



# **Elkhorn Penguins Swim Team**

## **Parent Handbook**

(Revised 2014)

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## **Introduction**

This handbook was created to explain policies and rules of the Elkhorn Area Penguins Swim Club. We invite families to review this handbook which will provide knowledge on how we can work together for the Elkhorn Penguins continued success.

## **Mission Statement**

The Elkhorn Penguins swim team is committed to providing a competitive swimming environment that challenges each swimmer to reach their fullest potential with an emphasis on team unity and quality sportsmanship in a fun, respectful environment.

### **Purpose of the Team**

We are a feeder program for the high school team as well as an opportunity for the community youth to participate in competitive swim training.

We are not a substitute for swim lessons. Qualified swimmers must be able to swim the length of the pool without assistance; demonstrate appropriate breathing technique, have knowledge of how to swim freestyle and backstroke, and be able to take instruction/coaching for up to an hour in the pool.

### **Swim Sessions**

The Penguin Swim Team provides four sessions a year: fall, winter, spring and summer. The fiscal year begins in the fall. We hold annual elections at a meeting time and place to be determined by the current staff of officers. The session typically runs 10-12 weeks. We offer Recreation and USA swimming. We make every attempt to have at least 2 meets per session for the Recreation team however; this is also influenced by the schedules of other teams. When possible, we schedule an inter-team pentathlon. The USA swimmers will have the opportunity to participate in several meets per session.

### **Registration** *(all swimmers are required to fill out the appropriate forms)*

All forms and appropriate fees are due at time of registration.

All registration forms can be found on our website.

*Required forms:* Penguins Recreational swimmers – Elkhorn Penguins registration form and a concussion form / Penguins USA swimmers– Elkhorn Penguins registration form, concussion form, USA registration form

## **Practice Groups and Requirements**

***Penguins Recreation Team*** is the introductory group focused on teaching swimmers the four competitive strokes, turns, relay exchanges and racing starts. This group has no practice requirements but swimmers are encouraged to make 2/3 practices a week for maximum benefit and development. These swimmers are encouraged to participate in recreational swim meets.

***Penguins Level 1 USA Team*** continues to refine competitive technique while increasing endurance, learning race strategy and practicing skills essential to succeed in the next higher training group. They train to swim longer races but do not stroke specialize. This group begins dry-land training. Swimmers are encouraged to make all 3 practices for maximum benefit and development. More practices could be scheduled as needed. USA Swimming competition is required.

***Penguins Level 2 USA Team*** are upper level swimmers who are committed to participating in swimming. These athletes have a strong technical background and only need minimal stroke refinement. Swimmers in this group begin to stroke and race specialize and perform longer practices including dry-land training. USA Swimming competition is required. Swimmers in this group practice all 4 days for maximum benefit and development. Swimmers are required to participate in the highest championship meet for which they qualify.

## **2014 – 2015 Recreation and USA Schedule and Pricing**

**Fall session:** September 8 – December 18

**Winter session:** January 5 – March 26

*Penguins Recreation Team:* 3 nights per week. \$150.00 per swimmer

*Penguins Level 1 USA Team:* 3 nights per week. \$275.00 per swimmer

*Penguins Level 2 USA Team:* 4 nights per week. \$325.00 per swimmer

**Spring session:** April 6 – June 5

**Summer session:** June 8 – July 30

*Penguins Recreation Team:* 3 nights per week. \$130.00 per swimmer

*Penguins Level 1 USA Team:* 3 nights per week. \$250.00 per swimmer

*Penguins Level 2 USA Team:* 4 nights per week. \$300.000 per swimmer

## **Refund Policy**

***A full refund is offered during the first week of practice for new swimmers only.***

Medical refunds are allowed only during the first 3 weeks of a session and must have a note from a physician. The refund is offered in the form of a prorated credit toward the next session. You must contact the president of the swim team during the first 3 weeks in order for this to apply. This notice is also on the registration forms.

## **PRACTICE**

### **Practice Policy**

Practice is held Monday, Tuesday, and Thursday. The practice times are as follows (unless otherwise indicated by the team):

10 yrs old and younger 5:15pm – 6:30 p.m. (USA and Rec swimmers)

11 yrs old and older 6:15pm – 7:50 p.m. (USA and Rec swimmers)

If for some reason your child has to switch a suggested practice time, you should discuss with the head coach.

*This is a competitive swim team and not for free swim time. If inappropriate behavior or willingness to participate is observed, the offender will be given ONE warning. After that the child will be asked to leave the water and the parents will be contacted.*

As a member of the swim team, athletes are expected to come to practice on time with any necessary equipment. Equipment referring to: goggles, swim caps, swimsuit, towels, water bottle. The coaching staff will not provide goggles (this is for your personal safety to prevent the spread of any communicable eye diseases). If goggles/caps are forgotten, they may be purchased at any practice.

Pick-up time is at the designated time of completion. If the swimmer's ride is over 10 minutes late arriving, a fee of \$5.00 will be charged. The swimmer will not be allowed to participate in the next swimming event (practice or meet) without that bill being paid.

### **What is USA Swimming? ([www.usaswimming.org](http://www.usaswimming.org))**

As the National Governing Body for the sport of swimming in the United States, USA Swimming is a 400,000-member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through clubs, events and education.

Our membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. Members can get involved through our more than 2,800 clubs across the nation.

USA Swimming is also responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives: Build the base, Promote the sport, Achieve competitive success.

## ***Benefits of Joining***

USA Swimming Members enjoy a multitude of benefits. From our extensive Times database, to top tips and training advice, to the opportunity to enter the nation's most prestigious events, USA Swimming membership is a must for any competitive swimmer or coach.

Along with all the above, members receive:

- Six issues of USA Swimming's award-winning Splash Magazine
- Opportunity to qualify for and compete in USA Swimming sanctioned meets- Zones to Olympic Trials!
- [New member welcome kit](#)
- Eligibility to participate in local and national swimming camps.
- Ability to track your times and improvement through our extensive [times database](#)
- Excess accident and liability insurance
- Motivational programs such as [Age Group Top 10](#), [Scholastic All-America](#) and more

## **MEETS**

### **Meet Sign-up / Entries**

Meet sign-ups will be posted on our website for both Rec and USA swimmers. Deadlines for sign-up will be enforced. We try to have the sign-ups for the upcoming Recreational meets 2-3 weeks prior to the meet. Recreational meet sign up will close (meaning no more signing up) one week prior to the date of the meet. There are no exceptions to this rule.

Athletes should request the events that they wish to compete in, however the coaching staff will use the requests as a guideline. The final decision for what the athlete swims will be determined by the coaching staff. This is based on what is available at the meet, the athletes' abilities, and other considerations. We will generally ask the athletes to compete in 2-3 individual events based on the size of the meet as well as 1-2 relay events. (*Recreational Meet*)

### **What swimmers should bring to a meet:**

1. Team swimsuit, Penguin swim cap, goggles
2. Towels (it's a good idea to bring at least 2)
3. Warm clothing (sweats, robe, etc.)

4. Healthy snacks, (no peanuts please) water bottle
5. Games, books, etc. (to pass the time between events)

### **Meet Commitment**

When you sign your athlete up for a meet, he/she needs to arrive at the meet on time. If there is an emergency or medical reason that your athlete will not be participating in a meet that he/she has signed up for, then the head coach needs to be informed as soon as possible prior to the meet. The coaches make up the relay teams and if you sign up for a relay and do not come or have to leave early it lets down the whole team.

Please do not take your athlete out of a meet early. We understand that at times a meet can be quite lengthy. However, this does not justify taking your athlete out before the meet is over. If you do not wish your athlete to participate in the final relays, then please do not sign them up for the final relays. Then you are free to leave after the athlete has completed his/her final individual event.

### **Types of Meets**

**Recreational Meet** - is generally a swimming competition between two or more teams. Occasionally, we will have a meet with only our own team. Typical meets can last anywhere from 2 to 3 hours. USA swimmers are welcome to participate in a Recreational meet. Recreational meets are meets NOT sanctioned by USA-Swimming; however, they can still be governed by USA-Swimming rules. These meets are usually run by local swim clubs, and offer a fair level of competition.

The meets consist of many events. Each event corresponds to a different swim stroke and swim length. The individual events are based on the four basic swim strokes: freestyle, back, breast and butterfly. There are also two types of relay events: medley and freestyle. Following is a list of typical events at a swim meet:

25/50 freestyle, breast, butterfly, and back (8 and under)

50/100/200 freestyle, breast, butterfly, and back (older swimmers)

100 or 200 medley relay (distances vary based on swimmer age)

100 or 200 freestyle relay (distances vary based on swimmer age)

All distances are in either meters or yards depending on the facility hosting the meet.

### **Medley Relay**

This is a relay consisting of four swimmers.

\*swimmer 1 – swims the backstroke

\*swimmer 2 – swims the breaststroke

\*swimmer 3 – swims the butterfly

\*swimmer 4 – swims the freestyle

### **IM also know as the Individual Medley**

IM stands for individual medley. This is a race where the swimmer will perform all 4 strokes (butterfly, back, breast, and freestyle) during the course of the race. Depending on length the swimmer will do one or more lengths of the pool in each stroke.

### **Freestyle Relay**

This relay consists of four swimmers who all swim the freestyle. This is usually the last event of a swim meet.

**What is a Pentathlon?** A pentathlon is a swim meet where all swimmers will race each stroke (butterfly, back, breast, and freestyle) plus an IM. Hence 5 events and the meets name. The times of each race are then combined to determine overall rankings.

### **Ribbons and medals / recreational swim meet**

At a recreational swim meet ribbons and medals are handed out based on the finish times of each event. Each event can consist of more than one heat (these are held if there are more swimmers than lanes). The slowest swimmers are in the first heats and the fastest swimmers are in the last. It is important to remember that while you may place in your heat; your placement/ribbon is determined by the combined heats for the event.

### **USA Swim Meet** *(all fees are subject to change)*

All USA Swimming meets have entry fees. Splash fees, individual event fees, and relay fees.

***Splash fees-*** are fees required to enter a meet. Regardless of how many events you participate in, you will be required to pay this fee. (starting at \$2.00)

***Individual event fees*** – are fees paid per event. (starting at \$3.00 per event)

***Relay fees*** – are fees paid per relay. This fee is split four ways. (starting at \$2.50 per swimmer per relay)

## **COURSE**

Competition pools may be short course (25 yards or 25 meters), or long course (50 meters). The international standard (as used in the Olympics) is 50 meters. World records are accomplished in 25 and 50 meter pools. USA Swimming maintains records for 25 yard, 25 meter and 50 meter pools.

## **COMPETITION**

Participants compete in different age groups and meets depending on their achievement level and how old they are on the first day of the meet. Traditionally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18. Many local meets feature 8 and under, single age groups, or senior events.

## **OFFICIALS**

Officials are present at all competitions to enforce the technical rules of swimming so the competition is fair and equitable. Officials attend clinics, pass a written test and work meets before being certified. All parents are encouraged to get involved with some form of officiating.

### **The Four Strokes**

The four competitive swimming strokes are freestyle, backstroke, breaststroke and butterfly. The combination of all four strokes is called individual medley.

## **Before the Meet starts (USA)**

General guidelines at meets:

- Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information handed out to all swimmers and also in the team newsletter.
- 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.
- Find the check-in place. Usually, parents are not allowed on deck so this may be a responsibility of your swimmer or your swimmer's coach. Make sure your swimmer checks in with his or her coach! Check for special posted instructions in the check-in area.
- Usually one will need to circle the swimmer's name or "#" before each swimmer's name, in each event he or she is swimming, that day. If this is not done, the

swimmer will not be allowed to swim that event. Check-in is required so that the people running the meet know who is actually at the meet. After check-in, the meet administrators "seed" the swimmers into heats. Heat and lane assignments will be posted, so be sure your swimmer knows where to look!

- Sometimes the meet is "pre-seeded" and no check-in is required. You and your swimmer can find heat and lane assignments by purchasing a program.
- Once "checked in", write or have the swimmers write each event-number on his or her hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen or watch for.
- Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. A swimmer's body is just like a car on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
- After warm-up, your swimmer will go back to the area where his/her team is sitting and wait there until his first event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
- The meet will usually start about 10-15 minutes after warm-ups are over.
- 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 a coach. He or she in turn, will pursue the matter through the proper channels.
- Psyche Sheet or Heat Sheets. A psyche sheet is usually available for sale in the lobby or concession area of the pool. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time (up to the date that the entry was submitted) in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event. A Heat sheet may be available close to the start of the meet that lists the actual heat and lane a swimmer will be competing in.

### **During the Meet (USA)**

- It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.
- Most meets are computerized. There are generally two ways a swimmer gets to his/her lane:
  - A swimmer usually reports directly to his/her lane for competition a number of heats before he/she actually swims. Check with your swimmer's coach for specific instructions.

- In some novice meets, a swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the "clerk of course" or "bullpen". Swimmers should report with his/her cap and goggle.
  - Generally, girls events are odd-numbered and boys events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle, report to Clerk of Course." The "Clerk of Course" or "bullpen" area is usually where all swimmers checked in before the warm-up.
  - The clerk will usually line up all the swimmers and take them down to the pool in correct order. You can expect at least 4-8 heats of each event.

- The swimmer swims his or her race.
- After each swim: He/she is to ask the timers (people behind the blocks at each lane) his/her time.

Depending on the coaches instructions, the swimmer may be asked to do some recovery swimming if a "warm down" pool or lanes are available.

- The swimmer should then go immediately to his or her coach. The coach will discuss the swim with each swimmer. Some coaches may wish to talk with the swimmer before her recovery swim.
- Generally, the coach follows these guidelines when discussing swims:
  - Positive comments or praise
  - Suggestions for improvement
  - Positive comments
- Things you, as a parent, can do after each swim:
  - Tell him how great he did! The coaching staff will be sure to discuss stroke technique with him. You need to tell him how proud you are and what a great job he did.
  - Take him back to the team area and relax.
  - This is another good time to check out the bathrooms, get a drink or something light to eat.
- The swimmer now waits until his next event is called and starts the procedure again. When a swimmer has completed all of her events she and her 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 and she is not there.
- Results are usually posted somewhere in the facility. Awards are often gathered for a team and given to the coach at the end of the meet. The coach will give the awards to the swimmers at a later time.

## **PARENT INVOLVEMENT**

### **Volunteer Policy**

Parent involvement and volunteering is crucial to the success of our swim team. We always need timers, scoreboard assistants, ribbon and other meet management assistance, as well as concession stand people. The Elkhorn Penguins Swim Team is requiring each family to fulfill 6 volunteer hours / session. If volunteer opportunities are not fulfilled you will be charged \$10 / hour of the unfilled time. (e.g. if you only work 3 hours then you will be charged \$30) Your credit card will be charged the set amount at the end of each session. Volunteers will sign up for volunteer opportunities via the website and the hours will automatically be logged into each swimmer's account.

Encourage your swimmers and others to set goals for swim times. A swimmer improving their personal best time is just as rewarding as placing first. You can also help teach team concepts by encouraging your swimmer to cheer on other team members.

### **Communication**

Our website will be your main source of communication. Announcements will be posted, Rec and USA meets/deadlines, practice schedules, and all other information that pertains to the Elkhorn Penguins. If you need to email any of the board members, a list of names and contact info. can be found on our website. We will also send out emails with any important updates or post information under the News tab on the website.

### **Annual meeting and meetings of the general membership**

An annual meeting is held each fall session. The general membership can call a meeting of all the members by having five members contact the president and request a meeting. There will be an effort to have a general membership meeting every session. During these meetings any by-law changes are proposed.

### **Board Members**

The Elkhorn Penguin's board of directors is comprised of 4 officers, 2 USA parent reps and 2 rec team parent reps. The officers of the Elkhorn Penguin Swim Team are the president, vice president, secretary and treasurer. The officers shall be elected from the general adult membership and will serve a term of two years. Elections are typically held at the end of the spring session. Vacancies on the board shall be filled by appointment of the remaining board members. Members of the board meet to discuss, develop, and implement policies and procedures. A list of current board members can be found on our website along with contact information.

### **THANK YOU!**

You as the parent are a crucial advocate for this program and your child. We hope to keep the line of communications open. Please contact an officer with questions or coaches after practice.

Thank you for you passion and commitment to your swimmers and swimming!

## SWIM 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".

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, 15-16,17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: (ie) 8-under, 13-Over, 15-Over, Junior, Senior.
Anchor	The final swimmer in a relay.
Backstroke	One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swam as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
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.
Bottom	The floor of the pool. Bottom depths are usually marked on the walls or sides of the pool.

Breaststroke	One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
Bull Pen	The staging area where swimmers wait to receive their lane and heat assignments The marshal is in charge of the Bull Pen.
Bulletin	One of the most important communication devices for a swim club. Bulletin boards are usually in the entrance Board ways of pools and have timely information posted for swimmers and parents to read.
Butterfly	One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
Button	The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. There is usually one button per lane. It is the timer's responsibility to push the button as the swimmer finishes the race.
Cap	The latex or lycra covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless.
Car pool	The major transportation service provided by parents of a swim club, to shuttle swimmers to and from practices.
Chlorine	The chemical used by most pools to kill the bacteria in water and keep it clear and safe to swim in.
Course	Designated distance (length of pool) for swimming competition. (1e) Long Course = 50 meters / Short Course = 25 yards or 25 meters.

Deck	The area around the swimming pool reserved for swimmers, officials, and coaches. No one but authorized personnel may be on the deck during a swim competition.
Distance	How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40 lengths), 1650 yards (66 lengths).
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 warmups 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.
Dual Meet	Type of meet where two (2) teams/clubs compete against each other.
Dropped Time	When a swimmer goes faster than the previous performance they have "dropped their time".
Dryland	The exercises and various strength programs swimmers do out of the water.
Entry	An Individual, Relay team, or Club roster's event list into a swim competition.
Electronic Timing	The timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time.
Eligible to compete	The status of a member swimmer that means they are registered and have met all the requirements.

Equipment	The items necessary to operate a swim practice or conduct a swim competition.
Event	A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final.
False Start	When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.
Fastest to Slowest	A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girl's heat and one boy's heat until all swimmers have competed.
Fees	Money paid by swimmers for services. (le) Practice fees, registration fee, USS membership fee, etc.
FINA	The international, rules making organization, for the sport of swimming.
Finals	The final race of each event.
Final Results	The printed copy of the results of each race of a swim meet.
Fins	Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.
Flags	Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.
Format	The order of events and type of swim meet being conducted.

Fund Raiser	A money making endeavor by a swim team/club usually involving both parents and swimmers.
Freestyle	One of the 4 competitive racing strokes. Freestyle (nicknamed Free) is swam as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, 200 yds/mtr, 400 mtr/500 yd 800 mtr/1000 yds, 1500 mtr/1650 yds. (LSC's with 8-under divisions offer the 25 yd free)
Gallery	The viewing area for spectators during the swimming competition.
Goals	The short and long range targets for swimmers to aim for.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Gun	The blank firing pistol used at some meets by the starter to start the races.
Gun Lap	The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter fires a gun shot over the lane of the lead swimmer when swimmer is at the flags.
Handbook	A reference manual published by teams/clubs and LSC's or other swimming organizations.
Hats	See "caps".
Heats	A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swam, after all heats of the event are completed.
Heat Sheet	The pre-meet printed listings of swimmers seed times in the various events at a swim meet. These sheets vary in accuracy, since the coaches submit swimmers times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seedings prior to the race plus swimmers

can tell the order the events will be conducted and get a rough idea how long the meet sessions will last.

High Point	An award given to the swimmer scoring the most points in a given age group at a swim meet. All meets do not offer high point awards; check the pre meet information.
Horn	A sounding device used in place of a gun. Used mainly with a fully automatic timing system.
Illegal	Doing something against the rules that is cause for disqualification.
IM	Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swam of each stroke. Distances offered: 100 yds, 200 yds/mtr, 400 yds/mtr.
Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a club to request an invitation to attend the meet.
Jump	An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
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. (Ie) Lane 1 or Lane 2. Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (lane 1) to Left (Lane 6).

Lane Lines	Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.
Lap	One length of the course. Sometimes may also mean down and back (2 lengths) of the course.
Lap Counter	The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers" only with the final lap being designated by a bright orange card.
Leg	The part of a relay event swam by a single team member. A single stroke in the IM.
Length	The extent of the competitive course from end to end. See lap.
Long Course	A 50 meter pool.
Lycra	A stretch material used to make competitive swim suits and swim hats.
Malfunction	A mechanical or electronic failure - not a human failure by the swimmer.
Mark	The command to take your starting position.
Marshall	The adult(s) (official) who control the crowd and swimmer flow at a swim meet.
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.
Natorium	A building constructed for the purpose of housing a swimming pool and related equipment.
NCAA	National Collegiate Athletic Association
Novice	A beginner or someone who does not have experience.
NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
Nylon	A material used to make swim suits.
Officials	The certified, adult volunteers, who operate the many facets of a swim competition.
Omega	A brand of automatic timing system.
OT	Official Time. The swimmers event time recorded to one hundredth of a second (.01).
Pace Clock	The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warmups or swim practice.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.

Pentathlon	A type of meet where swimmers swim 5 individual events and no relays. Typically swimmers will compete in each of the 4 strokes, plus the Individual Medley.
Plaque	A type of award (wall plaque) given to swimmers at a meet.
Pool	The facility in which swimming competition is conducted.
Practice	The scheduled workouts a swimmers attends with their swim team/club.
Prelims	Session of a Prelims/Finals meet in which the qualification heats are conducted.
Prelims-Finals	Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest 6 or 8 (Championship Heat) swimmers, and the next fastest 6 or 8 swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.
Pre-seeded	A meet conducted without a bull pen in which a swimmer knows what lane and heat they are in by looking at the meet heat sheet, or posted meet program.
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. (Ie) preliminary, final, timed final.
Referee	The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.

Relays	A swimming event in which 4 swimmers participate as a relay team each swimmer swimming an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. Medley relays are conducted over 200 yd/mtr and 400 yd/mtr distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/mtr, 400 yd/mtr, and 800 yd/mtr distances.
Rest Area	A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet.
Ribbons	Awards in a variety of sizes, styles, and colors, given at swim meets.
Scratch	To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.
Seed	Assign the swimmers heats and lanes according to their submitted or preliminary times.
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. 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.
Split	A portion of an event, shorter than the total distance, that is timed. (1e) A swimmers first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.

Stations	Separate portions of a dryland or weight circuit.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
Stand-up	The command given by the Starter or Referee to release the swimmers from their starting position.
Step-Down	The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start.
Stroke	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
Stroke Judge	The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be Disqualified.
Submitted Time	Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.
Suit	The racing uniform worn by the swimmer, in the water, during competition. The three most popular styles/types of suits worn are: Nylon, Lycra, Paper.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.

Team Records	The statistics a team keeps, listing the fastest swimmer in the clubs history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placings are determined by those times.
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.
Touch Out	To reach the touchpad and finish first in a close race.
Touch Pad	The removable plate (on the end of pools) that is connected to an automatic timing system. A swimmer must properly touch the touchpad to register an official time in a race.
Transfer	The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USS club.
Trophy	Type of award given to teams and swimmers at meets.
Uniform	The various parts of clothing a swimmer wears at a meet. May include: Parka, Warmup jacket, Team duffel bag, sweat pants, suits, hat, goggles, T-shirt, etc.
Unofficial Time	The time displayed on a read out board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time.
Vertical	At right angle to the normal water level.
Warm-down	The loosing a swimmer does after a race when pool space is available.
Warm-up	The practice and loosing session a swimmer does before the meet or their event is swum.

Watch	The hand held device used by timers and coaches for timing a swimmers races and taking splits.
Water	For the purpose of filling swimming pools and swimmers drinking to properly hydrate themselves.
Weights	The various barbells / benches / machines used by swimmers during their dryland program.
Whistle	The sound a starter/referee makes to signal for quiet before they give the command to start the race.
Work Out	The practice sessions a swimmer attends.
Yards	The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.
Yardage	The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.