



# **Fox Swim Club**

## **2012-2013 Swim Club Handbook**

### **What is Fox Swim Club?**

Fox Swim Club offers training and practice groups for swimmers of all ages and ability levels. It is the goal of Fox Swim Club to offer age specific training geared towards challenging each individual and developing each stroke to the best of the swimmer's ability. All swimmers are expected to participate in competitions in order for coaches to evaluate progress. Our mission is "finding enjoyment in the pursuit of one's maximum potential." Therefore, we strive to have fun while still working hard!

### **How is Fox Swim Club organized?**

**Fennec** - This is our entry level group and includes mostly swimmers ages 10 and under. An athlete needs to be able to swim a length of the pool to participate. Swimmers are encouraged to make 3 practices per week.

**Island** - Swimmers in this group focus mainly on learning four legal competitive strokes and perfecting start and turn techniques. This group will be a mixture of 9 to 12 year olds, and they are encouraged to attend 4 practices per week.

**Swift** - Swimmers in this group have learned all four legal competitive strokes and are given more advanced conditioning with an emphasis on perfecting start, turn and stroke techniques. This group will be primarily a mixture of 10 to 14 year olds, and they are encouraged to attend four practices per week.

**Arctic** - Swimmers older than 12 entering the Arctic Group must display a strong desire to perform at the highest level at which they are capable at 5 practices per week. All training emphasizes an IM aerobic based approach to develop a well rounded athlete. There will be some dryland training.

**Silver** - This is the most intense level of training. There are up to 15 hours of training offered each week and athletes are encouraged to attend 6 practices per week. In general, swimmers in this group will be between 14 and 21. There will be extensive dryland training as part of this program.

## **What is USA Swimming?**

USA Swimming is the governing organization of 59 Local Swimming Committees (LSC) organized into four zones. Fox Swim Club is a member of Maryland Swimming Inc. and is part of the Eastern Zone.

## **What is competition structure of USA Swimming? How do I determine what meets my swimmer is eligible in which to participate?**

USA Swimming offers all levels of swimming competitions. Most events are organized by age. The age of the swimmer on the first day of the meet is the age group that they will participate for the entire meet. Meet structure is the following:

Mini Meets - 10 & under where swimmers participate against others their own age and distance and events are age appropriate)

IMX/IMR meets – IM Extreme and IM Ready meets are to encourage swimmers to complete all of the swimming disciplines.

NTS Meets – these meets have no qualifying time standards and all swimmers can participate in these meets

AA/A/BB/B Meet – these meets are organized by time standards. Meets can be either “faster than” or “slower than” meets and are based on the motivational time standards established by USA Swimming.

Championship Invitational Meets (with “faster than” qualifying times) - Maryland Swimming offers two LSC Championship Meets. Short Course Championships are in March and times must be achieved within a year of the meet in a short course yard pool. Long Course Championships are in August and must be achieved within 18 months of the start of the meet. These meets are the most important meets of the year for the club and each qualifier is expected to participate in the meet.

Junior Championships is both a faster than and slower than meet. In order to participate you must achieve faster than a BB time but not have qualified for the state meet.

Zone, Sectional, Super Sectional, Grand Prix, Junior National, US Open and Senior National Championships – these meets are progressively more difficult for which to qualify. Generally speaking, it should be the goal of each member of the club to try to qualify and participate in the highest meet possible.

## **What is the Virtual Club Championship?**

The Virtual Club Championship is a program that uses the best times for each boy and each girl on the team from 11 to 18 in order to calculate a national team ranking by assigning power points to each swim. Each swimmer's performance is a part of the calculation.

## **How are meets and events chosen for my swimmer?**

Swimmers should participate in at least one meet per month during the winter and summer season. Coaches will suggest what the appropriate meets for each swimmer are. Parents will need to respond via the website as to the days their swimmers are able to participate. If there is no response on the website it will be assumed that the swimmer should not be entered into the meet. Coaches will have the final decision on all events to be swum. Meet entry fees are not included in the team fees and are billed separately to each account and are due on the 1<sup>st</sup> of the following month from the entry deadline.

## **How do I register my swimmer?**

All registration is done through the website [www.foxswimming.com](http://www.foxswimming.com). Each season the swimmer will need to register again for the upcoming season. By pushing the button on the website to register, you will be asked several questions and authorizing Fox Swim Club to charge you the registration fee. In addition there will be several forms that parents will be giving their electronic signature. Please read these forms carefully. These forms are included as Appendix A and B in this handbook.

Each new swimmer has a two week trial period. If the swimmer elects to terminate their registration at the end of the two weeks, any fees will be reimbursed. Returning swimmers are not given a two week trial period.

## **Does my child need to try-out?**

The two week "try out" is for your child to determine if Fox Swim Club is the right choice for them. Our goal is to have happy swimmers that swim fast and have fun. An unhappy swimmer generally will disrupt other swimmers from reaching their maximum success. At the end of this two week try-out, families are obligated to paying for the full season.

Coaches will select the appropriate group for each swimmer during the two week trail period. If a child wants to swim, Fox Swim Club will make every effort to have a place for them on our team.

### **What if my child has swum for another USA Swim Team?**

All swimmers transferring from another team will need to fill out the USA Swimming transfer form. Regardless of the amount of time that has past since your swimmer has participated, the form will still need to be completed. Families will need to be able to provide the last USA competition in which your swimmer participated. This information can usually be found by doing a time search on the USA Swimming website. Swimmers that have competed for another team in the 120 days prior to joining Fox Swim Club will need to swim as Unattached until the 120 days has elapsed.

### **What does the registration fee cover?**

The registration fee covers the USA Swimming and/or the AAU registration(s) fee that is required to have your swimmer on the appropriate insurance policies. Any additional money charged in the registration fee is used to purchase equipment for the team.

### **How does our family pay team fees?**

Each family will register on the Fox Swim Club website. All billing is done through the website and it is important to monitor your account regularly. Team fees are charged in a one-time payment or as an installment plan. One-time payments are due within 10 days of the beginning of the season and will receive a 5% discount. Installment plans are spread over equal monthly installments. Swimmers joining after the beginning of the season will have prorated fees based on beginning of the month joined. Swimmers are given a two week free trial period. Once that period has expired, each account is responsible for the entire team fees regardless if the swimmer decides to quit before the end of the season. Each account will have the choice of putting a credit card on file or paying via check or cash.

### **When are fees due?**

All fees are billed on the 1<sup>st</sup> of each month. Accounts will not receive paper notification of their invoice. All invoices are found on the team website by logging into your account. All bills not paid by the 15<sup>th</sup> of the month will be charged a \$15 late fee.

### **How are meet fees determined?**

The meet entry fees are determined by the host team and are not included in the team fees. Fox Swim Club will charge an additional \$3.00 per swimmer per meet in order to cover club expenses associated with the meet.

**What is the fundraising fee?**

Each family is required to fundraise at least \$100 during the winter season. Several fundraisers will be offered during the season. If a family chooses not to participate in the fundraisers, the fee will be charged in the final monthly statement of the season.

**What is the equipment fee?**

Each member of the Silver group is charged \$50 for equipment purchases for the group. The families of the Silver group will be informed how this money will be spent to benefit their swimmers training regiment.

**Is my family required to stay in a hotel at meets?**

No. Families are not required to stay overnight at meets. In addition they are not required to stay at the team hotel for meets where your family does choose to stay overnight. Generally the team will book a block of hotel rooms for MD SCY Championship meet, MD LCM Championship meet, Junior State Championship Meet, and the "Christmas" meet.

**Are coaches responsible for swimmers at hotels?**

Generally speaking the answer is no. Coaches are responsible for your swimmers at meets and practices. If a swimmer must travel to a meet without a parent, it is preferred that the parent of that swimmer arrange with another family to take responsibility for their child during the meet. If a swimmer is assigned to a coach, a release form must be signed and the swimmer must stay in a separate room. AT NO TIME IS A SWIMMER ALLOWED IN A COACH'S ROOM unless that swimmer is a child of the coach.

**What is the practice schedule?**

The practice schedule is found on the website under the Swim Group tab. Any changes to that schedule will be sent as an email and/or text message. Please make sure that your cell phone and email address is verified through the system so that you can receive all important messages.

**What if there is bad weather?**

Every effort will be made to try to notify your family of any emergency closings. In the event of an electrical storm, swimmers will often be asked to leave the pool area. If there is thunder or lightning please stay close in case practice is cancelled by the Recreation Department.

## **What is the USA Swimming Code of Conduct?**

The mission of USA Swimming is to encourage participation and the pursuit of excellence in all aspects of Swimming. USA swimming grants the privilege of membership to individuals and organizations committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by USA Swimming at any time where USA Swimming 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.

In order to assist all members to better serve the interests of those who participate in swimming, USA Swimming has adopted this Code of Conduct.

Any member or prospective member of USA Swimming may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of the USA Swimming Code of Conduct, set forth in, or aids, abets or encourages another person to violate any of the provisions of the USA Swimming Code of Conduct.

## **What are the USA Swimming Athlete Protection Guidelines?**

Inappropriate touching between an athlete and an adult non-athlete member or Participating Non-Member (as defined in 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having an athlete sit on a non-family member adult's lap.

Any rubdown or massage performed on an athlete by any adult member or Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

Use of audio or visual recording, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

Employees and volunteers of USA Swimming, LSCs and member clubs who interact directly and frequently with athletes as a regular part of their duties and individuals with any ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).

*In order to clarify the intent of Article 305.5.A, the Board of Directors of USA Swimming, at its meeting on November 21, 2010, made the following interpretation: For the purposes of Article 305.5.A, where an adult is registered both as a coach and an athlete member of USA Swimming, and is functioning primarily as a coach, he/she may share sleeping arrangements with another registered coach.*

Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.

When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

Clubs and LSCs shall develop their own travel policies. USA Swimming will provide a model club travel policy as an example. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

### **What is the USA Swimming Code for Sexual Misconduct?**

It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.7 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

No member shall retaliate against any individual who has made a good faith report under 306.1.

False reporting of sexual misconduct made in bad faith is prohibited.

Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

### **What are practice rules?**

**WE ARE GUESTS** of Mount St. Mary's University. Even if your family members are ARCC members your children still represent Fox Swim Club. Please make sure that we follow team protocol and stay in our assigned areas.

**SHOW RESPECT** for coaches and swimmers. Do not hinder or interrupt other swimmers during practice. If you are not serious about your progress, it doesn't mean others are not.

**NO HORSEPLAY** in the pool, on the deck or in the locker room. We do not want ANYONE to get hurt. You have put too much time and effort into your sport, and your development to hinder your progress by an injury that could have been prevented.

**PAY ATTENTION** to your coach. If the coach is talking to one swimmer, a group of swimmers or the entire squad, YOU should be listening. Because a coach isn't speaking directly to you, doesn't mean you can't benefit from that information. **LEARNING REQUIRES LISTENING!**

**ASK QUESTIONS** if you don't understand. This includes the set the coach has given you, directions about your stroke or anything you don't understand about what is being asked of you. The coach may not be able to answer your question immediately but if you don't ask, (s) he never will!!!

**FOLLOW DIRECTIONS** from the coaches. If you are asked to do something – DO IT! Don't argue with coaches (especially during practices). If you disagree with a coach, discuss it after practice or set up a time to talk. **PRACTICE TIME IS PRECIOUS.**

- If your hair could get in your eyes you **HAVE** to wear a cap at practice.
- Water Bottle . . . **NO EXCEPTION.**
- Be on deck 10 minutes before practice and meet session – stretch out and get ready.
- Go to the bathroom in between sets, not during the set.
- Warm up and Cool down are important to good stroke technique. They are not play time.
- Behavior should be exemplary in all facilities.

**Swimmers' Etiquette at Practice Check List:**

- Be punctual
- Be prepared - suit, goggles, cap, kickboard, equipment bags, etc.
- Actively participate
- Do what the group is doing
- Focus on the task at hand
- The best attitude is a “can do” attitude
- Be willing to try new and difficult things
- Arguing and “bargaining” with coaches is a waste of time!
- Clean up after yourself



## **What are the roles of parent, coaches and athletes on Fox Swim Club?**

Swimming parents all have one thing in common – they want the best for their children. Your child's swimming experience should be an enjoyable one, which builds confidence and self esteem. Fox Swim Club recognizes the important role parents play and welcome your input. However we prefer that we are unified in our effort to provide the best environment for learning and success for your swimmer.

Your involvement is vital to this experience, and can be enhanced by observing the following guidelines:

### **The parent / athlete / coach team**

Each person within this 'team' has a specific role to play. Overlapping the roles becomes confusing and often detrimental to the swimmer.

- **The parent** provides emotional and practical support for the athlete.
- **The coach** provides technical expertise, and motivation in the form of structure, vision and challenge.
- **The athlete** brings the raw material and the desire to succeed.

Allow the coach to do the job you pay them to do. Realize what is being done with your child now is part of a plan for the long-term development of your child's swimming career.

## **EMPHASIZING FUN, SKILL DEVELOPMENT AND STRIVING TO WIN**

The reason you as a parent should emphasize fun is quite simple: Without it, your child may not want to keep swimming. Children don't have fun when they stand around in practice or don't get to swim in meets, when they feel pressure to win and don't improve or learn new skills. Conversely, they DO have fun when practices are well organized, they get to swim in meets, they develop new skills and the focus is on the "STRIVING" to win. When the focus is on developing skills and striving to win, it takes the pressure off winning, which, as we say, no one is in control of. But all children can improve their swimming skills. When they see that improvement, they are usually motivated to improve more. Developing skills is one of the most satisfying aspects of playing sports.

## Appendix A

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

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

### INFORMED CONSENT AND RELEASE OF LIABILITY

**The following MUST be completed and accepted in order to participate in any Fox Swim Club program**

1. I certify that my child is able to participate fully in the class. In case of voluntary withdrawal, I understand that there will be no refund of class tuition or fees.

2. In consideration of being allowed to participate in the activities and programs required to complete the required curriculum and to use the necessary facilities, equipment, and machinery (if applicable), I do hereby waive, release and forever discharge, and indemnify and hold harmless **Fox Swim Club** and its officers, agents, employees, representatives, and all others from any and all responsibility or liability for injuries or damages, except those caused by the negligent act or omission of any of the foregoing persons or entities arising out of or resulting from or in connection with my child's use of the facilities and equipment or my child's participation in any of **Fox Swim Club**.

3. I understand that participation in the **Fox Swim Club** programs and the use of the necessary facilities and equipment is potentially hazardous. I also understand that fitness activities involve risk of injury and even death and that my child is voluntarily participating in the programs and using the facilities and equipment with knowledge of the dangers involved. I hereby agree to expressly assume and accept any and all risks of injury or death. I further acknowledge that it is my responsibility to seek timely medical advice on any injury or ailment that my child is experiencing and that a coaches' opinion should not replace appropriate medical attention.

4. I understand that the facilities and equipment and programs may not be advisable for certain individuals, including but not limited to elderly persons,

pregnant women, persons suffering from heart disease, diabetes, high or low blood pressure and other conditions and illnesses, and persons taking medication. I hereby acknowledge that I have been advised to seek advice from a physician regarding my child's participation in **Fox Swim Club** in the use of the necessary facilities and equipment. I also acknowledge that it has been recommended that my child has a yearly or more frequent physical examination and consultation with a physician as to my/my child's physical ability to participate in **Fox Swim Club** classes and to effectively perform the tasks and skills required. I acknowledge that my child has either had a physical examination and that my child has been given permission by a physician to participate or that I/ my child will be participating in the **Fox Swim Club** programs or classes and/or using the necessary facilities and equipment without the approval of a physician and do hereby assume all responsibility for my child's participation in the programs or classes and/or my/my child's use of the necessary facilities and equipment.

5. As part of the overall **Fox Swim Club** program, participants are occasionally photographed or videotaped by the staff or assigned parent volunteers. If initialed, you hereby grant permission and approval that you or your child may be photographed or videotaped by the staff and also that the participant's likeness may be used by Fox Swim Club and any **Aquatic Training and Consulting Services'** publications, materials, advertisements, web-site, and programs. **If at any point I have a concern with images being taken of swimmers by staff, parent volunteers, or any other person or entity I will bring this to the attention of the head coach immediately.**

6. By signing below, I authorize **Fox Swim Club or facility staff** to provide medical care and seek advanced medical care for me/my child should the need arise. I also authorize **Fox Swim Club** or facility staff to transport me/my child for the purpose of providing medical care if necessary, at the discretion of the **Fox Swim Club** representative or medical personnel.

7. I acknowledge that **Fox Swim Club** is owned and operated by **Aquatic Training & Consulting Services, LLC** and all of the above releases and acknowledgements apply to both Fox Swim Club and ATCS.

## Appendix B

By registering my child(ren) with the **Fox Swim Club**, I agree to participate (or allow my child(ren) and family members to participate) in the **Fox Swim Club**, and hereby release **Fox Swim Club**, its directors, officers, agents, coaches, employees and Aquatic Training & Consulting Services, LLC from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the **Fox Swim Club** program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the **Fox Swim Club** program.

Furthermore, I acknowledge that I am entering into a contract and agree to pay all of the fees and meet entries associated with participation on Fox Swim Club. I understand that there is no refund after the first two week trial period and that if I decide to terminate participation on the Fox Swim Club I am still liable for the payments due as part of my registration through the end of the season.

Finally, I understand that Fox Swim Club is essentially a volunteer-run team and needs my support. I agree that our family will sign up and commit to volunteer to help our team at team functions and swim meets; and when necessary, our family will actively participate in fundraising efforts that will benefit the whole team.

## Appendix C

### **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. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
7. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
9. 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.
10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.

12. 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.

13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.

14. 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.

15. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.

16. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services. Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

1. The amount of time that has passed since the coach-athlete relationship terminated;
2. The circumstances of termination;
3. The athlete's personal history;
4. The athlete's current mental status;
5. The likelihood of adverse impact on the athlete and others; and
6. Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
7. Both the athlete and the coach must be 18 years of age or older.

## Appendix C

Getting Parents on the Team by Dr. Alan Goldberg of *Competitive Advantage*

A successful swimming experience depends on parents being proactively trained to play the right role on the parent-swimmer-coach team. Coaches should take the time in the beginning of the season to educate parents on their very important support position. The coach should appeal to the parent's proper involvement for the team's and their child's success. In parents' meetings and in written handouts, the coach should present and discuss the correct parent/coach/swimmer roles, the "do's and don'ts" for success.

1. DON'T COACH - Leave coaching to coaches. This includes pre-race psyching, motivation, after-race critiquing, setting goals, enforcing additional cross training, etc.
2. SUPPORT THE COACH - Your coaches are the experts. They need your support for everyone to "win".
3. SUPPORT THE PROGRAM - Get involved. Volunteer. Help out at meets, social events, etc.
4. BE YOUR CHILD'S BEST FAN - Support your child unconditionally. Do not withdraw love when your child performs poorly. Your child should not have to perform to win your love.
5. SUPPORT AND ROOT FOR ALL SWIMMERS ON THE TEAM - Foster teamwork. Your child's teammates are not the enemy. When they go faster than your child, your child now has a wonderful opportunity to improve.
6. DO NOT BRIBE OR OFFER INCENTIVES - Your job is not to motivate. Leave this to the coaching staff. Bribes will distract your child from proper race concentration.
7. TAKE YOUR CONCERNS AND PROBLEMS DIRECTLY TO THE COACH - If you have a problem with the coach, do not go to other parents to discuss it. Go straight to the coach involved. Talking behind the coach's back will not get you what you want.
8. UNDERSTAND AND DISPLAY APPROPRIATE MEET BEHAVIOUR - Remember your child's self-esteem and race performance are at stake. Be supportive and cheer, but always be appropriate.
9. MONITOR YOUR CHILD'S STRESS LEVEL AT HOME -Keep an eye on your swimmer to make sure he is handling stress effectively from the various activities in his life.

10. MONITOR EATING AND SLEEPING HABITS - Be sure your child is eating the proper foods and getting adequate enough rest.

11. HELP YOUR CHILD KEEP HER PRIORITIES STRAIGHT - Help your child maintain a focus on schoolwork, relationships and the other important things in life besides swimming. Also' if your child has made a commitment to swimming, help her keep the priorities around this in mind.

12. "REALITY TEST" FOR YOUR CHILD - If a swimmer comes out of the pool with a personal best time and a last place finish, help him understand that this is a "win". Help him keep things in their proper perspective including losses, disappointments and failures.

13. KEEP SWIMMING IN PERSPECTIVE – Swimming should not be larger than life for you. If your child's performances elicit strong emotions, keep these away from him. Remember your relationship will continue with your children long after their swimming days are over. Keep your goals and needs out of the pool.

14. BE AN APPROPRIATE LIAISON TO THE COACH - Keep the coach informed as to how your child is responding to the experience (when appropriate). If your child is having trouble with something that happened in the pool or with something the coach said, help the child deal with it and if necessary, speak directly with the coach.

#### Progression

The coaches determine progression within the squad system, both objectively and subjectively. Obviously certain objective criteria must be met in order to train in specific groups, but it is important also for the coach to have the opportunity to make a subjective judgment regarding the admission or withdrawal of a swimmer to a particular squad. For example, we could have a swimmer who easily meets the time standard of a strong squad but may not be prepared to make the training commitment expected from that particular group. In this case, it would be pertinent for the coach to allocate the swimmer to a group, which requires a less rigorous routine.



## **Glossary of Terms**

**Age Groups** - In U.S.A. Swimming, competition is primarily broken into 2 yr. segments. Events are swum as 8 & under (or 10 & under), 9-10, 11-12, 13-14, 15-18. Some competitions may have SENIOR or OPEN levels where swimmers of any age who have met the time standard for a particular event may enter.

**Amateur Athletic Union (AAU)** – a nonprofit organization that governs amateur sport contests and organizations.

**Attached** - An athlete member who represents a particular U.S.A. club in competition. An "attached" swimmer may participate in relay competition for that club at U.S.A. meets.

**Circled Seeding** - Where trials and finals are conducted, the trial heats are sorted by time - slowest to fastest EXCEPT for the last three heats. Swimmers who are placed in the last three heats are sorted by lane where the fastest three are assigned lane 3, the next three assigned lane 4, then 2,5,1,6 or in an eight lane pool, 4,5,3,6,2,7,1,8 respectively.

**Clerk of Course** - The person who is in charge of the area where swimmers report prior to their event. They may simply receive an entry card to provide to the timer or be sorted by heat and lane and remain in that area until they are called to the starting blocks. This process is common for 8 & under competitors to insure none miss their event.

**Course** - The length of the pool where the competition is being conducted. SHORT COURSE competitions are conducted in 25 yard or meter pools. This is the common course for High School or Collegiate competitions. LONG COURSE competitions are held in 50 meter pools. This is the common course for Olympic competition. In addition, most Short Course meets are conducted during the "Short Course" season (September to March) and Long Course meets during the "Long Course" season (May to August).

**Dual Meet** - A competition conducted between two teams. Age groups and events are agreed to by both teams prior to the competition. There are many swim "leagues" where dual meets are the primary source of competition.

**Event** - A specific race at a given distance, stroke and age group.

**Finals** - Where preliminary / trials are conducted for the purpose of determining the top swimmers in a race or series of races. These "finalists" compete again to determine the final placing in that event. The number of "finalists" chosen will be determined by the number of lanes and the host team. Normally, there are 6 or 12

finalists for meets conducted in a 6 lane pool and 8 or 16 finalists for meets conducted in an 8 lane facility.

Heats - The method used to sort swimmers within an event. The number of heats in a given event is determined by the number of entrants and the lanes available for competition. Swimmers are either grouped by times from slowest (first heat) to fastest (last heat). Where trials and finals are held, circle seeding is used (see Circle Seeding).

Heat Sheets / Program - Lists all events, heats and lane assignments for the competition. In some cases, an estimated "time line" will show the approximate time each heat will be swum. Competitor's names, ages and club affiliations are provided as well.

L.S.C. - Local Swimming Committee is an administrative division of U.S.A. Swimming. This body is responsible for insuring that the rules and regulations of U.S.A. Swimming are enforced throughout a geographical region of the United States. Its duties include governing over swim clubs, competitions, competitors, parents and coach members.

Lycra Suit - This type of suit is usually reserved for competition. Close fitting, the fabric is not designed for wear and tear and will get stretched out if worn in practice sessions. Team suits should NOT be worn in practice sessions!!

Negative Split - A swim where the intermediate times indicate that the swimmer is covering equal distance in less time as the swim progresses. Common example: second half of the swim is faster than the first half.

Nylon Suit - This type of suit is usually worn in practice. A more durable fabric than Lycra, it is heavier and fits more loosely. Swimmers sometimes wear multiple suits to increase drag for practice sessions.

Officials - Persons in charge of conducting a competition. Usually in white, they are positioned around the pool and are responsible for insuring each race is conducted according to U.S.A. rules and regulations, and each swimmer is performing the start, stroke, turn and finish in accordance with the rules and guidelines established for that stroke. Parents who are interested in becoming an official should contact a board member.

Prelims - See Finals

Proof of Time - A requirement at most regional / national championship competitions to insure that all swimmers have achieved the time standard in a sanctioned U.S.A. competition for a particular event. Should a swimmer or coach

be asked to produce a proof of time and can not, the swimmer will be disqualified from competition.

Referee - The U.S.A. official in charge of all officials. The meet referee makes the final decision in all matters related to the competition.

Seed Time - or entry time, the time submitted by a swimmer for a particular event. The time will determine the swimmer's heat and lane assignment for that event. The time should reflect the swimmer's best time in that event at the time of submission. If a swimmer has not competed in the event (in most cases) submission of a no time "NT" is proper.

Split - The time of a particular segment of a race. Split times are used to help teach pace and race strategy. Example: For a 50 yard race, the swimmer's split time for the first 25 might be a 17.85, and the final time 36.63. In a 100 yard event, the swimmer would have 4 split times.

Starter - The U.S. A. official who is responsible for starting each heat, insuring all swimmers get an equal advantage at the start of the race and calling the next heat to the starting blocks.

Stroke / Turn Judge - The U.S. A. official who is responsible for insuring swimmers adhere to stroke / turn rules governing that particular stroke / event.

Team Uniform - The designated apparel worn by all team members. Requirements may vary by club but at least, every team member should wear the designated suit for all U.S.A. competitions.

Time Standards - Established by U.S.A. Swimming, these times help swimmers compare their ability to other swimmers across the country. Some meets will establish qualifying times which must be met in order to compete in that meet. These qualifying times are usually taken from these standards. The standards are broken down by age group beginning with 10 & under and are "B", "BB", "A", "AA", "AAA", "AAAA", from slowest to fastest.

Touch Pad- The part of the electronic timing system which rests in the water, against the wall where the race ends. A swimmer should be trained to "touch" the area of the pad (at the lip of the wall and below) in order to activate the system and insure the fastest race time.

Unattached - An athlete member who does not represent a club in U.S.A. competition. "Unattached" swimmers may not compete in relay competition in U.S.A. Swimming meets. A swimmer must swim "unattached" for a period of 120 days when switching from one U.S.A. club to another. The swimmer must also present to the L.S.C., a signed document from their former club verifying they left

that club in "good standing" prior to competing as an "Attached" swimmer for another club. See a club official for details.

U.S.A. Swimming - The national governing body for amateur swimming in the United States.

Warm Down - A process where the swimmer recovers from a race. In this process, the swimmer breaks down lactic acid which builds in the muscles during the race, allow the cardiovascular system to relax and recover, and reviews the race and critique given by the coach to begin to prepare for improvement in that event.

Warm Up - A process where swimmers prepare for a competition. Usually conducted as a team, each swimmer prepares their muscles, cardiovascular system as well as their minds (focus) for the upcoming challenge(s) of the day.

## **REFERENCES**

USA Swimming Main Page <http://www.usaswimming.org>

Maryland swimming <http://mdswim.org>

Fox Swim Club <http://www.foxswimming.com>

Swim Info - Misc info on swimming <http://www.swiminfo.com>

Swim news online <http://www.swimnews.com> American Swim

Coaches Assoc. misc info <http://www.swimmingcoach.org>