances of issues arising. RACE prides itself in its image and reputation of excellence and we want this to follow us wherever we go.

1. **Please let our coaches do the coaching for our team.** While it is OK for guardians to cheer for a swimmer and push him/her to succeed, guardians do not need to be giving swimmers advice about strokes and such. The information could potentially clash with what has been told by the coach and put a swimmer in an unfortunate predicament that will cause him/her to not be successful in a meet. Our coaches are all highly qualified and committed to helping our swimmer achieve all they can.
2. **Do not enter the deck area while a meet is in progress.** If you are a volunteer, you may be on the deck, but please do not interfere with meet operations with issues about your swimmer. If you are volunteering, then you are assigned to a specific task, so you should not be leaving that task to ask questions of coaches or officials during the meet.
3. **Do NOT question the officials about their decisions.** Any questions on officials' decisions should be addressed to the coaches, not officials. Again, the coaches are watching and will see if something is questionable.
4. **Do not allow your swimmer to be disruptive to other swimmers or teams.** Instruct your swimmer before the meet starts in proper behavior and pool etiquette. Swimmers should understand that, although swim meets can be very exciting and adrenaline-powered, they should never be rude to other

swimmers or teams and should make sure they are cheering appropriately for their teammates. Coaches need to be focused on swimmers in the water, not ones on the deck creating disruptions. RACE swimmers should ALWAYS model the values of good sportsmanship and competition for other teams.

5. **Do not leave a mess in the stands or on the pool deck.** Guardians and swimmers alike should check the areas around them before they leave and pick up any trash. Also, you and your swimmer should make sure you are leaving the pool with all the belongings you both brought. Many pools have lost and found areas, but some items will likely not be recovered.
6. **Do not vent frustrations about the meet on the volunteers who are running the meet.** These people volunteered to do a job that was outlined for them by the meet officials. They do not set rules and make policies; they only abide by what they are told to do at a meet. Please save discussions of issues for after the meet and share these politely with the coaches and meet directors.
7. **Never pull your kid from a swim meet because of your or their perceived performance.** Every swim meet is an opportunity to learn lessons. Whether it be hard work pays off, tenacity wins the day or perseverance through adversity pays off. Athletes need to learn they cannot always drop time in every event every meet. They need to learn to get up and swim the next race no matter what the last events' results were.

Finally, please remember this:

Swim meets can be long and tiring, but the focus is on the achievement of your swimmer. ALWAYS be supportive, understanding, and encouraging to your swimmer and his/her teammates. Our swimmers work very hard in practice to prepare and they learn a lot from a meet. Swimming is a year-round sport here, and there are always going to be meets. Swimming is a lifelong sport and wonderfully healthy activity. We want all of our RACE family to enjoy its benefits the rest of their lives. Please make sure you provide the support your child needs to reach his/her maximum potential!

THE TWELVE COMMANDMENTS FOR SWIM GUARDIANS

by Rose Snyder, Managing Director Coaching Division, USOC Former Director of Club Services, USA Swimming (adapted from Ed Clendaniel's 10 Commandments for Little League Guardians)

- I. Thou shall not impose thy ambitions on thy child. **Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual.**
- II. Thou shall be supportive no matter what. **There is only one question to ask your child after a practice or a competition – "Did you have fun?"**
- III. Thou shall not coach thy child. **Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support. The coach is responsible for the technical part of the job.**
- IV. Thou shall only have positive things to say at a swimming meet. **You should be encouraging and never criticize your child or the coach. Both of them know when mistakes have been made.**
- V. Thou shall acknowledge thy child's fears. **New experiences can be stressful situations. It is totally appropriate for your child to be scared. Your job is to encourage and assure the child that they can do it.**
- VI. Thou shall not criticize the officials. **Please don't criticize those who are doing the best they can in purely voluntary positions.**
- VII. Honor thy child's coach. **The bond between coach and swimmer is special. It contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child.**
- VIII. Thou shall be loyal and supportive of thy team. **A swim team consists of members from ages 5-18, like no other sports team. One of the most fun parts is to see the young age groups cheering for the older age groups and vice versa.**
- IX. Thy child shall have goals besides winning. **Most successful swimmers have learned to focus on the process and not the outcome. Giving an honest effort, regardless of the outcome, is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. Does this make me a failure? No, in fact I am very proud of that swim." What a tremendous outlook to carry on through life.**
- X. Thou shall not expect thy child to become an Olympian. **There are 350,000 athletes in USA Swimming. There are only 115 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are about 0.03%.**

There are many other commandments for guardians of athletes but the most important is to be supportive. Swimming is a lifelong exercise. It is rewarding at any age and the goal of our team is to nurture your swimmers' passion for the sport so it will remain rewarding for them as much as it is for us.

Glossary of Swimming & Meet Terminology

As you have learned through reading this manual, swimming is loaded with various terms and has become its own language of sorts. The following glossary is designed to help you understand what these terms mean. If this definition is not helpful, please feel free to ask anyone at the Aquatic Center for a clarification. They can probably put it into “Swim-Guardian” speak to help you out. Relax and take your time reading. Soon you’ll be understanding and maybe even speaking some “SWIM SLANG.”

“A”	Time classification for a swimmer. National Age Group Time Standard (NAGT) “A.” “A” time is .01 seconds faster than the “BB” time standard and .01 slower than the “AA” time standard. See the NAGT published chart.
“AA”	Time classification for a swimmer. .01 faster than “A” time standard.
“AAA”	Time classification for a swimmer. .01 faster than the “AA” time standard
“AAAA”	Time classification for a swimmer. .01 faster than the “AAA: time standard. This is the fastest time standard listed on the NAGT chart. Times faster than this are approaching National cuts or Top Times consideration.
A-Meet	Swim meet which requires swimmers to have previously achieved an “A” time standard in the events they wish to enter.
A-B Meet	Swim meet that offers separate competition for both “A” swimmers and “B” swimmers, usually with medals for the “A” swimmers and ribbons for the “B” swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Usually only “A” swimmers can score individual event team points.
A-B-C Meet	Swim meet similar to the A-B meet except that there are 3 divisions. This type of meet includes every ability level of swimmer from novice to very experienced. All swimmers “A” time or faster compete in the “A” division, and all swimmers “C” and down compete in the “C” division. The “B” division is the most limited with both top (.01 slower than “A”) and bottom (.01 faster than “C”) limitations.
Achiever Award	A recognition award or patch proving the swimmer has made a specific time in an event.
Add Up	Aggregate Time – times achieved by 4 swimmers in individual events that are added together to arrive at a provable relay entry time.
Admission	Most swim meets charge for spectators to view the meets. Sometimes the meet program (heat sheet) is included in the price of the 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, 10 & Under, 11-12, 13-14, Senior).
Age-Up	A term to describe what happens when a swimmer’s age changes and he/she moves to a different set of time-standard designated age divisions; USA recognizes 10 & Under, 11-12, 13-14, 15-16, and 17-18
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 two 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 USA Swimming member clubs or LSC’s) that have applied to USA Swimming or the local LSC for approval. If approval is granted, swimmers

may use times achieved as USA Swimming qualifying times. A USA Swimming official must be present at all sessions of the meet.

Approval does not mean Sanctioned.

ASCA	The American Swim Coaches Association. The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches' education and career advancement.
"B"	Time classification for a swimmer. National Age Group Time Standard "B." A "B" time is .01 seconds faster than the "B" time standard and .01 slower than the "A" time standard. See NAGT published chart.
"BB"	Time classification for a swimmer. National Age Group Time Standard "BB." "BB" time is .01 second faster than the "B" time standard and .01 second slower than the "A" time standard. See the NAGT published chart.
B-Meet	Swim meet that requires swimmers to have previously achieved a "B" time standard in the events they wish to enter. Some meets have no bottom cut time allowing "C" swimmers also to compete.
B-C Meet	Swim meet that offers separate competition for both "B" swimmers and "C" swimmers, usually with ribbons for the "B" swimmers and smaller ribbons for the "C" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Swimmers are not allowed to enter an event that they have an "A" time in.
Backstroke	One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swum 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. backstroke).
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 (Horn)	The starting sound from an electronic, computerized timing system.
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.
BOD	Board of Directors of the LSC or USA Swimming.
Bonus Heat	The heat held during the finals session of a Prelims/Finals meet, which is slower than the swimmers participating in the Championship Heat. 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.
Breastroke	One of the 4 competitive racing strokes. Breaststroke is swum 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 Breastroke).
Butterfly	One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swum as the third stroke in the Medley Relay and first 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 Butterfly).
Button	The manual Timing System stopping device that records a back-up time in case the touch pad malfunctions. 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.

Camp	A swimming function offered by USA Swimming, your LSC, or a USA Coach. There are many types of camps for just about every level of swimmer. When selecting a camp, ask for your coaches' advice as to what will be the best for the swimmer or call USA Swimming for details on the many camps they offer.
Cap	The latex or Lycra covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless. National caps, state team caps, award caps, plain practice caps, etc.
Cards, Lane/Timer	A card that is either handed to the swimmer in the staging area or given to the timer behind the lane. These cards usually list the swimmers name, USA Swimming number, seed time, event number, event description and the lane and heat number the swimmer will swim in. The timer writes backup times on these cards. Each event has a separate lane/timer card.
Carbohydrates	The main source of food energy used by athletes. Refer to a Nutritional Manual for more information.
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 number of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. The Championship Finals is the fastest heat of finals when multiple heats are held.
Check-In	These sheets are posted near the entrance of the pool deck at meets and are used in the "positive check-in process." They list all events by number and the swimmers listed for each event. Guardians are to locate their swimmers' names and put a checkmark beside the name to indicate that the swimmer will be participating in the event. These sheets are also used to indicate scratches for a meet. REMEMBER: you must check with the coach before scratching any event. Check-in sheets are posted well before the start of the meet. They will be removed individually approximately 30 minutes before the scheduled start of the specific event posted.
Checkout	The guardians job at the motel. This is listed here to remind guardians to request "Late Check Out" times if offered at no charge by the motel. This makes the last day of the meet a little less hectic.
Chlorine	The chemical used by most pools to kill the bacteria in water and keep it clear and safe to swim in.
Circle Seeding	A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 25 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes (i.e., Lane 4 in the final 3 heats.) See rulebook for exact method for seeding depending on the lanes in the pool.
Clerk-Of-Course	This person is responsible for handling issues with swimmers who are registered for a meet but are not listed on a heat sheet, swimmers who are signed up for a meet but are not posted on the check-in sheets, and swimmers who are "deck-entering" or registering late for a meet. The Clerk-of-Course table will be clearly designated at all meets.
Clinic	A scheduled meeting for the purpose of instruction (i.e., Officials Clinic, Coaches' Clinic.)
Closed Competition	A swim meet, which is open to the members of an organization or group. Summer club swim meets are considered to be "Closed Competition."
Club	A registered swim team that is a dues paying member of USA Swimming and the local LSC (Local Swim Club).
Code	A set of rules that have been officially published.

Code of Ethics	A Code of Conduct that both swimmers and coaches are required to sign at certain USA Swimming/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.
Colorado	A brand of automatic timing system.
Consolation Finals	After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the number of pool lanes) in a Prelim/Finals meet whom, 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.
Convention	United States Aquatic Sports annual, weeklong meeting where all rules changes are decided and working committees are established. Representatives are sent by each LSC to make up the voting body.
Course	Designated distance (length of pool) for swimming competition (i.e., Long Course = 50 meters / Short Course = 25 yards or meters).
Daktronics	A brand of automatic timing system.
Deadline	The date by which meet entries must be “postmarked” in order 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.
Deck Entries	Accepting entries into swimming events on the first day or later day of a meet.
Deck Seeding	Swimmers report to a staging area and receive their lane and heat assignments for the events.
Dehydration	The abnormal depletion of body fluids (water). The most common cause of swimmers cramps and sick feelings.
Developmental	A classification of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low-pressure environment.
Distance	How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40 lengths), 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 lengths).
Disqualified	A swimmers performance is not counted because of a rules infraction. An official raising one arm with open hand above their head shows a disqualification. Most often, disqualifications are referred to as ‘DQ’. Swimmers can be disqualified in a race for a variety of reasons ranging from false starts to illegal touches. A swimmer who receives DQ will be provided additional information by his/her coach after the race.
Dive	Entering the water headfirst. Diving is now allowed during warm-ups except at the designated time, in specific lanes that are monitored by the swimmer’s 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. Division I being the large universities and Division III being the smaller colleges.

Double Dual	Type of swim meet where three teams compete in dual meets against each other, at the same time. Separate meet scores would be kept for Team A vs. Team B, Team A vs. Team C and Team B vs. Team C.
Dual Meet	Type of meet where two (2) teams/clubs compete against each other.
Draw	Random selection by chance.
Dropped Time	When a swimmer goes faster than the previous performance they have “dropped their time.”
Dry land	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
Entry	An Individual, Relay Team or Club roster’s event list into a swim competition.
Entry Chairperson	The entries have met the deadline, or returning the entries if the meet is full. This person usually will find discrepancies in the meet entries and notify the entering club to correct any errors.
Entry Fees	The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.
Entry Limit	Each meet will usually have a limit of total swimmers they can accept, or a time limit they cannot exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.
Electronic Timing	Timing system operated on DC current (battery). The timing system usually has touch pads 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’ times.
Eligible to compete	The status of a member swimmer that means they are registered and have met all the requirements.
Equipment Event	The items necessary to operate a swim practice or conduct a swim competition. A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final.
False Start	When a swimmer leaves the starting block before the starting “beep” or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.
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 ½ 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 girl’s heat and one boy’s heat until all swimmers have competed.
Fees	Money paid by swimmers for services (i.e., practice fees, registration fee, USA Swimming membership fee, etc.).
FINA	The international rules making organization for the sport of swimming.
Finals	The final race of each event. See “Consolation Finals,” “Timed Finals,” etc.
Final Results	The printed copy of the results of each race of a swim meet.
Fine	The monetary penalty assessed a swimmer or club when a swimmer does not achieve the necessary time required to swim in an event and cannot prove they have done the time previously.
Fins	Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.

Flags	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.
Fund Raiser	A money making endeavor by a swim team/club usually involving both guardians and swimmers.
Freestyle	One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swum 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 yd, 800m/1000 yd, 1500 m/1650 yds. (LSC's with 8 & under divisions offer the 25 yd Freestyle).
Gallery	The viewing area for spectators during the swimming competition.
Goals	The short and long-range targets for swimmers to aim for.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Gun	The blank firing pistol used by the starter to start the races.
Gun 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 backstroke flags.
Handbook	A reference manual published by teams/clubs and LSC's or other swimming organizations.
Hats	See "caps."
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. Swimmers will be put into heats based on their official time for the event. Slower and no-time swimmers swim first and faster swimmers swim last.
Heat Award	A ribbon or coupon given to the winner of a single heat at an age group swim meet.
Heat/Lane assignments	Swimmers are given heat and lane assignments before the race based on their official time for the event. These will be posted before the race begins on the pool deck. Swimmers must know their heat and lane assignments and listen for the event to be called. They must assemble in the starting area or ready-bench seats to prepare to compete. Younger swimmers may want to write these assignments on their arm or hand with a waterproof marker.
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. Guardians enjoy looking at the seedings prior to the race plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.
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.
HOD	House of Delegates. The ruling body of an LSC composed of the designated representative of each club plus the Board of Directors (BOD) of the LSC. One vote per club and board member.
Horn (Beep)	A sounding device used in place of a gun. Used mainly with a fully automatic timing system.
Illegal	Doing something against the rules that is cause for disqualification.
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, Freestyle. Equal distances must be swum of each stroke. Distances offered: 100 yds, 200 yds/m, 400 yds/m.
Insurance	USA Swimming offers "accident insurance coverage" which is automatic when swimmer, coach, official, pays their USA Swimming 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.
J.O.	Junior Olympics. An age group championship meet conducted by the LSC.
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.
Juniors	A USA Swimming 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).
Jr./Sr. Camp	A training and information camp sponsored by the LSC for those swimmers registered in the LSC who National Camp qualified for USA Swimming Junior or Senior Nationals.
Kick	The leg movements of a swimmer. A popular word to “yell” to encourage swimmers during a race.
Kick Board	A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
Kyroscope	A brand of automatic timing system.
Lane	The specific area in which a swimmer is assigned to swim (i.e., Lane 1 or Lane 2). Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (Lane 1) to left (Lane 6).
Lane Lines	Continuous floating markers attached to a cable and stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers. The fastest swimmer for the heat will have the center lane.
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 are 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. A single stroke in the IM.
Length	The extent of the competitive course from end-to-end. See lap.
Long Course	A 50-meter pool. Swimmers compete in long-course events during the spring and summer for A and BB meets; B/C meets will remain short-course competitions year round.
LSC	Local Swim Committee or Club. The local level administrative division of the corporation (USA Swimming) with supervisory responsibilities within certain geographic boundaries designated by the Corporation.
Lycra	A stretch material used to make competitive swimsuits and swim hats.
Malfunction	A mechanical or electronic failure – not a human failure by the swimmer.
Mark	The command to take your starting position.
Marshall	The adult(s) (official) who control the crowd and swimmer flow at a swim meet.
Medals	Awards given to the swimmers at 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. The person directing the “dry side” of the meet.
Meters	The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters.
Mile	The slang referring to the 1500-meter or the 1650-yard freestyle, both of which are slightly short of a mile.
Move-Ups	Move-ups happen approximately 3 times per year. Coaches will assess swimmers based on their skills and assign them to the appropriate practice groups. As swimmers improve, they will be

moved up to the next group to strengthen their skills. With move-ups come more days of practice, longer practice sessions, and more stringent requirements on practice and meet attendance. Swimmers can be moved up at any time during the year.

NAIA	National Association of Intercollegiate Athletics.
NAGTS	National Age Group Time Standards – the list of “C” through “AAAA” times published each year.
Nationals	USA Swimming senior or junior level meets conducted in March/April and August. See Senior or Junior Nationals.
Natorium	A building constructed for the purpose of housing a swimming pool and related equipment.
NCAA	National Collegiate Athletic Association
Newsletter	A written communication published by a club or association.
NGB	National Governing Body
Non-Conforming Time	A short course time submitted to qualify for a long course meet, or vice versa.
Novelty Meet	A meet that does not fall into a specific category because of limited events, sessions or age brackets.
Novice	A beginner or someone who does not have experience.
NRT	National Reportable Time. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition.
NSSA	National Swim School Association
NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swum that event before. Swimmers who have NT designations will usually swim in the first heat of an event. Once an official USA time is recorded in an event with no DQ’s for the swimmer, the NT will be replaced with the best time.
Nutrition	The sum of the processes by which a swimmer takes in and utilizes food substances.
Nylon	A material used to make swim suits.
Officials	The certified, adult volunteers who operate the many facets of a swim competition.
Olympic Trials	The USA Swimming 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.
Omega	A brand of automatic timing system.
OT	Official Time. The swimmer’s event time recorded to one hundredth of a second (.01).
OTC	Olympic Training Center in Colorado Springs, Colorado.
OVC	Official Verification Card. A 3 copy form for certifying a national qualifying time made by a swimmer and issued only by a verification official of the area in which the meet was held.
Open Competition	A competition in which any qualified club, organization or individual may enter.
Parka	Large $\frac{3}{4}$ length fur-lined coats worn by swimmers. Usually they are in team colors with logo or team name attached.
Pace Clock	The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warm-ups or swim practice.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.
Pelican Pete	The “Safety Mascot” of USA Swimming.
Plaque	A type of award (wall plaque) given to swimmers at a meet.
Pool	The facility in which swimming competition is conducted.

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.
Practice Group	RACE swimmers are divided into practice groups based on age and skills. Currently we have 11 practice groups. Each group has a different schedule and requirement for attendance at practices and meets. The practice groups have their own individual names to differentiate them, but at a meet, we are all RACE swimmers.
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 staging area 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, OVC, or other accepted form. Swimmers/Coaches must supply proof of time with some meet entries. For other meets it is not required unless a swimmer misses a cut of time at the meet.
Psych Sheet	Another name for a "Heat Sheet" or meet program. These are programs that available for purchase at the meet. They contain a list of the events and show the swimmers' best times for each event in which they are entered and where the swimmers' rank with others entered in the event. Guardians can use psych sheets to track the meet and record times for their swimmers.
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. Se "A," "AA," (etc.) times.
Race	Any single swimming competition (i.e., preliminary, final, timed final).
Ready Room	A room poolside for the swimmers to relax before they compete in finals.
Recall Rope	A 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 ½ way on yard pools and about 50 feet from the starting end on meter pools.
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.
Relays	A swimming event in which 4 swimmers participate as a relay team with 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. Medley relays are conducted over 200 yd/m and 400 yd/m distances. 2) Freestyle relay – each swimmer swims Freestyle. Free relays are conducted over 200 yd/m, 400 yd/m and 800 yd/m distances.
Rest Area	A designated area (such as a gymnasium) that is set-aside for swimmers to rest during a meet.
Ribbons	Awards in a variety of sizes, styles and colors, given at swim meets.
Safety	The responsible and careful actions of those participating in a swim meet. USA Swimming and each LSC now have a "Safety Coordinator" and each meet must have "Marshal's" in charge of safety.
Sanction	A permit issued by an LSC to a USA Swimming group member to conduct an event or meet.
Sanction Fee	The amount paid by a USA Swimming group member to an LSC for issuing a sanction.
Schedule	USA Swimming or LSC list of meets with dates, meet host, meet location, type of meet and contact's address and phone.

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, a swimmer can be disqualified from remaining events.
Season	Swimming has “seasons” of short-course and long-course. Swimmers will compete in the fall/winter and early spring in short-course season and late spring/summer in long-course season. Each season ends with a “Champs” meet.
Seed	Assign the swimmers heats and lanes according to their submitted or preliminary times.
Seeding	Deck Seeding – swimmers are called to report to the Clerk of Course. After scratches are determined, the event is seeded. Pre-seeding – swimmers are arranged in heats according to submitted times, usually a day prior to the meet.
Senior	A USA Swimming National Championship meet for swimmers of any age as long as the qualification times are met.
Senior Meet	A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.
Senior Nationals	Nationals are conducted long course in the spring (usually in late March) and in the summer (usually in late July or 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 arm, leg and exposed torso hair to decrease the “drag” or resistance of the body moving through the water. Used only by seniors at very important (Championship) meets.
Short Course	A 25 yard or 25 meter pool. Swimmers compete in short-course events during the fall and early spring. Short-course can be done in yards or meters; at RACE, we compete in yards events. Short-course time standards for events are different from long-course standards for the same events and should be recorded separately. Swimmers at B/C meets will compete in short-course meets year-round, as B/C usually does not compete on long-course.
Simultaneously	A term used in the rules of butterfly and breaststroke, meaning at the same time.
“SPLASH”	USA Swimming newsletter that is mailed bi-monthly.
Split	A portion of an event, shorter than the total distance, that is timed (i.e., A swimmer’s first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.
Stations	Separate portions of a dry land or weight circuit.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
State	A meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are usually necessary.
State Qualifier	A swimmer who has made the necessary cut-off times to enter the State meet.
Stand-up	The command given by the Starter or Referee to have the swimmers move 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, Freestyle.
Stroke & Turn Judge	These are officials at the meet that follow the swimmers as they compete in an event. Swimmers are monitored to make sure they do not perform an illegal movement or touch during the course of the competition. Should the swim do something illegal, the official will raise his/her hand and

the swimmer will receive a DQ for the event. These officials have been specially trained and certified to do this task.

Submitted Time or Seed Time	Times used to enter swimmers in meets. The swimmer at previous meets must have achieved these times.
Suit	The racing uniform worn by the swimmer in the water during competition.
Swim-A-Thon	The "Fund Raiser" copyrighted by USA Swimming for local clubs to use to make money.
Swim America	The professional swim lesson program administered by the American Swim Coaches Association licensed to Coaches.
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.
"Swimming World"	The most informational and popular of the professional magazines. All swimmers and guardians who are interested in swimming should consider a subscription. Ask your coach for the address.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.
Team	USA Swimming Registered Club that has the right to compete for points.
Team Records	The statistics a team keeps, listing the fastest swimmer in the club's history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placing is determined by those times.
Time Standard	A time set by a meet or LSC or USA Swimming (etc.) that a swimmer must achieve for qualification or recognition. Some are standards set by USA Swimming for specific strokes and distances. The time standards are B, BB, A, AA, AAA, and AAAA. BB and A times determine the meets a swimmer can attend. Other times are standards to achieve but do not change meet status. Swimmers are given standards based on age, and these standards will change as a swimmers ages up to another classification. Time standards are also divided into short-course yards, short course meters, and long-course meters. Time standards for a 50Free in short course yards will differ from the same event in meters.
Timers	The volunteers behind the starting blocks/finish end of the pool who are responsible for getting watch times on events and activating the backup buttons for the timing system.
Time Trial Times	An event or series of events where a swimmer may achieve or better a required time standard. Swimmers earn official times through USA Swimming when they complete a race with no disqualifications. Once the meet has been declared official, the times are recorded in the USA Swimming database and will be referenced at later meets and by coaches. Times in an event can be compared across meets to monitor a swimmer's progress. Times have specific standards for ages and events and designate which meet a swimmer can attend.
Top 16	A list of times compiled by the LSC or USA Swimming or "SWIMMING WORLD" that recognizes the top number of swimmers, Top 16 in each age group (boys and girls) in each event and distance.
Touch Pads	Every event ends with a swimmer touching a submerged electronic touchpad on the wall of the pool. This MUST be touched to signal that the swimmer has finished the race. The clock will stop when this pad is touched.
Touch Out Transfer	To reach the touch pad and finish first in a close race. The act of leaving one club or LSC and going to another. Usually 120 days unattached competition is required before swimmer can represent another USA Swimming club.
Travel Fund	A sum of money set aside for a swimmer or swimmers to use for travel expenses and entry fees to specified meets.
Tri-Meet	A meet with 3 teams competing for points to see who places 1st, 2nd or 3rd.
Trophy	Type of award given to teams and swimmers at meets.
Unattached	An athlete member who competes, but does not represent a club or team (abbreviated "UNA").

Uniform	The various parts of clothing a swimmer wears at a meet. May include: parka, warm-up jacket, team duffel bag, sweat pants, suits, hat, goggles, t-shirt, 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	The governing body of swimming.
USS Number	A 12 digit number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The first part is the swimmer's birth date (mm/dd/yy); second part is the first 4 letters of the swimmers last name followed by the first 3 letters of the swimmer's first name.
USOTC	United States Olympic Training Center located in Colorado Springs, Colorado.
Vertical	A right angle to the normal water level.
Vitamins	The building blocks of the body. Vitamins do not supply energy but are necessary for proper health.
Warm-down	The flexing and loosening-up a swimmer does after a race when pool space is available.
Warm-up	The practice and loosening-up session a swimmer does before the meet or their event is swum.
Watch	The hand held device used by timers and coaches for timing a swimmer's races and taking splits.
Water	For the purpose of filling swimming pools and swimmers drinking to properly hydrate themselves.
Weights	The various barbells / benches / machines used by swimmers during their dry land program.
Whistle	The sound a start/referee makes to signal for quiet before they give the command to start the race.
Work Out	The practice sessions a swimmer attends.
Yards	The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.
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 and Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.