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# **DFAC Swimming Handbook**

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# DFAC Swimming Club Handbook

## Section 1 - Introduction and Team Philosophy

**INTRODUCTION** The purpose of this handbook is to explain to members “what DFAC is,” and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

**WHY SWIM** The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

**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 children's natural flexibility (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 children's 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, children 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. Self-expression can be just as much physical as intellectual. Finally their accomplishments in learning and using new skills contribute to a stronger self-image.

**GENERAL DESCRIPTION AND OBJECTIVE** DFAC offers a guided age-group youth program for children age 5 and up, from the beginning swimmer to the most competitive and skilled swimmer. When a young person becomes a member of the DFAC he/she learns the values of sportsmanship and teamwork. Swimming with DFAC provides physical, emotional and intellectual skills that will last a lifetime.

**MISSION** The mission of DFAC Swimming is to develop swimming skills and inspire and nurture each individual so that they can reach their maximum potential.

**TEAM PHILOSOPHY** The team philosophy is encompassed in the words POSITIVE ATTITUDE and PERSEVERANCE.

POSITIVE ATTITUDE is the energy and enthusiasm needed to be a productive part of a team, a "can do" way of thinking.

PERSEVERANCE is the backbone of success in any endeavor in life. One cannot succeed at the highest levels without enduring some setbacks. These difficult times can create a lack of faith, low self-esteem, and an obvious drop in enthusiasm. Perseverance is the quality that transcends these difficult times. It allows the individual to find the true strength of their character.

DFAC believes that POSITIVE ATTITUDE and PERSEVERANCE developed by swimming will prepare the individual for the challenges they will face in life.

**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. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA SWIMMING staff interact with Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 400,000 registered athletes, non-athletes and swim clubs.

USA Swimming was established 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) located in Indianapolis, Indiana. USA Swimming headquarters were moved to Colorado Springs in 1981.

Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming is a Group A member of the United States Olympic Committee and a model for all amateur sport national governing bodies, USA Swimming is in the vanguard of the Olympic movement around the world.

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, insure the development of its member clubs and age group swimmers.

A majority 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. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications and promotional merchandise.

Year-round athletes pay an annual registration fee, and received a membership card (distributed by the DFAC Registrar). As a member of USA Swimming, the club and individual members have both general liability and excess accident medical insurance coverage.

DFAC is a club member of USA Swimming by paying the annual national fee of \$200.00. 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 so that no swimmer shall obtain an unfair advantage over another.

The International Center of Aquatic Research, dedicated in 1988, provides the opportunity for state-of-the-art research and testing in the sport. The information gained through this facility, which includes a swimming treadmill, will be applied to improving swimming performances.

While the "wet" side of the sport receives a tremendous amount of money and attention, the "dry" side of the sport receives considerable study as well.

Coaches and athletes education play an important role in USA Swimming. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

USA Swimming National Headquarters strives to educate and inform its membership through continued communication. Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, this is 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. USA Swimming staff is available to assist in answering questions or providing additional information about United States Swimming. For information or assistance, contact:

USA Swimming  
One Olympic Plaza  
Colorado Springs, CO 80909  
(719) 866-4578

## Section 2 - Coaching Staff and Team Structure

**COACHING STAFF** Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The DFAC staff consists of a head coach, lead coaches for each practice group and assistant coaches. All of DFAC's coaching staff are certified USA Swimming coaches and have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in USA Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

**COACHES RESPONSIBILITIES** The coaches' job is to supervise the entire competitive swim program. The DFAC coaching staff is dedicated to providing a program for its members that will enable them to learn the value of striving to improve oneself "to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

1. The coaches are responsible for placing swimmers in the appropriate practice group. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
2. Sole responsibility for stroke instruction and the training regimen rests with the DFAC coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. All USA Swimming open and invitational meets are optional, however, the coaching staff will encourage swimmers to sign up for meets that the team is attending, as appropriate. Team hosted "home" meets are mandatory. The coaching staff also makes the final decision concerning which events a swimmer is entered into.
4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. Immediately before and following each race, swimmers are expected to report to their coaches to obtain guidance then feedback regarding their performance. Parents: It is your 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 continually updating and improving the DFAC program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

## Section 3 – Parents' Section

**PARENTS: YOUR ATHLETE NEEDS YOU** A successful program requires understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join DFAC and to reacquaint yourself with this section if you are a returning DFAC parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

**Coaches coach:** We want your swimmer to relate to his or her coach as soon as possible concerning swimming matters. This 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 to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach to discuss.

**Best kind of parent:** The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the 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.

**Not every time:** Even the very best swimmer will have meets where they do not swim their best times. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve. Please be supportive even when best times are not achieved in certain events or at specific meets. The more experienced swimmers may have only two or three meets a year for which they will be rested and tapered.

**PARENT 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. Later in this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children." It offers some very useful and sound advice on communicating with your swimmer.
2. In this section, there is a copy of the "Terms and Conditions for Participation in the DFAC" that you signed when you registered with the Club. Please familiarize yourself with these items.
3. DFAC hosts at least three open meets each year. Over fifteen percent (15%) of our operating budget is generated from the Club hosting swim meets each year. One of the commitments made when you joined the DFAC was to help work the swim meets we host. We usually host an open meet during each the fall, winter and spring sessions. Every family is expected to provide at least one worker during one or more session(s) of the meet.

4. The following is a transportation policy that is in effect for all functions related to the club: It is hereby the stated policy of the DFAC, effective immediately and until either revoked or restated by the DFAC Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the DFAC as a purely private agreement between the parties involved and that neither the DFAC, nor the DFAC Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party of such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved. Coaches cannot transport athletes to any of the above mentioned activities.

**COMMUNICATION** The club's primary method of communication is via email and the club's website at <http://www.dfacswwimming.org>. The website will provide information regarding practice times, meet information and results as well as upcoming events.

Additionally, file boxes will be located inside the pool doors at the DeForest pool during practice. One will contain folders to be used as mailboxes for the coaches and board members. The other will contain a folder for each registered family.

The head coaches issues a weekly communication to the team, typically on Sunday evening. A summary of the last swim meet(s), general information from the coaching staff and announcements from the Board of Directors are covered in the communication. Make sure both you and your swimmer(s) read the contents of this message.

Questions about your swimmer should be directed to that swimmer's lead group coach. Questions about club operations, volunteer, fundraising, etc., should be directed to a board member or applicable parent volunteer. Contact information for coaches and board members can be found on the website under *Coaches and Practice Groups*.

A great deal of information will be sent by email. Please keep your account information current on the website. If you need assistance, contact the club registrar.

**PROBLEMS WITH THE COACH** If questions and/or concerns arise throughout the season, please contact your swimmers lead group coach to discuss the matter directly. An appointment with the coach may also be scheduled. If the matter is not resolved to your satisfaction, contact the President and/or Vice President of the Board.

Listed below are some guidelines for a parent raising difficult or sensitive issues with a coach:

- 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.
- 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. 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.
- 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 contact their child's group

coach directly. If you want the situation addressed, you must discuss it with the person who can help resolve the problem (meaning, the lead group or head coach).

## **The Ten Commandments for Parents of Athletic Children**

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

**I.** Make sure your child knows that-win or lose, scared or heroic-you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.

**II.** Try your best to be completely honest about your child's athletic ability, his/her competitive attitude, their sportsmanship, and their actual skill level.

**III.** Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.

**IV.** Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.

**V.** Try not to re-live your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking feeling, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his

world turns bad. If he/she is comfortable with you-win or lose-he/she is on their way to maximum achievement and enjoyment.

**VI.** Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.

**VII.** Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.

**VIII.** Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.

**IX.** Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.

**X.** Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear but a means of doing something in spite of fear of discomfort.

## **SWIM MEET CONTRACT**

As one of the families that will enjoy the benefits of belonging to DFAC, the following facts concerning the financial significance of well-run swim meets are worthy of your recognition:

1. DFAC funds its activities from two main sources. The first source is the yearly registration and session dues you have agreed to pay. The second source is the hosting of swim meets each year. These meets are held at DeForest and Sun Prairie High School where each open meet will generate between \$3,000 to \$6,000 in net revenue for the club.
2. It takes approximately 60 people including officials to run EACH SESSION of every meet we host. The presence and participation of EACH ONE of these 60 people is ALL THAT ASSURES CONTINUANCE OF SUCCESSFUL RESULTS.
3. The club membership has indicated a strong preference to the board for hosting swim meets versus alternative fund raising methods.
4. DFAC has the reputation of hosting one of the best meets in the Mid-Wisconsin Conference.

The following conditions are part of your agreement to be a member of the DFAC:

1. The board of directors will communicate with the membership the required number of sessions each family is to work for each meet.
2. EACH FAMILY WILL PROVIDE WORKERS TO SATISFY THE MEET SESSION REQUIREMENTS AS SET FORTH BY THE BOARD.
3. Every year the DFAC hosts at least three open swim meets.
4. If a family cannot attend any one of the above home meets, IT IS THEIR RESPONSIBILITY TO MAKE ARRANGEMENTS AHEAD OF TIME WITH THE MEET DIRECTOR TO HELP WITH A JOB PRIOR TO OR AFTER THE CONCLUSION OF THE ACTUAL MEET.
5. At each meet there will be a registration table for you to "sign in" when you arrive at the pool. It is your responsibility to make sure that you have signed in properly.
6. Failure to satisfy the requirements spelled out above in conditions #2 and #4 will result in a \$50 assessment per session not worked for that family for each meet.
7. A food contribution or financial donation for concessions is expected from every family and will be charged at registration.

### **TERMS AND CONDITIONS FOR PARTICIPATION**

1. The annual USA Swimming registration fee is not refundable and must be paid prior to the swimmer entering the water. New swimmers to DFAC may participate for a maximum of one week prior to payment of the registration fees.

2. Meet entry fees are in addition to the registration fees. Nonpayment of entry fees will necessitate non-participation for the swimmer(s) until payment is made.
3. Should a swimmer decide to discontinue participation in the program with DFAC, outstanding entry fees are considered a financial obligation to DFAC, and are payable upon termination of participation.
4. All swimmers, who are members of DFAC, are expected to participate at their highest level of achievement in championship meets (including relays).
5. Each parent and swimmer is responsible for reading and understanding the contents of the "DFAC Swimming Handbook."
6. Every swimmer will be required to review and sign a swimmer "Code of Conduct".
7. Any checks returned to DFAC for Non-Sufficient Funds will be subject to a \$25.00 handling charge.

## **Swim Meet Parent Jobs**

1. Announcer – The announcer shall make any announcements requested by the referee, the clerk of course or the meet management. Announcements may include: event; number of heats; lane, name and club affiliation of competitors; and results.
2. Daktronics Timing – Monitor the Daktronics timing system.
3. Data Entry – The scorers shall:
  - (I) Record the Official Times and disqualifications;
  - (II) Determine the official Order of Finish;
  - (III) Publish the results; and
  - (IV) May also determine the score of the meet.
4. Runners – Collect the event cards with recorded times from the timers after each event to give to the Data Entry person - Take final results to the awards table.
5. Head Timer - The Head Timer shall:
  - (I) Ensure the assignment of Lane Timers to lanes and the designation of one timer on each lane to be the Head Lane Timer.
  - (II) On the starting signal, start a watch(es) on every race. The time of this watch shall be used if a Lane Timer's watch fails.
  - (III) Be responsible for delivering all manual watch times, including those of disqualified swimmers, to the Timing Judge.
6. Lane Timers: Officials assigned as Lane Timers may simultaneously operate two dissimilar devices (one watch and one button) but not two similar devices (two watches or two buttons). It is not within the Lane Timer's jurisdiction to judge if the swimmer's touch conforms to the

applicable finish rules or if a relay take-off infraction has occurred unless assigned concurrent responsibility as a Lane Timer and Turn Judge or Relay Take-off Judge. Each timer shall:

- (I) Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal. If the visual starting signal is not observed, the watch shall be started upon hearing the sound of the starting signal.
  - (II) Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.
  - (III) Report the watch time to the Head Lane Timer or the designated recorder, report if a late or missed pad touch is observed; and, if requested, present the watch for inspection. Lane Timers shall not clear their watches until a command to "clear watches" is given or the Referee signals that the next heat is ready to start.
7. Awards – Receives the final results from Data Entry and places the stickers on the appropriate ribbons and/or medals and hands them out to the swimmers.
  8. Head of Concessions – Oversees the sales and organization of the concession sales.
  9. Concession workers – Sell food items at the concession table.
  10. Heat Sheets and Admissions – Sell heat sheets and admission. This is also where volunteers will check in.
  11. Heat Awards – Give awards to the first swimmer of each heat for events that heat awards are given.
  12. Staging – Line up 8 & under swimmers in their heats and lanes for their events. Lead them to the appropriate starting blocks before each of their events. Also referred to as Clerk of Course.
  13. Meet Marshall – Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet. Must be a registered USA Swimming member.
  14. Meet Director: Shall be appointed by the meet host. The Meet Director's responsibilities include, but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report.

## **Section 4 - Swimmer's Training and Responsibilities**

### **PRACTICE GROUPS**

DFAC uses a "progressive" practice 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.

Our club is separated into eight training groups. These groups are guidelines for the coaches to follow.

### **Age Group Team: Ages 6-13**

#### **Age Group Bronze:**

This training group is for our swimmers that are 8 & under, and new to competitive swimming. Swimmers should be able to swim 25 yards freestyle and 25 yards backstroke to join this group. This group is primarily instructional & technique driven with our coaches teaching the four competitive strokes, starts and turns. Each practice will be 1 hour in length. Recommended practice attendance is 2-3 times per week. Swim meet participation will be encouraged as swimmers are ready.

Goals of Age Group Bronze:

- Swim all four competitive strokes legally.
- Swim a 100 IM legally without stopping
- Swim a 200 Free with flip turns without stopping
- Push off and streamline to the flags underwater with a dolphin kick.
- Have fun and develop a passion for swimming!

#### **Age Group Silver:**

This training group is for our swimmers that are ages 9 – 13 and are new to swimming or have limited experience. Swimmers should be able to swim 25 yards freestyle and 25 yards backstroke to join this group. This group is primarily instructional & technique driven with our coaches teaching the four competitive strokes, starts, turns and practice etiquette. Focus will be on stroke technique, drill work, body positioning and introducing low level aerobic training. Each practice will be 1 hour in length.

Recommended practice attendance is 3 times per week. Swim meet participation will be encouraged as swimmers are ready.

Goals of this group:

- Swim all four competitive strokes legally.

- Swim a 100 IM legally without stopping
- Swim a 200 Free with flip turns without stopping
- Push off and streamline to the flags underwater with a dolphin kick.
- Become stronger in the water to move up to the Age Group Gold level.
- Have fun and develop a passion for swimming!

### **Age Group Gold:**

This training group is for our 9-13 years old swimmers who have competitive swimming experience. Swimmers will need to be able to swim 50 yards of each stroke legally along with competitive starts and turns and a 100 IM legally to join this training group. A "B" time is preferred. Practice focus will be progressing stroke development and improved mechanics in all 4 competitive strokes, basic aerobic training & conditioning, as well as clock reading, practice etiquette and interval training. Swimmers will be introduced to USA Swimming motivational time standards and learning how to be their "best". The more advanced swimmers in this group have not quite reached a state qualifying standard, but are getting close. Each practice will be 1.5 hours in length. Recommended practice attendance is 4 times per week. Swimmers in this training group will be expected to attend all our home meets and 1-2 meets per month.

Goals of this group:

- Swim a 100 of all four competitive strokes legally.
- Swim a 200 IM legally.
- Swim a 500 Free with flip turns.
- Achieve a "BB" time in the 100/200IM.
- Goal training set: 10 x 50 Free/Back on 1:00
- Work towards achieving 12 & Under State Championship qualifying times.
- Have fun and develop a passion for swimming!

### **Age Group Performance:**

This training group is for our 10-13 years old swimmers who are "dedicated" to pursuing their competitive swimming career as far as possible. Swimmers will need to have achieved a "BB" time or better. State and zone meet qualifying times are the focus for the swimmers in this training group. Swimmers will be invited to join to this group by the Head Coach. Most swimmers in this group will have achieved multiple State Qualifying times. Practices will focus on the continuing development of strokes, IM training, starts, turns, and more advanced competitive swim training preparation. Each practice will be 2.0 hours in length. Dryland training will be a key part of practice. Recommended practice attendance is 5 times per week. Swimmers in this training group will be expected to attend all our home meets and 1-2 meets per month.

Goals of this group:

- Achieve multiple State Championship qualifying times.
- Work towards achieving Zone Qualifying times.
- Goal Training set: 15 x 100 Free on 1:30
- Goal training set: 10 x 50 flutter kick on 1:00
- Goal Training Set: 5 x 200 IM on 3:30
- Have fun and develop a passion for swimming!

## **Senior Team: Ages 13 & Over**

### **Senior Team Bronze:**

This training group will serve a dual purpose. This group is for our 13 & over swimmers who have who have not progressed to the Senior Team Silver training group or who are newer to competitive swimming. This training group is also for our senior swimmers with competitive swimming experience who wish to focus on conditioning and do not want a full-time training regimen. These swimmers are working to maintain and improve aerobic fitness for their High School swim season, triathlons etc.

Practice focus will be progressing stroke development and improved mechanics in all 4 competitive strokes, aerobic & conditioning. Each practice will be 1.5-2.0 hours in length and will include dryland training. There will be appropriate training for all experience levels within this training group. Recommended practice attendance is 3-4 times per week. Swimmers in this training group will be expected to attend all our home meets.

#### Goals of this group

- Progress to the Senior Team Silver Training group
- For the "Conditioning" swimmers: maintain and improve stroke mechanics and aerobic fitness
- Achieve a "BB" time in multiple events
- Swim a 400 IM legally
- Goal Training set: 15 x 100 Free on 1:30
- Goal Training Set: 5 x 200 IM on 3:30
- Will be introduced to taking responsibility for training (i.e. charting progress and improvement, understanding the recovery process - rest/nutrition/hydration).
- Have fun and develop a passion for swimming!

### **Senior Team Silver:**

This training group is for our 13 & over swimmers who have competitive swimming experience and are well versed in technique and strategy. This is a full fledge training group for swimmers who are working to achieve State Championship time standards. Practice will focus on progressing stroke development & technique, race strategy, and a high level of aerobic training as well as dryland training. Each practice will be 2.0-2.5 hours in length. Recommended practice attendance is 5 times per week. Swimmers in this training group will be expected to attend all of our home meets and 1-2 meets per month as directed by the Head Coach.

To be accepted into this training group swimmers must achieve the following:

- Established times in 100's of all strokes, 200 Free, 500 free and 200 IM.
- Swim a legal 400 IM
- Achieve a "BB" time standard
- Swim 15 x 100 on 1:30 free
- Swim 15 x 50 flutter kick on 1:00
- Swim 5 x 200 IM on 3:30

### Goals of this group

- Progress to the Senior Team Gold Training group
- Achieve State Championship qualifying times.
- Goal Training set: 15 x 100 Free on 1:20
- Goal Training Set: 5 x 200 IM on 3:00
- Taking an increased responsibility for training (i.e. charting progress and improvement, understanding the recovery process - rest/nutrition/hydration).
- Have fun and develop a passion for swimming!

### **Senior Team Gold:**

This training group is for our 13 & over swimmers who have a high degree of competitive swimming experience and are well versed in technique and Strategy. This training group is for those swimmers who are working to achieve multiple State Championship & Sectional Championship time standards. Practice will focus on progressing stroke development & technique, race strategy, and a high level of aerobic training as well as dryland training. Each practice will be 2.0-2.5 hours in length. Recommended practice attendance is 6 times per week. Swimmers in this training group will be expected to attend all our home meets and 1-2 meets per month as directed by the Head Coach.

To be accepted into this training group swimmers must achieve some of the following:

- Established times in all events.
- Have achieved an "A" time standard.
- Have achieved a 13 & Over State Championship time
- Have completed 1 year of High School swimming
- Swim 15 x 100 on 1:20 free
- Swim 5 x 200 IM on 3:00

### Goals of this group

- Progress to the Senior Performance Training group
- Achieve State Championship & Sectional qualifying times.
- Goal Training set: 20 x 100 Free on 1:15
- Demonstrate responsibility for training (i.e. charting progress and improvement, understanding the recovery process - rest/nutrition/hydration).
- Have fun and develop a passion for swimming!

### **Senior Performance:**

The Senior Performance training group is for our 13 & over swimmers who have demonstrated a skill level required for qualification to compete at the National level (NCSA Championships, Futures Championships, Junior National Championships and Senior Nationals Championships). These swimmers have taken full responsibility for their training and continue to be students of the sport of swimming; they are looking forward to competing in college and at the next level of national championship competition. Athletes will be invited to this training group by the Head Coach.

Each practice will be 2.5-3.0 hours in length and will include dryland training. Practice attendance is 6 times per week. Swimmers in this training group will be expected to attend all our home meets and 1-2 meets per month as directed by the Head Coach.

**TRAINING SESSIONS** Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress and improve. Therefore, it is important that each swimmer attends as many practices as possible to derive the full benefits of the program. Pool availability is our most limiting factor. Don't waste it. In limited circumstances, a swimmer may be allowed to swim outside of their group with the ultimate decision being determined by the coach and a board member. It will be based on the training needs of the swimmer and availability of space.

Training sessions will be conducted at the DeForest High School pool and the Madison Area Technical College Truax Campus pool. Other training locations may be secured as needed. Practice times and locations will be determined and established prior to the beginning of the upcoming session.

**PRACTICE AND ATTENDANCE POLICIES** The following guidelines are to inform parents and swimmers of the coach's policies regarding practice. These policies are designed to provide the best possible practice environment for all.

1. Each training group has specific attendance guidelines 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 for swimmers to attend practices, increases as swimmers move to higher groups.
2. For the swimmers protection, they should arrive on the school grounds no earlier than 15 minutes prior to their workout time. Swimmers should be ready to swim five minutes prior to the start of their practice. They should also be picked up no later than 15 minutes after their practice is over. Failure to pick up a swimmer after practice is subject to the following penalties. The first offense is a written warning from the board. Second offense will be a fine of \$25 per 15 minutes after the designated pick up time. The third offense may be a fine or dismissal from the club.
3. In case a youngster is late for practice, it is our hope that the parents will send a note with the child explaining the reason for tardiness.
4. Your swimmer should plan to stay the entire practice. The last part of practice is very often the most important. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is required.
5. While in the pool area, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach's permission.
6. The club has an obligation to act as guests while in the high school (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to school property may result in financial liability of the swimmers parents. Any damage may also result in the swimmer being asked to leave the team permanently.
7. Parents are allowed to watch practice from the hallway at the DeForest pool and the bleachers on the pool deck at the Sun Prairie pool. Parents may not coach or talk to their swimmer while in the pool area, this distracts the swimmers. Parents who do not comply may be asked to leave the pool by the coach.

8. When DeForest or Sun Prairie schools are closed due to adverse weather conditions, swimming practice will also be canceled. When weather is bad, check your email before heading to practice, as the team will send an email notification of cancellations.

**ILLNESS AND INJURY** Whenever possible, the coach should be informed in advance of an illness or injury. Regardless of how serious or trivial it may be, it will almost always be possible to find a physician (or parent) who will recommend abstaining from training. For this reason, the coach must be the one to determine if the absence is excusable (especially for the advanced swimmers). If a swimmer cannot swim due to injury, a substitute dry-land workout may be given. Healing the injury rather than trying to swim through it is in the best interest of the swimmer.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify your child's lead group coach so the coaching staff is aware of the situation.

**SWIMMERS TRAINING RESPONSIBILITIES** As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be state bound. As swimmers improve, this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles and cap) 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!

### **CODE OF CONDUCT**

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimmer, during practice or otherwise.
3. At all club functions, whether practice, meets, or social gatherings we expect each swimmer to behave in such a way that their actions reflect positively on the team.
4. All members of the club, whether parents or swimmers, continue to protect and improve the excellent reputation the club has throughout the state and country.

## Section 5 - HONOR CODE

The following code is in effect throughout the year. Some of the items refer specifically to team travel. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the travel objectives listed below, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other punishments, including barring from future travel meets or other competition or dismissal from the team.

DFAC will seek out of town swimming competition for the following reasons:

- Different individual competitions.
  - A higher quality of competition.
  - Experience in trial/finals competition.
  - Conditions conducive to exceptional performances.
  - In order to meet other swimmers from other communities and learn from the experience.
  - To build team camaraderie and team spirit.
1. DFAC may travel as a team or individually to meets and everyone is expected to behave in an exemplary manner. The reputation of DFAC, as well as the other athletes with you, is dependent on your behavior.
  2. The Board of Directors has the final word on any rules, regulations, or disciplinary action.
  3. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from DFAC. Any swimmer suspected of such activity will appear before a review committee composed of the Head Coach, the Group Lead Coach, the club president, and two other DFAC board members.
  4. At no times will male and female athletes be in the same room together with the door closed. This applies to DFAC members or members of any other team.
  5. No team meetings may be missed. Be punctual to all meetings and warm-up times.
  6. No team member may be out of their room after the assigned bedtime. Permission must be obtained from the coach to leave the room past this time.
  7. Any damages or thievery incurred at a hotel 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. If using the hotel phone to make long distance calls, use a credit card for the charges, or call collect.
  8. Agree to follow the rules about practice and meet behavior in the team handbook.

## Section 6 - Swim Meets

**TEAM UNIFORM** The team colors are Blue and Yellow. Swimmers who wear a cap are required to wear a team swim cap. This cap is yellow in color with the DFAC logo on it. The reason for this is that each coach is responsible for multiple swimmers at each meet and as the DFAC cap is a unique design it is easily spotted by both coaches and parents alike. A latex team cap will be provided to each new swimmer with a paid registration. Additional caps are available from specified members of the club. Most swimmers should have at least two on hand for each meet. The team suit is chosen each fall. All team members are encouraged to wear the team suit, including those swimming in an "unattached" status. Other optional items may be ordered during one of the clothing sale drives. It is highly recommended that each swimmer's name be placed inconspicuously on all pieces of the team uniform.

**COMPETITIVE STROKES** The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley. Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay).

**SWIM SEASONS** The swim year is divided into two seasons. The fall/winter, or "short course", season runs from September to mid-March. The meets are held in 25-yard pools. The spring/summer, or "long course", season runs from April to mid-August. Meets are generally held in 50-meter pools (Olympic size).

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

The DFAC staff does not see the first place person as the only winner. We'd rather look to see who achieves their goals and 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.

Sport 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 DFAC'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.

**LEVELS OF ACHIEVEMENT** There are 6 different age group classifications recognized by USA Swimming (the governing body of the sport): 8 & under, 10 & under, 11-12, 13-14, 15-16, 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 swimmer's 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 "B", "BB", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by USA Swimming. This permits fair, yet challenging, competition on all levels. 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 event, a swimmer must have achieved the qualifying time for that particular classification.

### **TYPES OR LEVELS OF SWIM MEETS**

1. Dual Meets-Occasionally DFAC will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.
2. Developmental Meets or Open 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.
3. Qualification Meets-These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet, as determined by our state swimming body, Wisconsin Swimming, Inc.,
4. State Championships-At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Wisconsin Swimming, the governing body of swimming in the state of Wisconsin. Wisconsin Swimming sets the qualifying time standards for these championship meets. Generally, the standards fall between the national "A" and "AA" time standards. There are two championships held each season: the Age Group Championship for swimmers 12-Under and the 13 & Over Championship open to any swimmer in the state who has met the qualifying standards regardless of age.
5. Zone Championships-After the state championships are held in the summer, a swimmer may qualify to participate in the Central Zone Championships by swimming a national "AAA" time. This is an all-star meet where swimmers compete as a member of the Wisconsin Zone team competing against other states from the Midwest.
6. Speedo/USA Swimming Junior National Championships- One of the highest levels of achievement DFAC swimmers strive for is the participation in the Junior National Championships. United States Swimming sponsors an eastern United States Junior National meet and a western United States Junior National meet each season. DFAC swimmers meeting qualifying time standards for this meet travel to different locations throughout the eastern half of the United States to compete against the best 18-Under swimmers in the nation.
8. Phillips 66/USA Swimming National Championships -Senior National (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, DFAC 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 SCHEDULE** Each season's meet schedule is published at the beginning of the season.

1. The meet schedule has been established with the expectation that swimmers will attend meets as recommended by their Lead Coach. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two or three day meet.
2. On an average, we want all team members to compete once a month. We generally schedule two meets a month with this philosophy in mind.
3. The coaching staff reserves the right to make the final decision concerning meets DFAC swimmers may attend.
4. Team Effort Meets-Team championship meets are either indicated on the meet schedule or talked about in the parent meetings. Since the coaching staff places the most emphasis on these meets, DFAC swimmers who are qualified are highly encouraged to attend.

**PHILOSOPHY OF COMPETITION** DFAC 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 policies outline our philosophy:

1. 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.
2. Sportsmanlike behavior is of equal importance as improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has 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 DFAC coaching staff.
3. A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.
4. Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
5. 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.

## **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 one of the board members or your swimmer's coach.

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information sent to all DFAC swimmers.
2. Upon arrival, find a place to put your swimmer's belongings. The team usually sits in one place together, so look for some familiar faces.
3. If the meet is positive check-in, make sure your swimmer is checked in and then have your swimmer check-in with the head coach so that they know you have arrived.
4. Once "checked in", write each event number with heat number and lane number on your swimmer's arm or leg with a permanent marker. This helps him/her remember what events he/she is swimming and what event number to listen for.
5. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer's bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
6. 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.
7. The meet will usually start about five minutes after warm-ups are over.
8. In accordance with USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.
9. Heat Sheets are ready right before the meet starts. Heat Sheets tell what heat and lane each swimmer is in. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for two to five dollars per day. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

## **What to Expect and Do During the Meet**

1. It is important for a swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their arm or leg). He/she may swim right away after warm-up or they may have to wait awhile.
2. A swimmer will need to report to the blocks at least three heats before they swim.
3. The swimmer swims their race.
4. After each swim:
  - A. He/she is to ask the timers (people behind the blocks at each lane) his/her time.
  - B. He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.
  - C. Generally, the coach follows these guidelines when discussing swims:
    - a. Positive praise
    - b. Suggestions for improvement
    - c. Positive comments
5. Things you, as a parent, can do after each swim:
  - A. Tell him/her how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.
  - B. Take him/her back to the towel area and relax.
  - C. This is another good time to check out the bathrooms, get a drink or something light to eat.
  - D. The swimmer now waits until his/her next event is called (and starts the procedure again at the "Clerk of Course" for 8&U swimmers).
6. When a swimmer has completed all of his/her events he/she and their parents get to go home. Make sure, however, your swimmer checks with the coach before leaving to make sure he/she is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue.)

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

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

## **What to Take To the Meet**

1. Most important: Swim suit, DFAC swim cap, and goggles.
2. Towels-Realize your swimmer will be there awhile, so pack at least two.
3. Something to sit on. Example: sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.

4. Sweat suits: bring one. Each swimmer may want to bring two because they can get wet and soggy.
5. T-shirts: Two or three. Same reason as above.
6. Games: travel games, coloring books, books, music, anything to pass the time.
7. Permanent marker to write your swimmer's events on his/her arm or leg and highlighters to highlight the swimmers names on the heat sheet.

Once you have attended one or two meets, this will all become very routine. Please do not hesitate to ask any other DFAC parent for help or information!

These meets are a lot of fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to "race" and see how much he/she has improved from all the hard work he/she has put in at practice.

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

The pool spectator area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet dressed in clothes that do not breathe. It makes the time pass very slowly!

### **VERY BASIC USA SWIMMING RULES**

#### **Starts**

Swimmers are not allowed a false start, and there are no 2<sup>nd</sup> chances. If both the Starter and Referee observe the swimmer initiating a starting motion prior to the start signal, (whether intentional or not-it does not matter), the swimmer will be disqualified. If a false start occurs, and the race is not yet started by the Starter, the swimmer(s) having false started will be disqualified, and will not be allowed to compete in that event (the time would not count if they were allowed to swim).

#### **Turns and finishes**

1. Freestyle:
  - A. Swimmer must touch the wall at turns and at the finish.
  - B. No pushing off the bottom of the pool, lanelines or sides of the pool is allowed.
2. Backstroke:
  - A. Swimmers must swim on their back on the surface of the water, except for starts and after each turn.
  - B. At a turn, a swimmer may turn to their breast to initiate a continuous turning action (flip turn), but can be disqualified if the turning action is delayed after turning onto their breast.
  - C. Swimmers must be towards their back when their feet have left the wall on a turn.
  - D. At the finish, a swimmer must finish on his/her back, and may not be submerged prior to or when making the finish touch.
3. Breaststroke and Butterfly:
  - A. At turns and finishes, swimmers must touch the wall with both hands at the same time.
  - B. A swimmer may not use an alternating (freestyle) kick in either breaststroke or butterfly.

- C. The breaststroke is the only stroke with a "cycle". It requires first an arm pull, and then a breaststroke kick, in that order. Two arm pulls without a breaststroke kick, or two kicks without an arm pull, would result in a disqualification for swimming "out of cycle".
- D. The propulsive part of a breaststroke kick must come from the bottoms of the feet, requiring the feet to be turned outward during that part of the kick.
- E. When swimming butterfly, both arms must move at the same time, and must recover over the surface of the water (no underwater recovery of arms).

**CHAMPIONSHIP MEETS** One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). The Championship meet is a special experience and extremely important in the athletes development.

As an Age Group swimmer, our swimmers learn they swim faster at the Championship meet than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career.

Our coaches believe that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at USA Swimming swim meets. There's a big difference between "wanting" to go to the championships and "deserving" to be at the championships. Talent plays a supporting role to commitment.

To insure that all of our swimmers are properly prepared for their championships:

- Meet attendance and participation throughout the entire season is important. USA Swimming meets offer the experience necessary for the championships.
- Practice habits must be within our recommendations for the group the swimmer trains with. "Consistency" is the key word.

The State Championship is not the ultimate goal. It is a seasonal goal that could lead to Zones, 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. Sometimes swimmers get the "end" and the "means" mixed up.

Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure that parents, swimmers, and coaches, are laying the foundation for the best possible experience at the Championship meet.

**Prelims & Finals Meet Format** In a preliminaries and finals meet format, the objective 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 they then qualify 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 swam 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 they have made finals. A swimmer should never leave the meet without making sure if they are a finalist or an alternate. USA Swimming rules dictate that if a swimmer makes a finals event and fails to show up they are bared from participating in the remainder of the meet (individual events and relays). Alternates (the 17th & 18th place swimmers) should check with his/her coach about attending finals. All swimmers qualifying for finals will swim unless discussed with coach.

**Circle Seeding** This type of seeding is used only in the prelims of Championship meets with events that have "prelims & finals". This affects only the top 24 seeded swimmers (8 lane pool) who compete in the last 3 heats. All other heats are regular seeding. Circle seeding goes like this: 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: #=#swimmers seed in prelims

	(Lanes 1 - 8)							
	Lane1	Lane2	Lane3	Lane4	Lane5	Lane6	Lane7	Lane8
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

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

**Awards & Placing** The swimmers who participate in the championship Finals receive awards as listed in the meet information. The swimmers who participate in the consolation Finals often do not receive awards, but do score points for the team. One very important thing: 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-finals swimmer cannot 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.

**Receiving Awards in Public** Whenever there is a system of presenting awards at a meet, it is customary for swimmers to be prompt and to cooperate fully with dignity and respect at the presentations. A club uniform is to be worn when accepting the award. It is also customary for DFAC

Swim Club 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.

**OUT OF TOWN MEETS** Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks. DFAC has established the following policies for the safety of the swimmer and peace-of-mind of parents:

1. Parents are to be responsible for arranging transportation and lodging to away meets, with the exception of Nationals and those competitions so designated. **DO NOT ASK YOUR SWIMMER(S) TO HANDLE THIS JOB.** Often times, a certain hotel will be designated as "team headquarters."
2. A coach has too many responsibilities to the entire team to accept responsibility for an individual swimmer. Therefore, do not ask a coach to provide transportation.
3. Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the DFAC "Honor Code" at all times.

It is important for swimmers to participate in meets both with and without their parents in attendance. This adds to the growth experience a child can gain from competitive swimming, teamwork, and individual initiative. If a swimmer progresses to Junior and Senior Nationals, often times they attend these meets without his/her parents. It is, therefore, necessary for a swimmer to learn to travel without his/her parents.

## Section 7 - Nutrition

### PRE-EVENT NUTRITION

#### Reprinted from USA 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%

What you eat on the day of the meet is important, but it won't save the day if you haven't been taking care of your body in the days leading up to the meet. Preparing your body nutritionally for competition is like preparing a race car for performance: A race car driver wouldn't show up for the Indy 500 without gas. But he also wouldn't bring a car that isn't already in impeccable working condition. Here's the strategy:

#### Specialized Preparation

In the two to three days prior to a meet, focus more on eating carbs, especially complex, high-Glycemic Index carbs ( bread, bagels, grain cereals, white rice, pasta, etc.) and a little less on protein. Keep the fat intake consistent with your regular diet to minimize the amount of change.

#### Last Minute Details

Don't let all the hard work and preparation go to waste. Come to the meet already fueled. Have a snack the night before...high carb, of course, and add a couple of large glasses of water to that. In the morning, drink more fluids to maintain hydration and eat what your stomach will tolerate. A carbohydrate-rich meal of about 250 calories at least one hour before swimming would be good. This could be two pieces of toast with jelly and a glass of orange juice, or a bagel with peanut butter and a cup of low-fat yogurt, or two pancakes with syrup with a half glass of juice. And don't forget about the water.

#### Show Time

The focus on meet day should not be on fueling your body for a race because you have already done that! Instead, focus your nutrition attention on eating foods that will maintain your energy throughout the day and eating them on a schedule that is least likely to impair your performance. Here are some suggestions:

**One hour or less between events:**.....Easily digestible high-carb, low Glycemic Index foods ( fruit juice, bananas, crackers, plain toast, sports drink )

**Two to four hours between events:**.....Solid carbohydrate-dense, moderate-to high Glycemic Index foods (bagels, English muffins, oatmeal, fruit juice, sports drink )

**More than four hours between events:**.....Solid carbohydrate-dense, high-Glycemic Index foods with protein added ( low-fat yogurt, bagel with peanut butter, turkey sandwich with milk and/or sports drink )

## **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.

## **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.

## **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.

## **Nutrition Do's and 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.

### **Breakfast Do's:**

Eat hot cereals like oatmeal or oat bran  
Select whole-grain or high fiber cold cereals  
Eat breads, including muffins, biscuits and bagels.  
Choose fruit, including fresh, canned & fruit juices  
Try milk, skim or low fat is best.  
Drink hot beverages such as hot chocolate and hot apple cider.  
Eat pancakes, waffles and French toast.  
Choose eggs up to two or three times weekly.  
Choose fat-free toppings like syrups and jams

### **Lunch Do's**

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.

### **Dinner Do's**

Eat pasta dishes.  
Choose pizza with vegetable & 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.

### **Snacks and Beverages Do's**

Pack nutritious snacks like fruit, raisins and nuts.  
Have rolls, muffins & breads when you get a break.  
Snack on popcorn, pretzels and breadsticks.  
Drink eight to ten glasses of fluids every day.  
Drink nonfat or low fat milk.  
Drink fruit juices, sparkling waters and plain water.  
Drink hot ciders soups and hot chocolate

### **Breakfast Don'ts**

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.

### **Lunch Don'ts**

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.

### **Dinner Don'ts**

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.

## **Snack and Beverages Don'ts**

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 carbonated soft drinks.

The Internet has several web sites for nutrition information.

A recommended site would be [www.wisconsinswimming.org](http://www.wisconsinswimming.org), click on the resource guide on the front page of the web site.

Here are some other suggested sites:

<http://www.usa-swimming.org/programs/template.pl?opt=coaches&pubid=2682> - Nutrition for Swimmers

<http://www.usda.gov/cnpp/pyrabklt.pdf> it is a nutrition handbook.

<http://www.usa-swimming.org/programs/template.pl?opt=coaches&pubid=3060> feed your brains and quite a few other links on this page.

<http://www.usa-swimming.org/programs/template.pl?opt=coaches&pubid=2263> pre-workout pre-race nutrition

<http://www.usa-swimming.org/programs/template.pl?opt=coaches&pubid=3062> the article on fueling your stroke?

<http://www.usa-swimming.org/programs/template.pl?opt=coaches&pubid=3063> article on eating colorful foods

<http://www.usa-swimming.org/programs/template.pl?opt=coaches&pubid=3065> article on timing is everything

<http://www.usa-swimming.org/programs/template.pl?opt=coaches&pubid=3070> what is the scoop on cereal

<http://www.usa-swimming.org/programs/template.pl?opt=coaches&pubid=3066> fluids water vs. sports drink

## **Section 8 - Recognition and Awards**

### **Age Group and Senior Awards**

AAA Cut

Age Group and Senior swimmers who achieve an "AAA" time qualify for the central zone championship meet.

### **STATE TEAMS**

Any swimmer that is participating in either the state age group championship or the senior state championship meet in an individual or relay event will receive a state team swim cap recognizing that achievement.

### **TEAM PINS and STARS**

Each swimmer who swims his/her personal best time at a meet receives a reward for each improved time.

### **BEST TIME INCENTIVE PROGRAM**

The coaching staff will keep track of all the best times achieved each season and have developed an incentive program to reward improvement. These incentives include:

- A. A swimmer of the week program that rewards hard work, team camaraderie, and improvement. One award will be given for each training group.
- B. A season-long improvement progression chart that rewards best times.

### **ZONE TEAM**

**Participation in events above the State level.** Each year, the DFAC Board may designate in the annual operating budget a dollar amount to be used to reimburse swimmers who attend meets at higher than State level. Each swimmer that qualifies for Zone or National times receives a maximum of 1 share per year. At the end of the year, the budgeted amount will be divided by the number of qualifying shares. Each swimmer will then receive reimbursement to offset the costs to attend the meet, with a maximum payout per swimmer of \$100.00.

## Section 9 - Board of Directors and Financial Information

### Board of Directors 2017 - 2018 Roster

President	Ben O'Leary president@dfacswimming.org	term ends March 2019
Vice-President	Suzanne Gibbons-Burgener vice-president@dfacswimming.org	term ends March 2018
Meet Director	John Schulz co-meetdirector@dfacswimming.org	term ends March 2019
Co-Meet Director	Dennis Miller co-meetdirector2@dfacswimming.org	term ends March 2018
Treasurer	Michele McGaffin <a href="mailto:treasurer@dfacswimming.org">treasurer@dfacswimming.org</a>	term ends March 2018
Co-Treasurer - Escrow	Dana Horner cotreasurer@dfacswimming.org	term ends March 2019
Registrar	Erin Compere registrar@dfacswimming.org	term ends March 2019
Secretary	Anne Hegarty secretary@dfacswimming.org	term ends March 2018
Technology Technician	Jenny Casper technologysupport@dfacswimming.org	term ends March 2018
Fundraising Chair	Carrie Lubcke fundraising@dfacswimming.org	term ends March 2019

**Administrative Functions** The administrative functions of the club are overseen by the Board of Directors. The board consists of ten parents elected for two-year terms. The elections for board positions are held annually in March (five members are elected each year). See attached By-Laws for specifics.

With the main focus of the club always on the swimmer, the Board of Directors exists to ensure the continuation and excellence of DFAC by:

Providing necessary business functions

Assisting and supporting the coaching staff

Team communications

**Board Job Responsibilities** Each board member is assigned a specific area of responsibility:

President

Responsible for:

- Conducting meetings
  - Board
  - Membership
- Counseling
  - Coaches
  - Board members
  - Membership
- Maintaining Swimmer conduct file
- Handling all grievances
- Calling special meetings
- Delegating authority and responsibility
- Holding elections
- Board membership/job descriptions
- Maintaining staff

Vice-President

Responsible for:

- Conducting of meetings in absence of President
- Developing and maintaining the club handbook
- Organize and oversee all committees
- Assist in the responsibility of finding, interviewing and hiring new coaches
- Organizing and overseeing team photos

Meet Director/  
Co-Meet Director

Responsible for:

- Locating/organizing pool availability for swim meets
- Organize all home meets
- Getting Meet bids and meet info to Wisconsin Swimming
- Responsible for all meet related activities
- Enforcing USA Swimming Rules & Regulations

Treasurer

Responsible for:

- Payroll
- Budgets
- Filing taxes
- Paying bills, fee's and expenses
- Updating and new contracts
- Maintaining receipts
- Financial reports

Co-Treasurer –  
Escrow

Responsible for:

- Collecting all non-registration related fees and dues
  - Regular account invoicing
  - Making deposits
  - Keeping related financial records
  - Assisting in account reconciliation
- Maintaining and Collecting escrow accounts

- Volunteer non-compliance fee billing
- Fundraising
  - Buyout billing
  - SCRIP billing
- Clothing/caps
- Team Activities
- Meet invoicing
  - Bill members
  - Fee collection
  - Deposits
  - Record keeping
  - Reconcile actual meet fees with meet reservations

Registrar

Responsible for:

- Club Roster
  - Residency analysis
  - Member status/information maintenance
- Collecting registration fees and dues
  - Regular account invoicing
  - Make deposits
  - Keep related financial records
  - Assist in account reconciliation
- Maintaining and Collecting escrow accounts
- Registration with USA Swimming for:
  - Coaches
  - Swimmers
  - Board Members
  - Maintain and ensure required credentials
- Meet registration
  - Meet reservations and payments
    - Help determine meet attendance
    - Determine required fees
    - Cut related checks
    - Ensure reservations materials reach hosting clubs
  - Meet payments
    - Secure meet waivers
    - Determine event amount differences
    - Cut/send remaining check
    - Ensure remaining materials reach hosting clubs
- Establish registration module
  - Enter fees, requirements, group information, etc.
  - Approve registrations
- Coordinate and publicize new swimmer tryouts
- Field/answer club inquiries via website and established parent contact
- Promote DFAC/membership
  - Help recruit new swimmers
  - Assist in retaining swimmers

Secretary

Responsible for:

- Recording minutes of all meetings
- Sending thank you notes
- Maintaining historical records
- Club mailings
- Writing necessary letters
- Sending gifts

Technology  
Technician

Responsible for:

- Maintaining and updating the official DFAC website
- Posting and editing all information and graphics within the website
- Maintenance updates of Hy-Tek software on Club PCs
- Renewing website domain name registration and hosting subscriptions
- Sending out DFAC group emails
- Coordinating with the secretary/registrar and head swim coach all club information distribution

Fundraising Chair

Responsible for:

- Overseeing all fundraising
- Corporate sponsorship programs
- Serves on annual budget review committee

**FEE STRUCTURE**

**Club fees:** Registration fees are based on training group and the practice time and are published and payable in full/as consistent with established payment plan (NO PRORATING) at the beginning of each session.

In addition, all swimmers are required to be current members of USA Swimming.

Families that have two or more swimmers on the team receive a registration discount of \$25 per additional swimmer (maximum of \$75).

Note: Group dues are applied to the general operating fund for DFAC. The USA Swimming Registration fee is sent to USA Swimming and provides insurance coverage and registration in USA Swimming. ALL SWIMMERS MUST BE USA REGISTERED BEFORE THEY CAN JOIN DFAC.

**Meet / Splash Fees:** When a swimmer signs up for an open or invitational meet they are charged for each event that they sign-up for. Typically, you can expect to be charged \$3-\$6 per swim depending on the meet entered. In most meets, swimmers can swim one to four events per day. The entry fees will be listed in the meet information. When entering a meet, DFAC will write the host club a check for all the entries submitted for the swimmers on our team. These checks will often run over one- thousand dollars for a large meet. If your swimmer swam in a relay, the four participants will share the cost of the relays. If a relay is scratched because a swimmer has failed to show for the relay, that swimmer will be charged the full relay fee. At the end of each month you will receive a statement listing the fees that your swimmer(s) have accumulated. This fee is payable via the online registration system.

It is the responsibility of the member to notify the group liaison and Registrar of intention to terminate, or cancel a team membership. If a member quits the program or is dropped from the program because of overdue bills, overdue and current account balances are immediately payable in full.

If you have any questions about any billing you may have received, please contact the Registrar or Co-Treasurer – Escrow immediately at the number listed in the board roster.

**Volunteer Requirements:** DFAC hosts at least three swim meets a year. Parents are expected to help work one session each day of a meet. If you do not fulfill your volunteer commitment, your splash account will be charged \$50 per session. Additionally, each family is responsible for a concession donation.

## **INSURANCE**

It is required of all DFAC swimmers that they 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 DFAC and every competition that is USA sanctioned. A summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet, please contact the DFAC office.

## Section 10 - By-laws of the DFAC, Inc.

*Adopted: September 1996*

*Revised: September 1996; September 2001, March 2003, June 2005, February 2013, April 2014, April 2015, June 2015.*

### ARTICLE I NAME

SECTION 1. The name of the organization shall be the "DeForest Aquatic Club, Inc." doing business as DFAC Swimming, hereinafter referred to as "DFAC".

SECTION 2. The office address of the Club shall be: P.O. Box 215, DeForest, WI 53532.

SECTION 3. The fiscal year of the Club shall commence on the first day of April each year and terminate on the last day of March of the following year.

### ARTICLE II MEMBERSHIP

SECTION 1. The club is open to all area youth 5-18 years of age who can demonstrate basic swimming skills. College and professional level swimmers, 18 and over, may be accepted on a case-by-case basis. They should also exhibit a strong desire to learn additional strokes, as well as improve upon present swimming skills. Prospective swimmers should be able to do side breathing on the front crawl stroke (freestyle) one length of the pool (25 yards). There should be no fear of placing their face in the water. Most important of all, they should want to be there. Prospective swimmers will be evaluated for training group placement by a member of the coaching staff prior to joining the club. Group numbers will be limited as determined by the coaching staff in regards to safety and optimal coaching.

SECTION 2. The Membership shall be contingent upon payment of periodic registration fees, membership dues, and any other outstanding fees as the Board of Directors determine. Members must also be in good disciplinary standing with the club, Wisconsin Swimming and USA Swimming.

#### SECTION 3. Levels of Membership

**Active I:** Swimmers currently registered.

**Active II:** Swimmers who take no more than 1 one-session break or siblings of currently registered swimmers.

**Inactive:** Swimmers who have taken a maximum of two sessions off consecutively.

**Past:** Swimmers who have taken more than two sessions off consecutively and have left the club in good standing.

**New:** Swimmers who are new to the club or who have left DFAC to swim with another USA certified club. (If a swimmer swam for another USA certified club, the swimmers will be allowed to petition the board to determine membership status.)

### **ARTICLE III PURPOSES AND POWERS**

SECTION 1. The purpose of the Club shall include the following:

- A. To provide an opportunity for all children eligible for membership to engage in a wholesome lifetime sport.
- B. To promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits;
- C. To provide opportunities for social, emotional, and educational development and to encourage peer and family participation; and
- D. To promote involvement in age-group programs and provide an opportunity for members to compete in organized swimming competitions.

SECTION 2. The powers of the Club shall include the following:

- A. The participation in and conduction of such meets and competitions as the Head Coach and/or the Board of Directors shall determine from time to time to be in the best interests of the Club;
- B. The publication and distribution of programs, newsletters and other publications designed to promote the activities and affairs of the Club;
- C. The solicitation and sale of advertising space in such publications and obtaining of sponsorships for competitions and publications;
- D. The contribution of money or other things of value for scholarships, programs or other causes in furtherance of the affairs and interests of the Club;
- E. The retaining of such person, firms, or corporations as may be necessary in order to provide special services to the Club;
- F. The purchase, sale, and conveyance of real or personal property and the entry into any contracts, leases, or other agreements necessary to properly conduct and administer the affairs of the Club;
- G. The operation of food concessions and the sale of swimming equipment and paraphernalia to its members and other persons; and
- H. The authorization to engage in such other lawful activities as may be necessary to properly carry out the purposes of the Club and conduct its affairs.

### **ARTICLE IV RIGHTS AND LIABILITIES OF MEMBERS**

SECTION 1. No director, officer, member, or authorized agent, or representative of the club shall be liable or responsible for any debts or liabilities of the club, or liable to the Club except to the extent of their unpaid portion of membership dues and entry fees.

SECTION 2. Regular members shall have one (1) vote on all matters brought before a vote of the membership; provided, however, if both parents or legal guardian of a Competitor

member are Regular members, then such parents of guardians shall only have one (1) vote between them. Competitor members shall have no voting rights

## **ARTICLE V MEETINGS OF MEMBERS**

SECTION 1. The Club shall hold a meeting of the membership annually at any time before the end of the fiscal year for the purpose of reviewing the activities and financial affairs of the Club, electing a Board of Directors, and conducting such other business as may properly come before the meeting. The Club may also hold other special meetings of the membership as may be necessary from time to time to properly conduct the affairs of the Club. Such special meetings may be called by the President of the Board of Directors, or by majority vote of the Board of Directors, or upon the written request of at least ten percent (10%) of the Regular members.

SECTION 2. All meetings of members shall be held at a convenient hour and place designated by the Board of Directors. Written notice of the meeting shall be given to all members not less than five (5) days before said meeting.

SECTION 3. At any meeting of membership attendance in person of at least fifteen percent (15%) of the Regular Members shall constitute a quorum. Only Regular members present at the meeting shall have the right to vote, as there shall be no voting by proxy. Unless otherwise established by the Articles of Incorporation or the by-laws, the decision of a majority of the members voting shall be the decision of the Club.

## **ARTICLE VI BOARD OF DIRECTORS**

SECTION 1. A board of ten (10) officers shall be elected by and from the Regular members of Club. They shall consist of President, Vice President, Secretary, Treasurer, Registrar, Co-Meet Directors(2), Technology Technician, Fundraising Chair, and Co-Treasurer - Escrow. The term of each officer shall be limited to two (2) years, or until his successor is elected, with four (4) officers and one (1) meet director being elected one year and four (4) officers and (1) meet director being elected on alternate years. Any vacancy in the Board of Directors caused by death, resignation, or disqualification of an officer shall be filled by a majority vote of the remaining officers until the next annual meeting. Candidates for the board must be members in good standing.

SECTION 2. The duties and powers of the Board of Directors shall be such as usually devolve upon the officers of any club or association and may include the selection of the place, fixing the date, and making all arrangements necessary for holding meetings of the Club and the publication of whatever data the officers deem essential to the benefit of the Club. The officers shall have the power to adopt rules and regulations, and to alter and amend the same from time to time, for the conduct of the business and activities of the Club. The Board of Directors shall have the authority to generally conduct all of the lawful affairs of the Club, including but not limited to, entering into any contracts, leases, or other agreements necessary to carry out the purposes of the Club. However, the Board of Directors may not exercise any powers relating to the following:

Entering into a contract or agreement for the purchase or sale of real estate. Such matters may only be accomplished by vote of the membership. The Directors shall

otherwise exercise all of the powers of the Club as permitted by law, subject to the provisions of the Articles of Incorporation and these by-laws.

- SECTION 3. A majority vote of the club members shall be necessary for the election of officers. No officer shall hold more than one (1) office at any time, excepting the offices of Secretary and Treasurer, which may be held by the same person at the discretion of the Board of Directors.
- SECTION 4. The Board of Directors shall also have the authority to establish committees as may be necessary to further and promote the interests and activities of the Club. Such committees may be comprised of both Directors and other Regular members.
- SECTION 5. President's duties. - The president's term will be two (2) years. It is strongly recommended that candidates for President have past DFAC board (or comparable) experience. This person will be responsible for finding, interviewing and hiring coaches. This person will have joint signing authority with the Treasurer and Registrar on the club bank accounts. This person will chair and run all regular and special meetings. This position is also responsible for preparing and conducting written performance reviews and evaluation of the head coach. This person will handle all grievances and maintain a swimmer conduct file. The president will also serve on the budget review committee.
- SECTION 6. Vice President's duties. - The vice president's term will be two (2) years. This person will assist the president in the responsibility of finding, interviewing and hiring coaches. This person will have the authority to appoint committee chairs and fill committees as needed. The vice president will also serve on the budget review committee.
- SECTION 7. Secretary's duties. - The secretary's term will be two (2) years. This person will assist in the interviewing and hiring of coaches. This person will take minutes of all meetings and will distribute these items to the membership. They will maintain a current and accurate record of the club by-laws and Articles of Incorporation. They will have these documents available for reference as may be required at any regular club meeting. The secretary will make current copies of these two documents available for review and reference to any currently registered member who makes a reasonable request to obtain them.
- SECTION 8. Treasurer's duties. - The treasurer's term will be two (2) years. This person will assist in the interviewing and hiring of coaches. The treasurer will collect fees from the Registrar that are paid at registration, keep the club books, disburse checks, and maintain accurate checking [accounts] and savings account records. This person will handle accounts receivable and have joint signing authority on the club checking account with the President to sign checks. This person will be the club contact with our accountant to file all needed tax documents. The treasurer will also serve on the annual budget review committee.
- SECTION 9. Club Registrar's duties. - The club registrar's term will be two (2) years. The club registrar will register all swimmers with USA Swimming. This person will also maintain and collect all swimmer escrow accounts (splash fees), collect registration fees (turned over to Treasurer), keep a current roster and contact information for all

members and distribute as needed. The registrar shall furnish the coach with a roster of members in good standing.

SECTION 10. Co-Meet Director's duties.(2) - The meet director's term will be two (2) years. These persons work as the liaison between the club and/or the pool director or school board for the use of the building and pool. The meet directors and the head coach will work together to schedule all meets. One person is also the club representative at all state LSC meetings, and is expected to attend. These persons will direct the meet committee chair to set up the meet work crew. The meet directors will assist in the performance review and evaluation of the coaching staff. These persons will also serve on the annual budget review committee.

SECTION 11. Technology Technician. – The technology technician's term will be two (2) years. This person is responsible for establishing, maintaining, and updating a DFAC collective web site. Responsibilities include: Establishment and making of an official DFAC web site, maintaining and updating the official web site, maintenance updates of Hy-Tek software on Club PCs, posting and editing all information and graphics within the website, sending out DFAC group emails, attend and participate in all DFAC board and parent meeting, coordinate with the DFAC secretary, registrar and head swim coach with all club information distribution. This person reports to the Vice President.

SECTION 12. Fundraising Chair's duties. – The fundraising chair's term will be two (2) years. The fundraising chair will be responsible for overseeing all Club fundraising, including corporate sponsorship. The fundraising chair shall serve on the annual budget review committee.

SECTION 13. Co-Treasurer - Escrow duties. – The Co-Treasurer - Escrow's term will be two (2) years. The Co-Treasurer - Escrow will be responsible for collecting all non-registration related escrow fees and dues (volunteer non-compliance fee, fundraising and Scrip billing, clothing/caps, team activities), maintaining escrow accounts, and swim meet invoicing. The Co-Treasurer-Escrow will work closely with the Treasurer and Registrar.

SECTION 14. The presence of at least six (6) members of the Board shall be necessary in order to constitute a quorum for the purpose of conducting business at any meeting of the board.

SECTION 15. Special meetings of the Board of Directors shall be held on the call of the president or a majority of the Directors. All members of the Board shall be advised, either orally or in writing, as to the time and place of any such meeting. Notice shall be given at least three (3) days prior to the date of the meeting. Attendance at any meeting shall constitute a waiver of notice thereof.

## **ARTICLE VII INDEMNIFICATION OF DIRECTORS AND OFFICERS**

SECTION 1. The Club shall indemnify any person made a party to any action, suit, or proceeding by reason of the fact that such person, or his successor or assign, is or was a Director, officer, or employee of the Club against the reasonable expenses, including attorney fees, actually and reasonable incurred by such person in connection with the

defense of such action, suit or proceeding. The Club may also reimburse to any such Director, officer, or employee the reasonable costs of settlement of any action, suit or proceeding if it shall be found by a majority of the Regular members that it was to be the interests of the Club that such settlement be made. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, officer, or employee may be entitled apart from the provision of these by-laws.

## **ARTICLE VIII CONTRACTS, CHECKS, NOTES, ETC.**

SECTION 1. All contracts and agreements authorized by the Board of Directors shall, unless otherwise directed by the Board of Directors, be signed by the president, treasurer, or entry Chairperson of the club. All checks and drafts issued by the Club shall be signed by the president, treasurer, or entry chairperson, or such other person as may be from time to time so authorized by the Board of Directors.

## **ARTICLE IX NON-PROFIT STATUS**

SECTION 1. The Club shall, at all times, be operated on a non-profit basis for the mutual benefit of its members. No dividends or other interests in the assets of the Club shall be paid by the Club to its members. No part of the earnings of the Club shall insure to the benefit of, or be distributed to, its members, officers, Directors, or any other private persons or corporations, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and expenses incurred and to make payments and distributions and in full furtherance of the purposes set forth herein.

## **ARTICLE X TERMINATION AND DISSOLUTION**

SECTION 1. The Club may be terminated and dissolved upon the affirmative vote of at least two-thirds (2/3) of all Regular members entitled to vote. In the event of such termination and dissolution, the Board of Directors shall after paying or making provision for the payment of all liabilities of the Club, distribute any remaining monies to a qualified 501(c)(3) non-profit organization.

## **ARTICLE XI AMENDMENT OF BY-LAWS**

SECTION 1. The power to make, alter, amend, or repeal these By- Laws is vested in the Board of Directors and a majority vote of the current voting members. The affirmative vote of a majority of the actual number of Directors elected and a majority vote of the current voting members qualified from time to time, shall be necessary' to effect alteration, amendment, or repeal of the Code of by-laws.

## **ARTICLE XII SWIMMING ACHIEVEMENTS**

SECTION 1. The Club will accept converted times for club record times.

## Section 11 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.
"AA"	Time classification for a swimmer. .01 faster than "A" time standard.
"AAA"	Time classification for a swimmer. .01 faster than the "AA" time standard.
"AAAA"	Time classification for a swimmer. .01 faster than the "AAA" time standard. This is the fastest time standard listed on the NAGT chart. Times faster than this are approaching National cuts or Top Times consideration.
A-Meet	Swim meet which requires swimmers to have previously achieved an "A" time standard in the events they wish to enter.
A- B Meet	Swim meet that offers separate competition for both "A" swimmers and "B" swimmers, usually with medals for the "A" swimmers and ribbons for the "B" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Usually only "A" swimmers can score individual event team points.
A-B-C	Meet similar to the A-B meet except that there are 3 divisions. This type of meet includes every ability level of swimmer from Novice to very experienced. All swimmers "A" time or faster compete in the "A" division, and all swimmers "C" and down compete in the "C" division. The "B" division is the most limited with both top (.01 slower than "A") and bottom (.01 faster than "C") limitations.
Achiever Card	A recognition card or certificate proving the swimmer has made a specific time in an event. The card list the distance, stroke, swimmers time, date and place of meet, swimmers name, and meet referees signature.
Add Up	Aggregate Time - times achieved by 4 swimmers in individual events which are added together to arrive at a probable relay entry time.
Admission	Charge for spectators to view the meets. Sometimes the meet program (heat sheet) is included in the price of admission.
Age Group	Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16,17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: (i.e.) 8-under, 13-Over, 15-Over, Junior, Senior.

Alternate	In a Prelims/Finals meet, after the 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 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 qualifying times. A USA 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 that certifies coaches and offers many services for coach's 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 the NAGT published chart.
"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 the NAGT published chart.
B-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 swum 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 20 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
Banner	A team sign that is displayed at swim meets. Banners are usually made from nylon material and carry the Team Logo and possibly the name of a popular team sponsor. Some size restrictions are enforced at certain meets.
Beep	The starting sound from an electronic, computerized timing system.
Big 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.

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 and/or 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)
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.
Bulletin Board	One of the most important communication devices for a swim club. Bulletin boards are usually in the entranceways 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 swum 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)
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 timer's responsibility to push the button as the swimmer finishes the race.
Camp	A swimming function offered by USA Swimming, your LSC, or an USA Swimming coach. There are many types of camps for just about every level of swimmer. When selecting a camp, ask for your coach's advice as to what will be the best for the swimmer, or call USA Swimming for details on the many camps they offer.
Cap	The latex, silicone 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 bullpen or given to the timer behind the lane. Cards usually list the swimmers name, USA 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. Same as Big Finals.
Check-In	The procedure required before a swimmer swims an event in a deck-seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.
Check-Out	The parents job at the motel. This is listed here to remind parents to request "Late Check Out" times 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. (i.e.) 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. (i.e.) Officials clinic. Coaches clinic.
Closed Competition	Swim meet which is open to the members of an organization or group. Summer club swim meets are considered to be "Closed Competition".
Club	A registered swim team that is a dues paying member of USA Swimming and the local LSC.
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/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.
Colorado	A brand of automatic timing system.

Consolation	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. Same as Bonus 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. (I.e.) Long Course = 50 meters / Short Course = 25 yards or 25 meters.
Daktronics	A brand of automatic timing system.
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 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 warm-ups 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.
Double Dual	Type of swim meet where three teams compete in dual meets against each other, at the same time. Separate Meet scores would be kept for Team A vs. Team B, Team A vs. Team C, and Team B vs. Team C.
Dual Meet	Type of meet where two (2) teams/clubs compete against each other.
Draw	Random selection by chance.
Dropped Time	When a swimmer goes faster than the previous performance they have "dropped their time".
Dry land	The exercises and various strength programs swimmers do out of the water.
Dry Side	That part of the Code book (rule book) that deals with the "Administrative" Regulations of Competition.
Entry	An Individual, Relay team, or Club roster's event list into a swim competition.
Entry Chairperson	The 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.
Electric 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 membership fee, etc.
FINA	The international rules making organization for the sport of swimming. Federation Internationale de Natation Amateur
Finals	The final race of each event. See "Big Finals", "Consolation Finals", "Timed Finals", etc.
Final Results	The printed copy of the results of each race of a swim meet.
Fine	The monetary penalty assessed a swimmer or club when a swimmer does not achieve the necessary time required to swim in an event, and cannot prove they have done the time previously.
Fins	Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.
Flags	Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.
Format	The order of events and type of swim meet being conducted.
Fund Raiser	A money making endeavor by a swim team/club usually involving both 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)
Gallery	The viewing area for spectators during the swimming competition.

Goals	The short and long range targets for swimmers to aim for.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Gun	The blank firing pistol used by the starter to start the races.
Gun Lap	The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter fires a gun shot over the lane of the lead swimmer when swimmer is at the backstroke flags.
Handbook	A reference manual published by teams/clubs and LSC's or other swimming organizations.
Hats	See "caps".
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 seeding prior to the race plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.
High Point	An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information.
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 swum of each stroke. Distances offered: 100 yds, 200 yds/mtr, 400 yds/mtr.
Insurance	USA offers "accident insurance coverage" which is automatic when swimmer, coach, and/or official pay their USA membership fee. Many restrictions apply, so check with your club for detailed information.
Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a club to request an invitation to attend the meet.
Jump	An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Juniors	A USA Swimming National Championship meet for swimmers 18 years old or younger. Qualification times are necessary. National Meets are conducted both short course (in April) and long course (in August).
Jr/Sr Camp	A training and information camp sponsored by the LSC for those swimmers registered in the LSC who qualified for USA Swimming Junior or USA Swimming Senior Nationals.
Kick	The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.
Kick Board	A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
Kyroscope	A brand of automatic timing system.
Lane	The specific area in which a swimmer is assigned to swim. (I.e.) Lane I 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. 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.
Little 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. Little Finals are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.
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 hats.
Malfunction	A mechanical or electronic failure - not a human failure by the swimmer.
Mark	The command to take your starting position.
Marshall	The adult(s) (official) who control the crowd and swimmer flow at a swim meet. Must be a registered USA Swimming member.
Medals	Awards given to the swimmers at meets. They vary in size and design and method of presentation.
Meet	A series of events held in one program.
Meet Director	The official in charge of the administration of the meet. The person directing the "dry side" of the meet.
Meters	The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters.
Mile	The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile.
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. 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 lined coats worn by swimmers. Usually are 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 warm-ups or swim practice.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.
Pelican Pete	The "Safety Mascot" of USA Swimming.
Plaque	A type of award (wall plaque) given to swimmers at a meet.
Pool	The facility in which swimming competition is conducted.
Positive Check in	The procedure required before a swimmer swims an event in a deck seeded or pre seeded meet. The swimmer must mark their name on a list posted by the meet host.
Practice	The scheduled workouts a 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	Another name for a "Heat Sheet" or meet program.
Pull Buoy	A flotation device used for pulling by swimmers in practice.
Qualifying Times	Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. 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 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 "Marshals" in charge of safety.
Sanction	A permit issued by an LSC to a USA Swimming group member to conduct an event or meet.
Sanction Fee	The amount paid by a USA Swimming group member to an LSC for issuing a sanction.
Schedule	USA Swimming or LSC list of meets with dates, meet host, meet location, type of meet, and contact's address and phone number.
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, the 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 Nationals	A USA Swimming National Championship meet for swimmers of any age as long as the qualification times are met. Senior Nationals are conducted long course in the spring (usually in late March) and in Nationals the summer (usually in late July or August).
Session	Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.
Shave	The process of removing all arm, leg, and exposed torso hair, to decrease the "drag" or resistance of the body moving through the water. Generally done 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	United States 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 dry land or weight circuit.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
Still	Water 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. Short Course State is usually held in late February, early March. Long Course State is usually held in late July, early August.
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 courses the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.
Submitted Times	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, and Polyester.
Swim-A-Thon	The "Fund Raiser" copyrighted by USA Swimming for local clubs to use to make money.
Swim America	The professional swim lesson program administrated by the American Swim Coaches Assoc. and 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 Record	The statistics a team keeps, listing the fastest swimmer in the clubs history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placing are determined by those times.
Time	A time set by a meet or LSC or USA Swimming (etc.) that a swimmer must achieve for Standard 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 touchpad 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 team competing for points to see who places 1st-2nd-3rd.
Trophy	Type of award given to teams and swimmers at meets.
Unattached	An athlete member who competes, but does not represent a club or team. (abbreviated "UN-**")
Uniform	The various parts of clothing a swimmer wears at a meet. May include: parka, warm-up jacket, team duffel bag, sweat pants, suits, hat, goggles, T-shirt, etc.
Unofficial Time	The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time.
USA Swimming	The governing body of swimming.
USA Number	A 14 part number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The 1 <sup>st</sup> 6 numbers are your birth-date, followed by the 1 <sup>st</sup> 3 numbers of your 1 <sup>st</sup> name, middle initial and then the 1 <sup>st</sup> 4 numbers of your last name.
USOTC	United States Olympic Training Center located in Colorado Springs, Colorado.
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 stretching 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 split times
Water	For the purpose of filling swimming pools and swimmers drinking to properly hydrate themselves.
Weights	The various barbells, benches and machines used by swimmers during their dry land program.
Whistle	The sound a starter/referee makes to signal for quiet before they give the command to start the race.
Work out	The practice sessions a swimmer attends.
Yards	The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.
Yardage	The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.
Zones	The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone sponsors a championship age group meet. Wisconsin is in the Central Zone.