



## Athlete & Parent Handbook

Welcome to Montclair Marlins Swim Team!

### **Organization**

Montclair Marlins Swim Team is operated by Montclair Swim Club which is a 501(c)(3) non-profit organization. The Team's operating funds are generated from swim team dues and fundraising efforts, which pays coaching costs, team caps, awards, end of the year banquet, and equipment etc.

The Marlins Swim Team Board is nominated and elected from our swim team membership. Elections are held as needed.

### **Structure**

The Swim Team is part of SWISA (Southwestern Illinois Swim Association). SWISA includes the following teams:

- Montclair Marlins (our team)
- Splash City Gators
- Paddlers Pirates
- Summers Port Sharks
- Sunset Hills Stingrays

SWISA has its own set of operating bylaws and is governed by a Board of Directors.

### **Competition Philosophy**

We emphasize competition within oneself, enjoying the sport, and the fun of team participation. Winning ribbon or medals is not the main goal of the team. All athletes, including winning athletes, are encouraged to improve on performance for even more success next time. The individual's own improvement is one of our primary objectives.

Sportsmanship behavior is just as important if not more important than improved performance. Showing respect for officials, supporting teammates and other team's members, listening to coaches, determined effort, and mature attitudes are all behaviors encouraged and rewarded.

Swimmers are encouraged to improve his or her technique. It is the coach's job to offer constructive criticism of an athlete's performance. It is the parent's responsibility to provide love and encouragement that bolster the athlete's confidence.

Swimmers are encouraged to set realistic yet challenging goals, practice goals and competition goals, and to direct their training efforts towards meeting those goals.

Our staff does not care only about first-place winners. We view winners as those that are willing to listen to instruction, work hard, work toward specific goals, and support teammates.

### **Practice and Attendance Policies**

The following guidelines are to inform parents and athletes of the team's policies regarding practice and attendance. These policies are designed to provide the best possible practice environment for all.

1. Swimmers should arrive at the pool no earlier than 15 minutes prior to their practice time. Swimmers should not be left at the pool before the coaches are present and the facility is unlocked.
2. Swimmers should be picked up as soon as their practice time is over. Repeated late pickups are unacceptable, and coaches may request a meeting with parents of those swimmers to discuss options.

**Montclair Swim Club does not open until 12:30 PM each day, and swimmers are not allowed to hang around after practice until the Club opens.**

3. Swimmers should arrive prepared for practice with all their equipment.
4. Any changes in practice schedule or cancellations will be communicated via email and the Remind app.
5. While at practice, the swimmers are the responsibility of the coaching staff. Swimmers should never leave the pool area without coach's permission.
6. Parents may observe practice but are encouraged to do so from a distance away from the edge of the pool. We ask parents to not communicate with any swimmer or coach during practice. Coaches must focus solely on the swimmers during practice. This is to ensure we have full liability insurance coverage during practices as well as to ensure the swimmers are focusing on the coach and not the parent during practice.
7. Any swimmer who must leave the pool before practice is over (illness, forgot swimsuit, etc.) must inform the coaches of their intentions to leave and that they have arrangements to be picked up promptly.
8. Please encourage your swimmer to use the bathroom before and/or after practice.

## **Practice Equipment**

- Goggles
- Swim cap (Each swimmer will be provided one Marlins swim cap)
- Suit
- Sunscreen
- Towel
- Water bottle

## **Communication**

Marlins TeamUnify Website: [www.montclairemarlins.com](http://www.montclairemarlins.com) Montclair Swim Club Website:

[www.montclaireswimclub.com](http://www.montclaireswimclub.com)

Contacts-the Contacts tab on the Marlins TeamUnify website has contact information for all coaches and swim team board members

Remind app-Send a text to: 81010 with the message: @d73h89g or go to:

<https://www.remind.com/join/d73h89g>

Contact [montclaireswimclub@yahoo.com](mailto:montclaireswimclub@yahoo.com) to reach the Montclair Swim Club's Board of Directors.

## **Team Groups**

Black Group – This group is for anyone 9 and up with any competitive experience, 11 and up with no competitive experience, and 7–8-year-olds with over 1 full year of competitive experience. Coaching staff will provide a variety of training methods, including kicking, stroke technique work, and aerobic conditioning. Another focus will be learning to race and have fun while racing. Coaches will also teach how to approach the various races in a swim meet.

Red Group – This group is for 10 and under with no competitive experience. Coaches will focus mainly on teaching foundational skills of competitive swimming. Coaches will teach the basics of all four competitive strokes, starts/dives, turns, and the rules of competitive swimming.

Rookies – This group is for 8 and under with limited swimming ability. Coaches will focus on teaching the foundational skills of competitive swimming, including the four strokes and how to perform a racing dive. Swimmers must be able to swim across the pool and back with no assistance.

Group placement is always at the coach's discretion. If you are not sure if your swimmer is ready for Rookies or what level your swimmer should be in, one of the coaches can evaluate him/her at practice during the first week of team practices.

### **Meet Types**

Dual Meets-We compete in a dual meet with each of the other four teams in SWISA. When we have home meets, we are the host team. When we have away meets, we are not the host team. Splash City does not have the ability to host swim meets, so when we have a dual meet with them, it is always at Montclair, even if they are the host team. The schedule changes every year so that if we are the host team for a team one year, the following year the other team will be the host team.

Intrasquad Meets-From time to time, we may compete in an intrasquad meet. This is a meet where only our team, the Marlins, compete. It is a fun way for new members to gain experience and for returning members to prepare for upcoming meets. Since our season is short, we may not always have the opportunity to offer this meet, or it may be held during a practice time.

SWISA Novice Meet-We are the host of this meet. The meet includes all five SWISA teams. The purpose of this meet is to provide more exposure as to what a swim meet is all about and to gain experience in competing in a swim meet. Participants in this meet should be beginning/novice swimmers, including first time swimmers or swimmers aging up. Parents should ask their coaches if they are unsure whether their swimmer should participate in this meet. Coaches may also suggest swimmers participate in this meet.

SWISA Relay Meet-This meet is held at Sunset Hills Country Club every year, hosted by Sunset Hills Stingrays. The meet consists of only relay events and includes all five SWISA teams. There are relays such as all breaststroke relays, all backstroke relays, all butterfly relays, etc. It is usually a fun meet. Each team is only allowed to enter one relay for each event, so it may be that your swimmer wants to enter the meet but there are not enough positions to accommodate every swimmer. If you would like to attend, please declare yes for this meet, and the coaches will do their best to accommodate as many swimmers as possible.

SWISA Championships-This is the end of the year championship meet and includes all five SWISA teams. It is always on a Sunday. For a swimmer to qualify to participate, he or she must have competed in at least two previous meets for the season (including dual, Novice, or Relay Meets). Additionally, each team may only enter one relay team for each relay event and four swimmers for each individual event, so some swimmers may not be able to participate due to these restrictions. Please declare yes for this meet if your child would like to attend, and the coaches will do their best to accommodate as many swimmers as possible.

SWISA JV-This meet occurs the Monday following the SWISA Championships meet. It is open to those swimmers who did not place in the top six (6) at SWISA in an individual event AND did not

receive a 1<sup>st</sup> place ribbon in the regular season in the event they wish to swim at the JV meet. Exception may be made only at the coaches' discretion.

Ex. Johnny placed 1<sup>st</sup> at a dual meet in the 100 Free and 6<sup>th</sup> in the 50 Butterfly at SWISA Champs. Johnny may swim all events at SWISA JV EXCEPT the 100 Free and the 50 Butterfly.

### **Age-up date**

Per SWISA bylaws, for the entire summer season, however old a swimmer is on May 29 determines their competitive age group for the entirety of the season. For example, if your swimmer turns 11 before May 30, he or she will compete in the 11-12 age group for the summer. If your swimmer turns 11 on May 30 or anytime after, he or she will compete in the 9-10 age group for the entire summer.

### **Hosted Meets**

Each summer, our team hosts two dual meets. We also host the SWISA Novice Meet every year. Additionally, this year, 2022, we are the host of the SWISA Championship meet.

For hosted meets, we are responsible for setting up the meet, cleaning up after the meet, providing awards, operating the computer system, providing volunteers, and providing water for volunteers and coaches.

Volunteers-At least one week before each of our hosted meets, we will open up volunteer sign-ups on the Marlins Team Unify website. We ask that every family that has a swimmer participating in a meet sign up to volunteer for one position. If we don't fill all required positions through volunteer sign-ups, our volunteer coordinator will assign remaining positions. For more details about volunteer positions, please refer to the section on **VOLUNTEERS**.

All volunteer spots are for the first ½ of a meet or the second ½ of the meet.

Concessions-Our home meets will utilize the Montclair Pool Swim Club staff to sell concessions. Each family is asked to supply 1 case of bottled water per season, to be provided to volunteers and coaches. Please bring to the pool prior to our first home meet. The water can be dropped off anytime at the pool office during practice or during open pool hours.

Fun-raiser Meet: This meet is our main annual fundraising event for team. This meet is open to everyone, including Marlins Swim Team members, Montclair Swim Club members, family friends, and everyone in the community.

Everyone in the Club is encouraged to participate to support our Marlins team. Funds raised are used to supplement funds for the Marlins including coach salaries, awards, swim team caps and equipment, special projects the team may need, and community outreach, et cetera.

### **Entering Meets**

Process:

Our meet schedule is posted on our Team Unify website. If you would like to attend a meet, please complete the following steps:

**If you do not declare yes or no by the deadline, you will be automatically declared NO.**

1. Go to our Team Unify website at <https://teamunify.com/recswisawwm>.
2. Log in and click on the Events Tab.
3. Click on the "Attend/Decline" button next to the meet you are declaring for.
4. Click on your swimmer's name in the "Member Name" column.
5. In the "Declaration" dropdown, select either the "yes" or "no" option.
6. In the "Notes" text box, type in any pertinent information for the coaches
7. Click on the "Save Changes" button in the bottom right corner of the screen.
8. You will return to the "Athlete Signup" page and the "Member Commitment" should now reflect your choice for that swimmer and meet (e.g. "Not Committed" if you picked No or "Committed" if you selected Yes).
9. **Remember that you need to do the meet declaration for every meet and every swimmer in your family, regardless of whether they will be attending the meet or not. Swimmers who are not declared yes or no by the sign-up deadline will automatically be declared no.**

The coaches will pick events for each swimmer for every meet except for the SWISA Novice meet and the SWISA JV meet. (For those two meets, parents will be able to select the events they want their swimmers to compete in. For each meet, a swimmer may enter a maximum of three individual events and a maximum of two relays (one freestyle relay and one medley relay) In the Notes text box, you may request certain events or may note whether your swimmer would like to be in a relay or not or whether they need to leave early or arrive late, etc.

Please note warm-up times and meet start times.

Relays: If your swimmer would like to swim in a relay, please make a note when you are committing your swimmer to swim a meet on Team Unify. If they do not want to swim a relay or are not available to swim a relay, please also make a note stating so.

Coaches will form relays shortly before a meet and enter them into Team Unify. Please check your account on Team Unify frequently right before a meet to see if your child is entered on a relay or email a coach if you have questions.

Relays are usually formed based on the fastest combination of times found by Team Unify.

Please be aware that the medley relays are towards the beginning of the meet and the freestyle relays are at the end of the meets. Frequently meets last until 10:00 pm at night. It is always better to let a coach know ahead of time if you must leave by a certain time or make a note that you are not available for the later relays rather than your child being assigned a relay and then when the event is coming up to swim, we can't find your child!

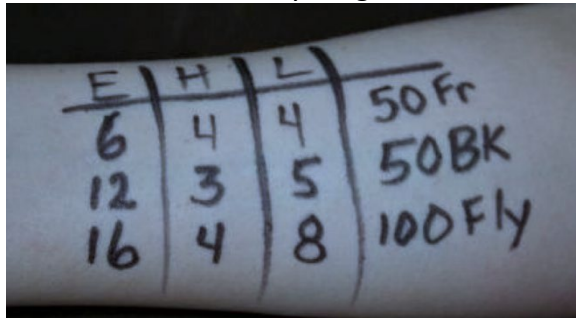
## What to bring to a swim meet

- Goggles
- Swim Cap
- Suit
- Sunscreen
- A couple of towels
- Water
- Snacks
- Games/Entertainment
- Chairs
- Blankets or sleeping bag

## Arriving at Meet:

Upon arrival at the meet, please check the entry report which will be posted on the bulletin board. This report is listed by each swimmer's name and contains their event numbers, heats, and lanes, including which events they are swimming and if they are on a relay and which position on the relay they are.

Please mark these on younger swimmers' arms with a Sharpie.



E=Event

H=Heat

L=Lane

## Sample part of an Entry Report

### Montclair Marlins-MM

1 Anderson, Trent - Male - Age: 18 - Ind/Rel: 3 / 0

#41 Boys 15-18 100 IM  
#71 Boys 15-18 50 Fly

1:07.41  
30.53

2/6  
2/5

Trent is entered into the meet in 3 individual events and 0 relays

#51 Boys 15-18 100 Breas

1:14.62

2/5

2 Bronson, Cheryl - Female - Age: 8 - Ind/Rel: 3 / 1

#14 Girls 8&U 100 Medley Relay (3)

1:53.77

1/2

#34 Girls 8&U 50 Free

46.50

3/2

Cheryl is entered in event #14, a 100 medley relay. She swims third, a 25 breaststroke. The relay's seed time is 1:53.77, and the relay swims in heat 1 Lane 2

## Heat Sheets:

Heat sheets are created once the meet has been seeded, which is usually not until a couple hours before the meet start or later at times. Heat sheets will be emailed to everyone as

soon as they are available. If you would like a physical copy, please make sure to print these out to bring to the meet, as there are only a limited number of these available at the meet for coaches, officials, and certain volunteers.

#### Sample Individual Event from a **Heat Sheet**:

<b>Event number</b>	<b>Event 21 Girls 6 &amp; Under 25 SC Meter Freestyle</b>				
<b>Heat number</b>	<b>Heat 1 Finals</b>				
<b>Lane number</b>	1	Nolasco, Katy	6	LAKY-OH	XNT
	2	Reed, Abbie	5	LAN-OH	XNT
	3	Glossner, Gabrielle	5	LAKY-OH	X39.43
	4	Carlin, Emilee	5	LAN-OH	XNT
	5	Yanzsa, Sarah	6	LAKY-OH	X36.28
	6	Charles,, Cecilia	6	LAN-OH	XNT
	<b>Heat 2 Finals</b>				
	1	Maushart, Jaclyn	6	LAKY-OH	31.59
	2	James, Audrey	5	LAN-OH	NT
	3	Downs, Abigail	6	LAKY-OH	26.75
	4	Miller, Anna	5	LAN-OH	NT
	5	Decker, Isabelle	5	LAKY-OH	26.37
	6	Schueler, Delaney	6	LAN-OH	NT

#### Sample Relay Event from a **Heat Sheet**:

<b>Event 4 Boys 9-10 200 SC Meter Medley Relay</b>				
<b>Heat number</b>	<b>Lane</b>	<b>Team</b>	<b>Relay</b>	<b>Seed Time</b>
	<b>Heat 1 Finals</b>			
	1	LAKY-OH	D	NT
		McDonnell, Alex, 10	Wilson, Tim 10	
		James, Benjamin 10	Martin, Justin 9	
	2	LAKY-OH	B	3:37:47
		Collins, Tyler 9	Littig, Matthew 10	
		Hawkins, Garrett 9	Anderson, Brady 10	
	3	LAN-OH	A	NT
<b>Swimmer 1</b>		Wolf, Nicholas 10	Miller, Keith 9	
<b>Swimmer 3</b>		Anthony, Rvan 10	Carlin, Chris 9	
	4	LAKY-OH	A	3:13:97
		Sepela, Jacob 10	Martin, Tommy 10	
		Lasance, Eric 9	Phillips, Tyler 10	
	5	LAN-OH	C	4:03:89
		Livznage, Ransika 9	Rainford, Alex 10	
		Shorten, Zach 9	Riggs, Conner 9	
	6	LAN-OH		

#### Meet Mobile:

Meet Mobile is a swimming app available for swimmers, coaches, meet hosts and fans. It provides real-time meet results and standings. Please be aware that results are unofficial- Official results are not available until after the meet is over. Not every host club uses Meet Mobile; however, Montclair does use Meet Mobile. There is a price of \$5.99 a year. Please note that Meet Mobile is not required, and results will always be posted on the website following the meet and as the meet progresses, as time allows.





### During the Meet:

Please make sure your swimmer stays well hydrated before and during the meet.

Bullpen-A bullpen (waiting/lineup area) will be used for every meet, for every age group. Please locate the bullpen area (for Montclair Swim Club this will be in the corner to the right just past the record board) and listen to the announcements for when it's time for your swimmer to report to the bullpen area for their event. There are two calls to report to the bullpen, the first as notice and the second as a reminder.

It is vital to pay attention to these calls and report immediately; otherwise, volunteers or coaches must try to track swimmers down, call them by name, or swimmers may miss their events.

Event Number Sign-There will be a sign displaying the current event that is supposed to be gathering in the bullpen.

Missing events-From time to time, a swimmer may miss swimming one of their events (i.e. missing the call to report to bullpen, using the restroom, et cetera). If this occurs, please report to a coach as soon as possible. It may be possible for an official to let your child swim their missed event during a different event, although this is not guaranteed.

Relays-If for some reason your swimmer is assigned a relay and is unable to participate at any time during the meet (ie swimmer gets nervous, needs to leave earlier than anticipated), please notify a coach as soon as possible so that they are able to replace the swimmer.

Results-During meets, results will be posted in the Club's entryway as soon as they are available. Results will also be available on Meet Mobile, although these are not official results. (Please see the supplemental Meet Mobile app info at the end of this handbook).

Additionally, results will be emailed at the conclusion of the meet and posted on the schedule tab of the Team Unify website.

### Scoring

#### Dual Meets:

Scoring for dual meets is the following:

- 7 points for 1<sup>st</sup> place relays

- 5 points for 1<sup>st</sup> place individual events
- 3 points for 2<sup>nd</sup> place individual events
- 1 point for 3<sup>rd</sup> place individual events

These points contribute to the overall team score to determine the team winner of dual meets and determine placing and awards for each individual and relay event.

6 and under events and the 9-10 25 Butterfly events do not contribute points towards the overall team score, but they do receive awards for placing.

For all dual meets, per SWISA bylaws, only the top two swimmers from each team can be considered for placing, points, and awards. Exhibition swims are not considered for placing, points, and awards

Example: For the 9-10 Boys 50 Freestyle event, John Doe from Montclair Marlins was the fastest time, Joe Doe from Montclair Marlins was the second fastest time, and Jack Doe from Montclair Marlins was the third fastest time. Zach Doe from Sunset Hills has the fourth fastest time.

Each swimmer's official time will be recorded and used for their new seed time if faster than their current seed time. Each swimmer will have their official time listed in the results. This includes exhibition swims and swims that are excluded due to the above rule of the allowed scoring for each team.

Therefore on the official results, Jack Doe from Marlins will have an X next to his result instead of points scored, and Zach Doe from Sunset Hills will receive the points scored and the award.

#### #8 Girls 11-12 100 Yard Free

SP Team: 58.27P 2016 Anna Moehn					This shows a team record for Summers Port in this event.
Name	Age	Team	Finals	Time	
1 Jones, Frea	12	MM-UW		1:00.13	Although J. Jackson placed 3 <sup>rd</sup> and A. Booker placed 4 <sup>th</sup> according to their official times, since Montclair placed both 1 <sup>st</sup> and 2 <sup>nd</sup> place and J. Jackson and A. Booker are on Montclair also, 3 <sup>rd</sup> place points and awards will go to the Summers Port swimmer, A. Markel. All official times will be recorded and can be used as seed times.
2 Hill, Helen	12	MM-UW		1:03.31	
3 Jackson, Julie	11	MM-UW	x	1:05.48	
4 Booker, Amy	11	MM-UW	x	1:18.13	
5 Markel, Aurora	12	SP-IL		1:24.72	
6 Washington, Ellie	11	MM-UW	x	1:25.12	
7 Ople, Brooke	11	SP-IL		1:34.27	
8 Cunning, Michelle	11	SP-IL	x	1:34.31	
9 Israel, Abby	11	MM-UW	x	1:36.76	
10 Zeeker, Grace	12	SP-IL	x	1:39.62	

#### #9 Boys 13-14 100 Yard Free

SP Team: 49.88P 2014 Matt Daniel				
Name	Age	Team	Finals	Time

SWISA Novice Meet: There is no team scoring.

SWISA Relay Meet: For each relay event, 1<sup>st</sup> place receives 7 points, 2<sup>nd</sup> place receives 5 points, 3<sup>rd</sup> place receives 4 points, 4<sup>th</sup> place receives 3 points, and 5<sup>th</sup> place receives 2 points. There are no individual events

SWISA Champs: Points are scored for 1<sup>st</sup> through 12<sup>th</sup> place for individual events and for 1<sup>st</sup> place for relay events. The number of points is according to the number of lanes in the pool.

SWISA JV: There is no team scoring.

### **Awards**

Dual Meets: Montclair awards swimmers 1<sup>st</sup> through 5<sup>th</sup> place ribbons for individual events and 1<sup>st</sup> through 3<sup>rd</sup> place ribbons for relay events. For meets where other teams are the host, they may only award 1<sup>st</sup> through 3<sup>rd</sup> place ribbons for individual events and 1<sup>st</sup> place ribbons for relay events.

\*\*\* Remember, your child may place according to their actual official time but may not receive a ribbon due to the SWISA requirements that only two swimmers per team may place and score in an individual event and only one relay team may place and score for a relay event.

SWISA Relay meet: Each swimmer on each relay team will receive a ribbon for their placement in each event (1<sup>st</sup> – 5<sup>th</sup>). There are no individual events.

SWISA Novice meet: Each swimmer will receive a ribbon for 1<sup>st</sup>-6<sup>th</sup> place in an individual event. There are no relay events.

SWISA Champs: Each swimmer who places 1<sup>st</sup> through 6<sup>th</sup> in an individual event will receive a medal; each swimmer who places 7<sup>th</sup> through 12<sup>th</sup> in an individual event will receive a ribbon. Each swimmer on a relay event who places 1<sup>st</sup> will receive a medal. Each swimmer on a relay event who places 2<sup>nd</sup> through 5<sup>th</sup> will receive a ribbon. High point awards will be given to the swimmer in each age group and gender who earns the most points overall in the entire meet (relays excluded)

SWISA JV: Each swimmer who places 1<sup>st</sup> through 6<sup>th</sup> in an individual event will receive a ribbon. There are no relay events.

### **Swimmer Folders**

Each family will have a folder labeled by their last name (by swimmers) that will contain their meet awards and other information. Please try to check your folder in the days following a meet to ensure any items are picked up promptly.

### **Volunteer Job Descriptions**

Bullpen-The bullpen volunteers are provided with a heat sheet listing the names of all swimmers in all events in the order in which they will swim. Swimmers are called to the bullpen by the announcer. When they arrive, the bullpen volunteers arrange them in order according to the heat sheet and lead each heat to the starting blocks when it is time.

Announcer-The announcer keeps abreast of meet progress and announces the upcoming events 2 events in advance with first and second calls to ensure swimmers are at the bullpen in time. The announcer works closely and communicates with the Starter.

Timers-Three timers are needed for each lane for all heats. Timers will begin timing with a stopwatch at the starter's signal, not when the swimmer leaves the block. The timer shall stop the watch immediately when any part of the swimmer's body touches the finish end of the pool. One timer per lane will record the times of all three timers for their lane on the timer sheet and circle the middle time. (Ex. If the three times recorded are 1:50, 1:51, and 1:49, then 1:50 should be circled.

Runners-Runners collect timer sheets after each event and any DQ forms from the officials and deliver them to the computer operator. They should make sure timer sheets are in order of event and lane.

Awards-The awards volunteers are responsible for placing the award labels onto the ribbons and separating them by team. They file the ribbons into the swimmers' folders for all Montclair Marlins swimmers.

Set-up-Volunteers are needed to help set-up for the meet according to the Swim Meet Set-up Checklist. The more volunteers we have, the quicker it goes! The coaches and board members will also help with this task!

Clean-up-Volunteers are needed to help clean up after the meet, according to the Swim Meet Clean-up Checklist. The more volunteers we have, the quicker it goes! The coaches and board members will also help with this task!

Officials-Each meet is required to have 3 or more officials who are responsible for rule enforcement, monitoring conduct of the meet participants and spectators and when swimmers are disqualified (DQ'd) for a rules infractions, etc.

For most SWISA meets, there are no official certifications required; however, anyone who desires to serve as an official must attend the "SWISA Basics of Officiating" clinic. Details will be emailed or contact [montclaireswimclub@yahoo.com](mailto:montclaireswimclub@yahoo.com) if interested.

### **Swim Terminology**

**BACKSTROKE FLAGS:** Series of flags stretched across the width of the pool at both ends to notify swimmers that they're approaching a wall. Swimmers count their strokes from the flags to the wall to perform a flip turn or a finish.

**BULLPEN:** The area on deck where swimmers report at a swim meet prior to each event.

**COURSE:** Designated distance over which the competition is conducted. Long course = 50 meters. Short course = 25 yards or 25 meters. Montclair Swim Club is a 25 meter pool.

**CIRCLE SWIMMING:** Form of swimming etiquette where you swim down the right-hand side of the lane, complete a flip turn, and return on the right-hand side of the lane. You always keep the lane line to your right side; typically used during practices and warm-ups prior to meets.

**DECK:** The deck is the concrete area surrounding the pool. It can be slippery when wet, so no running is allowed!

**DOLPHIN KICK:** Used underwater in a streamline position when coming off the walls for all strokes except breaststroke. Breaststroke is allowed one dolphin kick during the pullout

**D.Q. (DISQUALIFIED):** The swimmer's time is not considered in the competition due to an improper or illegal stroke technique or other rules infraction. The referee determines DQ's. Coach will notify you.

**EXHIBITION:** An X in front of a seed time means the swimmer is swimming an event in exhibition. This means that they will receive a time but do not score points or place. Exhibition swimming may occur so that more swimmers can participate in events or for more swimmers to get seed times.

**FALSE START:** A false start is a D.Q. that can be declared at the start of the race or during a relay exchange. Once your swimmer has been advised to take their mark, they are to lock into position. If they make a movement outside of this prior to the take off signal, they can be D.Q.'ed. A swimmer in a relay can be D.Q.'ed if the swimmer leaving the block takes off before the approaching swimmer touches the wall.

**FLIP TURN:** Used in competition for backstroke and freestyle and some turns in the IM. Swimmers approach the wall and from their stomachs (backstrokers will roll from their back to their front) and complete a forward roll.

**HEAT:** A division of an event in which there are too many swimmers to compete at one time, so they are separated into heats.

**HEAT SHEET:** A heat sheet is a printed listing displaying the events that will be swum in the meet. It defines each swimmer's heat and lane assignment per event.

**INDIVIDUAL MEDLEY (IM):** An individual IM is where the swimmer swims an event in the following order: 1) Butterfly, 2) Backstroke, 3) Breaststroke, 4) Freestyle.

For example, if the event is a 100 Meter IM, they swim 25 meters (one length of the pool) butterfly, 25 meters backstroke, 25 meters breaststroke, and 25 meters freestyle.

**LANE LINES:** Stretch of rope usually filled with round plastic absorbers to minimize waves to designate separate lanes of the pool.

**MEDLEY RELAYS:** Medley relays are swim in the following order:

- 1) Backstroke, 2) Breaststroke, 3) Butterfly, 4) Freestyle

For example, if the event is a 100 meter medley relay, swimmer 1 will swim 25 meters (one length of the pool) backstroke, swimmer 2 will swim 25 meters backstroke, swimmer 3 will swim 25 meters breaststroke, and swimmer 4 will swim 25 meters freestyle.

**MIXED EVENTS:** Oftentimes, to save time during a meet, events may be combined into mixed events. For example, a girls 100 Free event may be combined with a boys 100 Free event or different age groups may be combined. However, results are still scored and placed in their separate original events.

**MM:** Abbreviation for Montclair Marlins that may be used in the heat sheets and results of a meet.

**NT:** The seed time listed for a swimmer where no time has been recorded for that swimmer (ie the swimmer has never swum that event or was disqualified for that event).

**OPEN TURN (TWO-HAND TURN):** Used in competition for breaststroke, butterfly, and some transition turns in the IM. Swimmers must use both hands to complete the turn. For a legal turn, you must touch the wall with both hands at the same time before turning. In this turn, you do not flip (like in a flip turn, but rather pivot on the wall).

**SEEDING:** Once all entries are received for a meet, the meet is seeded. The computer places everyone in a particular event by age groups and will assign them heats and lanes based on their seed times, with the fastest swimmers in the center of the pool in the later heats. Events are swum alternating boys and girls events. Swimmers with NT are randomly assigned to lanes in the earliest heats.

**SEED TIME:** The fastest time a swimmer has swum an event prior to the submission of entries for the meet. For individuals, this is the time entered for the swimmer for the event and is a good goal to try to beat. It also factors into lane placement and heat number (seeding). Swimmers with no seed time are entered with a NT.

**STREAMLINE:** The action of pushing off the wall or starting from the block with both arms extended and pressed tightly against the side of the head

**WARM-UP:** Period of time at the start of practice or prior to a swim meet dedicated to loosening up the muscles to help prevent injuries and work strokes and turns.

**WALL:** The place in the pool where a swimmer will start, finish, and turn during practice or a meet.