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# PRACTICE & POLICY HANDBOOK

*Updated 5/26/2020*

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## INTRODUCTION

### **Team Overview**

The Wright County Wave Swim Club is a nonprofit USA Swimming team founded by a group of swim parents in 1989. Their purpose was to promote and support the sport of swimming locally in Buffalo. Today we strive to follow their purpose by welcoming all swimmers ages 6 and up who live in or near Buffalo to join. Our team is home to swimmers at every level of ability, from novice to national competitor.

Our team is consistently training new young swimmers to maintain a well-rounded local competitive swim team in Buffalo. Our family friendly environment, and activities make being a part of this team a lot of fun for all members of a family.

### ***When your child joins our team so do you!***

To promote the sport of swimming; our team requires all team members to participate in swim meets. Swimmers are encouraged to race, and parents are required to volunteer to help run home swim meets.

Most swim practices will take place at the Buffalo Community Middle School Pool. Practices during the short course season will be held using the 25-yard portion of the pool. Long Course Season practices will make use of the 25-meter portion of the pool.

The intent of this handbook is to inform swimmers and parents of general information about our team, as well as our relationship with USA Swimming, and our expectations regarding safety, conduct and participation, and overall team operations. Knowledge of the enclosed information will make your family's participation on our team more enjoyable.

This handbook does not include USA Swimming rules and regulations, rules competition, technical rules for properly executing strokes, cut-off, or national records and motivational times, which may be found on the USA Swimming's home page <http://usaswimming.org>.

Additional links may be found on the Team's website at <http://waveswimclub.com>.

***Welcome to our team!***

## About Our Team

### **Team Mission**

The Wright County Wave Swim Club is a United States Swimming competitive team dedicated to providing a safe and supportive environment where successful athletes are developed. A successful athlete is one empowered by not only the physical fitness benefits associated with swimming but also with the lifelong skills of determination, discipline, and integrity.

### **Team Values**

Together, we are a learning and growing organization, always listening to our parents and swimmers. We hope to help swimmers develop and demonstrate the following values at all team activities and that these values carry into all areas of their life:

- DETERMINATION - a quality that makes you continue to try to achieve something that is difficult
- DISCIPLINE – having respect for yourself, your teammates, your coaches & your opponents
- INTEGRITY - being honest with yourself and others around you. Taking responsibility for your actions and learning the responsibilities you have to teammates and the team.

### **Team Vision**

The Wright County Wave Swim Club views competitive swimming and all sports as a means to learn valuable life skills. Swim meets and competition are simply a way to realize one's own abilities and growth. The final measure is not if you placed first or how much time you dropped, but what you learned during the competitive experience.

Team goals include:

1. Become a top team at the local level, become a top placing team at the State Level;
2. Gain a significant presence at the regional level (Central Zones and Sectionals); and,
3. Send swimmers to National Level meets.

We strive to create a fun, safe and supportive atmosphere where age group swimmers are encouraged to be and do their best. When ready, swimmers may advance to our high performing training group that supplies an environment that leads to success at the State, Zone/Sectional and National levels of swimming competition.

### **Team Strategy**

#### **American Development Model for Swimming**

The Wright County Wave Swim Club program is designed based on the United States Swimming "American Development Model for Swimming" (ADM). Under ADM, training is designed so that swimmers progress through a system of levels. Each level includes biomechanical, physiological, character development/life skills and psychological benchmarks for swimmers.

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## **Team Affiliations**

**USA SWIMMING, INC.** The Wright County Wave Swim Club, its swimmers and coaching staff are all members of USA Swimming. The organization directs America's largest age group swimming program. The staff of USA Swimming works with LSC's (local swimming committees), athletes, coaches and volunteers at all levels to provide a variety of services to athletes, non-athletes and clubs. You can visit the website at <http://usaswimming.org>.

**MINNESOTA SWIMMING, INC. (MSI).** MSI's mission is to serve athletes and the swimming community by providing great experiences in and out of the water. They strive to lead youth sports in participation, opportunity, performance, and service. They are our local LSC and they oversee the USS swim meets and swimming events in the state of Minnesota

# **TEAM MANAGEMENT**

## **Administrative Structure**

The Wright County Wave Swim Club is a 501c3 non-profit company registered with the State of Minnesota. A Parent Board operates the team. The Board members are all volunteers. The team employs professional swim coaches to operate the day-to-day on-deck swimming operations of the team.

## **Board of Directors**

The names and telephone numbers of the members of the current Wave Parent Board of Directors are available on the team website. To contact the board please e-mail [Buffalowaveswimboard@gmail.com](mailto:Buffalowaveswimboard@gmail.com)

Board Members are volunteers. Board Members are specifically responsible for management and oversight of:

- The budget and finances for the team
- Hiring and evaluating the Head Coach
- Securing pool space and managing facilities contracts
- Procurement and inventory of equipment
- Coordinate registration and development of registration fees
- Manage ordinary business and administrative functions of the team

Board members are elected to serve a 3-year term. Board meetings take place monthly or more often if needed. We ask interested parents who wish to be Board Members to speak to the Board President. Board Member elections are held during the Team Annual Meeting. The Team Annual Meeting is scheduled following the end of the Summer Long Course Swim Season.

## **Financial Operating Philosophy**

The Wright County Wave Swim Club philosophy is to incur NO debt and to assure swim fees, sponsor donations, and fundraising are enough to meet the needs of the team's operating expenses. The team desires to have a modest reserve of cash to maintain team operations when faced by unforeseen financial obligations.

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## THE COACHING STAFF

The Wright County Wave Swim Club Board feels that we have an excellent coaching staff that will meet or exceed your expectations.

### HEAD COACH

Stacy Milburn	612-685-2046	coach.smilburn@gmail.com
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### ASSISTANT COACHES

Tammy Hendrickson	612-391-1896	hendricksontammy@gmail.com
Marsha Rhodes	612-760-7062	mskrhodes@yahoo.com
Katy Bertelson	763-229-3121	<a href="mailto:katy.bertelson@gmail.com">katy.bertelson@gmail.com</a>

### Coaching Philosophy

Our coaching philosophy is designed to align with the Team's Mission, Values and Vision. The coaching staff will promote physical fitness, sportsmanship, and self-discipline, in a competitive swimming environment.

While Wave is involved in helping swimmers to swim fast, that is not the only purpose behind the coaching staff's goals for swimmers. As a coaching staff we are interested in using the sport of swimming to teach life skills. Some of these life skills are:

- ✓ Goal Setting - Help swimmers determine how to set and accomplish goals.
- ✓ Determination – aka self-motivation. Most things in life come from within, not from the outside.
- ✓ Work Ethic - Hard work always pays off.
- ✓ Limits and Boundaries - We encourage swimmers to focus on the things that they can control. A swimmer can control their work ethic, they cannot control the natural abilities that they were given or what other swimmers are achieving.
- ✓ Teamwork - A chain is only as strong as its weakest link.
- ✓ Healthy Lifestyle – Physical fitness for life.
- ✓ Responsibility - Decisions are made every day that will affect swimming and life. There are consequences in every decision, good and bad.

WAVE employs coaches who have extensive experience in the sport of swimming and swim coaching. If you have questions about training or how you feel your swimmer is progressing, please ask.

## TEAM REGISTRATION, FEES & EXPENSES

### Registration

Registration takes place on our team's website <http://wave.swimclub.com>. All current registration information and fees are on the website. Fees are based on the training group in which the swimmer participates.

Registration for the team happens at the beginning of each season.

Registration does not carry over from one season to the next.

Returning swimmers must register their intent to swim during each season.

- Short-course season late April – Early August. Registration opens in April.
- Long-course season September – Early March. Registration opens in August.

We ask returning swimmers who wish to participate on the team to register as soon as possible as space is limited. Returning families will have one-week priority each season to register their swimmers over new families.

We will accept registration mid-season for new swimmers to the team if space is available.

### Evaluations

Training group placement is based on a swimmer's in-water skills evaluation. The team offers evaluations prior to the season during the New Swimmer New Parent Information Night. Evaluations can also be scheduled by contacting the Head Coach. To join the team, a swimmer must be able to comfortably float on their front with face in the water and on their back with ears in the water.

The swimmer's ability and their placement in a training group will be judged solely by the coaching staff. Correct placement of a swimmer is important for a swimmer's progression. Placement into a group that is too easy or too advanced will result in the swimmer not getting the proper training and will impact the swimmer's progression and success at meets.

### Costs & Fees

**Monthly Swim Fee** - Each swimmer is required to pay monthly swim fees to participate as a member of the Wright County Wave Swim Club. Monthly swim fees are different for each training group and are outlined in our Registration Information on our teams' website; <http://wave.swimclub.com>.

**USA Swimming Membership Fee** - United States Swimming is the governing body of all amateur & youth swimming in the country. All Wave athletes must be current members to participate in swim meets and practice.

2020 USA Swimming Annual Membership Fee \$70 – This membership is for an entire year

2020 USA Swimming Seasonal Membership Fee \$38 – This membership is for April – July

*(The above fees are subject to change; visit the team website for current fee information)*

**Meet Fees** – There are many expenses involved in hosting a swim meet. Costs include pool rental, timing equipment rental, officials, awards, and other operational costs. Host teams collect fees from attending athletes to cover those costs.



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Meet fees are listed on-line for each meet and they vary. Meet fees will be billed to WAVE families on the first day of the month following the meet(s) by debiting the credit card on file.

Below are the fees most often associated with swim meets.

- a. **Entry Fee** – The base fee charged to the swimmer for entering a swim meet. This fee can include the fee for a meet program if the host team is sending out PDF programs in advance of the meet.
- b. **Splash Fee** – The fee charged for each event that a swimmer wishes to enter. Essentially the swimmer is purchasing a lane in a race in which to swim. All or a portion of this fee goes to Minnesota Swimming to cover operational costs in running the LSC.

**Swim Family Lack of Involvement Penalty Fee** - To run a fantastic swim program, it takes YOU! We need you and/or members of your family to work on behalf of the club to help us keep our team afloat. Each season the club will post a MINIMUM number of hours your family will need to work to support our team. Families that do not meet or exceed the minimum will be charged a penalty fee at the end of the season. Hours will be tracked online via our team website.

Work opportunities include but are not limited to:

- working at a swim meet,
- working at a team event,
- heading a fundraiser,
- joining the club board,
- becoming and working as a stroke & turn official.

### **Consequences of Late Payment & Non-payment**

**Late Fee Charge:** The system will automatically bill your account a \$5.00 late fee if your account is carrying an invoice balance on the last day of the month.

Accounts with past-due unpaid fees from a previous season will not be allowed to register swimmers on-line for a new season without paying the full balance due. Accounts with outstanding balances may contact the Club Board to arrange a payment plan.

### **Refund Policy**

**Swim groups are limited in space. When a swimmer joins the team, they have taken a spot on the team and the team has most likely turned away another swimmer. Once the season has begun all team expenses are fixed, therefore the team's refund policy is:**

1. Deposits are non-refundable once the season has begun.
2. By enrolling in the Wright County Wave Swim Club families understand that they are financially obligated to pay the total balance of all training fees as outlined in the season registration. (regardless of attendance at practice). There are no options to discontinue financial obligation midway through the season. Refunds will not be issued. If a swim family feels they have a special circumstance they will need to send a written request to the swim team board for consideration.

*If you feel you should not be held to this policy, please submit your request in writing with details of the special circumstances to the Club Treasurer. A decision in writing from the Club's Board will be provided on all requests.*

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## **Fundraising**

Fundraising by each family is necessary since swim fees do not cover all the operating expenses. The money each swimmer raises meets budgetary expenses. Specific fundraising details are included in the Swimmer's Registration Package. The expectation is that all families will participate in Fundraising activities. If a family chooses not to participate in the fundraising activities the team will accept monetary donations equal to the family obligation. The team endeavors to select fundraising activities that are fun and social for families and friends.

*We encourage all to participate.*

## **Sponsorship Donations**

Sponsorship dollars also help cover operating costs for the swim team. Donations are tax deductible as we are a 501c3 organization. Specific benefits and details about sponsorship donations may be found in the club's sponsorship letter found on the team website <http://waveswimclub.com>. We encourage businesses and individuals to sponsor the team. Sponsorship recognition is provided in various formats and ways; please contact us to get more information about our sponsorship program.

# **Practice Information**

## **Training Group Assignment**

The coaching staff will evaluate each swimmer either at group try-outs for new swimmers (usually in September and April) or by appointment at a practice any time during the year. The swimmer will be assigned a practice group based on age and ability. The final decision rests with the Wright County Wave Swim Club Team Head Coach. Swimmers from previous seasons will be assigned to groups by the coaching staff and a list will be available at registration and on the website. Swimmers will be promoted to the next level practice group when their coaches determine they can be successful at the next level.

Any swimmer that feels they should be in another level should consult the coaching staff. The staff reserves the right to temporarily move a swimmer within levels. If a swimmer's group is reassigned, that swimmer will either receive a refund or be asked to pay additional fees, whichever is applicable. If the groups change, the fee structure also changes.

Swimmers who miss practice or need to come to a practice with a group other than their assigned practice group may practice with a lower level group – we ask that we limit this no more than once a week to help keep continuity within practice groups. Prior to attending any practice that is not with a swimmer's assigned practice group must receive permission from the Coach prior to attending.

## **Group Advancement**

Advancing from practice group to a higher practice group will be at the sole discretion of the Coaching Staff. Practice group promotion generally occurs only at the end of a season; however it may occur during a season if the swimmer is consistently demonstrating an ability to surpass the training times and endurance levels of the current training group. The fee differential will be charged to a swimmer who moves into a higher swim group.

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### **Attendance**

The least possible interruption in the training schedule will produce the greatest amount of success. Each training group has specific attendance requirements appropriate for the objectives of that group. In general, as a swimmer advances and ages the more practices they must attend.

A few rules of thumb:

1. We ask that swimmers try to attend the recommended number of practices per week. It will help swimmers meet their goals.
2. If your child is going to miss a practice, please contact their coach in advance. Coaches will mark your swimmer "EXCUSED". Swimmers who are not excused will be marked as "OUT." This will allow you to check on your swimmer's attendance and verify that they are reporting to practice.
3. Swimmers who miss practices in one (1) week may not "make them up" the following week(s) by attending more than allotted practices or practicing with another group.
4. Swimmers must practice with their assigned practice group. Training is different for different groups. The drills, length of sets, interval times, duration of practice are specific for that group. A swimmer of higher or lower ability from the group will hinder the training cohesion of the group.

We understand that there are many competing priorities and time demands on the swimmers. Many of the athletes play multiple sports or participate in other activities. For this reason, the team endeavors to make the schedule as flexible and convenient as possible.

*If you feel you need an exception to any of the above, please speak with the Head Coach.*

### **Swimmer's Training Responsibility**

As a swimmer's level of ability increases, so does their responsibility. A swimmer has responsibilities to the team, coach, parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers may be required to bring specified training equipment to practice. It is the swimmer's responsibility to come prepared.

- ✓ Always be polite and act in a responsible manner. Remember, you are representing the Wave Swim Team and yourselves. Your actions reflect on the team's image.
- ✓ Be enthusiastic and positive. Your attitude affects everyone around you.
- ✓ Be a leader and lead by doing. Be positive and share this attitude with teammates.
- ✓ Challenge yourself daily. Don't be afraid of the competition in practice and meets.
- ✓ Practice consistency and proper training habits. This includes proper diet, rest and study habits.
- ✓ Remember, the only thing that physical talent does is get you recognized. "Hard work beats talent until the talent decides to work."
- ✓ Exhibit team spirit and team pride.
- ✓ Show your support of others by cheering on your teammates.

### **Required Practice Gear**

All swimmers are required to bring the following to every practice:

- ✓ Goggles
- ✓ Swim Cap
- ✓ Towel
- ✓ Water Bottle

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### **Practice Components: Stroke Technique vs. Conditioning**

The amount of stroke technique versus conditioning that takes place at practice will depend on the training group, the swimmer's ability, and the focus of the practice. In general, as a swimmer and a season progresses practices will begin to focus more on conditioning and less on stroke technique.

During training sessions team coaches will make sure the following key elements are present:

Focus on Technique – technique is taught through drills. Each drill drives a specific behavior, focuses on a specific aspect of a stroke, and works the swimmers muscle memory. To get the most from drill sets swimmers should focus on doing the drill correctly.

Aerobic Conditioning – Health benefits include improved respiration, improved cardiovascular health, improved mental health, increased cognitive capacity, reduced risk for diabetes.

Anaerobic Conditioning – Health benefits include building lean muscle mass, increased muscle strength, injury prevention, increased metabolism, increases bone strength, increased sports performance.

Feedback – each swimmer will be given feedback during practice. The swimmer has the responsibility to listen, ask questions and demonstrate that they understand and can incorporate the feedback into their practice.

### **Arrival and Departure**

Please try to arrive 5 to 10 minutes early, this will allow the swimmer time to change, check-in, get their training gear to the end of the pool, have their swim caps and goggles on and be ready to begin on time. If there are other swimmers or teams in the pool be patient and quiet while they exit the pool deck area.

The safety and wellbeing of your child is of the utmost concern to us. The following guidelines have been set to help ensure their safety. Please discuss these rules with your children so that everyone understands what is expected.

#### **Swimmers 8 & Under:**

Children may not be dropped off and left alone at the pool. Parents or Guardians will need to sign-in and sign out their swimmers.

If you cannot be with your children, plan with another parent or guardian to look after them during a practice or meet. Being around pools is inherently dangerous; please know where your child is always including when in the water.

Family Locker rooms are available so you may help your child shower and change. Parents are not allowed in the general locker rooms.

#### **Swimmers Ages 9 - 15:**

All swimmers ages 9-15 must report to the check-in and be signed in by a Parent or Guardian prior to practice.

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All swimmers ages 9-15 must be signed out by a parent or guardian before they leave the pool area. Please be prompt in picking up your swimmer.

**Swimmers Ages 16 & Over:** May sign themselves in & out of practice.

## **All Swimmers**

### **Practice Schedule & Practice Cancellations**

The practice schedule and off-days are available on the Training Schedule, which can be found on the team website. If there is a sudden weather emergency or a facility issue that causes practices to be canceled, we will send an email and if possible, a text. The team website is: <http://waveswimclub>. Please refer to the Training Schedule on the website for details and check email on bad weather days before leaving for practice. It is the Swimmer/Parent's responsibility to check the team website, e-mail, and text for updates. It is also the Swimmer/Parent's responsibility to make sure the team has the correct contact information.

Practices will not be made up in the event of weather or facility related cancellation.

If School in Buffalo is canceled or if students are dismissed early due to snow or cold weather Wave swim practice is also canceled.

## **Swim Meet Information**

### **Meet Schedule**

The head coach determines the meet schedule for each season. The schedule is posted on the team website. Each season is made up of regular and championship swim meets. The meet schedule is subject to change.

### **Regular Season Meets**

We are a competitive team and it is important to our members to compete in swim meets. During the regular season meets are held for every ability of swimmer. Information and sign up for each swim meet will be posted on the team website. Times earned during regular season meets are used to enter the Championship Meets at the end of the season.

The team participates in swim meets approximately 2-3 weekends per month.

Many swimming meets take place over a weekend (Saturday, and Sunday). With Saturday and Sunday divided into AM and PM sessions. Age groups and events will vary depending on the meet. Swimmers may attend a specific day or all days of the meet during the sessions assigned to their age group. Make sure to choose events within your child's age range if they are offered. Open events are events for all ages, and they are seeded according to time not age.

Meets have 2 formats - timed finals and prelim/finals.

- Timed Finals - The swimmer swims his/her events only one time and that determines the final placing in the meet. Most meets are run in a timed finals format.

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- Prelim/Finals - The preliminary swims are held during the morning session with the objective to qualify for that evening's "finals" session. Depending on the meet, the fastest 8, 16, or 24 swimmers will return to swim a second time in the evening "finals" session. A meet that brings back 24 swimmers for the evening will run A, B, and C heats. The prelims/finals format is usually reserved for larger meets, Senior level meets, or Age Group State Championship meets.

## **Championship Meets**

If a swimmer qualifies for a Championship Meet, either for an individual event or a relay they are required to attend the meet and represent the team.

**Achievement Championship** – This meet is for swimmers that have not met the Silver time standard in an event but have reached the Bronze time standard. This meet brings together various teams from a geographic area to compete. This meet is held for both short-course (Winter) and long-course (Summer) seasons

**Regional Championship** – This meet is for swimmers that have not met the State Champ time standard in an event but have reached the Silver time standard. This meet brings together various teams from a geographic area to compete. This meet is held for both short-course (Winter) and long-course (Summer) seasons.

**14 & Under State Championship** – At the end of short course and long course seasons the 14 & Under Minnesota State Championship is held for age group swimmers. To qualify, a swimmer must have achieved a state cut in his/her age group and must not age up prior to the meet. Swimmers may also be selected to swim on a state relay. These swimmers will be notified by the coaches.

**Senior State Championship Meet** – At the end of short course and long course seasons the Minnesota Senior Championship is held for all 15+ aged swimmers. Swimmers may also be selected to swim on a state relay. These swimmers will be notified by the coaches.

**Zone Meet** – A swimmer must achieve an "Zone" cut in an event. This meet is held in August for age group swimmers, who will be part of the Minnesota State Swim Team.

**Sectional Meet** – This is the first step in competition at National Level competition. A swimmer must achieve a Sectional time to qualify.

**Junior Nationals** – Top swimmers from around the nation, including top intercollegiate swimmers will compete at the USA Swimming Junior National Championships annually.

**Nationals** – Top swimmers from around the nation, including U.S. Olympians, will compete at the ConocoPhillips USA Swimming National Championships annually. The purpose of this competition is to select the year's USA Swimming National Champions and swimmers who will represent the USA in international competitions

## **Meet Sign-up**

Meet sign-up takes place on the team website. To view the meets our team is attending visit the Meet Schedule. To access information on a meet simply click on the meet title. Fees, time schedule, and the team deadline for that meet will be listed.

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Please note that the time schedule in the meet information is just an estimate. How long a meet runs is dependent on the number of swimmers who sign up and how fast they swim their events. An accurate timeline is only available once the host team receives all the entries and seeds the meet. This usually takes place a few days or a week before the meet begins.

Swimmers do not have to participate in every regular season meet. Parents can sign-up or opt out of meets for their swimmer. However, if you want your swimmer to attend a meet sign up early. If you sign up for a meet and then change your mind (before the team deadline passes) contact the head coach to remove your swimmer.

Once our team deadline passes coaches will review the entries for the team and make changes if needed. If a meet offers relays and our team has enough swimmers to fill a relay the coach will add relays to the meet before submitting the team entry file to the host.

Host teams usually begin accepting team entries 4 weeks prior to a meet. Popular swim meets may fill within a minute of the host team opening entries. In those instances, teams are seeded into the meet based on a first come first serve method. If our team does not make the cut, we will notify parents of the swimmers who are signed up to attend right away. No meet fees will be charged in this instance.

If a parent signs a swimmer up for a meet and that swimmer does not attend, the parent is still obligated to pay the meet fees.

### **Team Swimsuits, Swim Caps and Apparel**

**Team Suit** - The team suit can be ordered online on our website. We recommend that swimmers do not wear their team suits to practice. We encourage all swimmers to wear team suits to swim meets. It takes some time for team suits to ship so order your suit early.

Technical Speed Suits are NOT required. NEW in 2020 12 & Under swimmers will not be allowed to wear FINA approved tech suits.

**Team Caps** – If swimmers wear a cap at a meet it must be a team cap. Team caps are available for purchase from coaches at practice and at meets.

**Other Apparel** – All other team gear including shirts, bags, parkas can be ordered online from Swim Outlet.

### **Swim Apparel Rules at Swim Meets**

- Swimmers are not allowed to wear logos representing other teams at swim meets. Officials can disqualify a swimmer for wearing another team's logo.
- Swimmers can only wear swim caps personalized with their name. In an emergency a cap can be turned inside out to prevent the name or logo from being seen.
- Swimmers can also be disqualified for wearing suits that are not considered competition swim suits (i.e. no tie back suits, ruffles, etc.)
- Swimmers can be disqualified for wearing more than one suit and/or wearing a suit that is see through.

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## **Meet Arrival**

Meet warm-up times will be updated on the website once the final timeline has been published by the host team. Each meet is different, and timing of events and swim times vary – please make sure you look at the information on the website for meet you are attending. If the info is not there check back or ask your coach. Meet information will be posted as soon as it is available. Usually it is available 2-5 days before the meet begins.

Swimmers should arrive at the host pool 10 minutes before warm-up begins. When you arrive at the host pool:

- ✓ Swimmers should go to the locker room and change.
- ✓ Parents should write the event/heat/lane assignments for your swimmer on their arm in marker after checking the program. This can be done before leaving for the meet if the program was released in advance.
- ✓ Swimmers check in with the team coach on deck and find a seat with the team. ***Parents are NOT permitted on the pool deck or in the locker rooms during swim meets.***

Late arrivals can lose their place in an event. During warm-ups coaches finalize the swimmers in each relay. Names for the relays must be submitted to the meet officials before the meet begins. If a swimmer is not present the coach will assign another swimmer to the relay. If no other swimmer is available, the coach will have to scratch the relay.

## **What Do I Bring to a Swim Meet?**

- ✓ Competition Suit – don't laugh people forget their suit
- ✓ Two pair of goggles are highly recommended. Sooner or later an older pair of goggles is bound to break and having a back-up pair prevents stress.
- ✓ Two team swim caps are highly recommended as well. Swimmers **MUST** wear a team swim cap. Wearing the team cap promotes team unity and pride.
- ✓ A large towel(s) helps keep the swimmers dry and offers something to sit on.
- ✓ **HEALTHY** Food and drink. (*Some facilities may not allow food on the pool deck.*)
- ✓ Playing cards, books, something to pass the time. **No electronics please.**
- ✓ Please do not leave valuables in the open while swimming. Keep them packed in your swim bag.

## **During the Meets**

During meets, swimmers should stay near the team in the designated WAVE area if one is provided. It is the swimmer's responsibility to pay attention and make sure they get to the bullpen/starting blocks for their races. Swimmers should:

- ✓ Cheer on their teammates and make the meet experience a good one for all participants
- ✓ Congratulate your competitors, it is good sportsmanship
- ✓ Check in with the coach after each event for race feedback. This immediate feedback will be valuable to the swimmer.
- ✓ Remember the team values and demonstrate them at the meets

***WAVE team parents are strongly encouraged to sit together at meets to cheer on All WAVE Swimmers.***

## **Race Expectations**



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Wave is a competitive swim team and dropping time on events at meets is a goal, but it is not the only goal. Coaches may not be focused on a specific time, but on an element of their stroke, or an aspect of the how the athlete swam the race. Coaches will push for swimmers to master the skills needed for future improvement.

***Do not measure success solely on times. A swimmer will not drop time every time they race.***

Performance cannot be accurately assessed by times and results achieved, but by determining how closely a swimmer follows their race plan and how close they have gone to achieving their potential.

The only thing swimmers are in control of in producing their best possible result is getting the process correct. Focusing on the process rather than the result will make the sport more enjoyable for all parties, while also being more likely to produce positive competitive results over the long term

### **Disqualifications**

Swimmers are judged according to the USA Swimming Rules & Regulations for competition. Swimmers are sometimes disqualified during a race, usually for executing a start, stroke, turn or finish illegally. They may also be disqualified for early takeoff in relays. The starter, stroke and turn judges, and the referee may disqualify swimmers. It is important to remember that the meet referee can disqualify individual competitors for poor sportsmanship and conduct as well.

Officials are parent volunteers who have received specific training. Their purpose is to assure that no swimmer gains an unfair advantage over another swimmer. Do not, under any circumstances, approach any official regarding a disqualification. By USA rule, only a Coach may do so. Disregarding this rule could cause the team to incur sanctions or prompt your removal from the competition venue.

As with any concern, please approach a board member or coach for assistance. Please represent yourself; your swimmer and the team well by being courteous and respectful of officials as well as all other meet volunteers.

### **Meet Awards**

Swimmers compete for ribbons, medals and awards at meets. Each meet sets the number of swimmers who will receive awards. For example, some give out awards to the tops 6, others to the top 8. Please check the meet information for specific meet details on awards. Some meets do not offer awards.

### **Away Meet Hotels**

The team obtains a block of rooms at a hotel so the team can be located at one hotel. It is the responsibility of the Parents/Swimmers to reserve the hotel rooms. Details on the hotels, timing to reserve the rooms, etc. are all located on the team's website.

### **Team Dinners at Away Meets**

During a weekend long out of town meet the team will organize a team dinner. Details on the restaurant, RSVP timing, etc. are all located on the team's website.

### **Motivational Times and Team Records**

Swimmers should realize that they are competing against the clock as well as other swimmers in the water.

Wave Swim Team records and the Top Ten Times are noted on the team website. Records are updated throughout the season.

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*National Motivational Times* – These are age group time standards designed to encourage age group swimmers to step their swimming up to the next level. These time standards guide you from just starting out in your age group to reaching your highest potential. Start at Level B and work your way up to Level AAAA times. Link to Time Standards can be found on the team's website.

*Minnesota Swimming Time Standards* - These are local age group time standards used to set standards for state championship meets at the end of each season.

Trying to reach the next level in an event can be very motivational to swimmers. Use Deck Pass, which keeps track of your swimmer's times, to help them see how they are progressing.

## Basic Rules

### **USA Swimming Rules**

USA Swimming rules and regulations can be found on the USA Swimming website. <http://usaswimming.org>. All swimmers are required to follow USA Swimming rules and regulations.

### **Swimmer's Age**

Classified age groups- A swimmer's age on the first day of a meet will determine the age classification for the entire meet. Typical age groups are: 8 and under, 10 and under, 11-12, 13-14, and 15 and over. Open events are open to all swimmers regardless of age. Younger swimmers (12 and under) will typically not compete in these open events.

### **Discipline**

Swimmers are required to follow the Wave Athlete Code of Conduct. The swimmer's primary coach has the responsibility to manage and if necessary, discipline an athlete if required. If a swimmer continues to misbehave during practices or meets, a coach will contact the swimmer's parents.

If there is a concern about any issues that a parent cannot resolve with the swimmer's primary coach, they should discuss the issue with the Head Coach. If the matter is with the Head Coach or it remains unresolved the issue should be raised to the Wave Board President.

If the swimmer's behavior does not improve, he/she will be dropped from the team. Under this circumstance, registration fees will not be refunded. This is entirely at the discretion of the board and/or coaches.

Swimming is a voluntary, healthy, and fun activity for all concerned and we hope to never have to release a swimmer from the program for disciplinary reasons.

## Social Activities

### **Awards Banquet**

An awards banquet is held at the end of each short-course and long-course season. Details may be found on the team's website.

### **Team Pictures**

Team pictures are taken each year in the fall. Dates will be posted on the website calendar.

[Type here]

### **Team Dinners & Social Activities**

Dinners and team socials will be posted on the calendar on the team's website. The team parents work hard to make being a member of the Wright County Wave Swim Club a fun and enjoyable experience for the entire family. We pride ourselves on our family environment and on our social events.

## **Parent Expectations**

### **Parent Information Meetings**

An informative meeting will be held at the beginning of each short-course season. We encourage all new parents/guardians as well as returning parents to attend.

### **WAVE Annual Meeting**

Following the end of the summer season the Wave Parent Board will hold an Annual Meeting to elect new members to the Wave Parent Board of Directors. Each Wave swim family in good standing will be allocated a single vote. Each family should send one adult member to attend the meeting and vote.

### **Parent Participation**

Because there are so many jobs to be done, parent participation is required to sustain the team. Please see the website for open positions or speak to one of the Board Members to see where and how you can assist.

Work opportunities include working at a swim meet, working at a team event, heading up a fundraiser, joining the club board, becoming, and working as a stroke & turn official.

**Swim Family Lack of Involvement Penalty Fee** - To run a fantastic swim program, it takes YOU! We need you and/or members of your family to work on behalf of the club to help us keep our team afloat. Each season the club will post a MINIMUM number of hours your family will need to work to support our team. Families that do not meet or exceed the minimum will be charged a penalty fee at the end of the season. Hours will be tracked online via our team website.

### **How to Communicate with a Coach**

Our coaches love to be informed and prefer that you bring any issues or problems to them right away. However, please allow the coaches to focus on the swimmers during practice.

**Do not engage the coaches during practice.**

If you have any questions or concerns, please direct these to the coaches before or after practice or via e-mail.

Contact information is located on the website for all coaches. Please allow coaches 48 hours to contact you. Our coaching staff are all part time employees who have other full-time jobs.

### **Ten Commandments for Swim Parents**

The list below is from an article from USA Swimming, it provides some good guiding principles for parents.

1. **Thou shalt not impose your ambitions on thy child.**
2. **Thou shalt be supportive no matter what.**

[Type here]

3. **Thou shalt not coach thy child.**
4. **Thou shalt only have positive things to say at a swimming meet.**
5. **Thou shalt acknowledge thy child's fears.** A first time a swimmer swims a 500 free or 200 IM (etc...) can be a stressful situation. It is totally appropriate for your child to be scared.
6. **Thou shalt not criticize the officials.**
7. **Honor thy child's coach.**
8. **Thou shalt be loyal and supportive of thy team**
9. **Thy child shalt have goals besides winning and JO Qualifying times**
10. **Thou shalt not expect thy child to become an Olympian.**

### **Parents Role**

Coaches critique performance  
**Parents support unconditionally**  
Coaches discipline during swimming  
**Parents support unconditionally**  
Coaches determine direction  
**Parents support unconditionally**  
Coaches push & challenge swimmers  
**Parents support unconditionally**

The only thing you need to say to your swimmer, is:  
***"I love watching you swim, and I am so proud of you!"***

## **Information for WAVE Families**

### **WAVE Website & Newsletter**

Our website is our primary communication vehicle to our swim families, please visit the site often. The website provides upcoming event information and meet signup. Via your Wave Swim account you can track your swimmers times, attendance and your billing.

Website address is <http://waveswimclub.com>.

### **Feedback, Questions, Complaints**

Please provide us your feedback, it is important for the on-going vitality of the team. All the Coaches and Board Members are available to answer any and all questions. However, we do ask that you reserve time away from practice to ask your questions.

In the event there is a complaint, please let us know what we can do to make your time on our team better.

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## Appendix 1: Swimming Terms & Language

**Adapted Swimming:** - Swimming for participants with a disability.

**Age-group swimming:** The term applied to youth club swimming in America. Swimmers compete in the following age brackets: 8 and under, 9-10, 11-12, 13-14 and 15-18. Their age on the first day of a swim meet is their age for the whole meet, even if their birthday falls during the competition. Swimmers are not divided by age at high school and elite meets such as the Speedo Sectionals, so in those cases, you may see 14-year-olds competing against 18-year-olds or even swimmers in their 20s. However, swimmers under 18 can set a national age group record while competing in an “open” meet.

**Alternate:** In a Prelims/Finals meet, after the finalists are decided, the next two fastest swimmers other than the finalists are designated as alternates. The faster of the two being the first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place.

**Anchor:** The final swimmer in a relay.

**Approved Meet:** A meet conducted with USA Swimming officials to certify conformance to USA Swimming rules. The meet may include competitors who are not USA Swimming members. The meet may be a competition sanctioned at the LSC level with the added approval of USA Swimming because both member and non-member athletes will be competing.

**ASCA:** The American Swim Coaches Association. The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches' education and career advancement.

**Backstroke:** One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swum as the first stroke in the Medley Relay and second stroke in the I.M.

**Beep:** The starting sound from an electronic timing system.

**Bell Lap:** The part of a freestyle distance race (400 meters or longer) when the swimmer has two lengths plus five yards to go. The starter rings a bell over the lane of the lead swimmer when the swimmer is at the backstroke flags.

**Blocks:** The platform from which swimmers begin races.

**Body Position:** The way the swimmers body sits in the water, ideally as straight, long and close to the surface of the water as possible.

**Breaststroke:** One of the 4 competitive racing strokes. Breaststroke is swum as the second stroke in the Medley Relay and the third stroke in the I.M.

**Burn-out:** The point when competitive swimmers tire from swimming, possibly through over-stress or pressure. The result is performance stops surpassing expectations.

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**Butterfly:** One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swum as the third stroke in the Medley Relay and first stroke in the I.M.

**Cap:** The silicone or latex covering worn on the head of swimmers.

**Catch:** The point in a swimmer's stroke at which the swimmer's hand grabs the water in front of them and applies downward pressure to move the body forward.

**Championship Meet:** The meet held at the end of a season. Qualification times are usually necessary to enter meet.

**Championship Finals:** The top six or eight swimmers (depending on the number of pool lanes) in a Prelims/Finals meet who, after the prelims are swum, qualify to return to the Finals. The fastest heat of finals when multiple heats are held.

**Check-In:** The procedure required before a swimmer swims an event in a deck-seeded meet. Sometimes referred to as positive check-in, the swimmer must mark their name on a list posted by the meet host.

**Circle Swim:** When there are more than two swimmers in a lane during practice, swimmers swim on the right-hand side, staying close to the lane line, leaving 5 seconds apart between the swimmer in front. This eliminates the risk of swimmers crashing into each other.

**Club team:** Generally speaking, this is the USA Swimming or YMCA sanctioned swim team under which your child trains and competes. Your kid does not represent the club team when competing at high school or summer league meets.

**Consolation:** The second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.

**Cool-down:** A slower, longer swim as an essential injury prevention technique, used by the swimmer after a race to rid the body of excess lactic acid

**Cut:** A qualifying time for a competitive event.

**Deck:** The area surrounding the pool at practices and meets, not including the bleachers or stands. USA Swimming rules prohibit parents from being on the deck at practice. At meets, only swimmers, coaches, officials and select volunteers may be on the deck.

**Deck Entries:** Accepting entries into swimming events on the first day or later day of a meet. Not offered at most meets.

**Deck Seeding:** Heat and lane assignments are posted after swimmers have checked in have "scratched" (indicated they will not participate in the event.) Used often for distance events.

**Dehydration:** The depletion of body fluids (water). The most common cause of swimmer's cramps and sick feelings.

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**Developmental:** A classification of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low-pressure environment.

**Disqualified AKA DQ:** A swimmer's performance is not counted and the time swum is void because of a rule's infraction.

**Distance:** Generally, freestyle events 500 yards or 400 meters or longer. It can be argued that the 400 individual medley is a distance event.

**Diving Well:** A separate pool or a pool set off to the side of the competition pool. This pool has deeper water and diving boards/platforms. During a meet, this area may be designated as a warm-down pool with proper supervision.

**Division I, II, III:** The three levels of competition within the National Collegiate Athletic Association. Division I programs tend to be the best funded and provide more athletic scholarships (except for Ivy League programs) but they demand the biggest time commitment. Division II schools tend to be smaller and while they do offer scholarships, they may offer fewer full rides in favor of spreading the money across the team. Division III does not offer athletic scholarships but time limits on training and competition may yield a better balance between academics and sports. That said, some top Division III programs are faster and more competitive than Division I programs.

**Dolphin kick:** Once just the leg motion for butterfly, the dolphin kick (which mimics the undulating motion by which the sea animal moves through the water) is now considered the fifth stroke. It is done underwater in streamline position to in order build momentum on fly, freestyle and backstroke starts and turns. Swimmers are even allowed to take one dolphin kick in breaststroke.

**Drill:** A controlled form of stroke designed to draw attention to a particular aspect of that stroke: Catch-Up , Drag, Salute, Elbows High, Zip-up, Doggy Paddle, Duck, and many more

**Dryland:** A catch-all term for all physical conditioning done outside of the water. This can range from pre-practice stretching to regular sessions dedicated to lifting weights or doing resistance exercises, yoga, Pilates, spin classes, etc.

**Entry Fees:** The amount per event a swimmer or relay is charged. This will vary depending on the meet.

**Entry Limit:** The maximum number of events a swimmer can participate in during a single day or during the entire meet as set forth in the meet information.

**Entry:** An individual or relay declares their intention to swim.

**Event:** A race or stroke over a given distance.

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**False Start:** Occurs when a swimmer leaves the starting block, or is moving on the block, before the starter starts the race or before a relay leg has touched the wall.

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

**Final Results:** The printed or electronic copy of the results of each race of a swim meet.

**Finals:** The championship final of an event in which the fastest eight swimmers from the heats or semi-finals compete.

**Flags:** Pennants that are suspended over the width of each end of the pool approximately 5 meters from the wall to allow backstroke swimmers to determine where the end of the pool is.

**Flip Turn:** A type of turn used in front crawl and backstroke. As the swimmer approaches the wall, they tuck their body into a somersault, roll toward the wall and push off with their feet.

**Flutter Kick:** The alternating kick used in backstroke and front crawl, usually 6 kicks per cycle.

**Freestyle:** One of the 4 competitive racing strokes. Freestyle (or free) is swum as the fourth stroke in the Medley Relay and fourth stroke in the I.M. There are no rules governing the form of this stroke.

**Gutter:** The area at the edges of the pool in which water overflows and is recirculated into the pool.

**Hand entry:** The position the hand is in at the time it touches the water after the recovery and before the catch phase. The hand should enter with the fingers together and pointing downward, as if putting on a glove. It should also enter in line with the shoulder to avoid injury.

**Heats:** The way swimmers are grouped to swim at meets. Generally, swimmers are grouped in heats according to their entry or seed time, with the fastest swimmers in each heat assigned to the middle lanes and each heat getting progressively faster.

Distance Events – Can be seeded Fastest to slowest. The fastest seed times are in the first heat and each heat gets progressively slower.

Circle Seeding - The fastest swimmers are distributed among the last three or four heats, with the fastest assigned to lane 4 in the final heat and the next fastest athlete in lane 4 in the penultimate heat, etc.

**Heat award:** A ribbon, coupon, or other prize given to the winner of a single heat at an age group swim meet.

**Heat sheet:** Printed listings for each heat of each event to be swum. Also known as the meet program. Swimmers should already be aware of what events they are entered in, but the heat sheet will tell them the order of events as well as the



[Type here]

group and lane to which they are assigned. Athletes should take this this timetable into consideration when planning when to warm up and when to leave the deck to go to the bathroom or the vendor area, lest they miss their heat.

**High elbow:** The high elbow catch maximizes the surface area in contact with the water. It essentially positions the forearm, wrist and hand to act like an oar, pushing more water than the hand could manage on its own. Thus, the swimmer covers more distance with each stroke. This technique also keeps the shoulder in a more stable position, which helps prevent repetitive-use injuries.

**High Point:** An award given to the swimmer scoring the most points in each age group at a swim meet. All meets do not offer high point awards; check the pre meet information.

**Horn:** A sounding device. Used mainly with a fully automatic timing system to start a race.

**Hypoxic Breathing:** Breath control swimming such as underwater swimming or breathing every fifth or seventh stroke in Front crawl.

**IM:** This term stands for individual medley, an event in which a swimmer performs all four competitive strokes. The order is Fly, Back, Breast, Free. (The order is different in a medley relay, where the order is back, breast, fly, free.) IM race distances are 100 (one length of each stroke, contested only in a short course, or 25-yard), 200 and 400. In a short-course pool, a 200 IM is 50 yards/meters or two pool lengths of each stroke; in a long-course or 50-meter pool, it's one length. In a 400 IM, the swimmer does 100 yards/meters of each stroke. In short course, that's four lengths; in long course, it's two.

**IMX:** A motivational program that allows swimmers across the nation to compare themselves to the thousands of other athletes in their age group. Swimmers must swim a combination of events, at least one time per season, and USA Swimming will automatically give you your ranking.

**IM Ready:** A steppingstone program to IMX where swimmers compete in a series of five events at shorter distances to earn a score. In this program swimmers are not ranked.

**Interval:** A specific elapsed time for swimming or rest used during swim practice.

**Jump:** An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.

**Junior Nationals:** A USA-S Championship meet for swimmers 18 years old or less. Qualification times are necessary.

**Knee Skins:** Swimsuits worn by female swimmers that extend to the knees.

**Lane:** The specific area in which a swimmer is assigned to swim. Lanes should be numbered from right (Lane 1) to left (Lane 8). The number of lanes vary.

[Type here]

**Lane Lines:** Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.

**Lap:** One length of the course. Sometimes may also mean down and back (2 lengths) of the course.

**Lap Counter:** The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer.

**Late Entry:** Meet entries from a club or individual that are received by the meet host after the entry deadline.

**Lead-off:** The swimmer to execute the first leg of the relay.

**Leg:** The part of a relay event swum by a single team member.

**Length:** 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.

**Long course:** A 50-meter pool. This is the true definition of Olympic-sized pool. Most long-course racing is done in the summer from May to August. A swimmer's long-course times will generally be slower because there are fewer turns. There are several online calculators for converting short-course times to long and vice versa.

**LSC:** Local Swim Committee. The local level administrative division of the corporation (USA-S) with supervisory responsibilities within certain geographic boundaries designated by the Corporation. There are 59 LSCs

**Meet Director:** The person in charge of the administration of the meet.

**Mile:** The slang referring to the 1500 meter or 1650-yard freestyle, both of which are slightly short of a mile.

**MSI:** Aka Minnesota Swimming Incorporated. Our local swim committee which governs USS swimming in the state of Minnesota.

**NAGTS:** National Age Group Time Standards - the list of "C" through "AAAA" times published each year.

**Nationals:** USA Swimming meet conducted seasonal throughout the year. Must make qualifying time to attend.

**Negative Split:** When the second half of the race is swum faster than the first half.

**Non-Conforming Time:** A short course time submitted to qualify for a long course meet, or vice versa.

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**Novice:** A beginner or someone who does not have experience.

**NT:** No time. The abbreviation used to designate that the swimmer has not swum that event before.

**Observed Meet:** A meet that is not conducted according to USA Swimming rules (high school, YMCA) where a request for observation has been processed and approved in advance. USA Swimming officials must be present to certify that the athletes' swims are following USA Swimming technical rules.

**Observed Swim:** A swim observed by assigned USA Swimming officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules.

**Official:** A judge on the poolside. Various judges that are certified through USA Swimming watch the strokes, turns and finishes or are times and starters.

**Official Time:** The swimmers event time recorded to one hundredth of a second (.01) as indicated in the results.

**Olympic Trials:** The USA Swimming sanctioned long course swim meet held the year of the Olympic Games to decide which swimmer will represent the US on our Olympic Team. Qualification times are faster than Nationals.

**Open Turn:** The two-handed touch turn completed for Breaststroke and Butterfly

**Open Water:** Swimming events contested away from the swimming pool, either in rivers, lakes or the sea.

**PB:** Personal Best - this is your best time to date for a stroke and distance, remember that long course (50m) times will be slower than short course (25m) so you will have pb's for each.

**Positive Check In:** The procedure required before a swimmer swims an event in a deck seeded or pre seeded meet. The swimmer or coach must indicate the swimmer is present and will compete.

**Pull Buoy:** The figure of eight style float that goes between your legs for pull

**Prelim:** Short for preliminary. Those races in which swimmers qualify for the championship and consolation finals. Usually held in the morning or the day before the finals at large championship meets.

**Psyche Sheet:** An entry sheet showing all swimmers entered in an individual event and their times listed from fastest to slowest. Psyche sheets are used only at larger championship meets prior to the meet being seeded into heats and lanes.

**Qualifying Time (QT):** A specified time that must be achieved for the swimmer to enter a competitive event.

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**Ready Room:** A room pool side for the swimmers to relax before they compete in finals.

**Recovery:** This term has two meanings for swimmers. It can pertain to the point in the stroke in which the hand is above the water line preparing for the next stroke. It can also be used to describe the process of resting and refueling after practice or a race.

**Referee:** The head official at a swim meet.

**Relays:** A swimming event in which four swimmers participate as a team. Each swimmer completes an equal distance of the race. There are two types of relays: 1.) Medley relay - One swimmer swims Backstroke, one swimmer swims Breaststroke, one swimmer swims Butterfly, one swimmer swims Freestyle, in that order. Medley relays are conducted over 200 yd/m and 400 yd/m distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/m, 400 yd/m, and 800 yd/m distances.

**Relay Exchange:** The exchange between the swimmer in the water and the next swimmer on the relay. The exchange requires the finishing swimmer's hand to touch the touch pad at the same time as the starting swimmer's sets off from the starting block.

**Resistance swimming:** Used as a training method, resistance swimming is usually used in a confined space to keep the swimmer in one place, either for stroke analysis, athletic or therapeutic reasons. Resistance swimming is done either against a stream of water - known as a swim machine - or by holding the swimmer stationery via elastic attachments.

**Sanction:** A permit issued by an LSC to a USA-S group member to conduct an event or meet.

**Sanction Fee:** The amount paid by a USA-S group member to an LSC for issuing a sanction.

**Sanctioned Meet:** A meet that is approved by the LSC in which it is held. Meet must be conducted according to USA Swimming rules. All participants, including coaches, athletes and officials, must be USA Swimming members.

**Scratch:** To withdraw from an event at a meet. Oftentimes, heading into a major meet, swimmers will enter every event for which they have qualified in order to keep their options open and then withdraw (or opt not to compete in finals) based on how they feel at the meet.

**Sculling:** A drill in which the swimmer gently moves their forearms and hands back and forth through the water, developing a sense of how each move affects the swimmer's forward progress.

**Seed:** Assign the swimmers heats and lanes according to their submitted times.

**Sectionals:** Nickname for Speedo Championship Series (see below).

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**Senior Meet:** A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.

**Session:** Portion of a meet distinctly separated from other portions by time.

**Set:** A self-contained part of a swim practice a 'main set' might be 10 x 100m free

**Stand-up:** The command given by the Starter or Referee to release the swimmers from their starting position.

**Start:** The beginning of a race. The dive used to begin a race.

**Starter:** The official in charge of signaling the beginning of a race and ensuring that all swimmers have a fair takeoff.

**Start Position:** The position taken by the swimmer at the beginning of the race. The swimmer is required to have at least one foot at the front of the starting block and remain motionless until the start signal sounds.

**Step-Down:** The command given by the Starter or Referee to have the swimmers move off the blocks. Usually this command is a good indication everything is not right for the race to start.

**Shave Down:** The process of removing all arm, leg, and exposed torso hair, to decrease the 'drag' or resistance of the body moving through the water. Usually used only at championship level meets.

**Short course:** In America, this term usually means a 25-yard pool. Most USA Swimming-sanctioned racing during the fall, winter and spring is done in short-course yards, including high school and college meets. The term can also pertain to 25-meter pools, although they are more common abroad.

**Speedo Championship Series:** Open "senior level" meets held in the spring and summer. Each Zone may hold up to four meets. Meets are commonly called "Sectionals." Qualifying times, sites, dates and meet rules are determined locally.

**Split:** The time for a portion of a race, such as each 25 or 50 of a 100-yard-race. Coaches will compare the split for the first (or front half) part of a race with the second (or back half) to determine where the swimmer was fastest and slowest.

***Negative Split*** means the swimmer swam the second half faster than the first.

**Sprint:** All out as fast as you can go, breathing as little as you can. Also used as a term for short races like a 50 or a 100 yard/meter race.

**Steady:** Swimming at a pace which is easily maintained (not easy or too hard, aiming for consistency of pace)

**Streamline:** When the body is pointing in a long, straight line with the arms at the ears, locked together with one hand on top of the other, while the legs are together, and the toes are pointed. It is used on starts and turns because it minimizes drag or resistance underwater.

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**Stroke Count:** Number of strokes per 25m or 50m (FC and BC every 2 arm pulls - a cycle - BR and Fly every stroke) abbreviated as SC

**Stroke Rate:** Number of strokes per minute (measured by stopwatch or calculation) abbreviated as SR

**Swim-off:** In a Prelims/Finals type competition, a race after the scheduled event to break a tie. The only circumstance that warrants a swim-off is to determine which swimmer makes finals or an alternate, otherwise ties stand.

**SWIMS:** USA Swimming database system that keeps track of every time swum by all swimmers. Available through the USA-S website.

**Taper:** The week or two before a major meet, the coach will begin scaling back the volume or workload at practice in favor of working on fine details, like starts and turns. This allows the swimmer to get more rest in hopes of dramatically improving their times at their goal meet. Warning: You may find your swimmer suddenly has a lot more energy after practice while at the same time telling you, "I can't take the garbage out because I'm on taper."

**Tech-suits:** Swimsuits made from water repelling fabric often with bonded seams. They are worn at high level championship meets. Beginning in 2020 only swimmers ages 13 and over may wear them.

**Time Trial:** An event or series of events where a swimmer may achieve or better a required qualifying time.

**Time Standard:** A time set by a meet or LSC or USA-S (etc.) that a swimmer must achieve for qualification or recognition.

**Timer:** The volunteers sitting behind the starting blocks/finish end of the pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

**Touch Pad:** The removable plate (on the end of the pools) that is connected to an automatic timing system. A swimmer must hit the touchpad to register an official time in a race.

**Touch:** The finish of a race.

**Track Start:** Starting position where the swimmer has one foot forward and one foot back.

**Transfer:** The act of leaving one club or LSC and going to another. Usually 120 days of unattached competition is required before swimmer can represent another USA-S club.

**Turnover -** The number of times a swimmer completes one cycle of a stroke during a race (i.e. hand speed).

**Yardage:** The total distance your swimmer covers in per practice, day or week (also referred to as volume) and usually measured in yards or meters (e.g. "my child's group practices 5,000 yards a day or 25,000 yards a week"). This number can vary widely depending on your child's age, whether s/he sprinter or distance swimmer, how long the practice is and their coach's philosophy. Note: it's still called yardage even when they're swimming long course meters.

[Type here]

**Unattached:** An athlete member who competes but does not represent a club or team. (abbr. UN)

**Underwaters:** The time a swimmer spends below the surface doing dolphin kick in streamline position or the breaststroke pullout. Swimmers are permitted to go 15 yards or meters underwater off the start or turn.

**Unofficial Time:** The time displayed on a board or read over the intercom by the announcer immediately after the race. After the time has been checked, it will become the official time.

**USS:** United States Swimming, Inc., the national governing body for swimming in America.

**VCC:** Virtual Club Championships. The VCC recognizes and highlight clubs that are developing athletes and achieving success at multiple levels emphasizing the team element in club swimming. This program serves as a key part of the Athlete Development & Performance component of the Club Recognition Program.

**Warm Down:** The loosening a swimmer does after a race when pool space is available. Used by the swimmer to rid the body of excess lactic acid generated during a race. Can also be called cool down.

**Warm-up:** The practice and loosening session a swimmer does before the meet or their event. Essential to avoid injury, loosen muscles and prepare the body to go fast.

**Zones:** A regional long-course championship meet held at the end of the summer, comprised of age-group swimmers from one of four zones: eastern, western, central or southern. In this case, swimmers may represent their city or state on a relay with swimmers from other clubs. Minnesota is part of the Central Zone.

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## Appendix 2: Emergency Action Plan

### WAVE SWIM CLUB EMERGENCY ACTION PLAN

DATE PREPARED: 10/15/2020

Facility Name: Buffalo Community Middle School

Facility Address: 1300 Highway 25 North, Buffalo, MN 55313

Facility Phone: 763-682-8200

#### **EMERGENCY PHONE NUMBERS** (Dial 8 for outside line from the pool phone)

FIRE DEPARTMENT: 911

COMMUNITY ED 763-682-8770

PARAMEDICS: 911

SHEILA JOHNSON 763-221-3067 sjohnso@bhmschools.org

AMBULANCE: 911

POOL PHONE 763-682-8230

BUFFALO POLICE: 763-682-5976

BUILDING CUSTODIAN: 763-682-8223

#### **UTILITY COMPANY EMERGENCY CONTACTS**

ELECTRIC: City of Buffalo 763-682-1001

WATER: City of Buffalo 763-682-1001

GAS: Center Point Energy 612-372-5050

#### **EVACUATION ROUTES**

The evacuation route map is posted at the lifeguard station in the pool area. Staff must be aware of at least two evacuation routes. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
5. Assembly points

#### **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

In the event of an emergency 911 will be contacted immediately. Emergencies to be reported to 911 include:

Medical

Fire

Bob Threat

Hostage Situation

#### **MEDICAL EMERGENCIES**

The following serious accidents or injuries are considered Medical Emergencies that require EMS to be called:

- |                           |   |
|---------------------------|---|
| 1. No breathing           | 7. Severe external or suspected internal bleeding |
| 2. Heartbeat not detected | 8. Shock  |
| 3. Head or eye injury     | 9. Broken bone                                    |
| 4. Neck or back injury    | 10. Dizziness over an extended time period        |
| 5. Chest pains            | 11. Obstructed Airway                             |
| 6. Unconsciousness        | 12. Seizure in the water                          |



[Type here]

### **OUT OF WATER MEDICAL EMERGENCY PROCEDURE**

First Responder: Emits four sharp whistles blasts followed by words, "CALL 911!" then he or she begins care to victim.

Second Responder: Calls 911, provide the following information and stays on the line with EMS:

1. Nature of medical emergency,
2. Location of the emergency (address, building, room number), and
3. Your name and phone number from which you are calling.

Third Responder: Brings AED to the victim's location and then assists the First Responder

Remaining Coach immediately clears the pool, all swimmers to bleachers.

### **IN-WATER MEDICAL EMERGENCY PROCEDURE**

First Responder: Emits four sharp whistles blasts followed by words, "CALL 911!" and enters the water to help the victim.

Second Responder: Calls 911, provides the following information and stays on the line with EMS:

1. Nature of medical emergency,
2. Location of the emergency (address, room number), and
3. Your name and phone number from which you are calling.

Third Responder: Gets AED brings it to the victim and then assists the First Responder

Remaining Coach immediately clears the pool, all swimmers to bleachers.

### **FIRE EMERGENCY**

When fire is discovered activate the nearest fire alarm & CALL 911.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you are trained to use it.
- 

Upon being notified of a fire emergency, the following action must take place:

- Blow the whistle four times yell "FIRE EMERGENCY"
- Assistant coach escort swimmers out of the pool and the building using the designated escape routes. Head-coach sweep the locker-rooms.
- Assemble in the designated area: Sidewalk next to door 4
- Perform an accurate head count of swimmers in the designated area.
- Remain outside until a Designated Official announces that it is safe to reenter.
- Provide the Fire Department personnel with the necessary information.

### **SEVERE WEATHER AND NATURAL DISASTERS TORNADO:**

When a warning is issued by sirens or other means, clear the pool and move all swimmers, parents and coaching staff to the designated safety area. At the Buffalo Community Middle School, the Safety area is the Girl's Locker room.

Consider the following:

- Small interior rooms on the lowest floor and without windows.
- Hallways on the lowest floor away from doors and windows.

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- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

#### **FLOOD:**

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### **EXTENDED POWER LOSS**

- Clear the pool. Have swimmers wait in the bleachers until power is restored.
- Notify the custodian staff of the power outage if they do not already know.
- If power is not restored contact parents to inform them that practice is canceled.
- Send swimmers into the locker-rooms to remove their belongings and to change.
- Remain at the Middle School until all swimmers are picked up.

#### **POOL CONTAMINATION**

**Accidental Fecal Release (AFR):** Constitutes a possible major influx of bacterial and protozoan organisms into the pool water which can then lead to water related illness (WRI). If there is an AFR, have the swimmers exit the pool, remove the fecal material, if possible, with a scoop or net making sure to keep it intact as much as possible. The scoop/net is to be decontaminated after use. Follow the procedure below:

**Formed stool:** Call the Custodian. The PH level of the pool must be adjusted. The Pool must be closed for 25 minutes.

**Diarrheal discharge:** Call the Custodian. The PH level of the pool must be adjusted. The Pool must be closed for 13 hours.

**Accidental Vomit Release:** Patrons are unlikely to contract RWIs by swallowing, breathing or contacting pool water contaminated by vomit. The vomit that a person produces after swallowing too much water probably is not infectious; however, if a person vomits and it contains any solid matter or food particles, you should respond the same way as you would to a formed stool incident.

**Bloodshed:** Proper disinfection levels in the pool water will negate any problems. There is no need to close the pool. Bloodshed on the pool deck must be cleaned up properly by a janitor.

[Type here]

### Appendix 3: Athlete & Parent Code of Conduct

#### WRIGHT COUNTY WAVE SWIM CLUB CODE OF CONDUCT (As of March 14th, 2020)

The Wright County Wave Swim Club is a program driven by high character athletes. We will act with integrity and honesty and will operate on a basis of mutual trust and respect.

##### SWIMMERS WILL:

- Abide by the USA Swimming Code of Conduct & the MAAP.
- Always exhibit good sportsmanship and will place the interests of the team ahead of self-interest at any team activity.
- Dedicate themselves to the academic process, show appreciation for those who provide learning opportunities, and strive to achieve academic excellence.
- Be respectful and courteous to their teammates, coaches, and parents. Swimmers who exhibit inappropriate behavior will be excused from practice or a meet and will be subject to a disciplinary process as determined by the head coach. Any coach at any time has the authority to send a swimmer from the pool for disciplinary reasons.
- NOT use drugs or alcohol. The self-discipline of our athletes will promote healthy and appropriate personal choices and will, therefore, enhance the quality and culture of our team.
- Be on time. Swimmers will be ready for dry-land and ready to get in the water on time for practice and meet warm-ups; will be prepared to swim; and will have suitable equipment ready.
- Be responsible for checking in, checking postings and heat & lane assignments, reporting to their coach before and after each race, and for being behind their block prior to their race.
- Never confront an official or stroke & turn judge at a meet but will be respectful and courteous to meet volunteers.
- Communicate problems with their coach. It is the athlete's responsibility to communicate problems with their coach. If the problem persists, the parent or swimmer should contact the head coach. If the problem continues or the problem rests with the head coach, the Board of Directors will intervene.

##### As parent(s), I (we) will:

- Abide by the USA Swimming Code of Conduct & the MAAPP.
- Practice teamwork with other parents, swimmers, and coaches by supporting the values of discipline, loyalty, commitment, and hard work.
- Support swimmers, coaches, and other parents with positive communication and actions.
- Support my swimmer in attending practices regularly, plus facilitate attendance at meets.
- Be supportive of the team's training and technical philosophies. I will bring any questions or concerns about training directly to my child's coach. If need be, I/we will communicate with our child's coach - via email or appointment - outside of practice time.
- Refrain from disrupting practice in any way. Not coach or instruct any swimmer at a practice or meet (from the stands or any other area).
- Always maintain self-control and demonstrate good sportsmanship by conducting ourselves in a manner that earns the respect of our child, other swimmers, parents, officials, and the coaches at the meets and practices.
- Provide my child with sensible nutrition before and immediately following practice, and during competition. I understand that swimmers have a special need for high intake of healthy calories.
- Volunteer for jobs as needed at all WAVE home swim meets.
- Use no abusive language toward coaches, officials, swimmers, or family; and will not question meet officials' decisions, but instead direct all questions to a Wright County Wave coach.

Wright County Wave athletes and parents are reminded that when traveling on trips, participating in meets, and attending other team-related functions, you are representing the Wright County Wave. Athlete and parent behavior must positively reflect the high standards of the Wright County Wave and USA Swimming.

**Failure to comply with team rules as set forth in this document may result in disciplinary action. Such discipline may include but is not be limited to:**

1. Dismissal from practice.
2. Dismissal from a trip; disqualification from future team travel meets.
3. Disqualification from competition.
4. Dismissal from the team.

*I have read and discussed with my athlete(s) the Wright County Wave Code of Conduct. My swimmer and I will abide by the Wright County Wave Code of Conduct as well as USA Swimming rules and regulations, as will any family member or friend or guardian accompanying my child at practice or a meet. I understand that failure to abide by the guidelines outlined above and the USA Swimming Code of Conduct may result in the termination of my swimmer's membership with the Wright County Wave.*