

***FLINT YMCA
FALCONS
SWIM TEAM***



SWIM TEAM

HANDBOOK

(Revised: July 25, 2013)



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INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members just what the Flint YMCA Falcons Swim Team is, and to outline various policies, which affect all swimmers, year after year. All families should read this Handbook so that they may become familiar with important facts and rules of the club.

FALCON HISTORY AND GENERAL DESCRIPTION

The Flint YMCA Falcons Swim Team was founded originally in the late 1960s under the name of “Flint YMCA Aqua Jets.” The team was later renamed “The Flint YMCA Falcons.” Adam Cooper has been the head coach since 1994.

The Flint YMCA Falcons Swim Team is similar to a travel hockey or soccer team, which lets premier swimmers in the Flint area compete against other top swimmers primarily in southern lower Michigan in Dual and Invitational Meets during the Regular Season, and State thru National swimmers during the Championship Season. The Falcons swim in both YMCA and USA Swimming events.

The Flint YMCA Falcons Swim Team is known as the premier swim team in Genesee County and has established itself as one of the top club swimming teams in the Midwest by winning the 2001 YMCA Great Lakes Zone meet in Indianapolis.

When a young person becomes a member of the Flint YMCA Falcons Swim Team, he/she learns the values of sportsmanship and teamwork. Swimming, through the Flint YMCA Falcons Swim Team, provides physical, emotional, and intellectual skills, which will last a lifetime.

CONSTITUTION AND BY-LAWS OF THE FLINT YMCA FALCONS SWIM TEAM

Adopted: June 11, 1991

Revised: April 14, 2002

ARTICLE I: Name and Mission Statement

- Section 1. The name of the organization shall be the Flint YMCA Falcons Swim Team – Flint, Michigan.
- Section 2. To develop the character traits, technical skills and intense desire necessary for maximum realization of each individual’s highest goals, including the Olympic dream.

ARTICLE II: Membership

Membership shall be open to all persons who desire to participate in competitive swimming, who meet the requirements established by the team coach, and who pay all dues and fees as required by the Governing Board and the Flint YMCA.

ARTICLE III: Parents Organization

- Section 1. The parents’ organization will include all parents or legal guardians of swimmers 17 and under, and any other interested persons.
- Section 2. The parents’ organization will be responsible for the organization of and management of all home meets, home invitationals, fundraising functions, publicity, dissemination of information to all parents/legal guardians including the maintenance of the web-site, and organization and management of non-meet events (e.g. banquet).

ARTICLE IV: Board of Directors

- Section 1. A governing board of nine (9) directors, to be known as the Board of Directors, shall manage the affairs of the organization.
- Section 2. The board will be elected at annual parents meeting and shall serve until their successors are elected.
- Section 3. The board will meet monthly, at a time and place established by them, and shall also hold such other meetings as deemed necessary by the officers.

- Section 4. The term of office is three (3) years, with terms staggered so that three (3) directors are elected each year.
- Section 5. An outgoing director may be reelected, to the Board of Directors, for a term of three (3) years, at the annual election.
- Section 6. In the event a vacancy occurs on the board, the board may appoint any person to fill the term of that position.
- Section 7. Any person appointed to fill a vacancy on the Board of Directors may subsequently be elected to another full term.
- Section 8. A representative of the Flint YMCA and the Head Swim Coach will hold positions as non-voting members of the Board of Directors.

ARTICLE V: Nomination of Directors

- Section 1. A nominating committee shall be appointed by the Board of Directors, to be established no later than January, to submit a list of qualified and willing candidates for expiring terms on the Board of Directors to the General membership of the Parents Organization.
- Section 2. A slate of candidates shall be presented to the general membership of the Parents Organization at least one month prior to the election of the Board of Directors.

ARTICLE VI: General Parents Organization Meetings

ARTICLE VII: Standing Committees

The President shall, with the approval of the Board, appoint Chairpersons for the following standing committees:

- A. Personnel
- B. Finance
- C. Long-Range Planning
- D. Ways and Means
- E. Communication
- F. Hospitality

ARTICLE VIII: Amendments

This Constitution may be amended at any regular meeting of the Board, upon approval of at least six board members, or by two thirds of the voting members in attendance at any regular meeting of the Parents Organization. The Parents Organization must be notified in writing at least one month prior to any meeting at which amendment to this Constitution is to be considered.

FEE STRUCTURE

The annual fees will be provided in a separate handout.

FLINT YMCA FALCONS FEE POLICY

Effective 2011 - 2012 fall/winter season:

All swimmers, including those that might be swimming a partial season (High School boys and girls), must follow the below fee payment schedule.

All fees and forms will be due at the time of registration, or if a new swimmer, no later than 14 days after entering the water.

For families with fees totaling more than \$550.00, the following payment schedule has been established:

- Upon Registration 40% of total
- October 10th 30% of total

November 10th 30% of total

Any swimmer who has not paid at least 40% of the required fees within two weeks of the start of the fall/winter season, may receive a letter with the following text:

Dear Flint Falcon Swim Parent:

The Flint YMCA Falcon Parent Board would like to thank you for your participation in our Swim Program this year. We are looking forward to a very promising and successful year.

For your information, USA Swimming has become very strict with its insurance guidelines recently. Any swimmer that is "in the water" must be insured as soon as possible. In order for the Falcons to administer this insurance, we need to have the payment that is due from the swimmer. Also, the Flint YMCA Falcons requires 40% of the swimmer's fee to be paid upon entrance of the pool in order to cover pool and other costs.

Therefore, the Flint YMCA Parent Board is asking that you submit the payment that is due when your swimmer returns to the next practice. Your swimmer will not be allowed in the water until this payment is submitted. Please find listed below the amount that is currently due and the total balance that is due if you choose to pay the fee in full.

Amount Currently Due:

Balance, if Paid in Full:

Please, if there is an error with this statement, contact the team treasurer immediately. We would like to thank you for all of your support and understanding in this matter.

Very truly yours,

FLINT YMCA FALCON BOARD

Any unpaid training fees will be subject to a \$50.00 late payment penalty after November 10th.

Any swimmer with fees not paid in full by December 1st will not be allowed at any practice site, nor will they be eligible to compete in championship meets.

All checks returned for insufficient funds (NSF) will be subject to a \$25.00 handling fee.

All new swimmers starting late in the season will not practice unless having first registered with the treasurer.

All swimmers will be required to show their YMCA identification card to gain entry at the YMCA practice locations.

If you have any questions about any billing you may have received, please contact the treasurer immediately at the number listed in Appendix B.

Listed below is the breakdown of the Club's expenses:

- 63% Coach-related expenses: salaries, travel, clinics, etc.
- 18% Pool Rental
- 8% Championship Fees
- 8% Miscellaneous Expenses
- 3% Banquet

FUNDRAISING REQUIREMENTS

Each Flint YMCA Falcons Swim Team member is required to participate in annual fundraising activities to benefit the club and reduce team fees. If the required fundraising amount is not raised by December 20th, an assessment based on the annual fundraising requirement will be established, and it will be due immediately. If the parents do not pay the assessment by January 10th, their children will not be entered in

future competitions or practices. If the assessment remains outstanding at the conclusion of the fall/winter session, the child/children will not be eligible to sign up for any future swim sessions until the balance is cleared. Fundraising requirements and options will be explained in another handout.

WHY SWIM?

The USA Swimming age group swimming program is America's largest program of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, by teaching healthy fitness habits.

Physical Development

Many physicians and pediatricians consider swimming the ideal activity for developing muscular and skeletal growth. 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 swimming teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in 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 80's.

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.

“Preparation for Life” By Phil Hansel, Reprinted from: Swimming World magazine February 1988 (Please read this insightful article.)

Not everything we do in life is a pleasant experience. Not everything we do is beneficial. Not everything is productive. Not everything is a nurturing, loving experience. Life is full of negative, destructive experiences. Rejection, defeat, and failure surround all of us. The trick is to be prepared to deal with this side of life and learn to overcome discouragement.

I have always felt that the great value of swimming as a sport is that it prepares one for life. The total swimming experience is made up of people, attitudes, beliefs, work habits, fitness, health, winning and losing, and so much more. Swimming is a cross section of lifetime experiences. It can provide so many learning situations. A swimmer learns to deal with pressure and stress, sometimes self-imposed, sometimes applied by others. One learns to deal with success and failure. One learns teamwork and discipline.

Swimming becomes a self-achievement activity. There is only one person in the water in a given lane in any race. The responsibility for performance ultimately lies with the individual. How well the individual has prepared physically and mentally to a large degree will determine the performance level.

Many swimming experiences can be of the disruptive, discouraging type. At least a young swimmer learns that this is part of life, and the swimmer must learn to cope.

By learning how to handle frustration and disappointment, the young swimmer gains confidence. The swimmer learns dedication and commitment. Through perseverance, a swimmer learns to overcome adversity. All of these experiences tend to develop an individual who is better able to handle life's hardships and face problems.

As coaches and parents, we tend to preach that hard work will lead to victory. We preach that clean living and proper training such as diet, sleep and regular attendance at workouts will lead to winning. Though in the long run for a productive successful life, these are probably truthful concepts that do not always work in short-term situations.

We have all been in situations where a bigger, more gifted person with poor work habits is the victor in race after race. Or we have known others, who never seem to study, yet get good grades. We've known business people, who never seem to lift a finger, yet for one reason or another, they close deal after deal.

These things just are not fair. Yet, this is one of the valuable lessons that swimmers learn: "Life is not fair." We don't all start out in life with the same physical, mental, emotional and financial resources. In that respect, "Life is not fair."

A swimmer must learn what is fair for one is not necessarily fair for another. A swimmer learns we are all different and each individual controls his or her own destiny. A swimmer learns to emphasize given talents and skills. A swimmer learns to improve on a regular basis. By not setting limits and restrictions, this improvement will surely lead to success. A swimmer learns if he or she does their best, then there are no failures. A swimmer learns to set realistic goals. Once a goal is reached, then new goals must be established. A swimmer learns that effort becomes an individual crusade. If the ultimate goal is an Olympic gold medal, then with the proper talent, dedication, belief, and support, all swimmers believe it can be done.

This is the positive achievement side of swimming that I like so much. Through experience in swimming, our young people learn attitudes and habits that will remain with them throughout the rest of their life. Most swimmers learn to be "can do" people.

Generally, these positive attitudes, belief in self and solid work habits will produce a terrific adult. Our society and our world are enriched by these former swimmers, as they become adults. Because of their training, they handle life with a smile. They contribute time and energy to others in every way imaginable.

We can be proud of what swimming contributes to this world. Though "life is not fair," a swimmer knows how to deal with that and can achieve a balance. For the most part, former swimmers grow up to be ordinary people, but they always have that extra plus from the swimming experience.

We are different and can be proud of it. It's a pity and truly "unfair" that thousands and thousands of young people are missing the swimming experience. We must open our programs to everyone. We must find ways to share our fantastic sport.

Philosophy of Competitive Swimming

Involvement in sports has been one means by which the YMCA organization has introduced its ideals and values to surrounding communities. Sports in the YMCA are the vehicle for individuals to grow mentally, physically, and spiritually. The swim team has a place for

swimmers of all abilities. Competitive swimming offers each child an opportunity to achieve, to develop confidence, and to work through his or her individual capabilities for recognition. It breeds self-confidence and teaches the value of hard work and the importance of good sportsmanship. At the same time, it encourages a lifetime of fitness, health, self-respect, and respect for others.

These principles serve as the foundation for the Flint YMCA Falcon Swim Team approach toward competitive swimming. Some of the essential elements include the following:

1. Providing an atmosphere of friendship, team spirit, and camaraderie.
2. Working with every swimmer on the team.
3. Working on the basic skills and teaching good physical habits.
4. Teaching fair play.
5. Helping swimmers set and evaluate individual goals.
6. Keeping winning in perspective.
7. Encouraging lifetime involvement in sports and physical activity.
8. Working with the whole person, body, mind, and spirit.

Adam Cooper's Coaching Philosophy

Adam Cooper's main objective for the Falcons team is the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. This program will focus on first establishing a goal for each swimmer, and then working on the skills and endurance necessary to achieve the swimmer's goal.

In addition to physical development, Adam believes that children can develop a greater intellectual competence. Learning and using swimming skills engages the thinking process. Adam also believes it is very important to promote swimming at all ages and abilities. This program will create a positive atmosphere for all levels of swimming.

When a young person becomes a member of the Flint YMCA Falcons, he/she also learns the value of sportsmanship and teamwork.

RESPONSIBILITY SUMMARY

The following is a quick summary of the major responsibilities of the people, who make up the Flint YMCA Falcons Swim Team Program. Additional detailed responsibilities are listed later in this Handbook.

SWIMMERS:

1. Arrive at practice site 15 minutes early and be ready to start practice at the intended time.
2. Attend required meets.
3. Abide by the rules/guidelines.
4. Maintain a positive attitude and work toward developing your maximum potential.
5. Older swimmers have a responsibility to set an example and to provide encouragement to the younger swimmers.
6. HAVE FUN both as an individual and as a team member.

COACHES:

1. Arrive at practice site 15 minutes early to make necessary preparations to start practice at the intended time and stay 15 minutes after practice to remove lane lines if required, and answer questions.
2. Establish practice methods and routines.
3. Coach swimmers at practices and meets.

4. Establish line-up for designated meets.
5. Determine the level of workout a swimmer should be in.
6. Communicate pertinent information to a swimmer, parent, or Board member.
7. Assure that the swimmers adhere to the rules/guidelines.
8. Attend all required practices and meets.
9. Maintain individual records on progress being made by each swimmer and make them accessible to parents.
10. Identify and present appropriate awards at the year-end practice.
11. Head coach is to attend the monthly Swim Team Board meetings as arranged with the Board Chairperson.
12. All coaches are to attend the monthly coaches meeting.
13. Communicate and coordinate all YMCA, USS-M, and invitational meets.
14. Head coach is to supervise all assistant coaches, including making their coaching assignments, providing for their training, and resolving issues/problems.
15. Coaches will serve as role models for the team.

PARENTS:

1. Provide encouragement and praise to your swimmer.
2. Meet swim team financial obligations in a timely fashion.
3. Provide transportation to and from all practices and meets. Parents are responsible to ensure swimmers arrive at the practice site safely so at some locations, children will need to be escorted to the pool. Parents are to be available to pick them up 15 minutes before practice is scheduled to end. Do not leave a swimmer at practice until you are sure there is a coach-present.
4. Assure that swimmers attend practice regularly and are prompt.
5. Stimulate an interest in your swimmer toward proper daily rest and diet.
6. Become knowledgeable and assist in running home swim meets.
7. Actively support any fundraising events, particularly the Invitational.
8. Abide by the rules/guidelines and assure that your swimmer does also.
9. Keep an open line of communication between the coaches and the Swim Team Board.
10. Volunteer time and expertise on YMCA committees.
11. During meets, supervise your swimmer when he/she is not on the pool deck.
12. Talk about safety considerations with your swimmer.

13. Read bulletin boards, newsletters, e-mails, and visit our Flint YMCA Falcons web site at: www.flintfalcons.org.

14. Support the coaches and allow them to coach.

YMCA MANAGEMENT:

1. Collect and monitor the registration monies associated with the YMCA membership fee and swim team fee.
2. Allocate the monies resulting from the YMCA membership fee.
3. Serve as the central point of communications for the swim team.
4. Provide administration and staff support.
5. Monitor and approve financial transactions for the swim team.

SWIM TEAM PARENTS BOARD OF DIRECTORS:

1. Establish policies that ensure a successful swim team program.
2. Represent the interests of the parents of the swim team members.
3. Establish the amount of swim team fee.
4. Allocate monies resulting for the swim team fee.
5. Select and supervise the coaching staff, including interviewing, hiring, disciplining, firing, etc.
6. Establish the coaching staff salaries.
7. Monitor and approve all swim team expenditures.
8. Develop the pool time schedules and use of outside pool facilities.
9. Organize the volunteer team to run home meets.

YMCA SWIMMING GENERAL INFORMATION

The YMCA serves as our core league because of the strong emphasis placed upon allowing everyone (regardless of swimming ability) to participate in a variety of meets and because of the “team” atmosphere it promotes. In Michigan, the league is divided into two separate areas. We are part of the Eastern Cluster, which includes, among others, Saginaw, Bay City, Birmingham, Farmington, Macomb, South Oakland YMCA, and North Oakland YMCA. The Western Cluster contains clubs from the western part of the state, such as Battle Creek, Grand Rapids, Kalamazoo, and Muskegon.

All Flint YMCA Falcon Swimmers are required to have YMCA membership.

USA SWIMMING AND MICHIGAN SWIMMING GENERAL INFORMATION

Parts reprinted from “A Tradition of Excellence” by USA Swimming.

USA Swimming is the National Governing Body for amateur competitive swimming in the United States. At its headquarters office, located at the Olympic Training Center in Colorado Springs, Colorado, USA Swimming staff interact with 59 Local Swimming Committees’ (LSC’s), athletes, coaches and volunteers at all levels to provide a variety of services to 220,000 registered athletes, 20,000 non-athletes and 2,500 swim clubs. The LSC for the Flint YMCA Falcons is Michigan Swimming, Inc. (MS) located at P.O. Box 1784, Midland MI, 48641-1784. Their web address is <http://uss-michigan.com>.

The function of MS is to administer and promote USA Swimming programs at a local level. The principal activities of MS are developing swim meet schedules, setting standards for and sanctioning swim meets, implementing USA Swimming rules and safety procedures within the LSC, developing programs to promote, enhance, and market competitive swimming, and administering the registration of clubs and individuals.

USA Swimming was conceived in 1978 with the passage of the Amateur Sports Act, which decreed that all Olympic sports would be administered independently. Prior to this Act, USA Swimming was the Competitive Swimming Committee of the Amateur Athletic Union (AAU) located in Indianapolis, Indiana. USA Swimming headquarters were moved to Colorado Springs in 1981.

Today, with its headquarters at the Olympic Training Center in Colorado Springs, Colorado, U.S. Swimming is a Group “A” member of the United States Olympic Committee. Independent and a model for all amateur sport national governing bodies, U.S. Swimming is in the vanguard of the Olympic movement around the world.

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, ensure the development of its’ member clubs and age group swimmers.

USA Swimming hosts three major swimming meets each year—the Phillips 66/USA Swimming Spring and Summer National Championships and the US Open, sponsored by Speedo America. Additionally, USA Swimming holds four Speedo/Junior National Championship meets each year—two long course (50 meter pools) and two short course (25 yard pools).

Sixty-six percent (66%) of the revenues of the USA Swimming budget come from registration dues from athletes and membership fees from non-athletes and clubs. Without the support of its membership, USA Swimming could not offer quality programs to its members. The remaining revenues are generated through corporate sponsorship, United States Olympic Committee development funds, event income, publications, and promotional merchandise.

Year-round athletes pay an annual registration fee of \$50.00. Athletes receive a membership card (held by the Flint Falcons registration person) and have both liability and secondary medical insurance coverage.

Flint YMCA Falcons is a club member of USA Swimming by paying the national fee of \$125.00. 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 International Center of Aquatic Research, dedicated in 1988, provides the opportunity for state-of-the-art research and testing in the sport. The information gained through this facility, which includes a swimming treadmill, will be applied to improving swimming performances.

Obviously, the “wet” side of the sport receives a tremendous amount of money and attention, but the “dry” side of the sport receives considerable study as well.

Coaches and athletes education play an important role in USA Swimming. Programs such as the successful Coaches College, presenting the most current coaching and scientific literature, assist coaches in their efforts to provide optimal training conditions for their athletes.

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

The USA Swimming Headquarters provides a variety of services and programs for its membership. Some of the additional services provided by USA Swimming are fundraising 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 USA Swimming. For information or assistance, see their web site at: <http://www.usawimming.org> or contact them at:

USA Swimming National Headquarters

One Olympic Plaza

Colorado Springs, CO 80909-5770

(719) 866-4578

FLINT FALCONS COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. We feel we have assembled one of the best coaching staffs in the Midwest. These coaches are all very excited to work with you and your swimmers.

The Flint YMCA Falcons Swim Team staff consists of one full-time head coach and eight Assistant Coaches, who are also certified lifeguards.

Head Coach - Adam Cooper

Adam Cooper has been the head coach of the Falcons for 15 years. He led the team to the Great Lakes YMCA Zones Championship in 2001, and YMCA State Championships in 2001 and 2005. Adam served as the Flint Olympic/CANUSA Games Chairman in 2009. In 1996 Adam was an Assistant Coach for the USA Swimming Michigan Central Zone team, then in 1999 he was the Head Coach of that team. Adam has coached numerous State and Zones Champions in his career, as well as several All-Americans. Adam Graduated from Oakland University in 1994, where he was a member of the swim team all four years. Adam lives in Grand Blanc, MI with his wife Angie and sons Garren, Connor, and Owen.

Assistant Coaches:

Matt Pearce

Matt Pearce has been an Assistant Coach with the Falcons for 15 years. He also had 10 years experience as the Varsity Swim Coach at Grand Blanc High School. Matt swam at Valparaiso University before graduating from the University of Michigan-Flint. Matt is currently teaching at Grand Blanc High School, and his daughter Maggie (14) has been a swimmer with the Falcons for 8 years.

Chris Zoltak

Chris Zoltak has been coaching with the Falcons for 10 years. Chris swam at Oakland University where he was a member of three Division II National Championship Teams, 28 time All-American, and 15-time National Champion. In 1995 Chris was honored with the Division II Swimmer of the Year award. Chris currently teaches at Goodrich High School.

Aaron Brooks

Aaron is entering his second year coaching with the Falcons. He graduated from Fenton High School in 1998. He swam all 4 years at Fenton. Aaron received a BA in Elementary Education from Ferris State University. He is currently working at Elmer Knoph School as an ASD teacher. Aaron also works at the Greater Flint YMCA as the Head Lifeguard. This past summer Aaron was the head coach of the Spring Meadows Swim Team. He has been married for 3 years to his wife Sonja. They have a daughter Ana Leigh who is 5 months old.

Kelly Glish

Kelly will be returning back to the staff this season. She coached with the Falcons 2005-2007. Kelly graduated from Davison High School in 2004. Kelly swam with the Falcons from 1996-2003. She was a member of the National Team while swimming with the team.

Emily Overmyer

This will be Emily's 3rd full season coaching with the Falcons. She graduated from Grand Blanc High School in 2002 where she swam all 4 years. She was a member of the Falcons Swim Team from 1992-2002. She was also a member of the National Team while swimming with the club. Emily graduated from Michigan State University in 2007. She is currently the head coach of the Grand Blanc Girls High School

Team and is the assistant for the boys program. Emily is also the head coach of the Warwick Hills Swim Team in the summer.

COACHES RESPONSIBILITIES:

The coach's job is to supervise the entire competitive swim program. The Flint YMCA Falcons Swim Team coaching staff is dedicated to providing a program for each youngster that will enable him/her 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.

1. The coaches are responsible for placing swimmers in practice groups. 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.

2. Sole responsibility for stroke instruction and the training regimen rests with the Flint YMCA Falcons Swim Team coaching staff. Each group's practices are based on sound scientific principles and are geared to the specific goals of that group.

3. The coaching staff will recommend which meets Flint YMCA Falcons Swim Team swimmers should attend. The coaching staff is responsible for meet entries, however recommendations from parents will play an important role in the final decision concerning the swimmer's entry in events.

4. At meets, the coaching staff will conduct and supervise warm-up procedures for the team. After each race, the coaches will offer constructive criticism regarding the swimmers' performance. (It is the parent's job to offer love and understanding regardless of their youngster'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 Flint YMCA Falcons 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 LEVELS

The Flint YMCA Falcons 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 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.

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. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

National Team

The national team consists of swimmers highly dedicated to this team and their own development. This group requires a high level of intensity and averages over 16 training hours per week. These swimmers are required to attend all National Team designated events.

Senior Team

The senior team consists of area high school swimmers and some other swimmers that exhibit a high level of swimming and workout ability. These swimmers are expected to be mature, dedicated, responsible, and dependable. This group averages over 10 training hours per week.

Senior Development

The senior development age group consists of swimmers who have an excellent work ethic and are aware of goal setting. These swimmers are well versed in technique and strategy. Generally, these are age group swimmers with a skill level comparable to state level cut-off times and higher. These swimmers are experienced with competition and average 10 hours per week.

Junior Program

As young swimmers develop, they will progress through the junior program. In this program, we teach the proper stroke mechanics and introduce to the athlete how to prepare for competition and introduce goal setting. We want to create an atmosphere that will help them develop a love of swimming. This group practices three days per week for 90-minutes per session.

Developmental Program

The developmental program is designed for the new younger swimmer and is instructional. There will be a coach in the water on occasion with these swimmers. This group will learn the fundamentals of competitive swimming. There will be much emphasis on educating the child and creating a fun experience and atmosphere. Practices are one-hour sessions, two days a week.

TRAINING SESSIONS:

Training sessions are the most important aspect of competitive swimming. Consistent training is needed to progress through the classes of swimmers. Training schedules are designed to provide only slightly more time than is required for a swimmer to accomplish this. Therefore, 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. Do not waste it by being late or unprepared when it is time to start practice.

Safety Policy Regarding Diving Boards:

USA Swimming Liability Insurance Program specifically excludes diving on a diving board or diving platform and/or its supporting structures, including ladders and steps.

In addition, to ensure the safety of our swimmers and in light of concerns expressed by officials of United States Swimming, the parent board of the Flint YMCA Falcons, strictly prohibits the recreational use of diving boards at all Flint YMCA Falcons-sponsored events. This prohibition extends to all swimmers, parents, coaches, and guests of the Flint YMCA Falcons. (BOARD APPROVED 11/19/96)

Winter/Short Course Training Facilities:

The team trains at several locations during the short course season as noted above. Most of the younger swimmers train at the YMCA and Flint Southwestern Academy, while the older swimmers usually use rented pool time at Kettering Recreation Center. Look on our web site: www.flintfalcons.org for the latest practice schedule, as changes will need to be made from time to time.

We are fortunate to have these rented facilities available to accommodate the large size of the team and, even though the pool time is rented at considerable expense to the team, **we must always treat the use of these facilities as a privilege that must be protected at all times.** Each pool facility has specific rules as outlined below:

Kettering Pool Guidelines:

1700 West Third Avenue, Flint, Michigan

Use of the Kettering University, Connie and Jim John Recreation Center pool by the Flint YMCA Falcons is a privilege that we must all work hard to maintain. Kettering is a private institution and current members are paying tuition for use of the facility so we must be very careful to avoid any situations that may result in a member complaint to Kettering management. Swimmers and a parent/guardian must sign

the Kettering University Recreation Services Assumption of Risk, Covenant Not to Sue and Release Form, which form can be found on the Falcon website.

Generally speaking, even though our swimmers may be in middle school or high school they are expected to act like college students and be held accountable for their behavior.

Falcon Coaches and/or parents must supervise the swimmers at all times to assure the following guidelines, put together in conjunction with Kettering management, are adhered to at all times.

1. Parking lot:
 - a. No parking in handicap spots.
 - b. Park in legal spots only.
 - c. No stopping in the driveway.
2. Swimmers should wait in the Student Lounge near the front desk until a coach is in the building.
3. Food and Beverage may only be consumed in the Student Lounge.
4. Locker Rooms:
 - a. The Kettering Management prefers Falcon Swimmers use locker #'s 1 - 14 and 37 - 54, located near the showers to avoid tracking water all over the locker room.
 - b. Double up lockers during crowded times.
 - c. Keep all coats and bags in the locker.
 - d. Be sure the locker door is shut and the area is clean when you leave.
 - e. Use the "suit mate spinner" to remove water from your suit rather than wringing it out on the locker room floor.
5. Pool:
 - a. No lifeguard is provided so no one is allowed in the pool unless the coach/lifeguard is on deck.
 - b. Training equipment e.g. swim boards, fins are to be kept neatly in the deck storage box.
 - c. Running and horseplay are prohibited.
6. Weight & Fitness rooms
 - a. A coach should always be present when students are in the weight or fitness rooms.
 - b. Full T-shirts are required, no tank tops, cut off shirts etc.
 - c. If there are members in those rooms, it is vitally important that they have access to the machines. Please yield any needed equipment. Remember, the members are paying tuition for use of the facility.
 - d. Be sure to rack all weights.
 - e. Use all equipment properly.
7. Steam Room is off limits.
8. An adult Falcon representative must remain on site until all swimmers have been safely picked up.
9. Additional Privileges for Falcon Swimmers and Parents:
 - a. The Computer in the Student Lounge can be used as long as a Kettering Student is not using it or waiting to use it.
 - b. Parents can purchase a daily guest pass for \$4.00, which allows them the use of all facilities while waiting for their swimmers.

Flint YMCA Pool Guidelines:

411 E 3rd Street, Flint, Michigan

1. All Falcon swimmers must present membership card at the front desk.
2. Parents are not permitted on the pool deck.

Flint Southwestern Academy Pool Guidelines:

1420 West 12th Street, Flint, Michigan 48507

1. Swimmers are to enter the building via the service door at the Northwest corner of the building.
2. Parents are to stay in the gallery (if open) or on the benches along the East side of the pool deck.

Kearsley High School Pool Guidelines:

4302 Underhill Drive, Flint, Michigan 48506

1. Swimmers are to enter the building via the service door at the Southwest corner of the pool.
2. There is no gallery area at this pool so parents are to sit in the chairs on the west side of the pool or on the bench on the east side of the pool deck.

Summer/Long Course Training Facilities:

In the summer, the senior team trains everyday at the Flint Golf Club Pool from 6:30 to 8:30 a.m. The junior team trains everyday at the Warwick Hills Golf & Country Club Pool from 6:45 to 8:45 AM. Look on our web site, www.flintfalcons.org for the latest practice schedule as changes will need to be made from time to time.

Additional long course practice is scheduled at 50-meter pools in the area, when available.

PRACTICE AND ATTENDANCE POLICIES

The following guidelines are to inform parents and swimmers of the coaches' policies regarding practice. These policies have been developed over many years and are designed to provide the best possible practice environment for all.

Each training group has specific attendance requirements 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 to attend practices increases as swimmers move to higher groups.

For the swimmers' protection, they should arrive on the school grounds no earlier than 15 minutes before their workout time. They should also be picked up no later than 15 minutes after their practice is over. Swimmers should be ready to swim five minutes prior to the start of their practice.

In case a youngster is late for practice, it is our hope that the parents will send a note with the child explaining the reason for tardiness.

Plan to stay the entire practice. Late arrival and early departure can disrupt the flow of practice and diminish the quality of the workout for all swimmers. The last part of practice is very often the most important. Usually, there are also announcements made at the end of each practice. In the event that your child needs to be dismissed early from practice, a note from the parent for each dismissal is required.

Occasionally, most of a practice group may be attending a meet, in which case you will be notified of a practice change or cancellation.

While on school grounds, the swimmers are the responsibility of the coaching staff:

1. During practice sessions, swimmers are never to leave the pool area without the coach's permission.
2. If any swimmer needs to complete homework before practice or leave practice early to do homework, he/she must do their homework on the pool deck so the coaches will know where he/she is located.

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

Parents are not allowed on the pool deck during practice unless it is an emergency.

In the summer, parents may observe outdoor practice from the concession area of the outdoor pool:

1. **ATTENDANCE:** The coach establishes attendance guidelines for the practices. Please respect and follow these guidelines.
2. **ILLNESS/INJURY:** If a swimmer becomes sick or injured during practice and the coach does not feel medical attention is required, the swimmer will be asked to get dressed and return to the pool area to watch the conclusion of practice. If medical attention is needed, the parent will be called and asked to pick up their swimmer.
3. **PRACTICE POLICY:** Practice is a time for the swimmer to practice skills and go through a training schedule. Proper legal strokes, turns, and starts will be expected. Swimmers must start and finish at the walls during workout.
4. **DECK POLICY:** Parents are expected to remain in the designated areas during practice except when asked by the coach to assist in some way. No food is allowed on the pool deck or in the locker rooms. Street shoes are not allowed on deck.
5. **LOCKER ROOM/RESTROOM:** Showers are to be taken before entering the pool. Restrooms are to be used before and after workout. Swimmers are recommended to bring a lock and lock their locker at every practice. Be considerate of groups we share facilities with. Turn off showers, keep noise to a minimum, and be neat. Parents can help by monitoring the locker rooms when possible. The coaches do not supervise locker rooms.
6. **EQUIPMENT:** Racing suits are required for practice. Goggles are strongly recommended. Towels and T-shirts are to be brought to deck. Swimmers will help with the setting up and taking down of any equipment during practice.
7. **CANCELLATIONS/CHANGES:** The website should be consulted for information regarding practice or cancellations. When participating schools are closed due to bad weather or utility failure, practice will be cancelled.
8. **COMMUNICATIONS:** The coaching staff will make every effort to keep you informed of swim team information. Periodic communications regarding the Swim Team will be published on the website. However, this will not preclude having to communicate verbally on some important occasions. If a swimmer should miss practice, it is his/her responsibility to check with their coach or website to make sure that no important announcement has been missed.

9. **LOST AND FOUND:** If an item has been left, the swimmer should give it to the coach. The coaches will check the deck after each practice. Coaches are not responsible for a swimmer's personal items. Please write swimmers name on EVERYTHING.

MEETS:

1. **ATTENDANCE:** Attendance is desired at all "DESIGNATED" meets. If you are unable to attend a meet, let the coach know as soon as possible.
2. "DESIGNATED" meets consist of YMCA dual meets, our Invitationals, and championship meets. Participation in USS-M meets is optional, including invitationals and championship meets associated with USS-M. Although the FLY will participate and provide coaching support at several of these meets, it will be the option of the swimmer to attend. The swimmer will be eligible to swim only if the swimmer is signed up by the deadline. It is the swimmer's responsibility to complete sign-up via the website. Talk to a coach before the deadline if you have a question.
3. **WARM-UP:** Swimmers are expected to be prompt. Warm-up usually begins 60 minutes prior to the start of a meet. Swimmers are to be on deck 15 minutes prior to warm-up time for stretching. If there is a change in warm-up time, you will be notified in advance. Warm-ups are also under the direction of the coaching staff.
4. **LINE-UP:** It is the responsibility of the coach to enter each swimmer in the meet events. The swimmer has the responsibility to declare their intention to swim (via the website) a given meet. If there is a question regarding the events a child is swimming, please contact the coach as soon as the line-up is posted. All relays will be put together at the coach's' discretion. The coaching staff will have the authority to make any changes in the line-up.
5. **DECK POLICY:** Parents will not be allowed on the pool deck during a meet except when asked by a coach to assist.
6. **EQUIPMENT:** Team suits, caps, warm-ups, goggles, towels, and an extra suit are recommended at all meets.
7. **SAFETY:** Swimmers need to remain on the pool deck in order for the coaching staff to be responsible for them. For those swimmers not on deck (concessions, locker room, and spectator area), it will be the parent's sole responsibility to supervise their child's actions and safety. (BOARD APPROVED 3/99)

GENERAL RULES FOR PRACTICES, MEETS AND TEAM EVENTS:

Flint YMCA Falcons Swim Team members shall strive to conduct themselves in a manner such that their actions reflect positively on the Flint YMCA Falcons Swim Team, our league affiliations, and the sport of competitive swimming in general.

1. Sportsmanship and appropriate behavior are expected. Team and individual morale is an important part of our team. Parents, coaches and swimmers are expected to provide encouragement and praise to their fellow swim team members. Congratulations, a pat on the back, a shaking of hands, or cheering are all signs of good sportsmanship and can do wonders to build self-esteem.
2. Prohibited activities include, but are not limited to the following:
 - i. Bullying tactics or actions that intimidate through fear and/or humiliation;
 - ii. Any form of vandalism to a practice or meet facility;

- iii. Foul language or inappropriate actions such as changing on deck instead of using the locker room;
- iv. Running on the pool deck;
- v. Ignoring United States of America (USA) swimming rules for warm-up procedures;
- vi. Throwing goggles, pull-buoys, kickboards or other objects;
- vii. Disrespectful treatment of fellow teammates, coaches, volunteers, parents or others at any time;
- viii. Any action that represents a threat to the safety of others;
- ix. Association with or in the presence of another who possesses, purchases, distributes, uses and/or inhales, alcohol, smoking or chewing tobacco, illegal drugs, or banned substances of any kind including, but not limited to, what is outlined in the Drug Control Policy; and
- x. Possession of or being in the presence of anyone who possesses knives, sharp objects, firearms, fireworks or weapons of any kind whatsoever.
- xi. Not utilizing vehicle safety systems (i.e. seat belts, lap belts, shoulder belts, etc.) while the vehicle is in motion, on team transportation.
- xii. Sharing of seats on team transportation. (i.e. sitting on laps, etc.)
- xiii. Throwing of any items while on team transportation.

DISCIPLINE GUIDELINES FOR PRACTICE, MEETS AND TEAM EVENTS:

The coaching staff has authority to discipline Flint YMCA Falcons Swim Team members according to the following guidelines:

At Practice:

- First offense/violation:** Verbal Reprimand/Warning.
- Second offense/violation:** Five minute time out.
- Third offense/violation:** Suspension from balance of practice, but Flint YMCA Falcons Team member must remain on pool deck until end of practice when Coaching Staff will notify parent of offense.
- Fourth offense/violation:** Suspension from balance of practice, but Flint YMCA Falcons Swim Team member must remain on pool deck until end of practice when parent will be notified of offense plus Flint YMCA Falcons Swim Team member will be suspended from next practice.

At a Meet:

- First offense/violation:** Scratch or declared false start next event.
- Second offense/violation:** Expulsion from meet.

At a Senior Travel Team Meet / Team Event:

1. At no time will male and female Flint YMCA Falcons Swim Team members, members of any other team or outside guests be in the same room together with the door closed for any reason.
2. No team meeting may be missed.
3. Flint YMCA Falcons Swim Team members must be punctual to all meetings and warm-up times.
4. No Flint YMCA Falcons Swim Team member may be out of his or her room after the assigned bedtime. Permission must be obtained from the coach to leave the room past curfew as set by the Head Coach.
5. Curfews are to be adhered to throughout the entire trip until the Team returns to their home destination.
6. While on team transportation all vehicle safety equipment will be utilized. This includes but not limited to the use of seat belts, lap belts and shoulder belts.
7. There will be no sharing of seats while on team transportation. This includes but not limited to sitting on laps or between seats.
8. There will be no throwing of any items while on team transportation.
9. Any damages or thievery incurred at a motel/hotel will be at the expense of the Flint YMCA Falcons Swim Team member(s) assigned to that room, and/or their parent(s), and further disciplinary action may be taken as deemed necessary by the Head Coach.
10. No loud or boisterous behavior will be tolerated in the hallways or public area, and such behavior should be kept to a minimum in the Flint YMCA Falcons Swim Team member rooms.
11. All long distance telephone calls not placed on a personal telephone number must be placed on a credit card, calling card or collect.
12. All Flint YMCA Falcons Swim Team members will be polite in restaurants and leave a 15% gratuity (tip). If there has been a problem with the service, see the coach before exiting the restaurant.
13. All Flint YMCA Falcons Swim Team members agree to follow rules about practice and meet behavior, as outlined in The Flint YMCA Falcons Swim Team Handbook.

A swimmer, who violates the Flint YMCA Falcons Swim Team members Behavior Guidelines and/or General Rules, is subject to disciplinary action as outlined below:

First Offense: The Parent Board and Head Coach will investigate the situation in a timely manner and assure the swimmers right to due process by:

- A. Conducting an informal hearing with at least three members of the Parent Board, the Head Coach, the accused, and parent present, at which time the accused is provided with the exact charges against him/her.
- A. Accepting information, including but not limited to written statements from all persons having knowledge of this situation.
- B. Provide the accused the opportunity to express his/her side of the problem.
- C. If after the investigation a swimmer is found to be guilty, the following punishment will be imposed:
 1. Twenty-five (25) hours of team service to be determined by the Parent Board.

2. Twenty (20) calendar day's suspension from all Flint YMCA Falcons Swim Team competition and practice sessions, which will take effect immediately following the close of the investigation.
3. Suspension of senior team travel privileges for a period of time, which not to be less than six months but will not exceed one year during which time the swimmer(s) will room with their parent(s).

Second Offense: The Parent Board and Head Coach will conduct the same investigation, as outlined in the First Offense above, following steps A, B, C and D. If after the investigation, a swimmer is found to be guilty, the following punishment will be imposed:

- A. Swimmer will be suspended from the team at the discretion of the Parent Board.
- B. Swimmer will be permanently dismissed from the team at the discretion of the Parent Board.
- C. No reimbursement of team fees will be granted.

EXPECTATION OF CONDUCT:

The Flint YMCA Falcons Swim Team members shall follow the General Rules and Behavior Guidelines during practices, competitions, team events and abide by the rules and guidelines as deemed appropriate by The Parent Board, Coaches, Officials and Administrators.

The Flint YMCA Falcons Swim Team Parent Board is dedicated to swimmers, who recognize that they may achieve their highest personal and athletic potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. More importantly, members of the Senior Group are viewed as leaders and as visible representatives of the Flint YMCA Falcons Swim Team and, as such, they have an obligation to represent themselves in an exemplary manner.

We would have our Flint YMCA Falcons Swim Team members recognized for the good, which they accomplish, and made aware of the results of their actions, which would be detrimental to themselves or those they represent. Flint YMCA Falcons Swim Team members must realize that decisions and consequences are part of the learning of responsibility. Dishonesty, unsportsmanlike behavior and the use or possession of controlled substance i.e. drugs, alcohol or tobacco, as outlined in the Drug Control Policy, by any Flint YMCA Falcons Swim Team member at any time cannot and will not be tolerated.

The disciplinary policy will be invoked for actions including, but not limited to, dishonesty, unsportsmanlike behavior, and the use or possession of controlled substance i.e. drugs, alcohol or tobacco, as outlined in the Drug Control Policy, by a Flint YMCA Falcons Swim Team member. It is expected behavior that if a Flint YMCA Falcons Swim Team member finds himself/herself in a situation that may violate this Expectation of Conduct, he/she should remove himself/herself from the premises and notify the coach immediately.

A swimmer, who finds himself/herself in a situation that violates the Expectation of Conduct and/or General Rules, is subject to disciplinary action. The Parent Board is the final authority for disciplinary action.

I recognize my responsibility to abide by the rules and guidelines of The Flint YMCA Falcons Swim Team, which I am representing; and I acknowledge that I have received and read the rules and guidelines of the Flint YMCA Falcons Swim Team.

Swimmer Signature _____ Date _____

Parent Signature _____ Date _____

DRUG CONTROL POLICY

The following has been taken from the US Olympic Committee Drug Control Program. The Flint YMCA Falcons are committed to following these rules without exception.

Before taking any substance, check with the USOC Drug Hotline: 1-800-233-0393

Medications prescribed or recommended by your health care provider may contain prohibited substances.

Some medications are available in different combinations: one may be allowed; while another is prohibited (e.g. Chlor-Trimeton Antihistamine is permitted, while Chlor-Trimeton Decongestant is prohibited.)

Some vitamin, herbal and nutritional supplements may contain prohibited substances. Use of these products is at the athlete's own risk.

Different drugs may be prohibited by certain sports. Always check with your National Sport Governing Body.

Examples of International Olympic Committee Prohibited Drug Classes:

Stimulants: amphetamine, cocaine, caffeine (greater than 12 mcg/ml in urine), ephedrine, pseudoephedrine, prohibited beta -2 agonists, phenylpropanolamine and related compounds

Narcotic analgesics: morphine, codeine and related compounds

Anabolic agents: androgenic anabolic steroids (stanazolol, testosterone, nandrolone).

Diuretics: furosemide, triamterene, hydrochlorothiazide and related compounds.

Peptide and glycoprotein hormones and analogues: Epo, HCG

Blood doping

Pharmacological, chemical and physical manipulation: probenecid, epitestosterone, glutaraldehyde

Alcohol and marijuana

Beta blockers-

Local anesthetics, corticosteroids, and specifically named beta-2 agonists: restricted except for approved treatments and with proper notification

EXAMPLES OF PERMITTED AND PROHIBITED SUBSTANCES

See USAS

<u>PROHIBITED</u>	<u>ALLOWED</u>
ANTIDIARRHEAL Camphorated tincture of opium	Bismuth subsalicylate (Pepto Bismol) Diphenoxylate/Atropine (Lomotil) Loperamide (Immodium) Kaolin/Pectin (Kaopectate)
ASTHMA Bitolterol	Albuterol*
Metaproterenol	Terbutaline*
Orciprenaline	Beclomethasone*

	Dexamethasone*
Rimiteral	
	Triamcinolone*
Pirbuterol	
	Flunisolide*
	Salmeterol*
	Fluticasone*
	Cromolyn Sodium
	Nedocromil sodium
	Theophyllin
	*Permitted inhalant and/or nasal form and only with written notification from physician.

PAIN/INFLAMMATION

Propoxyphene	Aspirin (plain)
	Acetaminophen (plain)
Meperidine	
	Ibuprofen (plain)
Oxycodone	
	Piroxicam
Hydrocodone	
	Naproxen
	Codeine
	All non-steroidal anti-inflammatories are permitted. The use of corticosteroid anti-inflammatories and/or local anesthetics are allowed by injection (intra-articular and local only) and only with written notification from physician.

COUGH/COLD

Ephedrine	Chlorpheniramine
	Diphenhydramine
Pseudoephedrine	
	Terfenadine
Phe nylpropanolamine	
	Clemastine
Norpseudoephedrine	
	Astemizole
	Loratadine
	Cetirizine
	Iodinated Glycerol
	Guafenesin
	Dextromethorphan
	Codeine

Nasal Decongestants Oxymetazoline
Tetrahydrozoline
Naphazoline
Phenylephrine
Xylometazoline

Use caution with combination products such as Dimetapp etc

PARENTS SECTION:

PARENTS, THE FLINT FALCONS AND YOUR ATHLETE NEEDS YOU

To have a successful program there must be understanding and cooperation among parents, swimmers, and coaches. The progress your youngster 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 Flint YMCA Falcons Swim Team and reacquaint yourself with this section if you are a returning Flint YMCA Falcons Swim Team 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 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.

Be aware that 10 and under are the most inconsistent swimmers; and this can be frustrating for parents, coaches, and the swimmer alike! Parents and coaches must be patient and permit these youngsters to learn to love the sport. When a young swimmer first joins FLY, there may even 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 swimmer will have meets where they do not do 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.

Swimmers are expected to keep an optimum body weight and percent of body fat. Physiologists have found that female swimmers should be 10-18% and males should maintain 4-12% body fat for optimum performance. Parents should contribute to the education of proper nutrition and eating habits (see the section on nutrition in this handbook).

THE TEN COMMANDMENTS FOR PARENTS OF ATHLETIC CHILDREN

Reprinted from The Young Athlete by Bill Burgess included in "The Swim Parents Newsletter"

I	Make sure your child knows that - win or lose, scared or heroic -- you love him/her, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of
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	failure. Be the person in their life they can look to for constant positive reinforcement.
2	Try your best to be completely honest about your child's athletic ability, his/her competitive attitude, their sportsmanship, and their actual skill level.
3	Be helpful, but don't coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks and often critical instruction.
4	Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
5	Try not to relive your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents so you must not withdraw. Just remember there is a thinking, feeling, and sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his/her world turns bad. If he/she is comfortable with you -- win or lose -- he/she is on their way to maximum achievement and enjoyment.
6	Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
7	Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
8	Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9	Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
10	Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.

Great spirits have always encountered violent opposition from mediocre minds.

Albert Einstein

Parent volunteer responsibilities

The Flint YMCA Falcons function because parents are willing to volunteer their time and talents. Parent volunteers handle every aspect of the team, except coaching and swimming.

Parents serve on the board and oversee the coaching and all team business. They, handle the team finances. Parents prepare meet entries, keep records, write the newsletters and prepare and update the handbook. Parents select and order team suits, parkas, caps, shirts and all team apparel and gear. Parents run meets, work as timers, scorers, officials, announcers, and marshalls. They oversee concessions, and bring food for concessions. The major fundraisers, the news year's invitational and the fall meet are planned and run by parents. The parents research accommodations and make reservations for the coach and team in distant cities. They prepare and distribute ribbons and awards. Parents schedule practices at the YMCA and other sites. They prepare the team roster ... And the list goes on.

Consequently, the help of every parent is needed. Parents are expected to volunteer to serve on committees to accomplish the above tasks. These committees are listed below.

Parent committees

These committees take care of the business aspects of the Flint YMCA Falcons. Parents are responsible for every aspect of the team other than coaching. The board invites any of our parents to join the committee of their choosing to ensure we continue to have a successful program (finance and personnel committee members must be on the Falcon board)

Finance Committee

Personnel Committee

Meet Operations

Long Range Planning

Team suits/gear

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 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.
2. 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 that can range in size from 20-160 members. 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.
3. If your child 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 age group coach or head coach to 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.

COMMUNICATIONS PROCEDURE

Newsletters, meet packets and other team information will be provided through the website (www.flintfalcons.org).

Information will continue to be posted on the YMCA bulletin board, but since many swimmers do not practice at this site, the primary methods of communication will continue to be the Website (www.flintfalcons.org).

For additional information, such as practice site and meet information changes check the Falcons website at www.flintfalcons.org.

USA SWIMMING INSURANCE SUMMARY

All Flint YMCA Falcons Swim Team Swimmers and Coaches are required to 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. The

membership cost for USA Swimming is currently \$55.00 per year. This fee is charged and collected at the time of registration.

Each swimmer is covered at any organized practice of Flint YMCA Falcons Swim Team and every competition that is USA Swimming sanctioned or approved except for exclusions noted. An unofficial summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet please see the USA Swimming web site on insurance at: http://www.usa-swimming.org/Member Resources/Insurance & Risk Management/2010 Insurance_Summary.pdf

TEAM UNIFORM

The team colors are black, and white. One of the two required items to wear in any meet is a team swim cap. This cap is black in color with a white Falcon on it. The reason for this requirement is that each coach is responsible for 30-50 swimmers at each meet and as the FLY cap is a unique design, unlike any other in the country, it is easily spotted by both coaches and parents alike. Most swimmers should have at least two on hand for each meet.

The team suit is a solid black racing suit with a screened Flint YMCA Falcons Swim Team logo. All team members must wear the team suit in competition unless the head coach approves an exception. The team suit is available from the equipment manager and the cap is available from the equipment manager and Adam.

National and “Senior” swimmers are required to wear Flint YMCA Falcons Swim Team T-shirts and/or sweats at swim meets.

It is highly recommended that each swimmers name be placed inconspicuously on all pieces of the team uniform.

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).

SWIM SEASONS

The 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 outside in 50-meter pools (Olympic size).

COMPETITION . . . and the winner is . . .

The Flint YMCA Falcons Swim Team staff does not see the first place person as the only winner. We’d rather look to see who behaves like a winner. There are certain characteristics of a winner, and every swimmer, no matter where they place, has the opportunity to emulate those characteristics: concentration, listening skills, and working toward goals.

Sports are not an end in itself, but a vehicle we use to teach children life skills and how to reach their potential. We use sport as organized play to demonstrate and measure one’s abilities. Seen in that light, winning without learning is not Flint YMCA Falcons Swim Team’s desired intention. In competition, the important measure is not who collected the most medals, or even who improved the most seconds. The real critical measure is who learned the most from the competitive experience.

Swimmers quickly forget the medals, records, and other material benefits. They will, however, remember the development of interpersonal skills, discipline, listening skills, time management, goal setting, and enhanced self- image. These are the things that make the swimmer a more successful person with a better chance of living a life closer to their peak potential, and to contribute to the world they live in.

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 classification, a swimmer must have achieved the qualifying time for that particular classification.

MEET SCHEDULE

Each season's meet schedule is distributed at the outset of the season.

TYPICAL SEASON MEETS

Dual Meets

These meets involve one team from another city, which is affiliated with a local YMCA. It consists of the 92 "Y" events (listed later) and takes place on Saturdays. There are no entry standards. Swimmers may swim in two individual events and two relays. The Coach will enter the swimmers into the events so be sure to let the Coach know if you will be unable to attend the meet.

Invitationals

One "YMCA" or USS team will host an invitational meet and invite several teams to attend. The meet may be held on one day, or on two or three days depending on the size of the meet. Often the meet is divided into a number of sessions, either by age or sex. Some are limited to specific liability levels. Swimmers are usually placed into heats according to their times, with the fastest heat swimming last. Swimmers are responsible for their own entry fees for all invitational meet events except for relay events.

Championship Meets

YMCA Eastern Cluster Meet

The Eastern District championship meet is a meet in which all teams and all swimmers participate. There are no entry standards. Swimmers may swim two events and two relays.

YMCA State Meet

Swimmers from **both** the Eastern and Western Districts qualify for the State Meet by achieving certain time standards. Traditionally 9 – 12 year olds swim on Saturday, 13 – 18 year olds on Sunday. This meet is for swimmers 9 and over, except in a case where an 8-year-old makes a 9-10 time standard.

YMCA 8 and Under State Meet

8 and under swimmers compete with other swimmers of their own age: 6, 7, or 8 from both the Eastern and Western districts in this one day State Meet. There are no entry standards.

YMCA Great Lakes Zone Meet

Swimmers 9 and over qualify for this regional YMCA meet by meeting certain time standards. Our zone consists of Ohio, West Virginia, Kentucky, Indiana, and Michigan.

YMCA National Meet

Open YMCA National championship held each April in Florida. Swimmers must be 12 years old by April 1, and have met the time standards.

USS State Championships

At the end of each short course (winter) and long course (summer) season, a State Championship meet is sanctioned by Michigan Swimming, the governing body of swimming in the state of Michigan. Michigan swimming sets the qualifying time standards for these championship meets.

USS 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 Michigan Zone team competing against other states from the Midwest.

Speedo/USA Swimming Sectional Championships

One of the highest levels of achievement Flint Falcon swimmers strive for is the participation in the Sectional Championships. Flint YMCA Falcon swimmers meeting qualifying time standards for this meet travel to different locations in the United States to compete against some of the best 18-Under swimmers in the nation.

Phillips 66/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, Flint YMCA Falcon 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

The Flint YMCA Falcons Swim Team 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:

1. 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.
2. Sportsmanlike behavior is of equal importance of 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 Flint YMCA Falcons Swim Team coaching staff.
3. 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.
4. Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.
5. 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.

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! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we try to be as specific and as detailed as we possibly could.

What To Take To The Meet:

1. Most important: Swim Suit and Falcon's Cap—and goggles (if your swimmer uses them).
2. Towels-Realize your swimmer will be there awhile, so pack at least two.
3. Something to sit on. Example: sleeping bag, old blanket, or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
4. Sweat suits: bring one. Each swimmer may want to bring two because they can get wet and soggy.

5. T-shirts: Two or three. Same reason as above.
6. Games: travel games, coloring books, books, anything to pass the time.
7. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring:

Drinks: Hi-C, Fruit juice, Gatorade

Snacks: Granola bars, Fun fruits, yogurt, cereal, Jell-O cubes, sandwiches

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other Flint YMCA Falcons Swim Team parent for help or information!

These meets are a lot of fun for the swimmers! He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to “race” and see how much he/she has improved from all the hard work he/she has put in at practice.

Special Parent’s Note The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly! At some of the meets, the parents are allowed to sit with the swimmers at the blanket area (those are most of the meets not held at the natatorium). If you don’t think that a gym floor is comfortable, feel free to bring folding chairs to sit on.

Before the Meet Starts:

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information handed out to all FLY swimmers and also in the team newsletter.
2. Upon arrival, find a place to put your swimmer’s blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.
3. Find the check-in place and either you or your swimmer will need to check them in.
 - a. This is usually around the area marked “Clerk of Course”.
 - b. Check for special posted instructions in the area. Usually one will need to circle the swimmer’s name or “#” before each swimmer’s name, in each event they are swimming, that day. If this is not done, the swimmer will not be allowed to swim that event.
 - c. This is done so that the people running the meet know who is actually at the meet.
4. Once “checked in”; write each event-number on your swimmer’s hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen for.
5. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. Swimmer’s bodies are just like cars on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
6. After warm-up, your swimmer will go back to the area where his/her towels are and sit there until the next event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
7. The meet will usually start about 10-15 minutes after warm-ups are over.
8. 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.
9. Heat Sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool. Heat sheets generally sell for one to two dollars per day. 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.

Meet Starts

1. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.
2. A swimmer’s event number will be called, usually over the loudspeaker, and he/she will be asked to report to the “clerk of course” or “marshalling area”. Swimmers should report with his/her cap and goggle. Generally, girl’s events are odd-numbered and boy’s events are even-numbered. Example: “Event #26, 10-Under Boys, 50 freestyle, report to Clerk of Course.”
3. The “Clerk of Course” area is where all swimmers checked in before the warm-up.
 - a. The people running the “Clerk of Course” will give a card to each of the swimmers swimming that event. This card will tell each swimmer his/her heat and lane number.
 - b. The clerk will usually line up all the swimmers and take them down to the pool in correct order.
 - c. Depending on the meet, either the people at clerk will give the card to the timers at the end of each lane or the people at the clerk will instruct the swimmers to hand their cards to the timers when it is their turn to swim. These cards are important because they tell the people running the meet who actually swam each event.
 - d. You can expect at least 4-8 heats of each event.
4. The swimmer swims their race.
5. After each swim:
 - a. He/she is to ask the timers (people behind the blocks at each lane) his/her time.
 - b. He/she should go immediately to their coach. The coach will ask him/her their time and discuss the swim with each swimmer.
 - c. Generally, the coach follows these guidelines when discussing swims:
 1. Positive comments or praise
 2. Suggestions for improvement
 3. Positive comments
6. Things you, as a parent, can do after each swim:
 - a. Tell him/her how great 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.
 - b. Take him/her back to the towel area and relax.
 - c. This is another good time to check out the bathrooms, get a drink or something light to eat.
 - d. The swimmer now waits until his/her next event is called and starts the procedure again at the “Clerk of Course”.
7. When a swimmer has completed all of his/her events he/she and their parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there. (The coaches speak from experience on this issue).

What Happens If Your Child has a Disappointing Swim

If your child has a poor race and comes out of it feeling bad, 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. You never talk about the negative things.

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.

Very Basic Swimming Rules

If you have questions about basic Start, Stroke/Turn or Finish rules ask one of the team officials for clarification.

Starts

The swimmers are not allowed a false start. If they jump the start and the starter thinks they are trying to get an advantage (whether intentional or not-it does not matter), they will be disqualified from the race. This is not like the Olympics where they are allowed two false starts.

Turns and finishes

1. Freestyle: Some part of the body must touch the wall.
2. Backstroke: swimmers can roll onto stomach for one arm pull (single or simultaneous double) at each turn. After he/she touches, he/she must push off on their back. At the finish a swimmer must finish on his/her back. A swimmer may not roll over and grab the wall until they have first touched it.
3. Breaststroke and Butterfly:
 - a. Swimmers have to touch with both hands at the same time.
 - b. A swimmer may not freestyle kick off the wall in either breaststroke or butterfly.
 - c. When swimming butterfly, both arms must move at the same time.

YMCA MEET GUIDELINES:

Eastern Cluster Guidelines

1. All swimmers must be members of the YMCA they represent at least 30 days prior to Dual/Cluster/State meets and 90 days before Zone/National meets.
2. Age groups are 8 and Under, 9-10 and under, 11- 12, 13-14, 15-19 (still in high school). There are events at some meets for 8 and under.
3. The age of a swimmer is determined by his age on December 1 of the current swim season, which is September 1 through May 31.
4. Swimmers must have competed in a least two Y closed meets for his/her association prior to the Cluster Meet. The two meets must be on different dates.
5. A swimmer must have represented only his/her local YMCA in any competition during the current season.
6. Each swimmer may swim a maximum of 5 events: 3 individual events and 2 relays.
7. If you also swim as a USS Club Member, your USS Charter must contain YMCA as part of the club name.
8. High school times can count for cut offs for State, Zone, and National meets if you have a copy of the score sheet signed by both coaches and a registered official.

Great Lakes YMCA Warm-Up Guidelines:

I. Pre-Meet Warm-Up Period

- A. *CONTROL AND SUPERVISE* are key words for safe warm-up. Coach must be present during entire warm-up.
- B. The Meet Marshals, who report to and receive instructions from the Meet Director, shall be on deck during the *ENTIRE WARM-UP SESSION*. The host club will provide Marshals.
- C. The Meet Director shall appoint Meet Marshals and Officials, who will have authority over the entire warm-up. The Meet Director must be a certified Level II YMCA Swimming Official. A swimmer, coach, and/or team may be removed from the deck for interfering with this authority or not conforming to these rules.

II. General Warm-Up Period.

- A. Allocate the first 20 - 45 minutes to general warm-up in all lanes.
- B. Swimmers must enter the pool feet first in a cautious manner. *NO DIVING, HEAD FIRST ENTRY, OR JUMPING* allowed from the blocks or off the edge of the pool. Relay takeoffs shall not be permitted during general warm-up.
- C. No sprinting or pace work. Circle swimming only.
- D. Maximum number of swimmers will be 15 per lane in a 25-yd/m pool.
- E. No diving will be permitted in any adjacent pools, diving, L-shaped pool, etc.

III. Specific Warm-Up Period

- A. At least 15 minutes of assigned pre-meet warm-up period, or as directed by the Meet Director is specific warm-up. Director will determine the number and allocation of sprint lanes. *NO SPRINTING IN OUTSIDE LANES*.
- B. Important points for *SPECIFIC WARM-UP* period:
 - 1. No racing starts in lanes other than those designated for such.
 - 2. Racing starts are allowed only from the designated blocks at the starting end of the pool.
 - 3. Coaches should stand near starting end of the pool when starting swimmers on sprint or pace work.
 - 4. Swimmers should be reminded by coaches that breaststrokes need more lead-time than freestyle or butterfly swimmers.
 - 5. Backstrokes should be reminded of the danger of leaving simultaneously with someone on the block. No one should be allowed on the starting block until the backstroke has executed his/her start.

IV. Additional Considerations:

- A. The announcer should announce during warm-up, prior to the meet and at random times during the meet, where starting blocks or platforms are located in shallow water that the pike, scoop or short start dives are strictly prohibited. In accordance with the YMCA of the USA, a minimum water depth should be 5 feet.
- B. Coaches should maintain as much contact with their swimmers as possible, both verbal and visual, throughout the warm-up period.
- C. Coaches are reminded that the responsibility for supervision of their swimmer(s) is the same at the meet as when on deck at practice.

- D. Written notices regarding warm-up procedures and racing starts rules should be posted at the meet. This information should be included in meet packets and/or sanction approvals.
- E. Infractions against the *NO DIVING* procedures may, at the discretion of the Meet Officials, Meet Marshals and/or Meet Director, result in the swimmer(s) in question being barred from their next individual event.

V. Swim Meet Safety Check List

- A. Remove all obstacles from the pool deck (e.g. kickboards, pool buoys, pace clocks, extension cords, etc.).
- B. The local institution's pool rules should be enforced.
- C. Make sure that all and emergency equipment is safe and in compliance with acceptable standards.
- D. Make sure all required certifications are up-to-date (pool certification, bathing permit and electrical certification).
- E. Review the facilities' emergency action plan, which should include first aid procedures, power failure, and emergency response by fire department, police aid and ambulance service.
- F. Equipment *MUST* include: backboard with straps and small, medium, and - large cervical collars and a head immobilizer.

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. Flint YMCA Falcons Swim Team 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.** Oftentimes, a certain hotel will be designated as "team headquarters."
2. Parents are encouraged to attend out-of-town meets with their swimmers and to chaperone other youngsters. These trips can be great fun for parents and swimmers alike. They also are a rare opportunity to participate in a special way in each young swimmer's career.
3. 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.
4. Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the Flint YMCA Falcons Swim Team "Honor Code" at all times.
5. A medical release and emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.
6. An appropriate contribution is expected from each passenger in a car to the driver/owner to help defray gasoline and related expenses.

HIGH SCHOOL AND MIDDLE SCHOOL SWIMMERS REQUIREMENTS:

Michigan High School Athletic Association (MHSAA) Rules. Please refer questions regarding this section to your appropriate High/Middle School Athletic department.

NUTRITION

Reprinted from “Training Agenda”, a USA Swimming Sports Medicine and Science Series
Everything you do influences your performance, but your food choices have the most effect due to the long term and short term benefits. A proper diet, including proper selection of foods, will help your training and performance while also achieving a healthy lifestyle once you stop competing.

To help ensure a balanced diet, remember that there are no magical nutrition remedies. So forget the fads and eat a variety of wholesome foods from the four food groups—milk, meat, fruits & vegetables, and grains. Foods in these groups provide protein, fat carbohydrate, fiber and all the necessary vitamins and minerals. Your ideal diet should include the following percentage of calories:

Carbohydrate	50-60%
Fat	20-30%
Protein	14-18%

This nutrition series is designed to help you better understand good nutrition and to provide guidelines for ideal food choices. Within sports, there are four major periods that nutrition will impact:

During Training:

1. Training represents the period in which athletes spend most of their time. Therefore, this category represents the most critical period. During this time, a diet high in carbohydrates is important. This is important since it is not uncommon for athletes training 4-6 hours a day to burn 2500 to 4000 calories a day. The best way to replenish these calories is with a high carbohydrate diet. By being conscious of this and by taking high carbohydrate foods or drink in the first 30 minutes following a workout, you can minimize depletion of energy stores.

Pre-event Nutrition:

2. The major purpose of the pre-event diet is to ensure sufficient energy and fluid for the athlete. Two to three days before competition, a high carbohydrate diet with plenty of fluids should be emphasized. The pre-event meal should include a light, high carbohydrate meal three to four hours before the event.

Nutrition During Competition:

3. Provided that good nutrition practices were followed during training, middle distance and sprint events will not be limited by nutrition-related factors. During a three to four day competition, make sure you consume plenty of fluids and each meal should include high carbohydrate, low fat selections.

Nutrition After Competition

4. High intensity work will deplete the muscle’s energy supplies. Therefore, carbohydrates play an important role after competition to make sure energy stores are maintained.

Food Choices

The best food choices include a well balanced, mixed diet with choices from each of the four food groups. You can get all the nutrients you need by selecting a variety of foods in the recommended serving size from each of the following food groups:

Food Group	Selections	Servings
MILK	Milk, Cheese, Yogurt, Cottage Cheese, Ice Cream (Vitamins & Protein)	4 or More
MEAT	Meat, Fish, Poultry, Eggs, Beans, Peas, Nuts (minerals & protein)	2 or More
FRUIT & VEGETABLES	Fresh, Frozen, Canned, Dried and Juiced Fruits and Vegetables (Vitamins And Carbohydrates)	8 or More

GRAIN	Cereals, Breads, Rolls, Pasta, Muffins, Pancakes (Carbohydrates and Minerals)	8 or More
OTHERS	Cakes, Cookies, Pies, Candy Soft Drinks, Chips (Carbohydrates and Fat)	ONLY if you need additional calories AFTER selections from above

Fast Food Nutrition (??):

Yes! “Fast Food” restaurants play an important role in the diets of athletes on the go. Today, these restaurants can provide a viable source of good nutrition—but the choice is yours and selection is critical. Here are some guidelines to make wiser choices:

Menu Adjectives:

Fat content must be watched when selecting menu items. If you see one of the following words, try to make another selection: *Fried, Crispy, Breaded, Scampi Style, Creamed, Buttery, Au Gratin, Gravy.*

Selection adjectives that are **good** include: Marinara, Steamed, Boiled, Broiled, Tomato Sauce, In Its Own Juice, Poached, Charbroiled.

Restaurant Choices: Depending on the restaurant you go to, here are some tips when selecting foods:

Mexican - Choose pot beans instead of refried beans and chicken or bean burritos and tostados. Ask for baked, soft corn tortillas instead of deep fried shells. Salsa is fine, but watch your chip intake.

Italian - Pasta with marinara sauce is good but watch alfredo sauces. Pizza, plain or with vegetables, is a good choice. Bread is good (watch the butter). Low-fat Italian ices are better than rich dessert choices.

Chinese - Stir fried and steamed dishes, like chicken & vegetables and rice, are good choices. Minimize fried egg roll intake or avoid all together.

Burger Places - Salad bars are great but watch the dressing. Look for grilled burgers, hold the mayonnaise and go light on the cheese. Watch your French fry intake (select a baked potato with a little butter if you can) and go easy on the milk shakes.

Breakfast Cafes - Always ask for butter on the side of pancakes, toast, muffins, etc. Select fresh fruit, juices and whole-grain breads and muffins.

Fast Food Choices: Listed below is a partial list of fast foods and their calorie & fat content. When selecting, always go with the low fat choice.

	Calories	Fat (gm)
Breakfast Juice	80	0
English Muffin/Butter	186	5
Scrambled Eggs	180	13
Ham, Chs.,Mushrm Omelet	290	20
Egg McMuffin	340	20
French Toast (2 slices)	400	20
Sausage with Biscuit	467	35
Burgers		
Hamburger	262	15
Cheeseburger	318	20
1/4 Pound Burger	427	25
1/4 Pound Cheese-Burger	525	35
Big Mac	570	40
Whopper with Cheese	760	50
Chicken		
Drumstick	117	5
Chicken Sandwich	320	10

Chicken nuggets, 6	300	23
Chicken Salad Sandwich	386	20
Chicken Club Sandwich	620	35

Desserts

Soft Serve Cone	185	5
Strawberry Sundae	320	10
Carmel Sundae	361	10
Frosty (12 oz)	400	15
Cherry Pie	260	15

Fish	Fish Sandwich	450	30
	Seafood Platter	471	35

Pizza (3 slices of 12 inch pizza)

Cheese	510	8
Pepperoni	430	17

Potatoes	Plain, baked	215	0
	Regular Fries	220	15
	Baked, Cheese & Broccoli	541	25
	Baked with Cheese	590	40

Mexican	Taco	179	6
	Beefy Tostado	291	15
	Bean Burrito	343	15
	Taco Salad	390	20

Milk and Milk shakes			
	2% Milk	120	5
	Whole Milk	150	10
	Milk shake	350	10

Nutrition Do's & Don'ts

Carbohydrate intake is important during every stage of nutrition. For each meal and snack, follow these Do's and Don'ts listed on this and the next page for wise food choices during training.

	Do	Don't
Breakfast	Eat hot cereals like oatmeal or oat bran. Select whole-grain or high fiber cold cereals. Eat breads, including muffins, biscuits and bagels. Try milk, skim or low fat is best. Choose fruit, including fresh, canned and fruit juices. Drink hot beverages such as hot chocolate and hot apple cider. Eat pancakes, waffles and french toast. Chooses eggs up to two or three times weekly. Choose fat-free toppings like syrups and jams as an alternative to butter.	Eat sausage, ham or bacon more than once or twice weekly Opt for eggs every day Choose sugary children's cereals Choose fast food breakfast sandwiches and fat-laden croissants every day. Use too much margarine or butter. Eat doughnuts or pastries daily. Skip breakfast.
Lunch	Pack a lunch when possible. Choose whole-grain breads.	Eat fast-food meals too frequently. Eat fried foods like fish'n'chips too

	<p>Choose lean meats like turkey over salami or bologna. Use mustard and ketchup as condiments. Choose a hamburger over hot dogs. Choose a baked potato over french fries. Eat pasta as much as you like, but choose tomato sauces rather than cream sauces. Try pizza without fatty meat toppings. Eat hearty soups and stews.</p>	<p>frequently. Overuse condiments like mayonnaise or salad dressings. Eat fatty and salty luncheon meats too often. Skip lunch. Choose prepared salads containing excessive mayonnaise or salad dressing.</p>
Dinner	<p>Eat pasta dishes. Choose pizza with vegetable and lean meat toppings. Try Chinese food with rice and fresh vegetables. Select fish often. Broiled or poached is best. Trim visible fat from meats and remove skin from poultry. Have soups, salads and plenty of vegetables. Eat as much bread as you like. Include potatoes, rice or beans when available. Choose fresh fruit, yogurt or Jell-O for dessert.</p>	<p>Choose deep-fried meals more than twice a week. Eat high-fat meals like hot dogs or sausages in excess. Choose meals with heavy cream sauces or gravies. Ruin a baked potato or bread with too much butter. Have cakes, ice cream and pies every night.</p>
Snacks and Beverages	<p>Pack nutritious snacks like fruit, raisins and nuts. Have rolls, muffins and breads when you get a break. Snack on popcorn, pretzels and breadsticks. Drink eight to ten glasses of fluids every day. Drink nonfat or lowfat milk. Drink fruit juices, sparkling waters and plain water. Drink hot ciders, soups and hot chocolate.</p>	<p>Count on potato chips or tortilla chips as good snacks. Eat cupcakes or cream-filled pastries to satisfy hunger. Eat ice cream, cakes or candies in excess. Drink too many soft drinks.</p>

GLOSSARY

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

"A"	Time classification for a swimmer. National Age Group Time Standard "A". "A" time is .01 seconds faster than the "BB" time standard and .01 slower than the "AA" time standard. See the NAGT published chart.
"AA"	Time classification for a swimmer. .01 faster than "A" time standard.
"AAA"	Time classification for a swimmer. .01 faster than the "AA" time standard.
"AAAA"	Time classification for a swimmer. .01 faster than the "AAA" time standard. This is the fastest time standard listed on the NAGT chart. Times faster than this are approaching National cuts or Top Times consideration.
A-Meet	Swim meet which requires swimmers to have previously achieved an "A" time standard in the events they wish to enter.
A-B Meet	Swim meet that offers separate competition for both "A" swimmers and "B" swimmers, usually with medals for the "A" swimmers and ribbons for the "B" swimmers. Swimmers compete in separate brackets against other swimmers of their own ability. Usually only "A" swimmers can score individual event team points.
A-B-C	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.
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 provable relay entry time.
Admission	Certain swim meets charge for spectators to view the meets. These are usually the larger more prestigious 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 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 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"	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.
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 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
Banner	A team sign that is displayed at swim meets. Banners are usually made from nylon material and carry the Team Logo and possibly the name of a popular team sponsor. Some size restrictions are enforced at certain meets.
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 or an extra heat in addition to Consolation finals.
Bottom	The floor of the pool. Bottom depths are usually marked on the walls or sides of the pool.

Breaststroke	One of the 4 competitive racing strokes. Breaststroke is swam as the second stroke in the Medley Relay and the third stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd 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.
Bulletin	One of the most important communication devices for a swim club. Bulletin boards are usually in the entrance Board ways of pools and have timely information posted for swimmers and parents to read.
Butterfly	One of the 4 competitive racing strokes. Butterfly (nicknamed FLY) is swam as the third stroke in the Medley Relay and first stroke in the I.M. Racing distances are 50 yds/mtr, 100 yds/mtr, and 200 yds/mtr. (LSC's with 8-under divisions offer the 25 yd back)
Button/Plunger	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 timers responsibility to push the button as the swimmer finishes the race.
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 coaches 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.
Car pool	The major transportation service provided by parents of a swim club, to shuttle swimmers to and from practices.
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 Swimming number, seed time, event number, event description, and the lane and heat number the swimmer will swim in. Backup times are written on these cards. Each event has a separate card.
Carbohydrates	The main source of food energy used by athletes. Refer to a Nutritional Manual for more information.
Championship Meet	The meet held at the end of a season. Qualification times are usually necessary to enter meet.
Championship Finals	The top 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.
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.

Check-Out	The parents job at the motel. This is listed here to remind parents to request “Late Check Out” times if offered at no charge by the motel. This makes the last day of the meet a little less hectic.
Chlorine	The chemical used by most pools to kill the bacteria in water and keep it clear 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 rulebook 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	A set of rules that have been officially published.
Code of Ethics	A Code of Conduct that both swimmers and coaches are required to sign at certain USA Swimming/LSC sponsored events. The Code is not strict and involves common sense and proper behavior.
Colorado	A brand of automatic timing system.
Consolation Finals	After the fastest 6 or 8 swimmers, the next 6 or 8 swimmers (depending on the # of pool lanes) in a Prelims/Finals meet who, after the Prelims swim, qualify to return to the Finals. Consolations are the second fastest heat of finals when multiple heats are held and are conducted before the Championship heat.
Convention	United States Aquatic Sports annual, week long, meeting where all rules changes are decided and working committees are established. Representatives are sent by each LSC to make up the voting body.
Course	Designated distance (length of pool) for swimming competition. (I.e.) Long Course = 50 meters / Short Course = 25 yards or 25 meters.
Deadline	The date meet entries must be “postmarked” by, to be accepted by the meet host. Making the meet deadline does not guarantee acceptance into a meet since many meets are “full” weeks before the entry deadline.
Deck	The area around the swimming pool reserved for swimmers, officials, and coaches. No one but an authorized USA Swimming member may be on the deck during a swim competition.
Deck Entries	Accepting entries into swimming events on the first day or later day of a meet.
Deck Seeding	Swimmers report to a bullpen or 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 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.
Dive	Entering the water headfirst. Diving is not allowed during warm-ups except at the designated time, in specific lanes that are monitored by the swimmers 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.
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 time”.
Dry-land	The exercises and various strength programs swimmers do out of the water.
Dry Side	That part of the Code book (rulebook) 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 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.
False Start Rope	A recall rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about ½ way on yard pools and about 50 feet from the starting end on meter pools.
Fastest to Slowest	A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. 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.
FINA	The international rules making organization for the sport of swimming.
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.
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.
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 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.
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.
Hats	See "caps".
Headquarters	The motel designated by the meet host. Usually, hospitality rooms and meetings relating to the meet will be held at this location. Many times this motel is one of the sponsors of the meet.
Heats	A division of an event when there are too many swimmers to compete at the same time. The results are compiled by 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 seedings 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.
IHSAA	Indiana High School Athletic Association
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 and freestyle. Equal distances must be swam of each stroke. Distances offered: 100 yds, 200 yds/mtr, and 400 yds/mtr.
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.
I.S.	Indiana Swimming Association
J.O.	Junior Olympics. An age group championship meet conducted by the LSC.
Jump	An illegal start done by the 2 nd , 3 rd , or 4 th 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).
Jr./Sr. Camp	A training and information camp sponsored by the LSC for those swimmers registered in the LSC who National Camp qualified for USA Swimming Junior or USA Swimming Senior Nationals.
Kick	The leg movements of a swimmer.
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 I.M.
Length	The extent of the competitive course from end to end. See lap.
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 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

Lycra	A stretch material used to make competitive swimsuits and swim hats.
Malfunction Mark	A mechanical or electronic failure - not a human failure by the swimmer. 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.
Meet	A series of events held in one program.
Meet Director	The official in charge of the administration of the meet. The person directing the “dry side” of the meet.
Meters	The measurement of the length of a swimming pool that was built per specs using the metric system. Long course meters is 50 meters, short course meters is 25 meters.
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.
Natorium	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 swim suits.
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.
Parka	Large ¾-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.
Pelican Pete	The “Safety Mascot” of USA Swimming.
Plaque	A type of award (wall plaque) given to swimmers at a meet.
Plunger	See - Button/Plunger.
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 swimmers 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).
Ready Room	A room pool side for the swimmers to relax before they compete in finals.
Recall Rope	A rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about ½ way on yard pools and about 50 feet from the starting end on meter pools.
Referee	The head official at a swim meet in charge of all of the “Wet Side” administration and decisions.
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.
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.
Shave	The process of removing all arm, leg, and exposed torso hair, to decrease the “drag” or resistance of the body moving through the water. Used only by Seniors at very important (Championship) meets.
Short Course	A 25 yard or 25 meter pool.
Simultaneously	A term used in the rules of butterfly and breaststroke, meaning at the same time.
Splash	USA Swimming newsletter that is mailed bi-monthly.
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.
Stations	Separate portions of a dry-land 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.
Still Water	Water that has no current caused by a filter system or no waves caused by swimmers.
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.
Stroke	There are 4 competitive strokes: Butterfly, Backstroke, Breaststroke, Freestyle.
Stroke Judge	The official positioned at the side of the pool, walking the length of the course as the swimmers race. If the Stroke Judge sees something illegal, they report to the referee and the swimmer may be Disqualified.

Submitted Time	Times used to enter swimmers in meets. These times must have been achieved by the swimmer at previous meets.
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, and Paper.
Swim-A-Thon®	A fundraiser copyrighted by USA Swimming for local clubs to use to make money.
Swim America	The professional swim lesson program administrated by the American Swim Coaches Association. Licensed to coaches.
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 clubs history for each age group/each event.
Timed Finals	Competition in which only heats are swum and final placings are determined by the 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 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 teams competing for points to see who places 1 st , 2 nd and 3 rd .
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, 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 national governing body of swimming in the United States.
USA Swimming Number	A 12-part number assigned to a swimmer after they have filled out the proper forms and paid their annual dues. The first three parts include the two-letter abbreviation for the LSC (Local Swim Committee) and the registration year. The next three parts are letters standing for the first initial of: Last Name/First Name/Middle Name in that order. The last 6 parts are numbers of swimmers birthdate: Day/Month/Year using zeros as place holders. For example: USA Swimming # for swimmer Kent Michael Nelson, a member of Indiana Swimming, registering for the 1993/94 year and born Aug. 27, 1976 = IN4NKM082776.
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 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 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 dry-land program.
Whistle	The sound a starter/referee makes to signal for quiet before they give the command to start the race.
Work Out	The practice sessions a swimmer attends.
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 short and long course seasons (in April & August) the Zone Administration sponsors a championship age group meet.