



OTTAWA YMCA

Dolphins Swim Team



2014-2015
Handbook

Ottawa YMCA Dolphins 2014-2015 Swim Team Handbook

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Ottawa YMCA Dolphins 2014-2015 Swim Team Handbook

PREFACE

The information in this handbook attempts to explain current information, rules, and expectations of swim families of the Ottawa YMCA Dolphins swim team program.

We urge all parents to read the handbook and go over the appropriate parts with their swimmers. It will hopefully answer any questions or concerns that you may have regarding our program. After reading the handbook, if there is something still unanswered, please feel free to ask any Parent Board member or the coaching staff.

MISSION STATEMENT

Competitive swimming, like all YMCA programs, is a tool to help people develop a healthy spirit, mind, and body. Developing skills and achieving success are secondary to pursuing the YMCA missions which is "to put Christian principles into practice through programs that build healthy spirit, mind, and body for all". It is easy to get caught up in the excitement of competition and lose sight of the primary purpose and YMCA mission.

PHILOSOPHY AND OBJECTIVES

The program is intended to build concepts of teamwork, sportsmanship, and self-confidence. More importantly, the Ottawa YMCA Dolphins Swim Team seeks to instill the four pillars of character established by the National YMCA: honesty; caring; respect; and responsibility.

The YMCA Dolphin Swim Program is grounded on the belief that YMCA competitive swimming offers an exciting and worthwhile experience in a young person's life. The children will learn the feeling of competition and how to win and lose. A good loser makes an excellent winner.

Being an Ottawa Dolphin will enable every child to gain from his or her experience, regardless of order of finish. The values learned through swimming extend well beyond competition in the pool. They provide the foundation for a commitment to excellence in life. The factors that determine the level of success one has in swimming are the very same that determine the level of achievements in any other field of life.

Everybody Swims, Everybody Wins, Everybody Participates

Objectives of the Ottawa Dolphins Swim Team

1. To provide opportunities for social and emotional development.
2. To promote a wholesome and valuable physical and recreational outlet.
3. To provide opportunities to learn sportsmanship and encourage team cooperation.
4. To provide opportunities to learn good health habits.
5. To provide instruction, training and competition to swimmers of all ability levels and motivations.
6. To provide an opportunity for family togetherness and involvement.
7. To provide instruction, training, and competition that will help swimmers to improve their swimming ability and times. The final goal shall be the ability to achieve the qualifying times for our IL/MO Area Championship Meet or our National YMCA meet.

YMCA GENERAL SWIMMING INFORMATION

YMCA Organization

YMCA swimming in the state of Illinois is divided into four districts. Ottawa is located in the Northwest District. The other districts are the Chicago District, the Illini District, and the Town and Country District. At the conclusion of the season (normally early March), each district conducts a Junior District and District Championship Meet. In order for a swimmer to compete in the District Championship meet, a swimmer must achieve a minimum qualifying time in a particular event. If swimmers qualify at the District meet they advance on to the State Championship meet. If the swimmer achieves a National qualifying time, they may advance on to the National Championships.

Who are the Officials at Swim Meets?

The basic officials include referee, starter, stroke and turn judges, timers, and scorers. Most officials are parents who assist voluntarily. The stroke judge determines if a stroke is being swum properly. A turn judge determines if a swimmer touches before starting another length and if the turn is executed correctly. A place judge determines the finish of swimmers by lanes. The scorers determine the winners of an event based on the timers and place judges determination.

Age Group Classifications for Swimming Events

Swimmers age for the swim season is their age on Dec. 1 of the current year

6 and under (free/back)	12 and under
8 and under	14 and under
10 and under	21 and under

Swimmer Participation

Each type of meet has its own rules about the number of events a swimmer may compete in. In order to compete in the Championship meet at the end of the season, normally early March, a swimmer must have competed in a minimum of 3 meets during the regular season.

The list of qualifying times for the district, state, and national YMCA championship meets are determined at the beginning of the season and frequently serve as goals for individual swimmers.

Dual YMCA Meets

A swimmer may participate in 3 individual events and 1 relay or 2 individual events and 2 relays. If there are lanes open, by agreement of the coaches, the swimmers may swim "exhibition" in the open lanes. A swimmer swimming exhibition earns no team points and no awards, but the swimmer's time may be used as a qualifying time or to set team records. Normally ribbons are awarded.

Invitational

During the season, the team participates in several invitational meets. Each invitational has its own rules on the number of events a swimmer may swim and how points and awards are given. Invitationals are normally day long events with warm-ups beginning very early in the morning. Medals and ribbons are awarded.

Junior District Championship Meet

The Junior District Championship Meet is held for swimmers who have not made District qualifying times. Swimmers may compete in three individual events and one relay or two individual events and two relay events. Swimmers will receive medals and ribbons.

YMCA District Meet

A swimmer must achieve a minimum time in a particular event in order to participate in the district YMCA championships. These times may be achieved at any YMCA meet.

YMCA Illinois State Meet

In order to compete in the YMCA Area Championships, it is necessary to achieve an Area minimum qualifying time at anytime throughout the season.

YMCA National Meet

The National YMCA meet is open to swimmers 12 years of age and up, who have achieved a national qualifying time and who have participated in a district YMCA championship meet.

UNDERSTANDING THE YMCA SWIMMING COACH

The YMCA's swimming coach's job is to teach skills and team play with these elements in mind:

Work with every swimmer on the team.

Every swimmer can and should be helped. It's more important to develop full participation than for a few good swimmers to dominate.

Develop good basic swim skills and fitness habits.

Winning cannot occur where the fundamentals are lacking. The YMCA coach stresses the development of solid techniques.

Teach fair play.

This is an important part in YMCA swimming. This attitude includes:

- Respect for self by taking responsibility for own behavior.
- Respect for teammates and working for the good of the team.
- Respect for the other team and seeing the team as an essential partner in competition.
- Respect for the rules and officials who uphold them.

Help the swimmer set individual goals.

The process is as important as the final outcome. It is not how the swimmer stacks up against others but where he is in relation to goals he sets for himself.

Keep winning and losing in proper perspective.

Winning is only one of the goals in YMCA swimming. Others are swimming skills and technique, fitness, leadership, dealing with emotions, and having fun. YMCA swimming provides intense competition but not at the expense of other goals.

Encourage lifetime involvement in sports and physical activity.

Swimming is fun for life. More importantly, regular cardiovascular exercise is important for a lifetime. Swimming is an activity for the entire family.

Work with the whole person – body, mind, spirit.

Fitness is important, but so are positive mental attitudes and spiritual growth. YMCA swimming emphasizes all personal development aspects. By recognizing each individual's physical limits, potentials, ideals and feelings, a swim coach has an opportunity to build strong values along with strong bodies.

Communication with Coaches

Communication between parents and coaches **MUST** be organized if it is to be effective. There are several ways in which you may contact a coach regarding questions and concerns:

- Before or after practice – Coaches cannot do their jobs effectively if they are interrupted during the practice or on deck at a meet.
- Email
- Telephone

Please take all concerns regarding coaching or coaching decisions to the **coaches not to the parent board or other parents**. If another parent uses you as a sounding board for complaints about a coach's performance or policies, listen empathetically, but encourage the other parent to speak directly to the coach. The coach is the only one who can resolve the problem. Concerns should be addressed first at the lowest possible level, depending on whom the problem is with. If you are not satisfied with a coach's response, you may contact the Aquatic Director, Kay Smith at 433-2395 or kfromthey@hotmail.com.

Second hand concerns will not be addressed. Speak for yourself and not for anyone else. If it is not important enough for you to contact the coach directly, it is not important enough to be addressed by the coach.

These guidelines are in no way an attempt to hinder communication, only to organize it. The coaches welcome your input and will be happy to answer your questions.

Complaining about a teacher or coach to your child is not helpful to anyone. If they are old enough to think for themselves, let them develop their own opinion and form their own relationship. Doing the complaining on social media is immature and cowardly. Demonstrate strong leadership for your children by being willing to go face to face when there are problems

from Proactive Coaching

Coach Contact Information

	<u>Cell</u>	<u>email</u>
Coach Christy	815-343-3321	<u>ovanic1991@aol.com</u>
Coach Ken	815- 228-3307	<u>aspen1810@aol.com</u>
Coach Kay	815-488-2935	<u>kfromthey@hotmail.com</u>

Meet Information

Meet information will be distributed to the swimmers via email and on our team webpage, www.ottawadolphinswimteam.org. If your swimmer will not be participating in a meet, please let the coaches know by Wednesday of that week. **Swimmers wanting to participate in the invitational swim meets will need to sign up by the deadline and include the meet fees. There will be a box designated to drop forms and payment into. If the invitational form and payment is not received by the deadline, the swimmer will not be able to compete in the meet.**

Other Team Information

The Ottawa Dolphins distribute information via email and the team web page, www.ottawadolphinswimteam.org. Please make sure the coaches have a current email address. If you do not have email, please let the coaches know that as well. **Last minute changes to the schedule will also be sent out through Remind.com**

Coach's Training Goal: The Championship

The primary goal of our training program is to produce maximum improvement throughout the season with peak performance in the end at the District and Area Championship meets. Our season is broken into four parts that blend together as you move from one phase to the next.

Early or pre-season

The emphasis is on building up the work load and improving the individual's endurance. Stroke work is of primary importance.

Main conditioning phase

Once the yardage is built up, we increase the quality of work done in practice. The faster you swim in practice the faster you will swim in meets.

Pre-taper / high quality sprint work

This phase lasts about three to four weeks before the taper. We increase the number of long rest sets and ask the individuals to swim very fast during practice. All the work that you have done up to this point allows you to do the swims well. Those very fast swims are the ones that give you the final preparation for the big meets at the end of the season.

Taper phase

To get you at your peak and make sure that you don't even feel tired, we rest a lot at the end of the season. Remember that sleep is important all season long. During this phase, the yardage in practice decreases. You will do enough swimming to keep your endurance up without tearing you down in an effort to improve. You will do enough sprint work to keep you swimming fast without tearing you down in an effort to improve. During this phase, you are not working to improve, you are allowing your body to over adjust to the work you have already done. It is similar to putting money in the bank during the season, and getting it back with interest over time.

OTTAWA DOLPHINS GENERAL INFORMATION

The Ottawa YMCA Dolphins Swim Team is a team that welcomes all swimmers and ability levels! We are a competitive swim team offering quality coaching and technique instruction for all ages. The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to national competitor. Every swimmer is important to our team!

Swim Team Rules and Expectations

The Ottawa Dolphins team rules are few in number. However, they must be followed at all times. Failure to follow swim team rules will subject swimmers to disciplinary action. The coaching staff will determine the appropriate action to be taken for each infraction on a case by case basis.

The swimmer's registration fee must be paid in full (or payment plan set up) during registration week. Swimmers will not be allowed to compete until the registration fee has been paid. Registration fees are non-refundable should a swimmer leave the team for any reason.

Dolphins Must Show Respect to Others at All Times.

- Coaches – Swimmers are expected to listen and follow the coach's directions to the best of their ability.
- Team Members – Dolphin swimmers are expected to support and respect fellow teammates. True sportsmanship will be stressed at all times at practice and at meets.
- Fellow YMCA patrons, Opponents, All YMCA Staff

Dolphins must respect the property of others at all times.

Dolphins must display good sportsmanship.

- Behave such that your parents and coaches will be proud of you.
- Show respect for all swimmers, adults, officials, coaches and timers.
- Regardless of where we are swimming, whether at home or away, Dolphin swimmers will display appropriate behavior in all facilities, lobbies, locker rooms and pool areas.
- Good sportsmanship applies to practices as well as meets.
- We expect full cooperation from swimmers and parents to insure proper conduct at practices.

Dolphins must attend practices regularly.

There are no mandatory attendance requirements; however, attendance will be taken daily. It should also be recognized that improvement is directly correlated with the quality and quantity of time spent in practice. Swimmers should be willing to commit to attending 75% of meets and practices.

Dolphins must attend meets regularly.

If you cannot attend a meet, you **MUST** notify the coach in writing (or email) no later than the Wednesday before a dual/tri meet. We would like all families to make a 75% level of commitment.

Team Suits and Caps

Swimmers are required to wear Ottawa Dolphins team suits and team caps at all meets. Absolutely no caps from another swimming program may be worn in YMCA Dolphin competition.

High Performance/Technical Suits

It is the philosophy of the coaching staff that, like other principals of training and competition, a progression should be observed when it comes to championship quality suits. Young swimmers should not be concerned about which swimsuit they are wearing when things such as stroke technique, attendance, and practice habits have a much greater impact on their development. Furthermore, families should not be burdened with the cost of higher quality competition suits. The following policies will be enforced:

- High Performance suits are not recommended for swimmers ages 12 and under. If swimmers 12 and under already have a technical suit, it may be worn at the District and State Meets **ONLY**.
- Swimmers 13 and older who have qualified for a state championship meet may wear a performance suit at the District and State Meet **ONLY**.
- In all cases, swimmers who have purchased a technical suit shall only wear the suit at times approved by the coach. Swimmers will not be allowed to compete in a technical suit unless the coach has approved the meet.

What is Expected of Dolphins

Always

- Remember that membership is a privilege, be proud to be a member of the Ottawa YMCA.
- Try your hardest, do your best – EVERYDAY.
- Challenge yourself to stretch your limits and improve your skills.
- Positive attitudes will help facilitate your personal success.

At Practice

- Shower before entering the pool.
- Be at practice on time with swim suit on and ready to go.
- Be at practice for the entire time.
- Complete workouts properly.
- Come to improve strokes and practice hard.
- Check personal file and bulletin board for newsletters and meet information.
- Use restroom before practice.
- Use equipment with care and replace after use.
- No gum.
- After practice, shower and dress in a timely fashion in the locker room. **NO HORSEPLAY!**

At Meets

- Arrive on time for warm-ups.
- Wear team suit and cap.
- Mentally go through the race before stepping on block, be ready, be confident, and let it happen.
- Remember, you have prepared yourself in practice.
- Always get your official time after you race and report it to the coaching staff.
- When a Dolphin swimmer does a great job, let him/her know – cheer, applaud, etc.
- Practice good sportsmanship. Shake hands with opponent – win or lose.
- Help teammates, especially new and younger swimmers.
- Help set up equipment and clean up after home meets.
- Stay in team area. Don't run around.
- Stay in swim suit until the end of the meet. We may have to change lineup and don't want to have to tell swimmers to go back and change.

NEVER LEAVE A MEET WITHOUT CHECKING WITH THE COACHING STAFF. IT IS POSSIBLE THAT THE LINE-UP MAY BE CHANGED!

Dolphin Swim Team Records

- Team records can only be established during an Ottawa Dolphin Swim Team scheduled sanctioned meet.
- The swimmer must be representing the Ottawa YMCA.
- Team records cannot be set in inter-squad meets.
- Records are determined to the 1/100 of a second.
- Identical times (to 1/100 of a second) will become co-record holders.
- All records are in yard times only. Converted meter times will not be considered for records.
- Team records must be verified by published results. No record will be accepted without published results. What is published is final.
- Team records must be achieved in the relevant stroke event; i.e., a backstroke record must be set in a backstroke event. Records set in a freestyle event can only be accepted as a freestyle record, regardless of the stroke used.
- Disqualification in an event means no time – therefore, no record.
- If a swimmer is swimming up in an age group, a record is accepted in that age group. The record will only be accepted for the age group event that the swimmer swam at that particular meet.

SWIM TEAM ADVISORY COMMITTEE (PARENT BOARD) OPERATING GUIDELINES

The swim team advisory committee is responsible for assisting the YMCA Aquatic Director and the swim team coaches in matters pertaining to the smooth functioning of a competitive swimming program within the framework of the association's values, purpose, policies, and objectives. The swim team advisory committee shall be composed of the Aquatic Director, Head Swimming Coach, and parent representatives. The Aquatic Director or Head Swim Coach serves as the chair of the swim team advisory committee.

Responsibilities of the Committee

1. To assist in maintaining a cooperative swim team program.
2. To choose from its membership committee chairpersons to oversee designated responsibilities.
3. To report regularly to the program supervisor including written minutes of all meetings.
4. To raise funds to supplement income of the swim team.
5. To recommend ways to increase family activity in the club's program.
6. To conduct regular meetings of team membership.

Job Descriptions of Officers

President or Chair

1. To assist in maintaining a cooperative swim team program.
2. To choose from its membership committee chairpersons to oversee designated responsibilities.
3. To report regularly to the program supervisor including written minutes of all meetings.
4. To raise funds to supplement income of the swim team.
5. To recommend ways to increase family activity in the club's program.
6. To conduct annual meetings of team membership.

Vice President

1. Assist the chair of the advisory committee when requested.
2. Preside as chair in absence of the aquatic director and coach.
3. Recruit committee members, establish goals, and establish clearly defined duties and areas of responsibilities for each committee member.
4. Serve as Chairman of the major fundraising committee.

Secretary

1. Keep minutes of the meetings.
2. Provide the YMCA Aquatic Director with the minutes of the previous meeting well in advance of the next scheduled meeting.
3. Prepare swim team roster.
4. Assist Aquatic Director with annual election of officers, i.e. prepare ballots, and keep the tally of the votes.
5. Responsible for providing information for parents on the swim team bulletin board and web page.
6. Responsible for updating and distributing Dolphin Handbook and maps to swim meets.
7. Post sign up sheet for times at swim meets.

Treasurer

1. Keep an accurate and current ledger of all swim team income and expenditures.
2. Collect registration fees, fund-raiser earnings, etc. and deposit into the YMCA custodial account.
3. Responsible for refund for out of pocket expenditures of coach and committee members for swim team needs.
4. Present a financial report at the Annual Banquet and board meetings.
5. Work closely with the YMCA business manager.
6. See to it that all swimmers are current Ottawa YMCA members.

Job Descriptions of Committees

Fundraising Committee

1. Define the reason and objective of the fundraising effort.
2. Design and effective communication process so that swim team parents understand and fully support the need for fundraising.
3. Establish a fundraising target for the year.
4. Coordinate fundraising with YMCA Executive Director
5. Work under the direction of the Vice President.
6. Initiate, organize, and follow through with fund-raiser effort.
7. Submit receipts to treasurer for reimbursement.

Timing Coordinator

1. Organize a timing schedule to provide necessary timers for away meets as needed.
2. Be responsible for maintaining a supply of materials; pencils, stopwatches, etc.
3. Work closely with the YMCA staff to insure watches, lane markers, backstroke flags, and all necessary equipment is in good working order.

Publicist

1. Responsible for maintaining the Swim Team Bulletin Board.
2. Responsible for taking photographs at meets. Photos will be used on the web page and at our banquet.

Social Committee

1. Organize team Christmas Party
2. Organize David Wolfe overnight trip
3. Assist with planning of the Annual banquet.

Web Master

1. Create and maintain web page for the Ottawa Dolphin Swim Team.
2. Collect information to be posted on the web page.

FAMILY WORK COMMITMENT

In order for our team to function we need the cooperation of every family on the team. It does not take a lot of time and is a very rewarding experience to be a part of the team.

Timing at Meets

Timing at meets is REQUIRED. Normally families will be asked to time a portion of the meet every 2 or 3 weeks. As timers are essential for the meet to run, please help out when scheduled to time. In the event that you cannot time for your scheduled events,

it is YOUR responsibility to find a replacement. Timing is not difficult and you have the best viewing for the meet.

Fundraising

The Ottawa Dolphins Swim Team is not possible without parental support and fundraising. Money raised from fundraising helps to offset team registration fees, purchase training equipment,

This season the team will have three fundraising events

1. **Superbowl Fundraiser – February 1, 2015**
2. **Raffle Tickets – December 1, 2014**
3. **Home Meet Concession Stand – January 17, 2015**

Another important aspect to fundraising is that it gets our name out into the community.

Locker Room Supervision

The coaches need assistance from parents with supervision the locker rooms – making sure kids are respecting each other's belongings and displaying good sportsmanship.

Transporting your Swimmer To/From Practices and Meets

It is the responsibility of each family to ensure that their swimmer arrives at practice and at the meets on time and prepared for practice or competition.

SUGGESTIONS FOR SWIM TEAM PARENTS

- Volunteer for work in our organization. You will learn a lot about swimming, meet other parents, and no longer be bored just sitting and watching swim meets.
- Leave the coaching to the coaches! Do not pressure or volunteer swimming advice to your swimmers. Parental coaching can cause much confusion and harm to the swimmer. He needs only one source of coaching input – from the coach.
- Be a supporter and stabilizer through the ups and downs of his/her victories and losses.
- Encourage a disgruntled swimmer to take his/her swimming related problem to the coach. If a good solution is not found, then all three parties should meet; parents, swimmer, coach.
- Nip your coaching concerns in the bud. Arrange a meeting (or phone discussion), work it out, and drop it. If new solutions aren't followed up, repeat the process. Don't carry grudges.
- Never let a disagreement with the coach leak to the swimmer. This can destroy the relationship with the coach.

- Help swimmers watch good health habits. (Pre-practice and pre-meet meals, appropriate diet, sleep patterns, appropriate dress, positive outlook.) Communicate problem with these to the coaches.
- Be patient for swimmers to progress. They will plateau in time progression during the season – especially, when they consistently work hard! Remember, the program goal is for races to come together for championships.
- Keep informed – check the bulletin board, email, web page and your swimmer’s file.

Recommended Items to Bring to Swim Meets

- A sleeping bag.
- Although concessions are usually available, some parents prefer to bring a lunch of various nutritional snacks and drinks.
- Quiet games, books, etc. to help pass the time between events. Basketballs, footballs, Frisbees, etc. are not appropriate.
- Two or more towels.
- Newspapers, magazines, books, etc. for mom and dad.
- Chairs for “camp” area.

GLOSSARY OF SWIMMING TERMS

USA Swimming – USA Swimming formerly United States Swimming. To compete in USA Swimming meets, a swimmer must obtain a USA swimming membership card.

Dual Meet – A meet between two teams. In a six lane pool, each team gets 3 lanes only.

Tri Meet – A meet between three teams. In a six lane pool, each team gets 2 lanes only.

Disqualification (DQ) – A disqualification indicates the swimmer has committed some infraction of the rules of the start, turn, or stroke of the event being swum. Neither points are scored, nor is a time recorded.

Heats – These are groups of swimmers all competing in the same event. Example: There are 12 swimmers entered in the same event and only 6 lanes in which to swim. The 6 slowest swimmers will swim in Heat #1, the next in Heat #2, etc.

Blocks – These are the platforms on which the swimmer stands and pushes off to start each race.

Event – An event is a race that includes the stroke and distance. Example: Boys 13-14 100 yard butterfly.

Sprint – A sprint is a high energy burst of speed for a short distance event.

Split – It is a segment of time for part of an event. Most common on relays where you have four individual times that equal the sum of the four participants' final time.

Negative split – On races from between 200 yards and a mile, it is important to maintain consistency. A negative split indicates bringing a race back faster than you started.

Pacing – On all long events a swimmer must realize that the finish is as important as the start. Pacing is knowing how much to save up at the beginning so as not to burn up all energy before the finish. Pacing is not used for sprint events.

Strokes – the four competitive strokes are butterfly, back, breast and freestyle. Each stroke has a proper execution. Failure to do the stroke properly causes the swimmer to be disqualified for that race.

Free – Short for freestyle. Freestyle is the American Crawl or any other stroke a swimmer wishes to swim. Each length must be swum in the same style in which the length was begun.

Fly – Nickname for the butterfly stroke. Butterfly is swum with the arms moving together in synchronization with both legs. The kick is similar to the flutter kick, but both feet are together and move up and down together. The hands or the feet may never move separately from the other. A two handed touch is required on the turns and finish.

Back – Short for backstroke. A swimmer must remain on his/her back during the race, never turning more than 90 degrees to one side or the other, except on turns.

Breaststroke – Shortened to breast. Breaststroke is another stroke in which both arms and both legs move together. One complete stroke underwater is permitted on the start and on turns. As in butterfly, a two handed touch is required on turns and finish.

IM – Individual Medley. One swimmer swims a minimum of one length of each of the following strokes in this consecutive order; butterfly, back, breast, free.

Heat Sheet – This is available to all spectators. It tells what event, heat and lane of each swimmer.

Times – Throughout the season a swimmer will swim several events more than once. The time they swim is the final result of their effort. It will determine at which level they perform that event.

Warm-ups – This is the pre-meet swimming that each swimmer should do to get a feel for the water, to loosen up their shoulders, arms, neck, waist, and legs, and to practice the event being swam that meet.

Seeding – This means the swimmers are grouped in heats according to the times submitted. The fastest swimmers will be in the last heat.

Qualifying Time – A time standard in which a swimmer must swim a minimum time.

Invitational – A competition in which any team may compete.

Preliminaries – The heats swum prior to finals.

Finals – Are after the fastest times from the preliminary heats are grouped together. These top swimmers are competing for the team points and swards.

Short Course – Refers to a 25 yard or meter pool. This is the distance swam in the winter season.

Timers – These are the people who take the times of each swimmer. There are normally 2 or 3 per lane with each having a watch or hookup to the auto timing system. One timer also acts as a recorder.

Stroke and Turn Judges – These people will see that the swimmer does each stroke and turn properly as stated in the rule book. If a stroke or turn is done improperly, these judges will write up a disqualification card to be brought to the scorer's table.

Place Judge – These people, usually one on each side of the pool at the finish end, will write down, in their opinion, in what order the swimmers finished. These decisions are to be given to the runner and will be used if the timing system fails or in case of ties.

Starter – This person will see that the crowd is quiet and then will start each race with a gun or auto starter system. It will be his/her job to determine a false start and to recall such a start.

Scorers – These people score the meet, write out ribbons or medals for place finishes and posts the scores and results after every few events.

Scoring a Meet – Meets are scored according to what kind of meet it is. Teams are awarded points based upon the place finish of each race. The number of points and number of places awarded varies with each type of meet. Some meets are not scored.