



# **DFAC Swimming Handbook**

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## **Section 1 - Introduction and Team Philosophy**

### **INTRODUCTION**

The Deforest Aquatic Club (DFAC) was formed over 30 years ago. It is a 501c3 nonprofit organization. Our board of directors is comprised of parent volunteers who are supported by Wisconsin Swimming LSC and USA Swimming.

The purpose of this handbook is to explain to members more about DFAC and to outline various policies that affect all swimmers. It is intended to be read/referenced to by all families so that they may become familiar with important facts and rules of the club.

### **GENERAL DESCRIPTION AND OBJECTIVE**

DFAC offers a guided age-group youth program for children age 5 and up, from the beginning swimmer to the most competitive and skilled swimmer. When a young person becomes a member of the DFAC he/she learns the values of sportsmanship and teamwork. Swimming with DFAC provides physical, emotional and intellectual skills that will last a lifetime.

### **MISSION**

The mission of DFAC Swimming is to develop swimming skills and inspire and nurture each individual so that they can reach their maximum potential.

### **TEAM PHILOSOPHY**

The team philosophy is encompassed in the words POSITIVE ATTITUDE and PERSEVERANCE.

POSITIVE ATTITUDE is the energy and enthusiasm needed to be a productive part of a team, a "can do" way of thinking.

PERSEVERANCE is the backbone of success in any endeavor in life. One cannot succeed at the highest levels without enduring some setbacks. These difficult times can create a lack of faith, low self-esteem, and an obvious drop in enthusiasm. Perseverance is the quality that transcends these difficult times. It allows the individual to find the true strength of their character.

DFAC believes that POSITIVE ATTITUDE and PERSEVERANCE developed by swimming will prepare the individual for the challenges they will face in life.

### **USA SWIMMING**

USA Swimming is the National Governing Body for amateur competitive swimming in the United States.

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 this country in international competition, insure the development of its member clubs and age group swimmers.

Year-round athletes pay an annual registration fee. As a member of USA Swimming, the club and individual members have both general liability and excess accident medical insurance coverage.

DFAC is a club member of USA Swimming and also pays an annual registration 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.

The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA Swimming are fund-raising activities, sports medicine programs, video resources and general information about swimming related activities. USA Swimming staff is available to assist in answering questions or providing additional information about United States Swimming. For information or assistance, contact:

USA Swimming  
One Olympic Plaza  
Colorado Springs, CO 80909  
(719) 866-4578

## **Section 2- Swimmer's Training and Responsibilities**

### **PRACTICE GROUPS**

DFAC uses a "progressive" practice group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced to the training program. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

Our club is separated into training groups. These groups are guidelines for the coaches to follow.

#### **Dolphin:**

This training group is intended for our beginning swimmers that are 8 & under, and new to competitive swimming. Swimmers should be able to swim 25 yards freestyle and 25 yards backstroke to join this group.

Training Focus:

- Learn and improve 4 strokes
- Learn and improve turns
- Learn and improve starts
- Learn and improve fundamentals via drills

Meet Attendance:

- Home meets required + Encouraged to attend age appropriate away meets

#### **Sailfish:**

This training group is for our swimmers that are ages 9 – 13 and are new to swimming or have limited experience. Swimmers should be able to swim 25 yards freestyle and 25 yards backstroke to join this group. This group is primarily instructional & technique driven with our coaches teaching the four competitive strokes, starts, turns and practice etiquette. Focus will be on stroke technique, drill work, body positioning and introducing low level aerobic training. Swim meet participation will be encouraged as swimmers are ready.

Training Focus:

- Continue Dolphin training focus
- Beginning set work
- Aerobic training
- Dry land

Meet Attendance:

- Home meets required + Encouraged to attend age appropriate away meets

## **Gold:**

This training group is for our 9-13 years old swimmers who have competitive swimming experience. Swimmers will need to be able to swim 50 yards of each stroke legally along with competitive starts and turns and a 100 IM legally to join this training group. A "B" time is preferred. Practice focus will be progressing stroke development and improved mechanics in all 4 competitive strokes, basic aerobic training & conditioning, as well as clock reading, practice etiquette and interval training. Swimmers will be introduced to USA Swimming motivational time standards and learning how to be their "best".

The more advanced swimmers in this group have not quite reached a state qualifying standard, but are getting close.

### Training Focus:

- Continue Sailfish training focus
- Development in training for specific events (Individual Medley, Sprints, Distance)

### Meet Attendance:

- Home meets required + Encouraged to attend age appropriate away meets

## **Performance:**

This training group is for our 10-13 years old swimmers who are "dedicated" to pursuing their competitive swimming career as far as possible. Swimmers will need to have achieved a "BB" time or better. State and zone meet qualifying times are the focus for the swimmers in this training group. Swimmers will be invited to join this group by the Head Coach. Practices will focus on the continuing development of strokes, IM training, starts, turns, and more advanced competitive swim training preparation.

### Training Focus:

- Continue Gold training focus
- Racing strategy
- High level aerobic training
- Increased dry land
- Top swimmers will continue their training to meet state, regional, and national cuts

### Meet Attendance:

- Home meets required
- Recommend multiple meets per month
- Championship meets strongly recommended when qualifying time is achieved

## **Senior:**

This training group is for our 13 & over swimmers who have competitive swimming experience and are well versed in technique and strategy. This is a full-fledged training group for swimmers who are working to achieve State Championship time standards. Practice will focus on progressing stroke development & technique, race strategy, and a high level of aerobic training as well as dryland training.

To be accepted into this training group swimmers must achieve the following:

- Established times in 100's of all strokes, 200 Free, 500 free and 200 IM.
- Swim a legal 400 IM
- Achieve a "BB" time standard
- Swim 15 x 100 on 1:30 free

- Swim 15 x 50 flutter kick on 1:00
- Swim 5 x 200 IM on 3:30

#### Goals of this group

- Achieve State Championship qualifying times.
- Goal Training set: 15 x 100 Free on 1:20
- Goal Training Set: 5 x 200 IM on 3:00
- Taking an increased responsibility for training (i.e. charting progress and improvement, understanding the recovery process - rest/nutrition/hydration).

### **TRAINING SESSIONS**

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress and improve. Therefore, it is important that each swimmer attends as many practices as possible to derive the full benefits of the program. Pool availability is our most limiting factor. In limited circumstances, a swimmer may be allowed to swim outside of their group with the ultimate decision being determined by the coach and a board member. It will be based on the training needs of the swimmer and availability of space.

Training sessions will be conducted at the DeForest Area Aquatic Center. Other training locations may be secured as needed. Practice times and locations will be determined and established prior to the beginning of the upcoming session.

### **PRACTICE AND ATTENDANCE POLICIES**

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

1. Each training group has specific attendance guidelines appropriate for the objectives of that group. As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The club does, however, encourage younger swimmers to participate in other activities in addition to swimming. The expectation level of the coaches for swimmers to attend practices increases as swimmers move to higher groups.
2. For the swimmers' protection, they should arrive on the school grounds no earlier than 15 minutes prior to their workout time. Swimmers should be ready to swim five minutes prior to the start of their practice. They should also be picked up no later than 5 minutes after their practice is over. Failure to pick up a swimmer after practice is subject to the following penalties. The first offense is a written warning from the board. Second offense will be a fine of \$25 per 15 minutes after the designated pick-up time. The third offense may be a fine or dismissal from the club.
3. Your swimmer should plan to stay the entire practice. The last part of practice is very often the most important.
4. While in the pool area, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without the coach's permission.
5. The club has an obligation to act as guests while in the high school (both swimmers and parents). Every member of the club needs to do everything possible to respect this privilege. Any damages to school property may result in financial liability of the swimmers' parents. Any damage may also result in the swimmer being asked to leave the team permanently.
6. Parents are allowed to watch practice from the bleacher viewing area on the second floor at the pool, but please keep other children in the spectator area from running around. Parents may not coach or talk to their



swimmer while in the pool area as this distracts the swimmers. Parents who do not comply may be asked to leave the pool by the coach.

7. When DeForest schools are closed due to adverse weather conditions, swimming practice will also be canceled. When weather is bad, check your email before heading to practice, as the team will send an email notification of cancellations.

## **ILLNESS AND INJURY**

Whenever possible, the coach should be informed in advance of an illness or injury. Regardless of how serious or trivial it may be, it will almost always be possible to find a physician (or parent) who will recommend abstaining from training. For this reason, the coach must be the one to determine if the absence is excusable (especially for the advanced swimmers). If a swimmer cannot swim due to injury, a substitute dry-land workout may be given. Healing the injury rather than trying to swim through it is in the best interest of the swimmer.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify your child's lead group coach so the coaching staff is aware of the situation.

## **COVID-19**

The team registrar should be notified about any COVID-19 positive case or close contact. Protocols will be updated by email as mandates change (school, county, USA swimming, etc.).

## **SWIMMERS TRAINING RESPONSIBILITIES**

As a swimmer's level of swimming ability increases so does his/her responsibility. The program is designed to encourage all swimmers to be state bound. As swimmers improve, this is a deep commitment that requires great effort on all parts. A swimmer has responsibilities to the team, the coach, his/her parents, and most importantly to themselves. Swimmers need to prepare themselves for a 100% effort each time they come to practice.

Swimmers will be required to bring specified training accessories (i.e., goggles and cap) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available. Equipment adjustment and repair will not be accepted as an excuse to miss part of a training session!

## **DFAC SWIMMING CODE OF CONDUCT**

Our Code of Conduct is designed to provide a safe and positive learning environment that enables fulfillment of our mission and goals. It serves as a behavioral guide in showing respect to other people, ourselves, and our environment (facilities and equipment).

All members of DFAC SWIMMING, as well as their parents/guardians, must follow the Code of Conduct. This document summarizes key Code of Conduct policies.

1. I will adhere to all policies of governing bodies including, but not limited to, USA Swimming and Wisconsin Swimming, as well as DFAC specific policies stated in this code, our club handbook, or any other documentation.
2. I will follow all rules and regulations of our host facilities, use the facility for its intended purpose only (i.e. no rough-housing, running, exploring other areas, disturbing other activities or people, ...), and leave the facilities in good condition.
3. I will stay informed by attending meetings, and checking email, website, and file box. I will keep current on payment of all fees. I will be an active part of the team by volunteering, and fundraising.

4. I will arrive on time, at the specified end of practice, to pick up my swimmer(s). I will ensure that there is practice when dropping my swimmer(s) off for practice.
5. I will not use my cell phone, camera, or any other video device in the locker room.
6. I will follow all rules and use common sense to support a safe environment. I will not distract coaches from their on-deck responsibilities. I understand that only swimmers should be on-deck and only when a coach is on-deck.
7. I will follow proper lane etiquette, and refrain from any behavior that may inhibit the progress of or potentially harm other swimmers.
8. I will be respectful towards all coaches, officials, meet staff, facility staff, at all times. I will listen to and follow directions, and answer politely.
9. I will act with good sportsmanship. I will win and lose graciously, respect the decisions of coaches and officials, and speak respectfully of and to our competitors and others.
10. I will be respectful and supportive of my teammates in order to create a healthy, productive, and enjoyable team atmosphere.
11. I will not engage in bullying of any kind including physical, verbal, social, or cyber bullying.
12. I will refrain from hurtful behaviors including, but not limited to, judging, criticizing, pinching, hitting, kicking, fighting, teasing, name calling, ignoring, taunting, intimidating, threatening, harassing, etc. And, I will not retaliate in response to someone treating me disrespectfully.
13. I will use appropriate language and gestures.
14. I will refrain from the illegal use of alcohol and drugs.

I understand that the failure to adhere to the code of conduct as set forth by USA Swimming, Wisconsin Swimming and DFAC Swimming will be subject to a review by coach(es) and/or board of directors, disciplinary action, and financial penalties for costs incurred. No membership or fee refunds will be made.

## **Section 3 – Parents**

### **PARENTS**

YOUR ATHLETE NEEDS YOU. A successful program requires understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this relationship. It is with this in mind that we ask you to consider this section as you join DFAC and to reacquaint yourself with this section if you are a returning DFAC parent.

You have done a great deal to raise your child. You create the environment in which they are growing up. Your child is a product of your values, the structure you have provided, and the model you have been. Human nature, however, is such that a parent loses some of his/her ability to remain detached and objective in matters concerning his/hers children's athletics. The following guidelines will help you keep your child's development in the proper perspective and help your child reach his/her full potential as an athlete.

We want your swimmer to relate to his/her coach as soon as possible concerning swimming matters. This relationship between coach and swimmer produces the best results. When parents interfere with opinions as to how the swimmer should swim or train, it causes considerable and oftentimes insurmountable confusion as to whom the swimmer should listen to. If you have a problem, concern, or complaint, please contact the coach to discuss.

The coach's job is to motivate and constructively criticize the swimmer's performance. It is the parent's job to supply the love, recognition, and encouragement necessary to make the child work harder in practice, which in turn gives him/her the confidence to perform well in competition.

Even the very best swimmer will have meets where they do not swim their best times. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve. Please be supportive even when best times are not achieved in certain events or at specific meets. The more experienced swimmers may have only two or three meets a year for which they will be rested and tapered.

### **PARENT RESPONSIBILITIES**

The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent.

Please make every effort to have your swimmers at practice on time. Realize that your child is working hard and give all the support you can. Encourage good diet and sleeping habits. They will serve your children well.

DFAC hosts at least three open meets each year. Much of our operating budget is generated from the Club hosting swim meets each year. One of the commitments made when you joined the DFAC was to help work the swim meets we host. DFAC usually hosts an open meet during the fall, winter, spring and summer sessions. Every family is expected to provide at least one worker during one or more session(s) of the meet. It takes over 60 people/roles including officials to run EACH SESSION of a meet we host. The presence and participation of EACH ONE of these 60 people is WHAT ASSURES CONTINUANCE OF SUCCESSFUL RESULTS. A \$100 fee is charged if a family does not fulfill the volunteer for the meet. The amount is to encourage volunteering, not to raise money for the team. Volunteers are critical to running a meet.

### **SWIM MEET PARENTS JOBS**

- Announcer – The announcer shall make any announcements requested by the referee, the clerk of course or the meet management. Announcements may include: event; number of heats; lane, name and club affiliation of competitors; and results.

- Awards - Receives the final results from Data Entry. Places labels on appropriate ribbons and/or medals. Hands out award so swimmers/club.
- Concessions – Sell food items at concession stand
- Heat Winner Awards – Give awards to the first swimmer of each heat for events that heat awards are given.
- Heat Sheets and Admissions – Sell heat sheets and admission. This is also where volunteers will check in.
- Hospitality Room: The Hospitality Room/Area is an area for officials and coaches during a meeting. This position ensures that only coaches/officials are in the area and that the area is stocked and there needs are taken care of.
- Meet Manager: Assistant
  - Record the Official Times and disqualifications;
  - Determine the official Order of Finish;
  - Publish the results; and
  - May also determine the score of the meet.
- Meet Manager: Operator (aka Meet Director-Board Position): Shall be appointed by the meet host. The Meet Director's responsibilities include, but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report.
- Meet Manager: Timing System– Monitor the Colorado timing system. Experience Preferred
- Meet Marshall – Shall wear identifying attire and enforce warm-up procedures and maintain order in the swimming venue. The marshal shall have full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- Officials – Officials must be certified through USA Swimming.
  - Up to four (4) parents who volunteer as officials will be credited \$100 per session (spring/summer/fall/winter) along with a \$75 credit upon completion of mentoring. Being an official will also fulfill volunteer requirements for a home meet.
- Runners – Collect the event cards with recorded times from the timers after each event to give to the Meet Manager: Assistant - Take final results to the awards table.
- Staging – Previous Experience Preferred. Line up 8 & under swimmers in their heats and lanes for their events. Lead them to the appropriate starting blocks before each of their events. Also referred to as Clerk of Course.
- Timers -- Lane Timers may simultaneously operate two dissimilar devices (one watch and one button) but not two similar devices (two watches or two buttons). It is not within the Lane Timer's jurisdiction to judge if the swimmer's touch conforms to the applicable finish rules or if a relay take-off infraction has occurred unless assigned concurrent responsibility as a Lane Timer and Turn Judge or Relay Take-off Judge. Each timer shall:

- Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal. If the visual starting signal is not observed, the watch shall be started upon hearing the sound of the starting signal.
- Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and stop the watch and/or push the semi-automatic system button when any part of the swimmer's body touches the wall.
- Report the watch time to the Head Lane Timer or the designated recorder, report if a late or missed pad touch is observed; and, if requested, present the watch for inspection. Lane Timers shall not clear their watches until a command to "clear watches" is given or the Referee signals that the next heat is ready to start.
- Timer (Head Timer) - The Head Timer shall:
  - Ensure the assignment of Lane Timers to lanes and the designation of one timer on each lane to be the Head Lane Timer.
  - On the starting signal, start a watch(es) on every race. The time of this watch shall be used if a Lane Timer's watch fails.
  - Be responsible for delivering all manual watch times, including those of disqualified swimmers, to the Timing Judge.

## **TRANSPORTATION**

Transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the DFAC as a purely private agreement between the parties involved and that neither DFAC, nor the DFAC Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party of such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved. Coaches cannot transport athletes to any of the above-mentioned activities.

## **COMMUNICATION**

The club's primary method of communication is via email and the club's website at <http://www.dfacswwimming.org>. The website will provide information regarding practice times, meet information and results as well as upcoming events.

Team Snap is an app that is currently being used to establish communications in each swim group. Messages from coaches as well as between team parents can be shared via this app. Please use it to meet other parents and to ask questions and to create carpools.

Additionally, file boxes will be located inside the pool doors at the DeForest pool during practice. One will contain folders to be used as mailboxes for the coaches and board members. The others will contain a folder for each registered family.

The head coach issues frequent communication to the team. A summary of the last swim meet(s), general information from the coaching staff and announcements from the Board of Directors are covered in the communication. Make sure both you and your swimmer(s) read the contents of this message.

Questions about your swimmer should be directed to that swimmer's lead group coach. Questions about club operations, volunteer, fundraising, etc., should be directed to a board member or applicable parent volunteer. Contact information for coaches and board members can be found on the website under *Coaches and Practice Groups*.

A great deal of information will be sent by email. Please keep your account information current on the website. If you need assistance, contact the club registrar.

## **PROBLEMS WITH THE COACH**

If questions and/or concerns arise throughout the season, please contact your swimmers lead group coach to discuss the matter directly. An appointment with the coach may also be scheduled. If the matter is not resolved to your satisfaction, contact the President and/or Vice President of the Board.

Listed below are some guidelines for a parent raising difficult or sensitive issues with a coach:

- Try to keep foremost in your mind that you and the coach have the best interests of your child at heart. If you trust that the coach's goals match yours, even though his/her approach may be different, you are more likely to enjoy good rapport and a constructive dialogue.
- Keep in mind that the coach must balance your perspective of what is best for your child with the needs of the team or a training group. On occasion, an individual child's interest may need to be subordinate to the interests of the group, but in the long run the benefits of membership in the group compensate for occasional short-term inconvenience.
- If another parent uses you as a sounding board for complaints about the coach's performance or policies, listen empathetically, but encourage the other parent to contact their child's group coach directly. If you want the situation addressed, you must discuss it with the person who can help resolve the problem (meaning, the lead group or head coach).

## Section 4 - Honor Code

The following code is in effect throughout the year. Some of the items refer specifically to team travel. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the travel objectives listed below, will be subject to immediate return home (at the expense of the parent and/or swimmer) and other punishments, including barring from future travel meets or other competition or dismissal from the team.

DFAC will seek out of town swimming competition for the following reasons:

- Different individual competitions.
- A higher quality of competition.
- Experience in trial/finals competition.
- Conditions conducive to exceptional performances.
- In order to meet other swimmers from other communities and learn from the experience.
- To build team camaraderie and team spirit.

1. DFAC may travel as a team or individually to meets and everyone is expected to behave in an exemplary manner. The reputation of DFAC, as well as the other athletes with you, is dependent on your behavior.
2. The Board of Directors has the final word on any rules, regulations, or disciplinary action.
3. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. In addition, any team member found or suspected to be in the presence of others (regardless of team affiliation) partaking in any of the above activities will be subject to the same punishments and probable expulsion from DFAC. Any swimmer suspected of such activity will appear before a review committee composed of the Head Coach, the Group Lead Coach, the club president, and two other DFAC board members.
4. At no times will male and female athletes be in the same room together with the door closed. This applies to DFAC members or members of any other team.
5. No team meetings may be missed. Be punctual to all meetings and warm-up times.
6. No team member may be out of their room after the assigned bedtime. Permission must be obtained from the coach to leave the room past this time.
7. Any damages or thievery incurred at a hotel will be at the expense of the swimmers assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. If using the hotel phone to make long distance calls, use a credit card for the charges, or call collect.
8. Agree to follow the rules about practice and meet behavior in the team handbook.

## **Section 5 - Coaching Staff and Team Structure**

### **COACHING STAFF**

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The DFAC staff consists of a head coach, lead coaches for each practice group and assistant coaches. All of DFAC's coaching staff are certified USA Swimming coaches and have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. Certified coaches in USA Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides assurances that the time your children spend in swimming will be quality time.

### **COACHES RESPONSIBILITIES**

The coaches' job is to supervise the entire competitive swim program. The DFAC coaching staff is dedicated to providing a program for its members that will enable them to learn the value of striving to improve oneself "to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.

- The coaches are responsible for placing swimmers in the appropriate practice group. This is based on the age and ability level of each individual. When it is in the best interest of a swimmer, he/she will be placed in a more challenging training group by the coach.
- Responsibility for stroke instruction and the training regimen rests with the DFAC coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
- The coaching staff also makes the final decision concerning which events a swimmer is entered into. All "away" USA Swimming open and invitational meets are optional, however, the coaching staff will encourage swimmers to sign up for meets that the team is attending, as appropriate. Team hosted "home" meets are mandatory.
- At meets, the coaching staff will conduct and supervise warm-up procedures for the team. Immediately before and following each race, swimmers are expected to report to their coaches to obtain guidance then feedback regarding their performance. Parents: It is your job to offer love and understanding regardless of their swimmer's performance.
- The building of a relay team is the responsibility of the coaching staff.

The coaching staff is continually updating and improving the DFAC program. It is the swimmers' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.



## Section 6 - Swim Meets

Additional information regarding meets including schedule of meets and meet tips can be found on the DFAC website under 'MEETS/EVENTS'

### COMPETITIVE STROKES

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all of the competitive strokes at varying distances depending on the age group of the swimmer. In addition, there is a combination of the strokes swum by one swimmer called the individual medley. Other swimming events include relays, which are a group of four swimmers who either all swim freestyle (freestyle relay) or each swim one of the competitive strokes in the order of backstroke, breaststroke, butterfly and freestyle (medley relay).

### BASIC USA SWIMMING RULES

#### Starts

Swimmers are not allowed a false start, and there are no 2<sup>nd</sup> chances. If both the Starter and Referee observe the swimmer initiating a starting motion prior to the start signal, (whether intentional or not-it does not matter), the swimmer will be disqualified. If a false start occurs, and the race is not yet started by the Starter, the swimmer(s) having false started will be disqualified, and will not be allowed to compete in that event (the time would not count if they were allowed to swim).

#### Turns and finishes

- Freestyle:
  - Swimmers must touch the wall at turns and at the finish.
  - No pushing off the bottom of the pool, lane lines or sides of the pool is allowed.
- Backstroke:
  - Swimmers must swim on their back on the surface of the water, except for starts and after each turn.
  - At a turn, a swimmer may turn to their breast to initiate a continuous turning action (flip turn), but can be disqualified if the turning action is delayed after turning onto their breast.
  - Swimmers must be towards their back when their feet have left the wall on a turn.
  - At the finish, a swimmer must finish on his/her back, and may not be submerged prior to or when making the finish touch.
- Breaststroke and Butterfly:
  - At turns and finishes, swimmers must touch the wall with both hands at the same time.
  - A swimmer may not use an alternating (freestyle) kick in either breaststroke or butterfly.
  - The breaststroke is the only stroke with a "cycle". It requires first an arm pull, and then a breaststroke kick, in that order. Two arm pulls without a breaststroke kick, or two kicks without an arm pull, would result in a disqualification for swimming "out of cycle".
  - The propulsive part of a breaststroke kick must come from the bottoms of the feet, requiring the feet to be turned outward during that part of the kick.
  - When swimming butterfly, both arms must move at the same time, and must recover over the surface of the water (no underwater recovery of arms).

#### TEAM UNIFORM

The team colors are Purple and Yellow. Swimmers who wear a cap are required to wear a team swim cap. This cap is yellow in color with the DFAC logo on it. The reason for this is that each coach is responsible for multiple swimmers at each meet and as the DFAC cap is a unique design it is easily spotted by both coaches and parents alike. Additional caps are available from specified members of the club. Most swimmers should have at least

two on hand for each meet. The team suit is chosen each fall. All team members are encouraged to wear the team suit. Other optional items may be ordered during one of the clothing sale periods. It is highly recommended that each swimmer's name be placed inconspicuously on all pieces of the team uniform.

## **SWIM SEASONS**

The swim year is divided into two seasons. The fall/winter, or "short course", season runs from September to mid-March. The meets are held in 25-yard pools. The spring/summer, or "long course", season runs from April to mid-August. Meets are generally held in 50-meter pools (Olympic size).

## **MEET SCHEDULE**

Each season's meet schedule is published at the beginning of the season.

- The meet schedule has been established with the expectation that swimmers will attend meets as recommended by their Lead Coach. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two/three day meet.
- On an average, we want all team members to compete once a month. We generally try to schedule two meets a month with this philosophy in mind.
- The coaching staff reserves the right to make the final decision concerning meets DFAC swimmers may attend.
- Team Effort Meets-Team championship meets are either indicated on the meet schedule or talked about in the parent meetings. Since the coaching staff places the most emphasis on these meets, DFAC swimmers who are qualified are highly encouraged to attend.

## **LEVELS OF ACHIEVEMENT**

There are 6 different age group classifications recognized by USA Swimming (the governing body of the sport): 8 & under, 10 & under, 11-12, 13-14, 15-16, and Senior. The Senior classification includes any-age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmers age for the entire meet.

Within each age group there are different nationally recognized levels of achievement based on times. All swimmers begin as "C" swimmers. As they improve, they advance from "C", to "B", "BB", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by USA Swimming. This permits fair, yet challenging, competition on all levels. In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and a "AA" backstroke time.

Some swim meets set certain qualification standards. In order to swim in a certain event, a swimmer must have achieved the qualifying time for that particular classification.

## **TYPES OR LEVELS OF SWIM MEETS**

- Dual Meets-Occasionally DFAC will compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.

- Developmental Meets or Open Meets-These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-5 events per day.
- Qualification Meets-These meets have some type of qualification time standard(s) that a swimmer must meet in order to enter the meet, as determined by our state swimming body, Wisconsin Swimming, Inc.,
- State Championships-At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Wisconsin Swimming, the governing body of swimming in the state of Wisconsin. Wisconsin Swimming sets the qualifying time standards for these championship meets. Generally, the standards fall between the national "A" and "AA" time standards. There are two championships held each season: the Age Group Championship for swimmers 12-Under and the 13 & Over Championship open to any swimmer in the state who has met the qualifying standards regardless of age.
- Zone Championships-After the state championships are held in the summer, a swimmer may qualify to participate in the Central Zone Championships by swimming a national "AAA" time. This is an all-star meet where swimmers compete as a member of the Wisconsin Zone team competing against other states from the Midwest.
- USA Swimming Junior National Championships- One of the highest levels of achievement DFAC swimmers strive for is the participation in the Junior National Championships. United States Swimming sponsors an eastern United States Junior National meet and a western United States Junior National meet each season. DFAC swimmers meeting qualifying time standards for this meet travel to different locations throughout the eastern half of the United States to compete against the best 18-Under swimmers in the nation.
- USA Swimming National Championships -Senior National (Other than the Olympic Trials and the World Championship Trials, each of which is held every four years). The highest level of competition for our senior swimmers is the USA Swimming National Championships. As with the Junior Nationals, DFAC swimmers meeting the national qualifying time standards travel to various cities throughout the U.S. to compete against America's best swimmers. Swimmers can qualify for national teams that represent the U.S. in international competition by their performances at Senior Nationals.

## **PHILOSOPHY OF COMPETITION**

DFAC engages in a multi-level competition program with USA Swimming that, like our training program, attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities.

The following policies outline our philosophy:

- We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. Even if the swimmer finishes first, but has swum poorly in comparison to his/her own past performances, he/she is encouraged to do better. The individual's improvement is our primary objective.
- Sportsmanlike behavior is of equal importance as improved performance. All the coaches teach swimmers how to behave like a champion when the swimmer has both a "good" and a "bad" swim. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the DFAC coaching staff.
- A swimmer is praised for improving his/her stroke or time. It is the coach's job to offer constructive criticism of a swimmer's performance. It is the parent's responsibility to provide love and encouragement that bolster the swimmer's confidence along the way.

- Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
- Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.

## **OUT OF TOWN MEETS**

Trips to meets in other cities become an important aspect of a swimmer's career while advancing through the age group ranks. DFAC has established the following policies for the safety of the swimmer and peace-of-mind of parents:

1. Parents are to be responsible for arranging transportation and lodging to away meets, with the exception of Nationals and those competitions so designated. **DO NOT ASK YOUR SWIMMER(S) TO HANDLE THIS JOB.** Often times, a certain hotel will be designated as "team headquarters."
2. A coach has too many responsibilities to the entire team to accept responsibility for an individual swimmer. Therefore, do not ask a coach to provide transportation.
3. Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the DFAC "Honor Code" at all times.

## **Section 7 – Nutrition**

Probably the most neglected form of athletic training is the way in which athletes fuel themselves. Athletes train their bodies day after day, yet feed themselves with all sorts of unhealthy substances. Swimmers must make the effort to eat properly in order to give their bodies the necessary nutrition to maintain good health and enhance athleticism.

For more information on Nutrition for swimmers, please refer to USA Swimming website. [Nutrition & Recovery \(usaswimming.org\)](https://usaswimming.org)

## Section 8 - Board of Directors and Financial Information

### Board of Directors 2022 - 2023 Roster

| Role                | Name             | Email  | Term            |
|---------------------|------------------|--|-----------------|
| President           | Jenny Touchet    | <a href="mailto:president@dfacswimming.org">president@dfacswimming.org</a>                 | Thru March 2024 |
| Vice President      | Jason Staab      | <a href="mailto:Vice-president@dfacswimming.org">Vice-president@dfacswimming.org</a>       | Thru March 2023 |
| Meet Director       | Stacie Wagner    | <a href="mailto:Co-meetdirector@dfacswimming.org">Co-meetdirector@dfacswimming.org</a>     | Thru March 2023 |
| Co-Meet Director    | Katerina Pronina | <a href="mailto:Co-meetdirector2@dfacswimming.org">Co-meetdirector2@dfacswimming.org</a>   | Thru March 2024 |
| Treasurer           | Jenn Flowers     | <a href="mailto:treasurer@dfacswimming.org">treasurer@dfacswimming.org</a>                 | Thru March 2023 |
| Co-Treasurer        | Ashly Miller     | <a href="mailto:cotreasurer@dfacswimming.org">cotreasurer@dfacswimming.org</a>             | Thru March 2024 |
| Registrar/Secretary | Beth Frey        | <a href="mailto:registrar@dfacswimming.org">registrar@dfacswimming.org</a>                 | Thru March 2024 |
| Technology Support  | Don Deutscher    | <a href="mailto:technologysupport@dfacswimming.org">technologysupport@dfacswimming.org</a> | Thru March 2023 |

**Administrative Functions** The administrative functions of the club are overseen by the Board of Directors. The board consists of eight parents elected for two-year terms. The elections for board positions are held annually in March (four members are elected each year). See attached By-Laws for specifics.

With the main focus of the club always on the swimmer, the Board of Directors exists to ensure the continuation and excellence of DFAC by:

- Providing necessary business functions
- Assisting and supporting the coaching staff
- Team communications

**Board Job Responsibilities** Each board member is assigned a specific area of responsibility:

#### President

The President is responsible for:

- Conducting meetings
- Board Membership
- Counseling
  - Coaches
  - Board members
- Membership
- Maintaining Swimmer conduct file
- Handling all grievances
- Calling special meetings
- Delegating authority and responsibility
- Holding elections
- Board membership/job descriptions
- Maintaining staff
- Booking pool space for swim sessions
- Sending in of meet files for away meets
- Finance committee member

#### Vice-President

The Vice President is responsible for:

- Apparel
- Fundraising/Sponsorships
- Securing hotel blocks
- Gifts/Thank yous
- Swim-a-thon organization
- Finance committee member
- Conducting of meetings in absence of President
- Developing and maintaining the club handbook
- Organize and oversee all committees
- Assist in the responsibility of finding, interviewing and hiring new coaches
- Organizing and overseeing team photos

#### Meet Director/Co-Meet Director

The meet director/co-meet director are responsible for:

- Finance Committee Member (Meet Director only)
- Locating/organizing pool availability for swim meets
- Organize all home meets
- Getting Meet bids and meet info to Wisconsin Swimming
- Responsible for all meet related activities
- Enforcing USA Swimming Rules & Regulations

#### Treasurer

The Treasurer is responsible for:

- Payroll
- Budgets
- Filing taxes
- Paying bills, fees and expenses
- Updating and new contracts
- Maintaining receipts
- Financial reports
- Human resources responsibilities
- Finance committee member

#### Co-Treasurer –Escrow

The Co-treasurer is responsible for:

- Collecting all non-registration related fees and dues
- Regular account invoicing
- Making deposits
- Keeping related financial records
- Assisting in account reconciliation
- Maintaining and Collecting escrow accounts
- Volunteer non-compliance fee billing
- Meet invoicing
- Bill members
- Fee collection
- Deposits
- Record keeping
- Reconcile actual meet fees with meet reservations

#### Registrar/Secretary

The registrar/secretary is responsible for:

- Club Roster
- Residency analysis
- Member status/information maintenance
- Registration with USA Swimming for:
  - Coaches
  - Swimmers
  - Board Members
- Maintain and ensure required credentials
- Establish registration module
- Enter fees, requirements, group information, etc.
- Approve registrations
- Field/answer club inquiries via website and established parent contact
- Promote DFAC/membership
- Help recruit new swimmers
- Assist in retaining swimmer
- Recording minutes of all meetings
- Finance committee member

### Technology Support

Technology Support is responsible for:

- Maintain calendar
- Put in meets home and away, and upload .zip with meet events
- Send out email about meet, change the email address to be the head coach
- Make changes to the website-update terminology, schedules, and anything else that appears on the website
- Load Meet results
- Update Time Standards when they change
- Post Board Meeting agendas and meeting notes
- Google Admin-
  - Maintain the Google Admin Account which is used to create all new email addresses for the board members and coaches, resetting passwords
- Maintain the DFAC YouTube channel
- Monitor the technology google email
- TeamSnap-
  - Maintain the TeamSnap app
  - Create new groups
  - Upload and assign parents of members to their current group
  - Maintain the calendar with practices/events/meets
- Signup Genius-
  - Currently being used to maintain a list of people interested in DFAC swimming and to sign up for a placement session



## **Section 9 - Financials and Insurance**

### **FEE STRUCTURE**

An active credit card must be kept on file for processing of all fees.

#### **Club fees**

Registration fees are based on training group and the practice time and are published and payable in full/as consistent with established payment plan (NO PRORATING) at the beginning of each session.

Families that have two or more swimmers on the team receive a registration discount of 5% per swimmer.

Coaches will be allowed a \$100 credit per session (spring/summer/fall/winter).

In addition, all swimmers are required to be current members of USA Swimming which is an annual non-refundable fee that runs September 1st-August 30th

Note: Group dues are applied to the general operating fund for DFAC. The USA Swimming Registration fee is sent to USA Swimming and provides insurance coverage and registration in USA Swimming. ALL SWIMMERS MUST BE USA REGISTERED BEFORE THEY CAN JOIN DFAC.

#### **Meet / Splash Fees**

When a swimmer signs up for an open or invitational meet, they are charged for each event that they sign-up for. Typically, you can expect to be charged \$3-\$6 per swim depending on the meet entered. In most meets, swimmers can swim one to four events per session. The entry fees will be listed in the meet information. When entering a meet, DFAC will write the host club a check for all the entries submitted for the swimmers on our team. If your swimmer swam in a relay, the four participants will share the cost of the relays. If a relay is scratched because a swimmer has failed to show for the relay, that swimmer will be charged the full relay fee. At the end of each month, you will receive a statement listing the fees that your swimmer(s) have accumulated. This fee will automatically be charged to your card on file the first of the following month.

It is the responsibility of the member to notify the group liaison and Registrar of intention to terminate, or cancel a team membership. If a member quits the program or is dropped from the program because of overdue bills, overdue and current account balances are immediately payable in full.

If you have any questions about any billing, you may have received, please contact the Registrar or Co-Treasurer – Escrow immediately.

#### **Volunteer Requirements**

DFAC hosts at least three swim meets a year. Parents are expected to help work one session each day of a meet. If you do not fulfill your volunteer commitment, your account will be charged \$100 per session. Additionally, each family may be responsible for a concession donation.

#### **FUNDRAISING/SPONSORSHIPS**

Another source of revenue for DFAC is fundraising and scholarships. Fundraising opportunities are identified by the board of directors. Sponsorship information can be found on the team website.

## **INSURANCE**

As stated above, all DFAC swimmers must have a current USA Swimming membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club.

Each swimmer is covered at any organized practice of DFAC and every competition that is USA sanctioned. If you wish to see the whole insurance summary pamphlet, please contact a DFAC board member.

## **Section 10 - By-laws of the DFAC, Inc.**

*Adopted: September 1996*

*Revised: September 1996; September 2001, March 2003, June 2005, February 2013, April 2014, April 2015, June 2015, March 2019*

### **ARTICLE I NAME**

SECTION 1. The name of the organization shall be the "DeForest Aquatic Club, Inc." doing business as DFAC Swimming, hereinafter referred to as "DFAC".

SECTION 2. The office address of the Club shall be: P.O. Box 215, DeForest, WI 53532.

SECTION 3. The fiscal year of the Club shall commence on the first day of April each year and terminate on the last day of March of the following year.

### **ARTICLE II MEMBERSHIP**

SECTION 1. The club is open to all area youth 5-18 years of age who can demonstrate basic swimming skills. College and professional level swimmers, 18 and over, may be accepted on a case-by-case basis. They should also exhibit a strong desire to learn additional strokes, as well as improve upon present swimming skills. Prospective swimmers should be able to do side breathing on the front crawl stroke (freestyle) one length of the pool (25 yards). There should be no fear of placing their face in the water. Most important of all, they should want to be there. Prospective swimmers will be evaluated for training group placement by a member of the coaching staff prior to joining the club. Group numbers will be limited as determined by the coaching staff in regards to safety and optimal coaching.

SECTION 2. The Membership shall be contingent upon payment of periodic registration fees, membership dues, and any other outstanding fees as the Board of Directors determine. Members must also be in good disciplinary standing with the club, Wisconsin Swimming and USA Swimming.

#### **SECTION 3. Levels of Membership**

**Active I:** Swimmers currently registered.

**Active II:** Swimmers who take no more than 1 one-session break or siblings of currently registered swimmers.

**Inactive:** Swimmers who have taken a maximum of two sessions off consecutively.

**Past:** Swimmers who have taken more than two sessions off consecutively and have left the club in good standing.

**New:** Swimmers who are new to the club or who have left DFAC to swim with another USA certified club. (If a swimmer swam for another USA certified club, the swimmers will be allowed to petition the board to determine membership status.)

### **ARTICLE III PURPOSES AND POWERS**

SECTION 1. The purpose of the Club shall include the following:

A. To provide an opportunity for all children eligible for membership to engage in a wholesome lifetime sport.

B. To promote physical fitness and good patterns of physical development and to encourage proper conditioning and health habits;

C. To provide opportunities for social, emotional, and educational development and to encourage peer and family participation; and

D. To promote involvement in age-group programs and provide an opportunity for members to compete in organized swimming competitions.

SECTION 2. The powers of the Club shall include the following:

A. The participation in and conduction of such meets and competitions as the Head Coach and/or the Board of Directors shall determine from time to time to be in the best interests of the Club;

B. The publication and distribution of programs, newsletters and other publications designed to promote the activities and affairs of the Club;

C. The solicitation and sale of advertising space in such publications and obtaining of sponsorships for competitions and publications;

D. The contribution of money or other things of value for scholarships, programs or other causes in furtherance of the affairs and interests of the Club;

E. The retaining of such person, firms, or corporations as may be necessary in order to provide special services to the Club;

F. The purchase, sale, and conveyance of real or personal property and the entry into any contracts, leases, or other agreements necessary to properly conduct and administer the affairs of the Club;

G. The operation of food concessions and the sale of swimming equipment and paraphernalia to its members and other persons; and

H. The authorization to engage in such other lawful activities as may be necessary to properly carry out the purposes of the Club and conduct its affairs.

#### **ARTICLE IV RIGHTS AND LIABILITIES OF MEMBERS**

SECTION 1. No director, officer, member, or authorized agent, or representative of the club shall be liable or responsible for any debts or liabilities of the club, or liable to the Club except to the extent of their unpaid portion of membership dues and entry fees.

SECTION 2. Regular members shall have one (1) vote on all matters brought before a vote of the membership; provided, however, if both parents or legal guardians of a Competitor member are Regular members, then such parents or guardians shall only have one (1) vote between them. Competitor members shall have no voting rights

#### **ARTICLE V MEETINGS OF MEMBERS**

SECTION 1. The Club shall hold a meeting of the membership annually at any time before the end of the fiscal year for the purpose of reviewing the activities and financial affairs of the Club, electing a Board of

Directors, and conducting such other business as may properly come before the meeting. The Club may also hold other special meetings of the membership as may be necessary from time to time to properly conduct the affairs of the Club. Such special meetings may be called by the President of the Board of Directors, or by majority vote of the Board of Directors, or upon the written request of at least ten percent (10%) of the Regular members.

SECTION 2. All meetings of members shall be held at a convenient hour and place designated by the Board of Directors. Written notice of the meeting shall be given to all members not less than five (5) days before said meeting.

SECTION 3. At any meeting of membership attendance in person of at least fifteen percent (15%) of the Regular Members shall constitute a quorum. Only Regular members present at the meeting shall have the right to vote, as there shall be no voting by proxy. Unless otherwise established by the Articles of Incorporation or the by-laws, the decision of a majority of the members voting shall be the decision of the Club.

## **ARTICLE VI BOARD OF DIRECTORS**

SECTION 1. A board of eight (8) officers shall be elected by and from the Regular members of Club. They shall consist of President, Vice President, Treasurer, Registrar/Secretary, Co-Meet Directors(2), Technology Technician, and Co-Treasurer - Escrow. The term of each officer shall be limited to two (2) years, or until his successor is elected, with three (3) officers and one (1) meet director being elected one year and three (3) officers and (1) meet director being elected on alternate years. Any vacancy in the Board of Directors caused by death, resignation, or disqualification of an officer shall be filled by a majority vote of the remaining officers until the next annual meeting. Candidates for the board must be members in good standing.

SECTION 2. The duties and powers of the Board of Directors shall be such as usually devolve upon the officers of any club or association and may include the selection of the place, fixing the date, and making all arrangements necessary for holding meetings of the Club and the publication of whatever data the officers deem essential to the benefit of the Club. The officers shall have the power to adopt rules and regulations, and to alter and amend the same from time to time, for the conduct of the business and activities of the Club. The Board of Directors shall have the authority to generally conduct all of the lawful affairs of the Club, including but not limited to, entering into any contracts, leases, or other agreements necessary to carry out the purposes of the Club. However, the Board of Directors may not exercise any powers relating to the following:

Entering into a contract or agreement for the purchase or sale of real estate. Such matters may only be accomplished by vote of the membership. The Directors shall otherwise exercise all of the powers of the Club as permitted by law, subject to the provisions of the Articles of Incorporation and these by-laws.

SECTION 3. A majority vote of the club members shall be necessary for the election of officers. No officer shall hold more than one (1) office at any time, excepting the offices of Secretary and Registrar, which may be held by the same person at the discretion of the Board of Directors.

SECTION 4. The Board of Directors shall also have the authority to establish committees as may be necessary to further and promote the interests and activities of the Club. Such committees may be composed of both Directors and other Regular members.

SECTION 5. President's duties. - The president's term will be two (2) years. It is strongly recommended that candidates for President have past DFAC board (or comparable) experience. This person will be responsible for finding, interviewing and hiring coaches. This person will have joint signing authority with the Treasurer and Registrar on the club bank accounts. This person will chair and run all regular and special meetings. This position is also responsible for preparing and conducting written performance reviews and

evaluation of the head coach. This person will handle all grievances and maintain a swimmer conduct file. The president will also serve on the budget review committee.

SECTION 6. Vice President's duties. - The vice president's term will be two (2) years. This person will assist the president in the responsibility of finding, interviewing and hiring coaches. This person will have the authority to appoint committee chairs and fill committees as needed. The vice president will also serve on the budget review committee.

SECTION 7. Treasurer's duties. - The treasurer's term will be two (2) years. This person will assist in the interviewing and hiring of coaches. The treasurer will collect fees from the Registrar that are paid at registration, keep the club books, disburse checks, and maintain accurate checking [accounts] and savings account records. This person will handle accounts receivable and have joint signing authority on the club checking account with the President to sign checks. This person will be the club contact with our accountant to file all needed tax documents. The treasurer will also serve on the annual budget review committee.

SECTION 8. Club Registrar's duties. - The club registrar's term will be two (2) years. The club registrar will register all swimmers with USA Swimming. This person will also maintain and collect all swimmer escrow accounts (splash fees), collect registration fees (turned over to Treasurer), keep a current roster and contact information for all members and distribute as needed. The registrar shall furnish the coach with a roster of members in good standing.

SECTION 9. Co-Meet Director's duties.(2) - The meet director's term will be two (2) years. These persons work as the liaison between the club and/or the pool director or school board for the use of the building and pool. The meet directors and the head coach will work together to schedule all meets. One person is also the club representative at all state LSC meetings, and is expected to attend. These persons will direct the meet committee chair to set up the meet work crew. The meet directors will assist in the performance review and evaluation of the coaching staff. These persons will also serve on the annual budget review committee.

SECTION 11. Technology Technician. – The technology technician's term will be two (2) years. This person is responsible for establishing, maintaining, and updating a DFAC collective website. Responsibilities include: Establishment and making of an official DFAC web site, maintaining and updating the official website, maintenance updates of Hy-Tek software on Club PCs, posting and editing all information and graphics within the website, sending out DFAC group emails, attend and participate in all DFAC board and parent meeting, coordinate with the DFAC registrar and head swim coach with all club information distribution. This person reports to the Vice President.

SECTION 12. Co-Treasurer - Escrow duties. – The Co-Treasurer - Escrow's term will be two (2) years. The Co-Treasurer - Escrow will be responsible for collecting all non-registration related escrow fees and dues (volunteer non-compliance fee, fundraising and Scrip billing, clothing/caps, team activities), maintaining escrow accounts, and swim meet invoicing. The Co-Treasurer-Escrow will work closely with the Treasurer and Registrar.

SECTION 13. The presence of at least six (6) members of the Board shall be necessary in order to constitute a quorum for the purpose of conducting business at any meeting of the board.

SECTION 14. Special meetings of the Board of Directors shall be held on the call of the president or a majority of the Directors. All members of the Board shall be advised, either orally or in writing, as to the time and place of any such meeting. Notice shall be given at least three (3) days prior to the date of the meeting. Attendance at any meeting shall constitute a waiver of notice thereof.

## **ARTICLE VII INDEMNIFICATION OF DIRECTORS AND OFFICERS**

SECTION 1. The Club shall indemnify any person made a party to any action, suit, or proceeding by reason of the fact that such person, or his successor or assign, is or was a Director, officer, or employee of the Club against the reasonable expenses, including attorney fees, actually and reasonably incurred by such person in connection with the defense of such action, suit or proceeding. The Club may also reimburse to any such Director, officer, or employee the reasonable costs of settlement of any action, suit or proceeding if it shall be found by a majority of the Regular members that it was to be in the interests of the Club that such settlement be made. Such rights of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such Director, officer, or employee may be entitled apart from the provision of these by-laws.

## **ARTICLE VIII CONTRACTS, CHECKS, NOTES, ETC.**

SECTION 1. All contracts and agreements authorized by the Board of Directors shall, unless otherwise directed by the Board of Directors, be signed by the president, treasurer, or entry Chairperson of the club. All checks and drafts issued by the Club shall be signed by the president, treasurer, or entry chairperson, or such other person as may be from time to time so authorized by the Board of Directors.

## **ARTICLE IX NON-PROFIT STATUS**

SECTION 1. The Club shall, at all times, be operated on a non-profit basis for the mutual benefit of its members. No dividends or other interests in the assets of the Club shall be paid by the Club to its members. No part of the earnings of the Club shall insure to the benefit of, or be distributed to, its members, officers, Directors, or any other private persons or corporations, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and expenses incurred and to make payments and distributions and in full furtherance of the purposes set forth herein.

## **ARTICLE X TERMINATION AND DISSOLUTION**

SECTION 1. The Club may be terminated and dissolved upon the affirmative vote of at least two-thirds (2/3) of all Regular members entitled to vote. In the event of such termination and dissolution, the Board of Directors shall after paying or making provision for the payment of all liabilities of the Club, distribute any remaining monies to a qualified 501(c)(3) non-profit organization.

## **ARTICLE XI AMENDMENT OF BY-LAWS**

SECTION 1. The power to make, alter, amend, or repeal these By- Laws is vested in the Board of Directors and a majority vote of the current voting members. The affirmative vote of a majority of the actual number of Directors elected and a majority vote of the current voting members qualified from time to time, shall be necessary' to effect alteration, amendment, or repeal of the Code of by-laws.

## **ARTICLE XII SWIMMING ACHIEVEMENTS**

SECTION 1. The Club will accept converted times for club record times.

## Section 11 GLOSSARY

Below is glossary of terms used in swim

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| "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.  |
| A-B-C         | Meet similar to the A-B meet except that there are 3 divisions. This type of meet includes every ability level of swimmer from Novice to very experienced. All swimmers "A" time or faster compete in the "A" division, and all swimmers "C" and down compete in the "C" division. The "B" division is the most limited with both top (.01 slower than "A") and bottom (.01 faster than "C") limitations. |
| Achiever Card | A recognition card or certificate proving the swimmer has made a specific time in an event. The card list the distance, stroke, swimmers time, date and place of meet, swimmers name, and meet referees signature.  |
| Add Up        | Aggregate Time - times achieved by 4 swimmers in individual events which are added together to arrive at a probable relay entry time.   |
| 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 finalist 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 moments notice.  |
| Anchor        | The final swimmer in a relay.   |
| Approved Meet | Swim meets conducted by organizations (other than USA member clubs or LSC's) that have applied to USA Swimming or the local LSC for approval. If approval is granted, swimmers may use times achieved as USA qualifying times. A USA official must be present at all sessions of the meet. Approval does not mean Sanctioned.   |
| ASCA          | The American Swim Coaches Association. The professional organization for swim coaches throughout the nation that certifies coaches and offers many services for coach's education and career advancement.   |
| "B"           | Time classification for a swimmer. National Age Group Time Standard "B". "B" time is .01 seconds faster than the "C" time standard and .01 slower than the "BB" time standard. See the NAGT published chart.  |
| "BB"          | Time classification for a swimmer. National Age Group Time Standard "BB". "BB" time is .01 seconds faster than the "B" time standard and .01 slower than the "A" time standard. See the NAGT published chart.   |



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| B-Meet              | Swim meet which requires swimmers to have previously achieved a "B" time standard in the events they wish to enter. Some meets have no bottom cut time allowing "C" swimmers also to compete.   |
| B-C Meet            | Swim meet that offers separate competition for both "B" swimmers and "C" swimmers, usually with ribbons for the "B" swimmers and smaller ribbons for the "C" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Swimmers are not allowed to enter an event that they have an "A" time in. |
| Backstroke          | One of the 4 competitive racing strokes, basically any style of swimming on your back. Backstroke is swum as the first stroke in the Medley Relay and second stroke in the IM Racing distances are 50 yds/mtr, 100 yds/mtr, and 20 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)                                     |
| Beep                | The starting sound from an electronic, computerized timing system.  |
| Big Finals          | The top 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. Big Finals is the fastest heat of finals when multiple heats are held.  |
| 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.   |
| BOD                 | Board of Directors of the LSC or USA Swimming.  |
| Bonus Heat          | The heat held during the finals session of a Prelims/Finals meet that is slower than the swimmers participating in Big Finals. The Bonus Heat may refer to Consolation Finals and/or extra heat in addition to Consolation finals.  |
| Breaststroke        | One of the 4 competitive racing strokes. Breaststroke is swum as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)  |
| 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 swum 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 back)  |
| Button              | The manual Timing System stopping device that records a back-up time in case the touch pad malfunctioned. The button is at the end of a wire, plugged into a deck terminal box. There are usually 3 buttons per lane. It is the timer's responsibility to push the button as the swimmer finishes the race.                         |
| Camp                | A swimming function offered by USA Swimming, your LSC, or an USA Swimming 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 Swimming for details on the many camps they offer.                |
| Cards               | A card that is either handed to the swimmer in the bullpen or given to the timer behind the lane. Cards usually list the swimmers name, USA 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 Finals | The top 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. The fastest heat of finals when multiple heats are held. Same as Big Finals.  |
| Championship Meet   | The meet held at the end of a season. Qualification times are usually necessary to enter meet.  |
| 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  |

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|                         | 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 3 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.) Officials clinic. Coaches clinic.  |
| Closed Competition      | Swim meet which is 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 Swimming and the local LSC.  |
| Code of Ethics behavior | A Code of Conduct that both swimmers and coaches are required to sign at certain USA/LSC sponsored events. The Code is not strict and involves common sense and proper  |
| Colorado                | A brand of automatic timing system  |
| Consolation             | 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. Same as Bonus 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.   |
| Daktronics              | A brand of automatic timing system.   |
| 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 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 swimmers 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 schools total enrollment. Division I being the large universities and Division III being the smaller colleges.   |
| Double Dual             | Type of swim meet where three teams compete in dual meets against each other, at the same time. Separate Meet scores would be kept for Team A vs. Team B, Team A vs. Team C, and Team B vs. Team C.   |
| Dual Meet               | Type of meet where two (2) teams/clubs compete against each other.  |
| Draw                    | Random selection by chance.   |
| Dropped Time            | When a swimmer goes faster than the previous performance they have "dropped their   |

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|                     | time".   |
| Dry Land            | 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 into a swim competition.  |
| Entry Chairperson   | The host clubs designated person who is responsible for receiving, and making sure the entries have met the deadline, or returning the entries if the meet is full. This person usually will find discrepancies in the meet entries and notify the entering club to correct any errors.  |
| 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 can not exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.  |
| Electric 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 time. |
| Eligible to Compete | The status of a member swimmer that means they are registered and have met all the requirements.   |
| 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    | 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 1/2 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. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed.  |
| FINA                | The international rules making organization for the sport of swimming. Federation Internationale de Natation Amateur   |
| Finals              | The final race of each event. See "Big Finals", "Consolation Finals", "Timed Finals", etc.   |
| Final Results       | The printed copy of the results of each race of a swim meet.   |
| Fine                | The monetary penalty assessed a swimmer or club when a swimmer does not achieve the necessary time required to swim in an event, and cannot prove they have done the time previously.  |
| Flags               | Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.  |
| Format              | The order of events and type of swim meet being conducted.   |
| 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.   |
| Gun                 | The blank firing pistol used by the starter to start the races.  |
| Gun Lap             | The part of a freestyle distance race (400 meters or longer) when the swimmer has 2 lengths plus 5 yards to go. The starter fires a gun shot over the lane of the lead swimmer   |

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|               | when swimmer is at the backstroke flags.  |
| Heats         | A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers time swam, after all heats 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 seeding prior to the race plus swimmers can tell the 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.   |
| 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 swum 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, and/or official pay their USA membership fee. Many restrictions apply, so check with your club for detailed information.  |
| Interval      | USA offers "accident insurance coverage" which is automatic when swimmer, coach, and/or official pay their USA membership fee. Many restrictions apply, so check with your club for detailed information.   |
| Invitational  | Type of meet that requires a club to request an invitation to attend the meet   |
| 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.  |
| Juniors       | A USA Swimming National Championship meet for swimmers 18 years old or younger. Qualification times are necessary. National Meets are conducted both short course (in April) and long course (in August).   |
| Jr/Sr Camp    | A training and information camp sponsored by the LSC for those swimmers registered in the LSC who qualified for USA Swimming Junior or USA Swimming Senior Nationals.   |
| Kyroscope     | A brand of automatic timing system.   |
| Lane          | The specific area in which a swimmer is assigned to swim. (I.e.) Lane I 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).  |
| Lanes 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 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 swam by a single team member. A single stroke in the IM.  |
| Little 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   |

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|                     | Finals. Little Finals are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.  |
| Long Course         | A 50 meter pool   |
| LSC                 | Local Swim Committee. The local level administrative division of the corporation (USA Swimming) 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 control the crowd and swimmer flow at a swim meet. Must be a registered USA Swimming member.  |
| Meet Director       | The official in charge of the administration of the meet. The person directing the "dry side" of the meet.  |
| 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   |
| NAGTS               | National Age Group Time Standards - the list of "C" through "AAAA" times published each year.   |
| Nationals           | USA Swimming senior or junior level meets conducted in March/April and August. See Senior or Junior 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-Conforming Time | A short course time submitted to qualify for a long course meet, or vice versa.   |
| Novelty Meet        | A meet that does not fall into a specific category because of limited events, sessions, or age brackets.  |
| 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. National Swim School Association |
| 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.  |
| Olympic Trials      | The USA Swimming 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  |
| OT                  | Official Time. The swimmers event time recorded to one hundredth of a second (.01).   |
| OTC                 | Olympic Training Center in Colorado Springs, Colorado.  |
| OVC                 | 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.  |
| 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.  |
| Positive Check In   | The procedure required before a swimmer swims an event in a deck seeded or pre seeded meet. The swimmer must mark their name on a list posted by the meet host.   |
| 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   |

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|                  | 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, and other meets it is not required unless a swimmer misses a cut of time at the meet.  |
| Psyche Sheet     | Another name for a "Heat Sheet" or meet program.  |
| Pull Bouy        | 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.  |
| Race             | Any single swimming competition. (I.e.) preliminary, final, timed final.  |
| 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 1/2 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.   |
| Registered       | Enrolled and paid as a member of USA Swimming 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. |
| Rest Area        | A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet.   |
| Sanction         | A permit issued by an LSC to a USA Swimming group member to conduct an event or meet.   |
| Sanction Fee     | The amount paid by a USA Swimming group member to an LSC for issuing a sanction.  |
| 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, the 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 Nationals | A USA Swimming National Championship meet for swimmers of any age as long as the qualification times are met. Senior Nationals are conducted long course in the spring (usually in late March) and in Nationals 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.  |
| Short Course     | A 25 yard or 25 meter pool.   |
| Split            | A portion of an event, shorter than the total distance, that is timed. (i.e.) A swimmers first 50 time is taken as the swimmer swims the 100 race. It is common to take multiple splits for the longer distances.   |
| Starter          | The official in charge of signaling the beginning of a race and insuring that all swimmers  |

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|                 | have a fair takeoff.  |
| State           | A meet held twice a year (Short Course and Long Course) sponsored by the LSC. It is common to hold a Championship Senior meet and Age Group meet separately. Qualification times are usually necessary. Short Course State is usually held in late February, early March. Long Course State is usually held in late July, early August. |
| 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.   |
| 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 courses 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.  |
| Swim America    | The professional swim lesson program administrated by the American Swim Coaches Assoc. and licensed to Coaches.   |
| Swim-A-Thon     | The "Fund Raiser" copyrighted 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.   |
| Taper           | The resting phase of a senior swimmer at the end of the season before the championship meet.  |
| Team Record     | 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 placing are determined by those times.   |
| Time            | A time set by a meet or LSC or USA Swimming (etc.) that a swimmer must achieve for Standard qualification or recognition.   |
| Time Trial      | An event or series of events where a swimmer may achieve or better a required time standard.  |
| 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.  |
| Top 10          | A list of times compiled by the LSC or USA Swimming or Swimming World that recognizes the top number of swimmers Top 16 in each age group (boys & girls) in each event and distance.  |
| Touch Out       | To reach the touchpad and finish first in a close race.   |
| 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 Swimming 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 team competing for points to see who places 1st-2nd-3rd.  |
| Unattached      | An athlete member who competes, but does not represent a club or team. (abbreviated "UN-**")  |
| Uniform         | The various parts of clothing a swimmer wears at a meet. May include: parka, warm-up  |

|                     |  |
|---------------------|--|
|                     | jacket, team duffel bag, sweat pants, suits, hat, goggles, T-shirt, etc.   |
| 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 Swimming        | The governing body of 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 1 <sup>st</sup> 6 numbers are your birth-date, followed by the 1 <sup>st</sup> 3 numbers of your 1 <sup>st</sup> name, middle initial and then the 1 <sup>st</sup> 4 numbers of your last name. |
| USOTC               | United States Olympic Training Center located in Colorado Springs, Colorado.   |
| Warm-Down           | The stretching a swimmer does after a race when pool space is available.   |
| Warm-Up             | The practice and loosing session a swimmer does before the meet or their event is swum.  |
| Watch               | The hand held device used by timers and coaches for timing a swimmers races and taking split times   |
| Whistle             | The sound a starter/referee makes to signal for quiet before they give the command to start the race.  |
| 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 sponsors a championship age group meet. Wisconsin is in the Central Zone.  |