

Fox Valley Wave Swim Team

Parent Handbook

November
2025



Parents and Swimmers,

Welcome to the Fox Valley Wave Swim Team. Whether you are new to the sport of swimming or an experienced member, competitive swimming is a life journey like no other. I believe competitive swimming is the best age-group sport there is when swimmers, coaches, and parents all contribute appropriately to the development of our swimmers and team.

The obvious job of any competitive swim team and its coaching staff is to help swimmers become faster swimmers. This is not our biggest responsibility. Our biggest responsibility is to come alongside our member parents and help raise kids to be successful, happy and thriving adults. Our coaches bring a mature approach to the sport, emphasizing good swimming and age-appropriate coaching, while also caring about our swimmers as people who have lives beyond the sport of swimming. We use competitive swimming not as an end, but as a means to an end.

Our team philosophy is to take a long-term approach to swimming. I personally have been “in the water” as a competitive swimmer since an early age and I don’t see the end coming any time soon. Many of our assistant coaches still have a “swimming life” of their own. Our intention is not to make the fastest young swimmer but to develop a culture through opportunities and challenge that inevitably produces passionate, committed swimmers in their late teens and beyond. The fastest 10-year-old swimmer in the country gets a medal and maybe a record; the fastest 18-year-old in the country gets world travel, scholarships, and unparalleled life experiences. Not all our swimmers will become the fastest, but they will all take similar journeys.

Some may view this as “outcome” oriented, but I view it from the perspective of the journey. No matter where swimming takes each individual they are on a path, going somewhere, that will enhance their life. I, along with the rest of the coaching staff, want to fulfill their current journey and prepare them for those they will take in the future. I believe this develops an understanding of delayed gratification, work ethic, and dedication that will enable our swimmers to thrive in and out of the water. Again, welcome to this wonderful life experience called competitive swimming.

Ryan Knox-Leonard
Head Coach
Fox Valley Wave

SECTION 1 – INTRODUCTION	
Team History, Philosophy, Mission	4
Physical Development	5
Intellectual Competence	5
USA Swimming	5
SECTION 2 – COACHING STAFF AND TEAM STRUCTURE	
Coaches' Responsibilities	6
Team Structure	6
Training Sessions	8
Practice and Attendance	8
Injury and Illness	9
Out of Area Move	9
Code of Conduct	9
SECTION 3 – PARENT SECTION	
Parents...Your Athlete Needs You	10
Communication	10
Problems with the Coach	11
SECTION 4 – BOARD OF DIRECTORS AND FINANCIAL INFORMATION	
Parent Board	12
Bylaws	12
Fee Structure	12
Entry Fees	12
Relay Entry Fees	12
SECTION 5 – SWIM MEETS	
Team Uniform	13
Competitive Strokes	13
Swim Seasons	13
Levels of Achievement	13
Types or Level of Swim Meets	14
APPENDIX INDEX	16
APPENDIX A - THE 10 COMMANDMENTS OF SWIM PARENTING	17
APPENDIX B - EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT SWIM MEETS	19
APPENDIX C – GLOSSARY	23

SECTION 1 – INTRODUCTION

WELCOME

Welcome to all new and returning members of Fox Valley Wave Swim Team. To better help you understand the team structure, procedure, commitment, and responsibility, we have prepared this member handbook for you. Fox Valley Wave Swim Team is a registered USA Swimming, year-round, competitive swim team. We provide opportunities for children to grow, develop, mature, and succeed. The purpose of our program is to help swimmers become stronger physically and mentally. Swimmers will learn discipline, teamwork, and leadership in the sport of swimming. The goal of our program is to train swimmers to swim fast and explore their full potential to achieve excellence in their life. The team is divided into five training groups based on the consideration of the swimmers' ages, development of technical skills, training abilities, commitment level, maturity, and competitive levels. The size of the team allows coaches to pay individual attention to each swimmer. We believe the development of a good technical foundation is the key to success in the future.

The purpose of this handbook is two-fold: to explain the Fox Valley Wave Swim Team to members, and to outline various policies that affect all swimmers, year after year. It should be read by all families, so they become familiar with important facts and rules of the team.

TEAM HISTORY, PHILOSOPHY, MISSION

The Fox Valley Wave Swim Team, based in Neenah, Wisconsin, was formed in 1988 in part to provide an opportunity for competitive club swimming in the Fox Valley, and as a feeder system for the Neenah high school teams. However, since that time, the club more formally expanded its goals in 2009 to include establishing a comprehensive competitive program in the community. Having won numerous State Swim meets, Fox Valley Wave is recognized as one of Wisconsin's finest small programs and has also stepped up into the national level by virtue of its national age-group swimmers, who compete at regional Zone meets, Junior Nationals, and Senior Nationals. The team offers a year-round swim program serving youth in the greater Appleton/Fox Cities/Oshkosh/Green Bay region. The team is governed by a parent board, which provides guidance and direction to the coaching staff.

Fox Valley Wave Swim Team, a member of USA Swimming, is a competitive swim club that focuses on developing each child's full potential in and out of the water. While the Wave Swim Team is a competitive swim club, the team's philosophy is to dedicate a considerable amount of time and energy to building youth development, character, and leadership in and out of the pool to help swimmers achieve their highest personal goals in life. Emphasis for youth age 13 and under is to enjoy the sport of swimming while working on stroke development. Swimmers over age 13 receive more emphasis on technique while helping each individual swimmer achieve their maximum potential as competitive swimmers.

When a young person becomes a member of the Fox Valley Wave Swim Team, he/she learns the values of sportsmanship and teamwork. Swimming with Fox Valley Wave provides physical, emotional, and intellectual skills that will last a lifetime. **Our mission is to establish a culture of excellence, which provides each swimmer the opportunity to achieve their highest personal goals in swimming and life.**

PHYSICAL DEVELOPMENT

Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group swim teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job of proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.
- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in master's swimming programs are still training and racing well into their 80s.

INTELLECTUAL COMPETENCE

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences. They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self-image.

USA SWIMMING

Fox Valley Wave Swim Team is a club member of USA Swimming. Membership benefits include USA Swimming Rules and Regulations, membership certificate, and certificate of insurance. Teams joining USA Swimming have liability insurance coverage for approved insured activities.

USA Swimming is the National Governing Body for the sport of swimming. They administer competitive swimming in accordance with the Amateur Sports Act. They provide programs and services for their members, supporters, affiliates, and the interested public. USA Swimming values their members of the swimming community, and the staff and volunteers who serve them. USA Swimming is committed to excellence and the improvement of the sport. For further information, contact USA Swimming at (719) 866-4578 or www.usaswimming.org

SECTION 2 -- COACHING STAFF AND TEAM STRUCTURE

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. The Fox Valley Wave Swim Team staff consists of professionally trained coaches. Certified coaches in USA Swimming programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

Ryan Knox-Leonard is the Wave Head Coach and Scott Dillon is the Wave Assistant Head Coach. The coaching staff includes lead age-group coach, Ruthe Zimmerman, and lead coaches for each practice team, who work with assistant coaches. Practice team coaches have the primary responsibility for leading practices and guiding age- group swimmers assigned to their level, similar to the relationship between a classroom teacher and their students.

The Wave website includes current information on each of the coaches including bios, photographs, and contact information. Familiarize yourself with your swimmer's coach(es) and how to reach them. The first point of contact for parents who need to communicate with a coach should be the lead practice team coach.

COACH RESPONSIBILITIES

The coach's job is to supervise the competitive swim program. The Wave coaching staff is dedicated to providing a program for children that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches are in total control in matters affecting training and competition.

1. Coaches are responsible for placing children in practice groups. This is based on the age and ability level of each individual.
2. Sole responsibility for stroke instruction and the training regimen rests with the coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.
3. Coaching staff will make the final decision concerning which meets swimmers may attend. Although swimmers and parents participate in decision-making, the coaching staff makes the final decision concerning which events a swimmer is entered.
4. At meets, coaching staff conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmer's performance. (It is the parent's job to offer love and understanding regardless of their child's performance)
5. The building of a relay team is the sole responsibility of the coaching staff.

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

TEAM STRUCTURE

The Wave Swim Team uses a "progressive" age 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 is

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 to 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.

At each level, the goals and objectives are specific and directed toward meeting the needs of the swimmer. The long-term goal of total excellence is always in mind. As each child is different, he/she will progress at his/her own rate. Fox Valley Wave Swim Team offers five training groups targeting all levels of swimming ability. Swimmers should be in a group that is reflective of their training ability, skills, and maturity. See below for a brief description of all of our training groups:

WAVELETS:

Wavelets focus on stroke correction and development for all four strokes and introduces swimmers to competitive swimming. Swimmers should attend at least 3 of 4 days per week for optimal improvement. It is suggested that swimmers take part in trial week to be granted a position onto the team.

[CLICK HERE](#) to see this group's recommended equipment list.

BREAKERS:

This group focuses on stroke correction and race strategies through the use of drills and swimming sets for endurance. Swimmers should attend at least 3 of 5 days per week for optimal improvement. Swimmers must get permission from the Head Coach to enter this group.

[CLICK HERE](#) to see the recommended equipment list.

TIDAL WAVES:

Tidal Waves focus on stroke correction and race strategies through the use of drills and more intense swimming sets to build endurance. Swimmers in this group should attend at least 4 of 6 practices per week and 2 dryland sessions each week. Swimmers must get permission from the Head Coach to enter this group.

[CLICK HERE](#) to see the recommended equipment list.

TIDALNAMIS:

This group focuses on race preparation through the use of race-specific stroke correction and higher intensity swimming sets. Swimmers in this group should attend at least 5 of 6 practices per week and 2 dryland sessions each week. Swimmers must be in, or going into, high school. Swimmers must get permission from the Head Coach to enter this group.

[CLICK HERE](#) to see the recommended equipment list.

TSUNAMIS:

Swimmers in this group have dedicated themselves to the sport of swimming and focus on a higher level of swimming with goals of getting state championships and swimming at a national level and beyond. Swimmers must be in or going into high school, with (or close to) at least one

15/O USA state time OR in Jr. High with a Senior NCSA time. Swimmers must get permission from the Head Coach to enter this group.

[CLICK HERE](#) to see the recommended equipment list.

TRAINING SESSIONS

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress. It is important that each swimmer attends as many practices as possible in order to derive the full benefits of the program. Pool availability is our most limiting factor, so please take advantage of it.

As a swimmer's level of swimming ability increases, so does his/her responsibility. 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 are required to bring specified training accessories (e.g., goggles, flippers, etc.) to workouts as described on the team website. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available.

PRACTICE AND ATTENDANCE

The team has expectations regarding practice. These expectations are designed to provide the best possible practice environment for all. ***Practice schedules for each training group are found on the team website.***

1. Each practice group has specific attendance requirements appropriate for that group (see group descriptions above). As a general rule, the least possible interruption in the training schedule will produce the greatest amount of success. The expectation level of the coaches to attend practices increases as swimmers move to higher groups.
2. Swimmers should arrive at practice no earlier than 15 minutes prior to their workout time and be picked up no later than 15 minutes after their practice.
3. Swimmers should stay the entire practice. The last part of practice is very often the most important. There may be announcements made at the end of practice.
4. Practice changes or cancellations will be communicated to parents (and older swimmers) on the team's website and by the means parents have requested to receive such notifications (typically e-mail or text). Such notifications will be made as early as possible, although in emergency situations late notice may occur. **Practices cancelled due to weather or other reasons beyond the control of the Fox Valley Wave will not be refunded or rescheduled.**
5. While at practice, swimmers are the responsibility of the coaching staff. During practice, swimmers are never to leave the pool area without coach permission.
6. Since Wave rents pool space, the team has an obligation to act as guests while at practice (both swimmers and parents). Every member of the team needs to do everything possible to respect this privilege. Any damages to property may result

in financial liability of the swimmer's parents. Any damage may also result in the swimmer being asked to leave the team permanently.

7. Parents are welcome to observe practice from the bleachers (parents are not allowed on the pool deck) but are asked to refrain from communicating with their swimmer during practice. This is not only distracting to the swimmer but can also be distracting to the practice group and coach.
8. Whenever possible, the coach should be informed in advance of an illness or injury so the coach can be aware of swimmer attendance and can develop a modified training approach if appropriate.

INJURY AND ILLNESS

Whenever possible, the coach should be informed in advance of an illness or injury so proper notification, if necessary, can be made to the rest of the team. If your swimmer will be out of the water over a long period of time (*six weeks or longer*) with an injury or illness, please notify the Head Coach. Any credit must be for an injury/illness longer than six weeks and accompanied by a doctor's note. The Wave will not provide a cash refund, only a credit towards the next season upon approval.

OUT OF AREA MOVE

Whenever possible, the coach should be informed in advance of an out of area move so proper notification, if necessary, can be made to the rest of the team. Any refund (*upon approval*) for an out of area move must be communicated before the season starts, if possible.

CODE OF CONDUCT

The Fox Valley Wave Swim Team expects our swimmers and their families to exhibit respectful behavior when they are engaged in team-related activities, with the philosophy and intent that this good behavior will extend to other areas of life. Swimmers are expected to have honor and respect for themselves, toward teammates and competitors, and meet hosts. Good sportsmanship is always expected by everyone affiliated with the team. The code of conduct is located on the Fox Valley Wave website in the Athlete Info section and is agreed to by every family as a part of the registration process. Addendums to the main code of conduct are the Bullying Policy and the Electronic Communication policy, which are also agreed to as part of registration.

SECTION 3 – PARENT SECTION

PARENTS...YOUR ATHLETE NEEDS YOU

To have a successful program, there must be understanding and cooperation among parents, swimmers, and coaches. The progress your swimmer makes depends to a great extent on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the Fox Valley Wave Swim Team and reacquaint yourself with this section if you are a returning Wave 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/her 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.

The coach is the coach! We want your swimmer to relate to his or 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.

Best kind of parent: 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.

Ten and Under: Ten and under swimmers are the most inconsistent swimmers and this can be frustrating for parents, coaches, and the swimmers alike. Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins the Wave, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

Even the very best swimmers will have meets where they do not have their best times. These "plateaus" are a normal part of swimming. Over the course of a season, times should improve. Please be supportive of these "poor" meets. The older swimmers may have only two or three meets a year for which they will be rested and tapered.

COMMUNICATION

The Fox Valley Wave's main communication hub is the team website. News updates are sent via email or text (sent to the contact information identified during the registration process) and are also housed in the Latest News section on the website. Meet schedules and information as well as team practice schedules are located on the website and are updated regularly. Any changes to the schedule that are out of the norm (like a last-minute cancelation, for example) will be communicated via a news update. If you need to contact a coach or board member, their email addresses are listed in the 'Coaches & Board' tab of the Wave website. Other general

questions can also be directed to the 'Contact Us' area of the site. Additional communication sources include the team newsletter and Facebook page(s).

PROBLEMS WITH THE COACH?

One of the traditional swim team communication gaps is that some parents seem to feel more comfortable in discussing their disagreements over coaching philosophy with other parents rather than taking them directly to the coach. Not only is the problem never resolved that way, but in fact this approach often results in new problems being created. Listed below are some guidelines for a parent raising some difficult issues with a coach:

1. Try to keep foremost in your mind that you and the coach have the best interests of your swimmer 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.
2. Keep in mind that the coach must balance your perspective of what is best for your swimmer with the needs of the team or a training group. On occasion, an individual swimmer'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.
3. If your swimmer swims for an assistant coach, always discuss the matter first with that coach, following the same guidelines and preconceptions noted above. If the assistant coach cannot satisfactorily resolve your concern, then ask that the head coach join the dialogue as a third party.
4. 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 speak directly to the coach. He/she is the only one who can resolve the problem.

SECTION 4 – BOARD OF DIRECTORS AND FINANCIAL INFORMATION

PARENT BOARD

As a nonprofit organization, the Fox Valley Wave Swim Team is parent-owned and governed by a parent board of directors. The Parent Board consists of a group of parents of Wave swimmers who volunteer their time to manage the operation of the team. The Parent Board meets as a group with the Head Coach, Assistant Head Coach, and Team Administrator to discuss current and future issues and opportunities. This includes things such as team size limits, registration and fees for each season, number of practice groups, coaching, available pool space and time, relationships with AASD and NJSD and staff at the schools where we swim, relationships with other teams, team financial status and health, payroll and performance of coaches and Team Administrator, payment of bills, tax preparation, risk management and insurance, team apparel, recruiting for and placement of new members, management structure and documentation for the team, home meet planning and coordination, team banquet, & future planning for the Wave.

BYLAWS

The teams Bylaws are available on the Fox Valley Wave Team Website.

FEE STRUCTURE

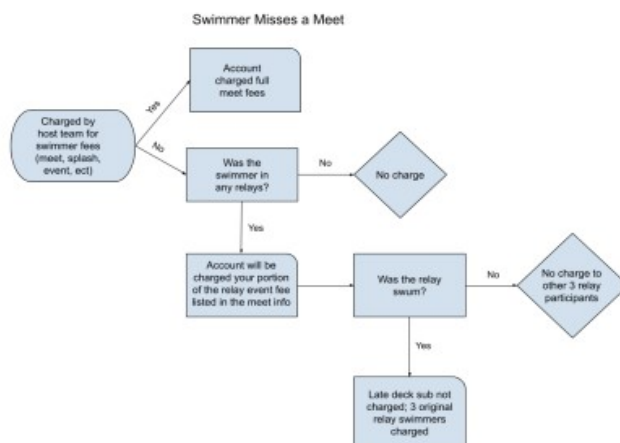
The fee structure is available on the Fox Valley Wave Team Website.

ENTRY FEES

At the beginning of the season, a list of available competitive swim meets will be posted on the Wave website. You will be billed separately for each meet that your swimmer participates in. Typically, you can expect to be charged \$4.00 to \$6.00 per event depending on the meet entered, a team fee to offset coach travel costs, plus a splash fee and /or admission fee for each meet. In most meets, swimmers can swim three to five events per day. You will receive a monthly billing statement listing your account balance.

RELAY ENTRY FEES

Coaches enter swimmers in relays. Swimmers are responsible to pay the cost of entering a relay. Swimmers should notify coaches as soon as possible if they will be missing a relay. If a swimmer is not at warm-ups the coach has discretion to replace the missing swimmer in a swimmer that is present during warm-ups. See flow chart for how charges are handled.



SECTION 5 -- SWIM MEETS

TEAM UNIFORM

The Wave does request that all swimmers wear a black suit (or black with red) and a Wave cap at all competitions. Elsmore, our suggested team store, also offers team members discounts on other swimming gear such as warm-ups and backpacks. The team colors are black, red, and white. Team t-shirts and other logo wear are offered for purchase to team members and their families in our online team store on the website. Communication about the availability of gear and clothing is shared on the website and by e-mail.

COMPETITIVE STROKES

The four competitive strokes are (1) freestyle, (2) backstroke, (3) breaststroke, and (4) butterfly. Events are held in all 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).

SWIM SEASONS

The USA swim year is divided into two seasons. The winter, or "short course", season runs from mid- September to mid-March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from early April to mid-August. Meets are generally held in 50-meter pools (Olympic size). The Wave offers a "Fall/Winter Session" to coincide with USA Swimming's Short Course season. For USA Swimming's Long Course season, the Wave offers a "Spring Session" running from early April to early June (meets offered during this session will be a mix or short and long course), and a "Summer Session" which runs from early June to mid-August.

LEVELS OF ACHIEVEMENT

USA Swimming publishes "Motivational Times" by event and by age group to encourage swimmers to step their swimming up to the next level. These time standards guide a swimmer from just starting out in his/her age group to reaching his/her highest potential. The standards change every four years based on how many swimmers in that age group achieve the standards. The standards usually get faster every update. Ideally, our swimmers use these times to help set short- and long-term personal goals and track their progress.

Time standards are broken down into age group and level. Age groups are divided into 8&U, 10&U, 11/12, 13/14, 15/16, and 17/18 year old and Senior categories. Eight and under swimmers do not have standards, as this is an introductory age and the focus is on teaching strokes and having fun. 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 swimmer's age for the entire meet.

Within each age group, there are different nationally recognized levels of achievement based on times. Each category has a B, BB, A, AA, AAA, and AAAA level. Swimmers can begin at a B level and work their way up each level. In many cases, a swimmer may be in a different class in each stroke. An example: a "B" breaststroke time, a "BB" freestyle time, and an "AA" backstroke

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

Most meets are divided into categories based on age and level. This allows for more fair competition. Championship meets use time standards to help divide competition in a fair and stepwise progression. A new swimmer with B times will race against others in the same age/level, while an advanced, experienced competitor may swim a different meet requiring AA standards within their specific age group.

When swimmers move up an age group bracket, the times they achieved to date still count toward a standard. Standards for older age brackets get more challenging as swimmers age up a level. These more challenging standards help encourage swimmers to move into the next level of swimming.

TYPES OR LEVEL OF SWIM MEETS

Developmental 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 to 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.

State Championships - At the end of each short course (Winter) and long course (Summer) season, a State Championship meet is held. 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, which is open to any swimmer in the state who has met the qualifying standards regardless of age. As indicated in the team Code of Conduct, a swimmer who has a qualifying time for the State Championship meet is expected to attend that meet unless they receive an individual waiver from the Head Coach.

Zone Championships - After the state championships are held in the summer, a swimmer who is 14 or under 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.

Speedo/USA SWIMMING Junior National Championships - One of the highest levels of achievement Fox Valley Wave swimmers strive for is the participation in the Junior National Championships. USA Swimming sponsors an eastern United States Junior National meet and a western United States Junior National meet each season. Wave swimmers meeting qualifying time standards for this meet travel to different locations throughout the United States to compete against the best 18-Under swimmers in the nation.

USA SWIMMING National Championships (Senior Nationals) - 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, Fox Valley Wave 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.

US Olympic Trials - This is the meet in which athletes compete for an opportunity to represent our nation on the Olympic Team. Simply qualifying for this meet is an honor; it gives athletes a chance to earn a position on the USA Olympic team. The time standards to compete at this meet are slightly faster than Senior Nationals.

For those of you new to the sport, you can see there is a progression of achievement based on time standards within the sport of swimming. Our goal is to help each athlete get to whatever level he or she sets for him/herself by providing the resources and coaching needed.

APPENDIX INDEX

APPENDIX A - THE 10 COMMANDMENTS OF SWIM PARENTING

APPENDIX B - EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT SWIM MEETS

APPENDIX C - GLOSSARY

APPENDIX A

THE 10 COMMANDMENTS OF SWIM PARENTING (From USA Swimming. (n.d.). *USA Swimming Parent's Handbook*. Colorado Springs, CO: USA Swimming.)

1. Thou shalt not impose your ambitions on thy child.

Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing. The nice thing about swimming is that every person can strive to do their personal best and benefit from the process of competitive swimming.

2. Thou shalt be supportive no matter what.

There is only one question to ask your child after a practice or a competition - "Did you have fun?" If meets & practices are not fun, your child should not be forced to participate.

3. Thou shalt not coach thy child.

You are involved in one of the few youth sports programs that offer professional coaching. Do not undermine the professional coach by trying to coach your child on the side. Your job is to provide love and support and a safe place to return to at the end of the day. Love and hug your child no matter what. The coach is responsible for the technical part of the job.

You should not offer advice on technique or race strategy or any other area that is not yours. Above all, never pay your child for a performance. This will only serve to confuse your child concerning the reasons to strive for excellence and weaken the swimmer/coach bond.

4. Thou shalt only have positive things to say at a swimming meet.

If you are going to show up at a swimming meet, you should be encouraging and never criticize your child or the coach. Both of them know when mistakes have been made. Please remember that "yelling at" is not the same as "cheering for."

5. Thou shalt acknowledge thine child's fears.

Your child's first swimming meet, 500 free, or 200 I.M. can be a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it. Remember your job is to love and support your child through their entire swimming experience.

6. Thou shalt not criticize the officials.

If you do not care to devote the time or do not have the desire to volunteer as an official, please don't criticize those who are doing the best they can.

7. Honor thy child's coach.

The bond between coach and swimmer is a special one, and one that contributes to your child's success as well as fun. Do not criticize the coach in the presence of your child, as it will only serve to hurt your child's swimming.

8. Thou shalt be loyal and supportive of thy team.

It is not wise for parents to take their swimmers and jump from team to team. The water isn't necessarily bluer in another team's pool. Every team has its own internal problems - even teams that build champions. Children who switch from team to team are often ostracized for a long time by the teammates they leave behind and are slowly received by new teammates. Often swimmers find that switching teams does not improve their performance.

9. Thy child shalt have goals besides winning.

Most successful swimmers are those who have learned to focus on the process and not the outcome. Giving an honest effort regardless of the outcome is much more important than winning. One Olympian said, "My goal was to set a world record. Well, I did that, but someone else did it too, just a little faster than I did. I achieved my goal and I lost. Does this make me a failure? No, in fact I am very proud of that swim." What a tremendous outlook to carry on through life!

10. Thou shalt not expect thy child to become an Olympian.

There are 250,000 athletes in USA Swimming and we keep a record of the Top 100 all-time swimming performances by age group. Only two of the swimmers listed in the 10 & Under age group made it to the Top 100 in the 17-18 age group. There are only 52 spots available for the Olympic Team every four years. Your child's odds of becoming an Olympian are about .0002 %. Swimming is much more than just the Olympics. Ask your coaches why they coach. Chances are they were not Olympians, but still got so much out of swimming that they wanted to pass the love for the sport onto others. Swimming teaches self-discipline and sportsmanship; it builds self-esteem and fitness; it provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medal they may have won. Swimming builds good people, like you want your child to be, and you should be happy your child wants to participate.

APPENDIX B

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT SWIM MEETS...BUT WERE AFRAID TO ASK (or didn't know what to ask):

Swim meets are a great family experience! Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. Don't be afraid to ask more seasoned swimmers and their families questions that arise before, during, and after meets. We've all been new to the sport of swimming at some point!

A few weeks before the meet:

Consider:

- Which meets do I choose for my swimmer? Many local meets have shorter courses for beginners.
- Which events does my child wish to swim? Know that Wave coaches may sign up your child for a relay in the same swim meet session as the individual events your child wanted to swim.

Watch for emails from the team:

- Before the meet sign-up deadline
 - Once you receive this email you can accept or decline the invitation to the meet and pick the events your swimmer wishes to swim.
- Once you're signed up
 - You'll be able to see your swimmer's events, heat times, and which Wave swimmers are swimming in the meet.

A few days before the meet:

- ***Review the meet instructions*** (found on our website under the specific meet you are attending). These have all the basic info you will need, including the address of the pool, which coaches will be in attendance, when warm-ups start, how many awards will be given out, etc.
- ***Print or write out the individual entry page that has your child's events on it.*** This way, you will ensure you know which specific events your swimmer will swim at the meet. The coach may have put your swimmer in a relay, and that will be indicated on the individual entry page too.
- ***Consider downloading "Meet Mobile: Swim" and "Sports Engine Motion".*** Both apps can help track your swimmer's progress during and after the meet. Sports Engine Motion requires you to sign in using your Wave username and password.
- ***Consider printing out the heat sheet and highlight your child's events.*** Typically, a heat sheet is provided that lists all of the Events, Heats, Lanes, and swimmers' names. We recommend you print it yourself, or have it open on your smartphone. *****Some parents find attaching the heat sheet to a clip board is helpful for keeping things organized and dry at the meets.***

*****Once your child has swam more than once at a meet, he or she will have times listed on the heat sheet. A swimmer with NT means "no time" on the heat sheet and those swimmers typically swim together. A "no time" swimmer will most likely swim in one of the first heats of the event.***

The day before the meet:

- Pack a mini cooler for your swimmer or your family to snack on during the meet. There will be concession stands at every meet, but it may be nice to bring your own water, beverages and healthy snacks.
- Pack blankets and chairs if you know you will be hanging out all day.
- Bring an extra blanket/towel or seat cushion to save your seat in the stands.
- Figure out what your swimmer will wear and lay it out the night before if you are leaving early in the morning.
- Pack a black sharpie and a highlighter
- View the heat sheets (if available online). Write your child's events (heat, lane, event number) on a post-it note to use in the morning.

The Day of the Meet:

Dress in Layers yourself. The pool area is usually very warm; make sure you dress appropriately.

Write your child's events on his or her arm using a sharpie.

- This helps him/her remember what events he/she is swimming and what event number to listen for.
- You should write them in numerical order.

Here is an example:

	Event	Heat	Lane
25 free	5	8	4
50 back	12	3	1
100 free relay	22	1	5

Arrive at the pool at least 15 minutes before the scheduled warm-up time for your child's session begins. This time will be listed in the meet information, which will be available on the team website prior to the meet. It is very important for all swimmers to warm-up with the team. If you are running late, please contact the coaches on deck for the meet. This is listed on the Wave's homepage under the meet information.

Find a place for yourself in the bleachers if you will not be staying with your child in the hallway/commons area and intend to watch the meet. Look for other Wave parents who might be saving seats. Consider using blankets or jackets to "hold" your space. Often meets have sections for seating for single event viewing, so make sure to note where those are if you prefer to not sit in the pool area for the whole session.

Find a place to put your swimmer's blankets, swim bags and/or sleeping bags in the hallway or commons. The team usually sits in one place together, so look for some familiar faces.

Get your swimmer ready, wearing his or her cap and goggles. Then, have him or her report to the pool and coach for warm-up instructions. Look for other Wave swimmers (black and red swim caps) and familiar coaches.

Instruct your swimmer to let the coaches know of his/her first meet.

After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the meet begins. Sometimes, they will have a team meeting to attend.

The meet will usually start about 10 to 15 minutes after warm-ups are over.

Heat Sheets: A heat sheet is usually available online or for sale (approx. \$1 each) in the lobby or concession area of the pool, where any spectator fees (approx. \$5) to attend the meet can also be paid. It lists all swimmers in each event in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

Once the meet has begun

It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers written on their arm or leg). He/she may swim right away after warm-up, or they may have to wait awhile.

According to USA Swimming rules (because of insurance purposes), parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a meet, should be referred to the coaching staff. They, in turn, will pursue the matter through the proper channels.

8 and under Seeding

At some meets, 8 and under swimmers will have an opportunity to be seated in the order of events in a separate area. If the meet offers 8 and under seeding, it is highly encouraged to have your 8 and under child participate. It takes the stress out of getting young children where they need to be for parents and helps the meet run more efficiently.

Swimmers Must Monitor Event Status and be on time for their Events

Swimmers need to be prepared (with his/her cap and goggles on) to get lined up in their lanes a few events prior to when they are scheduled to swim. They should watch the event numbers, pace of the meet, and check in with coaches to determine when they should get in line to swim. Approximate timelines are issued prior to the meet's start, but those timelines are not always accurate. The race will not be delayed if a swimmer does not show up; it will proceed. The swimmer will be marked as a "no show" (NS) on the results and you will still be charged the fee for that race.

After your child swims, you may want to look up at the timing board and note your child's time. USA Swimming and the Wave will keep track of it, but sometimes your child may want to know. Some meets typically use Meet Mobile Parent App to track times in "real time" as the meet progresses.

After each swim, the swimmer should go immediately to their coach. The coach will discuss the swim with each swimmer.

Things a Parent can do after each Swim

Tell your child how well they did! The coaching staff will be sure to discuss stroke technique with them. You need to tell him/her how proud you are and what a great job he/she did.

If your child has a poor race and comes out of it feeling badly, talk about the good things. The first thing you say is, "Hey, that is not like you. You're usually a top swimmer." Then you can go on and talk about the good things the child did. For older swimmers, you can talk with your child about what they learned from their race, no matter whether they had a "good" or "bad" race.

If your child comes up to you and says, "That was a bad race, don't tell me it wasn't," there is nothing wrong with a swimmer negatively evaluating a race. The important thing is for the child not to dwell on it. You should move the swimmer on to something good. "All right, you have had a bad race. How do you think you can do better next time?" Immediately start talking about the positive things and help him/her learn from what happened.

What Happens If Your Child is Disqualified (DQ) During Their Race

Each meet has officials (typically dressed in white shirts and standing on the deck) who observe the swimmers during the races. Officials are making sure each swimmer is using the proper technique for the type of race that is being swum. If the official sees an infraction, they fill out a DQ slip that is passed on to the coach (this may not happen immediately at the meet). The coach will use the DQ to talk to your child about the problem they had with their stroke. Officials are not purposely looking to DQ your child, but rather ensuring that all swimmers are following the same rules for each race. DQ's happen more frequently in the younger age groups. A DQ does not mean your child has failed; rather, it is an opportunity for your child to learn to become a better swimmer. Your child should expect to have a DQ sometime (or many times) in his or her swim career and should understand it is all part of the learning process.

Results:

Results are usually posted in a commons area on the wall. They usually take at least 20 minutes to process. If a meet uses Meet Mobile (app), the results are often updated in real time as well. Find the event your swimmer swam on the list and determine whether they have qualified for a ribbon or medal. Typically, those can be picked up at the awards table. Some meets hold all the awards until the end and give them to the coaches for distribution. If that is the case, your swimmer will receive their awards at a later swim practice.

Some meets have a format called "high point", which calculates points based on your swimmer's performance during the entire meet. These are given out at the end of the meet. If your child is in the running for one of these awards, you will need to stay until all swims are completed by your child's age group to pick up.

A few days after the meet, you will be able to access your swimmer's times on the Wave website, USA swimming website, and the Sports Engine Motion Parent App. All swims are officially recorded, and those records will be maintained as long as your child is enrolled with USA Swimming. Part of the fees you pay to the Wave pay to enroll your swimmer in USA Swimming.

APPENDIX C

GLOSSARY OF TERMS

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

Time Standards

USA Swimming and WI Swimming provide time standards for National Level Meets and State meets accordingly.

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	Swim 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.
Admission	Certain swim meets charge for spectators to view the meets. Sometimes the meet program (heat sheet) is included in the price of admission.
Age Group	Division of swimmers according to age. The National Age Group divisions are: 10-under, 11-12, 13-14, 15-16, 17-18. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: (i.e. 8-under, 13-Over, 15-Over, Junior, Senior).
Alternate	In a Prelims/Finals meet, after the finalists are decided, the next two fastest swimmers other than the finalist are designated as alternates. The faster of the 2 being first alternate and the next being second alternate. If a finalist cannot participate, the alternates are called to take their place, often on a moment's notice.
Anchor	The final swimmer in a relay.
Approved Meet	Swim meets conducted by organizations (other than USA SWIMMING 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 SWIMMING qualifying times. A USA SWIMMING

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. Certifying coaches and offering many services for coach's education and career advancement.
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 swam as the first stroke in the Medley Relay and second stroke in the I.M. Racing distances are 50 yd/m, 100 yd/m, and 200 yd/m. (LSC's with 8-under divisions offer the 25 yd back)
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 or an extra heat in addition to Consolation finals.
Breaststroke	One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yd/m, 100 yd/m, and 200 yd/m.
Butterfly	One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yd/m, 100 yd/m, and 200 yd/m.
Camp	A swimming function offered by USA SWIMMING, your LSC, or a 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.

Cap	The latex or lycra covering worn on the head of swimmers. The colors and team logo's adorning these caps are limitless. National Caps, State Team Caps, award caps, plain practice caps, etc.
Carbohydrates	The main source of food energy used by athletes.
Championship Meet	The meet held at the end of a season. Qualification times are usually necessary to enter meet.
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. Big Finals.
Chase Starts	A procedure where both ends of the pool are used for starting events. It saves significant time during the meet because of an overlap that occurs after the swimmers make their last turn and are heading for a finish with the next heat CHASING them to the finish.
Check-In	The procedure required before a swimmer swims an event in a deck seeded meet. Sometimes referred to as positive check in, the swimmer must mark their name on a list posted by the meet host.
Chlorine	The chemical used by most pools to kill the bacteria in water and keep it clean and safe to swim in.
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).
Club	A registered swim team that is a dues-paying member of USA SWIMMING and the local LSC.
Code	A set of rules that have been officially published.
Code of Conduct	An agreement that both swimmers and coaches are required to sign which states that the swimmer will abide by certain behavioral guidelines. The Code is not strict and involves common sense and proper behavior.
Colorado	A brand of automatic timing system.
Course	Designated distance (length of pool) for swimming competition. (i.e. Long Course = 50 meters / Short Course = 25 yards or 25 meters).

Cut	Slang for Qualifying standard; a time set for entry into a meet or event
Deadline	The date meet entries must be "postmarked" by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since many meets are "full" weeks before the entry deadline.
Deck	The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an "authorized" USA SWIMMING member may be on the deck during a swim competition.
Deck Entries	Accepting entries into swimming events on the first day or later day of a meet.
Deck Pass	An app for Iphone and Droid created by USA Swimming to track swimmers times and goals
Deck Seeding	Swimmers report to a staging area and receive their lane and heat assignments for the events.
Dehydration	The abnormal depletion of body fluids (water). The most common cause of swimmers cramps and sick feelings.
Developmental	A classification of meet or competition that is usually held early in the season. The purpose of a developmental meet is to allow all levels of swimmers to compete in a low-pressure environment.
Distance	How far a swimmer swims. Distances for short course are: 25 yards (1 length), 50 yards (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40 lengths), 1650 yards (66 lengths). Distances for long course are: 50 meters (1 length), 100 meters (2 lengths), 200 meters (4 lengths), 400 meters (8 lengths), 800 meters (16 lengths), 1500 meters (30 lengths).
Disqualified	A swimmer's performance is not counted because of a rules infraction. A disqualification is shown by an official raising one arm with open hand above their head.
Dive	Entering the water head first. Diving is not allowed during warm-ups except at the designated time, in specific lanes that are monitored by the swimmer's coach.
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. In Wisconsin Swimming, there are three divisions based on championship meet performance.

Dropped Time	When a swimmer goes faster than the previous performance they have "dropped their time".
Dryland	The exercises and various strength programs swimmers do out of the water.
Entry	An Individual, Relay team, or Club roster's event list into a swim competition.
Entry 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 cannot exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.
Electronic Timing	Timing system operated on DC current (battery). The timing system usually has touchpads in the water, junction boxes on the deck with hook up cables, buttons for backup timing, and a computer type console that prints out the results of each race. Some systems are hooked up to a scoreboard that displays swimmers time.
Eligible to compete	The status of a member swimmer that means they are registered and have met all the requirements.
Equipment	The items necessary to operate a swim practice or conduct a swim competition. Event A race or stroke over a given distance. An event equals 1 preliminary with its final, or 1 timed final.
False Start	When a swimmer leaves the starting block before the horn or gun. One false start will disqualify a swimmer or a relay team, although the starter or referee may disallow the false start due to unusual circumstances.
Fastest to Slowest	A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girl's heat and one boy's heat until all swimmers have competed.
Fees	Money paid by swimmers for services. (I.e. practice fees, registration fee, USA SWIMMING membership fee, etc.).

15 Meter Mark	Marks on the sides of the pool and on the lane lines 15 meter from the ends of the pool. In Free, Back and Fly events the swimmer must surface at or before these marks.
FINA	The international, rule-making organization for the sport of swimming.
Finals	The final race of each event. See "Big Finals", "Consolation Finals", "Timed Finals", etc.
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.
Fins	Large rubber fin type devices that fit on a swimmers feet. Used in swim practice, not competition.
Flags	Pennants that are suspended over the width of each end of the pool approximately 15 feet from the wall.
Fly-Over Starts	Start procedures at a meet in which swimmers of the previous heat remain in the water, close to the wall, during the start of the next heat. Usually used to save time and allow swimmers to rest before exiting the pool.
Format	The order of events and type of swim meet being conducted.
Fund Raiser	A money-making endeavor by a swim team/club usually involving both parents and swimmers.
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 yd/m, 100 yd/m, 200 yd/m, 400 m/500 yd 800 m/1000 yd, 1500 m/1650 yd.
Freestyle Relay	In the freestyle relays, four swimmers each swim one fourth of the total distance. As in the medley relay, no individual may swim more than one leg of the relay.
Gallery	The viewing area for spectators during the swimming competition.
Goals	The short- and long-range targets for swimmers to aim for.
Goggles	Glasses type devices worn by swimmers to keep their eyes from being irritated by the chlorine in the water.
Gun	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 when swimmer is at the backstroke flags.
Handbook	A reference manual published by teams/clubs and LSC's or other swimming organizations.
Heats	A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers' times 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's 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 meets. All meets do not offer high point awards; check the pre meet information.
Horn	A sounding device used in place of a gun. Used mainly with a fully automatic timing system.
Illegal	Doing something against the rules that is cause for disqualification.
IM	Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swam of each stroke. Distances offered: 100 yd, 200 yd/m, 400 yd/m.
Insurance	USA SWIMMING offers "accident insurance coverage" which is automatic when swimmer, coach, official, pays their USA SWIMMING membership fee. Many restrictions apply so check with your club for detailed information.
Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a club to request an invitation to attend the meet.

J.O.	Junior Olympics. An age group championship meet conducted by the LSC.
Jump	An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Juniors	A USA SWIMMING National Championship meet for swimmers 18 years old or less. Qualification times are necessary. National Meets are conducted both short course (in April) and long course (in August).
Kick	The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.
Kick Board	A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
Kyroscope	A brand of automatic timing system.
Lane	The specific area in which a swimmer is assigned to swim. (i.e. Lane 1 or Lane 2). Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (lane 1) to Left (Lane 6).
Lane Lines	Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.
Lap	One length of the course. Sometimes may also mean down and back (2 lengths) of the course.
Lap Counter	The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers" only with the final lap being designated by a bright orange card.
Late Entries	Meet entries from a club or individual that are received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.
Leg	The part of a relay event swam by a single team member. A single stroke in the IM.
Length	The extent of the competitive course from end to end. See lap.
Long Course	A 50-meter pool. USA Swimming conducts most of its summer competition in long course. This is the size pool the Olympics are competed in.

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
Lycra	A stretch material used to make competitive swimsuits and swim hats.
Malfunction	A mechanical or electronic failure - not a human failure by the swimmer.
Mark	The command to take your starting position.
Marshall	The adult(s) (official) who control the crowd and swimmer flow at a swim meet.
Medals	Awards given to the swimmers at meets. They vary in size and design and method of presentation.
Medley Relay	In the medley relay, all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly and freestyle order
Meet	A series of events held in one program.
Meet Director	The official in charge of the administration of the meet. The person directing the "dry side" of the meet.
Meet Mobile	An app for Iphone and Droid created by Active.com to track swimmers' times and meet results
Meters	The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters.
Mile	The slang referring to the 1500 meter or the 1650 yard freestyle, both of which are slightly short of a mile.
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
Newsletter	A written communication published by a club or 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.
Novice	A beginner or someone who does not have experience.
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.
NSSA	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.
Nutrition	The sum of the processes by which a swimmer takes in and utilizes food substances.
Nylon	A material used to make swimsuits.
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.
On Deck Parent	An app for Iphone and Droid created by Team Unify to track swimmers times and goals
OT	Official Time. The swimmers event time recorded to one hundredth of a second (.01).
Open Competition	Competition which any qualified club, organization, or individual may enter.
Parka	Large 3/4 length fur lined coats worn by swimmers. Usually are in team colors with logo or team name.
Pace Clock	The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warm-ups or swim practice.
Paddle	Colored plastic devices worn on the swimmers hands during swim practice.

Plaque	A type of award (wall plaque) given to swimmers at a meet.
Pool	The facility in which swimming competition is conducted.
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.
Practice	The scheduled workouts a swimmer attends with their swim team/club.
Prelims	Session of a Prelims/Finals meet in which the qualification heats are conducted.
Prelims-Finals	Type of meet with two sessions. The preliminary heats are usually held in the morning session. The fastest 6 or 8 (Championship Heat) swimmers, and the next fastest 6 or 8 swimmers (Consolation Heat) return in the evening to compete in the Finals. A swimmer who has qualified in the Consolation Finals may not place in the Championship Finals even if their finals time would place them so. The converse also applies.
Pre-seeded	A meet conducted without a bull pen in which a swimmer knows what lane and heat they are in by looking at the Meet heat sheet or posted meet program.
Proof of Time	An official meet result, OVC, or other accepted form. Swimmers/Coaches must supply proof of time with some meet entries, 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 Buoy	A flotation device used for pulling by swimmers in practice.
Qualifying Times	Published times necessary to enter certain meets, or the times necessary to achieve a specific category of swimmer. See "A" "AA", etc. times.
Race	Any single swimming competition. (i.e. preliminary, final, timed final).
Referee	The head official at a swim meet in charge of all 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/m and 400 yd/m distances. 2.) Freestyle relay - Each swimmer swims freestyle. Free relays are conducted over 200 yd/m, 400 yd/m, and 800 yd/m distances.
Rest Area	A designated area (such as a gymnasium) that is set aside for swimmers to rest during a meet.
Ribbons	Awards in a variety of sizes, styles, and colors, given at swim meets.
Safety	The responsible and careful actions of those participating in a swim meet. USA SWIMMING and each LSC now have a "Safety Coordinator" and each meet must have "Marshalls" in charge of safety.
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.
Schedule	USA SWIMMING or LSC list of meets with dates, meet host, meet location, type of meet, and contacts address and phone.
Scratch	To withdraw from an event after having declared an intention to participate. Some meets have scratch deadlines and specific scratch rules, and if not followed, swimmer can be disqualified from remaining events.
Seed	Assign the swimmers heats and lanes according to their submitted or preliminary times.
Seeding	Deck Seeding - swimmers are called to report to the Clerk of the Course. After scratches are determined, the event is seeded. Pre Seeding - swimmers are arranged in heats according to submitted times, usually a day prior to the meet.
Senior Meet	A meet that is for senior level swimmers and is not divided into age groups. Qualification times are usually necessary and will vary depending on the level of the meet.
Senior	A USA SWIMMING National Championship meet for swimmers of any age as long as the qualification times are met.
Senior Nationals	Nationals are conducted long course in the spring (usually in late March) and in the summer (usually in late July or August).

Session	Portion of meet distinctly separated from other portions by locale, time, type of competition, or age group.
Short Course	A 25 yard or 25-meter pool.
Simultaneously	A term used in the rules of butterfly and breaststroke, meaning at the same time.
Splash Magazine	The USA Swimming Magazine that is mailed bi-monthly. (A benefit of being a member of USA Swimming)
Split	A portion of an event, shorter than the total distance that is timed. (i.e., a swimmer's first 50 time is taken as the swimmer swims the 100 race). It is common to take multiple splits for the longer distances.
Stations	Separate portions of a dryland or weight circuit.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers 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.
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.
Streamline	The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as straight and tight as it can be.
Stroke	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
Stroke Judge	The official positioned at the side of the pool, walking the length of the course as the swimmer's race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be Disqualified.
Submitted Time	Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.

Suit	The racing uniform worn by the swimmer, in the water, during competition. The three most popular styles/types of suits worn are: Nylon, Lycra, Paper.
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.
Swimming World	The most informational and popular of the professional magazines. All swimmers and parents who are interested in swimming should consider a subscription. Ask your coach for address.
Taper	The resting phase of a senior swimmer at the end of the season before the championship meet.
Team	USA SWIMMING Registered club that has the right to compete for points.
Team Records	The statistics a team keeps, listing the fastest swimmer in the club's history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placings are determined by those times.
Time Standard	A time set by a meet or LSC or USA SWIMMING, etc. that a swimmer must achieve for qualification or recognition.
Timer	The volunteers sitting behind the starting blocks/finish end of pool, who are responsible for getting watch times on events and activating the backup buttons for the timing system.
Time Trial	An event or series of events where a swimmer may achieve or better a required time standard.
Top 10	A list of times compiled by the LSC or USA 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 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.

Trophy	Type of award given to teams and swimmers at meets.
Unattached	An athlete member who competes but does not represent a club or team. (abbr. UNA)
Uniform	The various parts of clothing a swimmer wears at a meet. May include Parka, Warmup jacket, Team duffel bag, sweatpants, 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 National Governing Body that regulates our sport. All Fox Valley Wave swimmers are registered with USA Swimming, and each has been assigned an identification number. This USA Swimming registration expires at the end of each year. This is the organization that sends swimmers to the Olympic Games. USA Swimming is a member of FINA.
USA SWIMMING CARD/NUMBER	A membership card with a unique number assigned to a swimmer when he/she joins USA Swimming. The formula for deriving a swimmer's USA Swimming # is the following: Birth Date (6-digit format MM/DD/YY), first three letters of the first name, middle initial, and first four letters of the last name. For example: John A. Smith was born September 1, 1959. His USA Swimming number is the following: 090159johasmit
USOTC	United States Olympic Training Center located in Colorado Springs, Colorado.
Vertical	At right angle to the normal water level.
Vitamins	The building blocks of the body. Vitamins do not supply energy but are necessary for proper health.
Warm-down	The loosing session 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 handheld device used by timers and coaches for timing a swimmers races and taking splits.
Water	For the purpose of filling swimming pools and swimmers drinking to properly hydrate themselves.

Weights	The various barbells / benches / machines used by swimmers during their dryland program.
Whistle	The sound a starter/referee makes to signal for quiet before they give the command to start the race.
Yards	The measurement of the length of a swimming pool that was built per specs using the American system. A short course yard pool is 25 yards (75 feet) in length.
Yardage	The distance a swimmer races or swims in practice. Total yardage can be calculated for each practice session.
Zones	The country is divided up into 4 major zones: Eastern - Southern - Central - Western. At the end of the long course season (in August) the Zone Administration sponsors a championship age group meet. Wisconsin is part of the Central Zone.