

JOHNSTON BLAZE SWIM CLUB
TEAM HANDBOOK
(SEPT 2024 – JULY 2025)

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Introduction

Welcome to the Johnston Blaze Swim Club. Whether you are new to the team or a returning swimmer, you will find this handbook useful and informative. The purpose of this handbook is to familiarize you with the world of competitive swimming and the Johnston Blaze Swim Club (JBSC). The more you know and understand about USA Swimming, Iowa Swimming, Inc., and JBSC, the better your experience as a swimmer will be. Please take the time to read the handbook and learn our policies and procedures. If you have questions, the coaches, Aquatics Coordinator and the Johnston Community Education Office are available to help you.

What is USA Swimming?

United States Swimming is the national governing body for amateur competitive swimming in the United States. It was conceived in 1978 with passage of the Ted Stevens Amateur Sports Act, which gave the Olympic Sports the ability to govern themselves. Prior to this act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming Headquarters office was established in Colorado Springs, Colorado, in 1981 and is located at the Olympic Training Center.

As the National Governing Body for the sport, USA Swimming is responsible for the conduct and administration of swimming in the United States. In this capacity, USAS formulates the rules, implements policies and procedures, conducts the national championships, disseminates safety and sports medicine information and selects that athletes to represent the United States in international competition.

USA swimming organizations are divided into four Zones –Eastern, Southern, Western, and Central. Each of these Zones is split into various LSC's (Local Swimming Committee). Often times LSCs mirror state boundaries, but not always. Some states are broken into multiple LSCs. Each LSC sets its own meet schedule, procedures for sanctioning meets, registering athletes, training officials, and, in general, rules for governing the clubs within its boundaries. For more useful information on USA Swimming please go to their website at www.usaswimming.org.

What is Iowa Swimming, Inc.

Iowa Swimming, Inc (ISI) is the Local Swimming Committee (LSC) for the state of Iowa. ISI's responsibilities include registering clubs and athletes within its jurisdiction, setting the LSC meet schedule, sanctioning meets, training and governing officials, hosting the annual ISI Banquet, and selecting Team Iowa members for participation in All-Stars and Zones. The ISI website is <https://www.teamunify.com/team/lscis/page/home> which contains information regarding teams, club contacts, the ISI meet schedule, the ISI codebook, Iowa records, and information for coaches, officials, athletes and parents.

What is Blaze?

The Johnston Blaze Swim Club is a USA Swimming sponsored competitive swim club offering opportunities for young people of different abilities in Johnston and surrounding communities. Blaze is a program operated by the Johnston Community School District Community Education Department and abides by school policies that can be found on the district website. <https://www.johnstoncsd.org>

Mission Statement

Blaze seeks to actualize its vision by maintaining a structured, multi-level program that fosters participation at all ages and ability levels. The coaching staff is provided opportunities and experiences that further each coach's professional development in the areas of technical knowledge, leadership, athlete protection training, and administration. Parent involvement opportunities are broad ranging. An active parent organization supports both the developmental growth and fiscal responsibilities of the program.

Blaze promotes physical and mental fitness in a safe and fun environment. Our swimmers develop a positive self-image through discipline, commitment and perseverance. The professional coaching staff teaches technical swimming proficiency, proper body conditioning, goal setting, motivation and sportsmanship. The athletes' active participation in competitive events instills the ability to deal with success and failure, self-discipline and the adherence to rules, respect for others, team spirit, and other invaluable life lessons. This is all accomplished in a family-oriented setting that creates an atmosphere of fun, social interaction and fellowship.

Vision Statement

Our commitment to excellence begins with a professional coaching staff fully supported by an active parent organization. Our swimmers set an example of integrity and leadership while representing the community in highest form.

Organization

Coaches are hired through the Johnston Community Education Department with guidance from the Aquatics Coordinator. They are paid school district employees who need to meet appropriate requirements dependent upon the position and have the same expectations of customer service, program knowledge and professionalism as do other district positions. Staff is evaluated on a regular basis by their immediate supervisor and/or Aquatics Coordinator.

Blaze is supported by volunteers. It is the responsibility of parents to sign up for volunteer roles to ensure the club can host meets and provide a yearly banquet for swimmers and families to attend. A variety of jobs need to be filled in order for the club to effectively host meets that are well run and organized.

Swim Seasons

The USA Swimming calendar runs from Sept 1st until August 30th of the next calendar year. The year is broken up into two seasons; Short Course Yards and Long Course Meters. Each season culminates in a series of championship meets at the LSC, Zone and National level

- Short Course Yards (SCY) Season. The short course season runs from September 1 through March 31st. The season wraps up in late February/early March at the LSC level with Silver, Age Group and Senior Championship meets. At the Zone level, Sectionals are held in mid-March for those swimmers who qualify. Actual season length can vary based on age and training group.
- Long Course Meters (LCM) Season. The long course season runs from April 1st through August 30th. The season wraps up at the end of July at the LSC level with Silver and Combined Championship meets. At the Zone level, Sectionals are held in mid-July, prior to the LSC championships, and Zones are held in early August. At the National level Junior Nationals, the US Open and the National Championships are held in early to mid-August

Swimming and Competition 101

Swimmers must follow the rules governing each stroke during a race. Coaches work hard to ensure swimmers understand and follow these rules during a race to avoid any disqualifications.

- The four competitive swimming strokes are freestyle, backstroke, breaststroke and butterfly. The combination of all four strokes is called a medley. If one swimmer races in an event using all four strokes, it is called the individual medley. A relay in which each swimmer uses a different stroke is called a medley relay
- In freestyle events, the competitor may swim any stroke. The stroke most used is sometimes called the crawl, which is characterized by the alternate stroking of the arms over the surface of the water surface and an alternating (up-and-down) flutter kick.
- Backstroke consists of an alternating motion of the arms with a flutter kick while on the back. The swimmer must finish on the back.
- The breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pressed out from in front of the breast in a heart shaped pattern and recovered under or on the surface of the water. The kick is a simultaneous somewhat circular motion like the action of a frog. On turns and at the finish, the swimmer must touch the wall with both hands simultaneously.
- The butterfly features a simultaneous recovery of the arms over the water combined with an undulating dolphin kick. In the kick, the swimmer must keep both legs together and may not flutter, scissors or use the breaststroke kick. Both hands must touch the wall simultaneously on the turns and the finish.
- The individual medley (IM) features all four strokes. In the IM, the swimmer begins with the butterfly, then changes after one-fourth of the race to backstroke, then breaststroke and finally freestyle.
- 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.

Blaze Registration Information

Blaze Swim Club Membership Requirements:

- Swimmers must swim a 25-yard Front Crawl, a 25-yard Backstroke, a 15-yard Breaststroke, and a 15-yard Butterfly. Swimmers should also be able to execute a flip turn and a dive off the side or blocks. If those skills cannot be demonstrated, coaches will recommend starting with Introduction to Competitive Swimming courses.
- Complete JBSC online registration which includes our Athlete and Parent/guardian Code of Conduct and other JBSC and USA Swimming policies.
- Obtain a USA Swimming membership which is renewed annually. Swimmers transferring from another club will be attached to JBSC however, transferring swimmers will be Unattached-JBSC at swim meets for a period. USA registered swimmers not attached to JBSC except for transferring swimmers or guest swimmers, may not practice with the team unless approved by the head coach.
- All fees, including any that are past due, are due at time of registration. If a bill is 60 or more days delinquent swimmers will not be allowed to swim until their bill is paid. Fees for new swimmers are not discounted or prorated.

- Swimmers without a current USA-Swimming registration are prohibited from practicing or swimming at meets.
- We require a 30-day written cancellation notice handed into the Summit pool office or emailed to the Aquatics Coordinator. Forms can be found in the pool office or on the website under the “Team Documents” tab.

USA Membership Information

Parents who register their child for Blaze Swim Club must also register them for a USA Swimming athlete membership. Swimmers cannot practice or participate in meets without a current membership. If a parent is a stroke judge/official, the parent must also have a membership (non-athlete) with USA Swimming. Blaze swim club will pay for any non-athlete memberships as long as the parent is a committed volunteer for us at home swim meets. To register for a membership, use the special link that will connect you and/or your swimmers to Blaze Swim Club. As a parent, you may need to do the following; register a new swimmer, renew a membership, upgrade a membership, and/or register as a non-athlete membership. There are specific directions you need to follow to avoid creating invalid or duplicate accounts. Parents should also keep an eye on when their swimmers’ membership will expire and renew it in a timely fashion.

- **Registration Tips**
 - Before registering, locate the set of directions you need and follow them exactly. If you get stuck, call the Aquatics Coordinator for assistance.
 - Directions for all types of membership needs can be found in two places; 1) USA Swimming website <https://www.usaswimming.org/> click “Login/Register” then “Help” then “Member Guides” OR 2) <https://www.gomotionapp.com/team/iajbcs/page/home>
 - Click “Team Information” then “USA Swimming”.
- **Membership Types**
 - *Prices are subject to change as USA Swimming updates fees. You can find a current fees list on the IASI Website: <https://www.gomotionapp.com/team/lscis/page/custom-page1>*
 - Premium (\$84): Traditional year-round athlete registration and for those who participate in a lot of meets.
 - Seasonal Athlete (\$50): Valid for 150 days from the date of registration.
 - Flex (\$30): 12yrs & under only, eligible to compete in two sanctioned competitions. It is a great “try it out” option.
 - Outreach (\$5): Must meet financial assistant eligibility criteria.

Practice Groups Overview

JBSC offers training and practice groups for swimmers of all ages and ability. The goal is to offer age and ability specific training for all our athletes. For questions about which training group is the best fit please contact the JBSC coaching staff for more information. Swimmers will be placed into one of the groups below based on assessed abilities and maturity. All new swimmers must do a swim evaluation prior to registering for Blaze Swim Club to ensure they are ready for competitive swimming.

- **Introduction to Competitive Swimming**
 - Designed for the swimmer who has been through swimming lessons and are now are aspiring to be on the swim team! This class will help swimmers develop the skills necessary to be part of the swim team such as;

- Intro to butterfly kick, backstroke competency, intro to breaststroke kick, freestyle competency, sitting, kneeling and standing starts off the pool deck, intro to turns, developing endurance, required equipment: competitive swim suit and goggles without a nose covering
- Swimmers may need several rounds of the Intro to Comp classes before their skills are developed enough for swim team. In order to participate in this course, swimmers must be age 6 or older AND be able to swim 25 yards of freestyle and/or backstroke. Swimmers must also be able to pass a deep-water competency test. These classes are run through Johnston Community Education and parents should register their swimmers on johnston.ce.eleyo.com.
- **Age Group**
 - Generally, ages 8 and under or kids 9 and over who are beginners.
 - Designed for the swimmer who has completed Intro to Competitive Swim or has passed a tryout with one of our Blaze coaches and is a beginner to swim team.
 - Generally, swims up to 3 days per week for 60-90 min per day.
 - Focus on both stroke instruction and development.
 - Requires approval from coaches before signing up for a swim meet.
 - Requires equipment not provided by Blaze: Fins.
- **Challenge Group**
 - Generally, ages 9-14 years.
 - Designed for the swimmer who has Age Group experience or has completed a tryout with one of our Blaze coaches where Challenge Group is recommended.
 - Swim meet participation is expected at this level.
 - Generally, swim up to 4 days per week for 60-90 min per day.
 - Focus is stroke development and improvement.
 - Introduction to importance of training.
 - Requires equipment not provided by Blaze: Fins.
- **Performance Group**
 - Generally, ages 12-14 years.
 - Designed for the swimmer with Challenge Group experience or has completed a tryout with one of our Blaze coaches and is deemed prepared for the training demands of this group.
 - Swimmers will refine their strokes and develop endurance.
 - Focus is goal setting and performance.
 - Generally, practice up to 6 days per week for 60-90min per day.
 - Increased emphasis on endurance training.
 - Requires equipment not provided by Blaze: Snorkel, Paddles, and Fins.
- **Select Group**
 - Generally, ages 15-18 years.
 - Designed for the competitive swimmer who has Performance Group or High School Swimming experience or has completed a tryout with one of our Blaze coaches and is deemed prepared for the training demands of this group.
 - Generally, swim up to 6 days per week for up to 2 hours per day.
 - Emphasis on performance at swim meets and increased fitness.
 - Requires equipment not provided by Blaze: Snorkel, Paddles, and Fins.

Swim Meet Participation

Philosophy of competition

The following policies outline our philosophy:

- We emphasize competition with oneself.
- We emphasize becoming a well-rounded swimmer and person of good character.
- We emphasize mental and physical well-being in and out of the pool.
- Winning ribbons, medals, or trophies is not our main goal, but we want swimmers to strive to be the best they can be.
- We emphasize a high level of good sportsmanship with other athletes and themselves.
- We emphasize respect for coaches, officials, volunteers, and other athletes.
- Swimmers will be taught the importance of goals and how to make realistic and attainable goals.
- Oftentimes, a swimmer's "best" stroke or event changes as they go through physical changes and develop in the sport.
- The time to work on technique and make changes to a swimmer's strokes/race technique is during practice. Once at a meet, swimmers, coaches, and parents should refrain from over analyzing the athletes race and/or stroke techniques. This will only make the athlete more nervous and they will overthink their races which often results in poor performance.
- Meet days are about having fun and swimming fast!
- Athletes are allowed to make mistakes! This is how we learn and get better.

Swim Meet Schedule

- Meet schedules are posted on the JBSC website under the "Events" tab. Our team strives to host one or two meets each year and attend at least two meets per month. During meets, we encourage our athletes to focus on improving their times, achieving goals, being a great teammate, and developing a championship attitude.
- Most of the meets we host/attend are sanctioned by USA Swimming, which ensures that consistent standards for meet conduct, officiating and safety are observed. Most meets take place on weekends and typically last 1-3 days. Meets are usually divided into two or three sessions per day, with specific age groups participating in each session and may include prelims/finals and timed final events.

Information about meets

Some meets are open to all swimmers while others require specific time standards to enter. The state swim meet would be an example of a meet that requires a specific qualifying time (Q-Time) to participate. Swimmers work during each season to achieve the time standards for our state meets. There are also regional and national level meets with specific time standards for entry. Examples of those types of meets are:

- Central Zones – Regional level meet open to swimmers 14 and under.
- Speedo Sectionals – Regional level meet open to all swimmers with qualifying times.
- Futures – Regional level meet open to all swimmers with qualifying times.
- Junior Nationals – National level meet open to all swimmers with qualifying times.
- Nationals/Olympic Trials – National level meet open to all swimmers with qualifying times.

- Midwest Regionals – Regional level meet open to swimmers with qualifying time. Not organized under USA Swimming, but rather the University of Minnesota.

The coaching staff encourages swimmers to attend one to two meets monthly. They can recommend meets that will provide a positive yet challenging experience for individual athletes. Although parent/guardians/swimmers select the events to enter they can also discuss this with any of the coaches. Team members are strongly encouraged to participate in all home meets.

To help swimmers become their best, JBSC encourages families to participate in the most competitive level of swimming available. Travel meets provide swimmers with experience competing against swimmers from other areas and are typically at a higher level of competition. Other benefits include:

- Gaining experience in prelims/finals competition
- Team bonding
- Learning responsibility and independence

Signing up for Meets:

When a meet invite is available, an email notification is sent once registration is open on the website. Meet information is posted on the JBSC and meet sponsor website. The meet invitation explains the rules of a meet, entry limits and events offered so review the invite carefully before selecting events. If you have any questions, please reach out to the Aquatics Coordinator.

Relays are an important part of competitive swimming. Relays can be a source of great teamwork because four swimmers must work together. Coaches determine the composition of the relays based on who can participate, speed, age and ability of each swimmer. If your swimmer is on a relay, please make sure they attend the meet because three others are relying on your athlete. Each swimmer is eligible to be placed on a relay.

Meet entry fees are automatically calculated and will be charged to accounts following the completion of a swim meet. The meet entry fee may or may not include a charge for individual events, relay events, IASI Splash fee, facility fee, and JBSC credit card processing fee. If you enter after the meet deadline, late entry fees apply and are usually double the "per event" rate if the Aquatics Coordinator allows late entries. Each family entered into the meet is obligated to pay all costs associated with that meet unless they withdraw PRIOR to the Blaze meet sign up deadline. Families will not be refunded for meet fees after the deadline no matter what.

Uniforms and Team Apparel

- Practice Uniform: Any color, style, or brand of competition suit and any color, style, or brand of swim cap. Any type of competitive swimming goggles.
- Swim Meet Uniform: Blaze team t-shirt to wear pre and post swim meet, Blaze team suit from Elsmore Swim Shop, and Blaze team swim cap from Elsmore Swim Shop or the Aquatics Coordinator. Any type of competitive swimming goggles. *If a family cannot get the specific Blaze team suit, athletes should wear a solid purple or black suit to competitions.

Disqualification

Most parent/guardians have watched their athlete be disqualified during a swim event. Swimmers can be discouraged and embarrassed when they are disqualified. A few tears are normal, but swimmers and parent/guardians should not allow the incident to ruin the whole meet. Being disqualified can be a

valuable lesson and it happens to the best of swimmers. The coaching staff will be notified of the disqualification and will talk with the swimmer at the next practice about what happened and how to improve.

Swim Meet Expectations

General Swim Meet Procedures

Swim meets are run on a strict timeline for warm-ups and events. These procedures are to make sure our swimmers are set-up to do their best.

General Recommendations

- Sleep is crucial for best performance, so going to bed at a reasonable hour is recommended as competition can be emotionally and physically draining for swimmers.
- Bring money for food or pack a small cooler with healthy snacks for fuel during the meet.
- Be courteous of other people at the meet. Meets are often crowded so you might want to consider giving your place to another parent/guardian after your athlete competes.
- Let the coaches be the coach. As a parent, you should encourage your swimmers to “do your best and forget the rest” on race day. Too much information before a high-pressure situation can actually be detrimental to performance.

Before the Meet

- Please arrive at the pool at least 15 minutes before the scheduled warm-up time and check in with a coach.
- Only swimmers are allowed on the pool deck, so we recommend finding a place in the stands with other JBSC parents/guardians since the team usually sits together in one area.
- Programs are sometimes for sale in the lobby or concession area of the pool. These include heat/lane assignments for each event as well as seed times. There are also several apps available. Meet Mobile is an extremely popular app used at most of the meets and in place of paper programs. This app provides excellent information for both swimmers and parents. When team members swim an event for the first time, they are entered at “no-time” (NT).
- Use the meet program or an app to verify the events and times your athletes will be swimming.
- Swimmers should collect their cap and goggles and report to the coach for warm-up instructions. A swimmer's body is just like a car on a cold day - warming up the engine is required for optimal performance!
- After warm-ups are over, swimmers need to prepare for the meet. This is a great time for them to use the bathroom and/or get a drink.

During the Meet

- During swim meets swimmers report behind the blocks to their assigned lane at least 3-5 events prior to their swim (depending on the event). Some meets will ask swimmers to report to the clerk of course rather than behind the blocks. The clerk of course then lines up all the swimmers and escorts them to the blocks.
- If you have questions about meet results, disqualifications, or meet conduct, please discuss them with one of the JBSC coaches. They will then investigate and clarify any issues.

After the Meet

- Once swimmers have completed all their individual and relay events, they are free to leave after checking out with one of the coaches.
- Encourage your athlete after they swim and leave suggestions and advice to the coaches.

Away Meet Coaching and Supervision

JBSC member parent/guardians will be responsible for arranging and paying for all travel, accommodations, meals, and all related expenses for their swimmers for all non-chaperoned meets and will be responsible for the supervision of their swimmers at all such meets. Depending on the distance, parents may be required to pay a “Coaching Fee”, which will be clarified in the swim meet announcement.

Away Meet Coaching Expenses - These following guidelines can be amended on a case-by-case basis.

- JBSC will pay for one coach and their travel expenses for regular season meets, Regionals, and the Championship meets. JBSC will determine if a second coach is needed based on the number of participating swimmers per session.
- JBSC will pay for a second coach to attend a swim meet if there are 20 swimmers total in a session. A third coach could be assigned if there are more than 30 swimmers in a session.
- Parents will pay a “Coaches’ Fee” for any meets outside of the regular season to cover travel, meals, and lodging.

Team Travel Meets

In the event that Blaze travels as a team with coaches and chaperones advising the trip, JBSC will issue guidelines and policies as needed.

Communication and Important Apps

Several methods are used to keep club members informed of team events.

- Email: Club email distribution is our main source to spread information. If you are not receiving periodic emails from the club please notify a coach or the Aquatics Coordinator.
- BandApp: Any last-minute changes or immediate communication will be sent out via BandApp. Please email the Aquatics Coordinator to ask how to join.
- Facebook/Social Media: JBSC will use Facebook to post photos of special events, swim meets, and other Blaze related news! Feel free to send photos of your swimmers having fun at practices, Blaze events, and swim meets to the Aquatics Coordinator so they can post them!
- SportsEngineMotion App: This is an app used to manage your JBSC account, track your USA Swimming Membership, sign up for meets, and manage your financials.
- Meet Mobile: Meet Mobile is a swim meet tracking tool that allows you to see your swimmers place, results, heat, and lane assignment.

Responsibilities of Parents

Each Blaze family will:

- Volunteer their time and talent when Blaze hosts home swim meets.
- Register swimmers for meets in a timely fashion.

- Communicate with the Aquatics Coordinator and Head Coach of JBSC anytime there are issues, questions, or comments at the time they come up.
- Agree to provide donations and/or resources to the team when needed.
- Commit to being a part of an environment that fosters inclusivity and excellence.
- Support the coaching staff and Aquatics Coordinator.

Responsibilities of JBSC Staff

All JBSC coaches must meet high criteria set forth by USA Swimming. Each coach is a certified in athlete protection and holds a current First Aid and CPR Training for the Professional Rescuer and Lifeguard certification. All staff is required to pass a background check through USA Swimming and Johnston Community School District for those 18 and older.

- Aquatics Coordinator
 - Registration/Cancellation
 - Safe Sport Coordinator
 - Home swim meet organizer
 - Head of Anchor Club
 - Meet invoicing
 - Swim meet entries
 - Incidents at practice and meets
- Head Coach
 - Oversees all practices
 - Oversees training
 - Swim meet procedures
- Assistant Coaches
 - Oversees practice groups under the lead of the head coach
 - Assists swimmers and head coach at swim meets

Responsibilities of Parents and Guardians

- Be supportive of your swimmer, JBSC, and the JBSC staff.
- Ensuring their child's attendance at practice and meets and on time.
- Provide positive reinforcement along with the coaches.
- Do not step into the coaching role at any time.
- Strive to be positive role models and demonstrate good sportsmanship at all times toward coaches, officials, opponents and teammates.
- Be a volunteer at home meets.
- Practice teamwork with all parent/guardians, swimmers, and coaches by supporting JBSC's core values of team loyalty, integrity, competition and hard work.
- Understand that non-constructive criticism, name calling, use of abusive language, gossip, and/or gestures directed toward the coaches, officials, other parent/guardians, and/or any participating swimmers will not be tolerated.
- Direct any questions or concerns to the JBSC head coach, regarding decisions made by meet officials or our coaches.
- Bring any problems, concerns, or constructive criticism to the Aquatics Coordinator.

- Abide by the USA Swimming Code of Conduct and the applicable portions of the following USA Swimming/IASI Policies below.
 - Minor Athlete Abuse Prevention Policy (MAAP)
 - Anti-Bullying Policy
 - Photography Policy
- Understand the coaching staff has the authority to remove my swimmer from an individual practice at any time for disruptive behavior.
- Your child should be coachable and not be disruptive during practice.
- Communicate concerns about the program or child's progress with the coach, not with child.
- Not complain about a coach to a child.
- Understand that the swimmer, coach, parent relationship requires a commitment from all parties to be successful. Its success/failure depends on trust and the ability to overlook minor imperfections.
- Understand that the coach needs to know of any injuries or illness that will affect swimmer's ability to train.

Responsibilities of Swimmer

The purpose of this code is to promote the best possible individual, team and program which supports the development of first-class citizens. All athletes are expected to abide by this code. Registering with JBSC assumes an agreement to comply with our Athlete Code of Conduct below.

Swimmers will:

- Not engage in any inappropriate physical touching, poor language, or invade others' privacy while in the locker rooms, pool deck, in the pool, or at a swim meet facility.
- Conduct self with dignity and respect for others and for the property of others.
- Comply with all team rules.
- Wear JBSC swim caps when competing for JBSC. Suits, caps and other clothing with other team name/logo may not be worn when representing JBSC in competition or at awards ceremonies.
- Leave the JBSC team area in a neat & clean condition at the conclusion of each practice session, as a matter of team pride & courtesy to meet hosts, pool facility operators, & janitorial staff. This applies to pool locker/rest rooms, bleacher areas, pool decks, etc.
- Respect the rights and space requirements of other groups using the swimming facility.
- Must abide by the USA Swimming Code of Conduct and the applicable portions of the following USA Swimming/JBSC Policies below.
 - Minor Athlete Abuse Prevention Policy (MAAP)
 - Anti-Bullying Policy
 - Photography Policy
- Practice and teach good sportsmanship, by offering congratulations and encouragement to opponents.
- Promote positive team spirit and morale, by supporting my teammates at practice and at competition. Working together as a unit will benefit each team member and is an important part of the Blaze spirit.
- Follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.

- Follow the Code of Conduct at home, at away events and at any event where the Blaze is represented. This includes when wearing JBSC apparel.

Prohibited Behavior: At no times will the following be accepted:

- The use of phones/technology in the locker rooms.
- Opening a shower or bathroom stall while in use by someone else.
- Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
- Destructive behavior.
- Inappropriate or unruly behavior, including fighting or striking another athlete.
- Inappropriate language (swearing or derogatory comments) or lying.
- Stealing and vandalism.
- Bullying or isolating another swimmer.
- Interference with the progress of another swimmer during practice or at any other time.
- Unwanted and inappropriate physical conduct.

Swimmer Guidelines & Expectations

Swimmers will:

- Know all expectations as described for training group.
- Know that if circumstances within or beyond control do not allow meeting of those expectations stated then a rematch for the training group is possible.
- Be challenged mentally and physically on a daily basis.
- Come to practice prepared to face this challenge.
- Support my teammates in their efforts to succeed and maintain a positive attitude.
- Participate in practices as directed by the coaching staff.
- Not waste practice time and respect the instruction of coaches.
- Not exit the pool unless injured or have received permission from a coach.
- Stretch before each practice to reduce the risk of injury.
- Work as a team. "United we stand, divided we fall"
- Know that while at JBSC practice or swim meets, will be respectful to all coaches, athletes, parents and surrounding environment.
- Shake hands with competitors after a race and cheer on teammates at meets AND at practice!
- Eat healthy and make sure to replenish energy with healthy choices.
- Remember to bring and use water bottle at all practices.
- Know that while at JBSC practice, wearing a swimsuit or cap relating to a local high school team or competing program is not allowed.
- Know that communication with the coach will be key for a successful season for each individual as well as the entire team. This includes: questions in training or technique, goals, absence, sickness, anything that could impact individual performance or the team in general.
- Know that part of the JBSC experience is to be involved with the team through: Positively supporting our teammates and families, participating in meets -especially championship meets (Silver, State, Sectionals, Futures, Juniors, etc.) as well as home meets, participating on relays at meets, financially supporting the team by taking part in fundraising activities, recruiting other families, attending team gatherings and service projects.

- Know the coaching staff has the authority to remove swimmer from an individual practice at any time for disruptive behavior.
- Understand that the coach may decline meet events if needed (swimmer may be consulted).
- Have read and understand the discipline policy contained in the team handbook.

Discipline Policy

As part of the commitment to our Athlete, Parent/Guardian and Coaching Code of Conducts, the following procedures are in place to resolve grievances. The procedures are intended to:

- Place primary responsibility with the JBSC coaches, Aquatics Coordinator, and if necessary, Johnston Community Education Director to resolve disputes between individuals and take necessary disciplinary action regarding any violations of the code.
- Provide timely and equitable procedures for the review of the coaches' disciplinary decisions and for addressing issues regarding coaches' conduct.
- Give coaches the initial responsibility to discipline individuals for inappropriate conduct. It is expected that the coaches will use their reasonable discretion when imposing appropriate discipline and that any disciplinary action will consider (1) the nature and severity of the conduct, (2) any prior disciplinary actions regarding the individual, (3) the adverse effect of the conduct on other members of the team, and (4) the application of the Code of Conduct.
- Examples of disciplinary action include verbal warning, removal from a practice with a notification to an athlete's parent/guardians, suspension from some or all JBSC activities, up to and including expulsion from JBSC. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action, including consultation with the head coach, affected parent/guardians, and the board in the case of extraordinary disciplinary action. However, the coaches will take any immediate action that is necessary/appropriate under the circumstances to ensure athlete safety.
- Any behavior which poses a safety threat or disrupts a scheduled activity will result in immediate ejection from the facility for that day. The general escalation procedure is as follows; however, as stated above, this is at the coach's discretion and may not occur in this order:
 1. **Verbal Warning** - The coach will notify the individual of the issue as soon as possible after the incident occurs. The coach will also tell the individual the correction for the behavior. A notification may also be given to the parent/guardians.
 2. **Suspension** - More serious or recurring incidents will result in temporary suspension from the practice, meet, activity, or team. The suspension may be removal from a practice, meet, activity, or team for that day or longer. Notification will be given to the parent/guardians. No refund will be given for the suspension period. Any extra expenses will be the responsibility of the individual, his/her parents, or legal guardians.
 3. **Expulsion** - If the above actions do not remedy the situation, or the situation is deemed severe enough, the individual may be expelled from JBSC. Expulsion requires the approval of the head coach and the board. Refunds may or may not be given. Any extra expenses will be the responsibility of the individual, their parents or legal guardians.

JBSC athletes, coaches, officials, administration, and parent/guardians are all expected to follow the Code of Conduct. Failure to follow the code may result in disciplinary action up to and including employment or membership termination. If an athlete, coach, official, administrator, or parent/guardian conducts themselves in such a way that brings discredit or discord to Blaze, Iowa Swimming Inc, and/or USA

Swimming, that individual voluntarily subjects themselves to disciplinary action. As a private swim team, JBSC maintains the right to terminate any membership with or without cause in the interest of our vision, mission, and objectives. JBSC may also alter the process of the discipline policy based on the nature and severity of the incident.

SafeSport Program

USA Swimming's SafeSport Program is committed to fostering a fun, healthy, and safe environment for all its members. The SafeSport program is a mandatory program providing education, policies, a reporting structure and tools to serve our athletes, parents and coaches in fostering and promoting this environment. In addition, JBSC swimming has individual athlete, parent and coach codes of conduct that strictly follow USA Swimming policies and promote a positive and productive atmosphere for our athletes. The U.S. Center for SafeSport helpline and resources may be found online at www.safesport.org.

THIS POLICY APPLIES TO:

- I All USA Swimming non-athlete members and adult athlete members;
 - II Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
 - III LSC and club adult staff and board members; and
 - IV Any other adult authorized to have regular contact with or authority over minor athletes
- Collectively "Applicable Adult(s)"

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

- I. Observable and interruptible one-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.
- II. Meetings
 - a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
 - b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
 - c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.
- III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the club.

IV. Individual Training Sessions [Recommended]

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must

Volunteers

The success of our club is largely due to the support of our family volunteers. Family volunteers fill vital at our swim meets. Without the support of volunteers, we could not host meets or function as a club. Therefore, we require each and every family to provide volunteers when there is a need.

Volunteers must be 14 years of age or older. If someone younger than 14 wants to volunteer, special permission must be obtained from the meet director or the head of the committee in the case on non-meet events for the family to receive credit for those volunteer hours.

When volunteering at meets the volunteer must remain during the entire length of the volunteer slot. For non-meet events unless excused by the head of the committee the volunteer must remain during the entire length of the slot they are working.

Description of Volunteer Positions:

- **Computer/Timing equipment and management:** The computer operators will be responsible for the set-up and take down of the computer systems. When the system is up and running the computer operator will work closely with the Entry Chair in meeting their responsibilities.
- **Hospitality:** This committee is responsible for serving refreshments (soft drinks, snacks and meals) to meet workers, officials and coaches. Meet workers will probably perform more efficiently and cooperatively if they are provided with a meal and refreshments throughout the day. This committee may also be responsible for making sure that water is readily available in

self-service type containers at various places on the deck. This can be particularly important if the meet is held during hot weather, indoors or out. The hospitality committee works closely with the snack bar committee and should be staffed by courteous and outgoing personnel. They are responsible for soliciting local restaurants for food donations and works with volunteer outreach for club donations.

- **Meet Director:** The meet director is usually appointed by the meet host and is the organizer and coordinator of all meet activities. The meet director's main responsibilities include, but are not limited to: securing an appropriate meet facility, obtaining a meet sanction, preparing and distributing meet invitations, organizing meet committees, printing meet program and distributing final results. The director should remain the overseer of activities, avoiding direct involvement in any one committee or activity. It is also essential that the meet director consult regularly with committee chairpersons to ensure that each committee's assignments are being handled thoroughly and expediently.
- **Advertising and Sponsorship:** Hosting a swim meet is an expensive undertaking. Meet costs can be partially defrayed with advertising and sponsorship revenue. The advertising and sponsorship committee often functions on a year-round basis. It takes a great deal of time and effort to solicit funds, but a small, dedicated committee with quality leadership can be very effective. Code Book Section J Page: J-13 Iowa Swimming, Inc. MEET DIRECTOR'S HANDBOOK Revised: 12/2006 Camera-ready copy and advertisements should be given to the program committee as early as possible prior to the meet date. Many corporations can provide camera ready materials, eliminating some typesetting costs for the committee, but sponsors should be forewarned of any copy, logo or photo restrictions for the meet program. If a contract is signed for in-kind services, special sponsor needs (e.g., free tickets, banners, public address acknowledgements, etc.) should be reviewed carefully with the committee, meet director and facilities manager.
- **Awards:** This person/committee is responsible for organizing and presenting the meet awards. Awards can be the single largest expense for a swim meet. Careful consideration should be given to the level of competition and to any specific LSC guidelines when selecting the awards. A common practice is to award medals or ribbons first through the # of lanes in your pool (6 lane-1st-6th, 8 lane-1st-8th). Sufficient lead-time for ordering awards is essential. A minimum of six weeks is usually required from the time of the order to the actual delivery. Extra awards should always be ordered to allow for ties or errors. For senior meets, hosts and swimmers should be aware that the cost or value of any prizes may affect high school or college eligibility. Preparing awards for distribution takes time; pre-planning and organization are essential. Awards can be sorted by event into labeled paper lunch bags before the meet. Awards not collected by swimmers should either be forwarded to the swimmer's club coach or representative at the meet or by mail.
- **Concessions:** The snack bar committee should begin planning early. The chair (or co-chairs) should be selected six to eight weeks before the meet. This committee is responsible for menu planning, shopping, food preparation and staffing the snack bar during the meet. The meet director or a member of the committee should check local ordinances regarding the preparation and sale of food. Soliciting food donations and shopping for advertised specials can save a great deal of money. The meet concessions may be organized by the snack bar committee or may be offered to a professional swim shop for a percentage of sales. The host club and locale of a meet will often dictate stocking of a concession stand.
- **Clerk of Course (if needed):** (USA Swimming Rules and Regulations Article 102.18) The Clerk of Course is responsible for much of the pre-competition paperwork at the meet, and is the

custodian of the scratch box and relay forms, when these are used. The Clerk of Course should have a protected, but easily accessible, work location on or adjacent to the pool deck during the meet. The functions described in the following sections under Check-in, seeding and Relay forms are the responsibility of the Clerk of Course.

- **Meet Marshal:** Meet marshals must be selected for every meet and must be USA Swimming members. They should be responsible individuals who can actively monitor warm-ups and maintain order and safety in the swimming venue. They are assigned by and report to the Meet Director and/or Meet Referee. The marshal shall warn, order to cease and desist, or, with the concurrence of the Referee, remove from the venue, anyone behaving in an unsafe manner or whose actions are disrupting the orderly conduct of the meet. To indicate their authority, marshals should be provided with an easily identifiable uniform clearly visible to all in the venue. Bright orange vests or armbands, or other brightly colored means of identification can be used.
- **The Chief Timer and Timers:** (USA Swimming Rules and Regulations Article 102.17) Timers are the key volunteers at all swim meets. The purpose of a competitive meet is for each swimmer to achieve times; therefore, these workers must be diligent and dedicated to ensure success. Another key worker at any meet is the chief timer, who is responsible for recruiting both the timers (at least 1 per lane) and runners prior to the meet and then supervising these people during the meet. The chief timer ensures that all timers and their watches are functioning properly throughout the meet, replacing timers or watches when necessary. The chief timer's watch is started for each heat and is used to replace any watch that may malfunction or that did not start during any given heat. The chief timer delivers all times recorded by the lane timers to the meet recorders.
- **The Announcer:** (USA Swimming Rules and Regulations Article 102.21) Meet announcers must be selected with great care. An announcer should have a clear, pleasant voice and be able to function under pressure in the midst of a noisy crowd and a demanding referee. A knowledgeable swim-parent with a pleasing "radio" voice and a willingness to help can be an invaluable asset as an announcer, but must be forewarned to remain impartial. At most age group meets, the function of an announcer is to state the facts (i.e. event, heat, swimmers' names, etc.), not to commentate. Unnecessary comments or announcements merely add to the confusion at such meets.
- **Entry Chair:** The first step in data entry is to generate the Meet Information document and master entry forms. The computer operator should obtain the required information from the Meet Director. When sending out team entry packets, the host club should include an entry form for each age group and gender. These entry forms should be pre-printed with event names and event numbers. This will save many errors during the entry process. If individual, rather than team, entries are to be submitted, forms for this purpose can also be designed and included in the meet information to make the data entry process as easy and error-free as possible. While waiting for entries to start coming in, the computer operator should enter qualifying times (for higher level meets) and records that apply to the upcoming meet.
- **Runners:** Runners, often the host club's age-groupers, shuttle material (e.g., seed cards, results) from station to station during the meet. These workers are literally "runners". It is helpful to have one person coordinating the efforts of all runners to avoid confusion and lost material. Courtesy, praise and a small reward (e.g., a meet T-shirt) are all that is needed to promote dedication in this invaluable group of volunteers.

Officials

Officials are required at all competitions to observe the swimmers complying with the rules of each event and stroke. Here is a link to the Rulebook: <https://www.usaswimming.org/swimmers-parents/learn-the-basics/rulebook> . Anyone interested is encouraged to become certified and part of the USA Swimming Officials team regardless of swimming knowledge. For more information, contact the Aquatics Coordinator. Timers are also required to ensure accurate times are recorded. Without officials and timers, the meets cannot happen which is why parent/guardian volunteers are essential.

Release of Liability

Participation in Johnston Community School District Community Education programs is entirely voluntary. The Johnston Community School District and its directors, officers, employees, and agents assume no liability for injury to any participant during his/her participation in Community Education programs. The participant or their parent/guardian will be responsible for paying all expenses, costs, and fees associated with any emergency medical care and/or treatment relating to participation in Community Education programs. The participant or parent/guardian releases the Johnston Community School District and its directors, officers, employees, and agents from any liability in connection with participation in Community Education programs, to the fullest extent permitted by law.

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the Johnston Blaze Swim Club to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge Johnston Blaze Swim Club and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in Johnston Blaze Swim Club activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

Extended Absence Because of Injuries and Illness Policy

Swimmers who cannot participate in any practices for more than four (4) consecutive weeks because of an illness or injury will be provided relief of dues on a pro-rated basis for some of the time missed, because of illness or injury. The relief from dues will begin thirty (30) days after the date the swimmer cannot participate because of illness or injury. The obligation to pay dues will resume when the swimmer is medically cleared to return to a practice on a regular basis as set below. The obligation to pay dues resumes once a swimmer is medically cleared to return to a practice on a regular basis, even if practices are modified or reduced to accommodate the swimmers' rehabilitation, and even if the swimmer returns to a reduced number of practices per week for limited period of time. This policy is intended to provide relief for the time period when the swimmer is unable to participate in any practices at any level. If, as part of a rehabilitating plan, the athlete attempts to return to practice and learns that she/he is not ready to resume workouts, the swimmer will not be penalized. For example, assume the swimmer is recovering from respiratory illness and tries to return under medical supervision and finds out after one or two practices that she is not ready to practice on a regular basis. In this situation, dues will not resume simply because the swimmer tries unsuccessfully to return. The obligation resumes once the swimmer can return to practice on a regular basis. JBSC will require medical validation of any illness or injury, as well as

medical clearance that the athlete can return safely to practice. In this situation, it is important that the family communicate regularly with JBSC to ensure that our coaches fully understand the needs of the swimmer. The health of our athletes is our number one priority, and we will work with the family to best accommodate the swimmer's recovery. Throughout this process, it is important that the family coordinate closely with the medical providers and JBSC coaches to monitor rehabilitation and recovery. This policy only applies to extended absence because of illness or injury, and is not intended to apply to other absences such as camps or vacations.

OFFICIAL GLOSSARY

Swimming Words and Terms

AMATEUR SPORTS ACT — the Ted Stevens Olympic and Amateur Sports Act (1998) (or as applicable, the Amateur Sports Act of 1978), as amended from time to time.

APPROVAL — a permit issued by an LSC for meets conducted in conformance with USA Swimming technical rules in which both members and non-members may compete.

ARM — that part of the body that extends from the shoulder to the wrist.

ATTACHED — status of an athlete member who represents a member club in competition after having met the requirements of Article 203.

BOARD OF DIRECTORS — unless otherwise noted, shall mean the USA Swimming Board of Directors.

BODY — the torso, including shoulders and hips.

BULLYING — the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member or Participating Non- Member that to a reasonably objective person has the effect of: (i) causing physical or emotional harm to the other person or damage to the other person's property; (ii) placing the other person in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creating a hostile environment for the other person at any USA Swimming activity; (iv) infringing on the rights of the other person at any USA Swimming activity; or (v) materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which shall include, without limitation, practices, workouts and other events of a member club, LSC or Zone).

CLUB — an organization which has been accepted for membership in USA Swimming.

COMPETITION CATEGORY — stated as male or female for the purpose of athlete swimming eligibility, competition, selection and records. An athlete's stated competition category shall be referred to as "gender."

CONFORMING TIME — time achieved in a course that corresponds to the meet competition course.

COURSE — designated distance over which the competition is conducted.

LONG COURSE — 50 meters.

SHORT COURSE — 25 yards or 25 meters.

DECK CHANGE — changing, in whole or in part, into or out of a swimsuit when wearing just one suit in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes.

DECK PASS — the official mobile application of USA Swimming.

DRAW — random selection by chance.

DUAL COMPETITION — competition between two teams.

END OF COURSE — designated wall for racing turns and finishes.

EVENT — any race or series of races in a given stroke and/or distance. For competitive limits, one event is inclusive of preliminary heat(s) plus its related final(s), or one timed final, or one-time trial.

FINALS — a session of a meet in which the concluding heats of an event are contested which may include championship, consolation, or bonus finals.

- Championship (A) Final — the fastest heat of swimmers competing in Finals
 - Consolation Final(s) — the second fastest and subsequent heats of swimmers competing in Finals for which team selection, scoring points and/or prize money are awarded
 - Bonus Final(s) — any finals heat in which no points or placement prizes are awarded
- FINISH** — the instant that a swimmer touches the wall at the end of the prescribed distance. **FINISH POINT** — the physical location where an open water race terminates.
- FIRST DAY OF MEET** — day on which the first competitive swimming event is conducted.

FORWARD START — an entry made while facing the course.

FOUL — an instance of obstruction, interference, collision, or equipment malfunction which prevents the successful completion of a race.

HEATS — a division of an event in which there are too many swimmers to compete at one time. (See Preliminary Heats and Timed Final Heats)

INTRA-SQUAD MEET — a competition exclusively among members of a single club.

LANE DIVIDER — continuous floating markers attached to a line stretched from the starting end to the turning end of the course for the purpose of separating each lane.

LENGTH — extent of the course from end to end.

LSC (LOCAL SWIMMING COMMITTEE) — an administrative division of USA Swimming with supervisory responsibilities within certain geographic boundaries designated by USA Swimming.

MANUAL START — the start of any timing device by an individual in response to the same starting signal given to the swimmer(s).

MEET ANNOUNCEMENT — document setting forth information of the meet events, schedule, and procedures.

MEET COMMITTEE — Unless otherwise specified in the meet announcement, the Meet Committee shall consist of the Meet Director, Meet Referee, and coach and athlete members as appropriate.

MIXED CLASSIFICATION — meet in which events of Age Group and Junior, Senior, or any other classification are offered.

NATIONAL AGE GROUP (NAG) RECOGNITION TIME — an official time that qualifies as one of the fastest for a given age group as defined in the SWIMS portion of the Policy Manual.

NON-CONFORMING TIME — entry time achieved in a course which does not correspond to the course in which the meet will be conducted.

OBSERVED SWIM — a swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules.

OFFICIAL TIME — a time achieved in a USA Swimming sanctioned or approved competition or in an observed swim in accordance with USA Swimming technical rules.

ON THE BACK — position of the body when the shoulders are at or past vertical towards the back.

ON THE BREAST — position of the body when the shoulders are at or past vertical towards the breast.

OPEN COMPETITION — competition that is not otherwise defined as a closed competition in which any qualified club, organization or individual may enter.

OPEN EVENT — an event in which any qualified individual may compete, regardless of age.

OPEN WATER SWIMMING — any swimming competition that takes place in rivers, lakes, or oceans.

OUTREACH MEMBERSHIP — a reduced-fee category of athlete membership for under-represented and/or economically disadvantaged swimmers.

PLACE JUDGE — official assigned to record the order of finish of all swimmers by lane in each heat.

POLICY MANUAL — document adopted by the USA Swimming Board of Directors that specifies policies and procedures not contained in Rules & Regulations.

PRACTICE — the instruction of swimming techniques, skills, knowledge, conditioning, aptitude and motivation.

PRELIMINARY HEATS OR PRELIMINARIES — competition in which a number of heats are swum to qualify the fastest swimmers for the Finals.

PROGRAM — the order of events, including starting times and intermissions in a meet or portion thereof (See Session), sequentially listed by class of competition, sex, age group, distance, and stroke as set forth in the meet announcement.

PROPULSIVE — having power to propel.

RELAY — a race in which four eligible team members each swim a specified portion of the course.

RELAY LEG — the part of a relay event that is swum by a single team member.

SANCTION — a permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming rules in which all participating swimmers are athlete members of USA Swimming, except as provided in Article 202.5.1.

SCISSOR KICK — use of the top of the instep of one foot and the bottom of the other foot in the propulsive part of the kick.

SCRATCH (from an event) — withdraw an entry from competition.

SEASONAL ATHLETE MEMBERSHIP — an individual athlete membership in USA Swimming which may be offered at the option of the LSC for one or two periods of not more than 150 days in a registration year pursuant to the Corporate Bylaws Article 2.4.

SEASONAL CLUB — an organization which has been accepted for membership in USA Swimming and which operates within a period of time specified by the LSC.

SEED — to distribute the swimmers among the required number of heats and/or lanes, according to their submitted or preliminary times.

DECK-SEED — swimmers are required to check in for their events on the day of the meet. After scratches are determined, events are seeded.

PRE-SEED — all entrants are seeded prior to the day of competition.

SESSION — any portion of a meet distinctly separated from other portions by locale, time, or type of competition, i.e., preliminaries and finals; morning and evening; Senior and Age Group, etc.

SHALL — mandatory.

SHOULD — recommended but not mandatory.

SIMULTANEOUSLY — occurring at the same time.

SWIMS (SWIMMING WEB-BASED INTERACTIVE MEMBERSHIP SYSTEM) — a single integrated database system which includes USA Swimming membership data and a databank of achieved times that are considered official and are recognized for proof of entry and recognition programs.

TEXTILE MATERIALS — natural and/or synthetic, individual and non-consolidating yarns used to constitute a fabric by weaving, knitting, and/or braiding, or as further defined under current FINA swimwear rules.

TIME STANDARD — the time a swimmer must have previously achieved in order to compete in that event at a designated competition.

TIME TRIAL — an event conducted within or independently of a meet where the swimmer races against the clock to establish an official time.

TIMED FINAL HEATS OR TIMED FINALS — competition in which only heats are swum and final placings are determined by the times achieved in the heats.

TOUCH — contact with the end of the course.

TRYOUT — practices where a swimmer who is not a member of USA Swimming participates with a USA Swimming member club for a period not to exceed thirty (30) consecutive days in a twelve (12) month period to determine the swimmer's interest in becoming a member of USA Swimming.

TURN — a point where the swimmers reverse or change direction.

UNATTACHED — status of a member who does not represent a club or FINA member Federation in competition.

USA SWIMMING — USA Swimming, Inc., a Colorado corporation.

VENUE — the area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around an outdoor pool), locker rooms, and such other areas as may be specifically designated by the host club or organization, meet director, or referee. In open water competition, the geographical area and environs where the meet is conducted.

VERTICAL — perpendicular to the water surface.

VIRTUAL MEET — a competition held at multiple venues.

WALL — vertical portion of the pool, contiguous surfaces of the deck and overflow gutter, the front portion of the starting block or platform, or the touchpad at the end of the course.

WEBSITE — the official site maintained by USA Swimming on the internet (usaswimming.org).