

**Metrowest YMCA Stingrays (MWYS)**  
**Swim Team**

**Team Handbook**  
**for Swimmers and Parents**  
**2021-2022**



# 1. Introduction

Welcome to the Metrowest YMCA Stingrays (MWYS) swim team. The MWYS swim team is a competitive swim program that focuses on stroke development and swim technique in a fun, safe, healthy and positive environment while emphasizing values such as healthy living, respect, friendship and teamwork.

This MWYS team handbook has been developed as a reference document for the MWYS families- for swimmers and parents on a variety of topics including team organization, structure and operations, team policies and associated guidelines on behavioral expectations and discipline. Various sections of the handbook give a high-level overview of each of these aspects. For technical and commonly used terms in the sport of club swimming, a glossary has also been provided. For detailed information or any clarification, please reach out to the Stingrays Head Coach, Aquatics Director or Metrowest YMCA executive director. If you have any feedback for the handbook itself, please contact MWYS parent Committee chair or any of the current members.

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## **2.1. Registration Process**

A fee of \$200 for 'intent to compete' will be due at the end of each season right before a tryout for new swimmers. Group assignments and payment information will be available before the start of each season. Each family is responsible for making payments thru front desk or online.

## **2.2. Tuition and Fees**

### **YMCA Membership Fee:**

Swimmers must be a Family or a Youth member of the Metrowest YMCA. Swimmers must maintain their membership to participate on the team. Current pricing is available at the Metrowest YMCA.

### **Stingray Program Fee (Tuition):**

Tuition is based on a swimmer's practice group assignment. Fee schedule will become available before the start of each season. Program fees cover pool time, coach's salary and the administrative and operating costs of the swim team. Team members are required to pay in full before the start of each season. If you need financial assistance or installment payments, please contact Lisa Mandozzi, Executive Director at Metrowest YMCA.

### **Meet Entry Fees:**

Most of the meets we attend require additional entry fees. Meet entry fees will be billed to your credit card on file after the meet entry has been sent and accepted by the host team. Meet sign-ups are done through our Team Unify website. In the event that you cannot attend the meet due to illness or any other reason, the fees will not be refunded. This is due to the meet host and New England Swimming policy.

## **2.3. Financial Assistance**

It is the goal of the Metrowest YMCA to provide services for individuals and families who wish to participate in activities and programs of the YMCA regardless of their ability to pay. Families who need financial assistance to participate in the Metrowest YMCA Stingrays Swim Team should contact Lisa Mandozzi at [lmandozzi@metrowestymca.org](mailto:lmandozzi@metrowestymca.org)

## 2.4. Team Organization

### **Coaches:**

Both full-time and part-time professional coaches, who work at Metrowest YMCA, coach the Metrowest YMCA Stingrays Swim Team. The Head Coach is a full-time YMCA employee and is responsible for the entire coaching staff and the operation of the team.

### **Parent Committee:**

The Metrowest YMCA Stingrays (“Stingrays”) Swim Team Parent Committee is established to support the Stingrays Swim Team. In its support role, the Parent Committee will assist the YMCA and the Stingrays Swim Team with activities to enhance the experience of swimmers on the team, or to assist in the running of a meet. Core swim team activities such as coaching, establishment of practice times and venues, swim team fees, staffing, fees collection, meet fees tracking, events and practice schedule postings, and other Operationally related activities are the responsibilities of the YMCA and the YMCA coaching staff. Support activities, other than the described Operational activities, that fall under the Parent Committee’s purview can include:

- **FUNDRAISING:** Fundraising helps the team raise funds that can be used to purchase team gifts, pay for end-of-year parties, and other committee approved team expenditures.
- **MEET AND EVENT VOLUNTEERING:** Volunteers are occasionally needed to act as timers for meets, to staff fundraising events such as hosting for the YMCA District Championship, and/or team parties.
- **CONCESSION STAND AND BANQUET STAFFING:** While Concession Stands and Banquet Staffing fall under volunteering activities, these activities require staff members who are familiar with the HEPA (Healthy Eating and Physical Activity) food guidelines.
- **OFFICIALS:** Recruitment and staffing of swim meet officials
- **COMMUNICATIONS:** Act as a liaison between parents and swimmers, and the YMCA head coach.

Given the diversity of skills available on the swim team families, the YMCA may occasionally reach out to the Parent Committee or a parent on the swim team to help with a specific project. These requests will be one-off requests, and should not be interpreted as an expansion of the Parent Committee Charter unless the Parent Committee votes on the expansion of its charter.

The Stingrays Swim Team Parent Committee works within the YMCA policies and rules of swimming.

## **Committee Members**

The Stingrays Parent Committee consists of the following members and their associated responsibilities.

- Committee Chair shall (1) preside at all Parent Committee meetings, (2) establish the agenda for Parent Committee meetings, (3) coordinate the work of other committee members, (4) take meeting minutes, and (5) be a primary contact for the YMCA and Stingrays Coaching staff for committee specific review topics.
- Assistant Committee Chair shall (1) preside over the Parent Committee meeting in the absence of the Committee Chair, (2) coordinate schedules for team parties, and events, (3) drive team gift recommendations and procurement process, and (4) tackle assignments as needed by the Parent Committee.
- Volunteering Committee member shall (1) evaluate all volunteering requirements for the team. Volunteering can include: timer duties, banquet/concession stand duties, and meet officials. The Volunteering Committee chair will work with the Concession Stand/Banquet sub group chair, and Officials sub group chair for proper recruitment and training of parents for those work groups.
- Treasurer shall (1) track all raised funds and team expenditures, (2) reconcile at least quarterly with the YMCA on fund balances, and (3) work with the Fundraising sub work group chair on Fundraising activities. The Treasurer will also recommend proper handling of team funds during fundraising activities.
- Communications member shall (1) work with the Newsletter lead on monthly creation and dissemination of the Newsletter, (2) liaison with parents to ensure that there are effective communication processes in place to reach all parents, and (3) work with the Coaching staff on timely communications of schedules and events.
- Aquatics Director or a designee. The Aquatics Director is a key participant in Committee meetings, ensuring that discussions and deliberations of the Swim Team Parent Committee aligns with the Metrowest YMCA's Mission and Vision, and to ensure that any recommendation that obligates the YMCA contractually or makes use of YMCA's name or logo is properly reviewed with the YMCA. The Aquatics Director is the final decision making authority on program recommendations, including policies and procedures that govern the swim team.
- Coaches – Head coach or a designee. This is an advisory position to the Committee.
- Team Captains. This is an advisory position to the Committee.

The Parent Committee responsibilities above are guidelines for how the committees can be organized. In the course of a season, parents may decide to chair multiple functions. For example, the Committee Chair may also be the Concession Stand / Events chair. In that

case, that parent will work with the Volunteer Chair for volunteer activities around the Concession Stand.

### **Committee Members Voting**

Membership for the Stingrays Parent Committee will be voted upon once a year prior to the start of the fall season. Members are required to commit to serve on the Committee for a full year. Time commitments for each member will be 5 – 7 hours per week on average. The Committee will also be meeting at least monthly in person at the YMCA.

### **Workgroups and special committees**

Parents may also serve as chairs on specific workgroups. Workgroup chairs can include:

- Concession / Banquet
- Newsletter
- Safe Sport
- Event Planning
- Website
- Community Service
- Officials
- Fundraising
- Communications (TeamUnify, WeChat, handouts)

### **Team Funds**

Team funds generated through Fundraising activities are to be used only for Swim Team matters. Uses of team funds can include:

- Team gifts,
- Trinkets (e.g., rubber ducks that are used to reward swimmers),
- Swim team parties, and
- Graduation gifts for swimmers.

Occasionally, the Swim Team Parent Committee may also consider funding requests to subsidize equipment purchases and contributions to the YMCA Fundraising campaign.

Funding requests should be considered as long as the request meets the criteria that it benefits all swimmers, and not a selective few. All funding requests will be voted upon and approved by the Parent Committee.

The Treasurer will reconcile with the Metrowest YMCA, and report at least quarterly team fund balances to the entire committee.

## **Charter Amendments**

This charter can be amended to reflect the evolving need(s) of the Stingrays Swim Team. Changes to the charter require a super majority vote (approval from 4 out of 5 members, and the Aquatics Director). MetroWest YMCA, if necessary, may amend the Charter.

Executive Staff. Charter changes that are initiated by the MetroWest YMCA Executive Staff will be reviewed with the Parent Committee prior to the implementation of such changes.

The Aquatics Director or MetroWest YMCA Executive Staff has final authority over all decisions. The sole exception to this policy will be team fund uses. The Parent Committee must approve uses of team funds.

## **2.5. Communication**

Team Unify is the website for the swim team that provides:

- Practice Schedule
- List of Upcoming Meets
- All Email communications
- Attend/Decline Meets
- Volunteer Signup
- Instructions before attending Meets – Newsletter
- Meet results/best swim time for your swimmer
- Team Records
- YMCA and USA cut-off times for Championships

All communications come from Team Unify to parents

- Ensure your email address is correct – Check your emails often!!!
- New Parents – email with instructions on how to log in was sent
- Please come see Coach Annette if you did not receive login instructions

## 2.6. Team Structure

### **SENIOR GROUP**

Seniors will display team leadership, along with time management skills and balancing school activities. Swimmers will be required to participate in team fundraising activities and YMCA events. Swimmers will strive to make YMCA and USA age group championship cut times and NE Zones. Swimmers need to attend 3 YMCA invitational meets per short course season (Per YMCA league Rules to compete at Y Districts, Y New England's, and Y Nationals). Swimmers will strive to make YMCA and USA age group championship cut times. Dry land training will include strength training and stretching.

Can complete a 8 x 100 free at 1:15 - 8 x 200IM at 3:00, 8 x 100 kick at 2:00 Can swim at meet 400 IM, 200 Fly, 1000 Free

85 % attendance is required.

Required training equipment: snorkel, kick board, paddles and pull buoy.

### **YELLOW GROUP**

Yellow group is designed for those swimmers who are committed to swimming at a higher level of competition. Swimmer should be able to perform all stroke and turns legally, use a pace clock, and set goals. Swimmers will strive to make YMCA and USA age group championship cut times and NE Zones. Swimmers need to attend 3 YMCA invitational meets per short course season (Per YMCA league Rules to compete at Districts, New England's, and Nationals). Dry land training will include stretching and flexibility. •

Can complete a 8 x 200 free at 3:10, 8 x 200IM at 3:30, 8 x 100 kick at 2:15

Can swim at meet 200 Fly, 400IM and 500 Free

85% attendance is required. Required training equipment: snorkel, kick board, paddles and pull buoy. Green



### **GREEN GROUP**

Green group is designed for those swimmers who are working toward age group qualifying times and can compete in all 4 strokes. Goal setting will be introduced. Workouts will increase in intensity and duration. Swimmers will strive to make YMCA & USA championship cut off times. Swimmers need to attend 3 YMCA invitational meets per short course season (Per YMCA league Rules to compete at Districts, New England's, and Nationals). Dry land training will include stretching and flexibility. •

Can complete 8 x 100 free at 1:45, 6 X 200IM at 3:45, 6 x 100 kick at 2:20

Can swim at meets 500, 200IM and 200s free, back and breast.

85% attendance is required. Required training equipment: snorkel, kick board, paddles and pull buoy. Blue Group

### **BLUE GROUP**

Blue group is designed for those swimmers that are 12 and under who can dive safely from the block and can complete a 100 IM with legal turns. Blue group focuses on learning and developing the 4 competitive strokes, racing starts, turns and streamlining. Swimmers are striving to make YMCA District cut off times. Swimmers need to attend 3 YMCA invitational meets per short course season (Per YMCA league Rules to compete at Y Districts, Y New England's, and Y Nationals).

Can complete at 6 x 100 at 2:00, 4 x 200IM at 4:00, 4 x 100 kick at 2:40

Can swim at meets a 500, 200 free, 200IM and 100s free, back, breast and fly

85% attendance is required. Required training equipment: snorkel, kick board, paddles and pull buoy.

### **RED GROUP**

Red group is designed for those swimmers that are 10 and under who can dive safely from the block and can complete a 100 IM with legal turns. Red group focuses on learning and developing the 4 competitive strokes, racing starts, turns and streamlining. Swimmer's need to attend 3 YMCA invitational meets per short course season (Per YMCA league Rules to compete at Y Districts, Y New England's, and Y Nationals).

Can complete a 4 x 100 at 2:10, 6 x 100IM at 2:30, 8 x 50 kick at 1:30

Can swim at meets 50s & 100, free, back, breast and fly, 200 free, 100IM

85% attendance is required. Required training equipment: snorkel, kick board, and pull buoy.

### **JUNIOR GROUP**

Junior Group is designed for novice swimmers 10 and under who can swim all strokes and can dive safely from the blocks. They are taught competitive starts and turns. Swimmers will participate in all YMCA Invitational meets and USA meets are optional. Swimmer's need to attend 3 YMCA invitational meets per short course season (Per YMCA league Rules to compete at Y Districts, Y New England's, and Y Nationals).

Introduction to dry land training - stretching and strengthen exercise. Learn to read written practices and a pace clock.

Maintain 75% practice attendance.

Required training equipment: kick board

### **ORANGE GROUP**

ORANGE Is designed for novice swimmers 10 and under who can swim all strokes but still require instruction in one of the 4 four strokes and can dive safely from the blocks. They are taught competitive starts and turns. Swimmers will participate in all YMCA Invitational meets and USA meets are optional. Swimmer's need to attend 3 YMCA invitational meets per short course season (Per YMCA league Rules to compete at Y Districts, Y New England's, and Y Nationals).

Introduction to dry land training - stretching and strengthen exercise. Learn to read written practices and a pace clock.

Maintain 75% practice attendance.

Required training equipment: kick board

### **LITTLE STINGRAYS**

Little Stingrays - Pre Team Pre Team is designed for novice Swimmers ages 6 and under who can swim 25 yards freestyle and backstroke and dive safely from the side of the pool. They are taught stroke technique and basic swim terminology. Good sportsmanship and teamwork are strongly emphasized. Meets will be introduced as a swimmer progresses. Stroke efficiency in all 4 strokes

Learn to dive from starting block

Maintain 100% practice attendance. Required training equipment: kick board

## 2.7. SWIM MEETS

The Metrowest YMCA Stingrays Swim team is both a “YMCA” team and a “USA Swimming” team. We compete in local, regional, and national meets with other YMCA teams as well as teams who are not affiliated with a YMCA, but are members of USA Swimming. If your swimmer is in swim group other than Little Stingrays, you have an option to register your swimmer for USA Swimming.

**Age determination:** Competitions are divided by age and gender. For most YMCA meets, a swimmer’s age as of December 1st will determine the swimmer’s division for the entire YMCA season. For USA meets, the swimmer’s age on the first day of the swim meet is their age for the whole meet.

**Championship Season:** There are two championship seasons per year. Short course season has one in February/March. Long course season has one in July/ August. Championship meets have qualifying time standards in order to participate. Championship meets are usually scored and feature relays. The emphasis is for swimmers to behave as part of the team and cheer for teammates. Sometimes a swimmer will not swim in his/ her favorite event because the coaches have determined that the team will score more points with a different event selection. Relays are a large part of championship meets and swimmers are expected to swim as fast or faster in relay events.

**Events:** Swimmers may or may not pick events for each swim meet. The head coach will make the final decision in which events a swimmer will compete to benefit both the team and the growth of the athlete. All swimmers will swim all events assigned.

**Transportation:** For local meets, transportation is up to individual families or car-pools. A parent prior to carpool must sign transportation policy.

**Packing for a Swim Meet:** A typical swim meets lasts approximately 4-5 hours. It is important that your swimmer is adequately prepared for the meet. Making sure that the following items are in your swimmer's bag will allow them to enjoy the meet.

Stingray Team Suit

Stingray Team Bag

Stingray Team Cap (2)

Stingray T-Shirt

Goggles (2 pair)

Extra Clothing to wear in between events:

Socks, warm-ups

Towels (at least two)

Plenty of liquids (water and/or Gatorade)

Healthy snacks

Blanket and/or chair

Recreational activities (playing cards, books, video games, etc.)\*

\* Please note that swimmers are responsible for their own belongings at a meet.

## **2.8. YMCA AND USA PROGRESSIONS**

**YMCA League** - Metrowest YMCA belongs to the Eastern Massachusetts League, which is a makeup of 21 teams. The Eastern Mass league is made up of four divisions. This coming year we have moved up to Division 1. In order for YMCA times to count towards USA, the meet needs to be a Sanctioned/Approved Meet by USA New England Swimming.

**YMCA New England** - this league contains all states within the New England Region - Vermont, New Hampshire, Rhode Island, Connecticut, Maine and Massachusetts.

### **Progressions for YMCA**

Eastern Mass District Championships - (Jan/Feb)

YMCA New England Championships - (March)

YMCA Nationals - hosted in Greensboro NC (April)

**USA Swimming** -there are 53 Local Swim Committees (LSC) in the USA. Our team belongs to the New England Swimming LSC. There are four Zones within the USA (Eastern, Southern, Central and Western). New England swimming belongs to the Eastern Zone, which has 12 LSC. Michael Phelps is part of the Eastern Zone. All times in a USA meet qualifies towards any YMCA qualification.

New England Swimming makes up the following states: Vermont, Rhode Island, New Hampshire and Massachusetts. Connecticut and Maine have their own separate LSC. USA New England swimming and YMCA New England do NOT cover the same states - which can add to confusion.

### **Progressions for USA**

Regionals -hosted in Framingham (MidFeb)

Silvers Championships - hosted at Several Sites (Following week of Age Groups)

Age Group Championships - hosted by several age groupings (End of Feb/March)

Eastern Zone Championships - hosted in Virginia (EarlyAugust) LCM only

NE Seniors Championships - any age - hosted at WPI for SCY and Brown for LCM

Senior Zone Championships - any age - hosted in Buffalo for LCM

Eastern Zone Sectionals - any age - hosted at Ithaca College and Buffalo NY

Futures - any age - location moves around country for LCM (August)

Junior Nationals - 18 and under - location various and there are multiple meets (August)

Senior Nationals - any age - location varies and there are multiple meets

Olympic Trials - any age - occurs prior to summer Olympics

## **2.9. Swim Meet Volunteers**

Throughout the season we will need volunteers to work at home meets as well as away meets. We need over 50 volunteers to run each home meet efficiently. Away meets usually require about 10 volunteers from our team, as we only need to provide timers and event card distributors.

Volunteer openings will be posted on our Team Unify website before each meet.

Below are descriptions of the different volunteer jobs needed to run our home meet. None of the jobs are difficult, so please don't hesitate to give any of them a try. There will always be experienced volunteers available to help you get started at each meet.

Most jobs are divided into two sessions so that each volunteer will work for half the meet (approximately 2 hours). You may choose to sign up for both sessions if you prefer to work a whole meet. Thank you in advance for your time; we can't run a meet without you!

**Timers:** You will use a stopwatch to time each swimmer in your assigned lane. Each lane will have two timers, both will time the swimmers, one will write the times on the swimmers' event cards that they give you when they line up. There will be a timers' meeting approximately 15 minutes before the start of the meet that will be run by the meet official.

**Back-Up Timer:** You will start your stopwatch at the beginning of every race. If any of the timers do not start their watch for a race or their watch malfunctions, they will raise their hand and you will go over and time the swimmer in their lane for that race.

**Runners:** At the end of each race, you will collect the event cards from the timers and bring them to the Time Recorders in the Aquatics Office. There are two people at a time for this job. One person collects for lanes 1 & 2, the other for lanes 3 & 4. The person who collects for lanes 3 & 4 gives their cards to the other person, who then brings all the cards to the Aquatics Office.

**Ribbons:** As labels are printed for each event, you will put them on the correct ribbons. You will also sort the ribbons by team as well as sort our team's ribbons by swimmers' last names.

**Event Board:** During the meet, you will use a large white board to write the upcoming event and heat numbers for the spectators upstairs to see.

**Boys & Girls Locker Room Monitors:** You will check either the boys or girls locker room at regular intervals during the meet to make sure swimmers are using the facilities appropriately. Any issues are to be reported to coaches or Aquatics Director. Locker room monitors will work for the whole meet, as you only need to check them occasionally.

**Meet Set-Up:** Approximately one hour before the meet, you will help prepare the pool deck by clearing equipment off the deck to allow space for swimmers, coaches, and volunteers.

**Meet Clean Up:** Immediately following the end of the meet, you will help bring equipment back onto the pool deck that was cleared away for the meet.

**Concession Stand Set-Up:** Approximately one and a half hours before the meet begins, you will help concession stand chair people with set-up which will include setting up tables, cords & power strips, microwave, crock pots, coolers, food, etc., moving supplies from aquatics closet to concession stand, and placing signs around building.

**Concession Stand Food Sale:** During the meet, you will help with sales at the concession stand. You will help restock food and drinks as needed. One person will handle all money exchanges and will not handle food. All food handlers will wear gloves. Heat sheets (list of swimmers and their events) will also be sold to spectators at the concession stand.

**Concession Stand Clean-Up:** At the end of the meet you will help with the breakdown of the concession stand which will include moving and storing all supplies, unused paper goods, unsold nonperishable items, and emptied, dry coolers in the aquatics closet, folding tables, and taking down any signs placed around building.

**\*\*Meet Officials:** Each meet needs a meet official, starter, and stroke & turn judges. These are positions that require training. We have some parents who have been trained but we are always looking for more! It's a great way to be close to the action on the pool deck and it is beneficial for our team to be able to provide officials not only at our home meets, but away meets as well. If you would like to learn more about how you can become an official, please contact our Meet Official Coordinator (Dan Dube, [dpdube10@gmail.com](mailto:dpdube10@gmail.com)).

## 2.10. Team Policies

### CODE OF CONDUCT FOR SWIMMERS:

As members of the MetroWest YMCA Stingrays Swim Team (MWYS), our athletes' behavior impacts the reputation of our parents, teammates, coaches, and the MetroWest YMCA. MWYS swimmers are expected to:

1. Display respect, common courtesy, and good sportsmanship towards coaches, fellow swimmers, officials, *trainers* and volunteers at all times.
2. Behave in a manner that reflects positively on my team at all practices, meets, and team social gatherings including those held in public places.
3. Follow facility rules at all practice and competition facilities. This applies to pool deck, locker rooms, rest rooms, and bleacher areas.
4. Be respectful and supportive of my teammates at all times. This includes using proper lane etiquette during practices and warm-ups and cheering for and encouraging my teammates during meets.

The following behaviors will not be tolerated at any time and will result in disciplinary action:

1. Inappropriate or unsafe behavior including but not limited to fighting or striking another athlete, dunking or pushing someone into the pool, or horseplay.
2. Bullying of any kind including physical, verbal, or emotional.
3. Hazing.

4. Interfering with the progress of another swimmer. This includes but is not limited to grabbing, scratching, pulling, or kicking another swimmer or refusing to allow another swimmer to pass you.
5. Using inappropriate language.
6. Stealing, vandalism, or any destructive behavior.
7. Use or possession of any illegal substance (i.e. alcohol, tobacco, drugs)

#### **SWIMMERS' RESPONSIBILITIES:**

In order to get the most benefit from practices and to be a great team member at meets, swimmers should:

1. Be on time for all practices and meets.
2. Come prepared to practices and meets with all necessary equipment. (kickboard, paddles & water bottles)
3. Team caps and suit must be worn at all meets (not at practice).
4. Check the events you will be swimming before each meet.
5. During a meet, stay on the deck with team at all times. Tell a coach if you are going to the locker room. Do not sit in stands with parents during a meet.
6. After swimming each event at a meet, get your time and check in with a coach.
7. Clean up after yourself during practices and meets. Leave pool deck and locker rooms clean and neat.
8. Do not use sauna at Regis College.

#### **CODE OF CONDUCT FOR PARENTS:**

The conduct and behavior of parents is equally as important as our swimmers' behaviors. Parents of MWYS members are required to adhere to the following code of conduct:

1. Display respect, common courtesy, and good sportsmanship towards coaches, swimmers, officials, trainers and volunteers at all times.
2. Behave in a manner that reflects positively on our team at all practices, meets, and team social gatherings.
3. Parents are not allowed on the pool deck during practices and meets at any time unless they are officiating or have a volunteer job. If a parent is volunteering, they may only be on the pool deck during their assigned time.
4. Parents will not coach or instruct any swimmer at practices or meets from the stands or any other area. Do not interfere with the coaches on the pool deck or confront an official or stroke and turn judge at any time.
5. Do not allow your swimmer(s) to sit in the stands with you during a meet.
6. Parents are responsible for their children's supervision and behavior during meets and other swim team functions. Swimmers under age 16 years old may not be dropped off unattended at swim meets. Swimmers under 16 years old must have an adult present at meets, functions, and off-site practices designated as responsible for their supervision, transportation, and their emergency contact. Swimmers 10 years old and younger must have a parent/guardian or



designated adult present at practices held at the Framingham Branch who is responsible in the event of an emergency.

*The parent or guardian signing off on this Code of Conduct is responsible for communicating these policies with other family members and guardians.*

*Please note that failure to comply with this Code of Conduct will result in disciplinary action.*

#### **PARENTS' RESPONSIBILITIES:**

1. Bring your child(ren) to practices and meets on time. Let a coach know if you are going to be late for a meet.
2. Read all communications from coaches and volunteers. Respond as necessary.
3. Check the team website regularly for important information and updates.
4. *Volunteering: Our swim team cannot function without the support of parents. In order for your child to be a part of the MetroWest YMCA Stingrays Swim Team, we require all families to volunteer at meets, including timing at meets, and fundraising events. Failure to fulfill your volunteer requirement may result in your child's suspension or termination from the team. Refunds will not be given for suspensions or terminations. Fulfill your team volunteer requirements at meets and fundraising events by signing up on our website. Families are required to volunteer at 5(five) meets/events. Families that have more than one swimmer on the team will be required to volunteer at one additional meet/event. Families of swimmers who qualify for championship meets may need to volunteer at additional meets depending on our team's timing assignments.*
5. Help your child(ren) be prepared for meets with all necessary equipment. Go over events they will be swimming before each meet.
6. Accept each meet for your swimmer to attend. Opt in if you want your child(ren) to attend a meet.
7. Provide your swimmer with a healthy, balanced diet and help keep you swimmer hydrated.
8. Swimmers and their siblings/friends are not allowed to run around in the pool deck, viewing area, locker rooms, or hallways at our rented facilities. This will be stricktly enforced.

#### **Code of Conduct for Coach:**

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- ☐ At all times, adhere to USA Swimming's rules and code of conduct.
- ☐ Set a good example of respect and sportsmanship for participants and fans to follow.
- ☐ Act and dress with professionalism and dignity in a manner suitable to his/her profession.

- ☐ Respect officials and their judgment and abide by the rules of the event.
- ☐ Treat opposing coaches, participants, and spectators with respect.
- ☐ Instruct participants in sportsmanship and demand that they display good sportsmanship.
- ☐ Coach in a positive manner and do not use derogatory comments or abusive language.
- ☐ Win with humility and lose with dignity.
- ☐ Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- ☐ Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- ☐ Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- ☐ Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

## **DISCIPLINARY POLICY**

The MetroWest YMCA Stingray Swim Team (MWYS) is a high-quality competitive youth swimming organization committed to excellence at all levels. So that all of our team members may pursue their full athletic potential in a safe, supportive environment, the following disciplinary policy has been adopted in the event that the behavior of a swimmer or parent warrants its implementation:

1. Any MWYS swimmer found in possession of, or under the influence of, alcohol or illegal drugs while on YMCA property or during any MWYS event –including swim meets, travel trips, or any additional MWYS-sanctioned event –will be suspended or dismissed from the team.
2. Any MWYS swimmer suspected of engaging in alcohol or illegal drug use may be subject to the penalties or consequences listed below.
3. Any MWYS swimmer or parent participating in bullying, hazing, physical or mental abuse or other behaviors as stated in the Code of Conduct towards team mates and/or coaches will be subject to the penalties or consequences listed below.
4. Any MWYS swimmer or parent engaging in any behaviors as stated in the Code of Conduct that discredit the team or YMCA, is harmful to or poses a risk to the health and/or safety of any other

member of the team, as determined by the Head Coach, may be subject to the penalties or consequences listed below.

Any disciplinary action that results from the violation of any of these policies will be at the discretion of the Head Coach, and Assistant Aquatic Director, and Aquatic Director.

Disciplinary penalties or consequences may include, but are not limited to, one or more of the following:

1. Dismissal from the team
2. Suspension from the team
3. Probation with the team
4. Loss of privileges – restriction at events/or swim meets.

**There will be no refund of registration or other fees for the period of dismissal or suspension.**

## **TRAVEL POLICY**

During the MetroWest YMCA swim team season athletes need to be transported to and from meets.

On occasion meets are out of state – Vermont, New Hampshire and Rhode Island.

“Team Travel” is defined as a daytime and/or overnight travel that may or may not include a hotel stay to a swim meet or other team activity that is planned and supervised by the MetroWest YMCA.

1. Regardless of gender or age, a coach shall not share a hotel room or other sleeping arrangements with an athlete.
2. Regardless of gender or age, no athlete will be transported by a MetroWest YMCA employee.
3. Parents and/or guardians are responsible for driving athletes to and from meets.
4. Parents and/or guardians are responsible for athletes’ hotel accommodations and supervision while attending any away meet.
5. Parents and/or guardians, for the duration of entire meet/function, are responsible for athletes’ supervision while attending any meet or swim team function.
6. Travel policy must be signed by all parents.

## **BATHROOM PROCEDURES**

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

Participants of swim team will be allowed to use the bathroom on an individual basis during swim team practice. They will notify a coach and:

If a child is 11 or older, the child may use the bathroom alone.

If the child is 10 or under, the coach should notify the parent, if they are in the pool viewing area, to come assist their child. If the parent is not available, the coach or another staff member or volunteer must accompany the child to the bathroom with at least one other swimmer or staff member.

STAFF MEMBERS SHOULD NOT ENTER THE LOCKER ROOM ALONE FOR ANY REASON TO ASSIST A CHILD.

IF IT ABSOLUTELY NECESSARY, AT LEAST 2 STAFF MEMBERS MUST ENTER TOGETHER TO ASSIST CHILD.

### **PHOTOGRAPHY POLICY**

The MWYS will take photographs (individual and in a group) of swimmers under the age of 18 that may include your child during their Membership in the MWYS. All photos will be taken and published in line with the club policy. The club requires parental consent to take and use the photograph.

The team photo is published on TeamUnify every year. Please let us know if you do not want your child's photograph to be taken.

Parents have the right to refuse having their child photographed. If you wish to refuse having your child photographed please fill out the Photography policy and return to Aquatic Office.

No photographs should be taken from behind swimming block at the start of a race or a child climbing out of the swimming pool.

No photographs should not be taken in locker rooms or bathrooms.

- **No cell phones should be used in the locker room, bathroom and program areas**
- **Talking on cell phones is restricted to offices, conference rooms hallways and lobby areas**

### **ELECTRONIC COMMUNICATION POLICY**

The MetroWest YMCA Stingrays recognizes the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While the MetroWest YMCA Stingrays acknowledges the value of these methods of communication, the MetroWest YMCA Stingrays also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

- All communication must be professional in nature.
- All communication concerning an athlete's personal life, social activities, relationships or family issues must be transparent, accessible and professional.
- All Text and E-mail communications must include the parent and take place between the hours of 8:00am until 8:00pm
- Facebook and instagram blogs and similar sites - coaches are not allowed to join or have as friends. Their site should be set to private.

#### **Request to discontinue all electronic communications**

Parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

## **Minor Athlete Abuse Prevention Policy**

**In-Program Contact:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions and/or summits.

**Adult Participants:** Any adult 18 years of age or older who is a:

- USA Swimming member, either athlete or non-athlete;
- Participating non-member (e.g., meet marshals, meet computer operators, timers, etc.);
- Authorized, approved or appointed by USA Swimming, Zones, Local Swimming Committees ("LSCs") or member clubs to have regular contact with (e.g., ongoing interactions during a 12-month period wherein the individual is in a role of active engagement) or authority over Minor Athletes; and/or
- Within the governance or disciplinary jurisdiction of USA Swimming, Zones, LSCs or member clubs.

#### **GENERAL REQUIREMENT**

USA Swimming Zones, LSCs and member clubs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents/legal guardians, coaches and other non-athlete

members of member clubs on an annual basis with such written agreement to be retained by the club or LSC, as applicable.

## **DEFINITIONS**

**Athlete:** A USA Swimming athlete member.

**Authority:** When one person's position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person (e.g., when a power imbalance exists).

**Dual Relationship:** When an Adult Participant has a relationship with a Minor Athlete that is outside of the sport program. Examples of Dual Relationships include, but are not limited to, family members, mental health professionals, teachers, medical professionals and family friends.

**Emergency Circumstances:** A serious, unexpected and possibly dangerous situation that requires quick action and cannot be avoided. Emergency circumstances include, but are not limited to: a physical, mental or emotional medical emergency involving the Minor Athlete, relative of the Minor Athlete or relative of an Adult Participant; a Minor Athlete's suicidal ideations/behavior; a report of abuse; a severe weather event; and last-minute practice changes.

**Electronic Communication:** Includes, but not limited to, phone calls, emails, videoconferencing, video coaching, text-messaging and social media.

**Event or Facility Under Partial or Full Jurisdiction:** Includes any USA Swimming sanctioned event (including all travel and lodging in connection with participation in the event) or any facility that USA Swimming, Zones, LSCs or member clubs owns, leases or rents for practice, training or competition.

**In-Program:** Activities related to participation in sport. Examples include, but are not limited to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Contact:** Any contact (including communications, interactions or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to contact occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Massage:** Any Massage involving an Adult Participant and any Minor Athlete(s) related to participation in sport. Examples include, but are not limited to Massage occurring at or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**In-Program Travel:** Any transportation or travel involving an Adult Participant and any Minor Athlete(s) related to participation in sport authorized or funded by the Organization. Examples include, but are not limited to transportation or travel to or related to: competition, practices, meetings, camps/clinics, training/instructional sessions, pre/post event meals or outings, team travel, video review, team- or sport-

related team building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community services, sport education, competition site visits, conventions, conferences, summits and/or workshops.

**Massage:** Any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

**Minor Athlete:** An athlete under 18 years of age who is a USA Swimming member or was a USA Swimming member within the previous 12 months.

**Organization:** Metrowest YMCA Stingrays

**Close-In-Age Exception:** In-Program Contact between an Adult Participant and a Minor Athlete is permitted if:

1. The Adult Participant has no authority over the Minor Athlete; and
2. The Adult Participant is not more than four years older than the Minor Athlete.

**Dual Relationship Exception:** An Adult Participant has a dual role or relationship with a Minor Athlete. This exception requires written consent of the Minor Athlete's parent/legal guardian at least annually.

## ONE-ON-ONE INTERACTIONS

### I. Observable and Interruptible

All one-on-one In-Program Contact interactions between a Minor Athlete and an Adult Participant must occur at an observable and interruptible distance from another adult, except:

1. In emergency circumstances;
2. When a Dual Relationship exists; and/or
3. When the Close-In-Age Exception applies.

## MEETINGS AND INDIVIDUAL TRAINING SESSIONS

### I. Meetings

1. Meetings between a Minor Athlete and an Adult Participant may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult.
2. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
3. Meetings must not be conducted in an Adult Participant or Athlete's hotel room or other overnight lodging location during In-Program Travel.

### II. Meetings with Licensed Mental Health Care Professionals and/or Health Care Providers

If a licensed mental health care professional and/or health care provider meets one-on-one with a Minor Athlete at an Event or Facility Under Partial or Full Jurisdiction of the Organization in conjunction with participation, the meeting must be observable and interruptible by another adult, except if:

1. The door remains unlocked;
2. Another adult is present at the facility;
3. The other adult is advised that a closed-door meeting is occurring although the Minor Athlete's identity does not need to be disclosed;

4. The Organization is notified that the licensed mental health care professional and or health care provider will be meeting with a Minor Athlete; and
5. The licensed mental health care professional and/or health care provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

### III. Individual Training Sessions

1. In-Program one-on-one individual training sessions outside of the regular course of training and practice between Adult Participants and Minor Athletes must be observable and interruptible by another adult, except:
  - i. When a Dual Relationship exists; and/or
  - ii. When the Close-In-Age Exception applies.
2. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/legal guardian at least annually, with a copy provided to the Metrowest YMCA Stingrays, which can be withdrawn at any time.
3. Parents/legal guardians must be allowed to observe the individual training session.

## ELECTRONIC COMMUNICATIONS

### I. Content

All Electronic Communication from Adult Participants to Minor Athletes must be professional in nature.

### II. Open and Transparent

1. If an Adult Participant communicates one-on-one with a Minor Athlete via Electronic

Communications, the Minor Athlete's parent/legal guardian must be copied or included. If a Minor Athlete communicates to the Adult Participant privately first, said Adult Participant must copy or include the Minor Athlete's parent/legal guardian on any Electronic Communication response to the Minor Athlete. Adult Participants must only use Electronic Communication platforms that allow for Open and Transparent communication.

2. The following exceptions apply to Section II(a):
  - i. In emergency circumstances;
  - ii. When a Dual Relationship exists; and/or
  - iii. When the Close-In-Age Exception applies.
3. When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, said Adult Participant must copy another Adult Participant.

### III. Requests to Discontinue

Parents/legal guardians may request in writing that their Minor Athlete not be contacted through any form of electronic communication by the Organization or by an Adult Participant subject to this Policy. The Organization must abide by any such request that the Minor Athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

### IV. Hours

Electronic communications must only be sent between the hours of 5:00 a.m. and 9:00 p.m. local time for the location of the Minor Athlete, unless emergency circumstances exist, or during competition travel.

### V. Prohibited Electronic Communication

1. Adult Participants are not permitted to maintain private social media connections with Minor Athletes and such Adult Participants are not permitted to accept new personal page requests on social media platforms from Minor Athletes, unless the Adult Participant has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with Minor Athletes must be discontinued. Minor Athletes may "friend", "like" or "follow" the Organization's official page.



2. Adult Participants must not send private, instant or direct messages to a Minor Athlete through social media platforms.
3. The following exceptions apply to Section V:
  - i. When a Dual Relationship exists; and/or
  - ii. When the Close-In-Age Exception applies.

## **IN-PROGRAM TRAVEL AND LODGING**

### **I. Transportation**

1. During In-Program Travel, observable and interruptible environments must be maintained.
2. An Adult Participant must not transport a Minor Athlete one-on-one during In-Program Travel

and must always transport at least two Minor Athletes or another Adult Participant, except:

- i. In emergency circumstances;
- ii. When a Dual Relationship exists;
- iii. When the Close-In-Age Exception applies; and/or
- iv. The Minor Athlete's parent/legal guardian has provided, at least annually, written consent for the Adult Participant to transport the Minor Athlete one-on-one, which can be withdrawn at any time.

c. Adult Participants, including team managers and chaperones, who travel with the Organization must be USA Swimming non-athlete members of USA Swimming.

Adult Participants who are parents/legal guardians of Minor Athletes must pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

### **II. Lodging**

1. An Adult Participant must not share hotel room, sleeping arrangement or overnight lodging location with an Athlete.
2. During In-Program Travel, all In-Program Contact in a hotel room, sleeping arrangement or overnight lodging location between an Adult Participant and a Minor Athlete must be observable and interruptible.
3. During In-Program Travel, when doing room checks, two-deep leadership (two Adult Participants should be present) and observable and interruptible environments must be maintained.
4. The following exceptions apply to II(a), (b) and (c):
  - i. When a Dual Relationship exists, the Adult Participant is not a coach, and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement; and/or
  - ii. When the Close-In-Age Exception applies and the Minor Athlete's parent/legal guardian has provided advance, written consent for the lodging arrangement.
5. Minor Athletes should be paired to share a hotel room, sleeping arrangement or overnight lodging location with other Minor Athletes of the same competition category and of similar age.

### **III. Written Consent**

A Minor Athlete's parent/legal guardian must provide written consent, at least annually, for all In-Program Travel and lodging during In-Program Travel, which can be withdrawn at any time.

### **IV. Meetings**

1. Meetings during In-Program Travel must be conducted consistent with the One-on-One Interactions section of this Policy (e.g., any such meeting must be observable and interruptible).
2. Meetings must not be conducted in an Adult Participant or athlete's hotel room or other overnight lodging location during In-Program Travel.

## LOCKER ROOMS AND CHANGING AREAS

- I. Requirement to Use Locker Room or Changing Area  
The designated locker room or changing area must be used when an athlete or Adult Participant changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).
- II. Observable and Interruptible  
All In-Program Contact between Adult Participants and Minor Athletes in a locker room, changing area or similar space must be observable and interruptible, except:
  1. In emergency circumstances;
  2. A Dual Relationship exists; and/or
  3. The Close-In-Age exception applies.
- III. Private or Semi-Private Space for Minor Athletes  
The Organization must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at Events or Facilities Under Partial or Full Jurisdiction of the Organization.
- IV. Use of Recording Devices  
Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a Minor Athlete or an Adult Participant is prohibited.
- V. Undress  
Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes his or her breasts, buttocks, groin or genitals to a Minor Athlete under any circumstance. An Adult Participant must not request a Minor Athlete to expose the Minor Athlete's breasts, buttocks, groin or genitals to the Adult Participant under any circumstance. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
- VI. Showers
  1. Adult Participants must not shower with Minor Athletes unless:
    - i. The Adult Participant meets the Close-in-Age Exception; and/or
    - ii. The shower is part of a pre- or post-activity rinse while wearing swimwear.
  2. Parents/legal guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participants during In-Program Contact. The Organization must abide by such a request.
- VII. Monitoring  
The Organization must regularly and randomly monitor the use of locker rooms and changing areas

to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

1. Conducting a sweep of the locker room or changing area before athletes arrive;
2. Posting staff directly outside the locker room or changing area during periods of use;
3. Leaving the doors open when adequate privacy is still possible; and/or
4. Making occasional sweeps of the locker rooms or changing areas with women checking on

female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a Minor Athlete goes to the locker room or changing area during practice and competition, and, if the Minor Athlete does not return in a timely fashion, to check on the Minor Athlete's whereabouts.

## VIII. Parents/legal guardians in Locker Rooms or Changing Areas

If a parent/legal guardian enters a locker room or changing area, it must only be a parent/legal guardian of the same competition category and the parent/legal guardian should notify a coach or administrator in advance.

## **MASSAGES, RUBDOWNS AND ATHLETIC TRAINING MODALITIES**

- I. General Requirement  
Any In-Program Massage performed on an athlete must be conducted in an observable and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- II. Additional Minor Athlete Requirements
  1. Written consent by a parent/legal guardian must be obtained in advance at least annually by the licensed massage therapist or other certified professional which can be withdrawn at any time.
  2. Parent/legal guardians must be allowed to observe the Massage, except for competition or training venues that limit credentialing.
  3. Any Massage of a Minor Athlete must be done with at least one other Adult Participant physically present and must never be done with only the Minor Athlete and the person performing the Massage in the room.
  4. Any Massage of a Minor Athlete must be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin or genitals are always covered. Nothing in this section shall be construed to apply to areas of the body exposed while wearing swimwear which conforms to the current concept of the appropriate for the individual's competition category.
  5. Any Massage of a Minor Athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

## **Action Plan of the MWYS to Address Bullying**

### **PURPOSE**

Bullying of any kind is unacceptable at [insert the name of the club] (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim.

The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.

2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

#### WHAT IS BULLYING?

Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

Bullying is the severe or repeated use, regardless of when or where it may occur, by one or more USA Swimming members of an oral, written, electronic or technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission) , or a physical act or gesture , or any combination thereof, directed at any other member or

Participating Non-Member that to a reasonably objective person has the effect of causing physical or emotional harm to the other member or damage to the other member's property;

- i. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- ii. Creating a hostile environment for the other member at any USA Swimming activity;
- iii. Infringing on the rights of the other member at any USA Swimming activity; or
- iv. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member

club or LSC).

## REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- ☐ Talk to your parents;
- ☐ Talk to a Club Coach, Board Member, or other designated individual;
- ☐ Write a letter or email to the Club Coach, Board Member, or other designated individual;
- ☐ Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the

bullying behavior can be stopped as soon as possible.

## HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately. It is okay to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS

INVOLVED using the following approach:

## FINDING OUT WHAT HAPPENED

1. First, we get the facts.

a. Keep all the involved children separate.

b. Get the story from several sources, both adults and kids.

c. Listen without blaming.

d. Don't call the act "bullying" while you are trying to understand what happened.

e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.

2. Then, we determine if it is bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

a. Review the USA Swimming definition of bullying;

b. To determine if the behavior is bullying or something else, consider the following questions:

☐ What is the history between the kids involved?

☐ Have there been past conflicts?

☐ Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.

☐ Has this happened before? Is the child worried it will happen again?

c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.

d. Once you have determined if the situation is bullying, support all of the kids

involved.

### 3. Support the kids who are being bullied

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
  - i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
  - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

### 4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For

example:

- i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
- ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.

d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:

- i. Write a letter apologizing to the athlete who was bullied.
- ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
- iii. Clean up, repair, or pay for any property they damaged.

e. Avoid strategies that don't work or have negative consequences:

- i. Zero tolerance or “three strikes, you're out” strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.

- ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.

f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.



5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.

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

## **Grievance Procedure**

The Metrowest YMCA Stingrays Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

### **WHERE TO REPORT:**

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 720-524-5640 or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: [safesport@usaswimming.org](mailto:safesport@usaswimming.org) or

<https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- New England Swimming Safe Sport: Anne Kaufman [nesafesport@gmail.com](mailto:nesafesport@gmail.com) 857-928-3638

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the MWYS Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

#### WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the MWYS Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach).

This complaint should be made in person or in writing. Coaches will ensure the MWYS head coach is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the [insert name of the club] club owner is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the Metrowest YMCA – contact Lisa Mandozzi: [lmandozzi@metrowestymca.org](mailto:lmandozzi@metrowestymca.org) 508-879-4420 ex245

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates

any Club policies or procedures, the parent/swimmer should notify Metrowest YMCA of this violation. This complaint should be made in person or in writing.

#### Regarding Parent or Official Conduct - Notify the Head Coach

- Should a parent or swimmer feel another [insert name of the club] parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

Note: With the exception of issues which immediately affect the health and safety of swimmers,

all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

#### HOW GRIEVANCES WILL BE HANDLED

The Head Coach has the authority to impose penalties for infractions of the Metrowest YMCA Stingrays Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information.

All information will be recorded on the MWYS grievance procedure form.

2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of

Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.

3. Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:

- a. Nature of the misconduct
- b. Severity of the misconduct
- c. Prior disciplinary actions
- d. Adverse effect of the misconduct
- e. Application of the Code of Conduct

### **Best Practice Guidelines**

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

- 1. Parents should be encouraged to appropriately support their children's swimming experience.
- 2. All swimming practices should be open to observation by parents.
- 3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
- 4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- 5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example,

coaches should avoid sharing their own personal problems with athletes.

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

athletes.

7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction.

Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.

8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.

9. Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.

## **2.11. Glossary of Swimming Terms**

A glossary of those strange and wacky words we use in the sport of swimming. You may or may not find these words in the English Dictionary, and if you do, their definitions will probably be radically different than the ones listed in this Glossary. Relax and take your time reading. Soon you'll be understanding and maybe even speaking some "swim slang."

### **Age Group**

Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16, 17-18. Some LSCs have divided the swimmers into more convenient divisions specific to their situations: (i.e.) 8-under, 13-Over, 15-Over, Junior, Senior.

### **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. Also a term coaches use for the beginning of all four strokes indicating the “high elbow”, “catch,” or “early vertical forearm.”

**Approved Meet**

A meet conducted with sufficient 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 four 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. Racing distances are 50 yards/meter, 100 yards/meter, and 200 yards/meter (LSCs with 8-under divisions offer the 25 yd back).

**Blocks**

The starting platforms located behind each lane. Minimum water depth for use of starting blocks is 4 feet. Blocks have a variety of designs and can be permanent or removable.

**BOD**

Board of Directors of the Local Swim Committee (LSC) or USA Swimming (USA-S).

**Breaststroke**

One of the four competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yards/meter, 100 yards/meter, and 200 yards/meter. (LSCs with 8-under divisions offer the 25 yd breast)

**Butterfly**

One of the four competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yards/meter, 100 yards/meter, and 200 yards/meter (LSCs with 8-under divisions offer the 25 yard fly).

**Camp**

A swimming function offered by USA-S, your LSC, or a USA-S coach. There are many types of camps for just about every level of swimmer. When selecting a camp, ask for your coach’s advice as to what will be the best for the swimmer, or call USA-S swimming for details on the many camps they offer.

**Carbohydrates**

The main source of food energy used by athletes. Refer to a Nutritional Manual for more information.

**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 Seeding**

A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes. (i.e.) Lane 4 in the final three heats. See rule book for exact method for seeding depending on the lanes in the pool.

**Clinic**

A scheduled meeting for the purpose of instruction. (i.e.) Official's clinic, Coach's clinic.

**Closed Competition**

Swim meet which is only open to the members of an organization or group. Summer club swim meets are considered to be "Closed Competition."

**Club**

A registered swim team that is a dues-paying member of USA-S and the local LSC.

**Code of Conduct**

A Code of Conduct that both swimmers and coaches are required to sign at certain USA-S/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.

**Colorado Timing System**

A brand of automatic timing system.

**Consolation Finals**

After the fastest six or eight swimmers, the next 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. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.

**Convention**

United States Aquatic Sports annual, week long, meeting where all rules changes are decided and working committees are established. Representatives are sent by each LSC to make up the voting body.

**Course**

Designated distance (length of pool) for swimming competition. (+i.e) Long Course = 50 meters / Short Course = 25 yards or 25 meters.

**Deadline**

The date meet entries must be “postmarked” by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since many meets are “full” weeks before the entry deadline.

**Deck**

The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an “authorized” USA Swimming member may be on the deck during a swim competition.

**Deck Entries**

Accepting entries into swimming events on the first day or later day of a meet.

**Deck Seeding**

Heat and lane assignments are posted after swimmers have checked in have “scratched” (indicated they will not participate in the event.)

**Dehydration**

The abnormal depletion of body fluids (water). The most common cause of swimmers cramps and sick feelings.

**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.

**Distance**

How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40 lengths), 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 Lths).

**Disqualified**

A swimmer’s performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head.

**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**

NCAA member colleges and universities are assigned divisions to compete in, depending on the school's total enrollment. Division I being the large universities and Division III being the smaller colleges.

**Dual Meet**

Type of meet where two teams/clubs compete against each other.

**Dryland**

The exercises and various strength programs swimmers do out of the water.

**Dry Side**

That part of the Code book (rule book) that deals with the "Administrative" Regulations of Competition.

**Entry**

An individual, relay team, or club roster's event list in a swim competition.

**Entry Chairperson**

The host club's designated person who is responsible for receiving, and making sure the entries have met the deadline.

**Entry Fees**

The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.

**Entry Limit**

Each meet will usually have a limit of total swimmers they can accept, or a time limit they cannot exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.

**Electronic Timing**

Timing system operated on DC current (battery). The timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer-type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers.

**Event**

A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final.

**False Start**

When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a

swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.

**False Start Rope**

A recall rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about ½ way on yard pools and about 50 feet from the starting end on meter pools.

**Fastest to Slowest**

A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on.

**Fees**

Money paid by swimmers for services. (i.e.) Practice fees, registration fee, USA-S membership fee, etc.

**FINA**

The international rules-making organization for the sport of swimming.

**Finals**

The final race of each event. See “Consolation Finals”, “Timed Finals”, etc.

**Final Results**

The printed copy of the results of each race of a swim meet.

**Fins**

Large rubber flipper-type devices that fit on a swimmers feet. Used in swim practice, not competition.

**Flags**

Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.

**Freestyle**

One of the four competitive racing strokes. Freestyle (nicknamed Free) is swum as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yards/meter, 100 yards/meter, 200 yards/meter, 400 mtr/500, yd 800 mtr/1000 yds, 1500 mtr/1650 yds (LSCs with 8-under divisions offer the 25 yd free).

**Goals**

The short- and long-range targets for swimmers to aim for.

**Goggles**

Glasses-type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the

water.

**Gun (of 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 fires a gun shot (or rings a bell) over the lane of the lead swimmer when the swimmer is at the backstroke flags.

**Heats**

All of the swimmers entered in the event are divided into heats, or groups of swimmers. The results are compiled by the times swum, after all heats of the event are completed.

**Heat Award**

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

**Heat Sheet**

The pre-meet printed listings of swimmers' seed times in the various events at a swim meet.

**High Point**

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

**HOD**

House of Delegates. The ruling body of an LSC composed of the designated representative of each club plus the board of directors (BOD) of the LSC. One vote per club and board member. Also refers to the national USAS convention meeting

**Horn**

A sounding device. Used mainly with a fully automatic timing system.

**Illegal**

Doing something against the rules that is cause for disqualification.

**IM**

Individual Medley. A swimming event using all four of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swam of each stroke. Distances offered: 100 yards, 200 yards/meters, 400 yards/meter.

**IMX**

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

**IM Ready**

A stepping stone program to IMX where swimmers compete in a series of five events at shorter distances and achieve a score. In this program swimmers are not ranked.

**Interval**

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

**Invitational**

Type of meet that requires a club to request an invitation to attend the meet.

**Jump**

An illegal start done by the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> 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.

**Kick Board**

A flotation device used by swimmers during practice.

**Lane**

The specific area in which a swimmer is assigned to swim. (ie) Lane 1 or Lane 2.

**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. Counting is done from the end opposite the starting end. The numbers on the cards are “odd numbers” only with the final lap being designated by a bright orange card.

**Leg**

The part of a relay event swum by a single team member. A single stroke in the IM.

**Long Course**

A 50-meter pool.

**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.

**Marshall**

The official who control the crowd and swimmer-flow at a swim meet.

**Meet**

A series of events held in one program.

**Meet Director**

The official in charge of the administration of the meet. The person directing the “dry side” of the meet.

**Meters**

The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters.

**NAGTS**

National Age Group Time Standards - the list of “C” through “AAAA” times published each year.

**Nationals**

USA Swimming National Championship meet conducted in March/April and August.

**Natatorium**

A building constructed for the purpose of housing a swimming pool and related equipment.

**NCAA**

National Collegiate Athletic Association

**NGB**

National Governing Body

**Non-Conforming Time**

A short course time submitted to qualify for a long course meet, or vice versa.

**NT**

No Time. The abbreviation used on a heat sheet 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. Sufficient USA Swimming officials are present to certify that the athletes’ swims are in compliance with 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.

**Officials**

The certified adult volunteers who operate the many facets of a swim competition.

**Olympic Trials**

The USA-S sanctioned long course swim meet held the year of the Olympic Games to decide what swimmers will represent the USA on our Olympic Team. Qualification times are faster than Senior Nationals.

**Omega**

A brand of automatic timing system.

**OTC**

Olympic Training Center in Colorado Springs, Colorado.

**Open Competition**

Competition which any qualified club, organization, or individual may enter.

**Pace Clock**

The electronic clocks or large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warmups or swim practice.

**Paddle**

Colored plastic devices worn on the swimmers hands during swim practice.

**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.

**Practice**

The scheduled workouts swimmers attend with their swim team/club.

**Prelims**

Session of a Prelims/Finals meet in which the qualification heats are conducted.

**Prelims-Finals**

Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest six or eight (Championship Heat) swimmers, and the next fastest six or eight swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the

Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.

**Pre-seeded**

A meet conducted without a bull pen in which a swimmer knows what lane and heat they are in by looking at the heat sheet or posted meet program.

**Psyche Sheet**

An entry sheet showing all swimmers entered into each individual event. Sometimes referred to as a “Heat Sheet” or meet program. However, a “heat sheet” would show not only every swimmer in an event, but also what heat and lane they are swimming in.

**Pull Buoy**

A flotation device used for pulling by swimmers in practice.

**Qualifying Times**

Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. See “A”, “AA” (etc.) times.

**Ready Room**

A room pool side for the swimmers to relax before they compete in finals.

**Recall Rope**

A rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about ½ way on yard pools and about 50 feet from the starting end on meter pools.

**Referee**

The head official at a swim meet in charge of all of the “Wet Side” administration and decisions.

**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/mtr and 400 yd/mtr distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/mtr, 400 yd/mtr, and 800 yd/mtr distances.

**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.

**Schedule**

USA-S or LSC list of meets with dates, meet host, meet location, type of meet, and contacts address and phone.

**Scratch**

To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.

**Sectionals**

Nickname for Speedo Championship Series (see below).

**Seed**

Assign the swimmers heats and lanes according to their submitted or preliminary times.

**Seeding**

Deck Seeding - swimmers are called to report to the Clerk of the Course. After scratches are determined, the event is seeded. Pre Seeding - swimmers are arranged in heats according to submitted times, usually a day prior to the meet.

**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.

**Senior Nationals**

A USA-S National Championship meet for swimmers of any age as long as the qualification times are met.

**Session**

Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.

**Short Course**

A 25-yard or 25-meter pool.

**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.



**Splash**

The USA Swimming magazine that is mailed bi-monthly. A benefit of being a member of USA Swimming.

**Split**

A portion of an event that is shorter than the total distance and is timed. (i.e.) A swimmer's first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.

**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 insuring that all swimmers have a fair takeoff.

**Stand-up**

The command given by the Starter or Referee to release the swimmers from their starting position.

**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.

**Stroke**

There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.

**Stroke Judge**

The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be disqualified.

**Submitted Time**

Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.

**Swim-A-Thon**

The "Fund Raiser" trademarked by USA Swimming for local clubs to use to make money.

**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.

**Swimming World**

A paid-subscription swimming magazine.

**SWIMS**

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

**Taper**

The resting phase of a swimmer at the end of the season before the championship meet.

**Team Records**

The statistics a team keeps, listing the fastest swimmer in the clubs history for each age group/each event.

**Timed Finals**

Competition in which only heats are swum and final placings are determined by those times.

**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 pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.

**Time Trial**

An event or series of events where a swimmer may achieve or better a required time standard.

**Top 10**

A list of times compiled by the LSC or USA-S that recognizes the top 10 swimmers in each single age group (boys & girls) by each event and distance.

**Touch Pad**

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

**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.

**Travel Fund**

A sum of money set aside for a swimmer to use for travel expenses and entry fees to specified meets.

**Unattached**

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

**Unofficial Time**

The time displayed on a read out 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.

**USA-S**

The governing body of swimming—USA Swimming.

**USA Swimming**

The national governing body of the sport headquartered in Colorado Springs.

**USA-S ID Number**

A 14-part number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The first 6 parts are numbers of a swimmer's birth date: Month/Day/2-Digit Year using zeros as place holders. The next three spaces are the first three letters of the athlete's legal first name. The next letter is the middle initial, followed by the first four letters of the swimmer's last name. For example: USA-S ID# for swimmer Suzanne Eileen Nelson and born Aug.27, 1976 = 082776SUZENELS.

**USOTC**

United States Olympic Training Center located in Colorado Springs, Colorado.

**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 recovery swimming a swimmer does after a race when pool space is available.

**Warm-up**

The practice and "loosening-up" session a swimmer does before the meet or their event is swum.

**Yards**

The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.

**Yardage**

The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.

**Zones**

The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet.

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