

# WELCOME

Dear Heartland Family:

We would like to welcome you to the exciting world of swimming. By joining Heartland Swim Association, your child has just become a member of one of the country's largest and most organized youth sports organizations- USA Swimming.



This handbook will give you a working knowledge of the sport of swimming and answer some of your basic questions. Keep in mind that this information is an introduction and should you have more specific questions, you can ask your child's coach or contact the Heartland Swim Association office at [hsa@heartlandswim.org](mailto:hsa@heartlandswim.org)

The Heartland Swim Team prides itself on its commitment to provide a place and opportunity to excel for swimmers at every level of competitive swimming, from novice swimmers to nationally ranked swimmers. Swimming is a sport that encourages team attitude while fostering and supporting individual goals and achievement. It is a sport that requires of its participants an incredible level of dedication and hard work. Possibly the greatest benefits of participating in an organized swimming program are the life skills your child will develop. These skills include time management, self-discipline, independence and sportsmanship. Swimmers reap the benefits of swimming long after their participation on the team ends.

We are proud of our accomplishments over the team's 40-year history. Our swimmers have had great success at both the Winter and Summer Junior Olympics with many swimmers reaching finals. Throughout our history, Heartland Swim has had swimmers chosen for the San Diego/Imperial Western Zone Teams as well as swimmers qualify for and compete at Junior Nationals and Nationals. Many high school-age Heartland swimmers earned the All American Academic Achievement Award. Additionally, many swimmers have been awarded college scholarships for swimming. As our team has grown, our coaching staff has expanded to accommodate the needs of all swimmers.

As a non-profit organization, we look to our members, the parents of our swimmers, to provide us with the infrastructure to make our team successful. The values you model to your children through your volunteerism are valuable lifelong lessons. Whether you are new to the team or have been with Heartland for several years, we ask you to become familiar with the many opportunities available to support the team and give some time to make Heartland Swim Association a continued success.

**Your Heartland Coaches, Board of Directors & Team Administration**

## **Team Philosophy**

Heartland Swim realizes the importance of making a place for everyone regardless of his or her abilities.

The goals of Heartland Swim are to:

Provide a program for competitive swimming.

Help young people to take on challenges, set goals, and achieve their full potential.

Create a positive environment that promotes personal growth.

Create a sense of team, while developing an atmosphere of camaraderie.

## **Heartland Swimmer Code of Ethics**

### **Respect ...**

Your coaches, teammates, officials and spectators

Your competition – always display good sportsmanship

Our country – stand in reverence during the Pledge of Allegiance and National Anthem

Heartland property, our pools, and any other facility we may visit.

### **Abide by team rules ...**

Wear team suits, caps, shirts and warm-ups to team competitions

Participate in team cheers

Sit with your team at group functions

Inform your coach when leaving a function, event or competition

Always speak with your coach before and after a race

Never scratch a race without speaking to your coach first

Let your coach know if you are unfamiliar with the meet's course of action. They can instruct you in the correct procedures to follow to assure being in the right place at the right time.

### **A Heartland swimmer is mindful of ...**

Achieving personal goals through individual growth and development while contributing to the team

Being a good role model to younger Heartland swimmers

Their actions, as they represent the team and how their actions are perceived by others

## **Expectations of Heartland Parents**

This handbook is designed to assist you in helping your child succeed in swimming. Remember, not every swimmer becomes a world record holder but everyone gains from his or her swimming experience. Supporting your child in swimming can be one of the most rewarding experiences of your life. You may soon find yourself serving on the Heartland Swim Board or becoming a USA Swimming certified official. Whatever your role, your child's experience in swimming has much to do with your positive support.

Please ask questions of your coaches, officials and other team parents; we all have the same goal – to provide your child with the best possible swimming experience.

Have swimmers to practices, meets and functions on time. Allow them to stay until the end of the meet to cheer on their teammates and help with counting laps and timing for their teammates' distance events.

Wait until after practice to discuss issues and concerns with the coaches.

Support the team. The Heartland Swim Team is a parent-run organization, and we can't succeed without parent volunteers. We have fundraisers, swim meets, and social activities that we need help with at various times of the

year. Watch your email for volunteer opportunities.

Expect to spend at least an hour per day timing at all meets in which your swimmer participates. It is essential that we have timers for the swim meet to run smoothly. Timing assignments are posted on our website the week of the meet and you sign up there.

Check your e-mail and the web site at [www.heartlandswim.org](http://www.heartlandswim.org) regularly to make sure you are current on all news and events.

Feed your swimmers appropriately. Help them learn about proper nutrition that will give them the energy to practice and compete safely. Visit the USA Swimming web site at [www.usa-swimming.org](http://www.usa-swimming.org) for more information.

Supervise your children (swimmers and siblings) when they are “off deck.” At swim meets and practices, the coaching staff is responsible for swimmers’ needs in relation to the meet or practice. It is the parents’ responsibility to make sure children are dropped off and picked up on time, and to make sure children do not wander out of or around the pool area unsupervised. Do not drop your swimmer off at a meet unless you have made arrangements for supervision with another parent!

## **Pool Rules**

1. Horseplay such as running, splashing, shoving or dunking is not allowed.
2. Objects other than your swimming equipment are not allowed in the pool during practice.
3. Profanity, hand gestures or other improper behavior is not allowed.
4. Sitting, standing or pulling on lane lines is not allowed.
5. Spectators, including parents, may watch practice from designated areas in the bleachers, or the surrounding pool deck.
6. Instructions from the coaches, lifeguards or facility employees must be obeyed at all times.
7. Foster team spirit by showing respect for your teammates and yourselves.

## **Organization**

The Heartland Swim Team is a 501(c)(3) non-profit organization. Our operating funds are generated from membership dues, fundraising events, swim meets and sponsorship. These funds are primarily used for coaching costs, equipment, coaches’ travel expenses and pool water costs. The team budget revenues and expenses are carefully planned to keep dues as low as possible.

The Executive Board of Directors consists of the President, Vice President, Secretary, and Treasurer. Board Members are elected at the General Membership Meeting in November and serve one-year terms.

## **Mission Statement**

Heartland Swim strives to operate as a club that promotes and financially supports swimming as a competitive sport for the youth of our community. The corporation is a non-profit corporation, organized solely for educational, scientific and charitable purposes. The specific purposes of this corporation are to:

- Organize, operate and maintain a youth swimming program at the highest level
- Promote educational opportunities, while developing citizenship and leadership for San Diego County’s youth through participation in swimming
- Extend opportunities for youth through swimming
- Promote swimming in San Diego County, and
- Engage generally in any cause to encourage the cultural, social, educational and mental welfare of young swimmers.

## Membership Requirements:

- Participation is open to anyone interested in competitive swimming regardless of age or ability.
- Interested swimmers must try out with the designated Heartland coach for proper training group placement. All placements are at the discretion of the coach.
- Completion of annual Membership Agreement
- Payment of all fees
- Membership in USA Swimming
- Adherence to all Heartland policies
- Participation and Team Sportsmanship

## Team Membership

Membership is open to all who participate in the club, abide by the bylaws and agree to the Mission Statement. Members are also required to abide by the Membership Agreement presented each year, paying dues as stated and participating in volunteer activities as stated.

The club state does not discriminate in accepting members based on race, sex, religion, or disability and are consistent with that statement of USA Swimming.

## Structure

**Heartland Swim Team** is a member of **San Diego-Imperial Swimming (SI)**. **San Diego-Imperial Swimming** is a **Local Swim Committee (LSC)** of **USA Swimming**. USA Swimming is divided into four **Zones**, Eastern, Southern, Central and Western. San Diego-Imperial Swimming is part of the Western Zone.

**San Diego-Imperial Swimming (SI)** is one of the 59 **Local Swimming Committees (LSC)** of USA Swimming. Each LSC has its own set of operating bylaws. A House of Delegates with representation of athletes, coaches, members of the Board of Directors and clubs is responsible for managing the business affairs of each LSC.

## USA Swimming

USA Swimming is the National Governing Body for competitive swimming in the United States. As the governing body, USA Swimming is responsible for the conduct and administration of swimming in the United States. The main office is located at the Olympic Training Center in Colorado Springs, Colorado. USA Swimming staff interact with 59 **Local Swimming Committees (LSC)**, athletes, coaches and volunteers at all levels to provide a variety of services to over 400,000 members and over 2,800 swim clubs nationwide.

USA Swimming has the responsibility to formulate rules, implements policies and procedures, conducts national championships, distributes safety and sports medicine information, and insures the development of members clubs and age group swimmers. USA Swimming is responsible for the selection of USA National Teams, which compete at the Olympic and World Championships as well as other international competitions. Each **Local Swimming Committee** is responsible for administering USA Swimming activities in a defined geographical area.

## USA Swimming Registration

All Heartland swimmers must be active members of USA Swimming in order to practice with the team and compete in USA-sanctioned meets, which includes SI-sanctioned meets. Membership is renewed annually. The annual fee provides limited, co-benefit accident and liability insurance for members participating in supervised workouts and swim meets, and a subscription to *Splash* magazine. Membership in USA Swimming also confers

many other benefits and helps keep all club members up-to-date on news in the wider world of swimming. Initial registration submitted after September 1 covers the swimmer for the remainder of that year and the entire next year. After that, registration will expire on December 31 of each year.

Seasonal memberships are available for April through August for swimmers joining the team during these months, or for swimmers who may only swim during the summer season.

## **New Heartland Swimmers – USA Swimming Registration**

New team members must provide “proof of birth” (passport or birth certificate) as part of the initial USA Swimming registration. All swimmers must re-register annually. If you are a new Heartland swimmer from another team in SI, please email [hsa@heartlandswim.org](mailto:hsa@heartlandswim.org) for a transfer form. The form and a minimal fee must be submitted to the SI office prior to or at your first sanctioned meet with Heartland. A swimmer must be unattached for 120 days before he/she may compete as a Heartland swimmer. The period of unattachment begins the day following the last day on which the swimmer represented his/her previous USA Swimming team at a sanctioned meet.

## **Heartland Training Groups**

Heartland Swim offers United States Swimming Programs for individuals ages 6 to adult. Each group is designed to benefit swimmers who are grouped by experience, ability, and training commitment.

The number, duration, and intensity of the practices are geared to the above elements that define the swim group. The following table shows approximate practice times per group. The aim of the coaching staff is to move swimmers through the groups as warranted by their ability and desire.

Training Group	Days/Week	Workouts offered	Duration
Jr. Gold	4	4-5	1-1/2 hours
Gold	5	5-6	2-1/4 hours
Senior Development	5	5	2 hours
Senior	6-7	7-8	2-3/4 hours

### **Junior Gold**

Swimmers in this group have a basic understanding of swimming skills. Refinement and continued development of these skills are the main objective of this group. All of the swimmer’s other activities, such as soccer, baseball, dance, etc. are encouraged. The basic points of emphasis are swimming satisfaction, fun, stroke technique and beginning competition. Swimmers generally compete in A/B/C level swim meets.

### **Gold Team**

Swimmers in this group have some competitive swimming experience. The focus of this group is to refine and continue to develop the swimmer’s skills. Conditioning and endurance training are also introduced. All the swimmer’s other activities, such as soccer, baseball, dance, etc. are encouraged. Swimmers generally compete in A/B/C level swim meets and are encouraged to attend at least four of the five 2-1/4-hour practices offered each week.

## Senior Development

Swimmers in this group have a mix of beginner and higher level of competitive swimming experience. This group is designed to transition swimmers from age group swimming to senior swimming through an increased volume and intensity of training. The focus is to gain competitive experience, improve cardiovascular fitness, and refine stroke and racing skills. Swimmers generally compete in A/B/C level swim meets and attend three to four of the five 2-hour practices offered each week.

## Senior Team

Swimmers have developed the ability to train at a greater volume and intensity and have established a consistency in training that reflects a commitment to this program. They generally compete in the highest-level competition for which they are qualified, with the goal of competing and scoring at the highest levels of the sport. They are expected to attend a majority of the practices offered each week.

## The Parent-Swimmer-Coach Relationship

It is not the intention of any Heartland coach to advise a parent on how to raise their children. No one understands the parent-child relationship better than the parent. In an athletic environment, human nature sometimes prevents a parent from remaining objective in matters concerning their children. Through personal experience as competitive swimmers and years of coaching, the Heartland coaching staff has probably at one time had to deal with the issues you may be confronting. If you have questions or concerns, please contact your coaches so they can help.

Everyone involved in the training program conducted by Heartland realizes that all swimmers learn individually and physically develop at different rates. As individuals, each will respond differently to various methods of skill development and will reach their goals accordingly. Seeing a swimmer become a self-motivated, confident young adult can mean more than having the fastest times.

### *Swim parents are wonderful when ...*

- ◆ They work a full day at a swim meet, and then want to know where the team party is!
- ◆ They cheer for athletes who are not their own children.
- ◆ They drive carpools that would make a NYC cab driver dizzy.
- ◆ They help set-up or tear-down for events that they did not sign-up to help with.
- ◆ They ask their swimmer after the race “What did your coach say? – What do you think?”
- ◆ They say, “What’s your next event?” after their 10-year-old just got DQ’d.
- ◆ They understand that only the four fastest swimmers can be on the “A” relay team.
- ◆ They emphasize the importance of the “team” and cheering for teammates.
- ◆ They help new parents “learn the ropes” in a positive way.
- ◆ They promote team unity.
- ◆ They applaud everyone’s efforts and comfort those who need it.
- ◆ They realize that coaches are human, and feel terrible when they make a mistake – just like they do.
- ◆ They know that there is nothing heavier than “great potential.”
- ◆ They realize that one single swim is not all that important; it’s the process that counts.
- ◆ They congratulate their child’s teammates for doing a best time because recognition by another adult is very important.
- ◆ They support their child’s swimming by supporting the organization that brings their child the opportunity to excel.

## Coaching Staff

Heartland Swimming has one of the most qualified coaching staff available in Southern California for all levels. Our coaches bring to Heartland swimmers not only experience, but enthusiasm, dedication, and a love for the sport of swimming. They coach because they love it.

## Heartland Board of Directors

A board of directors oversees the administrative functions of Heartland Swim Association. The board consists of four officers (president, vice president, secretary and treasurer) and 13 members at large. The elections for board positions are held annually in November. This is the annual membership meeting and all parents are encouraged to attend. The upcoming year's budget also is discussed and approved at this meeting. The following is a list of responsibilities for board positions:

**President** – Responsible for conducting board and membership meetings; delegating authority and responsibility; holding elections; board membership/job descriptions; appointing committees; facilitator; coordinator; calling special meetings.

**Vice President** – Responsible for conducting meetings in the absence of the president and recruiting meet volunteers.

**Treasurer** – Responsible for registration with USAS; payroll; budgets; filing taxes; paying bills; maintaining receipts; financial reports; collecting fees/dues.

**Secretary** – Responsible for recording minutes of meetings; maintaining historical records; writing necessary letters.

**Equipment Chairperson** – Responsible for Heartland Swim logo on suits, sweats and other merchandise; has HSA swim caps at every meet.

**Members at Large** – Responsible for working with board members to achieve Heartland Swim Association's goals and supporting fundraising and meet host duties.

## Membership Dues

Membership dues are to be paid monthly, due by the 15th of each month. Since we must meet our operating expenses monthly, it is crucial that we receive timely payment from our members. Dues will be considered late after the 15th of the month and a late charge of \$15 will apply (see club policies). Monthly fees are broken down by group and the number of swimmers in each family. Please refer to your annual membership agreement, which outlines the dollar amount for dues and fundraising requirements.

## Heartland Fundraising

Heartland has only one mandatory fundraiser each year, the annual Aquafest that is usually held in October. All year-round swimmers are expected to participate. However, all swimmers are welcome to be a part of the Aquafest. Participation includes swimming as many laps as possible within a one-hour time frame and soliciting donations for your efforts. Swimmers are expected to raise at least \$150 toward the Aquafest. This is a family-friendly event that parents are welcome and expected to attend. We need as many parent volunteers as possible to count laps. Swimmers also can earn prizes for their efforts. Swimmers may be treated to snacks and drinks after their one-hour swim.

Additional fundraising activities are held throughout the year, such as eating out at local restaurants that give a portion of the proceeds to our swim club. Members are encouraged to participate, but these activities are not mandatory. Financially successful fundraisers are necessary to keep dues and other fees at their lowest possible levels.

## Heartland Timing Responsibilities

**Heartland Swim** is required to supply timers at most swim meets they attend that are hosted by another team. Meets cannot run without timers, and swimmers cannot get accurate times without the support of parent timers. **Timing is Mandatory.** Heartland parents may be required to work at least one timing shift per day at each of these meets. Timing assignments are normally posted by Wednesday before the meet. To sign up for a timing slot please log into your account, go to the Meets/Seasonal Teams tab and scroll down to the swim meet your child is swimming in. Click on the "Job Sign Up" button and sign up for a slot. Please remember that for distance events swimmers are required to provide their own timer and lap counter.

**Be a Good Timer...** and remember, "Often the best seat is a timing chair."

Sign up for your timing shift.

Be prompt for your timing shift.

Remain in your timing chair until relieved by the next timer.

Collect all your belongings including your trash.

Need to change your shift? It is your responsibility to find a replacement.

## Timing 101

Timing is very easy – there is no special training required. Usually, there will be at least two timers per lane, sometimes three. Each lane will have a stopwatch and an event list on a clipboard. There will also be 2 "pickles" for the automatic timing system. "Pickles" are the back up system in case the swimmer does not touch the electronic pad properly or in case the timing pad malfunctions. There is always a Head Timer whose duty is to start two stopwatches so that if a timer makes a mistake or a watch malfunctions, one of these watches can be obtained to time the swimmer in your lane by waving your hand for the Head Timer to bring you a replacement.

The event cards on the clipboard will list the event number, the distance and stroke, and the names of the swimmers in each heat. It is helpful if you confirm early that the swimmers in your lane are waiting behind you. In events when one length of the pool is swum, the swimmers will either start at the end opposite of the timers, or the timers will be moved. The starter will inform the timers if they need to move to the opposite end of the pool.

When the swimmer in your lane is nearing the finish, go to the edge of the pool to see the swimmer actually "touch" the wall. Stop the stopwatch and press the button on the "pickle" as soon as any part of the swimmer's body touches or breaks the invisible plane of the finish wall. **You must get out of your chair and go to the edge of the pool for a good view of the finish for all events.**

Record the stopwatch time on the event card next to the swimmer's name. A runner will collect the completed cards at the end of the event. If you do not have an event card, notify the starter before the event begins, if possible, but remember ALWAYS start the stopwatch anyway. The event card can be obtained and filled out after the heat.

## QUICK NOTES FOR NOVICE TIMERS

- ◆ Verify swimmer's name before start of heat.
- ◆ If your heat sheets show a swimmer's name and no swimmer is at the blocks, call the

swimmer's name (sometimes the younger swimmers don't know what heat is next).

- ◆ If your watch malfunctions, stand up and raise your hand to alert the head timer for a new watch, or ask timers with an empty lane for their watch if they started it.
- ◆ Backstroke – swimmers start in the water.
- ◆ Remember, you are timing, it is not your place to coach or critique swimmers.
- ◆ Feel free to cheer the swimmers in your lane.

## **Heartland-hosted Swim Meets**

Swim meets are fundraisers for our team. Without the funds raised at these meets, we would undoubtedly need to increase monthly dues to cover team operating expenses. HSA meets are held at Granite Hills High School. We need parent volunteers for all kinds of jobs to make our meets run successfully. Parents help in the Snack Bar, help with swimmer check-in, serve as the event announcer, feed the coaches, assist with meet set-up and tear-down and assist with timing assignments. If swimmers are not participating in a meet, they also are encouraged help out. It's work, but it's fun!

## **Equipment/Team Suits**

Check with your coach to assure that the swimmer has the equipment that is correct for his/her level prior to ordering. This may include swimsuits, fins, kick boards, warm-ups, parkas, bags, and paddles. The "official" Heartland suit is a solid black Speedo suit.

Speedo is our team sponsor. All our equipment and suits have the Speedo logo on them. Speedo supports our team with incentives for the coaches and swimmers at the Senior level who meet certain criteria.

## **Swim Meets**

### **Short Course/Long Course**

There are two seasons in a competitive swimming year.

**Short Course** season (SCY) runs between September and March when the pool is set up for competition with 25-yard lanes.

**Long Course** season (LCM) runs between March and August when the pool is set up for competition lengthwise in 50-meter lanes.

### **Age Groups**

San Diego-Imperial Swimming meets are part of the United States Swimming classified age group program.

There are seven age groups in USA Swimming: 8 & under, 10 & under, 11 & 12, 13 & 14, 15 & 16, 17 & 18 (sometimes 15 – 18) or senior. At some meets, events are held for swimmers age 6 and under. Within each age group there are different time standards or classifications: C, B, A, Junior Olympics.

Age is determined by the age of the swimmer on the first day of any given meet. Once a swimmer begins a meet at a given age, he/she can finish the meet at that age even if he/she has had a birthday during the meet.

### **Time Standards**

Time standards and age determine the type of meet in which a swimmer may participate. Age group standards are in successively faster levels: C, B, A, Junior Olympics, Zones.

The time standards for each classification are established by San Diego-Imperial Swimming and are subject to change. The time standards for each age are listed on the SI web site and are published annually. In order to swim in a specific classification, a swimmer must have achieved the corresponding qualifying time.

SI meets usually combine classifications to allow swimmers to compete in a complete event schedule. In a B/C meet, for example, a swimmer could swim the C breaststroke event and the B freestyle event in the same meet.

Championship meets are held near the end of the short course and long course seasons. A swimmer's time standard determines which championship meet they may attend. As young swimmers progress in the sport of swimming, they may qualify for Junior Olympic Championships, Age Group Championship meets and Western Zone Championships (All-Star selections).

## **How to Enter a Swim Meet**

We highly recommend that swimmers pick at least one swim meet to attend each month. Your swimmer's coach can help you do this. You can find the seasonal meet schedule that shows all swim meets for the current season by going to the Meets/Seasonal Teams tab on our website.

### **How to sign up and enter your swimmer in year round swim Meets:**

All swim meets sign ups are also completed online through our website @ [www.heartlandswim.org](http://www.heartlandswim.org)

- Sign into your Swimmer's Account
- Go to the top of the webpage and select the "Meets/Seasonal Teams" tab. A list of available swim meets will show up and then you scroll down to find the swim meet that you wish to enter,
- Click on the "Edit Commitment" button. If you have more than one child swimming you will see them listed on this page.
- Please pay careful attention to the "Maximum Event Entry Limitations" in the meet information box- IF PRESENT- the "View" link will be blue and you can click on it to see the information.
- Select your swimmer.

### **How to select Swim Events for every swim meet you register for:**

- Click on the "Declaration" pull-down and select "Yes".
- Once "Yes" is selected, please read the "Important Notes" at the top of the page.
- Add any notes that you want the Administrator to see in the "Notes" box under the declaration.
- At the bottom of the page you will see the events your child MAY be eligible to swim.
- You will also see their Best Times. If your swimmer has not yet swum an event for an official time it may say NT-, which stands for No Time. Times in black are events your swimmer is eligible to enter and swim. Times in red are events your swimmer is NOT eligible to enter. Their times may be too fast or too slow, depending on the meet.
- Check the Checkbox to the left of the name for those events you would like to enter. The entry time will then be highlighted next to the events you enter.
- Please take careful notice of the time standards that must be met in the right-side columns.
- Once you have finished, click on the "Save Changes" button in the lower right.
- Repeat the process for additional swimmers.
- You will notice that Coach Approval column will indicate Pending after you submit.

Your team meet Administrator will review your declaration and APPROVE or REJECT your request. If you have any questions about whether to enter a meet or which events to enter, always confer with your coach.

## **Swim Meet Fundamentals**

Swim meets are a great family experience. Listed below are some helpful guidelines to assist you in preparation for a swim meet.

### **Before the Meet Starts**

Arrive at the pool 15 minutes before the scheduled warm-up time told to your swimmer by their coach. Upon arrival, find a place to put your swimmer's blanket, swim bag or sleeping bags. The team usually sits together so look for the Heartland canopy. Team canopies are provided by the team for use by the swimmers. If all swimmers have a place under the canopy and there is space remaining parents may join them.

Locate the check-in area and have your swimmer check in. The parent volunteers will ask the swimmer's age and name. Swimmers may write each event number on their arms. This helps swimmers to remember what events they will be swimming that day.

Swimmers should now report to their coach for warm-up instructions. It is very important for all swimmers to warm-up with their team. After warm-up, swimmers will return to the area where their towels and belongings are located before their event.

Swim Meet Programs, also called Psych Sheets, are usually available as a PDF emailed out with the meet information. Most teams also run the Meet Mobile app, which gives up to date meet information. The program lists all swimmers in each event in order of "seed time." When the team entry is sent in, swimmers are listed with their best time for each event. When swimming in an event for the first time, swimmers will be entered as a "no time" or "NT." A "no-time" swimmer will most likely swim in one of the last heats of the event. Heats are usually run from fastest to slowest.

### **Meets Starts**

It is important that swimmers know what events they are swimming. They may swim right after warm-up or they may have to wait awhile before their first event. Swimmers need to check the posting area for a list of swimming events complete with heat and lane assignments.

Swimmers meet with their coach prior to an event and are given instructions regarding how to swim the race. After swimmers finish an event they should warm-down and then immediately go speak to their coach for a review of the race.

Things you as a parent can do after each swim: Tell swimmers how great they did! Take them back to the rest area and give them something to drink and something light to eat. Swimmers wait for their next event to be called.

When swimmers complete all their events, they may go home. Always check with the coach before leaving to ensure that your swimmer is not included in a relay event, which usually occur after the individual events.

## **Glossary of Swim Terms**

**Administrative Referee** – Also called Meet Secretary; responsible for the administrative operation of the meet including entries, swimmer registration, clerk of course, results tabulation and organization of all meet paperwork.

**Age Groups** – Program through USA Swimming that provides fair and open competition for its younger members. Nationally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18. Local meets may also include events for 8 and Under or single age categories.

**Aggregate Time** – times achieved by four individuals in separate starts which are added together to arrive at a relay time for entry purposes.

**Approved Meet** – A meet conducted by a USA Swimming group member or an outside organization in conformance with USA Swimming technical rules. At least two USA Swimming officials (minimum SI Stroke/Turn certified) must be present to attest that the conduct of the competition conforms to all USA Swimming rules and meet standards.

**Block** – The starting platform

**Bonus Consols** – The top 16-24 swimmers during preliminaries.

**Certified Officials** – Southern California Aquatics Federal and SI trained personnel that act as Starter/Deck Referees according to the requirements of the meet. Certified officials are trained to observe and enforce the technical rules of swimming in a fair, consistent and impartial manner.

**Circle-Seeded** –A seeding method for preliminaries that allows scrambling heat and lane assignments so the fastest swimmers are mixed into different heats. It is usually used so that slower swimmers are challenged by faster swimmers. The fastest swimmer in each heat will be in Lane 4, second fastest in Lane 5, then lanes 3, 6, 2, 7, 1, & 8, respectively.

**Circle-Swimming** – Performed at practice and meet warm ups. Swimmers stay to the right of the black line when swimming in a lane to enable more swimmers to safely swim in each lane.

**Change of Affiliation** – A change of affiliation from one club to another or from unattached to a club. The swimmer must request a change of affiliation form from the SI Office and the athlete must be unattached for 120 days before he/she may compete attached to another club.

**Clerk of Course** – Responsible for the conduct of check-in and event seeding operation of the meet.

**Closed Competition** – A competition open only to the members of one organization or group.

**Composite Time** – Time achieved in a relay event by four members of one organization or group.

**Consols (Consolation)** – A level of finishing at a Finals Meet for those who fell short of qualifying for Finals (1<sup>st</sup> – 8<sup>th</sup> place) during preliminaries; usually those finishing in places 9 through 16, plus alternates.

**Course** – designated distance over which the competition is conducted.

**Cut** – Slang term for qualifying time, a time standard necessary to attend a particular meet or event.

**DQ'd (Disqualified)** - this occurs when a swimmer has committed an infraction of some kind (e.g., freestyle kick in butterfly.) A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

**Deck-Seeded** – Heat and lane assignments are made after check-in, scratches are determined, and event has been closed by Clerk of Course.

**Distance Events** – Term used to refer to events over 400 meters/500 yards.

**Dryland** – Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics, and possibly weight training.

**Dual Meet** – A Meet with only two teams competing.

**Entry Card/Form** – Form or card on which a swimmer enters a competition; usually includes swimmer's name, USA registration number, club, age, sex, event numbers, event names, entry times, and fees.

**Event** – any race or series of races in a given stroke or distance.

**False Start** – Occurs when a swimmer is moving before the start is sounded; in USA rules, one false start will result in disqualification.

**Finals** – The concluding session of each day of the meet in which the final race comprised of the fastest preliminary qualifiers of each event is swum. (Championship heat of an event in which the top 8 swimmers from the preliminaries compete.)

**Flags** – Backstroke flags placed 5 yards (short course yards) or 5 meters (long and short course meters) from the end of the pool; the flags enable backstrokers to execute a backstroke turn safely.

**Fly-Over Starts** – Starting method where finishing swimmers from one heat do not exit the pool until swimmers from the next heat have left the blocks (reduces amount of time to run events.)

**Four Hour Rule** – Limitation on number of meet entries allowed by host club to ensure that each preliminary session does not exceed four hours.

**Head Timer** – Volunteer position in charge of timers; starts two watches for every heat in case of timer error or watch malfunction.

**Heat** – Division of an event in which there are too many swimmers to compete at one time

**I.M. (Individual Medley)** - an event in which the swimmer uses all four strokes in the following order – butterfly, backstroke, breaststroke, freestyle.

**Invitational** – Competition for those swimmers, organizations, or clubs invited by the host club.

**Junior Olympic** – type of age group competition conducted by the Age Group Division.

**LSC** – Local Swim Committee, a division of USA Swimming. San Diego-Imperial Swimming is an LSC.

**Leg (relay)** - The portion of the relay event that is swum by a single team member.

**Length** – Extent of the course from end to end.

**Long Course** – 50 meter pool; USA Swimming conducts most of its summer competition in long

course pools.

**Long Distance** – Term used to refer to events of 800 meters/1000 yards, to 1500 meters/1650 yards.

**Marshall** – Oversees the warm-up procedures and warm-up pool.

**Medley Relay** – A relay in which all four competitive strokes are performed by different competitors in order: back, breast, butterfly, free.

**Meet** – Competition designed to be a learning experience; swimmers race against the clock to determine improvement. A series of events held in one program.

**Meet Approval** – A permit issued by an LSC for meets conducted in conformance with USA Swimming technical rules in which both USA Swimming members and non-USA Swimming participants may compete.

**Meet Referee** – Person in charge of the meet and who is responsible to see that USA Swimming rules and SI policies are enforced.

**Meet Sanction** – A permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming rules (participants are all USA Swimming members.)

**NGB** – National Governing Body or USA Swimming, Inc. There are also several other swimming governing bodies which represent different segments of the swimming population, e.g., CIF, National Collegiate Athletic Association (NCAA), YMCA, Federation International de Natation Amateur (FINA).

**NRT/Top 16 – National Reportable Time** - Time standards set for both short and long course events to give national recognition to the fastest 16 swimmers in each stroke, distance, gender and age group. Achieving these standards allows a swimmer's time to be submitted for consideration each year. Attainment of these times does not guarantee achieving a Top 16 ranking.

**N.T.** – No Time; entering 'No Time' on an entry form indicates the swimmer has never swum the event or distance previously or has no current (within one year) or sanction time.

**National Team** – The 'A' team comprises those American swimmers who are ranked in the Top 8 in the world; the 'B' team includes those ranked in the Top 16 in the world.

**Negative Split** – Swimming the second half of a race equal to or faster than the first half.

**Non-Consistent Time** – a short course qualifying time submitted for a long course meet or a long course time submitted for a short course meet.

**Non-Sanctioned Meet** – Swimming competition which has not received a sanction permit number from SI; times from non-sanctioned meets cannot be used when entering a sanctioned or proof of time meet.

**Observed Swims** – Swims recognized for USA Swimming purposes which are achieved at meets not run under USA Swimming rules, e.g., NCAA, CIF; at least two USA Swimming officials (minimum SI Stroke/Turn certified) must be present to attest that the observed swims conform to applicable USA Swimming rules.

**Official** – Judge on deck of the pool at a sanctioned competition that enforces USA Swimming rules.

**Official Result** – That time which is recorded in the official meet results.

**Official Verification Card (OVC)** – a form for certifying a national qualifying time made by a swimmer and issued by a verification official of the area in which the meet was held. OVC's shall be issued for any time that equals or betters a national time standard or international trials time standard.

**Open Events (Competition)** – Competition in which any qualified individual can enter regardless of age or organization.

**Pace Clocks** – Large clock with a large second hand and a smaller minute hand; used to check pace or maintain intervals in practice.

**Prelims (Preliminary)** – Preliminaries are also called heats or trials; those races in which swimmers attempt to qualify for the championship, consolation finals or semi-finals.

**Pre-Seeded** – Heat and lane assignments are made prior to meet according to submitted times; no check-in or scratches are required.

**"Proof of Time" Meet** – Meets where minimum times are required and proof must be submitted including place and date of meet; proof of time meets are generally "AA" meets and above, e.g., JO, Zone, etc.;

**"Psych" Sheets** – Listing of swimmers and submitted entry times; psych sheets are usually posted at meet and are reproduced in the meet program.

**Pull Buoy** – Flotation device held between the legs during training to increase drag and force greater use of arms.

**Race** – Any single swimming competition; i.e., preliminary, final, timed final.

**Registered** – enrolled as an athlete member of USA Swimming and an LSC.

**Relay** – Any event in which four swimmers compete together as a team to achieve one time; it can be either Free Relay where all swimmers swim the same distance using the freestyle stroke or Medley Relay where each swimmer uses a different stroke.

**Reportable Time** – A time achieved in conformance with applicable USA Swimming rules in which may be submitted to USA Swimming for recognition.

**Sanctioned Meet** – A Meet at which the host club has received permission from SI to conduct the meet in conformance with all USA Swimming rules.

**Scratch** – The withdrawal of an entry from an event prior to the event being closed by the Clerk of Course.

**SI** – San Diego-Imperial Swimming.

**SI Swim** – A swim by an USA Swimming member in an SI approved or sanctioned competition.

**SCRT** – Southern California Reportable Time.

**Seeding** – Method using submitted times for determining which swimmers will swim in which heats; the fastest swimmers will be seeded in the middle lanes (4 & 5).

**Short Course** – 25 yard pools.

**Split** – Time recorded from the official start to the completion of an intermediate distance within a longer event; also the time for one of the four individuals in a relay.

**Sprint** – Describes the shorter events (50 or 100); or, to swim as fast as possible for a short distance.

**Starter** – Deck official in charge of starting the heats; verifies that no swimmer is in motion prior to the start signal.

**Streamline** – Position used by swimmers in the water when starting or pushing off the walls; designed to reduce water resistance.

**Stroke/Turn Judges** – Deck officials who will observe the swimmers from both sides of the pool and report to the Meet Referee any infractions of the technical rules of swimming; Stroke Judge and Turn Judge may be combined as one position.

**Submitted Times** – Those filed with an entry, as having been previously achieved.

**Suspension** – Deprivation of all rights of membership in USA Swimming.

**Swim Off** – Part of the preliminary competition to determine which competitors with identical times during the preliminaries will swim in the final heats.

**Time Line** – Computer generated approximation of what time each event will begin based on number of swimmers and entries.

**Time Standards** – Performance requirements to enter a swimming competition. Standards are determined for local swim meets by the LSC.

**Time Trial** – A time-only swim, which is not part of a regular meet.

**Tri-Meet** – Meet with only three teams competing.

**Turn Judge** – Observe the swimmers from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.

**Unattached swimmer** – A USA Swimming athlete member who competes but does not represent a club member of USA Swimming.

**USA/USS** – USA Swimming; the national governing body for swimming competition in the U.S.

**Warm down** – Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid and to gradually reduce the heart rate and respiration.

**Warm up** – Low intensity swimming used by swimmers prior to a main practice set or race to get muscles loose and warm; warm up gradually increases heart rate, respiration, helps to prevent injury.

**Zone** – USA Swimming is divided into the Eastern, Southern, Central and Western Zones; Zone meets are the highest level of age group competition available to USA Swimming age group swimmers.

# CONGRATULATIONS!

You have completed your review of the Heartland Team Handbook. We appreciate your interest and commitment to be informed. This handbook in no way includes everything you need to know to be an experienced swimming family, but you are now on your way.

If you have any remaining questions, please email [hsa@heartlandswim.org](mailto:hsa@heartlandswim.org). We will be happy to answer any question the best we can.