



# MEMBERS HANDBOOK





**UPPER ARLINGTON SWIM CLUB**  
A TRADITION OF EXCELLENCE



## **Welcome to the Upper Arlington Swim Club**

The Upper Arlington Swim Club is a community competitive swim club consisting of over 250 swimmers and families. Our club is a member of USA Swimming and is a year-round age group competitive swim team offering high quality professional coaching and technique instruction for all ages and abilities.

All our coaches, as members of the American Swim Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. They provide assurances that the time children spend in swimming will be quality time.

The Upper Arlington Swim Club, a non-profit club, is run by its elected Board of Directors which meets each month. All members are welcome at each meeting and encouraged to be involved in team activities and fundraisers.

We are constantly growing and training young swimmers to maintain a well-rounded competitive swim team. Thank you for joining us. We are looking forward to meeting you. Please feel free to ask another member or coach any question you may have.

## **A Tradition of Excellence**

From its inception in 1966, the Upper Arlington Swim Club (UASC) has established itself as a premier United States Swimming club. The quest for excellence is highlighted by consistently placing as one of the top teams at the State Age Group Junior Olympics; The Upper Arlington Swim Club is proud of its regular representation at the Junior and Senior Nationals, Olympic Trials, and Central Zone Championships.

## **UASC Past and Present**

Upper Arlington swimmers have achieved significant honors in the sport of swimming, including over 455 High School Academic and Athletic All-Americans, National record holders, Olympic Trial Qualifiers and hundreds of swimmers achieving National "Top-16" times.

UASC is proud of the number of swimmers who have continued their careers on the intercollegiate level (many on swimming and academic scholarships) at such schools as The Ohio State University, The University of Texas, Stanford, Michigan, Indiana University, Northwestern, Auburn, Hawaii, Boston College and The University of Georgia as well as powerhouse Division III school, Kenyon.

The Upper Arlington Swim Club provides the area youth with a year-round opportunity to train and participate in the sport of swimming. UASC is a nonprofit organization that is designed to allow its swimmers to develop their full potential by providing high quality coaching in a structured setting. The Upper Arlington Swim Club insures that this instruction is provided through the employment of full-time Senior and Age Group Coaches along with assistant coaches that have extensive competitive swimming and coaching backgrounds. On 24 occasions, UASC coaches have been awarded "Age Group Coach of the Year." The most recent was in 2008 to Todd Saltus.



## Upper Arlington Swim Club Philosophy

### OUR GOAL

Our focus is more than just swimming. Our goal is to continue to extend the tradition of swimming excellence in the Upper Arlington community by helping every swimmer achieve success at their level of ability – from novice to world class competitor.

We achieve this goal through coaching excellence and a supportive and positive membership community.

### OUR VISION

Our club creates an environment where swimmers develop skills for today, tomorrow, and for a lifetime:

- Provide instruction, training, and competition at all levels of ability
- Encourage swimmers to achieve high standards of athletic excellence
- Teach the importance of sportsmanship, responsibility, integrity, teamwork
- Instill values of hard work, commitment, self-discipline, and perseverance
- Offer wholesome recreational experiences
- Promote social and emotional development
- Foster peer and family cooperation
- Prepare swimmers for success at the high school level and beyond

## Coaching Staff

The Upper Arlington Swim Club coaching staff consists of one head coach and five to seven assistant coaches, all of whom are certified by the USA Swimming Coaching Association. The UASC coaches supervise all the competitive swim programs and exercise complete authority for all matters involving swimming training and competition. Specific responsibilities of the coaching staff include:

- Assigning swimmers to training groups per ability, maturity, and commitment
- Instructing swimmers on competitive swimming technique and racing strategies
- Designing training regimens per sound scientific principles and group goals
- Deciding in which meets and events a swimmer may compete
- Offering constructive feedback and support to swimmers after competition
- Supervising warm-ups and assigning swimmers to relay teams at meets



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## **Training Programs**

UASC is a year-round swim club that offers six (6) unique training groups all focused on meeting the swimming needs of the UA community. Training groups vary by age, physical ability, emotional development, and commitment to competitive swimming.

UASC programs are designed to develop competitive swimmers physically and emotionally. With younger swimmers, emphasis is placed on developing proper swimming technique and love for the sport. In later years, more demanding physical and psychological challenges are slowly introduced to the swimmers program. At every level, training and competitive goals are tailored to the needs and abilities of the individual swimmer, allowing each swimmer to develop at his/her own pace.

### **SWIM AMERICA**

The UA Swim America Program is part of the National Swim America Program. Swim America is a nationally certified learn to swim curriculum created by the American Swimming Coaches Association and taught through over 500 program directors at over 900 sites across the USA. It's the state of the art learn-to-swim program in the world today brought to you by the same coaches who have brought you the most successful sport team on the planet the USA Olympic Swimming Team. What we learn teaching people to set world records, we use to teach new swimmers to enjoy swimming with the best techniques in the world. We teach the elite athlete AND the new child!

### **BEAR CUBS**

Beginning competitive swimmers typically in grade 3 and younger. Practices emphasize basic competitive strokes, starts, turns, and familiarization with competition and fun water activities. Regular attendance at practice and participation in home meets and mini meets for younger swimmers is encouraged. Four practices per week.

### **BEARS**

Emerging competitive swimmers typically in grades 3-4. Practices emphasize intermediate competitive stroke techniques. Regular attendance at practice and participation in local meets strongly encouraged. Five practices per week.

### **BROWN BEARS**

Intermediate competitive swimmers typically in grades 4-6. Practices emphasize advanced competitive stroke techniques and conditioning for competition. Regular attendance at practice and participation at local and championship swim meets expected. Six practices per week.

### **BLACK BEARS**

Committed competitive swimmers typically in middle school. Practices emphasize advanced competitive stroke techniques, rigorous physical conditioning and competitive training and racing strategies. Regular attendance at practice and participation at major meets required. Six practices per week.



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## **GOLDEN BEARS**

Swimmers on the Upper Arlington High School Men and Women's teams. Practices stress advanced conditioning, technique refinement and preparation for high school and collegiate championship competition. Dedication, commitment and consistent attendance at training sessions as well as participation in meets required. Approximately ten practices per week.

## **Seasons**

**Short Course** (indoor), runs from late fall to early spring. The club trains at the 25-yard Upper Arlington High School Natatorium and Aquatic Adventures in Hilliard.

**Long Course** (outdoor), runs from early spring to late summer. The club trains at the 25-yard Upper Arlington High School Natatorium and the 50-meter outdoor pool at Northwest Swim Club.

## **Swimmers Responsibilities and Practice Behavior Guidelines**

UASC expects swimmers to act responsibly at all times. In particular, swimmers should:

- Maintain a positive attitude at training sessions and swimming meets. Swimmers are expected to support their teammates at practice as well as in competition. Working together as a team benefits all individuals in the group and is an important part of the Upper Arlington Swim Club.
- Swimmers are expected always to listen and follow the instructions of the coaching staff. Respect coaches, adult volunteers, and other swimmers
- Arrive at the pool at least 10 - 15 minutes before the start of practice so we can start on time and make efficient use of the allocated pool time. Be ready to enter the water at the designated time and plan to stay the entire practice.
- The last set of practice is often the most important and frequently there are announcements made at the end of practice. If your child needs to be dismissed early from practice, please notify a coach in advance of practice
- Notify coaches of expected prolonged absences, injury or illness so we are aware of any problems
- Respect High School property and pay for any damage they may cause
- Remain in the natatorium during practice sessions
- Wear team suits and caps during swimming meets

Parents are asked to reinforce their swimmer's commitment toward fulfilling these responsibilities.



## Parent Code of Conduct

Every parent or guardian of a competitive swimmer is expected to:

- Practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work
- Not coach or instruct any swimmer at a practice or at a meet, from the stands or any other area, or interfere with coaches and officials on the pool deck
- Demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of swimmers, parents, officials, and coaches at meets and practices
- Exercise self-control at all times and know their role: swimmers swim, coaches coach, officials officiate, and parents parent
- Understand that criticizing, name-calling, and using abusive language or gestures directed toward coaches, officials, and/or swimmers will not be permitted or tolerated
- During meets, direct questions or concerns regarding decisions made by meet officials to a member of the coaching staff, not to the officials
- Enjoy involvement with UASC by supporting the swimmers, coaches and other parents with positive communication and actions

## Swimming Meets

A list of swimming meets attended by UASC is posted at the UA High School natatorium and published on the UASC website. UASC swimmers attend a variety of meets including:

- “B” Meets – USA Swimming sanctioned meets lasting one day that offer competition in a wide range of swimming events for different age groups. Swimmers whose times are faster than the posted cut time are not permitted to swim the event in the meet. For this reason, “B” meets are excellent meets for starting swimmers or swimmers at the bottom of their age group.
- Open and Invitational Meets – USA Swimming sanctioned meets lasting two to three days that offer competition in a wide range of swimming events for different age groups. For certain meets, swimmers whose times are slower than a posted cut time are not permitted to swim the event in the meet.
- Ohio Swimming Championships - Ohio championship meets held at the end of each short- and long course, including the Central Ohio Age Group Championship Qualifying Meet and the Ohio Swimming Age Group Championships for 14 and under swimmers and the Ohio Swimming Senior Championship for older swimmers.



- Central Zone Championships – A meet held in early August in which Ohio swimmers with national AAA times or better compete as a team against all-star selections from other states.
- Zone Sectionals, Junior Nationals, and Senior Nationals – Zone or national level championship meets held annually for national-caliber swimmers.

Most open and invitational meets attended by Upper Arlington Swim Club are held in the Columbus area. During the short-course season, local meets are held at Upper Arlington High School, Thomas Worthington High School, and Columbus Academy. During the long-course season, local meets are held Gahanna. Older swimmers and committed younger swimmers, however, often compete in out-of-town meets requiring overnight stays.

In recent years, UASC swimmers have attended meets at Bowling Green, Cleveland, Cincinnati, and Oxford. Qualifying UASC swimmers have also competed in Ohio and National Championship meets in Cincinnati, Oxford, Canton, Cleveland, Detroit, Indianapolis, Minneapolis, and even visited Hawaii.

## **Meet Entry Procedures**

The request to participate in a meet is made by the parent electronically and can be found in the section titled Electronic Meet Entry Form. The form is in the secure password protected section of the web site. The UASC coaching staff then selects which events your child will participate in based on their ability level. The coaches at the beginning of the meet form all relays.

## **ENTRY FEE ACCOUNTS**

Upper Arlington Swim Club fees do not cover the cost of entering and competing in swimming meets. As a convenience to parents and swimmers, however, the Club manages a swimmers entry fees and then charges this back to your Team Unify account. These charges are due monthly and will be invoiced to your account.

Typically, meets charge \$2.00 per swimmer for the Ohio travel and championship meet funds, \$5.00-\$6.00 per individual event entry, and \$7.00-\$10.00 per relay entry. Typically, meet event entry fees are updated and published to your Team Unify account on the UASC website when the event entries are sent to the host swim team.

## **Working at Home Meets**

Upper Arlington Swim Club prides itself in offering the best-organized meets in Central Ohio! This is possible only through the cooperation, dedication, and hard work of UASC parents and swimmers. The club hosts three home meets during the short-course season.



UASC Hosted Home Meets:

- Golden Bear Invitational
- Triple Crown Invitational
- Central Ohio Regional

Under the rules of membership, every UASC family is required to work at and/or contribute food items to each home meet, regardless of whether their swimmers compete in the meet. The number of sessions that a family must work and the number of food items that it must contribute is determined by the UASC Meet Coordinator prior to each meet and will generally depend on the training group of the family's oldest swimmer. Siblings not competing or other surrogates may fulfill family work obligations, if they are at least 14 years old. A family that does not completely fulfill its work and food obligations is subject to a fine of \$100 per unfulfilled session.

The UASC Meet Coordinator and Meet Managers are responsible for organizing workers for home meets. Approximately one month before each meet, the Meet Coordinator will post meet job and food item signup form on the UASC website. Families are required to sign-up for open positions, on a first-come, first-serve basis, during the announced sign-up period. After the conclusion of the sign-up period, the Meet Coordinator confirms final job and food assignments by regular surface mail or telephone. The Meet Coordinator reserves the right to re-assign workers from one position to another to ensure the smooth functioning of the meet. Questions pertaining to meet work requirements should be addressed to the UASC Meet Coordinator.

**POSITIONS REQUIRING NO EXPERIENCE**

Each home meet requires many volunteers. The following positions do not require special skills or experience, except where noted, and will be listed on the sign-up sheets:

- *Awards Worker* - Organizes and distributes trophies, medals, and ribbons at table located in lobby by the front door.
- *Bear Lobby Monitor* - Supervises young swimmers and guests in the Bear Lobby, the area just past the concession stand.
- *Bull Pen* - Organizes younger swimmers in bullpen by heat and lane before event and delivers them to the starting blocks shortly before the start of their event.
- *Concession Food* - Under current meet organization practices, most families will be asked to deliver one food item to the meet for sale in concession stand. These items are available as part of the meet volunteer sign ups.
- *Concession Worker* - Handles and sells food items in the concession area prior to and during the meet. Serves hospitality food to coaches, officials, and workers during the meet.
- *Heat Winner Ribbons* - Hands out heat winner ribbons in 10 & under events.



- *Hospitality Food Preparer* - Prepare dishes for coaches' and officials' hospitality to the specifications of the Hospitality Chair.
- *Floater* - Sells heat sheets and team merchandise at the table in the lobby, and oversees coaches' and swimmers' check-ins and performs other duties assigned by Meet Coordinator.
- *Timers* - Two timers stand behind the starting blocks of every lane, where they operate hand held watches and the console back-up button, verify swimmer's names, and record times.
- *Verifier* - The verifier works with the computer operator to verify hand-held times recorded by timers whenever the console or computer shows discrepancies.

### **POSITIONS REQUIRING EXPERIENCE**

The following positions are generally open to club members, but require special training and thus are not listed on the work sign-up sheet. Anyone wishing to perform one of these jobs should contact the Meet Coordinator early in the season to ensure that proper training can be scheduled.

- *Meet Manager* - Helps Meet Coordinator organize one of the three home meets. Because of the extra effort involved, meet managers are typically excused from working at the other home meets.
- *Announcer* - Makes announcements over the public-address system requested by meet officials.
- *Computer Operator* - Operates meet management software that processes swimmers' times imported from the timing console.
- *Console Operator* - Operates timing console that controls electronic scoreboard and touch pads.
- *Swimming Official* - Officiates swimming competition as a referee, starter, or stroke and turn judge. Must be certified by Ohio Swimming.
- *Facilities Assistant* - Helps Facilities Manager to ensure that pool and deck are properly configured for competition, including set-up, take-down, and storage of equipment.

### **Club Volunteer Positions**

Most Upper Arlington Swim Club administrative functions are performed by member volunteers. Members may serve in several capacities, including serving as an officer or at-large member of the Board of Directors. Some of the more specific jobs, many of which do not require membership on the Board are as follows:

- *Awards and Special Events Chair* - Orders awards to be distributed at Club sponsored meets and at end-of-season recognition banquets. Organizes end-of-season recognition and awards banquet.



- *Communications Director* - Responsible for Club communications, including distribution of e-mail notices to members, maintenance of UASC Website, and management of bulletin board.
- *Concessions Chair* - Organizes concessions during the meet. Works with Meet Coordinator to determine concession food needs, equipment needs, and product pricing.
- *Equipment Chair* - Manages and maintains electronic timing equipment, including touch pads, starting system, etc. Coordinates use of equipment with high school equipment personnel.
- *Fund-Raising Chair* - Solicits advertisements and prepares them for publication in home meet heat sheets. Develops special projects to produce revenue for the Club.
- *Hospitality Chair* - Organizes Coaches and Officials hospitality during the meet. Works with Meet Coordinator to determine hospitality food needs, equipment needs, and product pricing.
- *Meet Entry Chair* - Processes entries from visiting clubs attending UASC-sponsored meets. Generates heat sheets and supervises computer scoring at home meets.
- *Meet Director* - Chairs Meet Committee and assumes ultimate responsibility for all matters related to UASC home meets. Responsible for official interactions with Ohio Swimming, USA Swimming, visiting clubs, officials, and coaches.
- *Meet Coordinator* - Responsible for meet work assignments and meet logistics. Determines meet work and food delivery requirements, creates and posts work sign-up sheets, mails work confirmations, and assesses fines. Oversees meet venue, including hospitality and concessions.
- *Officials Chair* - Organizes USA Swimming officials for the meet. Assigns duties to officials, including naming the meet referee and the session referees and starters.
- *Registrar* - Collects registration information and Club fees from members, submits registration materials to Ohio and USA Swimming, and maintains Club registration database.
- *Safety Director* - Verifies that Club is in compliance with USA Swimming, UA Board of Education, and Ohio Board of Health regulations, and brings potential violations to the attention of the Board.
- *Team Spirit Wear* - Organizes and manages the design, production, and sales of UASC team spirit wear.
- *Special Projects* - If you have special expertise or experience that can help the Club, or have ideas for special projects that you would like to undertake, please contact the UASC President.



## Information Sources

Communication is critical to the smooth running of the Club and especially important to families new to UASC. Official UASC communications employ several media:

- *UASC Website* - The UASC website, [www.uasc.org](http://www.uasc.org), provides the most current information about club activities. The UASC website publishes important announcements, including impending meet entry, club registration, and 11 work sign-up deadlines; club practice, meet, and special event calendars; meet information and meet entry reports; away meet lodging information; meet results, swimmer best times, and swimming records; entry fee account balance reports; a directory; and downloadable copies of the UASC by-laws, official policies, and handbook.
- *Bulletin Board* - The Natatorium bulletin board contains hardcopies of most of the information appearing on the UASC website, and contains information that will not be found on the website, including newspaper clippings.
- *Swimmer Mailboxes* - Each swimmer has a personal hanging folder in one of the plastic file boxes at the natatorium. Items regularly deposited in the mailboxes include medals, ribbons, and awards.
- *Electronic Mail* - The UASC Communications Director maintains an electronic mailing used to convey notices of cancellations and sudden schedule changes or other matters that require immediate attention by the Membership. The mailing list is not shared with anyone outside of UASC.

## Swimmer Development

When an athlete first joins UASC and begins training, it is possible for his\her times to worsen rather than improve. In the case of Bear Cubs, this is likely due to the emphasis placed on proper stroke technique rather than speed. New techniques are difficult for swimmers to master at first, but benefit the swimmer in the long run. In the case of Black Bears, extensive conditioning will stress the swimmer's muscles, slowing the swimmer during the season, but yielding maximum benefit at the end of the season, when the most significant time drops are typically realized.

Performance plateaus occur in all fields of human motor learning, and swimming is no exception. Successful athletes work through these temporary setbacks and continue their pursuit of long run performance goals. Ten and under swimmers are the most inconsistent swimmers and this can be frustrating for parents, coaches and swimmers alike. Parents must be patient and permit youngsters to enjoy the sport. Parents must realize that lack of competitive drive at an early age is normal. It is important that young swimmers learn to compete for themselves and their team, not for their parents.

With regular attendance at practice throughout the year, most swimmers advance from "B" to "A" and "AA" times while swimming in a particular age group. As swimmers train with the program, they usually



develop strong friendships with other swimmers and enjoy attending both practices and meets. The most successful swimmers are self-motivated and enjoy the camaraderie of the team. Parents, however, must also make a substantial time commitment and need to support their children's aspirations while helping their children develop self-motivation.

## Equipment

Swimmers need a racing suit, towel, goggles, a bag in which to carry their equipment, and perhaps a cap. When swimmers begin competing they will need a team suit and team cap. All swimmers are expected to wear a team suit during competition to increase team spirit and visibility. It is a good idea to have more than one cap and pair of goggles - these items break or mysteriously disappear. Label all equipment with a permanent marker. It is a good idea to purchase special shampoo designed to rid the hair of chlorine. Various shampoos are available locally and may be purchased on "fitting day" and at most meets.

## Awards

At meets, the top swimmers in each event receive awards as explained in the meet information. Most meets award ribbons and medals; some meets award trophies. Most meets offer a Heat Winner ribbon to the winner of each heat in the 10 and under divisions. Some meets also have high point awards for the swimmer achieving the most points for placement in each division.

At the Club level, all swimmers are recognized at the Awards Banquet following each short- and long course season. At the banquet, each swimmer receives recognition regardless of participation in meets. Below is a brief description of awards issued by the Club to its swimmers:

- *Swimmer's Medal* - to all swimmers in recognition for participating
- *Participation Plaque* - for 5, 10, or 15 years of participation
- *Championship Certificate* - for qualifying for and participating in Ohio Age Group Championships
- *25-second Drop Plaque* - to 10 and under achieving 25 seconds' time drop
- *50, 100, and 150-second Drop Plaques* - for achieving designated time drops
- *5-Star "AA" Certificate* - for achieving an Ohio "AA" time in all four strokes and the IM
- *Magic Minute Certificate* - for achieving a time under 1 minute in 100-yard event
- *Magic Two-Minute Certificate* - for achieving a time under 2 minutes in a 200-yard event
- *High Point Plaque* - to swimmer who accumulates highest number of individual points at the Barbara Kay Mini-Meet, "B" Championships, "A" Championships, and Ohio Age Group Championships.



## Competitive Swimming Primer

### COMPETITIVE STROKES

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, (4) and butterfly. Events are held in all the competitive strokes at varying distances depending on age-group. In addition, there is an event called the individual medley (IM), in which an individual swimmers swims butterfly, backstroke, breaststroke, and freestyle, in that order. Other events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in order of backstroke, breaststroke, butterfly and freestyle (medley relay).

### AGE GROUPS

USA Swimming, the governing body of swimming in the United States, recognizes four different age group classifications: 10 and under, 11-12, 13-14, 15-18 years of age, and senior swimmers. Some meets may not offer all age groups, or may offer combined age groups. Other meets may offer 8 and under events, and even 6 and under events. The swimmer's age on the first day of the meet determines the swimmer's age group for the entire meet.

### TIME STANDARDS

For each age group, except the 8 and under, USA Swimming recognizes different levels of achievement, by event and sex, based on a swimmer's best time to date. Each swimmer begins as a "B" swimmer in each event and, as s/he improves, may advance from "B" to "A", "AA", "AAA", and eventually "AAAA" swimmer. A swimmer may be in a different class in each event. For example, a swimmer may have "B" 50 breaststroke time, an "A" 50 backstroke time, and an "AA" 100 backstroke time.

Many of the meets have entry requirements based on published standards. For example, to swim an event in the B Championships, the swimmer cannot have achieved an Ohio A time in that event; to swim an event in the A Championships, the swimmer must have achieved an Ohio A time, but not an Ohio AA time in that event; and two swim an event in the Ohio Age Group Championships, the swimmer must have achieved an Ohio AA time in that event.

Time standards for all levels and events are published annually by Ohio Swimming and USA Swimming. Ohio Swimming standards are used to set entry requirements for Ohio championship meets. USA Swimming standards are used to set entry requirements for regional and national championship meets.

## Attending Swim Meets

Below are some guidelines for parents and swimmers who are attending their first few swimming meets.



## **PREPARING FOR THE MEET**

Make sure the swimmer obtains plenty of rest the night before a swim meet. Before departing for a meet, pack the swimmer's team suit, team cap, goggles, towel, sweats, and tee shirt, and a blanket, sleeping bag, or additional towel for the swimmer to sit on. You may also wish to pack snacks and drinks. Many meets have concession stands, but may serve mostly tempting junk food and soft drinks. Recommended snacks include: granola bars, yogurt, fruit, nuts, cereal, sandwiches, Gatorade, fruit juices, and Hi-C. Remove all jewelry before departing for the meet.

For parents, indoor pools are warm and humid places---dress appropriately. Summer meets are sometimes held in outdoor pools. Although the club tries to provide a tent under which swimmers may rest during the summer, long course season, parents usually find themselves in an un-shaded open area near the tent. Parents are advised to bring sun screen, hat, and comfortable chairs. Fixed seating is sometimes sparse at summer meets. Outdoor pool temperatures can be in the mid-60s during early morning meets during the summer. Some swimmers bring their UA parkas to summer meets.

## **ARRIVING AT THE MEET**

Arrive at the pool at least 15 minutes before the scheduled warm-up period begins. Upon arrival, find a place to put the swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for familiar faces.

Purchase a "heat sheet" in the lobby or concession area. Heat sheets list all the swimmers and their scheduled events. Check the heat sheet to assure that the swimmer is properly entered in his/her events. If there is a mistake, discuss it with your coach so corrective action may be taken.

Each swimmer is responsible for knowing which events he or she is swimming and being present on time to swim or when called to the bullpen. For this reason, it is a good practice for parents to write the number of every event, followed by the heat and lane number, on the swimmer's hand in waterproof ink. Swimmers need to be able to look at their hand and know that information throughout the meet.

## **WARM-UPS**

Just prior to the beginning of the warm-up period, the swimmer should report to the UASC coaches for warm-up instructions. It is very important for all swimmers to warm-up with the team. A good warm-up is an essential part of a successful performance. At warm-ups, coaches will inform swimmers if they have been entered in a relay.

After warm-ups, the swimmer will go back to the area where his/her towels are and sit there until their first event is called. This is a good time to go to the bathroom, get a drink, or get settled in. Meets usually start 10-15 minutes after warm-ups are over.



## AT THE MEET

You and your swimmer will need to know the following information provided in the Meet Program/Heat Sheet:

- Event (i.e. Event #101)
- Heat (i.e. Heat #2)
- Lane (i.e. Lane #3)

Most swimmers write their events on their hands or forearms with “Sharpie” markers for their reference (see below). You get this information from the “Meet program” or “Heat Sheet”. You can check the UASC web site to find out what events your child is participating in prior to the meet – this is called the “Meet Psych Sheet.”

Your child may also participate in a “Team Relay”. You will not know this until the coaches select relay participants on deck the day of the meet (be sure to ask your swimmer after warm-ups, if the coach asked them to be in a relay).

Here is a sample of how to write your swimmers race information on their hand/forearm (E=Event, H=Heat, L=Lane):

<b>Event</b>	<b>Stroke</b>	<b>H</b>	<b>L</b>
<b>#101</b>	<b>50 Free</b>	<b>3</b>	<b>4</b>
<b>#201</b>	<b>25 BR</b>	<b>4</b>	<b>1</b>
<b>#301</b>	<b>25 FL</b>	<b>3</b>	<b>2</b>
<b>#401</b>	<b>25 BK</b>	<b>5</b>	<b>6</b>

## DURING THE MEET

The method of calling swimmers to the starting blocks differs from meet to meet. Typically, when a swimmer’s event number is called over the loudspeaker, s/he must report to the “bullpen” ready to swim. At the bullpen, the clerk of course lines up swimmers by heats and takes them to the starting blocks in correct order. In some meets, older swimmers may be expected to report directly to the starting blocks, bypassing the bullpen.

Swim meets are officiated by certified USA Swimming Officials. Officials (dressed in blue shorts and white shirts) are responsible for determining whether a swimmer has used the legal stroke, start, turn, and finish. When an infraction is observed by the official, the official signals by raising a hand and records that the swimmer is disqualified, or DQ’d. An official will typically inform the swimmer or the coach of the infraction. Once DQ’d, a swimmer is not credited with the time achieved on that swim.



Young or inexperienced swimmers are often disqualified during their first year of swimming, particularly in the breaststroke and butterfly. Although disqualification can be discouraging for swimmers, it can also be one of the most valuable ways for them to learn what a “legal” stroke is. Parents should prepare inexperienced swimmers for the possibility of being disqualified.

After each race, the swimmer should go directly to his or her coach, who will discuss the race with the swimmer. Clock times are not official, and may be adjusted if the swimmer failed to touch the touch pad firmly or if the swimmer is disqualified. Official times are posted on a wall somewhere near the pool during the meet. Official posting, however, can often take up to an hour after the event is completed.

Only certified coaches, swimmers, workers and officials may be on the pool deck at a USA Swimming meet. Parents must remain in the stands or the lobby at all times.

## Glossary of Swimming Terms

- *'A' and 'AA'* - time standards for events, 'A' being faster than 'B', 'AA' faster than 'A'
- *age-group swimming* - the program through which USA Swimming provides fair and open competition for swimmers under the age of 19.
- *age-up* - to move from one age group to the next older one; time standards are usually faster
- *block* - the starting platform
- *bullpen* - see Clerk of Course
- *circle seeding* - a method of seeding swimmers a prelims/finals events in which the fastest 18-24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes.
- *circle swimming* - performed by swimming to the right side of the lane both down and back, allowing multiple swimmers to use each lane during practice and warm-ups
- *Clerk of Course* - where swimmers sign-in at beginning of meet as well as where swimmers report to get lane and heat assignments in preparation to swim. Often called “Bullpen”
- *consolation heat* - the second fastest heat in a Championship finals session
- *cut* - slang for qualifying time; a time standard necessary to attend a particular meet or event
- *deck* - the area around the swimming pool reserved for swimmers, officials, and coaches.
- *deck entry* - the process of entering a swimmer in a meet with the Clerk of Course on the day of the meet; not all meets offer this option
- *distance events* - term used to describe events 400 meters/500 yards in length or longer



- *deck seeding* - dividing swimmers into heats following a check-in prior to warm-ups, usually for distance events; deck seeding, as opposed to pre-seeding, eliminates empty lanes from no-shows
- *DQ'd* - short for disqualified; this occurs when a swimmer has committed a stroke infraction or has false started; a disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.
- *dry land training* - training conducted out of the water including stretching, calisthenics, and weights
- *entry fees* - the amount per event a swimmer or relay is charged; varies across meets
- *entry form* - form on which a swimmer enters a competition; usually includes name, age, sex, event numbers and entry times
- *false start* - occurs when a swimmer moves before the start gun is sounded; in USA Swimming, one false start results in disqualification
- *finals* - the championship heat(s) of an event in which the top swimmers from the preliminaries compete
- *finish* - the final phase of a race - the touch at the wall.
- *heat sheet* - a listing of all swimmers in a meet by event number, heat and lane assignment
- *heats* – a division of swimmers in a particular event into groups of 6 or 8, depending on the number of pool lanes, who will swim directly against one another
- *heat winner ribbon* - a ribbon given to the winner of a heat, typically only 10 and under swimmers
- *high point* - an award given to the swimmer scoring the most points in a given age group at a swim meet; some meets do not offer high point awards
- *I.M.* - slang for individual medley; an event in which the swimmer performs all 4 strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.
- *Junior Olympics* – a dated, but still frequently used term referring to the Ohio Swimming Age Group Swimming Championships; also referred to as the "AA" Championship
- *LSC* - Local Swimming Committee - the governing body of USA Swimming at the local level; the Ohio LSC covers parts of northern Kentucky and all of Ohio except the northeast
- *long course* - a pool 50 meters in length, in which most summer competitions are held
- *National Time Standards* - time standards published by USA Swimming broken down by age and sex as well as B, BB, A, AA, AAA, and AAAA divisions
- *official* - a judge on deck at a sanctioned met who enforces USA Swimming rules; there are stroke and turn judges, administrative officials, starters, and referees 17



- *practice suit* - suits for practice; some swimmers train in several suits for the purpose of creating drag
- *prelims* - slang for preliminary session, also called heats or trials; races in which swimmers qualify for the championship and consolation finals
- *pre-seeded* - arranging all swimmers into heats prior to a meet; heat sheets are available at pre-seeded meets showing the event, lane and heat assignment of swimmers
- *proof of times* - must show proof of meeting a qualifying time in a previous meet
- *psyche sheets* - a listing of all swimmers entered, fastest to slowest, in each event in a meet, not separated into heats as is a Heat Sheet
- *pull buoy* - usually made of Styrofoam, a device placed between the legs to isolate the use of the arms
- *qualifying heats* - see prelims
- *referee* - the head official at a swim meet in charge of all swimming administration and decisions
- *relay* - an event in which 4 swimmers compete together as a team to achieve one time
- *sanction* - a permit issued by USA Swimming club to conduct a meet
- *scratch* - to withdraw from an even in competition
- *seed times* - a swimmer's entry time in a meet; used to determine swimmer's heat and lane assignments
- *short course* - a pool 25 yards or 25 meters in length; USA Swimming conducts most of its winter competition in short course yards
- *split* - a time recorded for a set distance within a longer event or the time achieved by a relay participant in their leg of a relay
- *sprint* – races of shorter distances (25, 50, 100); also, to swim at maximum speed for a short distance
- *starter* - USA Swimming official at a meet who starts each heat and calls swimmers to the blocks
- *streamline* - the position used by swimmers when starting or pushing off a wall to reduce resistance
- *stroke judge* - USA Swimming official who walks the side of the pool during an event, and determines whether a swimmer's strokes conform to USA Swimming rules
- *swim off* - in a prelims-finals competition, a race after the scheduled event to break a tie between two swimmers to determine who will qualify for finals



- *T-16* - short for Reportable Top 16, indicating time standards set for both short and long course events; times meeting this standard are submitted to USA Swimming for consideration each year for the final list of top 16 times in each event nationally
- *taper* - final phase of training prior to championship meets in which training effort is reduced and swimmer's strength and endurance improve, sometimes dramatically, from rest
- *time drop* - time improvement measured by comparing a swimmer's time to his/her previous best time in a given event.
- *time trial* - a time-only swim which is not part of head-to-head competition, usually held at the end of a meet
- *timed finals* - competition in which heats are swum and final placings are determined by the times performed once, as distinguished from a prelims-finals format with both preliminaries and finals
- *time standards* - a time set by a meet sponsor, an LSC, or USA Swimming that a swimmer must achieve for qualification or recognition
- *touch pad* - a large touch-sensitive board at the end of each lane where a swimmer's finish is registered electronically by the timing system
- *USA Swimming Number* - a number assigned to a swimmer upon joining USA Swimming and recorded on the swimmer's membership card
- *unattached* - an athlete who competes, but does not represent a club or team for points. A swimmer who changes teams may not represent any club in USA Swimming competition for 120 days
- *warm down* - low intensity swimming used by a swimmer after a race or main practice set to rid the body of excess lactic acid and to gradually reduce heart rate and respiration
- *warm-ups* - the practice and loosening session prior to a meet or before each event.
- *Zones* - all-star age group competition held within each of the four zones: Eastern, Western, Central and Southern and in which swimmers compete as a team member for their LSCs, not their clubs
- *Zone Sectionals* - national caliber meets held throughout the country at the end of both the short course and long course seasons, limited to swimmers 18 and younger