



Swim Team Handbook

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Introductory Information

Welcome to the High Point Pirates!

What We Are

We are a non-profit recreational swim team, with the sole purpose of providing a safe, fun, summer sport for children. The swim team will be open to lads and lassies (scurvy or not) ages 4ish to 18, who, for safety reasons, can swim one length of the pool. Our Pirates are kids of all abilities who love being on a team, being in the water on a hot day and enjoy having a summer activity with lots of kids from the pool. Don't let the word TEAM intimidate you. Please join either the swim or dive team or even both! It's a great activity for the summer. All are welcome and encouraged to join the fun.

Our Goal

The goal of the High Point Swim Team is to provide a safe environment where young swimmers can improve their strokes, increase their self confidence and learn team work through proper swimming technique and quality coaching, in a fun and social atmosphere.

Who We Are

High Point Swim Team will be made up of three integrated entities:

- The **swimmers** are the heart, and the only real reason we do this
- The **coaches** are the brains, providing direction for the kids
- The **parents** are the backbone, keeping things going and making things happen

Our team will only be a success through the quality and quantity of involvement of all three groups.

High Point Swim Club Web Site

Visit us on the web for valuable information:

www.highpointswimclub.com

Eligibility Requirements

Young scallywags must be at least 4 years old and may swim through their senior year of high school.

Any young scallywag belonging to High Point Swim Club is welcome on our team as long as they can swim across the pool without walking, hanging on the lane lines, drowning, or wearing a life preserver (or using another swimmer as one). We do, however, reserve the right to remove a child from the team for safety concerns. If, for any reason, a coach feels that a swimmer isn't quite ready for the swim team, we will respectfully ask the parents to take their child off the team. (A full refund will be given.) This is purely for safety concerns.

Commitment

As with any activity, the more time you put into the activity, the more you reap the rewards. Some mates come every day and some come when it fits their schedule. You get to pick how much your family would like to participate. We only ask that you:

1. INFORM THE COACHES EVERY WEEK IF YOU WILL BE AT THE MEET OR NOT so that the weekly meet entries can be completed and relays assigned.
2. VOLUNTEER TO HELP AT MEETS IN WHICH YOUR CHILD PARTICIPATES. Meets are run solely by the parent volunteers. We take pride in running quick, smooth and enjoyable meets but we cannot do this without everyone's help.

April Meeting/Registration

Every year we have a spring informational meeting for families to get the chance to sign up for the team, meet the coaches, see the new team suits and apparel, get answers to questions they may have or just see one another after what usually amounts to a long Wisconsin winter. Please remember to bring your checkbook to pay fees and purchase swimsuits. We'll also have meet volunteer sign-up sheets posted so bring your calendars and sign up for your favorite position. If you cannot be at the meeting you may pick up a team form and All City Waiver from the team folder at the pool and submit the forms and payment to the "Jensen" family folder.

Fees

The Booster Club works hard to keep costs down. Thanks to a successful 2009 season, we are able to keep the fees at the same cost as last year. These fees cover the All City Splash Fee, operational costs such as upgrades to the software to run our meets, kickboards, ribbons, watches, and even some fun activities such as Friday Treats and Ice Cream Socials. As a fiscally responsible swim team board, if we stop buying these necessities for our team, we would have enough money to take a nice weekend vacation to Little Amerika in beautiful Marshall, WI or the Wonder Spot in The Dells. Unfortunately, because we will always have team expenses, we will always have registration fees. Remember, though, this is to your benefit, and a benefit to the organization as a whole, to enhance the experience and opportunity of this team.

Fees:

Ages 4-14	Swimmer - \$50	Diver - \$50	Swim & Dive - \$70
Seniors (15-18)	Swimmer - \$15	Diver - \$15	Swim & Dive - \$25

Practice Times

The practice times will be announced at the Spring Meeting. The swim and dive practices are scheduled around the swim and dive lessons and open swim. We try to respect the member's full access to the pool and therefore our team times are early in the day or in the evening. Please check the website at www.highpointswim.com for the morning and evening practice times, as well as stroke clinic times.

- Regular practices are held Monday through Friday
- Swimmers should arrive 5-10 minutes prior to practice time in order to be ready for dry land. Swim caps (especially for girls) and goggles are strongly encouraged to be worn by all swimmers. These should be on prior to entering the water to make the most of your workout time.
- Please exit the pool promptly when your practice is over, so as to not delay the next group's practice.
- Practices are held rain or shine. Practice in the pool will be canceled if there is a thunderstorm in the area. In the event of cold weather the coach will decide whether or not practice is cancelled. The coaches and Booster Club will do their best to post cancellations.
- Although attendance at daily practice is not mandatory, keep in mind the more practices a swimmer attends, the more this increases their chances of improving their strokes, dropping times, and building camaraderie with their teammates.
- Parents are asked to remain in the seating area of the pool deck. Please do not try to communicate with the coaches or the swimmers during practice—**this is a safety issue**.

Swim Meet Schedule

Please see either our website at www.highpointswimclub.com or the All City website at www.allcityswim.org for the meet schedule.

Dual Meets

- Dual meets are when High Point swims against another team in the All City League.
- The schedule for meets can be found on the team website or at the All City League website, www.allcityswim.org.
- All swimmers, parents/volunteers, officials and coaches will be governed by the All City Board. These rules are available for your review on the All City website.
- Meet sign up sheets will be posted at the Swim Team Bulletin Board the Monday prior to the Saturday meet. It is the swimmer's responsibility to either sign up for his/her events or sign out (off) of the meet. There is also a place to indicate relay availability. **Please remember to sign up for relays if you are interested.** The sign-up sheet is removed each Thursday morning.
- Swimmers are required to be at each meet **one hour prior** to start time for warm-ups.
- **Heat/Lane Assignments** – Often swimmers find the event/lane/heat numbering system confusing. It is recommended that once the heat sheet is published, you or your swimmer write the event, heat, and lane on the back of their hand or arm in a Black Sharpie pen. It is a good idea to keep a Sharpie in the swimmers' bag during the entire swim season for this purpose. Writing this information on their hand/arm will help them remember their event throughout the meet and avoid confusion. Plus it keeps our clerk of course people happy. It will look like this on little Johnny's arm:

#2 1-4 (Event #4, Heat 1, Lane 4)
#12 3-2 (Event #12, Heat 3, Lane 2)
#22 2-2 (Event #22, Heat 2, Lane 2)
#52 4-6 (Event #52, Heat 4, Lane 6)

- **Relay Events** – If your child has been entered into the medley relay and/or the free relay, it is imperative that your child is present at the meet for these events. The medley relay is at the beginning of the meet so it is important that your child arrive on time for warm-ups. The free relays are either at the middle of the meet for 9 and unders or at the end of the meet for 11 and overs. If your child is included in the line up for a free relay event, please stay until this event. If your child leaves the meet early, it is not always possible to find a replacement for the relay. It takes four swimmers to make a relay team—don't make your child be the one that causes three other swimmers to forfeit their relay. If you do not want your child to swim in a free relay event on a particular date due to a previous commitment, please do not sign up for the relay on the sign up sheet. Please note: Due to the large and/or odd number of swimmers in each age group, it may not be possible for all swimmers to participate in relays at every meet.
- **Relay Placement** – It is the sole decision of the coaches who to swim and which relays (i.e., "A", "B" or "C") the child will be placed on. The coaches take into account the swimmer's times, dedication to the team, work ethics, the dynamic between the swimmers on the relay and a little bit of gut feeling. Even though the main factor for placement is time, please keep in mind all factors listed above and respect the coaches' final decision. If you have any questions concerning your child's placement on a relay, please email the Head Coach. Confronting any coach on the pool deck at practice or at a meet is NOT acceptable.
- **Meet Starting Times** – The All City League assigns us meets on Saturday mornings, unless the Fourth of July falls on the weekend. Most meets start at 8:00 am (with warm-ups starting at 7:00 am). However, this may change meet to meet. It is best to check with either High Point's website or the All City website.
- **Worker Check In** – Parent Volunteers for the meet should check in with the Volunteer Coordinator at the start of warm-ups. This will help us establish if we have enough workers. The check in table will be set up at the entrance next to the baby pool.

Communication

Communication with the Coaches

Many of you may have questions regarding your child's swim team experience throughout the summer. The coaches are more than happy to discuss questions you may have. Please use these guidelines for communication:

- Email the Head Coach with your question or concern. He/she will get back to you as soon as possible.
- If you must speak directly to a coach, please wait until after practice. Their responsibility is to the age group in the water at the time. This is not only from a coaching standpoint, but a safety issue as well.
- Before or during the meet is not an appropriate time to communicate with a coach. They need to focus on the swimmers and the many meet responsibilities they have. If you have a problem, please contact a Booster Club member.

Other Communication

- **Email** – The majority of team information is dispensed via email. This includes updates regarding meets, changes in meets or practices due to weather, social events, etc. It is imperative that we have your current email address and that you check it frequently (**daily**) during the season.
- **Swim/Dive Team Bulletin Boards** – Information that is sent out in the emails will also be posted on the team bulletin boards at the entrance to the pool. You will also find the

meet sign ups posted on these bulletin boards along with permission slips, social activity sign-up sheets, volunteer sign-up sheets and other fun stuff.

- Family Folders – There will be a Family Folder File Box for swimmers that we will use to distribute ribbons, best time buttons and special communications to families. The file boxes will contain a file folder for each family by last name. Please check this folder at least twice a week during the season.
- Check the website – at www.highpointswimclub.com often for current information.

Swim Suits and Apparel

All swimmers are encouraged to wear team swim suits during the swim meets. Although it is not mandatory, it encourages team spirit and unity and it makes it easier for coaches and parents to recognize our swimmers. High Point is very fortunate to have Middleton Sports and Fitness as our swim suit vendor. Remember to mention that you are a High Point member at check out to receive your 15% discount on all swim merchandise.

Our apparel supplier is Sheila Miller at AMS. Make sure you visit the apparel table at the Spring Meeting so that you can see samples of the team apparel and find out how to place your order. You may also visit our website at www.highpointswimclub.com to view pictures of the apparel and place your order.

Social Activities

The Booster Club is busy planning many exciting events, including our annual trip to Noah's Ark, the pre-All City Banner Making Party and the End of the Season Banquet. More information will follow. Remember to check your email frequently and the website for fun and exciting information.

Swim Meet Rules and Regulations

All swimmers, parent volunteers, officials and coaches will be governed under the All City Board. These rules are available for your review on the All City website www.allcityswim.org. It is your responsibility to familiarize yourselves with this code.

- If lightening is visible during a meet, any adult should bring it to the attention of an official and it is incumbent upon the official to clear the pool for a minimum of 30 minutes. If there is no lightning or thunder during that time, the official may resume the meet.
- In the case of the above weather, swimmers will be directed to immediately clear the water and everyone should clear the pool deck and seek shelter in the locker rooms or in their vehicle. Please follow the direction of the official and the pool staff/guards. **Please do not leave the meet until it is definitely cancelled. If a meet resumes after a weather delay, all swimmers must be prepared to swim the original schedule. All volunteers will also need to report back to their jobs.**
- There is to be no running, pushing, shoving, jumping or any other inappropriate behavior during the meet. Pushing anyone into the pool during the meet is strictly prohibited.
- The dive well and shallow area of the main pool are strictly off limits to all swimmers and spectators. All swimmers should remain near their team area. In the event of a change of line-ups, the coaches or clerk of course should be able to find you easily at all times.
- Lifeguards and/or coaches should be notified in case of emergency.
- A member of the coaching staff from each team must be poolside during warm-ups to maintain control and safety. Warm-up guidelines are to be adhered to. Diving is permitted only during designated times and in designated lanes. Feet first entry to the pool is required at all other times.

- Food is allowed in designated areas only. **There is no clean up staff. Please do your part to clean up after yourself and your children so that others do not have to do it for you!**
- Have fun! Always Do You Best!

These guidelines are set in order to maximize personal performance, promote team spirit and ensure safety of all participants and spectators. Please review these regulations with all of your family members.

Disqualification

Swimmers can be disqualified in any event for start, stroke, touch-turn and finish violations. If a swimmer is disqualified in an event, the time does not count as an official meet time, and the swimmer does not qualify for an award at that meet.

Disqualification is common in the early age groups, especially in the Butterfly and Breast Stroke and especially at the beginning of the season. Please inform your new swimmers that disqualification (DQ) is part of the learning process. Every swimmer has been disqualified at some point in his or her career and usually several times.

Sometimes officials do not see the stroke infraction. If this is the case, the swimmer is not disqualified.

Swimmers can also be disqualified or removed from a meet for sportsmanship and behavior infractions. Coaches and meet officials can evict swimmers for these offenses.

Parent Responsibilities

The reason we are here is for the benefit of our kids – they are the heart of the team. However, it is the parents that keep the team and the meets going. It takes approximately 50 parent volunteers to run a home meet. It is the parent's responsibility to sign up for a job at each home meet your child attends. Without you, the meet cannot proceed. If for any reason, you are not going to be on time for the meet due to other responsibilities, please find a substitute until you arrive.

Awards

Dual Meets – Swimmers are awarded ribbons based on their finish within their age group, excluding any disqualifications. Ribbons are awarded for first through sixth places. Swimmers may claim their ribbons at the end of the meet at the awards table. Ribbons not claimed by the end of the meet will be placed in the family folders within a few days of the meet.

If you have a question about a finish or a lack of an award, please send an email with the swimmers name, the meet name/date and the event in questions to the Head Coach. Please be patient while waiting for a response. Sometimes an answer is immediate and other times, it takes communication between the coach and the opposing team to determine the answer.

Best Time Awards

Best time buttons are awarded to swimmers who improve their time in an event at any meet. These buttons are placed in the family folders.

All City Swim Meet

All High Point swimmers have the opportunity to participate at the All City Swim Meet at the end of the season. To compete at All City, a swimmer must compete in at least three dual meets during the regular season. (Invitational meets do not count towards the two meet minimum.)

Parents, please try to arrange your schedules so that your swimmer can participate at All City. The swimmers enjoy the meet and social activities that lead up to it. The team has its own tent at the meet so that the kids and parents can relax and socialize in between events. During the week of All City, the team has a banner making party and carbo-loading dinner at the pool.

High Point is required to supply a limited amount of volunteers for the All City Swim Meet.

Swim Meet Volunteer Job Descriptions

At High Point we have **Three Types** of Parent Volunteers:

Type 1: Those parents who are willing to do anything that needs to be done to make the meet run smoothly, often going beyond the required five jobs.

Type 2: Those parents that do their five jobs, but whine occasionally.

Type 3: Those parents who watch other parents work, constantly complain about the job required and continually email the President and Coaches to complain about EVERYTHING.

Which TYPE of Parent Volunteer will YOU be?

Announcers – The announcer is in charge of announcing the events, swimmers in the water, current staging and results. The announcer should report to the pool at least 30 minutes prior to the meet and is expected to stay until the meet is complete.

Awards – Receive ribbon stickers from the computer team, apply them to the correct colored ribbon and file them in the correct event folder for the swimmer to pick up in person. Work typically begins after the first relay series and is completed after the final event. You must stay until after the end of the meet when all stickers are produced by the computer team. Once the children are finished collecting their ribbons, all unclaimed ribbons must be gathered and placed in the coaches' folder so that the coaches can distribute the unclaimed ribbons to the opposing team's head coach and the family folders of the High Point swimmers.

Clerk of Course – The Clerk of Course workers are in charge of the Clerk of Course area. The responsibilities are:

- Setting up the Clerk of Course area by lining up and numbering the benches and setting up the Event Board. The head person needs to obtain Heat Sheets and clip boards from the coaches' office and distribute them to the other Clerk of Course helpers.
- Alerting the Announcer to announce the event to line up by announcing the event number. The Clerk of Course must ensure that all race events are called early enough to allow sufficient time to gather all swimmers in the C.O.C. area. This is especially important with the 8 and under age group. Event numbers 1-4 should begin to lining up at least 10 minutes prior to the start of the meet.
- Ensuring that the Event Board reflects the event numbers being called for line up.
- Assuring that swimmers are lined up by Heat and Lane in a timely manner and sent to the blocks for their events. This is a lot like herding kittens.
- Ensuring that the number of swimmers behind the blocks is sufficient to keep the meet running in a timely manner. The Clerk of Course should arrive at the meet one hour prior to official start time to set-up and is finished when the meet is officially over and Clerk of Course supplies are collected.

Computer/Scoring – The Computer/Scoring team perform several functions. Before each meet our coaching staff does all of the meet entries and seeds the meet. On the day of the meet, the computer operator makes line-up changes provided by Head Coaches. If additional heat sheets are needed, additional copies should be produced. Once the meet begins, the computer team receives timer sheets, DQ cards and other information from the runner and updates the computer information as needed. As the timer sheets and information from the officials comes in to the office, one person is in charge of organizing the sheets by event numbers and lanes. Training on how to use the Meet Manager software is offered during every home swim meet. As early as

possible, the computer team will begin printing ribbon labels. The Computer/Scoring team should arrive one hour before the meets begin and will stay until after all post meet issues have been resolved.

Concessions – The concession volunteers are responsible for selling food items and heat sheets in the snack shack area. These individuals should be 14 years and older. There are two shifts, approximately two hours long each, for concessions. The first shift of workers should arrive at the pool one hour and fifteen minutes prior to the start of the meet. The second shift of workers are expected to work until the meet is complete and the concession area is cleaned and restored to its original condition.

Extras – Unfortunately, when working with volunteers, there will inevitably be parents who either will not sign up to help at meets or who do not show up for their assigned job (for whatever reason). The two extra volunteers will fill these vacant positions, if needed. Extras should arrive at least 30 minutes prior to the start of the meet.

Heat Winner Ribbons – The heat winner ribbon person is on the pool deck and responsible for giving a heat winner ribbon to the winner of each heat. Ribbons are given only to the winner of a heat or the four members of first place relay teams. There is only one heat ribbon person who works the entire home meet. The person will receive the ribbons at the awards table and should be on the pool deck at least 10 minutes before the start of the meet.

Officials – All officials should be USA Swimming trained and certified.

- **Starter:** The Starter is the official that announces and starts each race. They operate the starting device to begin each race. They also determine false starts and act as a turn and finish judge. He or she has been trained in the proper starting procedures and will control the start of each event. The starter will be needed at home meets and may be needed at the All City Swim Meet.
- **Stroke Judge:** The Stroke Judge has been trained to recognize legal and illegal motions for each stroke. He or she is also trained to recognize legal and illegal finishes and relay takeoffs. They are responsible for observing the athletes and determining disqualifications during the swim. We will need one Stroke Judge and one Turn Judge at every meet.
- **Head Official:** The Head Official is the person in charge of the meet. He or she is the head official on duty. The responsibilities are:
 - * Determining qualifications at any place in the pool.
 - * Notifying athletes and coaches of the infractions and resulting disqualifications.
 - * Checking that each swimmer takes the proper lane, call them to step onto the starting block and signal the starter to begin.
 - * Helping to judge false starts.
 - * Acting as a turn judge.
 - * Watching for proper finishes and starts.
 - * Assuring that all competition is being conducted according to the rules.
 - * Stopping or suspending competition whenever elements require.
 - * Resolving any disagreement in a timely manner.
 - * Running the officials and timers meetings at the beginning of the meet.

Runners – Runners collect DQ cards and time sheets after each event and deliver them to the computer area. They should attend the Timers meeting prior to the beginning of the swim meet. Runners should arrive 30 minutes prior to the beginning of the swim meet.

Set Up /Clean Up – These individuals are responsible for set up or clean up for home meets. They will arrive to the pool the evening before the swim meet in order to prepare the pool area. They will remove all necessary equipment from the swim team office and place it in the

appropriate place on the deck. These individuals will be responsible for hanging backstroke flags, hanging sponsor signs, moving chairs and bleachers, roping off the dive boards and zero entry end of the pool, etc. At the conclusion of the meet, the clean up people will remove and return all equipment to the swim team office. The pool deck is to be returned to its original state.

Timers – These volunteers stand in pairs at the end of each lane and use a digital stopwatch to time the swimmers. Times are recorded on pre-printed event sheets. At the end of each event, the Runner will collect the sheet from a timer assigned to each lane. Timers should report to the pool at least 30 minutes prior to the start of the meet to attend the timers meeting before the start of the meet. Timers are expected to work the entire meet.

Frequently Asked Questions

Who can be a member?

The swim team is open to any High Point member, ages 4-18, with the ability to swim one unaided length of the pool (25 yards).

Where do I find out what my child is swimming in the meet?

Individual and Relay line-ups are posted on the swim team bulletin board at the pool on Friday evening, prior to the meet. Heat sheets with event information are also for sale at concessions at all meets.

What do we need to bring to swim meets?

- Warm clothing, sweats are great. Also bring more than one towel.
- Sleeping bag or a blanket to sit on.
- Goggles and swim cap.
- Games, books, cards, etc. (something for the swimmers to do while they wait for their next event).
- Sharpees (for writing on your swimmer) and highlighters (for your heat sheet).
- Lots of sun screen.

What happens at the meets?

- First you will need to have your swimmer to the pool by the time of warm-up and make note of his/her event/heat/lane numbers.
- If you are volunteering you will need to sign in and pick up your name tag at the volunteer sign-in table.
- Mark your swimmers hand with the event #, heat #, and lane.
- It is the parents' responsibility to make sure their swimmer is in clerk of course at the appropriate time.
- Cheer for your fellow teammates!

If I am volunteering do I have to work after my swimmer is finished with his/her events?

Yes, unless you can find someone to replace you, or your job is fully complete.

How long does a dual meet last?

Usually 3-4 hours.

How many events will my child swim?

All children may swim a maximum of two individual events and two relay events.

When will my swimmer get his/her ribbons?

Swimmers may claim their ribbons throughout the meet. Labels are placed on ribbons as soon as the computer team enters and prints the results. A dry board located at the awards table will keep the swimmers updated for which events the ribbons are ready. If a swimmer does not claim his/her ribbon during the meet, ribbons will be placed in the family folders within a few days of the meet.

What is the All City Swim Meet?

This is a championship meet at the end of the season. All High Point swimmers can participate.

Which pools participate in the All City League and where are they located?

The following pools participate in the All City League:

- Hawk's Landing
- High Point
- Hill Farms

- Maple Bluff Country Club
- Middleton
- Monona
- Nakoma Country Club
- Parkcrest
- Ridgewood
- Seminole
- Shorewood
- Westside

Please visit the All City Swim website at allcityswim.org for addresses and driving directions to the pools.

Glossary

A glossary of terms we use in the sport of swimming

Age Group – Division of swimming according to age. The Age Group divisions based on birthdates after June 1st are: 8 and under, 9-10, 11-12, 13-14 and 15-18.

Backstroke – One of the four competitive racing strokes, basically any style of swimming on your back. Backstroke is swum as the first stroke in the Medley Relay and second stroke in the I.M.

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 heights and can be permanent or removable.

Breaststroke – One of the four competitive racing strokes. Breaststroke is swum as the second stroke in the Medley Relay and the third stroke in the I.M.

Butterfly – One of the four competitive racing strokes. Butterfly (nicknamed FLY) is swum as the third stroke in the Medley Relay and first stroke in the I.M.

Cap – The latex or silicone covering worn on the head of swimmers.

Clerk of Course – The staging area where swimmers are organized and wait to be walked to their lane for a swimming event. Clerk of Course is usually off to the side of the pool and has rows for the swimmers to line up.

DQ (Disqualification) – Time and score do not count. The swimmer has been judged as not performing the stroke, turn, or finish correctly. Time and score do not count.

Dive – Entering the water head first.

Dual Meet – Type of meet where two teams/clubs compete against each other.

Event – A race or stroke over a given distance that is timed.

False Start – When a swimmer leaves the starting block before the horn.

False Start (Relay) – An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.

Final Results – The printed copy of the results of each race of a swim meet.

Freestyle -- One of the four competitive racing strokes. Freestyle is swum as the fourth stroke in the Medley Relay and fourth stroke in the I.M.

Goggles – Underwater eyewear worn by swimmers to keep their eyes from being irritated by the chlorine in the water.

Heats – Each group of swimmers starting together, one per lane.

Individual Medley (I.M.) – A swimming event using all four of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke and Freestyle. Equal distances must be swum of each stroke.

Invitational – Type of meet that requires a club to receive an invitation to attend the meet.

Jump – An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.

Kick – The leg movements of a swimmer. A popular word to “yell” to encourage swimmers during a race.

Lane – The specific area in which a swimmer is assigned to swim (i.e., Lane 1 or Lane 2). As the swimmers stand behind the blocks, lanes are numbered from right (Lane 1) to left (Lane 6 or 8).

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 pool.

Leg – The part of a relay event swum by a single team member. A single stroke in the I.M.

Marshall – Individual in charge of enforcing safety, supervision, and relations at a meet.

Medley Relay – Four swimmers swimming one leg of a relay. Backstroke, Breaststroke, Butterfly, and Freestyle.

Meet – A series of events held on a particular date and time.

Pool – The facility in which swimming competition is conducted.

Practice – The scheduled workouts a swimmer attends with their swim team/club.

Race – Any single swimming competition (i.e., preliminary, final, timed final).

Record Keeper – Individual in charge of recording team records.

Relay – Four swimmers, each swimming one leg (part) of an event.

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.

Schedule – List of meets with dates, meet host, meet location, type of meet and contacts address and phone.

Seed Time – A swimmer’s best official time in an event used to place him/her in order for championship meets, etc.

Stand Up – The command given by the Starter or Official to release the swimmers from their starting position.

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.

Step Down – The command given by the Starter or Official 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 four competitive strokes: Butterfly, Backstroke, Breaststroke and Freestyle.

Suit – The racing uniform worn by the swimmer, in the water, during competition.

Warm-up – The practice and “loosening” up session a swimmer does before the meet or their event is swum.

Watch – The hand held device used by timers and coaches for timing swimmers’ races.

Whistle – The sound a starter/official makes to signal for quiet before they give the command to start the race.