

NorthWood Aquatics Team Handbook



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NWAC Team

Introduction

USA Swimming is made up of over 3,000 teams from across the country. Of these clubs, nearly half have 50 swimmers or less, and a handful of teams have over 500 swimmers. NWAC has been established to teach the basic skills and strokes necessary for competitive swimming which include the following: freestyle, backstroke,

breaststroke, butterfly, individual medley, relays, starts, turns, and finishes. Swimmers compete in different age groups and meets depending on their achievement level and age on the first day of a meet. Traditionally recognized age groups are 10 and under, 11-12, 13- 14, 15-16, 17-18 with many meets featuring 8 and under, 15 and over and single age group categories. Team training groups are determined by age and/or ability level.

NWAC Coaching Staff

THE COACH'S RESPONSIBILITIES include all facets in the training and preparation of the swimmer for competition and in the guidance of the swimmer during competition. The responsibilities include:

- Physical training and conditioning of the swimmer.
- Psychological conditioning and preparation.
- Working with swimmers on stroke technique.
- Motivation
- Determination of the lineup for meets.

It is the responsibility of the coach to determine which individual events each swimmer will swim at dual, or tri meets. Choosing relay teams is also up to the coach, and it must be understood that the fastest swimmers are typically chosen and expected to make up the 4-person teams, especially at championship meets. The meet line up is an integral part of the coach's duties, and only the coach has all the information necessary for determining the most advantageous line up. Meet line ups will vary as each age-group swimmer masters the four competitive strokes.

Check the NWAC Website for an up-to-date listing of the NWAC Coaching Staff.

Swim Season

Winter Season will run from the end of September to the middle of March.

Summer Season will run from Mid-April to the end of July

Practice Facilities

Practices will be at the Northwood High School and at the Nappanee Public Pool. The Northwood High School and Nappanee Public Pool are not responsible for lost or stolen items. It is advised that each swimmer have their own padlock to secure their valuables in a locker during practices and meets, both at home and away.

Parent/Guardian's Role

Competitive swimming programs provide many benefits to young athletes, including self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit. As a parent, it is your responsibility to provide a stable, loving, and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at training, meets and other required activities.

Parents are not participants on their child's team but contribute to the success experienced by the child and the team. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, always show good sportsmanship toward coaches, officials, opponents, and teammates.

Remember that your child is the swimmer. Children need to establish their own goals and make their own progress towards them. Be careful not to impose your own standards and goals. Do not over burden your child with winning or achieving best times. Learning about oneself while enjoying the sport is the most important part of the swimming experience. The swimming environment encourages learning and fun that will help your child develop a positive self-image.

The best way to help your child achieve goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that this is a learning experience. Encourage your child's efforts and point out the positives. The coach is the only one qualified to judge a swimmer's performance and technique. Your role is to provide support.

ALLOW THE COACH TO COACH! If you need to talk with the coach, please plan to do so outside of the practice time. You will not be allowed on deck during practice time unless specifically requested by the coach. The coaches must be able to concentrate their efforts, and safety on the swimmers during this time. Arrangements to talk to the coach must be made directly through the coach.

The parent/coach relationship needs to be viewed by the swimmer as one of mutual respect and cooperation. There may be times that you disagree or do not understand the action of the coach. Please take time to ask the coach after practice. Misunderstandings should be handled without the involvement of the swimmer. After you have had the opportunity to discuss any differences of opinion, it is important that you support the decisions made by the coach and that you support team policies as well.

Parents are part of the team! Age group swimming is unique in that it involves the entire family. The purpose of this part of the handbook is to discuss what you, as the swimming parents, can do to best support our swimmers and this program. Your commitment is important. The obligations are many, but the rewards far outweigh any sacrifice on your part.

Membership Information

Code of Conduct

As a NorthWood Aquatics Club member, I recognize and agree to always conform to this code of conduct while representing WWST and:

Part I: Code of Conduct

- To conduct myself to be a worthy team member.
- To conduct myself in a manner to earn respect and confidence of others.
- To act/conduct myself with dignity and with respect for others and the property of others.
- To promote positive high team spirit and morale.
- To strive to do my best and encourage all team members to do the same.
- To deal justly, kindly, impartially, and intelligently with all my fellow team members.
- To be a responsible goodwill ambassador between the sport of swimming and the public.
- To follow the NorthWood Aquatics Club practice and meet rules.
- To follow the Indiana Swimming and the USA swimming rules.
- To do my very best to bring the highest possible credit and regard to myself, NorthWood Aquatics Club, Indiana Swimming and USA Swimming.
- My membership with NorthWood Aquatics Club is a privilege and I personally acknowledge those responsibilities associated with it.

Part II: Violation of the Code

The NorthWood Aquatics Club Head Coach has the power to impose penalties for violations of the code.

- Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities.
- The use of any of the below is strictly FORBIDDEN and may result in an immediate suspension from the NorthWood Aquatics Club:
 - Alcoholic beverages
 - Tobacco products (including vaping products).
 - Drugs (other than those prescribed by a physician).

The penalties for any offenses include, but are not limited to the following:

1. The swimmer will receive a warning.
2. The parent of the swimmer will be notified of any violation regarding the code.
3. The swimmer will forfeit their privilege of being a member of NorthWood Aquatics Club.

Communication

Communication is the key to a successful experience in the NWAC program. You will receive periodic emails from your coaches that are your primary source of information. Please read them carefully!

To stay fully informed and engaged, we encourage you to check our website frequently at www.waneewaves.com and SportsYou.

When you have a specific question or concern regarding your swimmer, go directly to your swimmer's group coach. Most questions are answered quickly at this level.

If you need additional help, please consult the respective Group Coach for your swimmer, then the Head Coach. Staff roles, email addresses and phone numbers are available on www.waneewaves.com.

Dues/Payment Information

There are 3 payment plans for winter and 2 payment plans for the summer season. Account Balances are due the first of the following month. Account balances that are outstanding by the 15th of the month, will be imposed on a 5% interest rate charge. If an account balance is more than 30 days delinquent, that swimmer(s) will not be allowed to compete in any upcoming meet.

Open Club Policy

NWAC is “open” to all swimmers.

Training Structure

Objectives

NWAC offers training for all age and ability levels. Swimmers progress through the training program as their skills progress. Each swimmer begins in the Developmental group and once certain requirements are met can move up to other training groups. The general training objectives are:

- Enjoyment of the sport of swimming.
- Develop competitive swimming skills.
- Learn all facets of competition.
- Establish achievement goals.
- Teach self-discipline, sportsmanship, and life skills.

Training Schedule

Practice times will vary on group level.

During the winter season all practices will be held at the Northwood High School facility. Practices on Tuesday and Thursday are subject to reschedule on Wednesdays based on the High School team meet schedule. Notice will be sent out when such event occurs.

During the summer season practices will be utilizing two pools. Practices may be changed or cancelled due to weather. Having the option of the Nappanee Public Pool will be schedule dependent. Your coach will inform you as to which pool the practice will be at.

Please keep the practice schedule on your refrigerator or another convenient location and be aware of changes to practice times. Practice schedule will be kept up to date on SportsYou so check often.

Training Rules

1. Swimmers should be prepared to begin training as scheduled. This means they must be changed, on deck, and ready to swim at the designated training time.
2. Swimmers must help in the setting up and taking down of equipment.
3. Parents should come into the building to pick up their swimmers.
4. Parents should not talk to the coaches or swimmers during training except in an emergency. The time to discuss matters is either before or after training.
5. Swimmers may not leave training early unless the coach has been notified at least the day before.
6. Swimmers should not be dropped off more than 15 minutes prior to training and should be picked up within 15 minutes after their training is scheduled to be over.
7. Swimmers are expected to be on their best behavior in the locker room and halls. Discipline problems will be taken care of by giving the swimmer a warning on the 1st offense and notifying the parent on the 2nd offense. If behavior problems persist, in that, it distracts from the goals of the program and others then suspension or dismissal from the team will be decided by the Head Coach.
8. Training means exactly what it says . . . it is a time to train and improve skills and go through a training program.

Training Equipment

Although the club furnishes most equipment, some other items are required and some optional. Optional items would include warm-up suits, goggles, and training caps.

Training Group Assignment/Advancement

In the world of swimming, the easiest method of evaluation is meet performance. Swimmer's time can be misleading as the coaching staff is emphasizing different priorities during the swimming season. In our evaluation process, the coaches are looking over all aspects of the swimmer's development, not just the swimmer's meet performance.

The coaching staff will evaluate swimmers approximately three times per year. During these evaluations, information on the swimmer attendance, training performance, biomechanics, and meet performance will be shared with the parents. Our objective is to give the big picture of the progress your child is making in our program.

In conjunction with swimmer evaluations, the coaching staff meets approximately three times per year to discuss group sizes and movement of swimmers within each training group. The objective in moving an athlete is to make sure the child is prepared for the additional expectations for the higher group.

The criteria used to determine training group placement for an athlete is as follows:

- Biomechanics of the athlete
- Athletic Development of the athlete
- Character of Athlete
- Training Attendance
- Training Performance
- Meet Attendance
- Meet Performance

Group coaches will meet with the parents of an athlete before any movement of groups will take place. At that meeting, the coach will discuss their swimmer's progression, the expectations of the new training group, and answer any questions the parents may have regarding the new training group assignment.

All group placements are at the discretion of the Head Coach and/or Head Age Group coach and are subject to change from season to season.

Training Group Descriptions

Red Group

- This is our beginner group for new swimmers
- Swimmers must be able to swim 25 yards, fully submerge, float, and demonstrate basic front crawl and backstroke
- The focus on this group will be to get swimmers prepped for competitive swimming
- They will be taught basic mechanics for each stroke
- Practices are 30 minutes long and held 3 times per week

White Group

- **Beginners**
 - This sub-group is for swimmers that can swim front crawl or backstroke comfortably for 100 yards
 - Focus will be introduction to basic stroke mechanics
 - Swimmers will begin to learn how to swim both breaststroke and butterfly
 - Practices are 60 minutes long and held 2-3 times per week
- **Intermediate**
 - This sub-group is for swimmers that can do all 4 strokes
 - Focus will be on endurance and introduction advance stroke mechanics
 - Swimmers should be able to swim 200 yards continuously
 - Practices are 60 minutes long and held 2-3 times per week

Black Group

- **Intermediate**

- This sub-group is for advance swimmers that are close too or have a divisional time
- Focus will be on strength and endurance
- Focus will be on advance technique with a max of 5000 yards per day
- Practices will be 90 minutes long held 3-4 times per week

- **Advance**

- This sub-group is for advance swimmers that have multiple divisional or state times
- This group will be focused on strength and endurance
- Focus will be on advance technique with a max of 5000 per day
- Practices will be 90 minutes long held 3-4 times per week

Competition Information

Swim Meet Participation

Swimmers compete in the four competitive strokes which are: butterfly, backstroke, breaststroke, and freestyle. However, there is an individual medley that consists of a combination of all four strokes and is swum in the above sequence. Distances of each vary due to the stroke and the age group. NWAC competes in invitational meets that are designated at the beginning of each season. Every NWAC swimmer is encouraged to swim invitationals. Rules that apply to meets follow:

- Only meets listed on the seasonal meet calendar may be attended unless circumstances cause the meet schedule to be changed for the benefit of the team.
- Each swimmer is encouraged to participate in all championship meets in which they qualify.
- Swimmers may not leave a meet early unless a coach has given permission to do so.
- All fees collected for meets that have been submitted to the meet host are non-refundable.
- If the swimmer is unable to attend a meet because of conflicting circumstances, the swimmer must notify the coach as soon as possible and preferably 24 hours before the meet.
- Every swimmer is required to wear a team suit and NWAC cap at all meets, or they will not be allowed to swim.

Preliminary/Final Meet Participation Policy:

- In attending a Prelim/Final meet, it will be expected that any swimmer who qualifies for finals during a meet to attend and compete at finals for the team!
- The parents of the swimmer(s) may pre-arrange scratching finals (for the duration of the weekend) with their group coach no later than the Monday prior to the start of the meet, with a stated reason and discussion with the swimmer's group coach!
- Swimmers and/or parents will not decide to scratch from finals during the meet!
- Any qualifiers and alternates in a preliminary event should be prepared to return and compete at a finals session, due to potential scratches! After the scratch deadline passes, a swimmer should check the results to see if he/she has been scratched into a final!
- Swimmers who are alternates after the stated scratch deadline for an event should speak with their group coach to discuss options and determine attendance for that finals session.
- If a swimmer does not show up to their final event, and a fee is imposed on NWAC, NWAC will then bill the swimmer's account.

Swim Meet Signups

Each season, families will be required to declare their meet intentions on the Team Website. All families will need to log in and state if their athlete(s) will or will not be available to attend each swim meet that is available to the swimmer!

BEFORE DEADLINE

- Declarations MUST occur whether attending the meet or not. Families can also designate in the note section if an athlete can attend only a portion of the competition.

CHANGES AFTER DEADLINE - ENTRY SUBMISSION

- There will be no changes allowed to the swimmer's declaration after the final deadline has passed.
- Families will be responsible for all associated meet fees if declared to swim, regardless of attendance at meet!

Types of Swim Meets

Dual/Tri Meets - Competitions between NWAC and one or two other teams. These meets last around 2-3 hours, depending on number of teams. They are open to all swimmers, and everyone can get something out of them. Because they're smaller, they're especially suited to newer and younger swimmers, since they're less intimidating than large invitational meets.

Invitational Meets - Meets in which many teams compete. The term comes from the fact that, historically, teams had to be invited to attend, though these days generally any team can apply and get into a meet. There are two typical formats that invitationals are contested:

Timed Finals Meets - Meets in which swimmers will swim each event once and the final placings are determined by those times.

Prelim/Final Meets - Meets in which swimmers race in a session to qualify for finals to typically take place later in the day. Nearly all championship meets are operated in this manner, but there are Invitationals that are attended that will be contested as Prelim/Final.

Championship Meets - Traditionally at the conclusion of a season, these meets traditionally have minimum qualification standards to be eligible to compete.

At the Meet

1. Arrive at the pool 15-20 minutes prior to the scheduled warm-up time and locate the NWAC team area where all team members sit. The meet warm-up time will be listed in the meet information provided by your coach, as well as within the event listing on SportsEngine.
2. Warm-ups are always conducted by the NWAC coaching staff. It is very important for all swimmers to warm-up with the team.
3. All NWAC swimmers are required to wear the team suit and NWAC team cap during competition. Swimmers also are asked to wear their team t-shirts (if provided). All other team apparel is optional but encouraged to promote team unity and pride. NWAC coaching staff will direct when swimmers can wear tech suits or team suits. That communication will be announced when the final meet timelines are posted on SportsYou.
4. Each swimmer is responsible for knowing which events s/he is swimming and for being on time to swim his/her event. It is customary to write event numbers, heat and lane assignments on a swimmer's hand, arm, or leg. Swimmer events are listed on the NWAC website for each family to view. You can get that information for a swimmer's heat and lane assignment by purchasing a heat sheet or by using the meet mobile app.
5. At the conclusion of each race, younger swimmers are expected to go immediately to their coach. Older swimmers should warm down first, if possible, and then see their coach. The coach discusses the race with each swimmer individually and gives positive comments concerning splits, stroke technique, and race strategy.
6. Electronic timing is used at most meets. Generally, the official time is the one recorded in the computer when the swimmer touches the touch pad. This time appears on the scoreboard, however, if a swimmer misses the touch pad, or if there is a mechanical failure, various back-up times may be used. The timing and score keeping personnel analyze all times to determine the official times, which are then posted as final results. Once results are finalized families can find live results using the meet mobile app.
7. According to USA Swimming rules, parents are not allowed in the immediate competition venue unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet should be referred to the NWAC coaching staff. They, in turn, will pursue the matter through the proper channels.
8. In between races, swimmers are asked to rest and stay warm. All energy should be stored up and used in competition. Stay hydrated and eat light, nutritious snacks as needed.

9. It is very important that parents and/or swimmers check with the coaching staff prior to leaving the swim meet, making certain that their swimmer has not been placed on a relay.

Championship Meet Progression

As an athlete develops, they would have the opportunities to qualify for championship level meets. Each meet will have their own specific qualifications/requirements to participate. Swimmers who achieve one of these cuts should plan to participate in these meets for the team.

Age Group Championships

Divisional Championships - Indiana Swimming's season ending championship meet for swimmers with Divisional time standards. Athletes with Age Group State time standards may not compete in those qualified events at the Divisional meet. Currently, there are seven (7) winter and three (3) summer divisional sites throughout the State of Indiana and NWAC competes in the "Northeast (Winter) or the North (Summer) Divisional".

Age Group State Championships - Indiana Swimming's season ending championship meet for swimmers with Age Group State time standards. This meet is for 14 and under swimmers across the entire State of Indiana.

Zone Championships - The Central Zone's season ending championship meet for any 14 and under swimmers with the 'AAA' time standard. Swimmers compete for Team Indiana against the other LSC's within the Central Zone. Zones take place traditionally in Long Course (LCM) at the conclusion of the Summer Season only.

Mid-States Championships - Indiana Swimming hosted invitational meet that invites all-star teams from other LSC's for competition. This meet is a Team Indiana application/selection meet as there are maximum entry considerations per event.

Duel in the Pool - Indiana Swimming invitational meet that invites all-star teams from other LSC's for competition. This meet is a Team Indiana selection meet as there are maximum entry considerations per event.

Senior Championships

Divisional Championships - Indiana Swimming's season ending championship meet for swimmers with Divisional time standards. Athletes with Senior State time standards may not compete in those qualified events at the Divisional meet. Currently, there are seven (7) winter and three (3) summer divisional sites throughout the State of Indiana and NWAC competes in the "North-East (Winter) or the North (Summer) Divisional".

Senior State Championships - Indiana Swimming's season ending championship meet to include swimmers who have achieved Senior State time standards. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Senior State time standards may compete.

Speedo Sectionals - Zone/USA Swimming sponsored meet. Sectionals are hosted throughout the country during the Spring and Summer seasons and are the beginning of the National Level series of meets for USA Swimming. Most Sectional meets are closed or restricted meets to a specific area, but on occasion, some will be open to any entry. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Sectional time standards may compete.

Futures Championships - USA Swimming sponsored meet. This meet is designed to be the bridge between Speedo Sectionals and Junior/Senior Nationals for athletes. Hosted at the conclusion of the Summer Season, this meet will be Long Course only. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Futures time standards may compete.

NCSA Junior Nationals – NCSA sponsored meet. This meet is an 18 and under meet that is hosted twice a year, long course in August and Short course in March. This meet is typically for 15 and over athletes, but younger swimmers who have achieved the NCSA Junior National time standards may compete.

Junior Nationals - USA Swimming sponsored meet. This meet is the highest 18 and under meet that is hosted in our country! Hosted twice a year, Long Course in August and Short Course in December. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Junior National time standards may compete.

TYR Pro Series Meet - USA Swimming sponsored meet. Pro Series meets are spread out throughout the season across the country. Most of these meets will occur in Long Course settings to prepare these athletes for qualification meets later in the season. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved Pro Series time standards may compete.

Phillips 66 Nationals - USA Swimming sponsored meet. This meet is the highest-level meet offered on an annual basis. Hosted twice a year, Long Course in August and Short Course in December. This meet is typically for swimmers ages 15 and over, but younger swimmers who have achieved National's time standards may compete.

Olympic Trials - Athletes who obtain this cut (Long Course only) will have the opportunity to compete for coveted Olympic Games participation. Hosted once every four years! Any athlete who has obtained a time standard to qualify may compete in Trials.

Swimming Terminology

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.

ATTACHED - A registered swimmer who is attached to a registered USA Swimming swim team.

BACKSTROKE FLAGS - Pennants that are suspended over the width of each end of the pool approximately five yards/meters from the wall that notify backstroke swimmers that they are approaching the end of the pool.

BUTTON - The manual timing system stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. It is the timers' responsibility to push the button as the swimmer finishes the race. Sometimes referred to as a plunger.

CHAMPIONSHIP MEET - The meet held at the end of a season. Qualification times are usually necessary to enter meet.

CHECK-IN - The procedure required before a swimmer swims an event in a deck-seeded meet. Sometimes referred to as positive check in, the coach will mark each swimmer's name on a list posted by the meet host.

CIRCLE SEED - In a meet with both preliminary and finals sessions, the fastest three heats of each event in prelims is circle seeded. That means the fastest swimmer is in the center lane in the fastest heat, the second fastest swimmer is in the center lane in the next-fastest heat, the third fastest swimmer is in the center lane in the third-fastest heat. The fourth fastest swimmer will swim in the fastest heat next to the fastest-seeded swimmer. The fifth fastest swimmer will swim in the next fastest heat next to the second fastest-seeded swimmer, and so on until the three heats are filled up. As opposed to the normal slowest to fastest seeding in the rest to the heats (used in a Timed Finals format).

CIRCLE SWIMMING - Swimming to the right of the black line so that you 'circle' the lane. This is the usual method for practices and warm-ups.

CLERK OF COURSE - The USA Swimming-certified official responsible for deck seeding and organizing swimmers into heats (usually this role is filled by a parent-volunteer). Also, where scratches and relay cards are turned in, and on-going meet information is available for the coaches.

DECK SEEDING - The process of organizing swimmers into events, heats, and lanes (by the Clerk of Course) at the meet as it progresses (as opposed to pre-seeding prior to the meet).

DISQUALIFICATION - The loss of points and a time due to an infraction of the rules that govern the meet. DQ - Short name for a disqualification.

FALSE START - occurs when a swimmer is moving at the start of a race, prior to the starting signal. In USA Swimming, one false start will result in disqualification.

15-METER MARK - Marks on the sides of the pool and on the lane lines 15 meters from the ends of the pool. In freestyle, backstroke and butterfly events, the swimmer must surface at or before these marks.

FINA - Federation Internationale de National de Amateur, the international governing body of competitive swimming, diving, water polo and synchronized swimming.

FLYOVER STARTS - Start procedures at a meet in which swimmers of the previous heat remain in the water, close to the wall, during the start of the next heat. Usually used in senior sessions/meets to save time and/or allow swimmers to rest before exiting the pool. **HEAT** - In competitions, each event (i.e., the 50 freestyle) will be divided into heats of swimmers based on the number of lanes available and the swimmers' times. In most competitions, the heats progress from slowest to fastest.

HEAT SHEETS - A printed program of events including the entry time, assigned heat and lane for each swimmer in an event. Generally sold at most meets.

IM – Shortened name for Individual Medley; an event in which the swimmer must do all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

INDIANA SWIMMING, INC. – The name of the Local Swimming Committee (LSC), charged by USA Swimming to govern competitive swimming in the state of Indiana.

LAP COUNTER – A set of plastic numbers submerged at the far end of the pool to help swimmers in distance freestyle events keep track of laps. A volunteer counter (usually a parent or teammate) flips the numbers after each lap and places them in the water while the competitor swims toward them. The numbers are pulled out before the swimmer completes his/her flip turn.

LENGTH/LAP - Technically, a length is once across the pool; a lap is across and back. However, most coaches use the terms interchangeably to mean simply once across the pool. Thus, 4 lengths in a 25-yard pool would be swimming across the pool 4 times, totaling 100 yards.

LONG COURSE - A pool 50 meters in length. USA Swimming conducts most of its summer competition in long course and is the format for the Olympics Games.

LSC – Local Swim Committee, the governing body that oversees swimming at the local level. There are 59 LSC's in the country. Our LSC is Indiana Swimming, Inc.

MARSHAL - The officials who control the crowd and swimmer flow at a swim meet. They are primarily responsible for safety in the venue and are usually trained parent volunteers.

MEDLEY RELAY - A four-person relay in which one swimmer is assigned each of the four strokes in the following order: backstroke, breaststroke, butterfly, freestyle. No swimmer may swim more than one leg of the relay. the following age groups – 10&under, 11-12 and 13-14.

NT - No Time - Abbreviation used on a heat sheet to designate that the swimmer has not swum that event before and does not have an official time of record.

OFFICIAL - A judge on the deck of a pool at sanctioned and approved competitions that enforce USA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers, and referees.

OPEN WATER SWIMS – Swimming events conducted in a natural body of water, such as a lake, river, or ocean.

PERSONAL BEST - Often called a 'PR,' the best time a swimmer has achieved so far in each event.

PRELIMINARIES (PRELIMS) - Also called trials. Races in which swimmers qualify for the finals to typically be swum later in the day.

PROOF OF TIME - A requirement some meets must make certain that swimmers have legally met the time standards for that meet. Monetary fines are sometimes assessed for a failed swim at meets if the entry time cannot be proven.

PSYCH SHEET - A list of the order of events by session with swimmers listed according to their entry times (usually fastest to slowest). It does not show heats. The psych sheet is usually provided electronically prior to the meet.

QUALIFYING TIMES - Published times that must be achieved during a given period to enter certain meets.

REFEREE - The head official at a meet that makes all final decisions based upon USA Swimming rules.

SANCTION – A competition or time trial must be sanctioned (approved) by USA Swimming (through the Local Swim Committee) for the times swum to count and to be used in other sanctioned meets.

SCRATCH - To withdraw from an event (with the forfeit of the entry fee), only to be done by the coaching staff.

SEEDING TIMES - The time a swimmer uses to enter a meet. This time determines one's heat and lane in the event.

SESSION - Portion of meet distinctly separated from other portions by time (usually a morning or afternoon set of events for different age groups).

SHORT COURSE (SC) - A pool 25 yards/meters in length. USA Swimming conducts most of its winter competition in short course yards.

SPLIT - A time taken at an intermediate distance, e.g., a 50-yard time for a 100-yard race, or the time of one individual in a relay.

STARTER - A Certified Official responsible for starting each event and being sure that each start is fair for all participants.

STROKE AND TURN JUDGE - A Certified Official that walks the deck or stands at the end of the pool during a meet to certify the legality of individual strokes and turns.

SWIM-OFF - A tie-breaking swim between competitors. Usually used in a prelims and finals format to determine which swimmer advances to the finals, or to determine the order of priority of tied alternates.

TIME STANDARDS – USA Swimming establishes motivational time standards for each age group every four years. The current standards will be in place until August 31, 2022 and are available on the WWST website. Time standards and age determine the type of meet in which a swimmer may participate. Age group standards progress from (slower to faster) B, BB, A, AA, AAA, and AAAA. In addition, there are specific time standards for various championship meets that will be provided as appropriate for your swimmer.

UNATTACHED – A registered swimmer who is not attached to a registered USA swim team. If a swimmer changes teams, that swimmer must swim unattached for 120 days from the last day of he/she swam in competition representing the former club.

TOUCH PAD - A large pad at the end of each lane that registers a swimmer's touch and communicates electronically to the timing system.

USA SWIMMING, INC. – The National Governing Body that regulates our sport. All NWAC swimmers are registered with USA Swimming, and each has been assigned an identification number. This USA Swimming registration expires at the end of each year. This is the organization that sends swimmers to the Olympic Games. USA Swimming is a member of FINA.

USA SWIMMING CARD/NUMBER - A membership card with a unique number assigned to a swimmer when he/she joins USA Swimming. The formula for deriving a swimmer's USA Swimming number includes the birth date (6-digit format MM/DD/YY), first three letters of the first name, middle initial, and first four letters of the last name. For example: John A. Smith was born September 1, 1959. His USA Swimming number would be: 090159johasmit

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

WARM-UP - Low-intensity swimming used by a swimmer prior to a practice, set or race to get muscles loose and warm and gradually increase heart rate and respiration

NWAC Acknowledgement of NWAC Policy

WRITTEN ACKNOWLEDGEMENT OF HANDBOOK FOR NORTHWOOD AQUATICS CLUB

I acknowledge that I have received, read, and understood the handbook and/or that the handbook has been explained to me or my family. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with the NorthWood Aquatics Club.

Guardian 1 PRINTED NAME: _____

Guardian 1 SIGNED: _____ Date_____

Guardian 2 PRINTED NAME: _____

Guardian 2 SIGNED: _____ Date_____

Swimmer 1 PRINTED NAME: _____

Swimmer 1 SIGNED: _____ Date_____

Swimmer 2 PRINTED NAME: _____

Swimmer 2 SIGNED: _____ Date_____

Swimmer 3 PRINTED NAME: _____

Swimmer 3 SIGNED: _____ Date_____

Swimmer 4 PRINTED NAME: _____

Swimmer 4 SIGNED: _____ Date_____

USA Swimming Safe Sport

Best Practice Guidelines

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
6. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs, and handshakes.
8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
9. Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.

USA Swimming Personal Assistant Policy

A Personal Assistant* is an individual who assists an athlete requiring help with activities of daily living and preparation for athletic participation. Personal Assistants provide support unique to the needs of the athlete(s) in their care. This support may include, but is not limited to, mobility guidance, assistance with transfer, entering/exiting the pool, dressing, showering, toileting, medication administration, and communication. Some athletes require Personal Assistants to enable successful participation in the sport, while others need help to assure personal safety in practice and meet environments.

Identification and Approval of the Use of Personal Assistants

Coaches may approve the use of Personal Assistants at practice while Meet Referees approve the use of Personal Assistants for meets. It is recommended that coaches and referees ask the following questions to evaluate whether to approve a Personal Assistant:

1. Is the swimmer a swimmer with a disability as defined by USA Swimming?
2. Does the proposed modification facilitate participation by the swimmer with a disability?
3. Is the proposed modification fair to other swimmers in the event?
4. Is the proposed modification feasible?
5. Will this assistant have frequent contact with athletes? If so, are they a registered USA Swimming Member and have they been background checked?

Required USA Swimming Membership

Personal Assistants hired or appointed by USA Swimming, Zones, LSCs and member clubs, who act in a coaching capacity and/or who have direct and frequent contact with minor athletes other than those to whom they provide care must be members of USA Swimming. Personal Assistants who are only acting in this role at occasional meets and practices are not required to be a member of USA Swimming.

Specifically, a parent/legal guardian acting in the role of a Personal Assistant for their child whose care requires the parent/legal guardian to have frequent access to locker rooms, changing areas or similar spaces where other Minor Athletes are present is required to be a member of USA Swimming.

Personal Assistants Exception to the Minor Athlete Abuse Prevention Policy

Subject to the conditions below, certain exceptions are available to certain sections of the Minor Athlete Abuse Prevention Policy. Specifically:

One-on-one In-Program Contact interactions between a Minor Athlete and a Personal Assistant of whom membership is required are not required to occur at an observable and interruptible distance from another adult only when:

- a. the Personal Assistant is a non-athlete member of USA Swimming; and
- b. the minor athlete's parent/legal guardian has provided written consent for the Personal Assistant to work with the minor athlete.

In-Program one-on-one individual training sessions outside of the regular course of training and practice between a Personal Assistant of whom membership is required and minor athletes are not required to be observable and interruptible by another adult only when:

- a. the Personal Assistant is a non-athlete member of USA Swimming; and
- b. the minor athlete's parent/legal guardian has provided written consent for the Personal Assistant to work with the minor athlete.

One-on-one Electronic Communications between a Personal Assistant of whom membership is required and a minor athlete are not required to copy or include the minor athlete's parent/legal guardian only when:

- a. the Personal Assistant is a non-athlete member of USA Swimming; and
- b. the minor athlete's parent/legal guardian has provided written consent for the Personal Assistant to work with the minor athlete.

A Personal Assistant of whom membership is required may transport a minor athlete one-on-one during In-Program Travel and is not required to transport at least two minor athletes or another Adult Participant only when:

- a. the Personal Assistant is a non-athlete member of USA Swimming; and
- b. the minor athlete's parent/legal guardian has provided written consent for the Personal Assistant to work with the minor athlete.

A Personal Assistant of whom membership is required may share a hotel room, sleeping arrangement or overnight lodging location with an athlete, may have In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location during In-Program Travel that is not observable and interruptible and is not required to follow two-deep leadership and maintain observable and interruptible environments when doing room checks during In-Program Travel only when:

- a. the Personal Assistant is a non-athlete member of USA Swimming; and
- b. the minor athlete's parent/legal guardian has provided written consent for the Personal Assistant to work with the minor athlete; and
- c. the minor athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.

Personal Assistants of whom membership is required are permitted to be with and assist minor athlete(s) in locker rooms, changing areas or similar spaces where other Minor Athletes are present.

Are Personal Assistants Covered by USA Swimming Insurance?

USA Swimming members engaging in covered activities with USA Swimming member clubs are covered by the USA Swimming provided general liability insurance. The USA Swimming provided general liability insurance is not affected by the activities of Personal Assistants of whom membership is not required but the USA Swimming provided excess accident insurance does not cover injuries resulting from or directly related to the actions of Personal Assistants who are not members of USA Swimming.

* A Personal Assistant for USA Swimming purposes is also known as a Personal Care Assistant in the U.S. Center for SafeSport 2022 Model MAAPP. This Personal Assistant Policy is consistent with the Center's 2022 Model MAAPP requirements and has been reviewed and approved by the U.S. Center for SafeSport.

NORTHWOOD AQUATICS CLUB: ACTION PLAN TO ADDRESS BULLYING PURPOSE

Bullying of any kind is unacceptable at The NorthWood Aquatics Club (NWAC) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. NWAC is committed to providing a safe, caring and friendly environment for all of our members.

Objectives of NWAC Bullying Policy and Action Plan:

- To make it clear that NWAC will not tolerate bullying in any form (that includes to the following— athletes, parents, volunteers, lifeguards, board members and/or coaches).
- To define bullying to give board members, coaches, parents/guardians and swimmers a knowledge of what bullying is.
- To communicate to parents/guardians, swimmers and coaching staff the policy and protocol regarding bullying issues.
- To communicate how to report bullying.
- To communicate that NWAC takes bullying seriously and that swimmers and parents/guardians can be assured that they will be supported if bullying is reported.

WHAT IS BULLYING? The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, that hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use of oral, written, electronic or other technological expressions, 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 that to a reasonably objective person has the effect of:

- causing physical or emotional harm to the other member or damage to their property
- placing the other member in reasonable fear of harm to themselves or of damage to their property
- creating a hostile environment for the other members
- infringing on the rights of the other members
- materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts, meets, and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that they have been bullied is asked to do one or more of the following:

- Talk to your parents/guardians
- Talk to a Club Coach, Board Member, or other designated individual
- Write a letter or email to NWAC Coach, Board Member, or another designated individual
- Make a report to the USA Swimming Safe Sport staff There is no time limit for initiating a complaint, but every effort should be made to bring the complaint to the attention of club leadership as soon as possible. This ensures that memories are fresh, and behavior can be accurately recalled so that bullying behavior can be stopped as soon as possible.

HOW NWAC HANDLES BULLYING

If bullying occurs during team activities, we STOP BULLYING ON THE SPOT with these steps:

- Intervene immediately. Involve additional adult help, as needed.
- Separate the people involved.
- Make sure everyone is safe. Meet any immediate medical or mental health needs.
- Stay calm. Reassure those involved, including bystanders.
- Model respectful behavior when intervening.

FIND OUT WHAT HAPPENED

Get the facts.

- Separate those involved.

- Gather information from several sources.
- Listen without blaming. Don't call the act "bullying" while trying to understand what happened. Determine if it's bullying.
- Review the USA Swimming definition of bullying.
- Keep in mind that it may not matter "who started it."
- If it is determined that the situation is bullying, support all of the kids involved.

SUPPORTING THOSE INVOLVED

Support those being bullied:

- Listen and focus on the child. Learn what's been going on and show we want to help. Assure the child that bullying is not their fault.
- Work together to resolve the situation and protect the bullied child. Minimize changes to routine while not singling out the child being bullied. Communicate game plans with parents/guardians.
- Be persistent. Bullying may not end overnight. Commit to making it stop while continuing to support the bullied child.

Address bullying behavior:

- Make sure the child knows what the problem behavior is.
- Show kids that bullying is taken seriously and is not tolerated. Model respectful behavior.
- Work with the child to understand some of the reasons they bullied. Provide support as some children who bully are facing their own challenges. Help the child who bullied find ways to make amends.
- Follow-up and monitor. Continue to help the child who bullied understand how their actions affect others.

Steps that athletes can take to help stop bullying when they see it happening:

- Be a friend to the person being bullied.
- Tell a trusted adult – your parent/guardian, coach, or club board member.
- Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
- Set a good example by not bullying others.
- Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.