



WTRC SHARKS PARENT HANDBOOK
2025-2026

Welcome

Since 1990, The WTRC Sharks have been developing some of the region's best competitive swimmers, preparing them for elite level training, while also instilling a love for this great sport and creating friendships that last a lifetime! With quality coaching, a strong volunteer base, and one of greater Dayton's nicest pool facilities - the Sharks Swim Team offers swimmers from beginner level to elite the best opportunity to maximize their individual talents and goals. Our swimmers enjoy a low coach to swimmer ratio, training made fun, and many team building trips together to make memories.

When a child joins a swim team, the whole family becomes part of the team as well. Welcome to our Shark Family!

Vision Statement

To build a premier swim club focused on team unity, sportsmanship, discipline, excellence, and fun that produces champions and swimmers for life.

Mission Statement

The WTRC Sharks are committed to the following mission:

- Develop a love of swimming
- Challenge youth to excel within their individual capabilities and achieve personal goals
- Develop a lifetime appreciation of the rewards derived from discipline, perseverance, dedication and teamwork
- Nurture a sense of community in a safe, positive and encouraging team environment that teaches sportsmanship and fosters friendships.
- Promote the safety and well-being of our swimmers through prevention, education, and intervention
- Support the overall mission of the community and community rec center
- Support and grow local area high school swimming program
- Have fun!!!

Team Philosophy

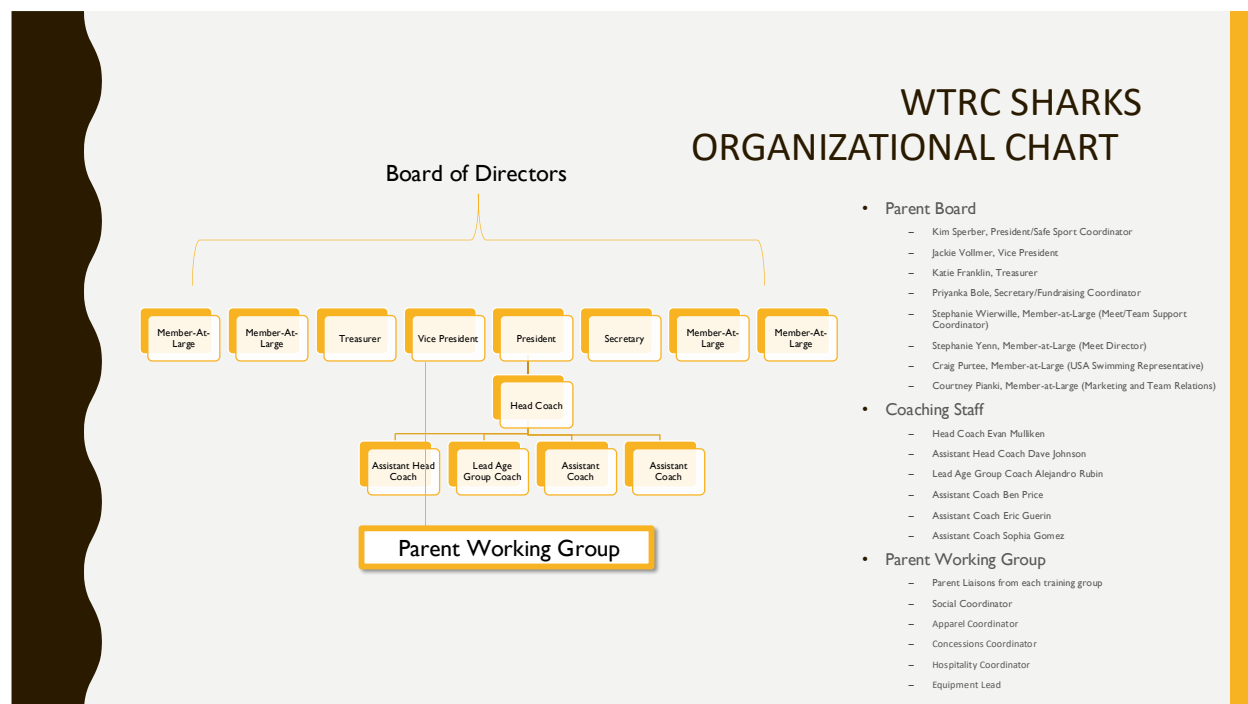
The philosophy of the team is to provide an environment where swimmers of all levels of ability can develop their fitness, technical skills, and the character traits that come through competition and team membership. Each swimmer will be pushed to realize their full potential whether that is a personal best or a pool record.

The Sharks do not judge success only on finishes at meets. The Sharks stress the improvement of each individual swimmer. We help swimmers set individual goals, and we develop swimmers toward attaining their personal goals. These goals range from breaking the National Record to doing a flip turn for the first time. Our philosophy is to stress the success of each swimmer and to combine that with a strong team atmosphere, so all swimmers come away with a good feeling about themselves and the team to which they belong.

Our coaches emphasize the hard work that will produce long term success and the perseverance that will help young athletes endure setbacks. It is our intent that these traits help our swimmers in all that they do, including other sports, academics, or their personal lives.

WTRC Sharks Organizational Structure

The WTRC Sharks Swim Team organizational structure is comprised of three parts. These are a Board of Directors, the coaching staff, and a Parent Working Group. Members and Roles of each of these groups are outlined in detail below.



Board of Directors. The Board of Directors is comprised of parent volunteers who serve in a year-round capacity. The Board of the WTRC Sharks is responsible for the overall management of the team business operations, to include managing the coaching staff, as prescribed by the WTRC Sharks Bylaws. The WTRC Sharks Board has the legal authority and responsibility to make decisions on business operations and financial matters concerning the WTRC Sharks Swim Team. The gravity of these responsibilities requires that Board Members possess the professional knowledge, skills, and abilities relevant to Board operations and requires that they are willing and able to commit the time required to successfully execute the responsibilities vested in them by the swim team members to properly accomplish these duties. Those who serve on, or are supervised by, the WTRC Sharks Board are held to a high standard of conduct and assume an obligation to subordinate their individual interests to the interests of the WTRC Sharks Swim Team. Those who serve on the WTRC Sharks Board of Directors must do so without direct compensation or personal gain in order to avoid a conflict of interest between personal gain and the interests of the WTRC Sharks Swim Team.

Coaching Staff. While the Board manages the Coaching staff, the Coaching Staff is responsible for the technical swim operations. The coaching staff is comprised of the Head Coach, the Assistant Head Coach, and a variety of full-time and part-time Assistant Coaches.

Parent Working Group. The Parent Working Group (PWG) is a committee of volunteer swim parents that supports the Board and team functions. Positions on the PWG include: Parent Reps for each of the training groups, Social Coordinator, Apparel Coordinator, Equipment Lead, Concessions Coordinator, Hospitality Coordinator, and Website Administrator.

USA Swimming

USA Swimming is the National Governing Body for competitive swimming in the United States. USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act, which specified that all Olympic sports would be administered independently. Prior to this act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming Headquarters office was established in Colorado Springs, Colorado, in 1981 and is located at the Olympic Training Center. As the National Governing Body for the sport, USA Swimming is responsible for the conduct and administration of swimming in the United States. In this capacity, USA Swimming formulates the rules, implements the policies and procedures, conducts the national championships, disseminates safety and sports medicine information and selects athletes to represent the United States in international competition.

How Is USA Swimming Organized?

- International – The international federation for the aquatic sports is the Federation Internationale de Natation Amateur (FINA). USA Swimming is affiliated with FINA through United States Aquatic Sports (USAS), made up of the four aquatic sports – swimming, synchronized swimming, diving and water polo.
- National – USA Swimming is a Group A member of the United States Olympic Committee (USOC) and has voting representation in the USOC House of Delegates.
- Zone – We are divided into four separate zones – Central, Eastern, Southern and Western. Each zone elects two representatives to the national Board of Directors. WTRC Sharks are members of the Central Zone.
- Local – Within the United States, there are fifty-nine (59) Local Swimming Committees (LSCs). Each LSC is responsible for administering USA Swimming activities in a defined geographical area and has its own set of bylaws under which it operates. A House of Delegates with representation of athletes, coaches, members of the Board of Directors and clubs is responsible for managing the business affairs of the LSC. Ohio Swimming is the LSC for the WTRC Sharks.
- USA Swimming (USA) is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming staff interact with 59 Local Swimming Committees (LSC's), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs. The WTRC Shark Swim Team is a part of the State of Ohio LSC.

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent our country in international competition and insure the development of its' member clubs and age group swimmers.

USA Swimming is a non-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy and expertise at every level from the national Board of Directors to the local swimming clubs. There are 50 standing committees. Staff liaisons, along with these committees, create, implement and evaluate USA Swimming programs. The House of Delegates meets annually to determine the rules and regulations for the following year. Between yearly meetings of the House of Delegates, an elected USA Swimming Board of Directors is charged with the responsibility of making decisions for USA Swimming.

USA Swimming Headquarters provides a variety of services and programs for its membership. Among the many services are publications, educational programs, fund-raising activities, sports science programs, resources and general information about swimming related activities.

The USA Swimming staff is available to assist you in answering questions or providing additional information about USA Swimming:

USA Swimming
1 Olympic Plaza Colorado Springs, CO 80909-5707
Main: 719/866-4578 Fax: 719/866-4669
Website: <http://www.usaswimming.org>

Year-round athletes pay an annual registration fee to USA Swimming. Athletes receive a membership card and have both liability and secondary medical insurance coverage.

The WTRC Sharks team is a club member of USA Swimming by paying the national fee. Membership benefits include USA Swimming Rules and Regulations, membership certificate and certificate of insurance. Clubs joining USA Swimming have liability insurance coverage for approved insured activities.

USA Swimming is the ruling body of sanctioned swimming meets in the United States. USA Swimming meets are designed to protect the swimmer, provide fair and equitable conditions of competition, and promote uniformity in the sport so that no swimmer shall obtain an unfair advantage over another.

USA Swimming National Headquarters strives to educate and inform its membership through continued communication. Once a year USA Swimming publishes an updated version of the USA Swimming Rules and Regulations, the final word in technical swimming rules. ***Splash*** is a bimonthly publication providing current and timely information of interest to all USA Swimming members. ***Lanelines***, the USA Swimming coaches' newsletter, is also included in ***Splash***.

Role of Coaches

The coach's job is to manage, instruct, and motivate each age specific group. Sole responsibility for stroke instruction and training regimen rests with the coaching staff. Each practice is based on sound scientific principles and each practice is geared to the specific goals of that group. At meets, the

coaching staff will conduct and supervise warmup procedures for the team. Coaches will help prepare swimmers prior to events and provide a plan/strategy for each race, followed by constructive criticism upon completion of the race.

We want your swimmers to relate to and trust their coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces best results. When parents share conflicting opinions with their swimmers as to how the swimmer should swim or train, it can cause considerable confusion as to whom the swimmer should listen to. If you have a problem, concern, complaint, or question please contact your age-group coach as soon as possible.

Speaking with Coaches

Please respect our coaches while they are on deck with our swimmers. Parents are not allowed on the pool deck during practices. Our coaching staff is available via email for communication with parents or after practice. Parents may also schedule time to meet with a coach during the coach's office hours.

Training Groups

Lemon Sharks - A group that works in the small pool with a primary focus of developing the basic movements of the 4 competitive strokes. No previous experience is required, but swimmers should be comfortable in the water and be able to swim 15-20 yards in the small pool without stopping. The average age range will typically be 4-6 years of age. **Ability Level** - must be able to swim 15-20 yards (small pool) in some forward fashion; no prior experience needed, but all swimmers should be comfortable in the water; able to focus for 30 min practice time.

Hammerhead Sharks - This group works in the big pool with a continued emphasis on the proper development of all 4 competitive strokes. Swimmers should be comfortable swimming in the big pool and have a good understanding of Free/Back with some working knowledge of Fly or Breast. **Ability Level** - working knowledge of three out of four competitive strokes; able to swim and kick 25 yards in 3 out of four competitive strokes; consistent focus on proper practice habits; listening and following directions.

Mako Sharks - This group works in the lap pool with the primary purpose of stroke refinement and speed training. Swimmers are expected to consistently attend the practices and meets set forth by the coaching staff throughout the season. **Ability Level** – able to legally swim and kick 25 yards of all four competitive strokes; consistent focus on proper practice habits including circle swimming, flip turns, and streamlines; increased aerobic development.

Leopard Sharks - This year-round competitive group will continue to focus on stroke refinement and speed training, with an added focus on aerobic/endurance training throughout the season. The typical age range for swimmers in this group is 9-11. A higher level of training is expected of all swimmers in this group. Goal setting and consistency in training/meet participation is expected throughout the season. **Ability Level** – proper lane etiquette (i.e., circle swimming, reading the clock); strong understanding of drills for each stroke; strong work ethic and increased dedication to the sport; must show ability to set goals throughout the season.

Tiger Sharks - This year-round elite competitive group is composed of highly motivated and dedicated swimmers. Continued stroke refinement, speed training, and an even greater focus on endurance training will be stressed with the expectation that swimmers are dedicated to becoming the best possible Age-Group swimmer they can be. Dedication both in and out of the water is crucial to the success of these swimmers and will be stressed throughout the season. Goal setting particularly aimed at a successful “end of season” Championship Meet is expected. **Ability Level** – able to swim 200's Freestyle on short rest; able to swim 200 IMs on short rest; proper lane etiquette (i.e., circle swimming, pace clock); strong understanding of drills for each stroke; strong work ethic and increased dedication to the sport; must show ability to set goals throughout the season.

Pre-Senior Group - This group is for swimmers who are serious about the sport of swimming and committed to improving themselves. There is an increased emphasis on physical conditioning as well as race preparation and goal setting. Athletes in this group will be expected to act as examples and leaders to younger Sharks swimmers both in and out of the water. Swimmers who excel as a Tiger will be recommended by the Coach for approval into this group.

Senior Group - This group is comprised of athletes that are serious about the sport of swimming and are striving to reach the highest potential. It is understood that for members of this group and parents that swimming is their number one extracurricular activity. Commitment before achievement is stressed.

Movement between Training Groups

Group movement is determined on a case-by-case basis and is done at the coach's discretion throughout the year. Considerations for group progression are outlined below; *please note that not all criteria need to be met for movement, depending on individual swimmer circumstances (e.g., practice and meet attendance) and overall team circumstances (e.g., swimmer performance distribution across the current team, size of training groups, coach to swimmer ratios, and training group age distributions).* Parents who have questions about their swimmer(s)' group placement and movement should schedule time to discuss with their swimmer(s)' coach. Swimmers are also encouraged to schedule time with their coaches to discuss any questions they may have about training group progression.

Lemon to Hammerhead

- Ability to complete a 25 yard Freestyle and Backstroke w/o assistance
- Ability to Dive from Side and/or Block
- Some competency in Fly and Breaststroke
- At least 1 full season spent in Lemons
- Maximum age for Lemons, 8 yrs old

Hammerhead to Mako

- Ability to do all strokes for minimum 25 yards
- Ability to dive from the Block
- Some competency in turns for all strokes and IM
- Some competency in reading and understanding the clock and sets
- Maximum age for Hammerhead, 9 yrs old

Mako to Leopard

- Legal in all 4 Strokes and IM
- Ability to do turns for all strokes and IM
- Ability to read and understand the clock and sets
- At or approaching BB Times for age group
- Maximum age for Mako, 11 yrs old

Leopard to Tiger

- Ability to train all 4 strokes and IM for extended periods
- Ability to follow workouts and understanding of different speed requirements
- At or approaching A Times for age group
- Maximum age for Leopard, 13 yrs old

Tiger to Pre-Senior

- Ability to train Freestyle at 1:30 per 100 Base
- Ability to train Kick at 2:00 per 100 Base
- Ability to train IM at 1:40 per 100 Base
- At or approaching AA Times for age group
- Overall training, competency and ability level equal to average Pre-Senior/GW swimmer
- Maximum age for Tiger, 14 yrs old

Pre-Senior to Senior

- Ability to train Freestyle at 1:10-1:15 per 100 Base
- Ability to train Kick at 1:45 per 100 Base
- Ability to train IM at 1:20-1:25 per 100 Base
- At or approaching AAA Times for age group
- Overall training, competency and ability level equal to average Senior swimmer
- Any Great Whites who meet criteria may train with Senior
- Maximum age for Pre-Senior / Great White, 18 yrs old

Annual Parent Orientation Meeting

The WTRC Sharks Swim Team hosts an annual parent meeting that occurs in September near the beginning of the Short Course Season. A typical agenda for the meeting includes such topics as: introductions to coaches and Board members, team philosophy, what to expect as members of the swim team, volunteer and fundraising requirements, Safe Sport policies, roles of Parent Liaisons, and a question-and-answer session.

Team Apparel

All swimmers will receive two team t-shirts as part of team registration. These t-shirts are typically distributed during the night of team pictures.

Team Pictures

Team pictures are taken at the beginning of each short course season during the month of September. Pictures are taken of the entire team, training groups, and individual and/or siblings. Parents may, but are not required to, purchase team photos.

Social Events

The WTRC Sharks host several social events each year that help the newcomers get to know the other swimmers and give all the swimmers a chance to have fun out of the water. All swim team members are encouraged to participate. Examples of such events include Waynesville Fall Fest outing, Bite Night (celebration prior to Regional Championship meet), Woodland Lights Night, Laser Tag, Spring Banquet, and Long Course Ice Cream Social. In addition to team events, individual training groups may also occasionally schedule social events specific to the training group.

Registering for Swim Meets

Meet announcements are posted on the WTRC Sharks website under the “Meets” page. Entry deadlines are typically listed on the website and communicated by email.

To register for a meet, please read the meet announcement first. You can find the meet announcement on the Meets page when you click on the individual meet. The meet announcement will be a Word document that will include information about the date, location, events, entry limits, event fees, and possible timeline for the meet. The meet announcement will also outline whether the meet is operated as a timed finals or prelims/finals set-up. Each meet is different, so please read each announcement carefully. Be sure to review the meet announcement with your swimmer(s) before you select events. Please reach out to your swimmer’s coach if you have questions about their events.

All registrations for meets are done using the TEAM UNIFY system. This is the same account that you used to register for the team. At the beginning of the WTRC Sharks season, you will receive an email with the password for the TEAM UNIFY system.

Once you have logged into the system, you will need to declare that you are participating in the meet. Once you declare for the meet, the meet events for which your swimmer is qualified may automatically pop up. If so, click on the events you would like to swim. There will also be a notes section where you

can enter comments. This is where you can communicate preferences with the coaches (e.g., that your swimmer can only swim on certain days of the meet). Remember to hit save or your entry will not be saved in the system.

Once your entries are in the system the coaches will review them. They will either approve or reject them. If a swimmer's events are "rejected" the coach will select another event for the swimmer. Swimmer assignment to events is ultimately the decision of the coaching staff.

Meet Fees

Prior to each meet, we will calculate the fees due for meet entries. These fees will be added to your Team Unify account based upon the meet announcement and number of swims. If a swimmer chooses not to participate in a meet or is unable to participate in the meet after the entries have been submitted, the swimmer is STILL responsible for payment of the entry fees. **Meet fees are non-refundable.**

What to Bring to Swim Meets

- The most important is suit, cap, and goggles (an extra pair is always a good idea).
- Towels – realize that your swimmer will likely be there awhile, so pack at least two towels.
- Something to sit on. Find out from the coaching staff what the deck space is like. Chairs are typically not allowed. Blankets can help as swimmers often sit on the floor of gyms or on deck space.
- Clothes - an extra set is good once the first set gets wet. Hoodies are usually a swimmer favorite.
- Parka, Jacket or Hoodie: - even when it is hot outside the pool can be a cold place once the swimmer gets out of the water. Something to wear while wet is always a great thing to have at the meet.
- Cards/Games - this helps keep the swimmers busy between events.
- Food - good snacks are granola bars, fruit snacks, cereal, and pasta. Always make sure to pack water to keep your swimmer hydrated.

How to Read a Heat Sheet

The Heat Sheet is a document (paper or electronic) that shows all the participating swimmers and what events they will participate in. Events are listed in order and are divided into heats. Each heat will include a list of swimmer racing in that heat, along with each swimmer's lane #.

Event Number

Heat Number

Event

Total Number of Heats

Lane Number

Seed Time

Heat	Lane	Name	Age	Team	Seed Time
#307 Mixed 10 & Under 200 Yard Freestyle					
Heat 1 of 13 Finals Starts at 09:43 AM					
1	1	Godemann, Jai	M7	KEY-OH	NT
2	2	Sobota, Lily K	W7	DR-OH	NT
3	3	Isaacs, Ava G	W7	WAYS-OH	NT
4	4	Walton, Duke	M8	BAC-OH	NT
5	5	Atton, Adelyr	W8	DR-OH	NT
6	6	Tan, Bella S	W7	WAYS-OH	NT
7	7	Guo, Ann	W7	WAYS-OH	NT
8	8	Zhang, Isabell	W7	WAYS-OH	NT
Heat 2 of 13 Finals Starts at 09:47 AM					
1	1	Reinoehl, Josie	W8	DR-OH	NT
2	2	Ruff, Claire E	W8	DR-OH	NT
3	3	McKeon, Daph	W9	DR-OH	NT
4	4	Martyn, Elean	W9	LIFE-OH	NT
5	5	Godemann, Ev	W9	KEY-OH	NT
6	6	Heppner, Ann	W8	DR-OH	NT
7	7	Litke, Lucy M	W8	KEY-OH	NT
8	8	Leu, Scarlett	W8	DR-OH	NT
Heat 3 of 13 Finals Starts at 09:51 AM					
1	1	Fattah, Xandee	M9	KCST-OH	NT
2	2	Alyanak, Thon	M9	KEY-OH	NT
3	3	Golde, Jenna E	W10	BAC-OH	4:17.58
4	4	Wolfe, Tyler M	M10	DR-OH	NT
5	5	Smith, Sophia	W10	DR-OH	NT
6	6	Fite, Josie G	W9	DR-OH	NT
7	7	Furderer, Eli	M9	DR-OH	NT
8	8	Kavalauskas, I	M9	BAC-OH	5:31.58

Short Course and Long Course Seasons

The Sharks season is divided into two parts. From September through March, the team practices and prepares for short course meets, each attended by several teams. "Short course" means the meets are held in pools that are 25 yards in length versus long course pools, which are 50 meters in length. Meets are held throughout this 7-month time period culminating in a series of Championships in March.

In April through July, USA Swimming teams compete in a long course season. Swimmers can swim for their summer club team and still practice and compete with the Sharks long course team. Swimmers may choose to swim only long course or short course, but we encourage training year-round.

Volunteer Requirements

It takes approximately 3600 volunteer hours to run the WTRC Sharks Swim Team sponsored events and activities and to maintain an efficiently run swim team. Our primary fundraising events are home swim meets. To efficiently run these meets, it is essential for all parents to volunteer time. The WTRC Sharks volunteer program requirement is currently 15 hours/points per family; however, the required number of volunteer hours per family is subject to change based on team needs. These hours are typically worked at the swim meets. Upon enrollment, families are required to declare their intention of volunteering.

There is a financial penalty for failure to complete the mandatory volunteer hours. We value each service hour at **\$30/hour**. This rate will be charged for each volunteer hour not fulfilled.

Parent and family member assistance is crucial to the success of these activities. By participating, you have an opportunity to meet other WTRC Sharks families and demonstrate support of your swimmer(s). As outlined in our team handbook and by-laws, participation eligibility on the team is dependent on each family meeting both their Volunteer and Financial Commitments.

We will be using sign-in sheets to track hours worked. We hope that families will choose to fulfill their service hours. You may view your volunteer hours on-line when logged into your account.

There are many volunteer opportunities to allow families to fulfill their team obligation. These opportunities include the following:

1. Filling a job position at one of the WTRC Sharks Swim Team sponsored swim meets (descriptions of these positions are included below).
2. Volunteering for key positions, such as meet director, volunteer coordinator, concessions chair, and hospitality chair (descriptions of these positions are included below).
3. Training and becoming certified as an official stroke and turn judge or starter for the meets.
4. Working as a timer at a meet hosted by another club. When volunteering at another club meet (only when the host team requires timers ahead of time), there will be a sign-up online for the timer positions on the WTRC Sharks webpage.
5. Additional identified needs identified throughout the year. If you have a particular skill that may benefit the team, please let us know.

Volunteer Job Descriptions

Lane Timer – Each lane requires two timers. No experience is necessary to be a timer. A training session is held prior to the start of each meet to review procedures for timers. Each timer is responsible for operating a stopwatch and a plunger for each event. One of the timers also has responsibility for recording the times on a clipboard. The timer with the clipboard should also ensure that swimmers are in the correct lane and in the correct order. Volunteers do not need to bring their own stopwatches. Stop watches will be provided by the team.

Head Timer - it is recommended that you have been a timer several times before signing up for this position. The Head Timer makes sure all timers are in place and ready for each heat, communicates with the officials, and acts as 3rd timer when a timer's watch malfunctions. The Head Timer works the entire meet.

Runner - The runner collects the time sheets from the timers and turns them in to the Administrative Official after each event is completed. The Runner role requires standing for the entire meet and being able to walk back and forth from the starting blocks to the AO office area throughout meet.

Awards - Coordinates the preparation of ribbons for swimmers. The ribbon volunteers affix labels (automatically prepared from the meet computer) to the appropriate ribbons and divides them by team.

Hospitality – Makes sure that water and snacks are offered to all volunteers and officials at routine intervals throughout the meet.

Announcer - his person announces all the events for the meet as well as all check-ins to the Clerk of Course. Works closely with the Starter to keep the meet running. Home meets only. Must be comfortable with public speaking on a PA system, have excellent timing and pronunciation skills. Experience is helpful.

Clerk of Course – gets the 8 & Under swimmers lined up for their races and to the blocks.

Meet Marshall – Marshals must be at least 18 years old and are the primary enforcer of safety rules in the swimming pool area.

Meet Director – coordinates the home sponsored meets with the coaching staff and files the required reports to Ohio Swimming.

Volunteer Coordinator – coordinates with families to sign up for jobs at the meets and tracks whether families have met the team's volunteer requirements.

Fundraising Chair - Coordinates and obtains fundraising from team families who wish to solicit adds for heat sheets, secure donors to financially support the team, participate in the scrips program, sell products from team endorsed fundraisers, and the swim-a-thon.

Hospitality Chair – plans and organizes meals for coaches and officials at home sponsored meets in coordination with meet volunteers.

Concession Chair – plans and organizes concessions for swimmers and their guests in coordination with meet volunteers. This position may also be responsible for shopping for concession items.

Payment of Fees and Dues: Swimmer costs consist of: (1) an annual registration fee, (2) annual USA Swimming Membership/Insurance fee, and (3) monthly dues. All fees and dues are paid by credit card via TeamUnify. Consequently, all members must have a credit card number listed in their account for automatic billing. **Monthly dues are due in full regardless of swimmer attendance as the team does not utilize a pay-to-participate payment model.**

Fundraising Opportunities to Offset Team Dues: The WTRC Sharks offer families the opportunity to use two fundraising mechanisms to help pay their monthly dues. These two mechanisms are Team Sponsorships and the annual Swim-A-Thon. Funds raised by families through these two avenues will be reflected by a credit to the family account at the time the funds are received by the team.

Leaving the Season Early: Leaving the season early requires that official written notice be provided to the team. **In the absence of written notice and acceptance by the team, you will be charged for the entire season for which you enrolled.** The following notices are required for early exit from the team:

- If a Lemon, Hammer, Mako, or Leopard swimmer departs from the team earlier than March 1st, written or e-mail notice must be provided to their coach. At the time of departure, the swimmer will be charged for one additional month of monthly swimming group fees. Any outstanding balance for unmet volunteer hours will be collected upon departure as well.
- If a Leopard Year-Round, Tiger, Pre-Senior or Senior swimmer departs from the team earlier than July 1st, written or e-mail notice must be provided to their coach. At the time of

departure, the swimmer will be charged for one additional month of monthly swimming group fees. Any outstanding balance for volunteer hours will be collected upon departure as well.

Team Codes of Conduct

The WTRC Sharks has established codes of conducts for swimmers, parents, and staff. Codes of conduct can be found on the team website (must be logged in to view) and in the WTRC Sharks Safe Sport Handbook. This handbook is available on the team's website and is also distributed annually via email.

Team Policies and Procedures

All team policies and procedures can be found on the WTRC Sharks website. Policies can be located in the Team Information tab of the website (please note that you must be signed in to access team policies). All policies can also be found in the team's Safe Sport Handbook. This handbook is available on the team's website and is also distributed annually via email. Examples of team policies and procedures include: Minor Athlete Abuse Prevention Policy (MAAPP), Bullying Prevention Action Plan, Photography, Reporting Misconduct, Locker Room Monitoring, Team Travel, and Team Communication.

Discipline

The discipline used to enforce the team's rules of conduct is the responsibility of the coaches. Swimmers engaged in serious or repeated misconduct may be suspended from practice(s) and, if serious enough, expelled from the team. Parents will be notified if such action has been taken or will be taken in the future. Parents are also encouraged to be aware of how their swimmer(s) behaves in practices so they can help address an issue before it becomes serious.

“Swim Slang” Glossary

A Glossary of strange and wacky words we use in the sport of swimming. Parents! 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 "SWIMSLANG".

"A"	Time classification for a swimmer. National Age Group Time Standard "A". "A" time is .01 seconds faster than the "BB" time standard and .01 slower than the "AA" time standard. See the NAGT published chart.
"AA"	Time classification for a swimmer. .01 faster than "A" time standard.
"AAA"	Time classification for a swimmer. .01 faster than the "AA" time standard.
"AAAA"	Time classification for a swimmer. .01 faster than the "AAA" time standard. This is the fastest time standard listed on the NAGT chart. Times faster than this are approaching National cuts or Top Times consideration.
A-Meet	Swim meet which requires swimmers to have previously achieved an "A" time standard in the events they wish to enter.
A-B Meet	Swim meet that offers separate competition for both "A" swimmers and "B" swimmers, usually with medals for the "A" swimmers and ribbons for the "B" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Usually only "A" swimmers can score individual event team points.
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 LSC's 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 finalist are designated as alternates. The faster of the 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moment's notice.

Anchor	The final swimmer in a relay.
“B”	Time classification for a swimmer. National Age Group Time Standard “B”. "B" time is .01 slower than the "BB" time standard. See the NAGT published chart.
B-Meet	B Meet is someone who's time is slower than the next BB or Ohio A time.
Backstroke	One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swam as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr., and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
Bell Lap	The part of a freestyle distance race (500 yards or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter rings a bell over the lane of the lead swimmer when swimmer is at the backstroke flags.
Blocks	The starting platforms located behind each lane. Some pools have blocks at the deeper end of the pool, and some pools have blocks at both ends. Blocks have a variety of designs and can be permanent or removable.
Bonus Heat	The heat held during the finals session of a Prelims/Finals meet. The Bonus Heat is an extra heat in addition to Consolation finals. (3 rd heat)
Breaststroke	One of the 4 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 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd breast)
Bull Pen	The staging area where swimmers wait to receive their lane and heat assignments for a swimming event. Area is usually away from the pool and has rows of chairs for the swimmers to sit. The Clerk of the Course is in charge of the Bull Pen.
Butterfly	One of the 4 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 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd butterfly)

Cap	The latex or lycra covering worn on the head of swimmers. The colors and team logos adorning these caps are limitless. National caps, state team caps, award caps, plain practice caps, etc.
Cards	A card that is either handed to the swimmer in the bull pen or given to the timer behind the lane. Cards usually list the swimmer's name, USA Swimming number, seed time, event number, event description, and the lane and heat number the swimmer will swim in. Backup times are written on these cards. Each event has a separate card.
Championship	The meet held at the end of a season. Qualification times may be necessary to enter the meet.
Championship Finals	Typically, the top 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to Finals.
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 at the 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 3 heats). See rulebook for exact method for seeding depending on the lanes in the pool.
Closed Competition	Swim meet which is open to the members of an organization or group. Summer swim club swim meets are considered to be "Closed Competition".
Code of Ethics	A Code of Conduct that both swimmers and coaches are required to sign at certain USS/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.
Colorado	A brand of automatic timing system.

Composite Time	Aggregate Time - times achieved by 4 swimmers in individual events which are added together to arrive at a <u>provable</u> relay entry time.
Consolation Finals	After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, 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.
Course	Designated distance (length of pool) for swimming competition. 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	Swimmers report to a bull pen or staging area and receive their lane and heat assignments for the events.
Developmental	A classification of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low-pressure environment.
Disqualified	A swimmer's performance is not counted because of a rules infraction. An official raising one arm with open hand above their head shows a disqualification.
Dive	Entering the water headfirst. Diving is not allowed during warm-ups except at the designated time in specific lanes that are monitored by the swimmer's coach.

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 (2) teams/clubs compete against each other.
Dropped Time	When a swimmer goes faster than the previous performance they have "dropped their time".
Dryland	The exercises and various strength programs swimmers do out of the water.
Entry	An Individual, Relay team, or Club roster's event list into a swim competition.
Entry Fee	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.
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.
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. Many times, these events will alternate one girls' heat and one boys' heat until all swimmers have competed.
Fees	Money paid by swimmers for services. (i.e., practice fees, registration fee, USA Swimming membership fee, etc.)
FINA	The international rules making organization for the sport of swimming.

Finals	The final race of each event. See "Championship Finals", "Consolation Finals", "Timed Finals", etc.
Final Results	The printed copy of the results of each race of a swim meet.
Fins	Large rubber fin type devices that fit on a swimmer's 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 4 competitive racing strokes. Freestyle (nicknamed Free) is swam as the fourth stroke in the Medley Relay and fourth stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, 200 yds/mtr, 400 mtr/500 yd 800 mtr/1000 yds, 1500 mtr/1650 yds. (LSC's with 8-under divisions offer the 25 yd free)
Gallery	The viewing area for spectators during the swimming competition.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Headquarters	The motel designated by the meet host. Usually, hospitality rooms and meetings relating to the meet will be held at this location. Many times this motel is one of the sponsors of the meet.
Heats	A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmer's time swam, after all hearts of the event are completed.
Heat Award	A ribbon or coupon 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. These sheets vary in accuracy since the coaches submit swimmers' times many weeks before the meet. Heat sheets are sold at the admissions table and are used mainly to make sure the swimmer has been properly entered in all the events they signed up for. Parents enjoy looking at the seedings prior to the race plus swimmers can tell what order the events will be conducted and get a rough idea how long the meet sessions will last.

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.
Horn	A sounding device used in place of a gun. 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 4 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 yds, 200 yds/mtr, 400 yds/mtr.
Insurance	USA Swimming offers "accident insurance coverage" which is automatic when swimmer, coach, or official, pays their USA membership fee. Many restrictions apply, so check with your club for detailed information.
IntervalA	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.
J.O.	Junior Olympics. An age group championship meet conducted by the LSC.
Jump	An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Kick	The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.

Kick Board	A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
Lane	The specific area in which a swimmer is assigned to swim. (i.e., Lane 1 or Lane 2.) Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (lane 1) to Left (Lane 6).
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.
Late Entries	Meet entries from a club or individual that are received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.
Leg	The part of a relay event swam by a single team member. A single stroke in the IM.
Length	The extent of the competitive course from end to end. See lap.
Long Course	A 50-meter pool.
LSC	Local Swim Committee. The local level administrative division of the corporation (USA) with supervisory responsibilities within certain geographic boundaries designated by the Corporation
Mark	The command to take your starting position.

Marshall	The adult(s) (official) who controls the crowd and swimmer flow at a swim meet. Must be a USA Swimming member.
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.
Mile	The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile.
NAIA	National Association of Intercollegiate Athletics
NAG Motivational Times	The list of "BB" through "AAAA" times published each year.
Nationals	USA senior or junior level meets conducted in March/April and August. See Senior Nationals.
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-Con- forming Time	A short course time submitted to qualify for a long course meet, or vice versa.
NRT	National Reportable Time. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition.

NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
Officials	The certified adult volunteers who operate the many facets of a Swim competition.
Omega	A brand of automatic timing system.
OT	Official Time. The swimmers event time recorded to one hundredth of a second (.01).
Open Competition	Competition which any qualified club, organization, or individual may enter.
Pace Clock	The 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 warm-ups or swim practice.
Paddle	Colored plastic devices worn on the swimmers' hands during swim practice.
Positive Check In	The procedure required before a swimmer may swim an event in a deck seeded or pre- seeded meet. At Check In the swimmer must mark their name on a list posted by the meet host.
Practice	The scheduled workouts a swimmer attends 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 6 or 8 (Championship Heat) swimmers, and the next fastest 6 or 8 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 Meet heat sheet or posted meet program.
Proof of Time	An official meet result, OVC or other accepted form. Swimmers/coaches must supply proof of time with some meet entries. At other meets it is not required unless a swimmer misses a cut of time at the meet.
Pull Buoy	A flotation device used for pulling by swimmers in practice.
Qualifying Times	Published times necessary to enter certain meets, or the time necessary to achieve a specific category of swimmer. See "A" "AA" (etc.)
Ready Room	A room poolside for the swimmers to relax in before they compete in finals.
Referee	The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.
Registered	Enrolled and paid as a member of USS and the LSC.
Relays	A swimming event in which 4 swimmers participate as a relay team each swimmer swimming 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.
Ribbons	Awards in a variety of sizes, styles, and colors given at swim meets.
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.
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	A USS National Championship meet for swimmers of any age as long as the qualification times are met.
Senior Nationals	Nationals are conducted long course in the spring (usually in late March) and in the summer (usually in late July or August).
Session	Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.
Shave	The process of removing all arm, leg, and exposed torso hair, to decrease the "drag" or resistance of the body moving through the water. Used only by Seniors at very important (Championship) meets.
Short Course	A 25 yard or 25 meter pool.
Splash	United States Swimming newsletter that is mailed bimonthly.
Split	A portion of an event, shorter than the total distance, which 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.
Stations	Separate portions of a dryland or weight circuit.
Start	The beginning of a race. The dive used to begin a race.

Starter	The official in charge of signaling the beginning of a race and ensuring that all swimmers have a fair takeoff.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
State Qualifier	A swimmer who has made the necessary cut off times to enter the State meet.
Stand-up	The command given by the Starter or Referee to release the swimmers from their starting position.
Star Times	Official Verification Card. A 3-copy form for certifying a national qualifying time made by a swimmer and issued only by a verification official of the area in which the meet was held.
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 Times	Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.
Suit	The racing uniform worn by the swimmer in the water during competition. The three most popular styles/types of suits worn are: Nylon, Lycra, Aquablade, Sharkskin.
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	The most informational and popular of the professional magazines. All swimmers and parents who are interested in swimming should consider a subscription. Ask your coach for address.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.
Team Area	A designated area (such as a gymnasium) that is set aside for swimmers to rest in during a meet.
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 (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.
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 USS club.
Travel Fund	A sum of money set aside for a swimmer to use for travel expenses and entry fees to specified meets.

Tri-meet	A meet with 3 teams competing for points to see who places 1st-2nd-3rd.
Unattached	An athlete member who competes but does not represent a club or team. (abbr. UNA)
Unofficial Time	The time displayed on a readout 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 Swimming	The governing body of swimming. United States Swimming.
USA Swimming 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 digits are birth date (MM/DD/YY). The next 3 are the first 3 letter of the legal first name. The next is the middle initial. The last 4 are the first 4 letters of the last name. Example: John Robert Smith born August 27, 1976; his USA swimming number would be 082776JOHRSMIT.
USOTC	United States Olympic Training Center located in Colorado Springs, Colorado.
Vertical	At right angle to the normal water level.
Warm-down	The loosening up a swimmer does after a race when pool space is available.
Warm-up	The practice and loosening session a swimmer does before the meet or their event begins.
Work Out	The practice sessions a swimmer attends.
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.