



SWIM CLUB

Member Handbook

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History

Indiana Swim Club (ISC) was originally founded in 1955 as Bloomington Swim Club by the legendary Dr. James E. “Doc” Counsilman, as a competitive swimming program for children ages 5-21. At the time the Club was sponsored by Bloomington Parks and Recreation, and in 1967 the club became a non-profit, run by a Board of Directors consisting of families and other interested members of the community. In 2018, Bloomington Swim Club joined with another local team, the Councilman Center Swim Team, to form the Indiana Swim Club (ISC). Indiana Swim Club is a member of USA Swimming, the national governing body for the sport of swimming, and Indiana Swimming, Inc. (ISI), the governing body for swimming in the state of Indiana.

Mission Statement

The mission of the Club is to encourage youth in the Bloomington area to experience the sport of swimming at a variety of levels, from the beginning swimmer to the national caliber swimmer, in a safe and supportive environment that fosters discipline, sportsmanship, and self-esteem.

Program Philosophy

- Teach the techniques of competitive swimming.
- Develop sound stroke mechanics.
- Increase physical strength while building cardiovascular endurance.
- Provide each team member with individual attention, regardless of age or experience level.
- Promote team spirit and unity through competition and social interaction.
- Develop a sense of commitment and responsibility required for achieving individual success.
- Promote the psychological development of each athlete by providing goal achievement programs resulting in positive self-esteem and a sense of accomplishment.

Membership Responsibilities and Club Values

Members Responsibilities

Families, as the primary support network for swimmers and coaches, play a vital role in the success and functioning of the Club. Your commitment ensures the Club's ability to participate in meets, conduct regular practice sessions with resolute coaches, and thrive as a cohesive team. As a swim family, your foremost responsibility is to foster a stable, nurturing, and encouraging environment for your swimmer(s). This supportive atmosphere nurtures your child through the challenges and triumphs of competitive swimming. Encouraging your child's attendance at practices and meets demonstrates your genuine interest and support for their endeavors.

While families are not active participants on their child's team, they significantly contribute to swimmers' and team achievements. Families also serve as role models, with children often mirroring their attitudes and behaviors. Therefore, it is essential for families to exhibit sportsmanlike conduct, demonstrating respect towards coaches, officials, teammates, and competitors alike. Upholding good sportsmanship and positive attitudes fosters an environment where all swimmers can enjoy their swimming journey to the fullest.

Be enthusiastic and supportive, recognizing that while your child is the swimmer, they need the space to establish and pursue their own goals. Avoid imposing personal standards or comparisons onto your child, as each swimmer progresses at their own pace. Instead, focus on fostering a love for sport and a sense of accomplishment through goal setting and enjoyment of the process. Your child's swimming experience should prioritize learning, fun, and the development of a positive self-image.

Indiana Swim Club Values

As members of the Indiana Swim Club, we collectively embrace the following values and mission:

- Providing every swimmer with the opportunity to enjoy the sport of swimming.
- Reinforcing the values of teamwork, individual effort, and self-sacrifice.
- Promoting good citizenship through respect for authority and one another.
- Offering children, the benefits of positive adult and peer associations.

Codes of Conduct

Article IX of ISC Bylaws, pertaining to the Code of Conduct, states:

The Club and its membership, as members of USA Swimming and Indiana Swimming, Inc., are bound by the [Code of Conduct of those organizations](#) and its own Code of Conduct as stated in the Indiana Swim Club Member Handbook. The Club grants the privilege of membership to individuals committed to those values and beliefs. The privilege of membership may, therefore, be withdrawn or denied by the Club at any time where it determines that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. It is the intention of the Club that its policy regarding discrimination and harassment, including sexual harassment, mirror Article 304 of the Rules and Regulations of USA Swimming (Code of Conduct), and Article 305 of Indiana Swimming, Inc. By-laws (Code of Conduct). Any act construed as a violation of either of the Articles will be deemed a violation of the Club's code of conduct and will not be tolerated.

Because the actions of each Member reflect upon the entire Club, expectations are that our members will act in accordance with the values, missions, and By-laws of the Club. Inappropriate conduct may include, but is not limited to, the following examples:

- A member's verbal threat to intimidate another member.
- Causing harm to the Club or its members.
- A member places another's safety at risk.
- A member who brings adverse action against the club or its members, legal, or otherwise.
- Actions which result in monetary expenditure by the Club in response to any adverse action.

Actions outlined above or violations of the Code of Conduct, as determined by the Board in its sole discretion, may result in revoking membership or dismissal from the club in accordance with Club By-laws and applicable law with or without a pro-rated refund of membership fees.

Athlete Code of Conduct

General Conduct

1. Athletes must remember that their behavior reflects on the team at all times, including during practices, meets, and public appearances. They should represent the team with excellence, respect, and good sportsmanship.
2. Swimmers should act as responsible goodwill ambassadors for the sport of swimming and their team in interactions with the public.
3. Dishonesty, theft, and vandalism are prohibited and will result in disciplinary action.
4. Respect for locker room spaces is emphasized, with no "deck changing" allowed. Athletes are expected to use appropriate facilities for changing.
5. Hazing or bullying by any member of the team is prohibited. Those persons with firsthand knowledge of a hazing or bullying event must report this to a member of the coaching staff as soon as possible. If necessary, information regarding a hazing/bullying event will be reported to authorities beyond the scope of the organization.
6. Athletes must be punctual and fully prepared for all practices, meets, and team events (e.g., bringing the required swim gear).
7. In addition, the following must be abided by: USA Swimming Code of Conduct, SafeSport Minor Athlete Abuse Prevention Policy (MAAPP).

Training Conduct

1. Swimmers must arrive on time and bring ALL required equipment to training sessions and keep it readily available throughout training.
2. Practices should be seen as opportunities to learn and improve skills while maintaining a positive attitude.
3. Doing damage to any facility, its equipment, or teammates' belongings is considered a violation of this code.
4. Athletes are expected to follow the instructions of the coaches at all times.
5. Training equipment will often be used in the pool and dryland to enhance the quality of training. No athlete may use training equipment without direct supervision of a member of the coaching staff.

6. All posted facility safety instructions must be followed at all times.

Competition Conduct

1. Promote high team morale by engaging in sportsmanlike behavior. Unsportsmanlike behavior will be considered a violation of this code.

2. Swimmers will be instructed by the coaching staff what team apparel, and non-team apparel, is acceptable at any given team functions including, but not limited to; competitions, team travel, podium appearances, etc. Any inability to comply with this should be brought to the attention of the coaching staff as soon as it is known.

3. All scratches from a competition must be completed by a member of the coaching staff. No athlete is allowed to scratch from a competition or individual event without coach approval.

4. If an athlete disagrees with an official's call, they must approach their coach rather than addressing the official directly.

5. If an athlete is part of a relay in a competition and their absence results in a relay having to scratch, the relay entry will be billed to the account of the athlete who did not show.

6. Behavior During Travel: Athletes traveling for meets must adhere to curfews, schedules, and travel policies set by the coaching staff for team and individual travel meets.

Parent/Family Conduct

1. Parents/Families must remember that their behavior reflects on the team at all times, including during practices, meets, and public appearances. They should represent the team with excellence, respect, and good sportsmanship.

2. Parents/Families should act as responsible goodwill ambassadors for the sport of swimming and their team in interactions with the public.

3. Dishonesty, theft, and vandalism are prohibited.

4. Parents/Families are prohibited from entering an athlete changing area at any time at any competition or training - at any facility being used.

5. Hazing or bullying by any parent/guardian of a team member or staff is prohibited. Those persons with firsthand knowledge of a hazing or bullying event must report this to a member of the coaching staff or board as soon as possible. If necessary, information regarding a hazing/bullying event will be reported to authorities beyond the scope of the organization.

6. Demonstrate good sportsmanship by showing respect and courtesy to swimmers, coaches, officials, parents, and volunteers at all times. Criticizing, name-calling, or using abusive language or gestures toward anyone involved in the organization is strictly prohibited. This includes engaging in conversation or inappropriate behavior that undermines team unity or morale and the team staff members. Any and all constructive feedback should be directed to the appropriate parties outlined by the grievance policy in the Indiana Swim Club Member Handbook.
7. Parents/Guardians must respect the authority of the coaching staff and allow them to coach without interference. Do not coach or instruct your child or other swimmers during practices or meets from the stands or any other area. Address concerns with coaches privately and respectfully after practice or via scheduled meetings. Please note the grievance policy in the Indiana Swim Club Member Handbook for directions on who to direct concerns to.
8. If a parent/guardian disagrees with an official's call, they must approach their coach after the session rather than addressing the official directly.
9. I will refrain from photographing or recording my swimmer while on-deck during meets, unless serving in a media/press role and receiving prior approval from Board of Directors and head coach.
10. Swimmers are not permitted to attend unapproved ISC meets without written approval of the head coach. All swimmers must swim "attached" to ISC and are prohibited from swimming as "unattached" while registered with ISC.
11. ISC is a Speedo sponsored club. Athletes must wear Speedo brand suits during swim meets. Swimmers not complying with this requirement will be asked to change or may not be allowed to participate in the meet.
12. Parents must remain seated in designated areas during practices and swim meets; they are not permitted on the pool deck during practice sessions.
13. Refrain from consuming alcohol, using tobacco products, vaping, or using illegal substances at any team function, including training and meets. Possession of weapons at any team event is strictly prohibited.
14. In addition, the following must be abided by: USA Swimming Code of Conduct, SafeSport Minor Athlete Abuse Prevention Policy (MAAPP).

Indiana Swim Club Rules/Code of Conduct Violation Guidelines

The following is a guideline for violations of our Code of Conduct. While an exhaustive effort will be made to treat every incident identically, each circumstance will be judged on its own merit and handled accordingly. Due to the severity of a specific violation, some incidents may be so flagrant that they will be treated initially as a second- or third-time offense. This could

also be used when one or more tenants of this code are broken during the same incident. At the discretion of the head coach or head age group coach, any one or all of the following penalties may be applied:

1. Code violations that are deemed illegal activities will be immediately reported to the appropriate authorities.
2. Travel code violations will be subject to return home (at the expense of the parent and/or swimmer) and other punishments including barring from future travel events or other competition. The coaching staff/chaperones hold the final word on any rules, regulations, or disciplinary action. Their directions are final.
3. Property damage violations will result in disciplinary action plus the swimmer and their family will be responsible for all damages and fees incurred upon collection or prosecution of damages.
4. Code violations which are also violations of the MCCSC Athletic Rules and/or the USA Swimming Code of Conduct may carry separate/additional punishments.

1st-time offenses may result in a maximum 3-day suspension, parent/swimmer/coach conference, and any various additional items parents or coaches deem necessary.

2nd-time offenses may result in a maximum 5-day suspension, parent/swimmer/coach conference, and any various additional items parents or coaches deem necessary.

3rd-time offenses will result in termination of membership from Indiana Swim Club.

Violations of rule #3 will involve possible removal from the team (2-week minimum suspension) and a competition suspension (current season minimum) as well as possible additional items deemed necessary.

Membership Dues

Dues constitute a crucial aspect of the organization's operations, facilitating the hiring of coaches and the pursuit of Club goals. Therefore, timely payment of dues is imperative for the Club's effective functioning. Failure to maintain current dues may impact a swimmer's eligibility for insurance coverage under USA Swimming liability insurance policy.

The following is required of every member to be in good standing:

- Completed registration form.
- USA Swimming registration form.
- Payment of all registration fees in full or partial payment in accordance with the registration contract.

Paying dues in a timely manner is not only a financial necessity for the club, but also a legal requirement to maintain good standing within the Club. The Club's activities are sanctioned by USA Swimming and as such swimmers are covered under the USA Swimming liability insurance policy. Proof of coverage for swimmers is their USA Swimming registration card bearing their registration number. However, if a

swimmer is not current with their dues, and therefore not in "good-standing", it may adversely affect their eligibility for coverage under the policy. To limit Club liability, INDIVIDUALS NOT ELIGIBLE FOR INSURANCE COVERAGE CANNOT BE ALLOWED TO PARTICIPATE IN ANY CLUB SPONSORED, MONITORED OR CONTROLLED ACTIVITIES.

Fee Policy

- Membership is committed to one season at a time (short course and long course). Partial Memberships or pro-rating for mid-season absences and/or to accommodate vacations or other activities will not be accepted. However, if an unforeseeable event should occur due to circumstances beyond the control of the athlete or parent, (e.g. medical, legal, etc.) preventing the athlete from participating in team activities, pro-rating of dues may be appealed to the Board for a ruling.
- Meet Entry Fees: Each competition your swimmer enters will incur fees, including entry fees for each individual event, as well as any relay in which they are assigned to swim. Fees will vary from meet to meet. Payment is required, even if your swimmer misses the meet or an event. Meet hosts will still charge ISC per event registered not for events swam. It is your responsibility to review entries for each event online, and notify head coach, as soon as possible if your athlete will not be swimming in a scheduled event or relay. If your account is not kept current, ISC may request payment in advance for your swimmer to participate.
- Miscellaneous Fees and Charges: There may be other fees that arise throughout the course of the year (additional swim caps as needed, changes to groups mid-season, etc.). You are responsible for reviewing your account for all fees and promptly notify our Treasurer of any discrepancies or questions.
- Resignation requests should be sent to the board at least 30 days prior to intended resignation date. Based on request the board can vote to suspend obligations for the resigning member.
- You are responsible for reviewing your account for all fees and promptly notify our Treasurer@IndianaSwimClub.com of any discrepancies or questions.

Withdrawal Agreement

- Members who have never swam with ISC are given a two-week trial period. Full refunds will be given if the swimmer withdraws from ISC before the end of the trial period. Any request to withdraw from ISC must be presented in writing, including email, to the Board President and head coach.
- If an unforeseeable event should occur due to circumstances beyond the control of the athlete or parent, (e.g. medical, legal, etc.) preventing the athlete from participating in team activities, a request for withdrawal by new or existing members may be appealed to the Board for a ruling. The registration fee and any unpaid miscellaneous fees (i.e. meet entries, etc.) are not refundable for any reason.
- Any withdrawal request for any reason must be submitted to President@IndianaSwimClub.com and CoachLogan@IndianaSwimClub.com prior to withdrawal. Refunds will not be granted for prior months missed attendance without special approval from Board of Directors.

USA Swimming Registration

All swimmers are required to register with USA Swimming upon joining ISC, as mandated by the governing body for amateur swimming in the United States. Registration fees are included in ISC registration and are essential for insurance coverage during practices and sanctioned meets.

Pro-rated Dues Policy

Members joining ISC after the beginning of the season, dues (except USA Swimming and other required fees) are pro-rated according to what month the swimmer(s) start swimming with the Club. If the swimmer(s) start before the 15th of the month, dues are pro-rated starting from the 1st of that month. If the swimmer(s) starts after the 15th, the dues will be pro-rated from the 1st of the following month.

Membership is committed to one season at a time (short course and long course). Partial Memberships or Pro-rating for mid-season absences and/or to accommodate vacations or other activities will not be permitted. If an unforeseeable event should occur due to circumstances beyond the control of the athlete, (e.g., medical, legal, etc.) preventing the athlete from participating in team activities, pro-rating of dues may be appealed to the Board for a ruling. Resignation requests should be sent to the board at least 30 days prior to intended resignation date. Based on request the board can vote to suspend obligations for the resigning member.

Scholarship Policy

ISC offers scholarship opportunities for swimmers in need. Applicants must apply detailing their circumstances, income, and references, which will be reviewed confidentially by the Board. Scholarship recipients are required to contribute a minimum of 25% towards dues, with the remaining percentage covered by the Club, limited by the available funds in the scholarship account.

The Treasurer(s) will keep track of the scholarship fund balance. The scholarship fund may receive a donation from an individual outright, or from an individual who designates excess fee assistance to the fund, or from other fundraising methods deemed for the scholarship account by the Board.

Swim Group Placement

The ISC program is divided into separate groups. When a new swimmer registers with the Club, they will be evaluated by the coaching staff and placed in the appropriate group according to age and ability. As the swimmer progresses there will be opportunities to move up to the next appropriate group, pending space available and coaching discretion. Evaluation of swimmers will occur at the end of each season with coaches' input and individualized goals to promote success.

All group entry requirements are assumed to be based on coach discretion and recommendation. Coaches have final say in which group a swimmer will be placed in and can change a swimmer's group placement at the appropriate move-up times throughout the season or at the time of registration.

FUN-damental

- *Description:*
 - FUN-damental is a developmental training group. Swimmers in FUN will be learning how to swim Freestyle and Backstroke, how to do a front dive from the blocks, a back start from

the water, and how to do flip turns. While in FUN, swimmers will focus on body balance and being kick-driven through their strokes. Swimmers in this group will also spend time doing dryland exercises on the pool deck learning balance and basic coordination and mobility. FUN-damental will have three (3) practices offered throughout the week.

- *Entry Requirements:*
 - ISC coach evaluation or the completion of the ISC Lessons program (or any equivalent lessons program with coach evaluation).
- *Equipment Requirements:*
 - Training suit and goggles

White Intermediate

- *Description:*
 - White group is a developmental training group. Swimmers in the White group are aspiring to be legal in all four (4) stroke disciplines (Butterfly, Backstroke, Breaststroke, and Freestyle) and to have successfully raced a 200 Freestyle and 200 Individual Medley. While in White group, swimmers will practice proper stroke mechanics for all four (4) strokes, refine block starts and backstroke starts, and learn how to do all stroke-specific turns. Swimmers in White group will also put an emphasis on learning how to be a good teammate and learning how to practice swimming in a lane with multiple people. White group will have five (5) water practices offered throughout the week, along with dryland built into practices.
- *Entry Requirements:*
 - Legal in all Freestyle and Backstroke and have successfully swum a 100 Free at a meet.
- *Equipment Requirements:*
 - Mesh bag, training suit, goggles, kickboard, pull buoy, and long fins

Red Intermediate

- *Description:*
 - Red group is a hybrid training group. Swimmers in the Red group are aspiring to achieve one (1) or more Age Group State cuts and all Divisionals cuts and are in 8th grade or lower. While in the Red group, swimmers will learn how to measure their heart rates while training and learn the importance of training in the corrected heart rate zones. They will use equipment to better improve upon their technique and will focus primarily on kick-based workouts. While practices are not required, it is recommended that swimmers in Red attend as many practices as possible throughout the week. Red group will have six (6) water practices offered throughout the week, along with dryland built into practices.
- *Entry Requirements:*
 - Legal in all four (4) stroke disciplines and have successfully swum a 200 Free and 200 Individual Medley at a meet.

- *Equipment Requirements:*
 - Mesh bag, training suit, goggles, kickboard, pull buoy, snorkel, long fins, and small paddles

Junior

- *Description:*
 - This is a hybrid training group. Swimmers in the Junior group are aspiring to achieve one (1) or more Age Group State cuts or are training for their Middle School season. While in Junior, swimmers are recommended to participate in as many practices as offered, although attendance is not required. Swimmers in this group will focus on learning how to train in the proper heart rate zones, focus on how to race at meets, and begin to learn how to practice recovery habits. Junior group will have up to eight (8) water practices offered throughout the week, along with dryland built into practices.
- *Entry Requirements:*
 - 11 years old or attending 7th grade in the fall of joining the Junior group.
- *Equipment Requirements:*
 - Mesh bag, training suit, goggles, kickboard, pull buoy, snorkel, long fins, short fins, and small paddles

Junior Elite

- *Description:*
 - Junior Elite is a training-focused group. Athletes in Junior Elite should aspire to achieve Speedo Sectionals cuts and above. Within Junior Elite, swimmers will be required to participate in ISC-offered dryland, attend all water practices, and compete in championship meets the athlete has qualifying standards for. Swimmers in this group will be expected to train at the highest level while refining effective training habits, refining race skills, and emphasizing proper recovery habits. Junior Elite will have ten (9) water practices throughout the week, along with dryland built into practices.
- *Entry Requirements:*
 - A minimum of one (1) 13 year old Age Group State cut achieved and has legally swum every available event for a 13-14 year old athlete.
- *Equipment Requirements:*
 - Mesh bag, training suit, goggles, kickboard, pull buoy, long fins, short fins, snorkel, small paddles, large paddles, and tempo trainer

Senior

- *Description:*

- This is a hybrid training group. Swimmers in Senior are aspiring to qualify for Speedo Sectionals and join Senior Elite or are training for their high school season. Within this group, swimmers are recommended to participate in ISC-offered dryland, should attend four or more meets throughout the competitive season, and should attend as many practices as offered to the Senior group. Swimmers in Senior will focus on developing racing habits while increasing their training capacity. An emphasis on technique and kick-driven sets will be the basis for all Senior practices. Senior will have eight (8) water practices throughout the week, along with dryland built into practices.
- *Entry Requirements:*
 - Swimmers must be attending their Freshman (9th) year of high school the fall of joining the Senior group.
- *Equipment Requirements:*
 - Mesh bag, training suit, goggles, kickboard, pull buoy, long fins, short fins, snorkel, small paddles, large paddles, and tempo trainer

Senior Elite

- *Description:*
 - This is the upper-end of the ISC training groups. The Senior Elite group aspires to achieve national-level cuts, including but not limited to Speedo Sectionals, Futures, NCSAs, Junior Nationals, or Senior Nationals. Within this group, swimmers will be required to participate in ISC-offered dryland, attend all practices, and travel to all appropriate meets. Swimmers in this group will be expected to train at the highest level while refining race skills, focusing on nutrition, and emphasizing proper recovery habits. Senior Elite will have ten (10) water practices throughout the week, along with dryland built into practices.
- *Entry Requirements:*
 - A minimum of one (1) Speedo Sectionals individual cut achieved.
- *Equipment Requirements:*
 - Mesh bag, training suit, goggles, kickboard, pull buoy, long fins, short fins, snorkel, small paddles, large paddles, and tempo trainer

Senior and Junior Prep

Description:

- The prep groups are focused for swimmers that just want to train in between other sports or are swimming for part-time conditioning without a focus on competition. Senior prep will practice up to 4 times per week, and junior prep will practice up to 3 times per week.
- *Entry Requirements:*
 - Approval from head coach for registration into prep group.

Practice Guidelines

Early Drop-off Policy

Coaches are expected to arrive at the pool 15 minutes prior to the start of practice as well as remain for 15 minutes after the practice ends. Families are advised against dropping off swimmers earlier than 15 minutes before practice begins, ensuring their safety and respecting facility policies. Parents/guardians are responsible for supervising their swimmers until coaches are present. Appropriate behavior is always required, and your assistance in this matter is needed.

ISC family involvement

Families are integral to the ISC team's functioning and are encouraged to participate in board meetings, volunteer at meets, attend social activities, and engage according to guidelines. Number of volunteer hours are determined by the board each season and listed in the registration agreements.

Problems With the Coach

In cases of concerns regarding coaching, direct communication with the coach is encouraged. If issues persist, involving the Head Coach may facilitate resolution. It is essential for families to communicate directly with coaches to address any concerns effectively. If another family uses you as a sounding board for complaints, encourage the other family to speak directly to the coach. He or she is the only one who can resolve the problem. Remember, direct communication works!

Grievance Procedures

- **Grievance by a Swimmer or Family**

- The swimmer / parent should first attempt to resolve the issue with their group coach.
- If the swimmer / parent does not feel the issue was adequately resolved, they may request a meeting with the Head Coach.
- If the problem remains unresolved after meeting with the Head Coach, the swimmer / parent may take the issue to the Personnel Director.
- The Personnel Director will attempt to resolve the problem. The Personnel Director will promptly notify the Board of the grievance and request assistance in resolving the issue if warranted.
- The Board will have the authority to approve the resolution of any grievance brought to its attention that has followed the steps mentioned above. The decision of the Board will be final.
- Should any party fail to willingly cooperate with the decision of the Board, for the sake of the organization at large, the Board shall consider whether disciplinary action is appropriate as a last resort. For members, such action may ultimately include revoking

membership with or without a partial, pro-rated refund of membership fees, or refusal to admit as a member.

- **Grievance by a Coach or Staff**

- The coach should attempt to resolve the issue with the Head Coach.
- If the problem is not resolved it shall be referred to the Personnel Director.
- The Personnel Director will attempt to resolve the issue and will promptly notify the Board of any grievance reaching this level. Those issues that remain unresolved shall be referred to the Board.
- The Board will have the authority to approve the resolution of any grievance brought to its attention, which has followed steps mentioned above. The decision of the board will be final.
- Should any party fail to willingly cooperate with the decision of the Board, the Board will consider all actions necessary to maintain good order within the Club. Such action may ultimately include dismissal.

Safe Sport: Minor Athlete Abuse Prevention Policy

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members.
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.).
- LSC and club adult staff and board members; and
- 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, families, coaches, and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

1. 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.
- 2. Meetings
 - 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.
- 3. 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.
- 4. 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

- 1. Content
 - All electronic communication from Applicable Adults to minor athletes must be professional in nature.
- 2. Open and Trans family
 - 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 copy the minor athlete's legal guardian on any electronic communication response to the minor athlete. When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.
- 3. Requests to Discontinue
 - Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by the club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not

be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

4. Hours

- Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

5. Prohibited Electronic Communication

- Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may “friend” the club and/or LSC’s official page. Applicable Adults with authority over minor athletes must not send private, instant, or direct messages to a minor athlete through social media platforms.

TRAVEL

1. Local Travel

- Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s). Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete’s legal guardian. [Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

2. Team Travel

- Team travel is travel to a competition or other team activity that the organization plans and supervises.
- During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete’s legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with the club or LSC must be USA Swimming members in good standing.
- Unrelated non-athlete Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with an athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age. When a minor athlete and an adult athlete share a hotel room or other sleeping arrangement, the minor athlete’s legal guardian must provide written permission in advance and for each instance for the minor to share a hotel room or other sleeping arrangement with said adult athlete.

- Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

1. Requirement to Use Locker Room or Changing Area

- The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

2. Use of Recording Devices

- Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

3. Undress

- An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin, or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin, or genitals to the unrelated Applicable Adult under any circumstance.

4. One-on-One Interactions

- Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

5. Monitoring

- The club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
 - Conducting a sweep of the locker room or changing area before athletes arrive.
 - Posting staff directly outside the locker room or changing area during periods of use.
 - Leaving the doors open when adequate privacy is still possible; and/or
- Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
- Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

6. Legal Guardians in Locker Rooms or Changing Areas

- Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

1. Definition

- In this section, the term “Massage” refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

2. General Requirement

- Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

3. Additional Minor Athlete Requirements

- Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to the club. b. Legal guardians must be allowed to observe the Massage.
- Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.
- [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done during care according to the physician’s treatment plan.

Swimming: The Sport

USA Swimming

USA Swimming is the national governing body for amateur competitive swimming in the United States.

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act that specified all Olympic Sports would be administered independently. Prior to this act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. The 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, USA Swimming formulates the rules, implements policies and procedures, conducts the national championships, disseminates safety and sports medicine information, and selects the athletes to represent the United States in international competition. USA Swimming is a nonprofit organization made up of very dedicated volunteers. Interested individuals donate their time, energy, and expertise at

every level from the national Board of Directors to the local swimming clubs. All policy decisions are made through a chain of committees that report to elected vice presidents. The USA Swimming House of Delegates meets once a year at the annual USA Swimming convention and determines the rules and regulations for swimming for the following year. In between yearly meetings of the House of Delegates, an elected USA Swimming Board of Directors is charged with the responsibility for making decisions for the corporation.

USA Swimming Headquarters

The USA Swimming headquarters provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fundraising activities, sports medicine programs, video resources, and general information about swimming related activities. USA Swimming staff is available to assist you in answering questions or providing additional information about USA Swimming.

USA Swimming Bill of Rights

- The right of opportunity to participate in sports regardless of ability level.
- Right to have qualified adult leadership.
- Right to participate in safe and healthy environments.
- Right to play as a child and not as an adult.
- Right to proper preparation for participation in the sport.
- Right to participate at a level that is commensurate with each child's developmental level.
- Right to be treated with dignity by all involved.
- Right to equal opportunity to strive for success.
- Right to have fun through sport.

International

The international federation for aquatic sports is the Federation Internationale de Natiation Amateur (FINA). USA Swimming is affiliated with FINA through United States Aquatic Sports (USAS) made up of the four aquatic sports: swimming, synchronized swimming, diving, and water polo.

National

USA Swimming is a Group A member of the United States Olympic Committee (USOC) and has voting representation in the USOC House of Delegates.

Local

Within the United States, USA Swimming is divided into fifty-nine Local Swimming Committees (LSCs) each one responsible for administering USA Swimming activities in a defined geographical area.

Each LSC has its own set of by-laws under which it operates. A House of Delegates consisting of the LSC Board of Directors and representatives for athletes, coaches, and clubs are responsible for managing the business affairs of each LSC.

The Competition

Each swim meet offers a variety of events and distances, depending on the age group and classification (See Age Group Swimming in the glossary). The number of events per day each swimmer may enter depends on how the host team has structured the meet and whether it is a “timed finals” or a “prelims / finals” type of meet. Swimmers twelve and under who have not achieved national "A" times participate in meets in which the sessions are four hours or less. The technical rules for each stroke are published in the first quarter of each year in the USA Swimming rulebook that becomes effective on or about the 15th of May for the current year. These rules are reviewed annually and updated to keep pace with new techniques and advances in swimming mechanics, so the rulebook for the current year should be consulted for the most current requirements. The following paragraphs describe the technical rules for the 4 basic strokes effective 15 May 2009.

The Skills

The four competitive strokes are freestyle, backstroke, breaststroke, and butterfly.

Freestyle

Start: The forward start shall be used.

Stroke: In an event designated freestyle, the swimmer may swim any style, except that in a medley relay or an individual medley event, freestyle means any style other than butterfly, breaststroke, or backstroke. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for not more than 15 meters (16.4 yards) after the start and each turn. By that point, the head must have broken the surface.

Turns: Upon completion of each length the swimmer must touch the wall.

Finish: The swimmer shall have finished the race when any part of his person touches the wall after completing the prescribed distance.

Backstroke

Start: The swimmers shall line up in the water facing the starting end, with both hands placed on the gutter or on the starting grips. Standing in or on the gutter, placing the toes above the lip of the gutter, or bending the toes over the lip of the gutter, before or after the start is prohibited.

Stroke: The swimmer shall push off on his back and continue swimming on the back throughout the race. Some part of the swimmer must break the surface of the water throughout the race, except it is permissible for the swimmer to be completely submerged during the turn, at the finish and for not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface of the water.

Turns: Upon completion of each length, some part of the swimmer must touch the wall. During the turn, the shoulders may be turned past the vertical toward the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.

Finish: Upon the finish of the race, the swimmer must touch the wall while on the back.

Breaststroke

Start: The forward start shall be used.

Stroke: After the start and after each turn when the swimmer leaves the wall, the body shall be kept on the breast. It is not permitted to roll onto the back at any time. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and in the same horizontal plane, without any alternating movement.

The hands shall be pushed forward together from the breast, on, under, or over the water. The elbows shall be underwater except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought beyond the hip line, except during the first stroke after the start and each turn.

During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke.

Kick: After the start and each turn, a single butterfly kick, which must be followed by a breaststroke kick, is permitted during or at the completion of the first arm pull. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as provided herein. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

Turns and Finish: At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water surface. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch. Once a touch has been made, the swimmer may turn in any manner desired.

Butterfly

Start: The forward start shall be used.

Stroke: After the start and after each turn, the swimmer's shoulders must be at or past the vertical toward the breast. The swimmer is permitted one or more leg kicks, but only one arm pulls under water, which must bring the swimmer to the surface. It shall be permissible for a swimmer to be completely submerged for not more than 15 meters (16.4 yards) after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish. From the beginning of the first arm pull, the body shall be kept on the breast. Both arms must be brought forward over the water and pulled back simultaneously.

Kick: All up and down movements of the legs and feet must be simultaneous. The position of the legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A scissors or breaststroke kicking movement is not permitted.

Turns: At each turn the body shall be on the breast. The touch shall be made with both hands simultaneously at, above, or below the water surface. Once a touch has been made, the swimmer may turn in any manner desired. The shoulders must be at or past the vertical toward the breast when the swimmer leaves the wall.

Finish: At the finish, the body shall be on the breast and the touch shall be made with both hands simultaneously at, above, or below the water surface.

Individual Medley

Start: The forward start shall be used.

Stroke: The stroke for each one-fourth of the designated distance shall follow the prescribed rules for that stroke in this order: butterfly, backstroke, breaststroke, freestyle.

Turns: Intermediate turns within each stroke shall conform to the turn rules for the stroke. The turns when changing from one stroke to another shall conform to the finish rules for the stroke just completed, and shall be as follows:

Butterfly to backstroke: The swimmer must touch as described in Butterfly finish above. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the back when the swimmer leaves the wall.

Backstroke to breaststroke: The swimmer must touch the wall while on the back. Once a legal touch has been made, the swimmer may turn in any manner, but the shoulders must be at or past the vertical toward the breast when the swimmer's feet leave the wall, and the prescribed breaststroke form must be attained prior to the first arm stroke.

Breaststroke to freestyle: The swimmer must touch as described in the Breaststroke finish above. Once a legal touch has been made, the swimmer may turn in any manner desired.

Finish: The swimmer shall have finished the race when any part of his/her person touches the wall after the prescribed distance.

Freestyle Relay

Four swimmers on each team, each swimming one-fourth of the prescribed distance using any desired stroke(s). Free style finish rules apply.

Medley Relay

Four swimmers on each team, each swimming one-fourth of the prescribed distance in the following order: First, backstroke; second, breaststroke; third, butterfly; and fourth freestyle. Rules pertaining to each stroke used shall govern where applicable. At the end of each leg, the finish rule for each stroke applies in each case.

Relay Races

- No swimmer shall swim more than one leg in any relay event.
- When automatic relay take-off judging is used, each swimmer must touch the touch plate or pad in his/her lane at the end of the course to have finished his/her leg of the relay race.
- In relay races a swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg.
- Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before all swimmers of all teams have finished the race. Exception:
When an in-the-water start is required or such start is approved by the Referee.
- Each relay team member shall leave the water immediately upon finishing his/her leg, except the last member.
- In relay races the team of a swimmer whose feet have lost touch with the starting platform (ground or deck) before his/her preceding teammate touches the wall shall be disqualified.
- In relay races involving in-the-water starts, the team of a swimmer who has lost touch with the end of the course before his/her preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall.

The coaches will determine relay teams at each meet for each age group using the following criteria:

- Some meets have Open Age Group Relays, which allows any swimmer from any age group the opportunity to qualify and to be placed on those relays.
- Relays will be set before each meet from the completed meet entry forms that are turned in on time.

Changes in the relay line-up will occur given the following circumstances:

- A slated swimmer must leave before the relay is swam, becomes ill, does not come to the meet, or does not want to swim the relay.
- A swimmer has not swum in the event before, but the coach of that swimmer is confident that he / she is fast enough to be on the relay. Coaches attempt to have as many relays as possible to allow swimmers the opportunity to compete.
- Relays are scheduled at the end of the meet session at many meets. Coaches do their best to let swimmers know ahead of time that they may swim in a relay. Please have your swimmer check with their coach prior to leaving a meet to ensure your swimmer is not slated for a relay.
- Swimmers' times achieved before the due date of the State meet entry will be used to determine the State relay teams.

Swim Meet Guidelines

The following information will help families and swimmers get the most out of the competitive swimming experience. All the information comes from ISC families and officials who have participated in many swims meets over the years. These guidelines should answer many questions regarding swimming meets.

All swimmers must swim attached to ISC from the first available day until they leave ISC and are prohibited from competing at non-ISC approved meets without prior written approval from the head coach.

Meet Entries

Meet entries, and meet entry deadlines, are controlled by the host team. As soon as the meet information is made available to the coaches, meet entry will be available on the ISC website. Your swimmer's events will either be scheduled in the morning or afternoon sessions which will be clearly indicated on the meet information sheet, based on their age group. It is imperative to sign-up for the sessions you will be attending before the deadline. Missing the deadline risks your swimmer not being able to participate in the meet. As soon as all the entries are collected a report will be generated showing all the events in which your swimmer was entered. Any errors or omissions must be brought to the coach's attention immediately.

ISC is a Speedo sponsored club. Athletes may wear only Speedo brand suits during swim meets. Swimmers not complying with this requirement will be asked to change or will not be allowed to participate in the meet.

Arrival: Meet Check-ins

It is important to arrive at the swim meet at least 15 minutes before your swimmer's warm-up begins.

Meet entries are managed in one of two ways. In pre-seeded meets, all swimmers are assigned to heats and lanes for their events prior to the beginning of the first day of competition. Heat sheets are made available to coaches, athletes and spectators that show the order of events, the number of heats and the seeding of swimmers in each heat. Checking in for each session of the meet may or may not be required or may only be required for long distance events. For these types of meets, a “scratch and add” period is typically provided where coaches may inform the meet director of swimmers not in attendance or those deciding not to participate in an event. The coach may also attempt to add swimmers to events where open lanes are available, subject to the daily limit on individual entries.

The other method of handling meet entries is by a process called “deck seeding.” In this situation, swimmers are not assigned to heats and lanes until after a check-in period. Swimmers are listed by event in Psych sheets, ranked in order fastest to slowest based on their entry time. In the pool facility, an area will be designated for checking in for each session of the meet. Your priority will be to locate the check-in area and ensure your swimmer is checked in. This indicates their presence at the meet and their intention to compete in the events in which they are entered. Check-in or sign-up sheets are usually taken down before warm-ups are over with an announcement given when check-in is closing. If your swimmer has not checked-in (signed-in) they will be “scratched” and will not be able to swim in that session’s events. For extenuating circumstances if your swimmer needs to scratch an event or an entire session, notify the head coach as soon as possible.

Heat Sheets

After your swimmer has checked-in, it is time to enter the venue. Spectators are sometimes required to pay an admission fee. This will vary depending on the size of the meet, the club hosting the meet, and the facility. Meet Mobile is an app that can be purchased for smart phone use. This app includes heat sheets and allows for tracking swimmer’s progress during a meet. There is an annual subscription fee for this app.

Psych sheets list all the events with the entered swimmers ranked in order fastest to slowest and are usually sent out by head coach prior to meet. Heat sheets provide heat and lane assignments for each event.

If a swimmer has competed in a particular event in their current age group, they will have a “seed” time which is usually the fastest time they have achieved in competition. ISC updates each swimmer's fastest times after every meet so that they are as current as possible. A swimmer with "NT" after his/her name simply means the swimmer was entered with no time in that event.

Pool Deck

After checking-in, it is time for your swimmer to place their belongings at the ISC deck area. Just a reminder, families are not allowed on the pool deck at either indoor or outdoor meets. A good rule to remember is: don't bring anything to a meet that would upset you or your swimmer if it gets lost or stolen. Put their name on everything. Personal items should be kept zipped up in bags whenever possible because they could get wet. Swimmers are encouraged to bring snacks, please be considerate of those with food allergies.

Lost and Found

Double-check before you leave the facility that your swimmer has all his or her belongings. Remember to put your swimmer's name on everything even though it is no guarantee that you will recover lost items. If anything is missing, check for lost and found. Try to find out where this will be located as soon as you enter the facility and check it immediately if something is missing. If it has not been turned in, try to leave your name, and contact information in case it turns up later. Do not expect coaches to pick up other items you might leave behind.

Warm-ups

Each swimmer needs to be on time for warm-ups wearing their team suit, team cap, and goggles. Each swimmer should go directly to his or her coach and follow the coach's directions for warm-ups.

Before the First Race

During warm-ups and just prior to the beginning of the first event of the session, there are usually many announcements that are either informational in nature or to announce meetings for coaches, officials, or timers. The meetings are organizational and brief, intended to provide instruction, address concerns, or make administration of the meet go more smoothly. Announcements may also include those that call for the swimmers to assemble behind the blocks or at the Clerk of Course area. Listen to each announcement to ensure it does not pertain to your team or your swimmer.

First Call

Prior to the first call the National Anthem will be played, swimmers should pay attention and show respect during this time. The meet announcer will then call for the first event of the session. For example, "This is first call for event 7, Girls 11 and 12, 200 yd Individual Medley."

There are two separate ways the individual heats of an event are organized. One is by utilizing a Clerk Of Course. Generally used for the youngest age groups, the Clerk of Course area, located on the pool deck usually near the starting blocks, is where the swimmers are instructed to gather when their event is called. Once all the swimmers are identified and properly arranged, they are lined up with the other swimmers in their heat, guided to the starting area and instructed to wait for their turn. It is particularly important that each swimmer pays attention to what is going on around them, so they do not miss their chance to swim. When it is his or her turn, each swimmer steps up behind the blocks. When called to step up on the blocks, the swimmers must listen to the starting official for the commands and the start signal.

For the older, more experienced swimmers, the Clerk of Course area is not used. Rather, the swimmers must listen to the announcements and assemble behind the blocks when their event is called.

It is the swimmer's responsibility to be behind the blocks and in the correct lane by the time of "final call" for their event, and ready to swim prior to his or her heat being called to the starting blocks.

Disqualifications (DQ)

By this time, you are ready to cheer on your swimmer and his or her teammates! So, what can go wrong now? Disqualifications (DQ's, pronounced Dee-Que). This happens to all swimmers eventually and it is often upsetting to both you and your swimmer. Officials are there to make sure that all swimmers do the correct strokes, turns, starts, finishes, and distances. When an official raises a hand above their head, this means a swimmer has been observed violating one of the technical rules and may be disqualified. The swimmer will be told about the DQ at the end of the race.

If a swimmer's goggles come off during a race, he or she will be disqualified if they stop to fix them in all the strokes except freestyle or backstroke. A swimmer should make sure goggles are on good and tight before each race. Coaches and other swimmers can help make the goggle adjustments. Swimmers can also get DQ'd for moving prior to the start signal. The starter and recall official watch the swimmers on the blocks. If a false start occurs, these two officials write down the lane number where they saw the violation. They then show each other the number they wrote down. If they match, that swimmer is notified of the disqualification at the end of the race. If the lane numbers do not match, no swimmer is DQ'd. Disqualifications mean that the swimmer's time for that race will not count. At some meets, especially championship meets, if a swimmer misses his/her heat, they will not only be disqualified for that event but the next event he or she is entered in as well.

Officials are volunteers who have been trained to officiate and are certified by USA Swimming. Officials sometimes make mistakes but rarely are their decisions overturned. Only coaches can make appeals to the head referee to protest disqualifications, rule interpretations or other issues. If your child is DQ'd in an event, be supportive rather than critical. For beginning swimmers, a disqualification should be treated as a learning experience, not as punishment. A disqualification alerts the swimmer and coach to what portions of the swimmer's stroke need to be corrected or improved. They should be considered in the same light as an incorrect answer in schoolwork—they point out areas that need further practice. The technical rules are necessary to keep the competition fair and equitable for all competitors. A supportive attitude on the part of the official, the coach, and the family can also keep it a positive experience for the disqualified swimmer.

Timers

At some meets the announcer may ask for volunteers to be timers. Since a meet cannot begin until each pool lane has the required number of timers, this can be a cause for delays. If you have never been to a swim meet before or have never timed you may want to watch to see how it is done, then consider volunteering. Timing is not difficult once you get the hang of it, and there is no way to get closer to the action. Timers attend the timers' meeting where the Head Timer provides instructions and hands out equipment. Typically, there are two timers assigned per lane with the more experienced individual designated the head lane timer. That individual is responsible for writing down the finish times on the forms provided in addition to operating one of the stopwatches and in some instances, operating a backup button for the electronic timing system. The other timer operates a second stopwatch and a backup button for the electronic timing system. Watches are started at the beginning of each race (either by the flash of a starting strobe or at the sound of the starting signal) and are stopped, along with simultaneously pressing of the backup button, when the swimmer in the lane completes their race. If a malfunction of the electronic timing system occurs for a lane, or all lanes of a heat, a "runner" may be sent to collect the written watch times and turn them in to the timing table. These backup times become critical to ensure that each swimmer has an accurate time.

Prior to the beginning of each race the timers should make every effort to identify the swimmer in their lane so that the correct swimmer is swimming in the correct event in the correct heat and the correct lane. It is the swimmer's responsibility to be at the correct place at the correct time, and the timers can play a key role in helping to make this happen. Some meets are strict about this; others will try to ensure every swimmer gets to swim even if they miss their heat. Because it slows the meet down, if a swimmer misses their event, they may not get another chance. Timers can reduce the chances of this happening, but it does happen. If a swimmer shows up in your lane when none is expected, rather than delaying the start it is better to get their name, let them swim, and record their backup times. The meet officials are responsible to ensuring the swimmer is properly identified and credited for the swim, and will check with the lane timers if there is a doubt as to the swimmer's identity.

Timers must pay attention to the start of every race. The starter will provide instructions to each heat prior to the start of the race, instruct them to "take your mark" then sound the starting signal (usually a buzzer or horn). A strobe is usually designed to provide a visual indication of the start as well. The timers start their stopwatches with the flash of the strobe, or if there is no flash, with the sound of the start signal to be as accurate as possible. If there is a malfunction with a stopwatch or if a timer misses the start, the Head Timer should be called upon to provide a backup stopwatch. Timers must pay attention to the number of laps for each heat/event, and how many the swimmer has completed, so they will know when the swimmer is finishing their race.

Timer's "work" the meet. Breaks are few and even though you are on deck to get a close-up view of the swimmers as they race, you must pay attention! If you are the only family in attendance for your swimmer(s) you may wish to reconsider being a timer unless they are experienced or self-sufficient.

Officials

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

- 1) Timers: observe from the start/finish end of the pool and operate assigned timing devices.
- 2) Turn Judges: observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
- 3) Stroke Judges: observe from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are being followed. The positions of Stroke Judge and Turn Judge may be combined into one position called the Stroke and Turn Judge. In that instance, the judge will observe from the end of the pool.
- 4) Relay Take-off Judges: stand beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool.
- 5) Clerk of the Course arranges the swimmers in their proper heats and lanes.
- 6) Starter: assumes control of the swimmers from the referee, gives the starting command and sees that no swimmer is in motion prior to giving the start signal.
- 7) Referee: has overall authority and control of the competition, ensuring that all the rules are followed; assigns and instructs all officials, and decides all questions relating to the conduct of the meet. Violations of the rules are reported to the Referee, and the rules require that every

reasonable effort be made to notify the swimmer or his/her coach of the reason for the disqualification.

A swimmer's behavior at a meet is very important. Be polite and respectful of coaches, officials, other swimmers, and the facility. Swimmers and or spectators should never interfere with an official during a race. Swimmers should never walk across the bulkhead or behind the blocks at the start of a race or during a race without first getting permission from a nearby official. Cheering your fellow swimmers is fine if you do not interfere with an official, a coach trying to coach, or the timers.

Results

The official results of all the races are posted in areas around the pool and are clearly labeled by age and gender. They may also be announced on the public-address system.

Give Me a T * E * A * M !

ISC competitive swimming allows for individual successes in a team environment. Our swim club takes considerable pride in the fact that we are growing and improving every season! Everyone benefits when there is full participation and positive attitudes from both children and families. If you have any other questions about swim meets or the club, do not hesitate to ask any coach, veteran family, or club officer. We are all part of the team!

Glossary of Swimming Terms

Age Group Swimming: The program through which USA Swimming provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. The nationally recognized age groups are 10 and under, 11-12, 13-14, 15-16, 17-18 and 15-18 age groups. Local meets may also include events for 8 and under.

Block: The starting platform.

Bulkhead: A wall constructed to divide a pool into different courses, such as a 50-meter pool into two 25-yard courses.

Cap: A latex or Lycra swim cap used during a race or practice to cut down resistance and to protect swimmer's hair from the effects of chlorine.

Circle Swimming: Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

Clerk of Course: A person who arranges the swimmer in their proper heats and lanes.

Coach: A person who trains and teaches athletes in the sport of swimming.

Code of Conduct: An agreement signed by a swimmer prior to travel stating that the swimmer will abide by certain behavioral guidelines.

Competition Suit: A team-racing suit may be required for competition. This suit is usually 2 to 3 sizes smaller than the practice suit to reduce resistance. The material is usually Lycra.

Cut: Slang for qualifying time. This is a time standard necessary to attend a particular meet or event.

Distance: Term used to refer to events over 400 meters/500 yards.

DQ (Disqualified): This occurs when a swimmer commits an infraction of the technical rules, e.g., alternating kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

Drill: An exercise involving a portion or part of a stroke, used to improve technique.

Dry Land Training: Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics and/or weight training.

Entry Form: Form on which a swimmer enters a competition. Usually includes USA Swimming number, age, sex, event number and time.

False Start: Occurs when a swimmer is moving at the start. In USA Swimming, a false start will result in disqualification.

Fins: Flippers worn on the feet, used for stroke technique and speed assisted training.

Final: The championship heat of an event in which the top six or eight swimmers from the preliminaries compete, depending on the number of lanes in the pool.

Finish: The final phase of the race, the touch at the end of the race.

Flags: Backstroke flags placed 5 yards (short course) or 5 meters (long course) from the end of the pool. They enable swimmers to execute a backstroke turn more efficiently by counting their strokes.

Fly-over Starts: After the completion of each heat, swimmers remain in the water at the wall until the next heat of swimmers takes off. Used to quicken the pace of the meet.

Goal: A specific time achievement a swimmer sets and strives for. Can be short- or long-term.

Goggles: Lenses worn by swimmers during practices and competition to enhance vision and protect their eyes from the effects of purifying chemicals in the water.

Gutter: The area along the edge of the pool in which water overflows during a race and is re-circulated through the filtration system.

IM: Slang for Individual Medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

Kickboard: Device usually made of plastic or Styrofoam, used to work the kick portion of a stroke.

LSC: Local Swimming Committee. Governing body for swimming on a local level.

LSC Racing Camp: A one-day camp held within the LSC for the top 9-10-year-old boys and girls; Involves water sessions, videos, and group talks.

Lap Counter: A set of plastic display numbers used to keep track of laps during a distance race. Also, the person who counts on the swimmer, stationed at the opposite end from the start.

Long Course: A pool 50 meters in length. USA Swimming conducts most of its summer competitions in long course.

Long Distance: Any freestyle event over 1500 meters, normally conducted in a natural body of water such as a lake, river, or ocean. Also known as Marathon Swimming.

Meet: Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer is evaluated against the clock to see how he is improving.

Middle Distance: Term used to refer to events of 200 yards/meters to 400 yards/500 meters in length.

National Age Group Time Standards: Time standards derived from the previous years' results that are broken down by age and sex as well as B, A, AA, AAA and AAAA divisions. These are national

designations and may be used for entry or qualifying purposes. Many LSC's have their own time standards as well.

National Age Group Top 16 Times: Time standards set for both short and long courses based on previous years' achievements. Only times meeting these standards may be submitted for consideration each year.

Negative Split: Swimming the second half of the race equal to or faster than the first half.

No Recall Starts: Swimmers shall not be halted after the start of a heat. A false start disqualification will be reported to the swimmer after the completion of the heat. (There may be a recall of swimmers if there is a major technical problem with the starting system.)

Official: A judge on the deck of the pool at a sanctioned competition who enforces USA Swimming technical rules. There are stroke and turn judges, administrative officials, starters, timers, and referees.

Pace Clock: Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice; may also be digital.

Practice Suits: Suits worn by swimmer during practice sessions. They are made of nylon, Lycra, or stretch nylon. These suits are usually loose fitting, and many swimmers train with several suits on for the purpose of creating drag.

Prelims: Slang for preliminaries, also called Heats or Trials. These are races in which swimmers qualify for the championship and consolation finals in the events.

Pull buoy: Usually made of Styrofoam, this device is placed between the legs to isolate the use of the arms. The pull buoy is used to strengthen the arms and is sometimes used for stroke work.

Q-Time: Qualifying time necessary to compete in a particular event and/or competition.

Referee: A person who has over authority and control of the competition, ensuring that all the rules are followed; assigns and instructs all officials, and decides all questions relating to the conduct of the meet.

Relay: An event in which four swimmers compete together as a team to achieve one time.

Relay Take-off Judge: A person who stands beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool.

Safety: The condition of being safe. Safety procedures are designed to prevent accidents. Pelican Pete is USA Swimming's safety mascot.

Scratch: To withdraw from an event in a competition.

Senior Swimming: The program through which USA Swimming provides fair and open competition in National Swimming Championships. It is designed to afford maximum opportunity for participation, provide an educational experience, enhance physical and mental conditioning, and develop a pool of talented athletes for International Competition. There are no age restrictions on Senior Competition.

Short Course: A pool 25 yards or 25 meters in length. USA Swimming conducts most of its winter competition in short course.

Split: A swimmer's intermediate time in a race. Splits are registered every 50 yards or meters and are used to determine if a swimmer is on the desired pace. Under certain conditions, splits may also be used as official times. In a relay, the time for one of the four individuals.

Sprint: Describes the shorter events (50 and 100). In training, to swim as fast as possible for a short distance.

Starter: The person who assumes control of the swimmers from the Referee, gives the starting command, and sees that no swimmer is in motion prior to giving the start signal.

Streamline: The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as straight and tight as possible.

Stroke Judge: The person who observes from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are being followed.

Sweats: Some type of warm-up or sweat suit should be worn at meets and to and from practice during cool weather to keep muscles warm and flexible.

Taper: The final preparation phase of reduced practice routine. Prior to major competition, an older, more experienced swimmer will shave his/her entire body to reduce resistance and heighten sensation in the water.

Team Uniform: A team uniform is usually made up of one or more of the following: suit, cap, T -shirt, sweat suit, and parka. Each club has a uniform which is usually a requirement, and unique to the team.

Time Trial: A time only swim that is not part of a regular meet.

Timer: A person who operates a timing system or timing devices (watches or automatic timing system) and records the official time/times for the swimmer in his/her lane.

Touch Pad: A large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

Towel: Thick absorbent cloth. Swimmers usually prefer a large beach towel. A minimum of two towels is recommended for meets, or one towel per event.

Turn Judges: A person who observes from each end of the pool and ensures that the turns and finishes comply with the rules applicable to each stroke.

USA Swimming: The national governing body for amateur competitive swimming in the United States.

USA Swimming Card Number: A unique number assigned to a swimmer when (s)he joins USA Swimming. The card may be required at any given competition.

Warm Down: Low intensity swimming used by a swimmer after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

Warm-Up: Low-intensity swimming used by swimmers prior to a main practice set or race to get muscles loose and warm and gradually increase heart rate and respiration.

Watches: Stopwatches are used to time swimmers during a competition, usually electronic. When automatic timing equipment is used, watches serve as a back-up timekeeping method.

Whistle start: A series of short whistles by the referee that indicate that the swimmers should be behind their pre-assigned blocks ready to swim the next heat. These short whistles also mean that the swimmers who just completed their heat should begin to exit the pool unless fly-over starts are used. When the referee blows a long whistle, swimmers must step up on the blocks and be ready to race. The starter then gives the starting command and sounds the starting device.