

# **Utah Valley Aquatics Swim Team Handbook**





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## **Section A: "Key Points" Documents**

The "Key Points" documents are specialized indexes to the UVRays Swim Team Handbook. They contain references to specific "Key Points" that parents need to read, understand and ensure their underage swimmers understand what is applicable to them.

Every UVRay parent is accountable for the information referenced in at least TWO "Key Points" documents.

1. The "Key Points" Document for each workout group in which they have a swimmer.
2. The "Key Points: Team Philosophy and Policies" document.
3. Parents new to the UVRays and/or USA Swimming will want to read the material referenced in the "Key Points: Quick Start" document.

The "Key Points" documents point the way to the minimal amount of information that must be read and understood by team participants. It is highly recommended that parents and swimmers alike take the time to read and understand the entire handbook. The information contained therein is designed to facilitate the swimmer's success.



## ***Key Points: Team Philosophy and Policies***

### **UVRays Swim Team Handbook**

This document is an index to team philosophy and policy oriented “Key Points” located in the UVRays Swim Team Handbook. All parents need to read and understand the information referenced below and ensure their underage swimmers understand what is applicable to them.

- Section B: Introduction and Team Philosophy
  - Introduction to Handbook (page 17)
  - Introduction to Utah Valley Aquatics or UVRays (page 19)
  - “Mission Statement” through “Parenting Within The UVRay team Philosophy: One Parent’s Perspective sections” (pp 20-21)
  - USA Swimming Website (page 22)
- Section C: Coach Roles and Responsibilities and Team Structure
  - Coach, Swimmer, Parent and Club Roles (page 24)
- Section D: Swimmer Training and Responsibilities
  - Training Sessions (page 28)
  - “Practice and Attendance Policies” through “Arriving Late and Leaving Early From Practice” (pp 28-30)
  - Swimmer’s Training Responsibilities (page 30)
  - Needed Training Equipment (page 31)
  - Failure to Comply With Code of Conduct Consequences (page 31)
- Section E: Parent Roles and Responsibilities
  - “Parents...Your Athlete Needs You” through “Best Kind of Parent” (pp 35-36)
  - Parent’s Responsibilities (page 36)
  - “Club Provided Parent Support” through “Problems with the Coach?” (pp 37-38)
  - “Volunteer Policy” through “Volunteer Ideas” (pp 40-41)
- Section G: Financial Information--Entire Section (pp 49-54)
- Section H: Swim Meets
  - Meet Attendance Expectation (55)
- Section L: Appendix--Entire Section (pp106-109)

Section A: “Key Points” Documents



## ***Key Points: Quick Start***

### **UVRays Swim Team Handbook**

This document is an index to “Key Points” located in the UVRays Swim Team Handbook that are applicable to swimmers and parents that are new to the UVRays and/or USA Swimming. It is intended for use with the “Key Points: Team Philosophy and Policies” document and the swimmer's workout group “Key Points” document and not as a “stand alone” document. All new swim parents need to read and understand the information referenced below and ensure that their underage swimmers understand what is applicable to them.

- Section B: Introduction and Team Philosophy
  - Introduction to Competitive Swimming (page 17)
  - Why Swim? (page 17)
  - What is USA Swimming? (page 21)
- Section C: Coach Roles and Responsibilities and Team Structure
  - Swim Seasons (page 27)
- Section D: Swimmer Training and Responsibilities
  - “Training Sessions” through “Needed Training Equipment” (pp 28-31)



## **Key Points: SunRays (A)**

### **UVRays Swim Team Handbook**

This document is an index to "Key Points" located in the UVRays Swim Team Handbook that are applicable to the SunRay (A) workout group. All SunRay (A) parents need to read and understand the information referenced below and ensure their underage swimmers understand what is applicable to them.

- Section C: Coach Roles and Responsibilities and Team Structure
  - Team Levels (page 25)
  - SunRays (A) (page 26)
  - Swim Seasons (page 27)
- Section D: Swimmer Training and Responsibilities
  - Where to Find Training Equipment and Swim Team Apparel (page 30)
  - Basic Suit Information and Swim Cap Tips (page 31)
  - "State Nights" (page 32)
- Section E: Parent Roles and Responsibilities
  - Swimmers Age Ten and Under and Not Every Time (page 36)
  - New Parent Meetings and New Parent Meet Training (page 37)
- Section H: Swim Meets
  - "COMPETITION...and the winner is..." through Classifications of Competitive Achievement (pp 55-57)
  - Non-Sanctioned Meets (page 58)
  - BC Championship (page 60)
  - Everything you always wanted to know about swim meets but were afraid to ask (or didn't know what to ask)
    - Including all sections from "When and Where Are The Meets?" to the end of Section H (pp 64-74)



***Key Points: SunRays (B)***  
**UVRays Swim Team Handbook**

This document is an index to “Key Points” located in the UVRays Swim Team Handbook that are applicable to the SunRay (B) workout group. All SunRay (B) parents need to read and understand the information referenced below and ensure that their underage swimmers understand what is applicable to them.

- Section B: Introduction and Team Philosophy
  - Physical Development (page 17)
- Section C: Coach Roles and Responsibilities and Team Structure
  - Team Levels (page 25)
  - SunRay (B) (page 26)
- Section D: Swimmer Training and Responsibilities
  - “State Nights” (page 32)
  - USA Swimming IMX Series including: IM READY (IMR), IM XTREME (IMX) and How Do I Participate? (page 33)
- Section D: Parent Roles and Responsibilities
  - Not Every Time (page 36)
  - New Parent Meetings and New Parent Meet Training (page 37)
- Section H: Swim Meets
  - “COMPETITION...and the winner is...” through Sanctioned Meets (page 55)
  - BC Championship (page 60)
  - Everything you always wanted to know about swim meets but were afraid to ask (or didn't know what to ask) (page 64)
    - From “When and where are the meets?” to the end of Section H (pp 64-74)



***Key Points: StingRays***  
**UVRays Swim Team Handbook**

This document is an index to “Key Points” located in the UVRays Swim Team Handbook that are applicable to the StingRays workout group. All StingRays parents need to read and understand these policies and ensure that their underage swimmers understand what is applicable to them.

- Section B: Introduction and Team Philosophy
  - Physical Development (page 17)
- Section C: Coach Roles and Responsibilities and Team Structure
  - StingRays (page 26)
- Section D: Swimmer Training and Responsibilities
  - USA Swimming IMX Series including: IM READY (IMR), IM XTREME (IMX) and How Do I Participate? (page 33)
- Section H: Swim Meets
  - When and where are the meets? (page 64)
- Section I: Travel Meets
  - Away Meets through Chaperone Guidelines (pp 75-79)



## ***Key Points: MantaRays***

### **UVRays Swim Team Handbook**

This document is an index to "Key Points" located in the UVRays Swim Team Handbook that are applicable to the MantaRays workout group. All MantaRay parents need to read and understand the information referenced below and ensure that their underage swimmers understand what is applicable to them.

- Section C: Coach Roles and Responsibilities and Team Structure
  - MantaRays (page 26)
- Section D: Swimmer Training and Responsibilities
  - UVRays Swim Team Honor Code (page 32)
  - Failure to Comply With Honor Code Consequences (page 32)
  - USA Swimming IMX Series including: IM XTREME (IMX) and How Do I Participate? (page 33)
- Section H: Swim Meets
  - When and where are the meets? (page 64)
- Section I: Travel Meets--Entire Section (page 75-79)
- Section J: Nutrition for Swimmers--Entire Section (page 81-84)



***Key Points: EagleRays***  
**UVRays Swim Team Handbook**

This document is an index to “Key Points” located in the UVRays Swim Team Handbook that are applicable to the EagleRays workout group. All EagleRay parents need to read and understand the information referenced below and ensure that their underage swimmers understand what is applicable to them.

- Section C: Coach Roles and Responsibilities and Team Structure
  - Eagle Rays (page 26)
- Section D: Swimmer Training and Responsibilities
  - UVRays Swim Team Honor Code (page 32)
  - Failure to Comply With Honor Code Consequences (page 32)
  - USA Swimming IMX Series including: IM XTREME (IMX) and How Do I Participate? (page 33)
  - College Swimming (page 34)
- Section H: Swim Meets
  - When and where are the meets? (page 64)
- Section I: Travel Meets--Entire Section (pp 75-79)
- Section J: Nutrition for Swimmers--Entire Section (pp 81-84)



## **Section B: Introduction and Team Philosophy**

### ***Introduction to Handbook***

The purpose of this handbook is three-fold:

1. To help swimmers and their families learn more about the sport of swimming
2. To explain how the UVRay swim team is structured and the different roles of parents, swimmers and coaches, and
3. To outline team philosophies and policies that affect all members.

The handbook should be read by all parents and older swimmers and then applicable information explained to younger swimmers so that they may become familiar with how the team and the sport of swimming operate as well as the team's guidelines and policies.

### ***Introduction to Competitive Swimming***

#### **Why Swim?**

USA Swimming is America's largest guided fitness activity for youth. Swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits. As swimmers participate, they have fun, learn to swim better, make good friends, become more fit, and learn lifelong skills of setting goals, teamwork, and the value of hard work and dedication.

#### ***Physical Development***

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances the natural flexibility of children (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all youth sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

## ***Intellectual Competence***

In addition to physical development, youth can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Finally, their accomplishments in learning and using new skills contribute to a stronger self image.

### **"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 parents, 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.

### ***Introduction to Utah Valley Aquatics or UVRays***

Utah Valley Aquatics, or the UVRays was created in 2004 when the Springville Seals Aquatic Team (SSAT) and Provo Aquatic Club (PAC) merged into one team under the direction of Head Coach Shari Skabelund. The team is USA Swimming registered and functions under the rules and regulations of that governing body. It is also known as a club. The terms "team" and "club" will be used interchangeably in this handbook.

- Year-round, or club swimming, as it is often called, is divided into two seasons: Short Course season (September-March) and Long Course season (April-August).
- The coaches train the swimmers according to a seasonal plan. This plan includes building the swimmers up throughout the season and then "tapering" for the end of season championship meets. Enrollment is limited to the beginning of each season so that the coaches can develop swimmers according to a seasonal workout plan.
- Swimmers are placed in practice groups according their ability and endurance, and not their age.
- The team is designed to facilitate growth in a wide range of swimmers from beginning swim team members (not beginning swimmers) to "elite" competitors who attend out-of-state championship meets.
- Excellent coaching is the team's biggest asset. The UVRay coaching staff has more than 30 years coaching experience and includes a USA Swimming level four head coach.

- The team employs a part-time administrator. The remaining work is done by parent volunteers, including Board of Directors.

## Mission Statement

The mission of the UVRay Swim Team is to foster the development of each swimmer's ability, desire, and discipline to achieve his or her full potential in and out of the pool.

This is accomplished by:

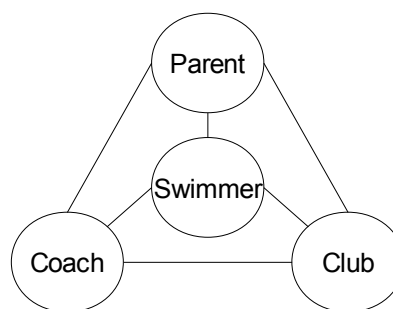
1. Providing consistent and engaging workouts as well as competitive opportunities.
2. Building positive relationships.
3. Hiring and retaining coaches who give swimmers every opportunity to achieve excellence.
4. Setting and achieving goals.

## Vision Statement

Develop swimmers of character. How you work today is what you become tomorrow.

## Team Philosophy

The swimmer-coach-parent-club triangle (see diagram on right) is critical to swimmer success and enjoyment of the sport. Each plays an important role and has different responsibilities. A positive relationship between the coach and parent is vital. It is an association that must be nurtured with the athlete's best interests in mind. The relationship between the swimmer and coach is indispensable and must also be nurtured and built over time. As individual swimmers develop, they learn to take responsibility for their own swimming experience and draw on available resources from the coach, parent, and club, while putting forth their own best efforts. A healthy relationship between parent and swimmer comes naturally to some, and can be learned by all. Parents need to provide unconditional love and support regardless of swimmer performance in the pool. A strong and healthy club organization benefits the coach, swimmer and parent by providing, among other things, necessary resources such as paychecks, pool time, and educational materials. All are important aspects of a successful swim program. One of the purposes of this handbook is to help develop understanding of the various roles and responsibilities of each part in the swimmer-coach-parent-club triangle.



Fundamentally, the UVRays Swim Team is about having fun while developing competitive swimmers. This means setting goals, working hard, having successful competitive experiences, building friendship and support, and along the way, enjoying "the doing" of swimming.

What is meant by "the doing of swimming?" The "doing of swimming" takes place every time a swimmer does something to help himself/herself become a better swimmer and UVRay team member. It includes the small and simple things like helping with lane lines before and after each practice, attending practice consistently and frequently as a SunRay and StingRay or attending pretty much every practice as a MantaRay or EagleRay. It also includes participating on a relay at State if asked to do so, even if not swimming individual events. Those who enjoy the "doing of swimming"

tend to set "process goals" as opposed to "outcome goals." Outcome goals focus on the end result of performance. An example of an outcome goal is "Win, make finals." Process goals relate to process of performance. For example, "Breathe every 3rd stroke, streamline." Swimmers have much more control over process goals. Those who enjoy the "doing" of swimming tend to be task-oriented swimmers who focus on "process goals" as opposed to ego-oriented swimmers who focus on "outcome goals." Task-oriented swimmers stay in the sport longer. They also enjoy, and are dedicated to training. The opposite tends to be true with ego-oriented swimmers.

The key is helping swimmers to become task-oriented swimmers. This is a focus of UVRay coaches. Successful coaching of task-oriented swimmers comes by gently leading swimmers and showing them that swimming isn't just about state titles, trophies and records--all of these come with the task-oriented goals. **Good coaching helps swimmers to make the decision *themselves* to become swimmers.** How does a swimmer know where they are in this process? A good question for the swimmer to ask is, "Why am I swimming?" Then examine both what their answers are, and also what they would like those answers to be in the future. The parent, coach and club each play an important role in fostering the swimmer's success and each has different responsibilities. The philosophy of this team is to help swimmers learn to love the "doing" of swimming. It is believed that by so doing, the swimmer will be on the path to success both in and out of the pool.

### ***Parenting Within The UVRay Team Philosophy: One Parent's Perspective***

It is absolutely essential that the parents stay out of the coaching. We are to be the "cheerleaders." We need to help our athletes focus on what they did good. It can be human nature to focus on what we did not do, rather than on what we DID do. I love this quote from Henry Ford: "One who fears the future, who fears failure, limits his activities. Failure is only the opportunity more intelligently to begin again. There is no disgrace in honest failure; there is disgrace in fearing to fail. What is past is useful only as it suggests ways and means for progress." If our kids feel like they are a failure when they get back to mom and dad, what hope do they have of focusing on what they can do to achieve in the future? Too often I hear parents telling their swimmer what to do and what they should have done and how they could have gone faster. (Who's wearing the swimsuit?)

I have also watched swimmers do very "destructive" things to each other like telling another swimmer that they just added time or that they are going to get beat by so and so, etc. My hope is that as parents we can educate our athletes to build others up, help instill confidence in others, not worry about beating anyone else, and concentrate only on what they need to do for themselves. We cannot control what another swimmer does so why waste energy on what someone else is doing? I see too many parents distract their swimmers with this kind of nonsense. Do they really think they are helping their swimmer by "motivating" them to beat someone else? Shouldn't the focus of the athlete be on extending my arm all the way, pushing hard all the way to the wall, etc.? We as parents can do our part to live and promote the UVRay team philosophy both at home and on the pool-deck by positively communicating with our swimmers, teaching them to think positively about themselves and also to interact positively with others. We can, with the coaches, help our children learn to become task-oriented swimmers and top notch people.

### ***What Is USA Swimming?***

(Parts reprinted from "A Tradition of Excellence" by United States Swimming)

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. Its headquarters is located at the Olympic Training Center in Colorado Springs,

Colorado. USA Swimming oversees 59 Local Swimming Committees (LSC's), 300,000 registered athletes, 30,000 non-athletes and 2,800 swim clubs.

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act which decreed that all Olympic sports would be administered independently. Prior to this Act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU).

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, ensure the development of its' member clubs and age group swimmers.

USA Swimming hosts three major swimming meets each year--the Phillips 66/USA Swimming Spring and Summer National Championships, and the US Open, sponsored by Speedo America. Additionally, USA Swimming holds four Speedo/Junior National Championship meets each year--two long course (50 meter pools) and two short course (25 yard pools).

Sixty-six percent of the revenues of the USA Swimming budget come from registration dues from athletes and membership fees from non-athletes and clubs. Without the support of its membership, USA Swimming could not offer quality programs to its members.

Year-round athletes pay an annual registration fee. Athletes receive a membership card (held by the UVRay Team Administrator) and have both liability and secondary medical insurance coverage.

Utah Valley Aquatics is a club member of USA Swimming by paying an annual registration fee. Membership benefits include USA Swimming Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USA Swimming have liability insurance coverage for approved insured activities.

USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA Swimming meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure no swimmer obtains an unfair advantage over another.

Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, the final word in technical swimming rules. *Splash* is a bi-monthly publication providing current and timely information of interest to all USA Swimming members. Lanelines, the USA Swimming coaches newsletter, is also included in *Splash*.

The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA Swimming are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. UVRay swimmers and parents are encouraged to visit the USA Swimming website. The address is: [www.usaswimming.org](http://www.usaswimming.org)

## **USA Swimming Website**

The USA Swimming website: [www.usaswimming.org](http://www.usaswimming.org) is an excellent tool that has specific sections packed full of information and resources for swimmers, parents, coaches, volunteers and swim club administration. Here is just a sampling of some of the information available on the site:

- Your swimmer's rank in a specific event in the LSC (state), Zone and Nation (Click on the "Times and Teams" tab, then on "Times Search". This information can be useful when choosing which events to swim at State and other large meets.)
- Your swimmer's IMX and IM Ready scores (Click on the "Times and Teams" tab, then on "IMX and Power Point) (More information on the IMX and IM Ready motivational programs is available on the website and on page 33 of this handbook.)
- Lots of educational information for Swim Parents (Click on "Member Resources" tab, then on "Parents"
- Online testing and educational information for officials and parents willing to become officials. (Click on the "Member Resources" tab, then on "Officials.")

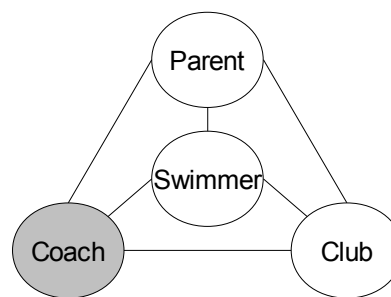




## Section C: Coach Roles and Responsibilities and Team Structure

### *Coach, Swimmer, Parent and Club Roles*

A successful UVRay swimmer is a part of a triangle. The coach, parents, and club (i.e. UVRays Swim Team) all work together in behalf of the swimmer. Each has an important and different role. The swimmer also has important responsibilities to fulfill. The following sections explain the roles and responsibilities of each member in the triangle. By understanding the roles and respecting the boundaries of each, swimmers can have a successful UVRay swim experience. For example, a positive relationship develops when each recognizes that the coach is there to teach and judge a swimmer's performance and technique while a parent should love and support the child regardless of the outcome. Here is another example of the important principle of understanding the different roles and responsibilities of each member. The club arranges and pays for pool time, however, the club does not have the resources to monitor swimmers outside of the established practice time. Parents are responsible to drop swimmers off and pick them up within 10 minutes, or so, of the swimmer's designated practice time. The Swimmer, Coach, Club and Parents all have important and distinct roles and responsibilities in fostering the swimmer's success.



This section, Section C, focuses on coach roles and responsibilities as well as the structure of the team workout groups. Section D focuses on swimmer responsibilities. Section E focuses on parent roles and responsibilities and Section F outlines the administrative structure of the club. Specific responsibilities of the club are addressed throughout this handbook.

### *Coaching Staff*

A lot more comes with the job of coaching that just spending time at practice and competition. Beyond the initial hours at the pool, a coaches' time is also spent planning workouts, updating training, understanding individual swimmer's performance within the context of the long-term nature of the sport, and providing emotional support for many athletes. UVRay coaches make countless sacrifices to foster great athletes. Nothing has a greater influence on the quality of youth sports than the excellence of the coach. The UVRay swim team is fortunate to have a highly experienced coaching staff who work hard to develop youth into better athletes and disciplined people.

The team's coaching staff is headed up by professionally trained coach, Shari Skabelund. All UVRay coaches are USA Swimming registered and as such, must complete and maintain safety, education and background screening requirements. Additionally, all UVRay coaches are encouraged to become members in the American Swimming Coaches Association(ASCA), and as such, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Because of these certification requirements, educational opportunities and their own personal experience as swimmers, the quality of our coaching staff provides the assurance that the time your children spend in swimming will be quality time. Current coach bios are available on the team website: [www.uvrays.org](http://www.uvrays.org) (Click on the "Coaches" tab at the very top of the page)

## ***Coaches' Responsibilities***

The coaches' job is to supervise the entire competitive swim program. The UVRay Swim Team coaching staff is dedicated to providing a program that will enable a swimmer to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the UVRay coaches must control the training and competition of swimmers.

1. UVRay coaches are responsible for placing swimmers in practice groups. This is based on the age and ability level of each swimmer. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the UVRay Swim Team coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. While swimmers generally choose the events they will participate in at meets, a coach has the prerogative to modify the events for a swimmer based on the needs of the team and the swimmer.
4. At meets, UVRay coaches will supervise warm-up procedures for the team. Before each race individual counsel is given to swimmers who check in with a coach. After each race, the coaches offer constructive feedback regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their swimmer's performance)
5. The building of a relay team is the sole responsibility of the coaching staff.

The coaching staff is constantly updating and improving the UVRay Swim Team program. It is the swimmer's and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

## ***Team Levels***

The UVRay Swim Team uses a "progressive" age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

## **SwimCamp**

Two month program designed to help beginning swimmers transition from swim lessons into swim team. Can swim 25 yards self-sustained. Learning side breathing, building endurance to prepare for swim team work outs. Attends "prep meets" and possibly an intrasquad meet during regular workout time. Summer SwimCamp offers ½ hour practices 5 days a week. (Swimmers usually attend 4-5 practices a week.) SwimCamps held at other times of the year offer 45 minute practices 3 days a week)

## **SunRays (A)**

Entry level swim team workout group. Can swim 25 yards freestyle with side breathing and backstroke, learning breaststroke, butterfly and front dives. Attends beginner level meets, check with coach concerning events. Usually attends 1 hour practice 3-5 times a week. Some attend "doubles" (a morning practice and an afternoon practice on the same day) once a week during June and July when they attend summer State Nights.

## **SunRays (B)**

The SunRay (B) workout group is becoming efficient at breaststroke, butterfly, and IM. Working on front and back starts, pull downs, turns and finishes, becoming fit by doing 20-30 minute aerobic sets 3-4 times a week. Attending meets and learning how to read the pace clock. Usually attends 1 hour practices 4-5 times a week. Some attend "doubles" (a morning practice and an afternoon practice on the same day) once a week during June and July when they attend summer State Nights.

## **StingRays**

Perfecting technique in strokes, turns, starts and finishes. Attending as many meets as they can. Working on an aerobic set everyday that challenges them. 30 minutes is usually the length of the set. Can read a pace clock. Usually attends practice 5-6 times a week. Attends "doubles" (a morning practice and an afternoon practice on the same day) once a week during June and July. Practice sessions range from 1 ¾ hours – 2 hours each.

## **MantaRays**

Pre-elite group. Working to do the faster distances and send-offs needed to become an EagleRay. They are slowly closing the gap in their intervals of training and the distance that they swim in each set. It is a higher workload than StingRay and has the serious, dedicated swimmer who usually has a full line up for state. It is a stepping stone for higher intense training. Minimum attendance requirements for practices and meets. Must sign and abide by UVRay Honor Code. Usually attends practices 5-8 times a week. Attends "doubles" (a morning practice and an afternoon practice on the same day) during June and July. Practice sessions range in time from 1 ½ – 2 ½ hours each.

## **EagleRays**

Elite group. Sets are challenging and swimmers are constantly perfecting technique. Minimum attendance requirements for practices and meets. Must sign and abide by UVRay Honor Code. Attending and striving for the top level meets held at local, regional and national levels. Usually attends practice 6-11 times a week. Attends "doubles" (a morning practice and an afternoon practice

on the same day) at various times through the year, including throughout June and July. Practice sessions range in time from 1 ½ -2 ½ hours each.

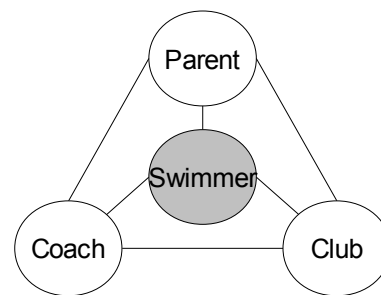
### ***Swim Seasons***

The swim year is divided into two seasons. The "short course" season runs from September through March. Short Course season meets are usually held in a 25-yard pool. The summer, or "long course", season runs from April through mid-August. Long Course season meets are generally held outside in 50 meter pools (Olympic size). However, not all long course season meets are held in long course pools. Some short course meets are offered as well, especially for new and younger swimmers.

## Section D: Swimmer Training and Responsibilities

### Training Sessions

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish incremental improvement. Therefore it is important that each swimmer attend as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor. Don't waste it.



### Training Locations

The team trains in up to three different locations depending on the time of year. The Springville City Pool hosts SunRays and StringRays training groups September through July/August (may vary from year to year.) Additional SunRays and StingRays training groups are at the Provo City Pool September through July. MantaRays and EagleRays train at the Provo Pool September through July and also train in long course meters at the Spanish Fork pool from its opening in May through its closure in September. SwimCamps are offered at designated times in both Springville and Provo. Pool time is our greatest limitation. Don't waste it.

### Practice and Attendance Policies

The following guidelines are to inform parents and swimmers of the coaches policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

- Each training group has specific attendance requirements appropriate for the objectives of that group . As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increases as swimmers move to higher groups.
- For the swimmer's protection, they should arrive on the pool facility no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
- In case a swimmer is late for practice, parents need to send a note with the child explaining the reason for tardiness. Regular tardiness is to be avoided as it disrupts the training of the group.
- Swimmers need to plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is required.

- Occasionally, the majority of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.
- During practice time, the swimmers are the responsibility of the coaching staff.
  - During practice sessions, swimmers are never to leave the pool area without coach's permission.
- The club has an obligation to act as guests while in pool facilities (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to a facility may result in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.
- Parents are not allowed on the pool deck during practice unless it is an emergency.
- Parents are allowed to observe practice from designated spectator area. Because of USA Swimming insurance regulations, parents are not allowed on the pool deck.

### ***Three Strikes policy***

During practice, each swimmer will be given a total of "Three Strikes" before being asked to leave the pool. The coaches will assign "strikes" to swimmers who violate the Code of Conduct. The Code of Conduct is located in the Appendix. Examples of actions that would warrant a "strike" include: hitting, kicking spitting on or splashing team mates, talking back to coaches or parent volunteers, standing on kick boards, disruptive behavior, coming to practice late without a note. Once a swimmer has accrued three "strikes" during one practice he or she will be asked to get out of the pool and call their parent and ask the parent to come and pick up the swimmer. The swimmer will then sit on the side of the pool under the supervision of the coach or pool rep until the parent retrieves the swimmer. The next practice, the swimmer starts with a clean slate.

### **Illness and Injury**

Swimmers need to workout frequently and consistently to see positive results. Illness and injury have the potential to greatly disrupt a swimmer's training but the effect need not always be devastating. Regardless of how serious or trivial the illness or injury may be, it will almost always be possible to find a physician (or parent) who will recommend abstaining from training and also one who will recommend a modified approach. For this reason, the coach should be included in the process of determining if complete absence is necessary, especially for advanced swimmers. It can also be helpful for the family to find a physician who appreciates the importance of participation and who understands the repercussions associated with missed meets and training sessions. Of course there are many factors that will influence the decision to abstain from participating including whether or not the illness is contagious. Please be aware that this is a subject that should be discussed with a coach.

Swimmers can help to prevent the spread of illness by washing thoroughly with soap and water before entering the pool, by not swallowing pool water and by washing hands with soap and water after swimming and before eating.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the coach or UVRay Swim Team Administrator (contact information on team website: [www.uvrays.org](http://www.uvrays.org)) so the coaching staff is aware of the problem.

## **Arriving Late and Leaving Early From Practice**

The primary goal of the swimmer should be to attend the entire practice, however, if the choice is between coming late or leaving early and not coming at all here is a good rule of thumb: If the swimmer will miss 25% or less of the total practice session the swimmer should still come. Attending workouts consistently matters.

A note from or the presence of a parent or guardian is needed to excuse a tardy arrival or excuse a swimmer from practice early. This is required for the protection of the swimmer as well as and for the awareness of the parents. (In the past some have excused themselves and vandalized the facility.)

## ***Swimmer's Training Responsibilities***

As a swimmer's ability increases, so does his/her responsibility. The program is designed to encourage all swimmers to progress to a senior level swimmer. Progressing as a swimmer is a deep commitment that requires increasingly great effort from all parties, including the swimmer, coach, parent and club. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

## **Training Equipment Information**

Swimmers will be required to purchase and bring specified training accessories (i.e., goggles, flippers, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

## ***Where to Find Training Equipment and Swim Team Apparel***

UVRay team suits, parkas, warm-ups, bags, swimming equipment and suits are available at Poco Loco Swim Shop in Provo (1774 N. University Pkwy STE 26. In the Brigham's Landing Shopping Center (801) 375-3987) Embroidery of the team logo and swimmer name may be done through Poco Loco onto warm-ups, and bags. Call for details. Mention that you are a member of the UVRays and you will receive a discount on some items. Suits and equipment are also often available at larger, multi-day meets and online. Team caps and t-shirts are available for purchase through pool reps and occasional team orders. Team embroidered parkas may be purchased through annual team orders.

## ***Swim Cap Tips***

Cornstarch, baby or talcum powder can be used to "dust" the inside of swim cap. Put a 1/2 teaspoon (or so) inside the swim cap, hold the opening closed and shake. This helps preserve the cap and makes it easier to put on. Swim Caps can stretch quite a bit without being harmed. One technique for helping young swimmers put on a cap is to have the child hold the front of the cap on his/her forehead. The parent can then pull the rest of the swim cap over the child's head.

## ***Basic Suit Information***

100% polyester suits are very long lasting and well suited for practice. Lycra blend suits are better for most meets. AquaBlades are mid-range competition suits. FastSkins and LZR Racers are higher end competition suits and are often only worn in championship competition. However, newer

and younger championship swimmers are often fine with the less expensive AquaBlades and lycra-blend suits. European sizing is used by major swimming manufacturers—measure around the waist. (For more details see "sizing" at [www.speedousa.com](http://www.speedousa.com)) Tighter fitting suits are desirable for competition. Loose fitting suits add drag and slow swimmers down. This can be desirable during practice. Some boys purchase and use drag suits. Some girls wear two suits—the looser fitting suit on the outside—during practice.

<b>Needed Training Equipment</b>		
<i>All equipment MUST be LABELED to make reclamation easier in case it's left or lost</i>		
<b>SunRays (A)</b>	<b>SunRays (B)</b>	<b>Sting, Manta &amp; EagleRays</b>
<p><u>Needed</u></p> <ul style="list-style-type: none"> <li>• Goggles</li> <li>• Towel</li> <li>• Team Cap</li> <li>• Water Bottle</li> <li>• Swim Fins</li> </ul> <p>Highly Recommended</p> <ul style="list-style-type: none"> <li>• Back-up goggles</li> <li>• Back-up cap</li> <li>• Swim Team Quality Suit For Meets (FYI: The team does has a "team suit")</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>• Mesh Bag</li> <li>• Kick Board</li> </ul>	<p><u>Needed</u></p> <ul style="list-style-type: none"> <li>• Goggles</li> <li>• Towel</li> <li>• Team Cap</li> <li>• Water Bottle</li> <li>• Swim Fins</li> <li>• Paddles</li> </ul> <p><u>Highly Recommended</u></p> <ul style="list-style-type: none"> <li>• Pull Buoy</li> <li>• Mesh Bag</li> <li>• Back-up goggles</li> <li>• Back-up cap</li> <li>• Swim Team Quality Suit For Meets (FYI: The team does have a "team suit")</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>• Kick Board</li> </ul>	<p><u>Needed</u></p> <ul style="list-style-type: none"> <li>• Swim Team Quality Suit—preferably a team suit for meets</li> <li>• Goggles</li> <li>• Towel</li> <li>• Team Cap</li> <li>• Water Bottle</li> <li>• Swim Fins</li> <li>• Pull Buoy</li> <li>• Paddles</li> <li>• Snorkel (Special Center Mount)</li> <li>• Mesh Bag</li> </ul> <p><u>Highly Recommended</u></p> <ul style="list-style-type: none"> <li>• Back-up goggles</li> <li>• Back-up cap</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>• Kick Board</li> <li>• Breaststroke fins</li> </ul>

### **UVRays Swim Team Code of Conduct**

All swimmers must sign and abide by the UVRays Swim Team Code of Conduct. A copy of the Code of Conduct is located in the appendix of this handbook.

### **Failure To Comply With Code of Conduct Consequences**

Failure to comply with the UVRays Swim Team Code of Conduct may result in

- The swimmer being sent home early from a practice or a meet. If there is extra expense, it will be the swimmer's responsibility. (The team policy on sending a swimmer home from practice early is available in this handbook under "Three Strikes Policy")
- Locker room privileges may be suspended for a period of time.
- The swimmer may be suspended from the team until the swimmer and parents have had a conference with the swimmer's workout group coach and appropriate disciplinary actions have been implemented.



- Removal from the team

## ***UVRays Swim Team Honor Code***

All MantaRay, EagleRay and other swimmers who travel on team travel meets must sign and abide by the UVRays Swim Team Honor Code. A copy of the Honor Code is located in the appendix of this handbook.

## **Failure to Comply With Honor Code Consequences**

Failure to comply with the UVRays Swim Team Honor Code may result in

- The swimmer being sent home early from a meet. If there is extra expense, it will be the swimmer's responsibility.
- The swimmer may be suspended from the team until the swimmer and parents have had a conference with the swimmer's workout group coach and appropriate disciplinary actions have been implemented.
- Removal from the team

## ***Team Development***

In addition to regular practice and meet times, the team will also use occasional clinics, parties and other activities to help build team spirit and unity.

## **“State Nights”**

Team “State Nights” are held at the Provo Pool during afternoon practice on Mondays in June and July. They may also be held sporadically as announced during Short Course season. All team members, SunRays through EagleRays are invited to attend. Goals of this activity include:

- Give swimmers who work out at different pool the chance to get to know each other and the other coaches
- Give coaches the opportunity to know swimmers that work out at a pool other than where the coach predominantly coaches
- Focus on skill building
- Do team building activities

## ***Individual Swimmer Development***

### **USA Swimming IMX Series**

USA Swimming has a number of programs to help swimmers reach the next level in their swimming careers. One of those programs is the IMX series designed to help various age groups compete in multiple events, rather than specialize in one stroke too early. IMX is a motivational program that allows swimmers across the nation to compare themselves to the thousands of other athletes in their age group. All a swimmer must do is swim a combination of events, at least one time per season, and USA Swimming will automatically calculate the ranking!

To calculate scores for each age group, swimmers receive power points from each of their swims. A My USA Swimming Account is needed to participate. It's free, and easy, so go to the USA Swimming website: [www.usaswimming.org](http://www.usaswimming.org) now!

### ***IM READY (IMR)***

The first step in the IMX Challenge is IM Ready (or IMR). To get "IM Ready," swimmers compete in a series of five events at shorter distances. Listed below is the line-up by age groups. Note: Swimmers competing in their first meet(s) should begin with shorter distances then work up to the distances listed below.

**9 & Under; 10-year olds:** 100 Free, 50 Back, 50 Breast, 50 Fly, 100 IM (SC) or 200 IM (LC)

**11-year olds; 12-year olds:** 200 Free, 50 Back, 50 Breast, 50 Fly, 100 IM (SC) or 200 IM (LC)

**13, 14, 15, 16, 17, & 18-year olds:** 200 Free, 100 Back, 100 Breast, 100 Fly, 200 IM

Once you've swum each event at least once at an official meet, you can log-in to your USA Swimming Account, and find out where you rank against all the other swimmers on your club team.

### ***IM XTREME (IMX)***

Ready to move forward? The next step is IM Xtreme (IMX). The IMX ranking includes a series of five or six events at longer distances. Once you've completed the IMX program, you can find out where your IMX score ranks nationally, within your zone, within your LSC rank and on your club.

**9 & Under; 10-year olds:** 200 Free, 100 Back, 100 Breast, 100 Fly, 200 IM

**11-year olds; 12-year olds:** 400 Free (LC) or 500 Free (SC), 100 Back, 100 Breast, 100 Fly, 200 IM

**13, 14, 15, 16, 17, & 18-year olds:** 400 Free (LC) or 500 Free (SC), 200 Back, 200 Breast, 200 Fly, 200 IM, 400 IM

### ***How to Participate in the IMR or IMX Program***

Participation in the IMR and IMX is easy. USA Swimming automatically scores and calculates results for all athlete members! Swimmers only need to sign up for a My USA Swimming Account, then compete in each required event, at a sanctioned meet, at least once in a season.

Swimmers have the option of printing certificates that displays their scores for either IMR or IMX. They can also optionally print their national, zone, LSC and/or club rankings.

## **College Swimming**

Swimmers interested in swimming in college should share this goal with their coach. Coaches will know whether the swimmer is serious about the goal by the number of practices and meets the swimmer attends and how hard the swimmer works at each one. Set up a plan with your coach.

There are 142 NCAA Division 1 and 50 Division 2 colleges that offer swimming scholarships to Men. There are 185 Division 1 and 64 Division 2 colleges that offer scholarships to women. That's a total of 1,810.8 swimming and diving scholarships for men in the NCAA alone. For women the total

number in the NCAA is 3,108.4. Most colleges have certain time standards associated with scholarships.

Swimmers who are capable of competing and contributing in several events and strokes are sought after more than one or two event specialists. Versatility is the key in the NCAA dual meet format where athletes can swim in numerous events and relays. Versatility is highly prized by smaller teams that struggle to fill lanes during dual meets. Larger teams are able to be more selective and recruit more stroke specialists.

Many good young swimmers are overlooked each year because they didn't submit their swimming scholarship resume to the "right" colleges or left out vital information. It's also a fact that many colleges simply don't allocate all of their swimming recruiting funds because "suitable" athletes didn't approach them.

The NCAA allows each Division 1 swimming program 9.9 scholarships for men and 14 for women. In Division 2 the ratio is 8.1 scholarships for men and 8.1 for women.

As a high school swimmer you should be aware that the standard of swimming at college level is very high. Attend a few meets to gauge the actual intensity of swimming at this level. Remember that only the absolute top swimmers will be approached with offers.

Most swimmers will have to aggressively market themselves especially during their sophomore and junior years in high school. One experienced swim mom suggested sending out the swimmer's times to let the colleges know of your interest the end of the swimmer's sophomore year to get on their "radar." (This same swim mom advises: "Swimming in college is much more demanding and much more is expected of you.") During the swimmer's junior year, the swimmer must sign up with the NCAA Clearinghouse. Swimmers cannot talk with Division I coaches until this is completed. High School counselors can help.

More information on college swimming is available at the following websites:

[www.ncaa.org](http://www.ncaa.org)

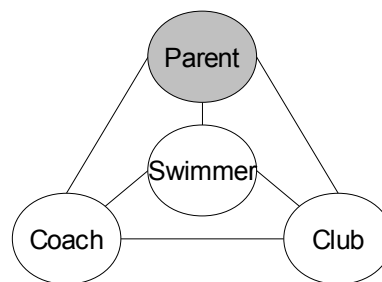
[www.collegeswimming.com](http://www.collegeswimming.com)



## Section E: Parent Roles and Responsibilities

### ***Parents...Your Athlete Needs You***

Successful swimmers have parents who understand what their role as parents are in support of their swimmer, their child's coach, and ultimately help their child achieve swimming success. Keeping this in mind the key things a UVRay parent can do is:



1. Trust and listen to the coach
2. Respect and support the coach's decisions
3. Stay in the background and do not interfere in the swimmer-coach relationship
4. Be there to support your child but do not add additional pressure
5. Provide unconditional love and support for your child
6. Be a good role model
7. Learn to understand the sport

Doing these things will increase the chances of swimmer success and continued participation in the sport. Become a good athletic parent.

### ***Parents....The Club Needs You***

The operation of the UVRays depends on both paid staff and volunteer hours donated by each swim family. Revenues from team dues pay for coaching, a team administrator and pool rental but do not cover the running of meets, advertising, award distribution and other work necessary to operate the swim team. Each swim family is required to donate either volunteer time or additional money to help the team run. (See "Volunteer Policy" on page 40 for more information.)

### ***Becoming a Good Athletic Parent***

#### **Help Establish The Swimmer-Coach Relationship**

UVRay parents should teach their swimmer to relate to his or her coach as soon as possible concerning swimming matters. A good relationship between coach and swimmer produces the best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable, and oftentimes insurmountable, confusion as whom the swimmer should listen to. Parents, please don't coach your children. Let the coach be the coach. If you have a problem, concern, or complaint, please contact the coach.

#### **How and When to Communicate with a Coach**

Coaches need to focus on the swimmers during practice and meets, this is one reason why **parents are not allowed on-deck during practice**. Parents may communicate with coaches via email (see website for contact information) and immediately after practice is over for the day. Coaches may sometimes be available before practice by appointment only.

## **Pool Reps Can Help**

Volunteer pool representatives (pool reps) are available at each pool to help answer questions, address concerns, pass out information and assist new swimmers with meet entries. Current pool rep names and pool hours are listed in the seasonal information packet available at the beginning of each new swim season usually by Mid-August and Mid-March and will be posted on the team website: [www.uvrays.org](http://www.uvrays.org)

## **Best kind of parent**

The coach's job is to motivate and offer constructive feedback on the swimmer's performance and technique. It is the parent's job to supply love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

## **Swimmers Age Ten and Under**

Swimmers age ten and under tend to be the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike. Parents and coaches must be patient and permit these swimmers to learn to love the sport. When a young swimmer first joins the UVRay Swim Team, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

## **Not every time**

Even the very best swimmer will have meets where they do not do their best times. These "plateaus" are a normal part of swimming. Over the course of a season times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered and therefore more likely to drop time.

## ***Parents Responsibilities***

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

1. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. Included in this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children." (page 39) It offers some very useful and sound advice on communicating with your swimmer.
2. A copy of the UVRays Swim Team Participation Agreement that you signed when you registered with the team is located in the appendix of this handbook. Please familiarize yourself with these items and keep your part of the agreement.
3. Manage website account. The team website is set up so that each member family has an account. This account can be used to sign-up for meets, update contact information, check meet results and swimmer times, pay meet and other fees and locate contact information of other team families. Your basic account is set-up by the Team Administrator when you join the team. To access your account and see all of the content available on the website (some information is available only to signed-in members) you must sign in.

- You should have received a team email with a password and instructions for signing in to the team website shortly after joining the team. If you have not yet received this email, or if you have questions, contact the team administrator. The team administrator's contact information is available on the team website without signing in.
  - Once you have signed in, you can set-up "autopay" on your account. Click on "Set-up Account" in the left column and follow the prompts.
  - Once you have signed in, you can decide if you want your family contact information available to other UVRays Swim Team families by clicking on the "Account Information" tab and then choosing the appropriate item on the drop down menu for "Member Search." If you choose "Yes" to participate other UVRays Swim Team families (only current members who are signed in) can see your family contact information. If you choose "No" and decide not to participate, other families will not see your contact information.
- Do your part to help keep help keep practice and meet times conducive to high-quality swimmer performance.

## ***Club Provided Parent Support***

### **Seasonal Parent Meetings**

Team parent meetings are held at either the end of the previous season or the beginning of each new season. They are mandatory meetings for the parents to attend. Often a parent meeting is held in conjunction with the end of season party. Additional meetings, where the same material is covered, are usually offered at each pool. When several meetings are offered around the same time, parents need only attend one.

Information presented at the meetings may include: Registration and enrollment, review of seasonal information packet (includes review of calendar and fee information), announcements, introductions of some staff and board members, parent education, board of directors business, question and answer time, etc.

### **New Parent Meetings**

Pool Reps may offer special training sessions or personal orientations for new parents. These meetings are designed to specifically address the needs and concerns of new parents.

### **New Parent Meet Training**

New parent meet trainings are usually held during the warm-up period of a Non-sanctioned "Prep" meet. The purpose is to help instruct new parents on how to read a psych sheet and get their swimmer to the blocks. It also includes instructions on how to get meet results and the need to record times. It may also include basic training on timing, and other meet volunteer positions.

### **Communication**

- **E-mail:** E-mail is the primary form of communication from the team to parents. It is important that swim families check e-mail at least twice a week. Email information includes weekly schedules, pool closure notices, and meet information.

- **Website:** The team website address is: [www.uvrays.org](http://www.uvrays.org) Website information includes team calendars, meet information and results, team news, swimmer times (from meets), and other swimmer and parent information. The website is also where one signs up to attend meets.
- **Pool Rep:** Each pool has a volunteer pool representative available a 1-2 days a week to answer questions. (Current Pool Rep hours are listed in the Seasonal Information Packet at the beginning of each season).
- **Team Administrator:** If you need to contact the team administrator the e-mail address is: [uvrays.admin@gmail.com](mailto:uvrays.admin@gmail.com)
- **Text Message Alerts:** The team administrator sends out text message reminders of practice changes and notifications (e.g. last minute pool closure) to those who request to be added to the text list. If you would like to receive these text messages, email your mobile phone number(s) to the team administrator and request to be added to the list.
- **Bulletin Boards:** UVRay Bulletin Boards are available at each pool. At the Provo pool, news is posted on the trophy case just inside the Rec. Center door. The Springville pool bulletin board is located at the north end of the lobby.
- **P.O. Box:** Utah Valley Aquatics, PO Box 1964, Provo, Utah 84603-1964

## Problems With The Coach?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable discussing disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
2. Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group that can range in size from 20-200 members. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short term inconvenience.
3. If your child swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the Head Coach, Club Director or Team Administrator join the dialogue as a third party.
4. If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. He/she is the only one who can resolve the problem.

## The Ten Commandments For Parents of Athletic Children

Reprinted from The Young Athlete by Bill Burgess included in "The Swim Parents Newsletter"



1. Make sure your child knows that - win or lose, scared or heroic – you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, his/hers competitive attitude, their sportsmanship, and their actual skill level.
3. Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you – win or lose – he/she is on their way to maximum achievement and enjoyment.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
7. Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
8. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.

### ***Volunteer Policy***

The operation of the UVRays depends on volunteer hours donated by each swim family. Revenues from team dues pay for coaching and pool rental but do not cover the running of meets, advertising, award distribution and other work necessary to operate the swim team. Each swim family is asked to donate either volunteer time or additional money to help the team run.

### ***Parent Responsibilities To The Team***

All parents of swimmers who attend away meets are required to help time at away meets as requested regardless of whether or not volunteer fee has been paid. When UVRay timers are required by the host team, this duty is to be shared by all parents of attending swimmers. The one exception is parents of UVRay swimmers who serve as officials do not have to serve as timers.

## **Volunteer Deposit/Fee**

### **Fee Assessment**

A \$50 volunteer deposit/fee will be assessed to each returning swimmer each season. Families with multiple swimmers will be charged \$100.

- New swimmers are not required to pay a volunteer deposit/fee their first season swimming with the UVRays. However, these families are expected to help time at the meets their swimmer(s) attend(s).

### **To Waive Future Volunteer Fees**

Families who work as team volunteers AND report at least the minimum volunteer hour requirement to the Team Administrator will not need to pay another volunteer fee at the beginning of the next season. The fee they already paid will be applied to the next season's volunteer fee. It essentially becomes a deposit—only paid once and returned, if requested, when the swimmer leaves provided the family worked the minimum volunteer hour requirement each season they were with the UVRays.

### **Minimum Volunteer Hour Requirement To Waive Future Volunteer Fees**

- Families with one swimmer: At least five (5) hours per season AND working at least one (1) full session (or the equivalent) at the UVRay hosted Heart Attack meet during Short Course season.
- Families with multiple swimmers: At least ten (10) hours per season AND working at least one (1) full session (or the equivalent) at the UVRay hosted Heart Attack meet during Short Course season

### **To Waive the Need to Work Volunteer Hours**

Families who choose not to work the minimum volunteer hour requirement will be assessed the volunteer fee at the beginning of each season.

- Please note: Paying the volunteer fee does NOT excuse a family from timing (or other work) at away meets. Families with children attending away meets are under obligation to help as needed regardless of whether or not a volunteer fee was paid or will be paid. This policy includes State and the B/C Meets.

### **Important Points**

- Swimmers with unpaid volunteer fee assessments will not be allowed to practice or compete with the UVRays..
- Timing (or other work) at away meets does NOT count toward the minimum volunteer hour requirement. All families are expected to help, if needed, at the away meets their children attend regardless of the number of volunteer hours already given or fee already paid.
  - State and the B/C Championship meets are the one exception to this rule. Time spent as a volunteer meet worker at these meets DOES count towards volunteer hours.
- Timing at sanctioned UVRay hosted meets DOES count towards the minimum volunteer hour requirement
- It is the parent's responsibility to report volunteer hours (including date and what was done) to the Team Administrator before the deadline to avoid being charged another fee at the beginning of the next season. Email information to: [uvrays.admin@gmail.com](mailto:uvrays.admin@gmail.com)
- The Volunteer Deposit/Fee is waived for current board members and active team officials.

**Volunteer Ideas**

Your additional suggestions and ideas are welcome! Check with you local pool rep. Or the team administrator if you have questions or suggestions.

Timer at home meets	Home Meet Helper	Graphic Design
Official	Meet Hospitality	Travel Organizer
Board Member	Party Organizer	Marketing & PR
Registration	Apparel Order Help	Newspaper Article Writer
Bulletin Boards	Committee Member	New Parent Support
Meet Awards Distribution	Fund Raising & Sponsorships	

**Becoming an Official**

Swimmers need meets to succeed. Officials are needed to hold meets. Volunteer officials are always welcome and needed. If you are interested in learning more about becoming and official, see the team website for more information. ([www.uvrays.org](http://www.uvrays.org) click on "Officials Info." tab located towards the top of the home page.)

**Being a Timer at Meets**

Certain positions must be filled in order to have swim meets. One of these indispensable positions is that of timer. All swim parents are expected to time at meets. Many parents go on to learn additional skills and to help out in other ways as well. Regardless of whether the meet is a home meet hosted by the UVRays, or a meet hosted by another team, parent timers will be needed. As all swimmers should be attending meets, all parents should plan to time, or help out in other ways, at several meets a year. The great news is, timers get one of the best seats at the meet! Here are some tips to make your service as a timer more accurate and enjoyable.

- Be aware that even though there are touch pads and "back-up" buttons that the timer "hand times" are often used because of equipment malfunctions. The swimmers spend hours and hours training and deserve to have accurate times. Please be alert, attentive and accurate.
- Ask if you have questions.
- Plan to work the entire session you are asked or scheduled to time. If for some unforeseen reason you need to leave early, let the head timer know. Do not leave without someone else to fill your position.
- Timers will usually be called into their position at the end of a lane 15-20 minutes before the meet start time. Listen for the announcement, and check in with the head timer at about this time even if you don't hear an announcement.
- Learn how the stopwatch works well before the first race starts.

**Before a race:**

- Determine whether the swimmer is present and in the correct lane, heat and event.

- Insure that stopwatch is clear
- Start the watch the instant you see the light on the starter. (Be sure that you are in a position where you can observe the light.)

**During the race:**

- If your watch fails, obtain a replacement watch from the head timer
- Toward the end of the race, stand directly over the assigned lane to observe the touch, stop the watch and push the back-up button when any part of the swimmer's body touches the wall.
- If you are timing the last swimmer to finish, you may need to remember the final time, reset the watch, start the next race and then record the time.

**After the race:**

- Record the watch time on the lane timer sheet.
- Prepare to time the next race.

***Other Meet Worker Job Descriptions***

Not every position is used at every meet.

**Head Timer**

Trains timers. Ensures minimum number of timers are on hand at least five minutes before start of meet and throughout meet. (Let Meet Director know if more are needed.) Sits with timers throughout meet. Starts 2 backup watches at the beginning of each event and trades with timers as needed. Helps keep unnecessary individuals away starting area.

**Announcer**

Make announcements during meet including upcoming events, competitors names, meet worker needs (timers)etc.

**Concession Worker**

Prepare and serve concessions to swimmers and spectators attending the meet. (Works at concession stand). May be needed to help set up and clean up concession area.

**Concession Provider**

Donate food for concessions and meet-worker snacks.

**Donation Solicitor**

This is a job that is done before the meet from home. The donation solicitor solicits donations from businesses (cash or in kind). Then collects donations and provides them to the team. Donors of significant amounts may be allowed to post signs at pool during the meet. (This must be pre-approved by the Meet Director and pool management.) Donors may also be listed in psych sheet if they provide copy ready clip art of their logo at least ten days before the meet.

## **Head of Concessions and/or Hospitality**

Coordinate food and workers for concessions stand including what to sell, how to keep it hot or cold, and prices. (Price lists from prior meets are available.) Schedules concession worker shifts. Ensures a cash box is available with change. (Work with Team Treasurer to get cash box.) Ensures concession food assignments are made to team at least two weeks in advance of meet (if possible.) Ensures a table is available and that the concession stand is set up and cleaned up. (Assign other concession workers to help.) Ensures that baskets (for granola bars and similar items), signs (for pricing) coolers, ice, napkins and knives (both plastic, for spreading and sharp, for cutting) are available.

## **Head of Hospitality**

Before the meet, the head of hospitality works with donation solicitors and the head of concessions (if available) to ensure that sufficient drinks and snacks are available to meet workers at meets that are expected to last more than 3 hours. Schedules hospitality workers to help prepare food (when needed) and deliver at appropriate intervals throughout the meet. Coordinates help to set up and clean up hospitality area.

## **Hospitality Worker**

Works at the meet under the direction of the Head of Hospitality to ensure that sufficient drinks and snacks are available to meet workers at meets that are expected to last more than 3 hours. Helps to set up and clean up the hospitality area.

## **Heat Winner Distributor**

At meets where heat winner awards are distributed, this meet worker stays near the finish end of the pool deck and gives the heat winner awards to the swimmer who took first place in each heat swam. The awards are given as soon as the heat is over, so this person must stay close and pay attention. Great seat to watch the meet and you get to see kids smile.

## **Award Labeler**

Labels ribbons (or other meet awards) and sorts them by team as results become available. This is usually done during the meet and a table off to the side.

## **Meet Volunteer Coordinator**

Sits at Meet Volunteer Table throughout meet. Helps to coordinate volunteer efforts including finding timers when requested by Head Timer. (Good idea: Line up end of meet replacement timers in advance if possible.)

## **Runner**

Various runners are needed throughout the meet. The following are three types of runners used at meets:

**Timing Runner**

This runner collects the lane timer sheets from the timers in each lane at the end of every event and takes them to the computer desk. Needs to be done in a timely manner so results can be calculated quickly.

**Computer Table Runner**

Posts heat sheets and results throughout pool area as instructed. (This is usually just taping papers generated at the computer table to the wall or white board.) Deliver paperwork to officials and coaches as requested.

**Set-up**

Show up to meet when requested (usually ½ hour in advance) and set-up pool area as assigned.

**Clean-up**

Help to clean-up pool area after meet and return equipment to its proper place.

**Equipment Manager**

Oversee set-up and take down of timing system. Deal with any equipment problems that may occur during the meet. Training available.

**Timing System Operator**

Run timing system during meet. Be available during warm-up time to assist with test starts and ensure system is running correctly. Training available.

**Computer Technician**

Supervise set up and take down of computer equipment. Be available before and during meet to help solve any computer technical problems that may arise. Computer technical skills needed.

**Clerk of Course**

Facilitates the printing of heat sheets, timing sheets, meet results and awards. Runs meet computer during meet. Needs to ensure that appropriate time verification procedure is followed. Training available.

**Meet Clerk(s)**

Assists Clerk of Course at computer table. May assist with time verification, managing meet paperwork, data entry, problem solving, etc. Training available.

**Meet Director**

Prepares all aspects of meet in advance. Roves during meet & checks in with timing, meet volunteer table, awards, ref/starter, computer/timing, concessions—makes adjustments as needed. Ensure that lap counters & other equipment are available as needed. Training available. May begin as an assistant meet director and/or meet director for the team "Prep" meets.

### **Meet Marshal**

Ensures that safety rules are complied with over the course of the meet by swimmers and spectators. (Pay special attention to warm-up/warm-down area)

### **Misc. Meet Volunteers**

As needed, the team administrator will post various meet volunteer positions on the team website. Additional needs may be communicated via email announcements.



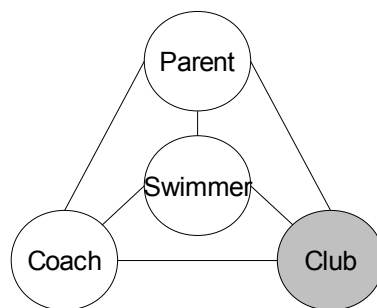


## Section F: Club Administrative Structure

### Club Administration

The UVRays follow the most common organizational model for swim teams in the United States, the parent-owned, non-profit corporation. This legal structure allows the team to maintain tax-exempt status. People and organizations who contribute to the nonprofit corporation can take a tax deduction for their contributions.

Swim teams organized as non-profit corporations must be governed by a board of directors. In most cases, this board consists of swim team parents, although other interested and willing volunteers could also serve on the board. Typically, the head coach serves as the chief executive with prime responsibility for managing day-to-day “dry-side” operations and total responsibility for developing and leading the swimming or “wet-side” of the program. In the case of the UVRays, a team administrator and volunteer officers manage the day-to-day business of the organization under the direction of the Head Coach.



The operation of the UVRays depends on both paid staff and volunteer hours donated by each swim family. Revenues from team dues pay for coaching, a team administrator and pool rental but do not cover the running of meets, advertising, award distribution and other work necessary to operate the swim team. Parent volunteer assistance is needed in numerous areas including serving as a member on the Board of Directors.

With so many people helping to run the club it's important to remember that the Head Coach is in the “driver's seat.” The authority to determine the direction of the club rests with the Head Coach. The team administrator, Board of Directors, assistant coaches and other parent volunteers assist with implementation of the Head Coach's plans.

### Board of Directors

The club is governed by a volunteer board of directors. The board is comprised of at least seven volunteers (usually swim parents) elected for two year terms. More directors may be added if needed. The elections for board positions are held annually in August. Three to four members are elected each year. See team by-laws for specifics.

The Board is to exercise the powers of the corporation, manage it's activities, control the property of UVA, conduct and coordinate its programs, activities and business affairs. Generally, the Board conducts and coordinates its programs and business affairs through the Head Coach and Team Administrator as well as through budget and policy approval.

Board approval is required for the hiring, firing, evaluation and compensation decisions related to the Head Coach, acceptance of the annual budget, expenditures beyond approved budget amount (if any), significant changes to the existing UVA structure and bylaws, appointment of new board members (only if a board position is vacated before the term is expired), adopting new and revising current team policies and changes to club dues. The board also evaluates progress in meeting the Head Coach's strategic plan and encourages and cultivates philanthropic donations and sponsorships beyond routine team fund-raising efforts. Most board members, by virtual of their position, also serve on one of two committees, the Executive Committee or the Operations Committee.

### The Executive Committee

The Executive Committee is responsible for the financial, business, personnel and equipment oversight of the team. Members of this committee include the President, Vice President, Treasurer and Secretary.

### The Operations Committee

Day-to-day club functions are administered by the Operations Committee under the direction of the Team Administrator. Board members who serve on this committee include the Meet Director, Team Unity Director and Pool Representatives. Additional volunteer parents may be asked to serve on this committee as well.

### Board Member Responsibilities

Each board member is assigned a specific area of responsibility. For a list of the current board member names, their positions, and contact information, see the team website. A table detailing each position and the general responsibilities follows.

<b>Utah Valley Aquatics Volunteer Board of Director Responsibilities</b>			
<b>President</b>	<b>Vice President</b>	<b>Treasurer</b>	<b>Secretary</b>
<ul style="list-style-type: none"> <li>•Conduct meeting and makes assignments</li> <li>•Oversee UVA records &amp; finances</li> <li>•Work closely with Head Coach to ensure sufficient resources to run team.</li> <li>•Organize &amp; Trains Board Members</li> </ul>	<ul style="list-style-type: none"> <li>•Act in place of president when he/she is absent</li> <li>•Assist president in duties (specific duties may be assigned at beginning of term)</li> <li>•Coordinate Team Fund Raising, including Swim-a-thon</li> </ul>	<ul style="list-style-type: none"> <li>•Keep team financial records &amp; prepares financial statements</li> <li>•Maintain custody of club funds</li> <li>•Disburse funds as directed by Board of Directors</li> <li>•File taxes and other needed business documents</li> </ul>	<ul style="list-style-type: none"> <li>•Take minutes at meetings</li> <li>•Facilitate board communications</li> <li>•Manage team equipment</li> <li>•Track Board “Action Items”</li> <li>•Represent team at UT Swimming</li> </ul>
<p><i>Board Positions listed above this line are also members of the Executive Committee</i>  <i>Board Positions listed below this line are also members of the Operations Committee</i></p>			
<b>Meet Director</b>	<b>Pool Representatives</b>		
<ul style="list-style-type: none"> <li>•Responsible for organization of swim meets run by UVA</li> <li>•Ensures necessary arrangements are made for “travel” meets</li> </ul>	<ul style="list-style-type: none"> <li>•Liaison between UVA and assigned pool administration</li> <li>•Regularly spend time at pool to assist swimmers &amp; parents</li> <li>•Provide support &amp; assistance to new members &amp; families</li> <li>•Represents needs of new members at Board Meetings</li> <li>•Reports observed needs/trends/etc. To Board</li> <li>•Helps maintain high retention rate among new swimmer members.</li> </ul>		

## **Section G: Financial Information**

### ***Seasonal Enrollment and Fee Information***

#### **Seasonal Enrollment**

Swimmers enroll each season and are encouraged to swim with the team for the entire season. Open enrollment (within available pool space) is available during the first two months each season. After that, swimmers are enrolled only with coach approval. (Two influential factors are: 1) Available workout group lane space and 2) Workout group practice level at that point in the season)

- Short Course season starts either the 1st Tuesday in Sept. or the Tuesday after Labor Day (whichever is first) and runs through March
- Long Course season starts the first weekday in April and runs through August
- LONG COURSE SEASON NOTE: Most swimmers take a one to two week break during the month of August. In an effort to help balance the costs of the expensive Long Course season, the team consolidates practice into one pool during August. It is usually the Spanish Fork pool. All fees remain the same.
- To swim with the UVRays all swimmers must re-enroll at the beginning of the next season.

#### **Workout Group Placement**

Swimmers will be classified into one of four workout groups (EagleRays, MantaRays, StingRays and SunRays) based on coaching-staff decisions. Team dues are based upon the workout group your swimmer is in. (See Team Dues Fee Structure Chart on next page for amounts) Upon movement from one group to the next, the new workout group fee schedule will be in effect at the next fee payment.

#### **Fees Must Be Current To Participate**

In order for swimmers to participate in daily workouts, meets and clinics, all team dues, volunteer fees (if applicable), registration fees and meet fees must be current.

#### **Team Dues**

Team dues for season may be paid in one of two ways:

- Seasonal payment (5% discount) OR
- Monthly automatic withdrawal
- Team dues will be withdrawn from specified account on the 5<sup>th</sup> of each month.
- If your swimmer will be stopping, send an e-mail notification to the UVRay Team Administrator: [uvrays.admin@gmail.com](mailto:uvrays.admin@gmail.com) BEFORE the end of the last month of the season and request a stop of the automatic payment. Any stop payment notices received after the 5th will go into effect the following month. If you have not received confirmation of the receipt of your e-mail request within 48 hours of sending it, please call Cathy at (801) 489-8792.

#### **Insufficient Funds**

A \$25.00 returned check fee will be assessed for each check/withdraw returned for insufficient funds, plus any bank charges.

### **Mid-Season Withdrawals Discouraged**

Mid-season withdrawals are discouraged because:

- Swimmer development takes place over time. The coaches create seasonal workout plans to help develop their swimmers over the course of the entire season. Early withdrawal inhibits this development.
- The team makes commitments to provide coaches and pool time throughout the season based on early season enrollment. Early withdrawal jeopardizes the team's ability to meet its financial commitments.
- The team administrative staff is all part-time and volunteer so their time is limited. Mid-season withdrawals require additional time and attention.
- Those who withdraw can only be re-admitted (during the same season) with coach approval. (Variables include available pool space and workout group practice level at that point in the season)

### **Mid-Season Withdrawal Process**

#### ***Seasonal Payment Swimmers:***

- Swimmers who paid the seasonal fee and then desire to stop mid-season must submit a written (email is preferred) request for refund. Refunds will only be granted for the remaining month(s) of the season following the request. Requests should be e-mailed to the Team Administrator at: [uvrays.admin@gmail.com](mailto:uvrays.admin@gmail.com). If you have not received confirmation of the receipt of your e-mail request within 48 hours of sending it, please call Cathy at (801) 489-8792.
- Seasonal payment refunds will be granted based on the following: The months from the beginning of the season up to and including the month of the request will be deducted from the original seasonal payment amount at the regular monthly team dues cost (i.e. there is no 5% seasonal discount included) and a \$35 processing fee will be charged. The remainder of the seasonal payment will be refunded within 4 weeks of receipt of refund request.

#### ***Monthly Automatic Withdrawal Swimmers***

- Swimmers who pay team dues through monthly automatic withdrawal and wish to stop must send an e-mail notification to the UVRay Team Administrator: [uvrays.admin@gmail.com](mailto:uvrays.admin@gmail.com). to notify of withdrawal and request a stop of the automatic payment. Any stop payment notices received after the 5th will go into effect the following month. If you have not received confirmation of the receipt of your e-mail request within 48 hours of sending it, please call Cathy at (801) 489-8792.

### **Other Fee Payments And Setting Up “Autopay” Online**

- Fees for any payments other than monthly or seasonal dues payments should be paid online at the team website via credit or debit card or mailed to the team's post office box address: Utah

Valley Aquatics, PO Box 1964, Provo, Utah 84603-1964. Fees are not to be given to the coaches.

- All swim families are encouraged to set up “autopay” on their online accounts. Doing so will enable any balance on the account to be automatically paid each month. To set-up “autopay” on your online account:
  1. Sign in to the team website ([www.uvrays.org](http://www.uvrays.org))
  2. Click on “Set-up Account” in the left column and follow the prompts.

**Refund Requests**

- Swimmers who are "in the water" (at meets or practice) 2 or more times during the month must pay for the entire month
- Requests for refunds outside of those outlined above will be reviewed on a case by case basis the team Board of Directors Executive Committee and subject to a minimum \$25 processing fee.

**Team Dues Fee Structure**

The monthly and discounted fee structure for the UVRays is listed below. A discount is given to those who pay on a seasonal basis (5%) as opposed to monthly since this helps to reduce administrative costs/efforts. A group discount also applies for families with multiple swimmers enrolled.

<b><i>UVRays Team Dues Fee Structure Chart (ONE Swimmer From Family)</i></b>			
<b>Annual USA Swimming &amp; Team Registration Fee: \$75/swimmer (Paid with check or cash)</b>			
<i>Workout Level</i>	<b><i>Monthly Withdrawal: Individual Swimmer</i></b>	<b><i>Short Course Season (Sept-March) Seasonal Fee: Individual Swimmer</i></b>	<b><i>Long Course Season (April-Aug) Seasonal Fee: Individual Swimmer</i></b>
EagleRays	\$63	\$419	\$300
MantaRays	\$57	\$380	\$271
StingRays	\$51	\$340	\$243
SunRays	\$48	\$320	\$228

<b>UVRays Team Dues Fee Structure Chart (MULTIPLE Swimmers From Family)</b>			
Annual USA Swimming & Team Registration Fee: \$75/swimmer (Paid with check or cash)			
<i>Workout Level</i>	<i>Monthly Withdrawal per swimmer IF multiple swimmers from same family are enrolled</i>	<i>Short Course Season (Sept-March) Seasonal Fee per swimmer IF multiple swimmers from same family are enrolled</i>	<i>Long Course Season (April-Aug) Seasonal Fee per swimmer IF multiple swimmers from same family are enrolled</i>
EagleRays	\$59	\$393	\$281
MantaRays	\$53	\$353	\$252
StingRays	\$47	\$313	\$224
SunRays	\$44	\$293	\$209

### Far West Bank Authorization Form

A Far West Bank Authorization form must be completed and turned into the team by those desiring to pay team dues using monthly automatic withdrawal. The form is available at the team website ([www.uvrays.org](http://www.uvrays.org)) or from a pool rep. The only other option for paying team dues is to make a seasonal payment with either cash or check.

### Basic USA Swimming Insurance Information

All UVRays swimmers must have a current USA Swimming membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club. Each swimmer is covered at any organized practice of UVRays Swim Team and every competition that is USA Swimming sanctioned. A summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet please visit the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)).

### Membership Protection

USA Swimming's policy for membership protection is:

- To provide safety education for its membership;
- To provide excess accident medical protection for USA Swimming members who may suffer injuries while participating in insured activities;
- To provide evidence of financial responsibility so that USA Swimming clubs can conduct insured activities.

To implement this policy, USA Swimming has adopted two major programs:

- Excess Accident Medical Protection
- Liability & Excess Liability Insurance

These two programs are intended to provide reasonable protection for USA Swimming athletes and clubs.

## ***Excess Accident Medical Insurance Description of Coverage***

**Insureds:** Members of USA Swimming

**When Coverage Starts:** Coverage is a benefit of membership in USA Swimming and begins upon receipt of the completed membership application form with appropriate fee and acceptance by the LSC Registration/Membership Chair or its designee.

**When Coverage Is In Effect:** Insureds are covered while participating in a USA Swimming supervised, sponsored, sanctioned or approved event including:

- Competitions and meets;
- Organized practice sessions;
- Approved social and fund raising activities;
- Travel to and from competitions, meets, events, organized practice sessions, approved social and fundraising activities at the direction of a coach or club board of directors;
- OVC events for USA Swimming Officials only

### **Coverage Outline:**

When covered Injuries result in treatment by a Legally Qualified Physician beginning within 90 days of the accident, the Medical Expense incurred in excess of the Medical Deductible, if any, will be paid. Benefits will not exceed a maximum of \$25,000.00. Benefits must be Medically Necessary and shall not exceed the Usual and Customary charges in the geographic area where treatment is performed. Only covered Medical Expenses incurred by the Insured within 52 weeks from the date of the accident are covered.

## ***Optional Seasonal Volunteer Fee***

***Other than timing at away meets***, parents may "opt out" of other volunteer assignments by paying a volunteer fee each season. More information is available in the Volunteer Policy section on page 40.

## ***Team Uniform***

The team colors are navy, Carolina Blue and white. It is highly recommended that each swimmers name be placed inconspicuously on all pieces of the team uniform.

## ***Team Cap***

UVRay swimmers are required to wear a team swim cap when competing in meets. One team cap and one "stock" T-shirt is given to each new swimmer when joining the team. Thereafter, the swimmer may choose to receive either a T-shirt OR a team cap at the beginning of each Short Course Season. The standard team cap is dark blue in color with a lighter blue UVRay Logo on it. Other colored team caps may also be available. The reason swimmers are required to wear team caps is that each coach is responsible for 5-25 swimmers at each meet. Team caps are easily spotted by both coaches and parents alike. Team caps are available for purchase throughout the year from pool reps and the team administrator.

## **Competition Suit**

It is preferred that swimmers compete wearing the designated team suit. The team suit is available for purchase at Poco Loco Swim Shop in Provo (1774 N. University Pkwy STE 26. *In the Brigham's Landing Shopping Center (801) 375-3987*). Ask for the UVRay Team Suit. Advanced swimmers requiring technical suits should check with their coach or team administrator prior to purchase for current team apparel contract stipulations.

## **Team T-shirts**

UVRays should wear UVRay T-shirts at meets. One "stock" T-shirt and a team cap is given to each new swimmer when joining the team. Thereafter, the swimmer may receive either a T-shirt OR a team cap at the beginning of each Short Course Season. "Stock" T-shirts are also available for purchase from pool reps throughout each season. The team may also place team T-shirt orders (usually in the early summer) for "fun" team shirts whose design is based on the UVRay theme, but varies from the traditional "stock" shirts.

## **Other Team Apparel**

In addition to UVRay team suits, swim team quality suits and swim team equipment, UVRay parkas, warm-ups and bags are also available for purchase at Poco Loco Swim Shop in Provo (1774 N. University Pkwy STE 26. *In the Brigham's Landing Shopping Center (801) 375-3987*) Embroidery of the team logo and swimmer name may be done through Poco Loco onto parkas, warm-ups, and bags. Call for details. Mention that you are a member of the UVRays and you will receive a discount on some items.



## Section H: Swim Meets

### *UVRay Swim Team Meet Philosophy*

#### Meet Attendance Expectation

The UVRays are a competitive swim team. Attendance at meets is expected. All swimmers should be working towards and attending meets. By attending meets regularly, swimmers can measure their progress and add increased meaning and incentive to their daily workouts. ***The coaches expect all swimmers to attend either the B/C or State Championship meets at the end of each season.*** Meet dates are listed in the calendar section of the Seasonal Information Packet distributed at the beginning of each season. Swimmers cannot attend either State or the B/C Championship meet unless they have swum in a previous meet, so meet attendance is very important throughout the season. If there are questions about which meet events to enter, talk with the coach via email or immediately after practice is over for the day. A pool rep will also be able to answer many meet questions.

#### COMPETITION ..and the winner is..

The UVRay Swim Team staff does not see the first place person as the only winner. We'd rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

Sports is not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. Seen in that light, winning without learning is not the UVRay Swim Team's desired intention. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

#### Philosophy of Competition

The UVRay Swim Team engages in a multi-level competition program with USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following points outline our philosophy:

- We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
- Sportsmanlike behavior is of equal importance to improved performance. All the coaches teach swimmers how to behave like a champion when the swimmers have both a "good" and a "bad"

swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the UVRay Swim Team coaching staff.

- A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive feedback on a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
- Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
- Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.
- Meet attendance throughout the entire season is important. Swimmers should strive to attend at least one meet per month.
- Meets should also be fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to "race" and see how much he/she has improved from all the hard work he/she has put in at practice.

## ***USA Swimming Meet Structure***

### **Competitive Events**

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events for individual swimmers are held in each of the competitive strokes at varying distances depending on the age-group of the swimmer. In addition to the single stroke events, there is also an individual medley event in which the swimmer swims  $\frac{1}{4}$  of the race in each of the four competitive strokes in this order: butterfly, backstroke, breaststroke, freestyle.

Some meets offer relay events. Relay teams are made up of four swimmers, each of whom swims  $\frac{1}{4}$  of the race. There are two types of relays that may be swum in various lengths: (1) Freestyle relays, where all swimmers swim the freestyle stroke, and (2) Medley relays where each swimmer swims one stroke in this order: backstroke, breaststroke, butterfly and freestyle.

### **Disqualifications**

A disqualification, or "D.Q.", is the result of a technical rule violation. Meets are conducted in accordance with the USA Swimming rules. These rules are designed to provide fair and equitable conditions of competition. When a swimmer gets "DQ'ed", or disqualified, the swimmer's performance, or time, is not recorded. A disqualification is shown by an official raising one arm with open hand above their head. DQ's are common among newer and younger swimmers include the following. This is not an all-inclusive list. For more information, talk with your swimmer's coach.

## ***Common Disqualifications of Newer and Younger Swimmers***

### **Freestyle**

- No touch at turn. (FYI: In a freestyle event the swimmer may return and touch the wall if missed and not be disqualified.)
- Pulling on lane lines

### **Backstroke**

- Shoulders past vertical towards the breast at the finish (Shoulders must be past vertical towards the back. Encourage young swimmers to "Stay on your back the WHOLE way until after you touch the wall.")

### **Breaststroke**

- One hand touch at a turn or on the finish
- Non-simultaneous touch at a turn or on the finish

### **Butterfly**

- Underwater recovery (One or both arms does not fully recover (come forward) over the water)
- One hand touch at a turn or on the finish
- Non-simultaneous touch at a turn or on the finish

## **Swim Seasons**

The swim year is divided into two seasons. The "short course" season runs from September through March. Short Course season meets are usually held in a 25-yard pool. The summer, or "long course", season runs from April through mid-August. Long Course season meets are generally held outside in 50 meter pools (Olympic size). However, not all long course season meets are held in long course pools. Some short course meets are offered as well, especially for new and younger swimmers. The UVRay Swim Team hosts its' meets as follows: 25 yard meets: Provo Pool, 50 meter meets: Spanish Fork Pool, 25 meter meets: Springville Pool. (Because of shallower dive in depths in the yards direction, Springville Pool can only host 25 meter meets.)

## **Classifications of Competitive Achievement**

There are seven different age group classifications recognized by United State Swimming (the governing body of the sport): 8-Under, 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmers age on the first day of a meet will govern the swimmers age for the entire meet.

Within each age-group there are different nationally recognized levels of achievement based on times. All swimmers begin as "C" swimmers. As they improve, they advance from "C", to "BB", "B", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by United States Swimming. This permits fair, yet challenging, competition on all levels. These motivational time standards are updated every four years after the Olympics. To locate a chart with

the current motivational time standards, go to either [www.usaswimming.org](http://www.usaswimming.org) or [www.swimutah.com](http://www.swimutah.com) (click on the "Time Standards" tab, then click on "Motivational Times." SCY = Times that are listed in Short Course Yards. LCM = Times that are listed in Long Course Meters. SCM = Times that are listed in Short Course Meters.)

In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and a "AA" backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain classification, a swimmer must have achieved the qualifying time for that particular classification.

## **USA Swimming Sanctioning**

### ***Sanctioned Meets***

A sanctioned meet is one that has been approved, or sanctioned, by USA Swimming. In Utah, USA Swimming teams receive sanction approval for meets through the Local Swim Committee (LSC), Utah Swimming. Sanctioned meets are run according to the rules established by Utah Swimming and USA Swimming. USA Swimming officials are used including a referee, starter and stroke and turn officials. There are also requirements for the number of timers that must be used and other stipulations that must be met. The times that swimmers obtain at sanctioned meets may be used to enter other meets. The times are also entered into a national database of times. Swimmers and parents can view results obtained at sanctioned meets in several places including the team website: Log in and click on "My Meet Results" (located on the left side of the screen.) Within a few weeks of the meet results can also be viewed at [www.swimutah.com](http://www.swimutah.com) and [www.usaswimming.org](http://www.usaswimming.org). Sanctioned meets are available to accommodate swimmers of all levels, from the beginner to the elite.

### ***Non-Sanctioned Meets***

Toward the beginning of each swim season and SwimCamp the UVRay Swim Team will host a few "Prep" meets that are not "sanctioned" by USA Swimming. The purpose of "Prep" meets is to help train beginning swim team kids and parents how to do meets. It is NOT to take the place of USA Swimming sanctioned meets, but rather to help prepare swimmers to enjoy sanctioned meets. The times obtained at these non-sanctioned "Prep" meets do not "count" and are not recorded by the team. They can not be used to enter other meets. "Prep" meets are for beginning swim team kids. They are considered part of the team's practice and are held during a portion of practice time at a "home" pool. Officials are not used, other than to start the races and minimal volunteers are used.

The following are things that can be learned through the non-sanctioned "Prep" meets:

- Preparing a meet entry and turning it in to the team on time
- Checking in with the coach when arriving at the meet
- Doing appropriate warm-up (ask the coach what to do if unsure)
- Learning to read a meet program (a.k.a. heat sheet)
- Getting to appropriate block at the appropriate time
- Appropriate starting technique (i.e. learning the whistle commands, remaining stationary for the start, getting experience starting off the blocks)
- Racing

- Learning to swim "legally" (i.e. according to USA Swimming rules) to avoid getting disqualified or DQ'ed
- Staying in the water at the end of a race until the next race is started (except when the next race is backstroke)
- Checking in with a coach after swimming a race and listening to the feedback
- Learning to apply what was learned at the meet at future practices, etc.
- Learning that meets can be fun!

Parents also benefit from "Prep" meets. They can learn various meet volunteer positions in an easy-going atmosphere and learn how to best support their swimmers while at meets. Through the process of volunteering they can meet the team volunteer hour requirement (needed to waive the next season's volunteer fee) and become a more educated and able swim parent--and thus a greater benefit to both their swimmer and the team.

## **Locations of Swim Meets**

### ***Home Meets***

Home meets are meets sponsored by the UVRay Swim Team. They are hosted at one of local facilities that the team uses. As of 2010, the team uses the Provo City Pool, The Springville City Pool and the Spanish Fork City Pool. Swimmers are expected to attend all home meets designated for their workout group. If you have a question as to whether or not your swimmer should attend a home meet, ask a pool rep or have your swimmer ask their coach.

### ***Away Meets***

Away meets are meets not hosted by the UVRays. Utah County locations include Orem, American Fork and Lehi. The team also competes at meets throughout the State of Utah and beyond.

## **Types or Levels of Swim Meets**

### ***"Prep" Meets***

"Prep" or preparatory meets are sponsored by the team during practice time to help newer and younger swimmers prepare for actual USA Swimming sanctioned competitions and to help new swim parents learn how to function as effective meet volunteers. "Prep" meets are not USA Swimming sanctioned so the results are not recorded.

### ***Intrasquad Meets***

Home meets hosted by the UVRay Swim Team for UVRay swimmers. Intrasquad meets welcome newer and younger swimmers as well as more experienced competitors.

### ***Dual or Tri-Meets***

Occasionally, the UVRay Swim Team will compete with one or two other teams in a dual or Tri-meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.

### ***Developmental Meets***

These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.

### **W.A.S. Meets**

W.A.S. Meet stands for Wasatch Area Swim Meet. These meets are hosted by various teams along the Wasatch Front and are considered Developmental Meets.

### ***Time Trials***

Time Trials are usually held in conjunction with another meet, although they can be held as a "stand alone" meet. The meet information about the time trials will give specific information on the format of that particular time trials meet. Time Trial meets differ from regular meets in that they often allow "on-deck" (or day of) meet registration and payment. Additionally, time trial meets often do not have a set list of events that will be swum. Swimmers may request to swim any event they like. (Be aware that longer distance events may or may not be available contingent on available pool time or other factors.) All swimmers swimming like distance events will be seeded and swum together (regardless of age). Different strokes of like distance may be swum together in the same heat. In Utah, Time Trial meets are usually held towards the end of the season. Those attending are often seeking last minute State (or other meet) qualifying times.

### ***BC Championship***

At the end of each short course and long course season, a BC Championship meet is sanctioned by Utah Swimming, the governing body of swimming in the state of Utah. There are no qualifying times to swim in the meet except that a swimmer cannot enter an event for which s/he has a state cut time, and swimmers with four or more state cuts may not compete. No Times (NT's) are not accepted. This means that the swimmer must have competed in each event s/he enters during a prior meet without getting disqualified (DQ'ed). The meets are called "BC" because the competing swimmers generally have "B" and "C" level times.

### ***Qualification Meets***

These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet.

### ***State Championships***

At the end of each short course and long course season, a State Championship meet is sanctioned by Utah Swimming, the governing body of swimming in the state of Utah. Utah Swimming sets the qualifying time standards for these championship meets. Generally, the standards fall between the national "BB" and "A" time standards. There are two state championships held at the end of the Short Course season: the Age Group Championship for swimmers 14-Under and the Senior Championship open to any swimmer in the state who has met the qualifying standards regardless of age. There is one state championship meet held at the end of Long Course season in which both age-group swimmers and senior swimmers compete in their respective categories. The current State Championship qualifying times are available on the Utah Swimming website: [www.swimutah.com](http://www.swimutah.com).

For experienced swimmers, the State Championship is not the ultimate goal. It is a seasonal goal that should lead to Zones, Sectionals, Junior & Senior Nationals, and beyond. Making the "cut off time" is simply a requirement to attend the meet. The goal is to be as prepared as possible and perform to the best of one's ability at the meet.

### ***Far Western Championships***

The Far Western Championship meet is a regional championship meet for swimmers from throughout the western United States and Canada. It is a great opportunity for swimmers to prepare for future competitions and gauge where they stand compared to some of the best swimmers from the area. It is a four day event held in Northern California. Qualifying times are usually faster than State, and slower than Zones. One must have the qualifying time or better to compete in all events. Bonus events are not available.

### ***Western Zone Championship***

The Western Zone Championship is held after the long course state championships in the summer. A swimmer must meet qualifying times to compete in this meet. However, attending swimmers may be able to add a "bonus" event or events for which their time is close, but not under the qualifying time if there is room in the meet. However the swimmer must have at least one qualifying time to qualify to compete in the meet. Links to the current Zone Championship times are available on the Utah Swimming website: [www.swimutah.com](http://www.swimutah.com). This is an all-star meet where swimmers compete as a member of the Utah Zone team competing against other states from the west.

UVRay swimmers participating in the Western Zone Championship meet will travel as part of the Utah Team, as established by Utah Swimming. All arrangements must be made by the swimmer directly with Utah Swimming. Information concerning this meet, and the Utah team, is often sent to the team contact, or made available on the Utah Swimming website towards the end of May. If you have questions about the Zone Championship meet, talk to a coach or the team administrator.

### ***Sectionals***

The Speedo Champions Series displays some of the top talent from around the United States. Sectionals meets do not have age-group events, all events are Senior events (meaning any age can swim in them.) Sectional meet qualifying times are faster than Zones. Qualifying entry times for this meet must have been achieved within the current year. Times older than one year from the date of the meet are not accepted.

### ***Speedo/USA Swimming Junior National Championships***

One of the highest levels of achievement UVRay Swim Team swimmers strive for is the participation in the Junior National Championships. USA Swimming sponsors an eastern United States Junior National meet and a western United States Junior National meet each season. UVRay swimmers meeting qualifying time standards for this meet travel to different locations throughout the western half of the United States to compete against the best 18-Under swimmers in the nation.

### ***Phillips 66/USA Swimming National Championships (Senior Nationals)***

Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USA Swimming National

Championships. As with the Junior Nationals, UVRay swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

## **Meet Format**

### ***Timed Finals***

Most meets below the State Championship level are run in the "Timed Finals" meet format. This means that the swimmers compete once in each event they are entered and receive their final placing, including points if awarded, according to the results of that swim. If multiple heats are swum in an event, the final placing is determined solely by time and any disqualifications (if applicable) not by heat placement.

### ***Prelims-Finals***

In a preliminaries and finals meet format, the object of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8 lane pool) after his/her morning swim he/she then qualifies to swim in the Championship finals in the evening session. Some meets also swim a Consolation final. If a swimmer places from 9th - 16th place from preliminaries, he/she qualifies to participate in the Consolation finals in the evening session. In the evening finals session, the Consolation heat is swum first followed immediately by the Championship heat. During the prelims, the results are usually posted within 1/2 hour of the conclusion of the event. If a swimmer does not wish to swim in a final swim he or she may "scratch" the event and not be penalized. This must take place within a half hour of the posting of the preliminary results. Therefore, within approximately 1 hour of the end of an event, a swimmer should know if he or she has made finals. A swimmer should never leave the preliminary session of the meet without making sure if he/she is a finalist or an alternate. USA Swimming rules dictate that if a swimmer makes a finals event and fails to show up he/she is bared from participating in the remainder of the meet (individual events and relays). Alternates (the 17th & 18th place swimmers) should check with a coach about attending finals.

### **Circle Seeding**

Circle Seeding is used only in the prelims of "prelims & finals" meets. This affects only the top 24 seeded swimmers (8 lane pool) which compete in the last 3 heats. All other heats are regular seeding. Circle seeding works as follows: The fastest seeded swimmer will be in the last heat in lane 4. The second fastest swimmer will be in the second to last heat lane 4. The third fastest swimmer will be in the third to last heat lane 4. The fourth fastest swimmer will be in the last heat lane 5 and so on. For an event with 60 swimmers, the seeding would look like this:



<b>Example of Circle Seeding</b>								
8 lane pool, 60 competitors in event, #=swimmer's seed in prelims								
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Heat 1			#59	#57	#58	#60		
Heat 2	#55	#53	#51	#49	#50	#52	#54	#56
Heat 3	#47	#45	#43	#41	#42	#44	#46	#48
Heat 4	#39	#37	#35	#33	#34	#36	#38	#40
Heat 5	#31	#29	#27	#25	#26	#28	#30	#32
Heat 6	#21	#15	#9	#3	#6	#12	#18	#24
Heat 7	#20	#14	#8	#2	#5	#11	#17	#23
Heat 8	#19	#13	#7	#1	#4	#10	#16	#22

### **Finals Seeding**

The finals are seeded like a regular meet as are any events that are swam as timed finals such as relays, distance freestyles and other events most often held on Friday evening as a timed finals session.

### **Awards & Placings**

The swimmers who participate in the finals receive awards as listed in the meet information. Sometimes the swimmers who participate in the consolation finals do not receive awards, but do score points for the team. One very important note: Once a swimmer has made the championship final, the worst they can place is 8th, regardless of how slow they may swim in finals. The swimmers who participate in the consolation finals may place no better than 9th (the winner of the heat) regardless how fast they swim. It has been known to happen that the winner of the consolation finals swims a time that would have placed him/her 2nd or 3rd in the championship finals, but the highest he/she can score is 9th. That is why it is important to swim very fast in the morning prelims session to make the championship finals. If a swimmer is disqualified in finals, they do not score points or get awards, however, a non championship finals swimmer can not be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer in the consolation finals.

### **Meet Schedule**

Each season's meet schedule is distributed at the outset of the season.

The meet schedule has been established with the expectation that swimmers will attend most meet available at their level of competition. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend all meets. One can also choose to enter only one day of a two or three day meet.

On an average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind.

The coaching staff places the most emphasis on team championship meets. Swimmers are trained over the course of the season to in a way that encourages success at these meets. As a result, all UVRay swimmers who are qualified are expected to attend. All swimmers who sign the UVRay Swim Team Code of Conduct agree to attend these meets, or inform the coaches in advance if they are unable to. The Utah B/C Championship, State Age Group and Senior Championship Meets are always considered "Team Championship Meets".

### ***Everything you always wanted to know about swim meets but were afraid to ask (or didn't know what to ask)***

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could. If you have any questions, please ask your local pool rep.

#### **When and where are the meets?**

The meet schedule is distributed at the beginning of each swim season in the Seasonal Information Packet. Meets are also listed on the team website at [www.uvrays.org](http://www.uvrays.org). (Click on the "Swim Meets & Events" tab towards the top of the home page. You may need to be logged in to see all events.) The date and location of the meet are given in the heading or in the description below the heading.

As meet entry deadlines come closer, you will also receive an email from the Team Administrator about an upcoming meet.

Team entry deadlines are set by the administrator. This deadline will be different from the entry deadline listed in the Meet Information so that the administrator has time to process our team entries and turn them in to the meet host on time. Make note of the team entry deadline so that entries can be submitted to the fee tubes on time.

#### **How long do the meets last?**

Meets can vary greatly in length. "Prep" meets tend to be the shortest and usually run about an hour, although some may run up to two hours in length. (Including warm-up time.) Intrasquad meets held during practice time generally last about 2 ½ hours (including warm-up time). Other meets may run anywhere from 3-5 or 6 hours in length (including warm-up time). Check with the pool reps for estimated times of specific meets.

#### **Which meets should my swimmer attend?**

See following chart.

<b>UVRay General Meet Attendance Expectations by Workout Group</b>					
	SunRay (A)	SunRay (B)	StingRays	MantaRays	EagleRays
Intrasquad Meets	☺	☺	☺		
Dual & Tri-Meets ( 2-3 teams)	☺	☺	☺	☺	☺
UVRay Hosted Invitational Meet	☺	☺	☺	☺	☺
Developmental Meets in UT County (Includes W.A.S. Meets—usually about 7 teams)	☺ w/ coach's approval	☺	☺	☺	☺
In-State Developmental Meets outside of Utah County (Includes W.A.S. Meets—usually about 7 teams)			☺	☺	☺
Mini-Meets (usually only for swimmers age 10 or 11 & under)	☺	☺			
B/C or no qualification times developmental meets in UT County	☺ w/ coach's approval	☺	☺	☺	
In-state B/C or no qualification times developmental meets outside of UT County			☺	☺	
B/C Championship *** <i>All qualified swimmers should attend. Qualified = having a time in an event that is not a State Meet Qualifying Time</i> ***	☺ w/ coach's approval	☺	☺	☺	☺
In-state invitationals (only for swimmers with qualifying times)			☺	☺	☺
State Championships *** <i>All qualified swimmers should attend</i> ***			☺	☺	☺
Out-of-State Q-time meets (only for swimmers with qualifying times)				☺	☺

**How much does it cost?**

Meet costs vary, but will usually range from approximately \$5 per swimmer (for intrasquad meets) up to \$18+ per swimmer. Meet costs for each meet will be listed on the team website. ([www.uvrays.org](http://www.uvrays.org)) Click on the "Swim Meets & Events" tab towards the top of the home page. You may need to be logged in to see all meets. If the meet cost is not listed in the brief description, click on the large meet heading (in blue) to get a more detailed meet description. If the cost is not listed there, download the "Meet Information" document and the fee will be listed there.

**How does my swimmer compete in a meet?**

***Submit a meet entry***

Swimmers need to officially enter a meet in order to compete. The UVRay Swim Team uses the team website to submit meet entries. (More detailed information on how to submit a meet entry online follows.)

### ***Entries must be received before the team meet entry deadline***

Entries must be received before the meet entry deadline. **Late entries cannot be accepted.** Team entry deadlines are set by the administrator. This deadline will be different from the entry deadline listed in the Meet Information document. (It will be listed correctly on the website though.) The team meet entry deadline is set so that the administrator has time to process our team entries and turn them in to the meet host on time. Some meets fill up very quickly and so the team entry deadline may be set much earlier than the actual meet entry deadline in order to ensure the team gets in before the meet is full. Make note of the team entry deadline so that entries can be submitted on time.

### ***How to submit a meet entry online***

1. Sign in to the team website. ([www.uvrays.org](http://www.uvrays.org))
  - You should have received a team email with a password and instructions for signing in to the team website shortly after joining the team. If you have not yet received this email, or if you have questions, contact the team administrator. The team administrator's contact information is available on the team website without signing in.
2. Click on the "Swim Meets and Events" tab. (Located towards the top of the screen, just under the banner on the home page.)
3. Click on the name of the meet you would like to enter.
  - Information additional to that posted on the website is available by downloading the "Meet Information" document that will be posted on this meet information page.
4. Click the "Attend This Event" button.
5. Click on the swimmer's name
6. Click the "Declaration" drop down menu and select "Yes, please sign [swimmer name] up for this event"
7. Click "Save Changes" button
  - You can now pause the sign-up if needed. The Team Administrator will know that you intend to sign up for the meet, but you are NOT entered yet. You can choose to pick events at this point, or wait for a bit—just remember to finish the meet entry by choosing events before the team meet entry deadline.
8. A list of events for which your swimmer may enter is shown on the screen. Events are entered by clicking the box in the farthest left column on the row that lists the event you would like to enter. (If you are not sure what events to enter your swimmer, more information follows.)
  - If events do not appear, this meet is not set-up for entries yet. (The host team may have sent out the date, but not the specific meet information yet.) Try back later to finish entering the meet.
  - An "NT" listed in the "Entry Time" column means that the swimmer has a "No Time" for that event. This means:
    1. The swimmer has never competed in that particular event before
    2. The swimmer competed in it, but it was in a non-sanctioned meet and so the time was not a "legal" time and was not recorded

3. The swimmer competed in it, but was disqualified or DQ'ed and so did not achieve a "legal" time. When swimmers are disqualified the time is not recorded.
  - At the top of the screen, meet information is listed including how many events a swimmer may swim either at the meet (if it is a one day meet) or per session (if it is a multi-day meet.) A pop-up message will warn you if you try to sign up for more events than are allowed.
  - Be careful signing up for back to back events as there may not be much rest time for your swimmer in between events. But also remember that just because the events are listed next to each other on the screen does not mean they will be swum that way. There may be other events swum in between that your swimmer does not qualify for because of age or gender. If you have questions, you can check the Meet Information document for a complete list of events and the order they will be swum. (The Meet Information document can be downloaded on the Meet Information page for that particular meet.)
9. After selecting all the events your swimmer will enter, you must scroll to the bottom of the page and click the "Save Changes" button.
  - If you do not, your meet entry will not be saved and your swimmer will not be entered into the meet.
10. Congratulations! Your swimmer has been entered into the meet!
11. Meet fees will be automatically added to your account UVRay financial account once you have set-up "autopay."
  - To set-up "autopay," sign into the team website. ([www.uvrays.org](http://www.uvrays.org)) the click on "Set-up Account" in the left column and follow the prompts.

### **Choosing Events**

- **SUNRAYS:** Many times coaches will send home from practice, hard copies of the meet information sheets with the SunRay swimmers. Often they will have the swimmer's name at the top and suggested meet entries circled. If you don't receive this information and have questions about what events to enter, feel free to email your swimmer's coach. You can contact your swimmer's coach via email by clicking on the "Coaches" tab towards the top of the screen. You can also speak with your swimmer's coach immediately after practice is over for the day. Another option is the choose "Yes, Sign my Swimmer Up for This Event" in the Declaration drop down window and then not choose any events. The coaches will then choose your swimmer's events for you. Please note that they will choose the maximum number of events that can be swum.
- **STINGRAYS, MANTARAYS & EAGLERAYS:** StingRays & up should be getting familiar with more events. They should sign up for a wide variety of events so they can attend more meets that require times. Swimmers that are age 11 and older should start swimming longer events: 200's and 400's. If you have questions about what events in which to enter your swimmer you can contact your swimmer's coach via email by clicking on the "Coaches" tab towards the top of the screen. You can also speak with your swimmer's coach immediately after practice is over for the day. Another option is the choose "Yes, Sign my Swimmer Up for This Event" in the Declaration drop down window and then not choose any events. The coaches will then

choose your swimmer's events for you. Please note that they will choose the maximum number of events that can be swum.

### ***Can I Confirm that My Entry Was Received Correctly?***

YES! Please do! It is in the best interest of your swimmer to do so. After the team meet deadline, the Team Administrator will process the meet entries and send them to the host team. The Team Administrator will also post a list of all the swimmers entered into the meet and the events in which they are entered on the team website. ([www.uvrays.org](http://www.uvrays.org)) Log in, then wave the cursor over the button "Swim Meets and Events" on the home page. A drop down menu will appear. Click on "Meet Entry Check." A list of recently entered meets will show on the screen. Click on the appropriate meet to review the meet entry list. If there are any problems with your swimmer's meet entry, contact the Team Administrator as soon as possible. (Contact information is available on the team website. Log in, then click on the "Coaches" tab located towards the top of the screen under the banner on the home page.)

### ***Do I Need To Help At Meets?***

Meets are run by parents volunteers. Swimmers need meets to succeed, so parents need to volunteer to help so that meets can continue to be offered. Timers, officials, and other meet help are all volunteers. For more information on becoming a meet volunteer and the job descriptions for various meet workers see page 41-45.

Home meets have need of volunteer help before and after the meet, in addition to help during the meet. The UVRay Swim Team has a volunteer policy (For more details, see Volunteer Policy on page 40) which states that parents need to donate time to the team or pay a volunteer fee each season. Volunteering at home meets is a great way to fill the volunteer hours requirement.

Away meets often require large teams, like the UVRay Swim Team, to provide timers. Usually the team is asked to provide 1-2 timers for the duration of the meet. **Parents of swimmers attending the away meet, regardless of whether they opted to pay the volunteer fee or not, are required to help time at away meets.** If the meet information requires teams to provide timers, this becomes an obligation of the team even if attending parents have already filled their volunteer hours or paid their volunteer fee. As a result, timing at away meets is not included in the volunteer policy. It is an expected service from parents of all swimmers attending away meets. Parents of swimmers attending away meets are expected to time (or be an official) for at least several away meets a season. Please plan accordingly.

There are two away meets each season where meet workers can count the hours worked towards the volunteer hours requirement. The two exceptions are the State Championship meet at the BC Championship meet. UVRay Swim Team volunteers can count the hours worked at these meets towards their volunteer hours requirement.

### ***How Do I Sign-Up To Volunteer At A Meet?***

Meets that require volunteer help will have an extra button next to the "Attend This Event" button on the "Swim Meets & Events" page. It says, "Job Signup." Click this button then follow the directions to sign up to help at a meet. If you have questions about what a particular volunteer position involved, ask a pool rep or the team administrator.

## What about transportation to the meet?

Unless specified, transportation to and from the meet is the responsibility of the parent (or swimmer, if legal to drive.) The UVRay Transportation Policy follows:

- The swimmer, their parents/guardians/, or designated representatives are responsible to provide transportation to, from and during any program of the UVRays Swim Club. Transportation provided by representatives of the UVRays Swim Team, is not being provided on behalf of the UVRays Swim Team, and is strictly voluntary on the part of the person providing transportation.

## Preparing for the Meet

Swimmers should get a good dinner the night before a meet. They also need a good night's sleep. It would not be a good idea for them to stay out late with friends the night before a meet. They also need a good breakfast in the morning. Sugary cereal is not ideal. Oatmeal, juice and whole grain cereal are better options. Swimmers should also bring HEALTHY snacks to meets. Too often the coaches see swimmers drinking soda and eating candy at meets. Good options include water or a watered down sports drink, crackers, fruits and veggies. A sample list of things to bring includes:

- Towels (more than one)
- Goggles (two pairs--just in case)
- Swimming suit (a back up suit is also a good idea)
- Team Cap (again, a back up cap is a good idea)
- Team T-shirt (to wear in between races)
- Parka or sweat suit (to wear in between races—wet bodies can get chilled even if inside or on a warm day)
- Healthy snacks (ideas include: Granola bars, crackers, fun fruits, veggies, yogurt (in cooler) cereal, jello cubes, sandwiches)
- Drink
- Lists: A hard copy of the meet event list with events swimmer is competing in circled (include all the events so the swimmer will know the order of the meet), swimmer goal times, State or other meet Q-times that a swimmer is trying to get, Motivation times chart (B, BB, A, etc. times), etc.
- Something to do or read (ideas: travel games, coloring books, books, anything to pass the time)
- Notebook to keep track of times
- Sunscreen (outdoor meets)
- Something to sit on: A folding chair, blanket or sleeping bag (Anything that will comfortable to sit on. The swimmers will be spending a lot of time on it. Not all meets have bleacher space available)

**YOUNGER/NEWER SWIMMERS:** It is a good idea to go over the events your child will be swimming before the meet. Depending on the age and experience of the swimmer and the course the meet will be swum (short course—25 yards or meters—or long course—50 meters) you can review how many “down and backs” they will be swimming. (For example: “On your 50 Freestyle you will swim down and back.” (If it is a Short Course meet) or “On your 50 Freestyle you will swim down and stop.” (If it is a Long Course meet.) By doing this, they will come to the meet better prepared to swim those specific events.

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other UVRay Swim Team parents for help or information.

### ***Special Parent's Note***

The pool area can be very warm. You might consider dressing in layers whatever the season. The time will pass very slowly if you are uncomfortably dressed! At some of the meets, the parents are allowed to sit with the swimmers at the blanket area. If you don't think that a pool deck or gym floor is comfortable, feel free to bring folding chairs to sit on. You may also want to bring something to read or do as your swimmer may be occupied with friends in between events. Parents please be mindful that often deck and tent (in the summer) space is tight. Coaches and competing swimmers have the first claim to prime space. Also be aware that younger siblings often become tired and bored at swim meets. Please be considerate of others.

### **At the Meet**

#### ***Arriving, check-in and warm-up procedure***

It is important to arrive at the meet on time. Plan to arrive before the scheduled warm-up time begins. (The warm-up time will be listed in the Meet Information document and also on the team website. For more information on locating the Meet Information document, see Section H: Swim Meets "How to Submit Your Meet Entry Online" #3 on page 66.) There are many meets that do not allow for a very long warm-up time. Swimmers need time to find a spot to sit, get suit, cap and goggles on and check in with their coach. The team tries to sit together so look for familiar faces. Sometimes a UVRay team banner will be posted. Meets are a great place to get to know other swimmers and parents. Make sure to check-in with the coach soon after arriving. UVRay coaches wear UVRay team shirts to meets and are usually stationed somewhere along the edge of the pool. (The edge of the pool is utilized by many coaches so the team parents and swimmers usually sit elsewhere, depending on the meet.) The team shirts vary, but are usually white, light blue or dark blue. The coach can let you know if there is any further check-in procedure that needs to take place. It is important that swimmers talk with their coach if they are not sure what to do for their warm-up. Older, more experienced swimmers should know a proper warm-up.

After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in if not competing in one of the first few events.

#### **Warm-up Procedures**

During warm-ups the swimmers will circle swim in the pool—just like at practice. Usually they can choose their own lane. Ask a coach if there is a question on which lane in which to warm-up. During warm-ups, swimmers must enter the pool from a seated position. Please help your swimmer understand that it is not safe to dive or jump into the lanes except at the appropriate time. Towards the end of warm-ups, an official will open "dive-start" lanes. At that time, the specified lanes will be cleared of all swimmers. The only swimmers allowed in those lanes will be those practicing starts. The swimmers line up and enter the pool one at a time. At this point it is fine for the swimmer to dive off the block, or the side of the pool into that lane. If desired, the swimmer may do a backstroke start from in the water. After the start, the swimmer must swim down the lane away from the start area and then either swim to the other end of the pool or slip into a lane on either side of the dive-start lane. The swimmer must not swim back to the start end of the dive-start lane as other swimmers will be practicing their starts and this would endanger both swimmers.

In addition to improving starts, practice starts are also good for testing goggles to make sure they don't leak or fall off.



### ***Heat Sheets (or Meet Program)***

A Heat Sheet (also known as a Meet Program) will always be posted at the pool venue prior to the meet start. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event. Heats are usually swum with the NT's and slowest swimmers in the first heats and the fastest swimmers in the last heats. The exception to this is when long distance (800 yards and above) are swum. These events are often swum fastest to slowest and will alternate heats between the girls and boys events of the same distance. The Meet Information document will always tell how the heats will be swum.

### ***Psych Sheet***

Some meets will sell psych sheets in the lobby or concession area. A psych sheet differs from a Heat Sheet (or Meet Program) in that it lists all swimmers entered into each event listed in order of their entry time, with the fastest swimmer listed first. A psych sheet does not list the heat or lane in which the swimmers will compete. Some psych sheets include a list of all the teams competing, which LSC (Local Swim Committee—our LSC is "Utah Swimming") they are from and how many swimmers they have competing. A psych sheet may also include a list of qualifying times for this or other meets, meet records, ads and coupons to local businesses.

### ***Preparing to Race***

It is important for your swimmer to know in what heat and lane s/he will be competing. Once the heat sheets become available (also called a "Meet Program"), The parents (or swimmer) should make note of what heat and lane their child is in for each event. Some kids like to have their heat and lane assignments written on their hand so they can refer to it throughout the meet. If this is the case, parents, please do this for your swimmer as the coaches do not have the time to do this for each swimmer.

It is important to know what event is being swum in order to know when your swimmer should go check in with the coach and then report to the starting blocks. Some meets have scoreboards that tell what event (and possibly heat) is currently in the water. Some meets have an announcer. If you are unsure how to tell what event it is, ask a pool rep (if present), experienced swim parent near you or coach. It is good for the swimmer to check in with the coach a couple of events before their race. The coach may have some last minute-reminders for the swimmer. After checking in with the coach, the swimmer should report to the area behind the timers at their starting block. (The number of events and heats to report to the coach before racing depends on the length of the event and the number of heats being swum. A good rule of thumb is to aim to have your swimmer at their starting block (they can usually wait behind the timers) with cap and goggles ready approximately 10 minutes before swimming. You can judge the approximate time from the Heat Sheet. You will get a better feel for when to get to the blocks as you attend more meets.)

Once the meet begins swimmers are encouraged to stay in the area where the team is seated and not hang around the coaches except when checking in just before or after a race. It gets very distracting for the UVRay coaches, and other coaches, to have a bunch of swimmers surrounding them. Swimmers should check-in with their coach BEFORE they race and AFTER they warm-down from a race. If your child has a long break between races, they may need to warm-up before racing. They should talk to a coach to get advice if needed.

In between races is a good time to check out the bathrooms, get a drink or something light to eat then wait until his/her it is time to check in with the coach prior to swimming the next event. This

can be a great time to get to know other teammates. Some swimmers enjoy cheering on other teammates, playing card or video games, talking and listening to music in between races.

### ***After a Race***

#### **Swimmer Responsibilities**

After a race, the swimmer should ask the lane timers for their time, then check in with a coach and then warm-down. (Some swimmers opt to warm-down and then check in with a coach.)

#### **Coach Responsibilities**

When a swimmer checks in with a coach after a race, the coach will discuss the swim with the swimmer. Generally, the coach follows these guidelines when discussing swims:

- Positive comments or praise
- Suggestions for improvement
- Positive comments

#### **Parent Responsibilities**

These are things a parent can do after each race:

- Tell your child how great they did! The coaching staff will be sure to discuss swimming stroke and technique with the swimmer. You need to tell him/her how proud you are and what a great job he/she did. (Remember, let the coach be the coach.)
- Take your swimmer back to the team sitting area area and relax.
- This is another good time to check out the bathrooms, get a drink or something light to eat.
- The swimmer now waits until his/her next event. Many swimmers enjoy playing games together, talking, listening to music, cheering on other teammates and other activities during this time. This can be a great time for creating and building friendships. Be careful not to get too distracted though and miss the next event!
- If you choose to leave when your child has competed in all his/her individual events, please be sure to check in with a coach to ensure that your swimmer is not included on a relay, or has another event. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and to not have your swimmer there.
- Parent's who are meet volunteers (including timers, officials, etc.) can encourage their child to find them after their race and then do many of the above.

### ***Parents On Deck***

According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity, including timers. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.

### ***What Happens If My Child has a Disappointing Swim?***

If your child has a poor race and comes out of it feeling bad, talk about the good things you saw and be sure to have your swimmer check in with a coach.

If your child says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should help your swimmer move on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things.

### ***Receiving Awards in Public***

Most meets in Utah send meet awards to the team after the meet is over. (See below for receiving meet awards after the meet.) Whenever there is a system of presenting awards at a meet (usually only at larger, multi-day meets where individual points are scored), it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentations. A club uniform (team cap, team suit, T-shirt, sweatsuit or parka) is to be worn when accepting the award. It is also customary for UVRay Swim Team swimmers to be polite and modestly thankful for any awards they receive. It is appropriate to congratulate other swimmers and receive the same with poise and a "thank you". Good sportsmanship is essential. If photos are being taken, we ask the swimmer to remain until the shooting is complete, being sure to cooperate with the photographer. Do not ham it up! The picture may be special to someone else. The image a swimmer presents is a direct reflection of the team.

### ***Results***

Results are posted at many meets as they are verified. If the meet results are not posted before the swimmer leaves the meet, don't worry, they are always posted on the team website after they are received. Log in, then click "My Meet Results" (located on the left side of the screen under the "My Account" heading. All "legal times that have been received for the swimmer are listed. If a meet is not listed, results may not have been received yet, try back in a few days. If results are not posted within two weeks of a meet, contact the team administrator. In time, results should also be available at the Utah Swimming website ([www.swimutah.com](http://www.swimutah.com)). Click on "Schedule/Results" Then click on the "Past & Archived" tab. Click on the appropriate meet and then click on "HTML results." The complete meet results will be listed. After some time, individual swimmer times may also be obtained from [www.usaswimming.org](http://www.usaswimming.org) (the official USA Swimming website.) Click on the "Times & Team s" tab at the top of the page. Then click on desired search.

### ***Receiving Awards Away From The Meet Venue***

If meet awards (ribbons, trophies, etc.) are not received by the swimmer at the meet they will probably be given to the team after the meet is over—sometimes they are sent home with an attending coach, other times they may be given to the team at a future meet where both the UVRays and the host team are in attendance. Once the team receives the awards, ribbons are put into an awards box at each pool. (Check with pool rep for location.) If another type of award was won but not received, check with your local pool rep for help in locating award.



## **Section I: Travel Meets**

The UVRay Swim Team will seek out of town swimming competition for the following reasons: 1) different individual competitions, 2) a higher quality of competition, 3) experience in trial/finals competition, and 4) to seek conditions conducive to exceptional performance.

### ***Away Meets***

All away meets that the team attends are USA Swimming sanctioned meets.

### ***Definitions***

#### **Away Meets**

Any meet not hosted by the UVRay Swim Team.

#### **Team Meet**

Swim meets designated as such by the Head Coach and/or Club Director. Does not include all meets offered in the area. The team is committed to providing adequate coaching at all designated Team Meets.

#### **Family Travel Meet**

Any away swim meet not designated as a Team Travel Meet. Families make their own travel plans including transportation to and from the meet and any lodging if necessary. Chaperones are not provided for this type of meet.

Some families travel as families to a team travel meet. In this case, the team is not responsible for any travel, lodging or food arrangements for the swimmer or family and the family does not pay a travel fee to the team. The team simply provides coaching for the swimmer(s) just as they would at any away meet.

#### **Team Travel Meet**

Any swim meet outside of Utah County, Salt Lake County and Park City area which requires an overnight stay AND 1) the Head Coach recommends to be a Team Travel Meet and 2) the Board approves as such. A volunteer travel meet coordinator plan and prepare team travel arrangements for designated Team Travel Meets.

Note: Just because a meet is located outside of the above geographic area does not automatically make it a Team Travel Meet. Some out-of-area meets will be prepared for, and attended, by families, rather than the team. Usually the team will only have two to four "Team Travel Meets" a year. Examples of former Team Travel Meets include: Far Western Championship, YCMA Spring Fling (Boise), Kick'n In The Pines (Flagstaff) and Arizona Holiday Meet (Tempe).

#### **Western Zone Championship Meet**

The Western Zone Championship Meet (a.k.a. Zones) differs from Team Travel Meets. All Utah swimmers attending Zones will travel as part of Team Utah. All travel and meet arrangements are made by and money handled through Utah Swimming, not the UVRays Swim Team. Information

about the Zones meet is usually available on the Utah Swimming website ([www.swimutah.com](http://www.swimutah.com)) towards the end of May. You can also check with the Team Administrator if you have questions.

## ***Team Travel Meet Policies and Procedures***

### **Seasonal Team Travel Meet Meeting**

The team will hold a Team Travel Meet Meeting at the beginning of each season. All MantaRay and EagleRay swimmers are required to attend with at least one parent or guardian. Coach-invited SunRays and StingRays and a parent or guardian may also attend.

The Short Course Meeting will be held no later than the third week in October. The Long Course Meeting will be held no later than the second week in May.

The Head Coach, or designated other, will conduct the meeting. At the meeting, Team Travel Meets for the season will be reviewed. Tentative travel plans and estimated meet expenses will be presented along with the UVRay Swim Team Honor Code. All swimmers who attend Team Travel Meets will be required to sign and abide by this code. All qualified swimmers will be encouraged to plan and/or prepare to attend these meets.

### **Travel Requirement for Swimmers Age 11 and Younger**

Swimmers aged 11 and under must have a parent travel with them. Swimmers age 12 and older may travel without a parent. All swimmers age 17 and under must have signed parent permission to travel. If desired, a "required" parent may apply to serve as a team chaperone. If chosen, the chaperone may receive reimbursement for some expenses. It is not required that a parent of a swimmer age 11 or younger become a team chaperone.

### **Team Travel Meets With 5 Or Fewer Attending Swimmers**

Travel meets with 5 or fewer attending swimmers are coach lead meets. The team meet director and attending coach make all travel arrangements. The coach may decide whether or not to share a room with swimmers. If the coach opts not to share a room, it is highly recommended that an parent chaperone attend, but not required. If a separate chaperone does not attend in addition to the coach, the chaperone duties will be divided up among those attending the meet, including the coach.

If a coach is unavailable to go to a meet with fewer than 5 swimmers the team may make arrangements for the swimmers to attend the meet with another team. In this case, swimmers will need to follow all the rules of the other team. The UVRay Swim Team will pay a portion of the other team's attending coach costs. Swimmers will pay their own travel and meet costs.

### **Team Travel Meets With 6 Or More Attending Swimmers**

Travel meets with 6 or more attending swimmers require a committee of the attending coach, the team meet director and attending chaperones (or other parents of attending swimmers) to help plan and prepare travel arrangements. A chaperone is required to go with the swimmers to help the coach coordinate travel and food arrangements. The committee parents on the committee are usually the parents of the attending swimmers. These meets will have a parent meeting that one parent is required to attend in order for the swimmer to travel with the team. When six or more swimmers attend a travel meet, it is highly unlikely that the swimmers will attend with another team.

## **Coach Travel Expenses**

The UVRay Swim Team will pay for the coach travel expenses (mode of transportation, lodging and a per diem for food) as long as the Board of Directors deems that the team is in financial position to do so. If the team cannot pay the coach travel expenses, the attending swimmers will equally divide these costs and each pay their share. The team will notify the swimmers 60 days in advance of the meet if unable to pay coach travel expenses. If swimmers must travel with another team, the Board of Directors will determine a fair amount to compensate the other coach or team for the attending UVRay swimmers and will notify the swimmers 60 days in advance if the team is unable to pay this amount. The team will always pay the cost of the "on-deck" coaching time at meets.

## **Chaperone Travel Expenses**

The UVRay Swim Team will pay for the chaperone travel expenses as listed below as long as the Board of Directors deems that the team is in financial position to do so. If the team cannot pay the chaperone travel expenses as listed below, the attending swimmers will equally divide these costs and each pay their share. The team will notify the swimmers 60 days in advance if unable to pay chaperone travel expenses. If swimmers must travel with another team, the Board of Directors will determine a fair amount to compensate the other team for the attending UVRay swimmers and will notify the swimmers 60 days in advance if the team is unable to pay this amount.

Chaperone travel expenses that may be paid by either the team or attending swimmers: If chaperones share a room, the total room fee is covered. If a chaperone stays alone, the chaperone is responsible for one-half of the room fee. Chaperones may also receive transportation costs, including up to one-half of their airfare paid for by either the team or attending swimmers. All individual food costs will be paid by the chaperone.

## **Swimmer Travel Expenses**

Swimmers will pay their own travel expenses. Often travel plans will be made and possibly paid for in advance. Swimmers will receive a cost estimate prior to the meet and should plan to pay travel expenses prior to the meet. Airline travel will be booked and paid for by individual swimmers/families, although the team will notify families which flights the coaches and chaperones will be on so the team can travel together.

Swimmers attending Sectionals and higher leveled meets can apply to the team and Utah Swimming for possible partial reimbursement of travel expenses. The team administrator can provide more information if needed. Currently, the team will pay \$50 per swimmer towards travel expenses for swimmers attending a Sectionals or higher level meet who live the UVRay Swim Team Honor Code and receive coach approval to receive team travel expense payment. Swimmers receiving a team travel expense payment from the team will, at the minimum, have attended practice at least 90% of the time during the current season, attended at least three meets that season and helped with lane lines regularly.

## **Accommodations & Travel Arrangements**

- Swimmers, coaching staff and chaperones will travel as a group by personally owned vehicles, van, bus, or airplane.
- A select number of parents may serve as chaperones. Chaperones are selected prior to the meet by the coaching staff.

- Swimmers, coaches, and chaperones will stay at a pre-selected hotel or other type of lodging that is in close proximity to the pool location.
- Swimmers are assigned to hotel rooms (usually four swimmers to a room – within similar age ranges and gender) by the coaching staff.
- Swimmers should expect to travel with the team, stay with the team, eat with the team, and wear team apparel. Exceptions to this will be handled on case-by-case basis prior to the departure date.
- At least 3 days prior to leaving, the Meet Director or attending coach will provide parents with a detailed itinerary including
  - Travel details including the name of the travel provider, contact information and flight numbers (if applicable)
  - Times of planned activities, including “lights out” each night
  - When and where to meet when leaving. When and where swimmers should be picked up upon return.
  - Coach and/or chaperone contact information
  - Swimmer, Chaperone & Coach Expectations
    - “Duty Roster” detailing who will help with what household duties (if needed—who will help clean up the kitchen after meals, empty the garbage (if needed), etc.)
- Each swimmer participating in the Team Travel meet must pay a pre-determined deposit on the total Travel Fee Assessment prior to the departure date. Exceptions must be cleared with approval by a majority of the Board of Directors. The Travel Fee Assessment may include: accommodations, travel, coach and chaperone travel expenses (as determined by the Board of Directors). Individual food costs will be the responsibility of the swimmer. Coach food expenses up to a Board of Directors determined per diem will be either reimbursed by the team or divided between the attending swimmers. (As determined by the Board.)
- The balance of meet expenses must be paid within two weeks of the conclusion of the meet. A late fee of \$10 per month will be charge each month an outstanding balance remains.
- We encourage parents to review the UVRAYS Code of Conduct and Honor Code with swimmers prior to each team trip. Team trips will only continue if our swimmers uphold the responsibilities outlined within the UVRays Swim Team Honor Code. Failure to uphold the Honor Code may result in the swimmer being sent home from the trip at the parent’s expense, potential forfeiture of the swimmer to participate in future team trips and/or loss of membership with the UVRay Swim Team.

### **Becoming a Chaperone**

Parents wishing to chaperone a Team Travel Meet must apply for the position. This may be as simple as letting the Team Administrator know that you are interested, or may be a more detailed



process. Start by expressing your interest to the Team Administrator. Team Travel Meet Chaperones are coach-appointed positions and are appointed on a meet-by-meet basis.

### **Information for Chaperones**

Thank you for volunteering to serve as a chaperone. Your role in our swimmers travel trips is an invaluable one. While chaperoning a trip is a lot of hard work, it can also be a rewarding experience to be a part of the travel team.

There are a few things that, as a chaperone, you need to be prepared for. In the most general terms, you are responsible for the care of our swimmers 24 hours per day for each day of the trip. Expect to be the first one up in the morning and the last one to bed. You will also need to be able to enforce the rules and policies with all of the attending swimmers.

### ***Chaperone Guidelines***

1. Chaperones must travel with the team, stay with the team and eat with the team.
2. Before the trip all chaperones will meet with the coach to discuss the trip.
3. Chaperones will be helpful and flexible with the intent of helping the athletes to have a successful trip.
4. Chaperones will be provided with a rooming list sometime before our arrival at the hotel.
5. Every attempt will be made to arrange all of the athlete rooms in a block.
6. Chaperones will be responsible for carrying return airline tickets.
7. Chaperones may be required to drive swimmers and/or coach(es) throughout the trip. Current insurance is required. (Either personal or through the rental car company.)
8. Chaperones will be responsible for distributing keys upon arrival at the hotel.
9. Chaperones will take the athletes grocery shopping (if time allows) or buy breakfast and snack items.
10. Chaperones are responsible for making sure all swimmers are accounted for before driving to the pool at the time specified by the head coach.
11. Chaperones will drive the athletes to and from the hotel.
12. Chaperones will arrange lunch, either by taking them out or providing sandwich items, etc... back at the room.
13. Chaperones will take orders for dinner, arranging an eating place and picking up the food. Most meals will be catered or picked up so the athletes can eat at the hotel.
14. Chaperones will ensure that the athletes are behaving according to the UVRay Swim Team Honor Code.
15. Swimmers are to be in their rooms at the time designated by the head coach.
16. Swimmers are to have their room lights out at the time designated by the head coach.
17. Chaperones will make a bed check at 10:00 p.m. and thereafter as needed.

18. Any minor issues will be handled by the chaperones. The coach in charge will be kept informed of any major issues that may occur. Disciplinary action will ultimately be decided and enforced by the coach in charge.
19. Fees incurred by the chaperones (food, supplies, etc..) can either be paid for on a chaperone's credit card for later reimbursement or money to cover expenses can be obtained from the team treasurer. Chaperones should keep track of all money spent while on the trip.
20. Chaperones will turn in a UVRay Chaperone Travel Meet Report to the Team Administrator within 1 week of returning home from the meet. (A copy of the report questions may be obtained before the meet if desired. Ask Team Administrator for assistance.)

## **Section J: Nutrition for Swimmers**

### ***Reprinted from "Training Agenda", a USA Swimming Sports Medicine and Science Series***

Everything you do influences your performance, but your food choices have the most effect due to the long term and short term benefits. A proper diet, including proper selection of foods, will help your training and performance while also achieving a healthy lifestyle once you stop competing.

To help ensure a balanced diet, remember that there are no magical nutrition remedies. So forget the fads and eat a variety of wholesome foods from the four food groups--milk, meat, fruits & vegetables, and grains. Foods in these groups provide protein, fat carbohydrate, fiber and all the necessary vitamins and minerals. Your ideal diet should include the following percentage of calories:

Carbohydrate	50-60%
Fat	20-30%
Protein	14-18%

This nutrition series is designed to help you better understand good nutrition and to provide guidelines for ideal food choices. Within sports, there are four major periods that nutrition will impact:

#### **During Training**

Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4-6 hours a day to burn 2500 to 4000 calories a day. The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.

#### **Pre-event Nutrition**

The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre-event meal should include a light, high in carbohydrates meal three to four hours before the event. (Examples: pasta, oatmeal)

#### **Nutrition During Competition**

Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition-related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.

#### **Nutrition After Competition**

High intensity work will deplete the muscle's energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained.

## Food Choices

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

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

## Fast Food Nutrition (??)

Yes! "Fast Food" restaurants play an important role in the diets of athletes on the go. Today, these restaurants can provide a viable source of good nutrition--but the choice is yours and selection is critical. Here are some guidelines to make wiser choices:

### Menu Adjectives

Fat content must be watched when selecting menu items. If you see one of the following words, try to make another selection: Fried, Crispy, Breaded, Scampi Style, Creamed, Buttery, Au Gratin, Gravy.

Selection adjectives that are good include: Marinara, Steamed, Boiled, Broiled, Tomato Sauce, In Its Own Juice, Poached, Charbroiled.

### Restaurant Choices

Depending on the restaurant you go to, here are some tips when selecting foods:

- **Mexican** - Choose pot beans instead of refried beans and chicken or bean burritos and tostados. Ask for baked, soft corn tortillas instead of deep fried shells. Salsa is fine, but watch your chip intake.
- **Italian** - Pasta with marinara sauce is good but watch alfredo sauces. Pizza, plain or with vegetables, is a good choice. Bread is good (watch the butter). Low-fat italian ices are better than rich dessert choices.

- **Chinese** - Stir fried and steamed dishes, like chicken & vegetables and rice, are good choices. Minimize fried egg roll intake or avoid all together.
- **Burger Places** - Salad bars are great but watch the dressing. Look for grilled burgers, hold the mayonnaise and go light on the cheese. Watch your french fry intake (select a baked potato with a little butter if you can) and go easy on the milk shakes.
- **Breakfast Cafes** - Always ask for butter on the side of pancakes, toast, muffins, etc. Select fresh fruit, juices and whole-grain breads and muffins.

### Fast Food Choices

Listed on this page are a partial list of fast foods and their calorie & fat content. When selecting, always go with the low fat choice.

		Calories	Fat (gm)			Calories	Fat(gm)
Breakfast	Juice	80	0	Desserts	Soft Serve Cone	185	5
	English Muffin/Butter	186	5		Strawberry Sundae 320	10	
	Scrambled Eggs	180	13		Carmel Sundae	361	10
	Ham, Chs., Mushrm				Frosty (12 oz)	400	15
	Omelet	290	20		Cherry Pie	260	15
	Egg McMuffin	340	20				
	French Toast (2 slices)	400	20		Pizza (3 slices of 12 inch pizza)		
Sausage with Biscuit	467	35	Cheese	510	8		
Burgers	Hamburger	262	15	Pepperoni	430	17	
	Cheeseburger	318	20	Potatoes			
	Quarter Pound Burger	427	25	Plain, baked	215	0	
	Quarter Pound			Regular Fries	220	15	
	Cheese-Burger	525	35	Baked, Cheese &			
Big Mac	570	40	Broccoli	541	25		
Whopper with Cheese	760	50	Baked with Cheese	590	40		
Chicken				Mexican	Taco	179	6
	Drumstick	117	5		Beefy Tostado	291	15
	Chicken Sandwich	320	10		Bean Burrito	343	15
	Chicken nuggets, 6	300	23		Taco Salad	390	20
	Chicken Salad Sandwich	386	20				
Chicken Club Sandwich	620	35	Milk and Milk shakes				
Fish				2% Milk	120	5	
	Fish Sandwich	450	30	Whole Milk	150	10	
	Seafood Platter	471	35	Milk shake	350	10	

## Nutrition Do's & Don'ts

Carbohydrate intake is important during every stage of nutrition. For each meal and snack, follow these Do's and Don'ts listed on this and the next page for wise food choices during training.

	<b>Do</b>	<b>Don't</b>
<b>Breakfast</b>	Eat hot cereals like oatmeal or oat bran. Select whole-grain or high fiber cold cereals. Eat breads, including muffins, biscuits and bagels. Try milk, skim or lowfat is best. Choose fruit, including fresh, canned and fruit juices. Drink hot beverages such as hot chocolate and hot apple cider. Eat pancakes, waffles and french toast. Chooses eggs up to two or three times weekly. Choose fat-free toppings like syrups and jams as an alternative to butter.	Eat sausage, ham or bacon more than once or twice weekly Opt for eggs every day Choose sugary children's cereals Choose fast food breakfast sandwiches and fat-laden croissants every day. Use too much margarine or butter. Eat doughnuts or pastries daily. Skip breakfast.
<b>Lunch</b>	Pack a lunch when possible. Choose whole-grain breads. Choose lean meats like turkey over salami or bologna. Use mustard and ketchup as condiments. Choose a hamburger over hot dogs. Choose a baked potato over french fries. Eat pasta as much as you like, but choose tomato sauces rather than cream sauces. Try pizza without fatty meat toppings. Eat hearty soups and stews.	Eat fast-food meals too frequently. Eat fried foods like fish'n'chips too frequently. Overuse condiments like mayonnaise or salad dressings. Eat fatty and salty luncheon meats too often. Skip lunch. Choose prepared salads containing excessive mayonnaise or salad dressing.
<b>Dinner</b>	Eat pasta dishes. Choose pizza with vegetable and lean meat toppings. Try chinese food with rice and fresh vegetables. Select fish often. Broiled or poached is best. Trim visible fat from meats and remove skin from poultry. Have soups, salads and plenty of vegetables. Eat as much bread as you like. Include potatoes, rice or beans when available. Choose fresh fruit, yogurt or jello for dessert.	Choose deep-fried meals more than twice a week. Eat high-fat meals like hot dogs or sausages in excess. Choose meals with heavy cream sauces or gravies. Ruin a baked potato or bread with too much butter. Have cakes, ice cream and pies every night.
<b>Snacks and Beverages</b>	Pack nutritious snacks like fruit, raisins and nuts. Have rolls, muffins and breads when you get a break. Snack on popcorn, pretzels and breadsticks. Drink eight to ten glasses of fluids every day. Drink nonfat or lowfat milk. Drink fruit juices, sparkling waters and plain water. Drink hot ciders, soups and hot chocolate.	Count on potato chips or tortilla chips as good snacks. Eat cupcakes or cream-filled pastries to satisfy hunger. Eat ice cream, cakes or candies in excess. Drink too many soft drinks.

## Section K: Glossary

A Glossary of those strange and wacky words we use in the sport of swimming. Parents! You may or may not find these words in the English Dictionary, and if you do, their definitions will probably be radically different than the ones listed in this Glossary. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "SWIMSLANG".

**"A"** Time classification for a swimmer. National Age Group Time Standard "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. Once place this chart can be located is at the Utah Swimming Website: [www.swimutah.com](http://www.swimutah.com) Click on "Time Standards" The chart may be listed as "Motivational Times."

**"AA"** Time classification for a swimmer. .01 faster than "A" time standard. (See "A" for more information on National Age Group Time Standards)

**"AAA"** Time classification for a swimmer. .01 faster than the "AA" time standard. (See "A" for more information on National Age Group Time Standards)

**"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. (See "A" for more information on National Age Group Time Standards)

**Aggregate Time** Times achieved by 4 swimmers in individual events which are added together to arrive at a provable relay entry time.

**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 meets divide the swimmers into more convenient divisions specific to their situations: (ie) 8-under, 13-Over, 15-Over, Junior, Senior.

**Alternate** In a Prelims/Finals meet, after the finalist are decided, the next two fastest swimmers other than the finalist are designated as alternates. The faster of the 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moments 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". "B" time is .01 seconds faster than the "C" time standard and .01 slower than the "BB" time standard. (See "A" for more information on National Age Group Time Standards)

**"BB"** Time classification for a swimmer. National Age Group Time Standard "BB". "BB" time is .01 seconds faster than the "B" time standard and .01 slower than the "A" time standard. (See "A" for more information on National Age Group Time Standards)

**B or BC Swim Meet** Swim meet which 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 swam as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back). Often term is shortened and referred to as only "back."

**Beep (also called Buzzer)** The starting sound from an electronic, computerized timing system.

**Bell Lap** The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter fires a warning beep from the electronic starter, or at some meets, the lane timer will ring a bell over the lane of the swimmer when swimmer is at the backstroke flags.



**Blocks** The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable.

**BOD** Board of Directors of the LSC or USA Swimming.

**Bonus Heat** The heat held during the finals session of a Prelims/Finals meet, that is slower than the swimmers participating in Big Finals. The Bonus Heat may refer to Consolation Finals or an extra heat in addition to Consolation finals.

**Bottom** The floor of the pool. Bottom depths are usually marked on the walls or sides of the pool.

**Breaststroke** One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back). Term may also be shortened and referred to as just "Breast."

**Bull Pen** The staging area where swimmers wait to receive their lane and heat assignments for a swimming event. Area is usually away from the pool and has rows of chairs for the swimmers to sit. The Clerk of the Course is in charge of the Bull Pen. (Not commonly used in Utah.)

**Bulletin** One of the most important communication devices for a swim club. Bulletin boards are usually in the entrance Board ways of pools and have timely information posted for swimmers and parents to read.

**Butterfly** One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back). Term may also be shortened and referred to as just "Fly."

**Button** The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. There are usually 3 buttons per lane. It is the timers responsibility to push the button as the swimmer finishes the race.

**"C"** Time classification for a swimmer. A "C" Time Standard is any time that is below a "B" time. (See "A" for more information on National Age Group Time Standards)

**Camp** A swimming function offered by USA Swimming, your LSC, or a USA Swimming 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 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.

**Car pool** The major transportation service provided by parents of a swim club, to shuttle swimmers to and from practices.

**Cards** A card that is either handed to the swimmer in the bull pen or given to the timer behind the lane. 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. Backup times are written on these cards. Each event has a separate 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 # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. The fastest heat of finals when multiple heats are held.

**Check-In** The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.

**Check-Out** The parents job at the motel. This is listed here to remind parents 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 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. (Ie) Lane 4 in the final 3 heats. See rule book for exact method for seeding depending on the lanes in the pool.

**Clinic** A scheduled meeting for the purpose of instruction. (Ie) Officials clinic, Coaches clinic.

**Club** A registered swim team that is a dues paying member of USA Swimming and the local LSC.

**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 # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.

**Convention** United States Aquatic Sports annual, week long, 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. (Ie) Long Course = 50 meters / Short Course = 25 yards or 25 meters.

**Deadline** The date meet entries must be "postmarked" by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since many meets are "full" weeks before the entry deadline.

**Deck** The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an "authorized" USA Swimming member may be on the deck during a swim competition.

**Deck Entries** Accepting entries into swimming events on the first day or later day of a meet.

**Deck Seeding** Swimmers report to a bull pen or 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. A disqualification is shown by an official raising one arm with open hand above their head.

**Dive** Entering the water head first. Diving is not allowed during warmups except at the designated time, in specific lanes that are monitored by the swimmers coach.

**Diving Well** A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-down pool with proper supervision.

**Division I-II-III** NCAA member colleges and universities are assigned divisions to compete in, depending on the schools total enrollment. Division I being the large universities and Division III being the smaller colleges.

**Drill Set** A set done in practice in which the focus is on a drill, a drill progression, or other specific aspect of a swimmer's stroke technique.

**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".

**Dryland** The exercises and various strength programs swimmers do out of the water.

**Dry Side** That part of the Code book (rule book) that deals with the "Administrative" Regulations of Competition.

**Entry** An Individual, Relay team, or Club roster's event list into a swim competition.

**Entry Chairperson** The host clubs designated person who is responsible for receiving, and making sure 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 can not exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.

**Electronic Timing** Timing system operated on DC current (battery). The timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time.

**Eligible to compete** The status of a member swimmer that means they are registered and have met all the requirements.

**Equipment** The items necessary to operate a swim practice or conduct a swim competition.

**Event** 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 horn 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 1/2 way on yard pools and about 50 feet from the starting end on meter pools.

**Fastest to Slowest** A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed.

**Fees** Money paid by swimmers for services. (i.e. Practice fees, registration fee, USA Swimming membership fee, etc.)

**FINA** The international, rules making organization, for the sport of swimming.

**Finals** The top 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Big Finals is the fastest heat of finals when multiple heats are held.

**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 parents and swimmers.

**Freestyle** One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swam as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, 200 yds/mtr, 400 mtr/500 yd 800 mtr/1000 yds, 1500 mtr/1650 yds. (LSC's with 8-under divisions offer the 25 yd free). Term may also be shortened and referred to as just "Free."

**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.

**Handbook** A reference manual published by teams/clubs and LSC's or other swimming organizations.

**Hats** See "caps".

**Headquarters** The motel designated by the meet host. Usually, hospitality rooms and meetings relating to the meet will be held at this location. Many times this motel is one of the sponsors of the meet.

**Heats** A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swam, after all heats of the event are completed.

**Heat Award** A ribbon or coupon given to the winner of a single heat at an age group swim meet.

**Heat Sheet** The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the 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** 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 swam of each stroke. Distances offered: 100 yds, 200 yds/mtr, 400 yds/mtr.

**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).

**Kick** The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race. Also a type of set swimmers do during workout that focuses on developing the kick.

**Kick Board** A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.



**Lane** The specific area in which a swimmer is assigned to swim. (Ie) 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 stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.

**Lap** One length of the course. Sometimes may also mean down and back (2 lengths) of the course.

**Lap Counter** The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers"only with the final lap being designated by a bright orange card.

**Late Entries** Meet entries from a club or individual that 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.

**LSC** Local Swim Committee. 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 swim suits and swim caps.

**Main set** The set at practice which is the main focus of the day. The tasks of the main set will vary depending on the swimmer's or team's goals and where the swimmer or team is in their training cycle.

**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.

**Meet Information** The document a meet host team creates to announce the details, rules and parameters of a meet they will offer.

**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.

**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.

**Natatorium** 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 swam that event before.

**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 swimmers 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** Competition which any qualified club, organization, or individual may enter.

**Parka** Large 3/4 length fur or fleece lined coats worn by swimmers. Usually in team colors with logo or team name.

**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 warmups or swim practice.

**Paddle** Colored plastic devices worn on the swimmers hands during swim practice.

**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 swimmers attends with their swim team/club.

**Prelims** Session of a Prelims/Finals meet in which the qualification heats are conducted.

**Prelims-Finals** Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest 6 or 8 (Championship Heat) swimmers, and the next fastest 6 or 8 swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.

**Pre-seeded** A meet conducted without a bull pen in which a swimmer knows what lane and heat they are in by looking at the Meet heat sheet, or posted meet program.

**Proof of Time** An official meet result, OVC, or other accepted form. Swimmers/Coaches must supply proof of time with some meet entries, and other meets it is not required unless a swimmer misses a cut of time at the meet.

**Psyche Sheet** A meet report that lists all the swimmers who will be competing in the meet. The report is sorted by event. Swimmers are usually listed from fastest to slowest.

**Pull Buoy** A flotation device used for pulling by swimmers in practice.

**Pull Set** During a pull set at practice, the swimmer places a pull buoy between legs and swims without kicking to improve upper body strength and stroke technique.

**Qualifying Times** Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. See "A" "AA" (etc.) times.

**Race** Any single swimming competition. (i.e.) preliminary, final, timed final.

**Ready Room** A room pool side 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 1/2 way on yard pools and about 50 feet from the starting end on long course 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 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/mtr and 400 yd/mtr distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/mtr, 400 yd/mtr, and 800 yd/mtr 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 "Marshalls" 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 contacts 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, swimmer can be disqualified from remaining events.

**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 the 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 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** A USA Swimming National Championship meet for swimmers of any age as long as the qualification times are met.

**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.

**Set** A portion of practice. There are many types of sets, such as warm-up, kicking, main, and cool-down. The specific details of a set are limited only by the imaginations of the coaches writing the workouts.

**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.

**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 swimmers 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 dryland or weight circuit.

**Start** The beginning of a race. The dive used to begin a race.

**Starter** The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.

**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 release the swimmers from their starting position.

**Step-Down** 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 Judge** The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be Disqualified.

**Submitted Time** Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.

**Suit** The racing uniform worn by the swimmer, in the water, during competition. The three most popular styles/types of suits worn are: Nylon, Lycra, Paper.

**Swim-A-Thon** The "Fund Raiser" copyrighted by USA Swimming swimming for local clubs to use to make money.

**Swim America** The professional swim lesson program administered by the American Swim Coaches Assoc. 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 parents who are interested in swimming should consider a subscription. Ask your coach for 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 clubs history for each age group/each event.



**Timed Finals** Competition in which only heats are swum and final placings are determined by the 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.

**Timer** The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

**Time Trial** An event or series of events where a swimmer may achieve or better a required time standard.

**Top 10** A list of times compiled by the LSC or USA Swimming or Swimming World that recognizes the top number of swimmers Top 16 in each age group (boys & girls) in each event and distance.

**Touch Out** To reach the touch pad and finish first in a close race.

**Touch Pad** The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.

**Transfer** The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USA Swimming club.

**Travel Fund** A sum of money set aside for a swimmer to use for travel expenses and entry fees to specified meets.

**Tri-meet** A meet with 3 teams.

**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. (abbr. UNA)

**Uniform** The various parts of clothing a swimmer wears at a meet. May include: Parka, Warmup 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. United States Swimming.

**USA Swimming Number** A 14 part identification number assigned to a swimmer, coach, official or other USA Swimming registered member after they have filled out the proper forms and paid their annual dues. The first six digits are the numbers of the member's birth date in Month/Day/Year order using two digits per designation. Use zeros as place holders if needed and only the last two digits of the birth year. The next three letters are the first three letters of the member's first name. The next letter is the member's middle initial (or a \* if the member does not have a middle initial). The last four letters are the first four letters of the member's last name. (Use \* as a place holder if the member's last name is shorter than four letters.) For example: The USA Swimming # for swimmer Jane Doe born January 7, 2003 = 010703Jan\*Doe\*. The pattern for the number looks like this: mmddyffffmlll (m=birth month, d=birth date, y=birth year, f=first three letters in first name, m=first initial of middle name, l=first four letters in last name)

**USOTC** United States Olympic Training Center located in Colorado Springs, Colorado.

**UHSAA** Utah High School Athletic Association

**Utah Swimming** Utah Swimming Inc. is the local administrative arm of USA Swimming, the National Governing Body of competitive swimming in the United States. Its territory covers all the state of Utah with teams from Logan to St. George.

**Vertical** At 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 loosing a swimmer does after a race when pool space is available.

**Warm-up** The practice and loosing 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 swimmers 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 dryland program.

**Whistle** The sound a starter/referee makes to signal for quiet before giving 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 - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.



## **Section L: Appendix**

# UVRays Swim Team Participation Agreement



In order to participate on the UVRays Swim Team parents must agree to the following:

## **Release of liability & authorization for swimmer to participate and for team to apply for USA Swimming Registration on behalf of swimmer**

- I hereby give consent for my child(ren) to participate with the UVRays Swim Club, UVA Inc. In consideration of being permitted to participate as a member of the UVRays swim team, I hereby release, discharge and agree to hold harmless the UVRays Swim Club, and its coaches, members of the Board of Directors, and its volunteers together with its successors and assigns, from any and all liability for injuries to property or person suffered as a result of participation as a member of the UVRays Swim Club. I give the club authorization to apply for USA Swimming memberships for my child(ren).

## **Fees must be current to participate**

- I agree, that in order for my child(ren) to participate in daily workouts, meets and clinics, all team dues, volunteer fees (if applicable), registration fees, and meet fees will be current. (For more information see UVRays Swim Team Handbook: Section G: Financial Information)

## **Parent Volunteer Time Required**

- I agree to fulfill my UVRays Swim Team responsibilities including:
  - *Timing at Away Meets:* All parents of swimmers who attend away meets are expected to time, or officiate if certified, at away meets when needed regardless of volunteer hours worked or fee paid.
  - *Volunteer Policy:* All parents are required to either work a minimum number of volunteer hours or pay a volunteer fee. (For more information see UVRay Swim Team Handbook: Section E: Parent Roles and Responsibilities, Volunteer Policy)

## **Each parent and swimmer is responsible for reading and understanding the contents of the UVRays Swim Team Handbook as designated on the following Key Points” documents: “Key Points: Policies” (Parents) and the “Key Points” document for the swimmer’s workout group. (Parent and swimmer)**

- The handbook contains valuable information beneficial to both parents and swimmers beyond the required reading on the “Key Points” documents. We highly recommend reading and understanding the contents of the entire book.

## **Swimmer meet results and pictures of swimmers may be published**

- I understand that on occasion, stories about the UVRays Swim Team and their programs, along with appropriate photographs of individuals and group UVRay members may be printed in local newspapers and/or team advertising. I understand that my child’s first name and last name initial may appear on the team website. Unidentified pictures (no name listed) of UVRay swimmers may also be posted on the team website.

## **Transportation not provided by team**

- I agree that it is the swimmer, their parents, guardians, or designated representatives responsibility to provide transportation to, from and during any program of the UVRays Swim Team, and that any transportation provided by representatives of the UVRays Swim Team, is not being provided on behalf of the UVRays Swim Club, and is strictly voluntary on the part of the person providing transportation.

## **Team Travel Competitions**

- In the event of a team travel competition I waive, release, and discharge from any and all liability for my child(ren)’s death, disability, personal injury, property damage, property theft or actions of any kind which may accrue to my child(ren) as a result of the child(ren)’s participation during this travel trip.

## **All swimmers and parents must adhere to the UVRays Swim Team Code of Conduct. MantaRay and EagleRay swimmers must also adhere to the UVRays Honor Code to participate in those workout groups.**

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

# UVRays Swim Team Code of Conduct

The purpose of this code is to promote individual responsibility, team unity, and a successful UVRays program



## Part I – Swimmer Code of Conduct

As a member of the UVRays Swim Team, I understand and will comply with the following:

### BE A SWIMMER

- Attend practice and meets throughout the season according to the expectations of your workout group and coach.

### BE SUPPORTIVE

- Swimmers will support all team members by behaving in positive ways towards each other. Never interfere with the progress of another swimmer during practice or otherwise.

### BE RESPECTFUL

- Swimmers will be respectful of peers, coaches, volunteers and facilities. Swimmers will demonstrate good sportsmanship and respect for other teams.
- Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time during the year.

### BE HELPFUL

- Consistently help to prepare the pool for practice and/or clear the pool and deck afterward.

### BUILD TEAM UNITY

- All participants will wear UVRays caps and T-shirts (or other team apparel) during all competitions.
- All athletes will participate in the designated end of season championship meet(s) for which they are qualified, including, but not limited to, the B/C and State Championship meets. To remain in good standing, alternate arrangements must be made with the swimmer's coach in advance of the championship meet if the swimmer absolutely cannot attend.

### BE HEALTHY

- The use of alcoholic beverages is unacceptable at any time during the swim year.
- The use of drugs other than those prescribed by your physician and the misuse of over the counter substances is unacceptable at any time during the year.
- Smoking is unacceptable any time during the year.

Swimmer Signature of Acceptance \_\_\_\_\_ Date: \_\_\_\_\_

## Part II – Parent Code of Conduct

As a member of the UVRays Swim Team, I will foster a successful UVRays program by understanding and complying with the following:

### BE A PARENT, NOT A COACH

- Parent(s) should leave the coaching of their swimmer to the coaches.
- Parent(s) will not advise the coach on how to do their job.
- Parent(s) will work through the coach if a meet procedure or call is disputed.

### BE CONSIDERATE

- Parent(s) will refrain from talking to a coach during practice time and at meets when the coach is interacting with swimmers or observing races. Parents may use email or non-practice time to converse with coaches.

### BE HELPFUL

- Parent(s) will time or officiate at away meets where their swimmer competes.

### BE EDUCATED

- Parent(s) will attend both seasonal parent meetings.
- Parent(s) will learn how to correctly complete meet entries, read and understand applicable "Key Points" in the handbook, and navigate the website.

### BE A POSITIVE INFLUENCE

- Parent(s) will avoid speaking negatively about the coach, officials, or other parents and swimmers, especially in front of your swimmer.
- Parent(s) will avoid negative interaction with and criticism of their swimmer(s).

Parent Signature of Acceptance \_\_\_\_\_ Date \_\_\_\_\_

# UVRays Swim Team Honor Code

Members of the MantaRay and EagleRay workout groups are required to understand and abide by this Honor Code. Other UVRays are invited to abide by the Honor Code.

## Part 1: General Principles of The Honor Code:

UVRay swimmers who sign the Honor Code are in pursuit of excellence. They are shooting for and competing in USA Swimming championship meets at the state, regional and national levels. Swimmers with these goals require substantial pool time to sufficiently train. Pool time is one of the most valuable resources of the team. For that reason, space in the MantaRay and EagleRay workout groups is reserved for swimmers in pursuit of excellence. Elite and pre-elite swimmers must attend practice consistently throughout the season and attend at least three USA Swimming meets a season. To reach their goals, they will attend practice most of the time and give 100% effort each time. (What does "most" mean? Think in the 90% + range.)

## Part 2: Travel Meet Rules

All swimmers attending a UVRay Swim Team Travel Meet agree to abide by the following:

1. The UVRay Swim Team may travel as a team to these meets and everyone is expected to behave in an exemplary manner. The reputation of the UVRay Swim Team, as well as the other athletes with you, is dependent on your behavior.
2. The coaching staff holds the final word on any rules, regulations, or disciplinary action.
3. No alcohol or drug use will be tolerated.
4. At no times will male and female athletes be in the same room together with the door closed. This applies to UVRay Swim Team members or members of any other team.
5. Swimmers are responsible for their own wake-up calls (or bring an alarm). The team will leave the hotel at the time specified by the coach.
6. Swimmers need to be courteous roommates. This includes, but is not limited to, cleaning up after yourself, helping with meal preparation and clean-up and other light housekeeping as needed.
7. No team member may be out of his/her room after the assigned bed time. Permission must be obtained from the coach to leave the room past this time. All lights must be out by the specified "lights out" time.
8. Swimmers are not allowed to leave either the hotel or the pool without permission from the coach and/or chaperone.
9. Any damages or thievery incurred at a the lodging will be at the expense of the swimmers assigned to that room, and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. Make all long distance calls on a credit card or collect. No pay movies are to be ordered from hotel rooms.
10. All team members will be polite in restaurants. Leave a 15% tip. If there has been a problem with the service, see the coach.
11. Anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the travel objectives listed above, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other punishments including possible barring from future travel meets, other competition or dismissal from the team.
12. Any additional guidelines for the team will be established as needed by the coach.
13. Agree to follow the rules about practice and meet behavior in the team handbook.

I recognize my responsibility and agree to abide by the rules and requirements of the UVRays Swim Team I am representing and I acknowledge that I have received and read such.

Swimmer \_\_\_\_\_ Dated \_\_\_\_\_

Parent \_\_\_\_\_ Dated \_\_\_\_\_