

# **CONTENTS**

<b>Section A – Introduction and Team Philosophy</b>	<b>Page 2</b>
General Description and Objective	
Team Philosophy	
United States Swimming	
<b>Section B – Coaching Staff and Team Structure</b>	<b>Page 8</b>
Coaching Staff	
Coaches Responsibilities	
Team Levels	
<b>Section C – Swimmer’s Training Seasons and Responsibilities</b>	<b>Page 12</b>
Training Sessions	
Practice and Attendance Policies	
Illness and Injury	
Swimmers Training Responsibilities	
Code of Conduct	
<b>Section D – Parent’s Section</b>	<b>Page 15</b>
Parents ... Your Athlete Needs You	
Parent’s Responsibilities	
Communication	
Problems with the Coach	
The Ten Commandments For Swimming Parents	
<b>Section E – Board of Directors and Financial Information</b>	<b>Page 20</b>
Board of Directors	
Volunteer Opportunities	
Fee Structure	
Insurance	
Team Uniform	
<b>Section F – Swim Meets</b>	<b>Page 26</b>
Competitive Strokes	
Swim Seasons	
Competition ... and the winner is ...	
Levels of Achievement	
Types or Levels of Swim Meets	
Meet Schedule	
Philosophy of Competition	
Everything You Always Wanted to Know About Swimming	
Meet Starts	
What Happens If Your Child Has a Disappointing Swim?	
What To Take To The Meet	
Very Basic Swimming Rules	
Championship Meets	
Prelims & Finals Format	
Circle Seeding	
Awards and Placings	
Receiving Awards in Public	
Out of Town Meets	
Bus Trip Policy	
<b>Section G – Nutrition</b>	<b>Page 39</b>
<b>Glossary</b>	<b>Page 40</b>

## **Section A - Introduction and Team Philosophy**

### **INTRODUCTION**

The purpose of this handbook is two-fold: to explain to new members just what Daytona Beach Swimming 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 team.

### **WHY SWIM?**

The United States Swimming (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 uses all the body's major muscle groups. Only cross-country skiing is considered to do as much.

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 90'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.

"Preparation for Life" by Phil Hansel, Reprinted from: Swimming World magazine February 1988

Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving experience. Life is full of negative, destructive experiences. Rejection, defeat and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement.

I have always felt that the great value of swimming as a sport is that it prepares one for life. The total swimming experience is made up of people, attitudes, beliefs, work habits, fitness, health, winning and losing, and so much more. Swimming is a cross section of lifetime experiences. It can provide so many learning situations. A swimmer learns to deal with pressure and stress, sometimes self-imposed, sometimes applied by others. One learns to deal with success and failure. One learns teamwork and discipline.

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

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

As coaches and parents, we tend to preach that hard work will lead to victory. We preach that clean living and proper training such as diet, sleep and regular attendance at workouts will lead to winning. Though in the long run for a

productive successful life, these are probably truthful concepts that don't always work in short term situations.

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

These things just are not fair. Yet this is one of the valuable lessons that swimmers learn: "Life is not fair." We don't all start out in life with the same physical, mental, emotional and financial resources. In that respect, "Life is not fair."

A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls their own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns that if they do their best, then there are no failures. A swimmer learns to set realistic goals. Once a goal is reached, then new goals must be established. A swimmer learns that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief and support, all swimmers believe it can be done.

This is the positive achievement side of swimming that I like so much. Through experience in swimming, our young people learn attitudes and habits that will remain with them throughout the rest of their life. Most swimmers learn to be "can do" people.

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

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

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

## **GENERAL DESCRIPTION AND OBJECTIVE**

The Daytona Beach Swimming is known throughout the state for a first-class, year-round swim program. We offer a guided age-group youth program for children age 5 and up, from the beginning swimmer to the most competitive and skilled swimmer. Swimmers from our team have gone on to compete and excel at the collegiate level. Many of these swimmers have received scholarship offers to swim for their respective college. Daytona Beach Swimming is also the home team of Olympic and World Record holder Ryan Lochte.

Our swim team practices and competes in several local pools operated in the Greater Daytona Beach area. Daytona Beach Swimming runs program from pools in Port Orange, Ormond, Flagler - Palm Coast and DeLand.

When a young person becomes a member of Daytona Beach Swimming, they learn the values of sportsmanship and team work. Swimming, through Daytona Beach Swimming, provides physical, emotional and intellectual skills that will last a lifetime.

## **TEAM PHILOSOPHY**

Our team philosophy is that of self-improvement through self motivation that encompasses the words Commitment, Vision, Perseverance and Dedication. The development of physical, emotional, social and psychological skills helps create the equilibrium of mind and body of all Daytona Beach Swimmers.

## **UNITED STATES SWIMMING**

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

United States 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 220,000 registered athletes, 20,000 non-athletes and 2,500 swim teams.

USA SWIMMING was conceived in 1978 with the passage of the Amateur Sports Act, which decreed that all Olympic sports would be administered independently. Prior to this Act, USA SWIMMING was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA SWIMMING headquarters were moved to Colorado Springs in 1981.

U.S. Swimming is a Group A member of the United States Olympic Committee. Independent and a model for all amateur sport national governing bodies, U.S. 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 teams and age group swimmers.

USA SWIMMING hosts major swimming meets each year. Among them are the USA Swimming Spring Championships, USA Swimming Open Water Championships, Conoco Phillips National Championship, Speedo Junior National Championship, USA Short Course National Championship

Sixty-six percent (66%) of the revenues of the USA SWIMMING budget come from registration dues from athletes and membership fees from non-athletes and teams. 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 of \$75.00. Athletes receive a membership card and have both liability and secondary medical insurance coverage. Of this fee, \$54 goes to Florida and USA Swimming and the balance of \$21 goes toward a team swim cap and t-shirt.

DBS is a team member of USA SWIMMING by paying the national fee of \$100.00. Membership benefits include USA SWIMMING Rules and Regulations, membership certificate and certificate of insurance. Teams 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.

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

Coaches' and athletes' education plays 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, 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 coach's 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 National Headquarters**  
**One Olympic Plaza**  
**Colorado Springs, CO 80909**  
**Phone: 1-719-578-4578**  
**Fax: 1-719-866-4050**

## **Section B - 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 Daytona Beach Swimming staff consists of professionally trained coaches. They, as member coaches in the American Swimming Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in U.S. 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 Daytona Beach Swimming coaching staff is dedicated to providing a program for youngsters 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 youngsters in practice groups. This is based on the age, ability level and development, according to team philosophy, of each individual. When it is in the best interest of a swimmer, they 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 Daytona Beach Swimming coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. The coaching staff will make the final decision concerning which meets Daytona Beach Swimming swimmers may attend. 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. After each race, the coaches will offer constructive criticism regarding the swimmers performance. (It is the parent's job to offer love and understanding regardless of their youngster's performance)

5. The building of a relay team is the sole responsibility of the coaching staff.

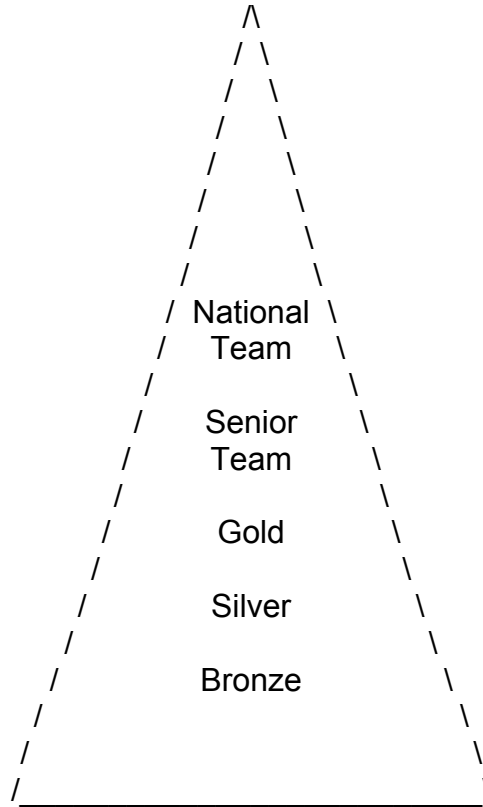
The coaching staff is constantly updating and improving the Daytona Beach Swimming program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.

### **TEAM LEVELS**

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

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

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



### National Team

The national team consists of those competitors who have demonstrated a skill level commensurate with that needed to compete at the Phillips 66/USA SWIMMING National Championships and Speedo/Junior National Championships.

### Senior Team

The senior team consists of swimmers who exhibit a high level of swimming and workout ability. These swimmers are expected to be mature, dedicated, responsible, and dependable.

### Gold

Gold swimmers are well versed in technique and strategy. They are also a full-fledged training group. Generally, they have a skill level commensurate with Florida Junior Olympic time standards. Gold swimmers are encouraged to be involved in a full competitive meet schedule. Workouts for the Gold swimmers are offered five days a week and usually last one and one-half hours each day.

## Silver

These swimmers have started to exhibit good swimming skills. They spend their time equally between stroke technique and training skills and processes. Silver swimmers will compete in an increased number of competitive meets. Practices for Silver swimmers are usually offered five days a week where workouts range from one to one and a half hours per day.

## Bronze

This is a beginning competitive group. Many of the swimmers in this group have participated in some type of summer league program. The Bronze team usually swims three days a week for an hour. This group will be introduced to a few low-level competitions.

## **Section C - Swimmer's Training Sessions and Responsibilities**

### **TRAINING SESSIONS**

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

Location and times of these sessions will be posted.

### **PRACTICE AND ATTENDANCE POLICIES**

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

1. Each training group has specific attendance requirements appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The team does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches to attend practices increases as swimmers move to higher groups.
2. For the swimmers' protection, they should arrive on the pool grounds no earlier than 15 minutes prior to their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.
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. Plan to stay the entire practice. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is required.
5. Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.

6. While on pool grounds, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach's permission.
7. The team has an obligation to act responsibly while in the pool facilities (both swimmers and parents). Every member of the team needs to do everything possible to respect this privilege. Any damages to pool facility 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.
8. Parents are asked not to interfere with practice unless it is an emergency. Anyone on deck during a swim team practice must be a certified USA Swimming Coach. The exception to this would be the use of individuals for timing purposes. If parents are permitted on the deck to observe a practice, they must be in a designated area that does not interfere with the coach's line of sight of the pool. Failure to comply will result in the parent(s) to be banned from the pool deck. It is the coaches' job to coach. Questions may be asked after practice.

### **ILLNESS AND INJURY**

Whenever possible, the coach should be informed of an illness or injury. If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the coaching staff.

### **SWIMMER'S TRAINING RESPONSIBILITIES**

As a swimmer's level of swimming ability increases so does their responsibility. The program is designed to encourage all swimmers to be Senior Swimming 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, their 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, flippers, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as excuse to miss part of a training session.

## **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 team 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 team, whether parents or swimmers, continue to protect and improve the excellent reputation the team has throughout the state and country.
5. All Silver, Gold, Senior and National team members will be required to sign the "Honor Code". A copy of this is given in Appendix B.

## **Section D - Parent's Section**

### **PARENTS... YOUR ATHLETE NEEDS YOU**

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster 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 Daytona Beach Swimming and reacquaint yourself with this section if you are a returning Daytona Beach Swimming 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 their ability to remain detached and objective in matters concerning their children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach their full potential as an athlete.

#### **The coach is the Coach!:**

We want your swimmer to relate to their coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces 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.

#### **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 them the confidence to perform well in competition.

#### **Ten and Unders:**

Ten and Unders are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins DBS, there may be a brief period in which they appear to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

### Not every time:

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

### Fat cats don't fight:

Swimmers are expected to keep an optimum body weight and percent of body fat. Physiologists have found that female swimmers should be 10-18% and males should maintain 4-12% body fat for optimum performance. Parents should contribute to the education of proper nutrition and eating habits (see the section on nutrition in this handbook).

## **PARENTS RESPONSIBILITIES**

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

1. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. On page 16 in this manual is a reprint of an article called, "The Ten Commandments for Swimming Parents". It offers some very useful and sound advice on communicating with your swimmer.
2. In Appendix "A" located at the end of this book there is a copy of the "Terms and Conditions for Participation in Daytona Beach Swimming" that you signed when you registered with the team. Please familiarize yourself with these items.
3. Daytona Beach Swimming has a reputation in the state and throughout the country of hosting swim meets of the highest caliber. Twenty-five percent (25%) of our operating budget is generated from the team hosting swim meets each year. One of the commitments made when you joined Daytona Beach Swimming was to help work our own swim meets. Every family is expected to provide one worker per session that your child swims in. There is a \$25.00 financial assessment per required session that is in place should a family decide that it does not wish to fulfill their obligation to the team by providing workers. If you are volunteering your time at a meet, please be sure to sign in so we can accurately account for your participation. The sign in sheet is the sole determining factor in tracking participation. Families are also responsible for a \$5 per swimmer per session hospitality fee at home

meets (not to exceed \$20 per family). This fee helps to provide food and drinks for all coaches, officials, and volunteers.

4. The following is a transportation policy that is in effect for all functions related to the team:

It is hereby the stated policy of Daytona Beach Swimming, effective immediately and until either revoked or restated by Daytona Beach Swimming Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a team function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by Daytona Beach Swimming as a purely private agreement between the parties involved and that neither Daytona Beach Swimming, nor Daytona Beach Swimming Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

## **COMMUNICATION**

- Web Site                      General information regarding meet sign up, changes in practice schedules, information from the coaching staff and announcements from the Board of Directors are covered in the Web Site. Make sure you and your swimmers check the website frequently. Our web site address is [www.daytonabeachswimming.org](http://www.daytonabeachswimming.org).
- Bulletin Boards              The bulletin boards at the pools provide meet information, pictures, special announcements, publicity, and other team information.

When contacting the coaches, please be considerate. The best way to speak with the coaches is to meet them after practice. They usually make themselves available for 10 minutes to answer questions, provide information, etc. Sending a note to the coach with your swimmer is a good way to get information to them.

## **PROBLEMS WITH THE COACH?**

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often

results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

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

**“The Ten Commandments For Swimming Parents” by Rose Snyder  
(Adopted from Ed Clendaniel’s “10 Commandments for Little League Parents”)**

1. **Thou shalt not impose thy ambitions on thy child.**  
**Remember that swimming is your child's activity.** Your child will progress at his own speed. Nothing is worse than a parent forcing a child to do something the child does not want to do. The nice thing about swimming is that each person can strive to do his or her best. It doesn't matter whether they come in first or last, they can all improve themselves.
2. **Thou shalt be supportive, no matter what.**  
There is only one question to ask your child. “Did you have fun?” If meets and practices aren't fun, the child should not be forced to compete.
3. **Thou shalt not coach thy child.**  
You have taken your child to a professional coach. Do not undermine that coach by trying to coach your child on the side. Your job is to support, love and hug your child, no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. That is not your area. This will only serve to confuse your child and prevent that swimmer/coach bond from forming.
4. **Thou shalt only have positive things to say at a swimming meet.**  
If you are going to show up at a swimming meet, you should cheer and applaud, but never criticize your child or the coach.

- 5. Thou shalt acknowledge thy child's fears.**  
It is totally appropriate for a child to be scared to death at his first swimming meet, or her first 500 free, or 200 IM. Don't yell or belittle, just assure your child that the coach would not have put him in that event if she did not feel he was ready.
- 6. Thou shalt not criticize the officials.**  
If you do not have the time or desire to volunteer as an official, don't criticize those who are doing the best that they can.
- 7. Honor thy child's coach.**  
The bond between coach and swimmer is a special one, and one that contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child. It will only serve to hurt your child's swimming.
- 8. Thou shalt not jump from team to team.**  
The water is always bluer at the other team's pool. This is not necessarily true. Every team has its own internal problems, even the teams that are champions. Children who switch from team to team are often ostracized by the teammates they leave behind for a long, long time. Oftentimes swimmers who do switch teams never do better than they did before they sought the bluer water.
- 9. Thou shalt have goals besides winning.**  
Encourage your child to do her best. Giving an honest effort, no matter what the outcome is, is much more important than winning. One Olympian said, "My goal was to set a World Record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. This does not make me a failure. In fact, I was very proud of that swim."
- 10. Thou shalt not expect thy child to become an Olympian.**  
There are 225,000 athletes in United States Swimming. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are 1 in about 4,300. Swimming is much more than just the Olympics. Ask your coach why he coaches. Chances are he was not an Olympian, but still got enough out of swimming that he wants to pass that love for the sport on to others. Swimming teaches self-discipline and sportsmanship; it builds self-esteem and fitness; it provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medal they may have won. Swimming just builds good people and you should be very happy your child wants to participate.

## **Section E - Board of Directors and Financial Information**

### **BOARD OF DIRECTORS**

The administrative functions of the team are overseen by the Board of Directors. The board consists of eleven parents elected for two year terms and the head coach. The elections for board positions are held annually. Five to six members are elected each year. See Dayton Beach Swimming, Inc. by-laws for specifics.

### **Volunteer Opportunities**

The Board is also assisted by volunteer committees which are composed of parents from the team. These committees perform the many jobs which are needed for a successful team. The following list of job descriptions is a brief summary of the volunteer opportunities available for the parents. Please take a moment to read the list and then get involved in making the swim team a great experience for your child.

#### **Announcer**

The announcer uses the P.A. system to announce the meet events and heats as well as the results of the various races and any other pertinent information at our home meets. It is the responsibility of the announcer to help the officiating staff maintain the pace of the meet.

#### **Apparel Managers**

Apparel managers have caps available on the pool deck for the swimmers at practices and at all home and out of town meets. The managers also carry, or can order, bags, parkas, team T-shirts and sweat suits. They periodically hold sales on the pool deck at practice sessions. They are responsible for ordering these items.

#### **Awards - Ordering and Meet Labelers**

This group orders the various ribbons, medals and trophies which are presented at our home meets and the annual banquet. At our home meets, members of this committee place the labels generated by the computer operators on the specific awards which are given to the swimmers.

#### **Computer Operators**

At the home meets, the computer operators run the Hy-Tek computer which is connected to the Colorado Timing System. This produces the race result sheets, the award labels and the final race summary which is sent to Florida Swimming.

Before home meets, they enter the information from the team entry forms. This produces the heat sheets.

### Concessions - Organizing and Meet Sales

Members of this committee coordinate the concession stand at our home meets and at fundraising events. Concession coordinators seek donations of food, drinks or paper goods from area businesses. They determine what items the team will need to purchase in order to run the concession stand. They also help to set up and take down the stand. The concession stand is a money maker for the team.

### Heat Sheet Ad Coordinators

Heat sheet ads are an important fund raiser for the team. This committee coordinates the distribution of the heat sheet information packets and the layout of the heat sheet. One person at each pool collects the ads and gets them to the person in charge of laying out the heat sheet. This person also keeps a register for the ads noting who made the sale, how much was collected and which heat sheets the ads are to appear in. The money and a copy of the register is given to the treasurer. The layout person(s) determine where the ads will be placed in the heat sheet. Ads should be consistent in keeping with the team philosophy of building a strong foundation for a lifetime of good health and fitness habits.

### Hospitality - Organizing and Meet Helpers

The team provides food and drink to the officials, coaches and volunteers who work at our home meets. This committee's job is to coordinate donations from the parents and from area businesses, as well as to purchase additional drinks and food items needed for the meet. At the meet, they run the hospitality room and man the cart which takes food and drinks to the workers on the pool deck.

### Meet Entry Manager

The meet entry manager receives the information from teams regarding upcoming swim meets, posts the information, enters the swimmers in the meet entry forms, checks with the coaches for information on events and distances the swimmers are to swim and sends the form and a check to the host team. This information is all done electronically through the Hy-Tek program manager.

### Meet Managers

Meet managers coordinate home swim meets. The meet manager writes the meet information letter, and after it is approved by the head coach and meet referee, he files for a sanction number for the meet from Florida Swimming. He posts the information on the team web site and sends out the meet information to

other teams. This letter contains the schedule of events, warm-up specifications, area hotel information and entry fees. He coordinates the work of all the other meet committees. It is the meet manager's responsibility to make sure that everything is in order and set up properly for the meet to run smoothly.

### Meet Marshals

Meet Marshals are in charge of safety throughout the entire meet. They enforce warm-up procedures and maintain order. Ideally, we should have at least four marshals for each home meet.

### Newspaper Liaison

These people write articles about our team for use in the News-Journal and the Hometown News. The liaisons gather team and individual swimmers meet results and put this data into article form. Pictures can be submitted to the paper from meets.

### Team Webmaster

The team Webmaster is responsible for updating and managing the content on the team Website, [www.daytonabeachswimming.org](http://www.daytonabeachswimming.org) on a frequent basis. The web site should be the member's best source for all information involving Daytona Beach Swimming, including meet information.

### Stroke and Turn Judge

Stroke and turn judges observe the swimmers during the races to ensure that the swimmers are following the rules governing each stroke and that the turns and finishes are according to the rules. Stroke and turn judges are USA Swimming members and are certified by Florida Swimming for this position. Local clinics are held to go over the rules covering the various strokes and turns. Then the candidate must apprentice on deck at swimming meets before they are certified.

### Starter

Upon signal from the Referee, the starter assumes control of the swimmers until a fair start has been achieved. The starter directs the swimmers to step onto the starting blocks, notifies them of the distance and event, directs them to "take your mark", and gives the starting signal. Starters are registered as non-athlete members of USA Swimming. They are certified by Florida Swimming after educational training and on-deck apprenticeship. Starters are also certified stroke and turn officials.

## Referees

The referees have overall authority and control of the competition, ensuring that all the rules are followed. They assign and instruct the officials and decide all questions relating to the conduct of the meet. Referees are USA Swimming non-athlete members and are certified as a starter and stroke and turn official as well as referee.

## **WE NEED MORE CERTIFIED STROKE AND TURN OFFICIALS, STARTERS, AND REFEREES FOR OUR TEAM!!**

## Timers

Timers operate the timing devices, watches and automatic systems and record the official time for the swimmers in their lane.

## USA SWIMMING Registrar

This person handles the paperwork for getting the swimmers registered each year.

## **FEE STRUCTURE**

1. Annual United States Swimming fee (currently \$54.00 per athlete) is due at registration time and is part of your team registration fee.
2. Typically, you can expect to be charged \$2.00 - \$2.50 per swimming event depending on the meet entered, plus a pool facility fee of \$5.00 - \$10.00. Swimmers on relay teams can expect to be charged \$1.00 - \$1.50 per relay. In most meets, swimmers can swim three to five events per day. Daytona Beach Swimming will then write the host team a check for all the entry fees for the swimmers on our team. These checks will often run over one thousand dollars for a large meet. Meet entry information is posted on the team web site in the meet information sheet. You will receive a monthly statement listing your meet entry fees and you will be billed for the events that your swimmer signed up for regardless of whether your child swims in any event during the meet.

3. Daytona Beach Swimming monthly coaching and pool rental fees are as effective January 1<sup>st</sup>, 2008 are as follows:

<b>Age Group</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
<b>Bronze</b>	<b>45</b>	<b>120</b>	<b>440</b>
<b>Silver</b>	<b>65</b>	<b>180</b>	<b>660</b>
<b>Gold</b>	<b>75</b>	<b>210</b>	<b>770</b>
<b>Senior II</b>	<b>75</b>	<b>210</b>	<b>770</b>
<b>Senior I</b>	<b>85</b>	<b>240</b>	<b>880</b>

Fees are due on the 10th of the month and a \$5 late fee will be charged after the last day of that monthly billing cycle. If a swimmer leaves the team during the month, no fee will be reimbursed. If training fees are paid quarterly or annually and a swimmer leaves the team, training fees will be reimbursed on a prorated basis. Families with multiple swimmers will receive a \$5 discount for the second and third swimmer. This does not include the monthly pool rental fee. The monthly pool rental fee for the Port Orange and Ormond pools is \$18 per month per swimmer and may extend to other pools as necessary. If you have any questions about any billing you may have received, please contact the Treasurer

## **INSURANCE**

It is required of all Daytona Beach Swimming 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 team.

Each swimmer is covered at any organized practice of Daytona Beach Swimming and every competition that is USA Swimming sanctioned. A summary of the coverage is listed below. If you wish to see the whole insurance summary please go to the USA Swimming web site, Applications and Forms section. Under administration you will find the 2008 Insurance Summary.

USA Swimming has adopted two major insurance programs:

1. Excess Accident Medical Protection
2. Liability & Excess Liability Insurance

These two programs are intended to provide reasonable protection for USA Swimming athletes and teams while stabilizing the cost.

## **EXCESS ACCIDENT MEDICAL INSURANCE DESCRIPTION OF COVERAGE**

**Carrier:** Mutual of Omaha Insurance Company

**Policy Number:** T5MP-SP-35054

**Policy Term of Coverage:** January 1, 2008 to January 1, 2009

**Insureds:** Members of USA Swimming

## **LIABILITY INSURANCE PROGRAM**

### **A. General Liability**

**Insurance Company:** Lexington Insurance Company

**Policy Number:** 390-4890

**Policy Term:** January 1, 2008 to January 1, 2009

12:01 a.m. Mountain Standard Time

### **B. Excess Liability**

**Insurance Company:** Lexington Insurance Company

**Policy Number:** 101 6935

**Policy Term:** January 1, 2008 to January 1, 2009

12:01 a.m. Mountain Standard Time

### **C. Sexual Misconduct**

**Insurance Company:** Lexington Insurance Company

**Policy Number:** 390-5712

**Policy Term:** January 1, 2008 to January 1, 2009

12:01 a.m. Mountain Standard Time

## **TEAM UNIFORM**

The team colors are teal, black and white.

One of the two required items to wear in any meet is a DBS team swim cap. The reason for this requirement is that the coaches are responsible for 30-100 swimmers at each meet and as the DBS cap is a unique design, unlike any other in the country, it is easily spotted by both coaches and parents alike. This cap is available from the apparel coordinators. Most swimmers should have at least two on hand for each meet.

The team suit is a solid black racing suit. All team members, including those swimming in an "unattached" status, must wear the team suit in competition

Other optional items are available from the apparel coordinators. You can contact them directly for these items.

It is highly recommended that each swimmer's name be placed on all pieces of the team uniform.

## **Section F - Swim Meets**

### **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 winter, or "short course", season runs from mid-August to mid-March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from early April to mid-August. Meets are generally held outside in 50 meter pools (Olympic size).

### **COMPETITION**

**.....and the winner is.....**

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

Sports is not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one's abilities. Seen in that light, winning without learning is not Daytona Beach Swimming'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 six different age group classifications recognized by United State Swimming (the governing body of the sport): 10-Under, 11-12, 13-14, 15-16, 17-18, and Senior. The Senior classification includes swimmers of any age who have 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 "BB", "B", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by United States Swimming. This permits fair, yet challenging, competition on all levels.

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

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

## TYPES OR LEVELS OF SWIM MEETS

1. **Dual Meets** - Occasionally, Daytona Beach Swimming 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** - 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.
5. **LSC Championships** - At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Florida Swimming, the governing body of swimming in this part of the state of Florida. Florida 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 Junior Olympics Championship for swimmers 14-Under and the Senior

Championship open to any swimmer in the state who has met the qualifying standards regardless of age.

6. **Zone Championships** - After the state championships are held in the summer, a swimmer may be selected to participate in the Southern Zone Championships. The selection process is based on performance during that year's competitions. This is an all-star meet where swimmers compete as a member of the Florida Zone team competing against other states from the southern zone of US Swimming.
7. **Speedo/USA SWIMMING Junior National Championships** - One of the highest levels of achievement Daytona Beach swimmers strive for is the participation in the Junior Championships. United States Swimming sponsors a Southern United States Junior Championship meet, a Northeastern United States Junior Championship meet and a Western United States Junior Championship meet each season. Daytona Beach swimmers meeting qualifying time standards for this meet travel to different locations throughout the Southern zone to compete against the best 18-Under swimmers in the nation.
8. **Phillips 66/USA SWIMMING National Championships (Senior Nationals)** - Other than the Olympic Trials and the World Championship Trials, each of which is held every four years, the highest level of competition for our senior swimmers is the USA SWIMMING National Championships. As with the Junior Nationals, Daytona Beach 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**

1. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. 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 every three or four weeks. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification are scheduled as close as two weeks apart or as far as one month apart. This happens when the meets that the coaching staff chooses from offer no other alternative.

3. As a general rule, we will not permit any swimmer to compete in competition on two successive weekends (except in championship meets). In a situation where there is a "developmental" meet one weekend and a "B" meet the following weekend, the swimmer must choose one meet or the other. This policy holds true for all levels of competition.
4. The coaching staff reserves the right to make the final decision concerning meets Daytona Beach Swimming swimmers may attend.
5. **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, Daytona Beach swimmers who are qualified are highly encouraged to attend. Florida State Junior Olympics and Senior Championships are always considered "Team Effort Meets".

## **PHILOSOPHY OF COMPETITION**

Daytona Beach Swimming engages in a multi-level competition program with United States 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 their own past performances, they are encouraged to do better. The individual's improvement is our primary objective.
2. Sportsmanlike behavior is of equal importance to 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 Daytona Beach Swimming coaching staff.
3. A swimmer is praised for improving their 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 swimmers "best" stroke changes as they mature and their 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 your respective coach.

1. Arrive at the pool before the scheduled warm-up time begins. This time will be listed in the meet information posted on the DBS Web site.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.
3. Find a DBS coach and check-in.
4. Once "checked in", write each event-number on your swimmer's hand in ink. This helps them remember what events They are swimming in and what event number to listen for.
5. Your swimmer now gets their 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. They need to get the engine going and warmed-up before they can go all out.

6. After warm-up, your swimmer will go back to the area where their towels are and sit there until their first event is called. This is a good time to make sure they go to the bathroom if necessary, gets a drink, or just settle in.
7. The meet will usually start about 10-15 minutes after warm-ups are over.
8. According to 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. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for five to ten dollars per meet. It lists all of the swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and their previous best time in that event is listed. If the swimmer is swimming an event for the first time, they 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.

### **Meet Starts**

1. It is important for any swimmer to know what event numbers they are swimming (again, why they should have the numbers on their hand). They may swim right away after warm-up or they may have to wait awhile.
2. A swimmer's event number will be called, usually over the loudspeaker, and they should be behind the blocks prepared to swim their heat. Swimmers should report with their cap and goggles. Generally, girls events are odd-numbered and boys events are even-numbered. Generally, there are four to eight heats in each event.
3. The swimmer swims their race.
4. After each swim:
  - A. They are to ask the timers (people behind the blocks at each lane) their time.
  - B. They should go immediately to their coach. The coach will ask them their time and discuss the swim with each swimmer.
  - C. Generally, the coach follows these guidelines when discussing swims:

- a. Positive comments or praise
  - b. Suggestions for improvement
  - c. The swimmer should then warm down according to the coach's instructions.
5. Things you, as a parent, can do after each swim:
- A. Tell your swimmer how great they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell them how proud you are and what a great job they did.
  - B. Take them 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.
6. When a swimmer has completed all of their events, they and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer 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 of and they are not there. (The coaches speak from experience on this issue.)

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

If your child has a poor race and comes out of it feeling bad, talk about the good things. The first thing you say is, "Hey, that is not like you. You're usually a top swimmer." Then you can go on and talk about the good things the child did. You never talk about the negative things.

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 and Daytona Beach Swimming Cap -- and goggles.
2. Baby or talcum powder: To "dust" the inside of swim cap. This helps preserve the cap and makes it easier to put on.
3. Towels: Realize your swimmer will be there awhile, so pack at least two.
4. Something to sit on and something to sit under: i.e. folding chairs, sleeping bag, old blanket, or anything that will be comfortable to sit on and an umbrella or tent to provide shade from the sun. The swimmers will be spending a lot of time on it.
5. Sweat suits: bring one. Each swimmer may want to bring two because they can get wet and soggy.
6. T-shirts: Two or three. Same reason as above.
7. Games: travel games, coloring books, books, anything to pass the time.
8. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. Suggestions for items to bring:
  - Drinks: Water, Fruit juice, Gatorade, or other sports drinks.
  - Snacks: Granola bars, fruits, yogurt, cereal, Jell-O cubes, sandwiches.

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

These meets are a lot of fun for the swimmers! Your swimmer gets to visit with their friends, play games, and meet kids from other teams. The athlete also gets to "race" and see how much their times have improved based all the hard work they have put in at practice.

## Very Basic Swimming Rules

**Starts** A series of short whistles by the referee signals the swimmers to prepare for their race by stepping behind the blocks and removing any clothing that they may have on over their suits. One long whistle signals them to step on the block

(or at the pool's edge beside the block) or step into the pool (for a backstroke race.) For backstroke, one additional long whistle is blown to signal swimmers to return to the wall. When the starter says, "Take your mark," swimmers must take their starting position and hold steady until the starting beep is given. For all starts from the block or the edge of the pool, at least one foot must be placed at the front edge. Swimmers who "wobble" before the beep may be disqualified for a false start if independently observed by both the starter and the referee. In most cases the swimmer will swim the race and be told of the disqualification at the end of the race. \_

### **Turns and finishes**

1. **Freestyle**: The swimmer must touch the wall at the completion of each length.
2. **Backstroke**: Upon completion of each length, some part of the swimmer must touch the wall (typically the feet on the turns and the hand at the finish). During the turn, the swimmer can turn towards the breast and pull once with one arm or simultaneous with both arms while continuously turning. Swimmers have to be on their back when they leave the wall.
3. **Breaststroke and Butterfly**:
  - A. Swimmers have to touch each wall with both hands at the same time.
  - B. A swimmer may not freestyle kick off the wall (or at any point during the swim) in either breaststroke or butterfly. After the start and each turn of a breaststroke race, a single downward butterfly kick followed by a breaststroke kick is permitted.

## **CHAMPIONSHIP MEETS**

### **Policy**

One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). Whether attendance is REQUIRED or OPTIONAL, the Championship meet is a special experience and extremely important in the athletes development.

As our season progresses, all of the swimmers get excited and motivated to "go for a qualifying cut". Unfortunately, some of the swimmers do not have the consistent practice habits nor the USA SWIMMING meet experience to make the cut; yet, through an extremely psyched swim and a lot of desire, they do the time. Because they don't have the practices and meet experience, the swimmer will

probably not repeat the time at the Championship meet. It will be up to the swimmer and the coach to decide if they should be competing.

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 their swimming career.

We, as 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:

1. Meet attendance and participation throughout the entire season is important. USA SWIMMING meets offer the experience necessary for the championships.
2. 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 should 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 object of the preliminary swim is to qualify for the evening finals session. If a swimmer places among the top 8 (in an 8 lane pool) after their 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 in the preliminaries, they qualify to participate in the Consolation finals in the evening session. In the evening finals session, typically the Consolation heat is swum first followed immediately by the Championship heat. There is no rule as to how this is done, so the championship finals may be swum first in some meets. Alternates (the 17th & 18th place swimmers) should check with their coach about attending finals. During the prelims, the results are usually posted within ½ hour of the

conclusion of the event. Swimmers are typically given a 30 minute window from the time the event results are announced to declare their intentions of scratching in the finals session. If a swimmer will not be swimming in the finals, they should talk to their coach to make sure that they follow the correct procedure for scratching. 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. Different meets have different penalties that are imposed on a swimmer who makes a finals event but fails to show up.

### Circle Seeding

Used only in the prelims of 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)

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Heat 1			#59	#57	#58	#60		
Heat 2	#55	#53	#51	#49	#50	#52	#54	#56
Heat 3	#47	#45	#43	#41	#42	#44	#46	#48
Heat 4	#39	#37	#35	#33	#34	#36	#38	#40
Heat 5	#31	#29	#27	#25	#26	#28	#30	#32
Heat 6	#21	#15	#9	#3	#6	#12	#18	#24
Heat 7	#20	#14	#8	#2	#5	#11	#17	#23
Heat 8	#19	#13	#7	#1	#4	#10	#16	#22

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

### Awards & Placings

The swimmers who participate in the 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 happened where

the winner of the consolation finals swims a time that would have placed them 2nd or 3rd in the championship finals, but the highest they 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 can not be moved up to score. The place simply is not awarded. Alternates occasionally get to swim and can score the same as any other swimmer.

### **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 team uniform is to be worn when accepting the award. It is also customary for Daytona Beach Swimming 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. Daytona Beach Swimming 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.** Oftentimes, a certain hotel will be designated as "team headquarters." This information is located on the website under meet information.
2. Parents are encouraged to attend out-of-town meets with their swimmers and to help chaperone other youngsters. These trips can be great fun for parents and swimmers alike. They provide an opportunity to participate in a special way in each young swimmer's career.
3. 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.

4. Any swimmer riding in a car is responsible to the parent/driver for their behavior and is expected to adhere to the Daytona Beach "Swimmers Code of Conduct" at all times.
5. A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.
6. An appropriate contribution is expected from each passenger in a car to the driver/owner to help defray gasoline and related expenses.

### **BUS TRIP POLICY**

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. As a swimmer progresses to Junior and Senior Nationals, oftentimes they attend these meets without their parents. It is, therefore, necessary for a swimmer to learn to travel without their parent(s) or guardian.

1. All DBS swimmers must travel with the team and stay in the hotel with the team on all bus trips.
2. DBS swimmers must remain with the team for the duration of the trip (including meals and team functions).
3. If a DBS swimmer would like to return with their parent(s) or guardian, they may leave if their meet is over and arrangements were made prior to the start of the trip with a signed permission slip. However, the swimmer is still responsible for full round-trip transportation costs.
4. The full amount of designated transportation will be collected in advance or billed to accounts. These amounts are not refundable.
5. All release forms must be signed prior to the trip.
6. The "Swimmers Code of Conduct" must be followed by all swimmers. Regulations must be followed as set forth by coaches and chaperones.

## **Section G - Nutrition**

### **NUTRITION**

For current information on nutrition, please copy and paste the following link to the USA Swimming Web site into your web browser:

[http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?  
TabId=402&Alias=Rainbow&Lang=en](http://www.usaswimming.org/USASWeb/DesktopDefault.aspx?TabId=402&Alias=Rainbow&Lang=en)

### **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".

Add Up	Aggregate Time - times achieved by 4 swimmers in individual events which are added together to arrive at a provable relay entry time.
Admission	Certain swim meets charge for spectators to view the meets. These are usually the larger more prestigious 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, and 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 finalists are decided, the next two fastest swimmers other than the finalists are designated as alternates, the faster of the 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moments notice.
Anchor	The final swimmer in a relay.
Approved Meet	Swim meets conducted by organizations (other than USA SWIMMING member teams or LSC's) that have applied to USA SWIMMING or the local LSC for approval. If approval is granted, swimmers may use times achieved as USA SWIMMING qualifying times. A USA SWIMMING official must be present at all sessions of the meet. Approval does not mean Sanctioned.
ASCA	The American Swim Coaches Association. The professional organization for swim coaches throughout the nation that certifies coaches and offers many services for coaches education and career advancement.

B-Meet	Swim meet in which a swimmer can enter only the events in which he has not achieved an "A" time standard.
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 200 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.
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 Championship Finals. The Bonus Heat may refer to Consolation Finals or an extra heat in addition to Consolation finals.
Bottom	The floor of the pool. Bottom depths are usually marked on the walls or sides of the pool.
Breaststroke	One of the 4 competitive racing strokes. Breaststroke is swum 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 breast)
Bull Pen	The staging area where swimmers wait to receive their lane and heat assignments for a swimming event. Area is usually away from the pool and has rows of chairs where the swimmers sit. The Clerk of the Course is in charge of the Bull Pen. The Bull Pen is used mainly in higher level competition meets.

Bulletin Board	One of the most important communication devices for a swim team. Bulletin boards are usually in the entrance ways of pools and have timely information posted for swimmers and parents to read.
Butterfly	One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is 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 fly).
Button	The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. It is the timer's responsibility to push the button as the swimmer finishes the race.
Camp	A swimming function offered by USA SWIMMING, your LSC, or a USA 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 logos 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 team, to shuttle swimmers to and from practices.
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. Championship Final is the fastest heat of finals when multiple heats are held.
Check-In	The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive

check in, the swimmer must mark their name on a list posted by the meet host.

Check-Out	The parents' job at the motel. This is listed here to remind parents to request "Late Check Out" times if offered at little or 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 team swim meets are considered to be "Closed Competition".
Team	A registered swim team that is a dues paying member of USA SWIMMING and the local LSC.
Code	A set of rules that have been officially published.
Code of Ethics	A Code of Conduct that both swimmers and coaches are required to sign at certain USA SWIMMING/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.
Colorado	A brand of automatic timing system.
Consolation Finals	Usually the 9 <sup>th</sup> – 16 <sup>th</sup> place swimmers in a Prelims session of a meet, (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals.
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.
Deadline	The date meet entries must be received 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. At some meets only swimmers, officials, and coaches are allowed on deck, and parents and other spectators must stay in the area designated for spectators.
Deck Entries	Entries into the swimming events that are made as the meet is being run, rather than in advance.
Deck Seeding	Swimmers report to a bull pen or staging area and receive their lane and heat assignments for the events. Frequently the heat assignments are posted.
Dehydration	The abnormal depletion of body fluids (water). The most common cause of swimmer's 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/meters (1 length), 50 yards/meters (2 lengths), 100 yards/meters (4 lengths), 200 yards/meters (8 lengths), 400 yards/meters (16 lengths), 500 yards (20 lengths), 800 meters (32 lengths), 1000 yards (40 lengths), 1500 meters (60 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 swimmer's 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 swimmer's coach.
Diving Well	A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-down pool with proper supervision.
Division I-II-III	NCAA member colleges and universities are assigned divisions to compete in, depending on the schools total enrollment. Generally, Division I consists of the large universities and Division III 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/teams 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 Team rosters event list into a swim competition.
Entry Chairperson	The host team's 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.
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 because of a time limit they cannot exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.
Electronic Timing	Timing system operated on DC current (battery). The timing system usually has touch pads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers' times.
Eligible to compete	The status of a member swimmer that means they are registered and have met all the requirements.
Equipment	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 starts 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 placed at the mid-point of the course in long course pools and at the turn end backstroke flags in short course pools.
Fastest to Slowest	A seeding method frequently used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heat followed by the next fastest and so on. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed.
Fees	Money paid by swimmers for services. (i.e.) Practice fees, registration fee, USA SWIMMING membership fee, etc.
FINA	The international rules making organization for the sport of swimming.
Finals	The final race of each event. See "Championship 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 team 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 swimmer's 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/team usually involving both parents and swimmers.
Freestyle	One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swum as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yds/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)
FS	Florida Swimming, Inc., our Local Swim Committee.
Gallery	The viewing area for spectators during the swimming competition.
Goals	The short and long range targets swimmers 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 (500 yards or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter or designee shall sound a warning signal over the water at the finish end of the leading swimmer. Alternatively, a bell warning signal may be given over each lane.
Handbook	A reference manual published by teams/teams and LSC's or other swimming organizations.

Headquarters	The hotel/motel designated by the meet host. Sometimes, 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 the times each swimmers 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 swimmer's seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmer's times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seedings prior to the race, plus swimmers can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.
High Point	An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information.
HOD	House of Delegates. The ruling body of an LSC composed of the designated representative of each team plus the board of directors (BOD) of the LSC. One vote per team 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 SWIMMING offers "accident insurance coverage" which is automatic when a swimmer, coach, or official, pays their USA SWIMMING membership fee. Many restrictions apply, so check with your team for detailed information.
Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a team to request an invitation to attend the meet.
J.O.	Junior Olympics. An age group championship meet conducted by the LSC.
Jump	Also known as "Early Take-Off". An illegal start or early take-off done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Juniors	A USA SWIMMING National Championship meet for swimmers 18 years old or less. Qualification times are necessary. National Meets are conducted both short course (in April) and long course (in August).
Jr/Sr Camp	A training and information camp sponsored by the LSC for those swimmers registered in the LSC who 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.
Lane	The specific area in which a swimmer is assigned to swim. (i.e.) Lane 1 or Lane 2. In 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.

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 team 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 swum by a single team member. A single stroke in the IM.
Length	The extent of the competitive course from end to end. See lap.
Long Course	A 50 meter pool.
LSC	Local Swim Committee. The local level administrative division of the corporation (USA SWIMMING) with supervisory responsibilities within certain geographic boundaries designated by the Corporation
Malfunction	A mechanical or electronic failure - not a human failure by the swimmer.
Mark	The command to take your starting position.
Marshal	The adult(s) (official) who control the crowd and swimmer flow at a swim meet.
Medals	Awards given to the swimmers at meets. They vary in size and design and method of presentation.
Meet	A series of events held in one program.
Meet Director	The official in charge of the administration of the meet. The person directing the "dry side" of the meet.
Meters	The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters.
Mile	The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile.

NAIA	National Association of Intercollegiate Athletics
NAGTS	National Age Group Time Standards - the list of "B" 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 team or association.
NGB	National Governing Body
Non-Conforming Time	A short course time submitted to qualify for a long course meet, or vice versa.
Novice	A beginner or someone who does not have experience.
NRT	National Reportable Time. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition.
NSSA	National Swim School Association
NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swum that event before.
Nutrition	The sum of the processes by which a swimmer takes in and utilizes food substances.
Officials	The certified, adult volunteers, who operate the many facets of a swim competition.
Olympic Trials	The USA SWIMMING sanctioned long course swim meet held the year of the Olympic Games to decide what swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior Nationals.
Omega	A brand of automatic timing system.

OT	Official Time. The swimmer's event time recorded to one hundredth of a second (.01).
OTC	Olympic Training Center in Colorado Springs, Colorado.
OVC	Official Verification Card. A 3 copy form for certifying a national qualifying time made by a swimmer and issued only by a verification official of the area in which the meet was held.
Open Competition	Competition which any qualified team, 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.
Positive Check In	The procedure required before a swimmer swims an event in a deck seeded or pre seeded meet.
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. At other meets it is not required unless a swimmer misses a cut of time at the meet.
Psyche Sheet	A list of swimmers with their times who are entered in the events of a swim meet.
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 where swimmers wait 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 recalled start.
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.
Relay Cards	A card that is either handed to the swimmer in the bull pen or given to the timer behind the lane. Cards usually list the swimmers name, USA SWIMMING number, seed time, event number, event description, and the lane and heat number the swimmer will swim in. Backup times are written on these cards. Each event has a separate card.

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 contacts address and phone.
Scratch	To withdraw from an event. Some meets have scratch deadlines and specific scratch rules, and if not followed, a swimmer can be disqualified from some or all of the 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 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	Nationals meet held twice a year.
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. Typically used only by Seniors at very important (Championship) meets.

Short Course	A 25 yard or 25 meter pool.
Simultaneously	A term used in the rules of butterfly and breaststroke, meaning at the same time.
Splash	United States Swimming magazine that is mailed bi-monthly.
Split	A portion of an event, shorter than the total distance that is timed. (i.e.) A swimmer's first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.
Stations	Separate portions of a dry land or weight circuit.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
State	A meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are usually necessary.
State Qualifier	A swimmer who has made the necessary cut off times to enter the State meet.
Stand-up	The command given by the Starter or Referee to release the swimmers from their starting position.
Step-Down	The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start.
Stroke	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
Stroke Judge	The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.
Submitted Time	Times used to enter swimmers in meets.

Suit	The racing uniform worn by the swimmer, in the water, during competition.
Swim-A-Thon	The "Fund Raiser" copyrighted by USA SWIMMING for local teams to use to make money.
Swim America	The professional swim lesson program administered by the American Swim Coaches Assoc. licensed 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.
Taper	The resting phase of a swimmer at the end of the season before the championship meet.
Team	USA SWIMMING Registered team that has the right to compete for points.
Team Records	The statistics a team keeps, listing the fastest swimmer in the team's history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placings are determined by those times.
Time Standard	A time set by a meet or LSC or USA SWIMMING (etc) that a swimmer must achieve for qualification or recognition. The motivational time standards are "AAAA", "AAA", "AA", "A", "BB", "B", with "AAAA" being the fastest time standard. Please see the 2008 Time Standards on the Florida Swimming web site for the specific time requirements for each age group and sex.
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 swimmers in each age group (boys & girls) in each event and distance.

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 team or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USA SWIMMING team.
Travel Fund	A sum of money set aside for a swimmer to use for travel expenses and entry fees to specified meets.
Tri-meet	A meet with 3 teams 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 team (abbr. UNA)
Uniform	The various parts of clothing a swimmer wears at a meet. May include: Parka, Warm up jacket, Team duffel bag, sweat pants, suits, cap, 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 Swimming #	A 14 digit "number" assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The format of the number is as follows. The first six digits are the swimmer's birth date. The next 8 digits are the first three letters of the first name followed by the middle initial and then the first four letters of the last name. For example: USA SWIMMING # for swimmer Thomas David Smith, born Aug. 27, 1996 would be 082796THODSMIT.
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 easy swimming a swimmer does after a race when pool space is available.
Warm-up	The practice and loosening up session a swimmer does before the meet or their event is swum.
Watch	The hand held device used by timers and coaches for timing a swimmer's races and taking splits.
Weights	The various barbells / benches / machines used by swimmers during their dry land program.
Whistle	The sound a referee makes to signal the swimmers to prepare for the race by removing any outer clothing and then stepping onto the starting blocks or into the pool.
Work Out	The practice sessions a swimmer attends.
Yards	The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.
Yardage	The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.
Zones	The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.