

Northampton Swim Booster Club

Team Handbook



Revised October 2025

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INTRODUCTION

The purpose of this handbook is two-fold: to explain to new members just what the KIDS Swim Club is and to outline various policies that affect all swimmers, year after year. It should be read by all families so that they may become familiar with important facts and rules of the club.

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

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

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age group 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.

GENERAL DESCRIPTION

AND OBJECTIVE

The Northampton Swimming Booster Club was established in 1972 to provide, foster, and support amateur sports in swimming in the Northampton Area. The KIDS Swim Club, an entity of the NSBC, encourages and promotes community spirit with respect to area swimming programs. We are a swim program that believes in teamwork, dedication, and training. The KIDS Swim Club is registered with USA Swimming, the national governing body for amateur swimming in this country. Any member of the KIDS Swim Club who will participate in USA Swim meets, our coaches, and all officials at swim meets are registered as members of USA Swimming. As members of USA Swimming, we

compete only with registered clubs.

We offer a guided age-group youth program for children Kindergarten and up, from the beginning swimmer to the most competitive and skilled swimmer.

When a young person becomes a member of the KIDS Swim Club he/she learns the values of sportsmanship and teamwork. Swimming, through the KIDS Swim Club, provides physical, emotional and intellectual skills that will last a lifetime.

The vision of the KIDS Swim Club is:

To develop the character traits, technical skills and intense desire necessary to strive for excellence, both in and out of the pool.

MISSION STATEMENT

The KIDS Swim Club is a youth organization with year-round programs to foster a love for the sport and general health of children in the Northampton Area. Founded in 1990, the KIDS Swim Club offers youth programs for children ages 5 and up, from beginners to skilled, competitive swimmers. The club encourages and promotes community spirit with respect to area swimming programs.

USA SWIMMING

USA Swimming is the National Governing Body for the sport of swimming in the United States. They are a 600,000-member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds to participate and advance in the sport through teams, events and education.

This membership is comprised of swimmers from the age group level to the Olympic Team, as well as coaches and volunteers. Members can get involved through our more than 2,500 teams across the nation.

USA Swimming is also responsible for selecting and training teams for international competition including the Olympic Games, and strives to serve the sport through its core objectives including:

- Build the base
- Promote the sport
- Achieve competitive success

As the National Governing Body for the sport, USA Swimming is charged with the responsibility to formulate rules, conduct national championships, disseminate safety and sports medicine information, select competitors to represent this country in international competition, insure the development of its' member clubs and age group swimmers.

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. Splash is a bi-monthly publication providing current and timely information of interest to all USA Swimming members.

More information can be found on www.usaswimming.org

DUES/SUBSCRIPTIONS

Year-round athletes pay an annual registration fee of \$90.00. Athletes receive an electronic “membership card” and have both liability and secondary medical insurance coverage.

By paying the national fee, KIDS Swim Club is a club member of USA Swimming. 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 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.

SAFE SPORT

USA Swimming is committed to fostering a fun, healthy, and safe environment for all its members, and in 2010, it formally implemented a comprehensive Safe Sport program to respond to and prevent instances of abuse and misconduct within the sport of swimming. Since then USA Swimming Safe Sport has worked tirelessly to educate members, put policies in place, and empower LSCs and clubs to create the best possible environments for all members.

MAAPP POLICY

The Minor Athlete Abuse Protection Policy is a collection of proactive prevention and training policies for the U.S. Olympic & Paralympic Movement. It has three primary components: an Education and Training Policy, Required Prevention Policies, and Recommended Prevention Policies. The Center developed the MAAPP to assist National Governing Bodies, Paralympic Sport Organizations, Local Affiliated Organizations, the U.S. Olympic and Paralympic Committee, and other individuals to whom these policies apply in meeting their obligations under federal law.

COACHING STAFF

Nothing has a greater influence on the quality of children's sports than the excellence of the coach. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

All KIDS coaches must meet the high criteria set forth by USA Swimming. Each coach is a certified lifeguard and has first aid and CPR training for the professional rescuer. Coaches are also required to take a safety training class for swim coaches. All the requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and the KIDS Swim Club.

Cullen Mentzell

Our head Coach Cullen Mentzell came to us in July 2019. Cullen will handle Grades 6 & up for Fall, Spring and Summer sessions including Summer Meets and Champs (Bronze & Silver and others as applicable). He will also handle all our program requirements and registration for meets, etc.

Cullen also assists in coaching the middle and high school swimmers in the fall. When he is not coaching the KIDS Swim Club, he is the head coach for the Northampton High School Varsity team. He has been their head coach since 2016 and on the coaching staff since 2012.

Swimming has been a huge part of his life for many years. He is a graduate of Northampton High School where he swam for the high school team for four years. Before that, he participated in the Swim For Your School program and the summer team for the KIDS Swim Club. He also swam all four years at Bloomsburg University while earning his degree in mathematics and secondary education.

Melissa White

Coach White started coaching with the KIDS Club in 2020 as an age group swimmers for our summer team and the assistant coach for the Middle School and High School age groups.

Coach White is very passionate to see children of all abilities succeed and have fun with what they like to do. She was involved in growing the KIDS Club from 30 swimmers to over 90 swimmers! She continues to aid in the development of the KIDS Club programs and will be coaching with the club in the summers.

In 2016, Coach White joined Coach Mentzell as the assistant Varsity Swim Coach for Northampton High School.

Coach White began swimming at an early age. She swam for Northampton's Summer Swim Team and Swim For Your School Programs from Elementary through High School. She also swam for the Northampton Varsity Swim Team in high school, graduating in 2010. Coach White started as a volunteer coach, working under Gwen Whildin, for the High School team after graduation.

Coach White started teaching swim lessons and was a coach for the "Yes I Can" program at Rodale Aquatic Center through College. She has taught a variety of lessons from Mommy and Me, private adult lessons, and lessons with students that have physical disabilities.

After graduating from Kutztown University in 2014 with a bachelor's degree in Special Education and Elementary Education, she went on to receive her master's in Special Education from Lehigh University in 2016.

Ashley Benner

Coach Ashley Benner comes to us with a wealth of poolside experience! She is a four year collegiate swimmer, Masters swimmer, PIAA Swimming Official and has been coaching the Rodale Aquatic Center's FAST program since 2012. Additionally, Coach Ashley is a FIVE time Ironman Triathlon Finisher, Boston Marathon finisher and a half marathon and marathon pacer. She is employed as a bail officer for Lehigh County since 2012 and currently resides with her family

in Catasauqua.

Dan Medei

Coach Dan Medei has been involved in the sport of swimming as both an athlete and coach. As an age group swimmer, Coach Medei swam for the KIDS swim club starting at age 5. He is a 1995 graduate of Northampton High School where he was a member of the 1993 Boys Varsity swim team that won the PIAA State Swimming title. After High school, Dan went on to swim for the University of Florida. In addition to being a student athlete, Coach Medei has had several stops as a coach of both high school and age group swimmers. Coach Medei is a second grade teacher at George Wolf Elementary School (Northampton School District). He resides in Walnutport with his wife, Katie and his three daughters, Juliana, Kacee and Sophia.

Morgan Thomas

Coach Morgan Thomas has a special place in her heart for KIDS Swimming. Morgan started swimming for KIDS in 2012 through the Swim For Your School program. She fell in love with the sport and soon became a year-round swimmer for the club. Morgan started coaching the Swim For Your School program and summer swim lessons when she was in middle school. Morgan was a varsity swimmer for Northampton all four years and was a part of the 2018 Districts 200 Medley Relay team where they broke the school record! After high school, Morgan continued her swimming career at Susquehanna University. During summer breaks, she continued to coach and instruct swim lessons for our club. Morgan graduated in May 2024 with a degree in Ecology and Earth and Environmental Sciences.

Joey Muantongchin

Coach Joey began swimming at age 7 for the Hatboro YMCA. After some early success, he began training at Team Foxcatcher under Richard Shoulberg, a former Olympic coach, where he was a very successful age-group swimmer.

Continuing to train under Coach Shoulberg, Coach Joey swam for Germantown Academy's varsity team for four years. His high school career culminated in an undefeated senior season, capped with an individual title and a team title at the Eastern Interscholastic Swimming and Diving Championships. During his senior season, he also won an individual title at Junior Nationals Northeast (USA Swimming) in the 100 yard breaststroke.

Coach Joey swam collegiately at Emory University where he was a multiple time UAA conference champion and three-time Division III NCAA All-American in the breaststroke events and relays. During his time in college, he also taught swimming lessons to children and volunteered for the Special Olympics.

In his spare time, he enjoys swimming, paddleboarding, camping, and spending time with his wife, Carolyn, and his daughters Grace, Sophie, and Maddie. He is passionate about sharing his love for swimming and seeing people work towards their potential.

JUNIOR COACHES

KIDS typically uses senior swimmers to assist the head coach with programs and development of age group swimmers..

COACHES RESPONSIBILITIES

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

1. The coaches are responsible for setting practice intensities. 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 practice by the coach.
2. Sole responsibility for stroke instruction and the training regiment rests with the KIDS Swim Club coaching staff. Each practice is based on sound scientific principles and is geared to the specific goals of the swimmers ability.
3. Our coaching staff selects the swim meets the team will participate in each season, taking into consideration training goals, swimmer development, and coach availability. The Board of Directors offers guidance and oversight, but ultimately, meet selection is determined by the coaches and their schedules.
4. If a USA swimmer unattaches from our club they must wait 60 days waiting period before they can reattach (see USA Rule Book section 203.3). The coaching staff also makes the final decision concerning which events a swimmer is entered into.
 - a. Once a swimmer starts a club transfer to another swim club, it is the KIDS Swim Club's policy that that swimmer can no longer attend swim practice or swim meets with our swim club.
 - b. Swimmers transferring to our club may begin practicing immediately upon transfer. Separation from the previous team must be completed, and membership with the existing club must be terminated prior to joining.
5. 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)
6. The building of a relay team is the sole responsibility of the coaching staff.

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

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. Don't waste it.

PRACTICE AND ATTENDANCE POLICIES

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

1. Typical practices run Monday through Thursday. Coaches will send a message in Game Changer if the practice schedule changes. 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 increase their ability.
2. For the swimmers protection, they should arrive on the school grounds no earlier than 10 minutes prior to 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.
3. Plan to stay the entire practice. 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 message in Game Changer or communication with a coach is necessary.
4. Occasionally, a practice may have to be cancelled or shortened due to pool usage issues, in which case you will be notified of a practice change or cancellation as soon as possible.
5. Swimmers are to enter the building through the double doors at the bus loop. The bus loop is a one-way parking lot between the Middle School and the High School, that goes around the multi-purpose field. A swimmer found in any other part of the building could damage our relationship with the School District.
6. While on school grounds, the swimmers are the responsibility of the coaching staff. During practice sessions, swimmers are never to leave the pool area without coach's permission.
7. The club has an obligation to act as guests while in the middle school (both swimmers and parents). Every member of the club needs to do everything

possible to respect this privilege. Any damages to school property may result in financial liability of the swimmers parents. Any damage may also result in the swimmer being asked to leave the team permanently.

8. Parents are not allowed on the pool deck during practice unless it is an emergency.
9. Parents are allowed to observe practice from the bleachers. Please be considerate and keep conversations at a low volume level. Do not try to communicate with any swimmer from the observation area. This is not only distracting to the swimmer, but can also be distracting to the entire team as well as the coach.
10. Access to swimming facilities will be restricted if monthly payments are not received. Payment must be made within 48 hours to avoid further restriction. Swimming privileges will be reinstated once the outstanding payment is made.

ILLNESS AND INJURY

Whenever possible, the coach should be informed in advance of an illness or injury. Regardless of how serious or trivial it may be, it will almost always be possible to find a physician (or parent) who will recommend abstaining from training and one who will recommend a modified approach.

If your swimmer will be out of the water over a long period of time with an injury or illness, please notify the KIDS Swim Club so the coaching staff and Board is aware of the problem.

SWIMMERS TRAINING RESPONSIBILITIES

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

Swimmers will be required to bring specified training accessories (i.e., goggles, cap, etc.) to workouts. It is the swimmer's responsibility to make sure these items are properly adjusted and that spares are readily available.

CONDUCT

1. Any swimmer who is known to use alcohol, drugs, or tobacco is subject to suspension from the team.
2. Never interfere with the progress of another swimmer, during practice or otherwise.
3. At all club functions, whether practice, meets, or social gatherings, we expect each swimmer to behave in such a way that their actions reflect positively on the team.
4. All members of the club, whether parents or swimmers, continue to protect

and improve the excellent reputation the club has throughout the state and country.

5. All KIDS Swim Club team members will be required to e-sign all agreements at program registrations.

PARENTS..

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 largely on this triangular relationship. It is with this in mind that we ask you to consider this section as you join the KIDS Swim Club and reacquaint yourself with this section if you are a returning KIDS Swim Club parent.

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

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.

10 and Unders: 10 and Unders 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 KIDS, there may be a brief period in which he/she appears to slow down. This is a result of the added concentration on stroke technique, but this will soon lead to much faster swims for the individual.

Not every time: 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.

PARENTS RESPONSIBILITIES

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

1. The greatest contribution you can make to your swimmer's progress is to be a loving, supportive parent. As an appendix to this handbook is a reprint of an article called, "The Ten Commandments for Parents of Athletic Children". It offers some very useful and sound advice on communicating

with your swimmer.

2. In Appendix "B" located at the end of this book there is a copy of the "Policies and Expectations". This agreement must be signed when you register with the Club and must have read through this handbook in its entirety. Please familiarize yourself with these items.
3. KIDS Swim Club has a reputation of hosting summer swim meets of the highest caliber. A percentage of our operating budget is generated from the club hosting summer swim meets. One of the commitments made when you joined the KIDS Swim Club was to help work our own swim meets. Every family is expected to meet their volunteer requirements during our summer session.
4. When on NASD property, everyone must adhere to School District policy on attire. Therefore, please remember that any endorsement of alcohol or tobacco products is strictly prohibited. This includes clothing, language, and actions.
5. The following is a transportation policy that is in effect for all functions related to the club:

It is hereby the stated policy of the KIDS Swim Club, effective immediately and until either revoked or restated by the KIDS Swim Club Board of Directors, that transportation of swimmers and/or coaches to practices, meets, or any other event considered to be a club function by any non-public conveyance, as defined to include privately owned vehicles, is recognized by the KIDS Swim Club as a purely private agreement between the parties involved and that neither the KIDS Swim Club, nor the KIDS Swim Club Board of Directors, separately or as a group, except for the parties directly involved can be or will be considered as a party to such arrangement and that any liability in any form arising from such arrangement is purely and completely the responsibility of the parties involved.

6. All parents are strongly encouraged to contact the club with any questions. There will be seasonal parent meetings for parents to be kept apprised of upcoming meets, fundraisers, changes or any current issues related to the club.

COMMUNICATION

All team information can be found on our team website, Team Unify and/or the On Deck app. Please contact a board member on how to access any of these options.

Any questions regarding swimming issues should be directed to a Coach or via Game Changer and/or e-mail during daylight hours per USA Swimming guidelines. All other questions or inquiries should be directed to a Board Member. When contacting the board members, please be considerate of time.

PROBLEMS WITH THE COACH? 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. This is one of the traditional swim team communication gaps. 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. 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 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.

BOARD OF DIRECTORS

The administrative functions of the club are overseen by the Board of Directors. The board consists of four parents elected for two year terms. The elections for board positions are held annually in December (2 members are elected each year as stated in our By-Laws

Mission Statement: The guiding mission statement of the Board of Directors which all decisions are measured against is:

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

Providing necessary business functions

Assisting and supporting the coaching staff

Communicating

Board Job Responsibilities

Each board member is assigned a specific area of responsibility. For a list of the current members and their positions, By-Laws are available upon request. Each board member is also assisted by standing committees which are composed of parents from the club.

FEE STRUCTURE

Club fees

1. The current club fees are:
 - A. The yearly USA Swimming registration fee payable online when you join the club through the end of the next calendar year.
 - B. The commitment to the KIDS Swim Club is a pay in full or monthly option. Fees vary by session and will be documented on Team Unify per session as follows:

Fall Swim	Sept. - Nov.
Winter Swim	Nov. - March
Swim For Your School	April
Summer Swim	May - July
August	Break

- C. Multi-Family Member Discount is offered
- D. During our summer swim season, we require a **\$100 volunteer check hold** from every family, no exceptions. This check is not deposited unless the volunteer requirement is not fulfilled. If your volunteer check is not received by the deadline indicated, your swimmer(s) will not be permitted to participate in swim meets until it is turned in.

Each swim family must complete **3 volunteer jobs** throughout the season AND **donate 3 items for the snack stand at HOME meets. If you have more than 1 swimmer in your family you must complete 4 volunteer jobs and donate 4 items for the snack stand at HOME meets.** If volunteer assignments are not completed, swimmers of those families will not be able to swim in the end-of-season championship meets.

Summer swim is a large commitment and relies heavily on parent involvement to ensure that all meets run smoothly. Volunteers are essential in a variety of roles such as **snack stand, timing, runners, stroke and turn judges, deck security, 50/50 raffle, ribbon assistant** and more.

Entry fees

2. Meets are posted on our website in Team Unify. You must confirm your participation by accepting or declining your commitment per deadline. Coach has final say in what events each swimmer will swim. All fees will be posted to Team Unify, and the credit card on file will be billed.

Characteristic of any business, KIDS expenses begin the first day of every month. A positive cash flow is required to assure payroll requirements and various other expenditures. It is, therefore, imperative for all KIDS parents to pay their swimmer's monthly installment, if you chose a monthly payment option your credit card on file will be automatically billed monthly until that session is completed. If fees are not current, your swimmer will not be allowed to participate in practice.

It is the responsibility of the member to notify the coach and treasurer of intention to terminate, or cancel a team membership. Failure to notify the treasurer may cause a member to be unnecessarily billed for monthly dues. If a member quits the program or is dropped from the program because of overdue

bills, overdue and current account balances are immediately payable in full.

FUNDRAISING

Each KIDS Swim Club family is asked to participate in fundraising activities to benefit the club.

INSURANCE

narrative summary from:
"United States Swimming, Inc
2017 INSURANCE SUMMARY
Updated December, 2016

It is required of all KIDS Swim Club swimmers that they have a current United States Swimming (USA) membership. This membership not only supports swimming throughout the country, it also provides very important accident and medical insurance for every swimmer and every club.

Each swimmer is covered at any organized practice of KIDS Swim Club and every competition that is USA sanctioned. A summary of the coverage is listed below. If you wish to see the whole insurance summary pamphlet please contact the KIDS office.

The membership cost for United States Swimming is currently \$70.00 per year. This fee is charged and collected at the time of registration. U.S. Swimming has adopted two major insurance programs:

1. Excess Accident Medical Protection
2. General Liability & Excess Insurance

These two programs are intended to provide reasonable protection for U.S. Swimming athletes and clubs while stabilizing the cost.

EXCESS ACCIDENT MEDICAL INSURANCE DESCRIPTION OF COVERAGE

Carrier: Nationwide Life Insurance Company
Insureds: Members of USA Swimming

Coverage Outline:

When covered Injuries result in treatment by a Legally Qualified Physician beginning within 90 days of the accident, the Medical Expense incurred in excess of the Medical Deductible, if any, will be paid. Benefits will not exceed a maximum of \$25,000.00. Benefits must be Medically Necessary and shall not exceed the Usual and Customary charges in the geographic area where treatment is performed. Only covered Medical Expenses incurred by the Insured within 52 weeks from the date of the accident are covered.

Benefits:

\$25,000.00 maximum per occurrence for Accident Medical Expenses. Eligible Medical Expenses are: (a) Treatment by a Legally Qualified Physician; (b) Care or services from a Hospital or Ambulatory Surgical Center; (c) Services from a registered graduate nurse (RN or LPN) not related to the Insured by blood or marriage; (d) Professional ambulance service; (e) Orthopedic appliances; (f) Injuries to sound and natural teeth.

\$1,000.00 maximum per occurrence for Chiropractic or Physical Therapy treatment/expenses

Deductible/Excess:

This program is excess to any other insurance in place through the member's employment, school or family. Benefits for Medical Expense will be paid only for such expense which is not recoverable from any other insurance policy, service contract or workers' compensation. The deductible amount is the total of all other collectible benefits from primary insurance sources applicable to the Injury **or** \$100.00 of medical expenses when there is no primary insurance available.

General Liability

Insurance Company: National Casualty

Who is Insured:

• **Other Insureds - Clubs or Group Members but only as respects liability arising from "Covered Activities":** USA Swimming, Inc. member clubs, in which all athletes or participants and coaches are members of USA Swimming, Inc., group members, volunteers and "member coaches" solely as respects to "bodily injury" and "property damage" arising from "covered activities" for which a group member has received approval from USA Swimming, Inc. or its authorized representative.

Coverage & Limits:

Coverages Limits of Liability

Bodily Injury and Property Damage Combined \$1,000,000 Each Occurrence

General Aggregate \$No Limit

Personal Injury and Advertising Injury \$1,000,000

Damage to Rented Premises \$1,000,000

Products-Completed Operations \$2,000,000 Annual Aggregate

Medical Payments (third party) \$5,000 Any One Person

Sexual Abuse/Molestation \$1,000,000 Each Occurrence

Sexual Abuse/Molestation \$5,000,000 Annual Aggregate

Employee Benefits Liability \$1,000,000 Each Claim (\$1,000 Deductible)

Employee Benefits \$2,000,000 Annual Aggregate

Excess Liability

Insurance Company: National Casualty

Coverage & Limits:

Coverages Limits of Liability

Each Occurrence \$5,000,000

General A ggregate \$5,000,000

A copy of the Certificate of Liability Insurance can be viewed at the pool by asking any board member.

*Club Insurance
Coverage:*

For swimmers not currently participating in USA swimming or do not have a USA membership, the club has the following insurance in place through Great American Insurance Group.

Commercial General Liability 1,000,000 each occurrence

Damages to Rented Premises 300,000 each occurrence

Personal Injury and Advertising 1,000,000

General Aggregate 3,000,000

Professional Liability 1,000,000 each occurrence 1,000,000 Aggregate Limit
Abuse and Molestation 100,000 each occurrence 300,000 General Aggregate
Accident/Medical Coverage 10,000, Maximum Medical 25,000 with a 0 deductible

For the coaches, we have workers compensation insurance through the State Workers' Insurance Fund. This is from Pennsylvania Department of Labor and Industry.

1,000,000 BI by accident/each accident
1,000,000 BI by disease/each employee
1,000,000 BI by disease/per policy limit

For the Northampton Area Kids Swimming Booster Club Board of Directors, we have the following policy through State Farm Fire and Casualty Company.

Not-For-Profit Organization Liability Policy including Employment Practices Liability Coverage.

1,000,000 limit of Liability with 1,000.00 deductible per claim.

TEAM UNIFORM

The team colors are black and orange. One required item to wear in any meet is a team swim cap. The reason for this requirement is that each coach is responsible for 10-50 swimmers at each meet and as the KIDS cap is a unique design, it is easily spotted by both coaches and parents alike. This cap is available from any board member of the club. Most swimmers should have at least two on hand for each meet. A team suit is preferred for all team swim meets or an all black suit, but not necessary. Any suit may be worn for practice.

Other optional items are available at other times throughout the year.

It is highly recommended that each swimmer's 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 fall/winter, or "short course", season runs from September to March. The meets are held in a 25-yard pool. The summer, or "long course", season runs from early May to end of July. Summer Long Course Meets are generally held outside in 50 meter pools (Olympic size).

COMPETITION ..and the winner is..

The KIDS Swim Club 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, is 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 KIDS Swim Club'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.

LEVELS OF ACHIEVEMENT There are seven different age group classifications recognized by USA Swimming (the governing body of the sport): 8-Under, 9-10, 11-12, 13-14, 15 and over and Senior. The Senior classification includes any age registered swimmer who has achieved the prescribed qualifying time for the event. Not all age group classifications are offered at every swim meet. The swimmer's age on the first day of a meet will govern the swimmer's age for the entire meet.

Within each age-group there are different nationally recognized levels of achievement based on times. All swimmers begin as "C" swimmers. As they improve, they advance from "C", to "BB", "B", "A", "AA", "AAA", and ultimately "AAAA". The times required for each ability level are published each year by USA Swimming. This permits fair, yet challenging, competition on all levels.

In some cases, a swimmer may be in a different class in each stroke. An example: a "C" breaststroke time, a "B" freestyle time, and a "AA" backstroke time.

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

TYPES OF SWIM MEETS

1. Dual Meets-The KIDS Swim Club will compete with one other team in the summer in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.

USA Swimming Meets:

2. Developmental Meets-These meets generally do not have any qualification time standards. Most of the time these meets offer each one of the competitive strokes in the two distances offered for each group. Each swimmer is usually allowed to enter from 3-4 events per day.
 - a. It is our team policy, we require a minimum of 8 confirmed swimmers in order to attend a meet as a club. If fewer than 8 swimmers commit, the team will not participate unless the club's coaching staff and Board of Directors decides otherwise under special circumstances.
3. Qualification Meets-These meets have some type of qualification time

standard(s) that a swimmer must meet in order to enter the meet.

4. Junior/Silver/Senior Champs-At the end of each short course (fall/winter) season, a meet is sanctioned by USA Swimming, the governing body of swimming in the country. USA swimming sets the qualifying time standards for this meet. Generally, the standards fall between the national "A" and "AA" time standards.
5. 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 Mid Atlantic Zone team competing against other states from the country.

MEET SCHEDULE

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

1. The meet schedule has been established with the expectation that swimmers will attend every meet available at their classification level. We do not schedule a meet unless we feel it is important to participate. However, it is not mandatory to attend meets. One can also choose to enter only one day of a two or three day meet.
2. On an average, we want all team members to compete once every three or four weeks. The meet schedule is established with this philosophy in mind. In some cases, meets of a similar classification are scheduled as close as two weeks apart or as far as one month apart. This happens when the meets that the coaching staff choose from offer no other alternative.
3. As a general rule, we will not permit any swimmer to compete in competition on two successive weekends (except in championship meets).

PHILOSOPHY OF COMPETITION

The KIDS Swim Club engages in a multi-level competition program with USA Swimming. Like our training program, it 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 did not swim well 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 swimmers have 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 KIDS Swim Club 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.

Swimmers are taught to set realistic, yet challenging, goals for meets and to relate those goals to practice to direct their training efforts.

Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his potential in the wide range of events offered in competitive swimming. Oftentimes, a swimmer's "best" stroke changes as they mature and his/her body goes through physical changes.

**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 tried to be as specific and as detailed as we possibly could. If you have any questions, please ask.

Before the Meet Starts

1. Meet information will be emailed the week of a swim once our team receives the meet details from the meet hosts. You can find your swimmers events in Team Unify under Events and Competetion. Using this will provide your swimmer with the list of their events. This helps him/her remember what events he/she is swimming and what event number to listen for.
2. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. The warm-up time will be listed in the meet information posted on the team website.
2. Upon arrival, find a place to put your swim gear. The team will sit in one place together, so look for some familiar faces.
3. Check in with coach upon arrival.
4. At this time, if you do not already have your suit on, go to the locker room and change into your suit and make sure you are ready to go and return to the team area. This is a good time to make sure he/she goes to the bathroom, if necessary.
5. Your swimmer now gets on his/her cap and goggles and waits for coach's 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 team area 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 or volunteer 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/Meet Mobile. Heat sheets can be found on Meet Mobile. 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 Mobile is an app available on smart phones that contains the same information of a heat sheet. There is a charge for the app.

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 or a card). He/she may swim right away after warm-up or they may have to wait awhile.
2. The coach will send the swimmer's to their lane at the blocks prior to their event. Swimmers should report to their lane with his/her cap and goggle. Generally, girls events are odd-numbered and boys events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle."
3. You can expect at least 2-3 heats or more of each event.
4. The swimmer swims their race.
5. After each swim:
 - A. Generally, the coach follows these guidelines when discussing swims:
 - a. Positive comments or praise
 - b. Suggestions for improvement
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. Let him/her go 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 the coach send him/her up for his/her next event and starts the procedure again at the blocks.
7. When a swimmer has completed all of his/her events he/she is encouraged to stay until our last team memeber has swam their event. Make sure,

however, in the summer meets, 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.

What To Take To The Meet

1. Most important: Team suit, KIDS Cap, goggles, towels, and water.
2. Towels-Realize your swimmer will be there awhile, so pack at least two.
3. Something to sit on. Example: extra blanket, cushion, anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.
4. Warm-ups/Sweat suits/Swim Parka: 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/protein bars, Fun fruits, yogurt, cereal, jello cubes, sandwiches

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other KIDS Swim Club 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! If you don't think that bleachers are comfortable, feel free to bring camp chairs to sit on, however some natatoriums will prohibit the use of

these seats.

VERY BASIC SWIMMING RULES

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 in the race. This is not like the Olympics where they are allowed two false starts.

Turns and finishes

1. Freestyle: feet have to touch the wall
2. Backstroke: swimmers have to be on their back when they touch the wall. After he/she touches, he/she can then turn around, but 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.

CHAMPIONSHIP MEETS

Policy One of our team goals is to qualify as many swimmers as possible for the Championship meet(s). Whether attendance is REQUIRED or OPTIONAL, the Championship meet is a special experience and extremely important in the athlete's development.

As our season progresses, all of the swimmers get excited and motivated to qualify for a champs meet. Unfortunately, some of the swimmers do not have the consistent practice habits nor the USA Swimming meet experience to make the cut, yet, through and extremely psyched swim and a lot of desire, they do the time. Because they don't have the practices and meet experience, the swimmer will probably not repeat the time at the Championship meet. They really don't belong there.

As an Age Group swimmer, our swimmers learn they swim faster at the Championship meet than at any other time during the season. They are prepared for this; they are taught this; we practice this. If a young swimmer goes to the Championship meet and is not properly prepared, the experience is negative and can affect other championships later in his/her swimming career.

We, as coaches, believe that the honor of competing in a Championship meet is earned through consistent practice habits and competitive experience at USA swim meets. There's a big difference between "wanting" to go to the championships and "deserving" to be at the championships. Talent plays a supporting role to commitment.

To insure that all of our swimmers are properly prepared for their championships:

1. Meet attendance and participation throughout the entire season is important. USASwimming meets offer the experience necessary for the championships.
2. Practice habits must be within our recommendations for the group the swimmer trains with. "Consistency" is the key word.

The State Championship is not the ultimate goal. It is a seasonal goal that should lead to Zones, Junior & Senior Nationals, and beyond. Making the "cut off time" is simply a requirement to attend the meet. The goal is to be as prepared as possible and perform to the best of one's ability at the meet. Sometimes swimmers get the "end" and the "means" mixed up.

Swimmers are special people and deserve to have positive experiences as rewards for their dedication and commitment. Let's make sure that parents, swimmers, and coaches, are laying the foundation for the best possible experience at the Championship meet.

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. KIDS Swim Club 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.. **DO NOT ASK YOUR SWIMMER(S) TO HANDLE THIS JOB.**
2. Parents are encouraged to attend out-of-town meets with their swimmers. These trips can be fun for parents and swimmers alike. They also are a rare opportunity for more team bonding.
3. **DO NOT** ask a coach to provide swimmer transportation. It is against Mid-Atlantic Swimming and Club policies for a coach to do this.
4. Any swimmer riding in a car is responsible to the parent/driver for his/her behavior and is expected to adhere to the KIDS Swim Club Policyt all times.
5. If driving with another swim family, an emergency telephone number should be given to the parent/driver with whom your swimmer is riding in case emergency medical treatment is required.
6. The parent/chaperone is responsible for the swimmer(s) at any time in which the swimmer(s) is/are not in the pool or on the pool deck. The KIDS Swim Club is not responsible for a swimmer(s) actions or code of conduct when he/she is not on/in the pool area.

APPENDIX "A"

TERMS AND CONDITIONS FOR PARTICIPATION

KIDS Swim Club (A not-for-profit Corporation)

1. The yearly club registration fee and United States Swimming (USA) registration fee are not refundable and must be paid prior to the swimmer participating in USA Swim meets.
2. **MONTHLY PAYMENTS ARE TO BE PAID ONLINE BY THE FIRST (10TH) DAY OF THE MONTH. NONPAYMENT OF MONTHLY PAYMENTS WILL NECESSITATE NON-PARTICIPATION FOR THE**

SWIMMER(S) UNTIL PAYMENT IS MADE. If dues cannot be paid as listed, please speak to a board member.

3. Meet entry fees are in addition to seasonal payments. Nonpayment of entry fees will also necessitate non-participation for the swimmer(s) until payment is made.
4. Should a swimmer decide to discontinue participation in the program with the KIDS Swim Club, the monthly payment for the month of which he/she swims any portion thereof and any outstanding entry fees are considered an obligation to the KIDS Swim Club, and are payable upon termination of participation.
5. Each family is required to e-sign all agreements during the registration process.
6. All swimmers, who are members of the KIDS Swim Club, are required to participate at their highest level of achievement in championship meets.
7. Each parent and swimmer is responsible for reading and understanding the contents of the "KIDS Swim Club Handbook".
8. Any checks returned to the KIDS Swim Club for Non-Sufficient Funds will be subject to a \$25.00 additional handling charge.
9. Policy of Respect is not only for swimmers, but for parents as well.

APPENDIX "B"

POLICIES AND EXPECTATIONS/CODE OF CONDUCT

Policy of Respect/Code of Conduct

1. It is a privilege, not a right, for any swimmer and parent to participate in the NSBC/KIDS Swimming program.
2. Our children learn from our example, and we as parents need to exemplify the highest level of sportsmanship: Swimmers and parents are to be supportive of everyone at all times (both in and out of the pool.) Bullying, harassment, intimidation, negative attitudes or any behavior deemed disrespectful to others, the team, the parents or the coaching staff (name calling, derogatory comments, racial innuendos, rumors, slander, and/or disparaging comments) will not be tolerated.
3. Violence, lying, stealing, and vandalism are not tolerated at any time by swimmer or parent. Such infractions could result in dismissal from the program.
4. No language, motions, or innuendoes of a sexual nature will be tolerated. Such infractions could result in dismissal from the program.
5. Use of Facebook, Twitter, Instagram, Kik, Be Real, or any other social media outlet for the purpose of abusing, embarrassing or bullying teammates, parents, coaches, the team or other teams will not be tolerated and may be cause for immediate dismissal from the program.
6. Swimmers and parents shall refrain from expressing their anger towards coaches, swimmers, volunteers and

spectators at any pool through public displays or via e-mail, letter, and/or phone calls.

7. Negativity is not acceptable; swimmers and parents will express any concerns through the proper channels in a respectful and constructive manner.

8. It is the responsibility of the parent/guardian and the swimmer to review our Team Handbook.

Swimmer Expectations

8. Swimmers should plan on being at the pool for practice 10 minutes prior to the scheduled start of practice. This time should be used to stretch before entering the water as to avoid injuries.

9. Swimmers should participate in every practice, for the entire practice. Parents are to notify the head coach, via email or text of meets being missed.

10. Swimmers are not to intercept or impede any other swimmer from fulfilling their practice.

11. Swimmers are not to run, push, or engage in horseplay of any kind. Swimmers may not lay hands on another person in any way, except as stated by coaches, to convey passing during in water training or assistance in dry land training. Any swimmer in violation of this rule may be suspended immediately.

12. No picture taking devices of any kind may be taken into the locker room area. All devices must be put in the cell phone pocket board before entering the locker rooms and retrieved at the end of practice. Violation of this will be cause for immediate dismissal from the program and you will be turned over to the proper authorities for further action.

13. All Northampton School District policies, especially policy 249.1, must be adhered to at all times. Abide by Middle Atlantic and USA Swimming Code of Conduct policies as well.

14. Anytime you are representing the Northampton KIDS Swim Club, any code of conduct infractions may include being reported to Safe Sport based on the infraction. Depending on the type of infraction the KIDS Swim Club may not have a choice but to file an official report with Safe Sport.

Any swimmer or parent who chooses not to follow the above Rules and Regulations of the KIDS Swim Club/NSBC, will be subject to disciplinary action. Disciplinary actions are set as a level system. However, the NSBC Board of Directors have the right to adjust disciplinary actions depending on the severity of the infraction. The levels are as follows:

Level 1: Meeting with the swimmer and/or parent after practice or meet.

Level 2: Dismissal from practice or meet.

Level 3: 1 week suspension, which includes any meet(s) during that week followed with probation** for the

remainder of the current session and the entire next session. **Any entry fees already paid will be lost!**

Level 4: Dismissal from the team without refund for the duration of the current session. The swimmer/parent will be allowed to join the next scheduled session at the discretion of the NSBC Board of Directors but will automatically be on probation** for the duration of that session.

****Probation:** Time period when any infraction to the rules could lead to immediate suspension or dismissal.

After each infraction the swimmer and/or parent will be required to sign a letter recognizing their child's infraction and acknowledging the level of the infraction.

REFUND POLICY

Swimmer will be tested on the first night of the swim session. If your swimmer cannot swim the length of the pool, a refund, less processing fee will be granted. However, no other refunds will be issued after the start of the session, except in cases of illness, injury or relocation.

APPENDIX "C"

Permission to Photograph

The KIDS Swim Club reserves the right to take photos and videos at our club activities. KIDS Swim Club may use these images and likenesses, inter alia, in social media posts, for advertising media, and on our website. If one wishes to opt one's child(ren) out of appearing publicly in any image the Club may publish, please inform northamptoncbc@gmail.com via email.

All photography conducted on KIDS Swim Club's behalf will be done so by a non-athlete member or third-party professional. All photography shall be in compliance with Safe Sport policies. Specifically, no photography may occur from a position physically located behind the blocks. No KIDS athlete, coach, board member and/or parent shall capture, edit, and/or disseminate the photographic likeness of another without that individual's permission.

Should anyone associated with KIDS become aware of inappropriate transmission of a photographic likeness by any athlete, coach, board member and/or parent, that individual will communicate it appropriately to a coach or board member.

APPENDIX "D"

Northampton Swimming Booster Club
Constitution and By-laws
Available upon request

APPENDIX “E”

KIDS SWIM CLUB
BOARD OF DIRECTORS

President: **Heather Walp**

Vice President: **Frank Armetta**

Secretary: **Michelle Kostik**

Treasurer: **Jennifer Greig**

Contact us at NorthamptonSBC@gmail.com

ADDED THIS..

President – The President shall preside at all meetings of the NSBC. He/She shall serve as a liaison between the Coaching Staff and the membership whenever deemed necessary. The President will also be authorized to sign all contracts, notes, conveyance and other documents in writing, including payroll and taxes, in the name of the NSBC. The President has the ability to sign checks along with the Treasurer.

Vice-President – The Vice-President shall preside at meetings of the NSBC in the absence of the President. He/She will be responsible for special projects deemed necessary by the President and will oversee the operations of the Snack Stand at NSBC sponsored meets, including making sure that worker obligations are met. The Vice-President shall investigate and oversee all disciplinary actions etc. and hand out punishments according to our club handbook. Will maintain insurance requirements for the club.

Treasurer – The NSBC Treasurer shall be responsible for maintaining a detailed account of all monies coming in and out. The Treasurer will handle all incoming monies, crediting appropriate accounts of those incoming monies, depositing funds, taking care of all disbursements and billing of proper accounts, paying all expenses/bills, and will provide full financial records to the accountant. The Treasurer shall be responsible for picking up the mail from the P.O. box.

Club Secretary – The Club Secretary shall be responsible for the minutes of all NSBC meetings. He/She shall work in collaboration with the President on meeting agendas. The Club Secretary will oversee any club correspondence. The Club Secretary will be responsible for sending emails, or giving out flyers, regarding meetings or other internal correspondence with members and families. The Club Secretary shall learn and apply Team Unify. The Secretary will be responsible for all public publicity/social media.

APPENDIX “F”

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 failure. Be the person in their life they can look to for constant positive reinforcement.
- II Try your best to be completely honest about your child's” athletic ability, his/hers competitive attitude, their sportsmanship, and their actual skill level.
- III 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.
- IV 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.
- V 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, 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, sensitive free spirit out there in that uniform who needs a lot of understanding, especially when his world turns bad. If he/she is comfortable with you – win or lose – he/she is on their way to maximum achievement and enjoyment.
- VI Don’t compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.

- VII Don't compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
- VII 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.
- IX Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.
- X 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 of discomfort.

APPENDIX "G"

NUTRITION Reprinted from "Training Agenda", a USA 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 Group	Selections	Servings
	Milk, Cheese, Yogurt,	

MILK	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

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:

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 altogether.

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 on this page are 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			Broccoli	541 25
	English Muffin/Butter	186	5			Baked with Cheese	590 40
	Scrambled Eggs	180	13				
	Ham, Chs., Mushrm			Mexican	Taco	179	6
	Omelet	290	20		Beefy Tostado	291	15
	Egg McMuffin	340	20		Bean Burrito	343	15
	French Toast (2 slices)	400	20		Taco Salad	390	20
	Sausage with Biscuit	467	35				
Burgers	Hamburger	262	15	Milk and Milk shakes			
	Cheeseburger	318	20		2% Milk	120	5
	Quarter Pound Burger	427	25		Whole Milk	150	10
	Quarter Pound Cheese-Burger	525	35		Milk shake	350	10
	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 &						

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 lowfat 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. 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.	Eat fast-food meals too frequently. Eat fried foods like fish'n'chips too 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.
Dinner	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 jello for dessert.	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.
Snacks and Beverages	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.	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.

GLOSSARY

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

"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, 1112, 1314, 1516,1718. Some LSC's have divided the swimmers into more convenient divisions specific to their situations: (ie) 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 moment's notice.

Anchor	The final swimmer in a relay.
Approved Meet	Swim meets conducted by organizations (other than USA member clubs or LSC's) that have applied to USA or the local LSC for approval. If approval is granted, swimmers may use times achieved as USA qualifying times. A USA official must be present at all sessions of the meet. Approval does not mean Sanctioned.
ASCA	The American Swim Coaches Association. The professional organization for swim coaches throughout the nation. Certifying coaches and offering many services for coaches 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.
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 and 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	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, your LSC, or a USA 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 bull pen or given to the timer behind the lane. Cards usually list the swimmers name, USA number, seed time, event number, event description, and the lane and heat number the swimmer will swim in. Backup times are written on these cards. Each event has a separate card.
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. (Ie) Lane 4 in the final 3 heats. See rule book for exact method for seeding depending on the lanes in the pool.
Clinic Closed Competition	A scheduled meeting for the purpose of instruction. (Ie) Officials clinic, Coaches clinic. 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 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/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. (Ie) 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 member may be on the deck during a swim competition.
Deck Entries	Accepting entries into swimming events on the first day or later day of a meet.
Deck Seeding	Swimmers report to a bull pen or staging area and receive their lane and heat assignments for the events.
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 head first. Diving is not allowed during warmups 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".
Dryland	The exercises and various strength programs swimmers do out of the water.
Dry Side	That part of the Code book (rule book) that deals with the "Administrative" Regulations of Competition.
Entry	An Individual, Relay team, or Club roster's event list into a swim competition.
Entry Chairperson	The host clubs designated person who is responsible for receiving, and making sure the entries have met the deadline, or returning the entries if the meet is full. This person usually will find discrepancies in the meet entries and notify the entering club to correct any errors.
Entry Fees	The amount per event a swimmer or relay is charged. This varies depending on the LSC and type of meet.
Entry Limit	Each meet will usually have a limit of total swimmers they can accept, or a time limit they can not exceed. Once an entry limit has been reached, a meet will be closed and all other entries returned.
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 1/2 way on yard pools and about 50 feet from the starting end on meter pools.
Fastest to Slowest	A seeding method used on the longer events held at the end of a session. The fastest seeded swimmers participate in the first heats followed by the next fastest and so on. Many times these events will alternate one girls heat and one boys heat until all swimmers have competed.
Fees	Money paid by swimmers for services. (Ie) Practice fees, registration fee, USA 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.
Illegal	Doing something against the rules that is cause for disqualification.
IM	Individual Medley. A swimming event using all 4 of the competitive strokes on consecutive lengths of the race. The order must be: Butterfly, Backstroke, Breaststroke, Freestyle. Equal distances must be swam of each stroke. Distances offered: 100 yds, 200 yds/mtr, 400 yds/mtr.
Insurance	USA offers "accident insurance coverage" which is automatic when swimmer, coach, official, pays their USA membership fee. Many restrictions apply, so check with your club for detailed information.

Interval	A specific elapsed time for swimming or rest used during swim practice.
Invitational	Type of meet that requires a club to request an invitation to attend the meet.
J.O.	Junior Olympics. An age group championship meet conducted by the LSC.
Jump	An illegal start done by the 2nd, 3rd, or 4th member of a relay team. The swimmer on the block breaks contact with the block before the swimmer in the water touches the wall.
Juniors	A USA 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 Junior or USA Senior Nationals.
Kick	The leg movements of a swimmer. A popular word to "yell" to encourage swimmers during a race.
Kick Board	A flotation device used by swimmers during practice. A lightweight object used with great accuracy by coaches.
Kyroscope	A brand of automatic timing system.
Lane	The specific area in which a swimmer is assigned to swim. (Ie) Lane 1 or Lane 2. Pools with starting blocks at only one end: As the swimmers stand behind the blocks, lanes are numbered from Right (lane 1) to Left (Lane 6).
Lane Lines	Continuous floating markers attached to a cable stretched from the starting end to the turning end for the purpose of separating each lane and quieting the waves caused by racing swimmers.
Lap	One length of the course. Sometimes may also mean down and back (2 lengths) of the course.
Lap Counter	The large numbered cards (or the person turning the cards) used during the freestyle events 500 yards or longer. Counting is done from the end opposite the starting end. The numbers on the cards are "odd numbers" only with the final lap being designated by a bright orange card.
Late Entries	Meet entries from a club or individual that are received by the meet host after the entry deadline. These entries are usually not accepted and are returned to sender.
Leg	The part of a relay event swam by a single team member. A single stroke in the IM.
Length	The extent of the competitive course from end to end. See lap.
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)

	with supervisory responsibilities within certain geographic boundaries designated by the Corporation
Lycra	A stretch material used to make competitive swim suits 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 senior or junior level meets conducted in March/April and August. See Senior or Junior Nationals.
Natatorium	A building constructed for the purpose of housing a swimming pool and related equipment.
NCAA	National Collegiate Athletic Association
Newsletter	A written communication published by a club or association.
NGB	National Governing Body
Non-Conforming Time	A short course time submitted to qualify for a long course meet, or vice versa.
Novelty Meet	A meet that does not fall into a specific category because of limited events, sessions, or age brackets.
Novice	A beginner or someone who does not have experience.
NRT	National Reportable Time. A time list published once a year, which if a swimmer equals or betters the time on the list, they may submit their time in that event for consideration for national recognition.
NSSA	National Swim School Association

NT	No Time. The abbreviation used on a heat sheet to designate that the swimmer has not swam that event before.
Nutrition	The sum of the processes by which a swimmer takes in and utilizes food substances.
Nylon	A material used to make swim suits.
Officials	The certified, adult volunteers, who operate the many facets of a swim competition.
Olympic Trials	The USA 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 3/4 length fur lined coats worn by swimmers. Usually are in team colors with logo or team name.
Pace Clock	The large clocks with highly visible numbers and second hands, positioned at the ends or sides of a swimming pool so the swimmers can read their times during warmups 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.
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. (1e) preliminary, final, timed final.
Ready Room	A room pool side for the swimmers to relax before they compete in finals.
Recall Rope	A rope across the width of the racing pool for the purpose of stopping swimmers who were not aware of a false start. The rope is about 1/2 way on yard pools and about 50 feet from the starting end on meter pools.
Referee	The head official at a swim meet in charge of all of the "Wet Side" administration and decisions.
Registered	Enrolled and paid as a member of USA 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 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 group member to conduct an event or meet.
Sanction Fee	The amount paid by a USA group member to an LSC for issuing a sanction.
Schedule	USA 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 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	United States Swimming newsletter that is mailed bi-monthly.
Split	A portion of an event, shorter than the total distance, that is timed. (Ie) 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 dryland or weight circuit.
Start	The beginning of a race. The dive used to begin a race.
Starter	The official in charge of signaling the beginning of a race and insuring that all swimmers have a fair takeoff.
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, Paper.
Swim-A-Thon	The "Fund Raiser" 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 Assoc. 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 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 (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 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 club.
Travel Fund	A sum of money set aside for a swimmer to use for travel expenses and entry fees to

	specified meets.
Tri-meet	A meet with 3 team competing for points to see who places 1st2nd3rd.
Trophy	Type of award given to teams and swimmers at meets.
Unattached	An athlete member who competes, but does not represent a club or team. (abbr. UNA)
Uniform	The various parts of clothing a swimmer wears at a meet. May include: Parka, Warmup jacket, Team duffel bag,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	The governing body of swimming. United States Swimming.
USA 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# 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 dryland 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 long course season (in August) the Zone Administration sponsors a championship age group meet.