

Welcome to the North Shore Swim Club

This handbook is designed to help the athlete and the parents to learn about the North Shore Swim Club (NSSC), to understand more about the sport of swimming, and to outline various policies that affect all swimmers, year after year. The handbook should be read by all families so that they may become familiar with important facts and rules of the club.

NSSC is a USA Swimming sanctioned age group competitive swim team. Our team includes swimmers from five years old to swimmers in our Masters Program and consists of individuals and families from through the northern suburbs of Milwaukee, Wisconsin, including Glendale, Whitefish Bay, Fox Point, Bayside and River Hills.

We practice at Whitefish Bay High School and host several major age group swim meets throughout the year.

Why Should Your Child Swim?

The United States Swimming (USA-S) 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. Swimming is considered the ideal activity for developing muscular and skeletal growth by many physicians and pediatricians:

- 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.

Team Structure and Philosophy of Training

The North Shore Swim Club uses a “progressive” training level, age group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer’s physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and

psychological challenge must be introduced to the training program. Doing too much at an early period of development will limit the athlete's future potential.

The structure of each training level is set up to emphasize long term rather than short term results. It is essential that training groups consist of swimmers that are compatible in respect to abilities, commitment levels, and goals to achieve the greatest results. Within each training group the goals and objectives are specific to the swimmer's needs. It is very important to remember that each swimmer will progress at his/her own rate. The coaching staff recognizes this fact by making group assignments based upon the swimmer's physical, mental, and emotional level of development. Placing a swimmer in a group too soon will likely cause a regression in that swimmer's development, it will also delay the progress of the entire group as the swimmer is brought up to the level of the group.

The North Shore Swim Club is organized into five training levels:

Group 1: Swimmers in this group should be able to swim 25 yards freestyle unassisted in deep water. The age range for this group is generally 5-8 years of age, although individual variation is possible depending on skill level. This group provides the young swimmer with an introduction to competitive swimming, and swimmers are introduced to all four competitive strokes and turns. Practices are 45 minutes long and are 100% instructional, and are held 4 days a week (Monday – Thursday). Group 1 swimmers should attend practice a minimum of 2 times per week and enter the NSSC hosted swim meet.

Group 2: Swimmers in this group should be able to swim 25 yards of 3 competitive strokes correctly and be ready for longer practices. The age range for this group is generally 8-10 years of age, although individual variation is possible depending on skill level. Practices are 1 hour long, and are 100% instructional. Practices are held 5 days per week, and swimmers in this group should attend a minimum of 3 practices per week. In addition, they should enter 1 to 2 swim meets per month.

Group 3: Swimmers in this group should be able to swim 25 yards freestyle, back, plus one other stroke and be ready for longer practices. The age range for this group is generally 10-13 years of age with little or no team experience, although individual variation is possible depending on skill level. Practices are 1.5 hours long, and involve 90% instruction and 10% conditioning experiences. Practices are held 5 days per week, and swimmers in this group should attend a minimum of 3 practices per week. In addition, they should enter 1 to 2 swim meets per month.

Group 4: Swimmers in this group should be ready for longer practices. This group is generally comprised of middle school-aged kids with at least one year of team experience, although individual variation is possible depending on skill level. Practices are 2.0 hours long, and involve 75% instruction and 25% conditioning experiences. Race strategy, pacing and changing speeds emphasized. Practices are held 5-6 days per week, and swimmers in this group should attend a minimum of 4 practices per week. In addition, they should enter 2 swim meets per month.

Senior (I) Level: This group is generally comprised of high school-aged students, although individual variation is possible depending on skill level. Practices are 3 hours long (including dry-land), and involve 30% instruction and 70% conditioning experiences. Practices are held 5-6 days per week, and swimmers in this group should attend a minimum of 5 practices per week. In addition, they should enter 2-3 swim meets per month.

Senior (II) Level: This group is comprised of high school-aged students that wish to stay in shape or get in shape for their respective high school swim season. The practice time commitment level is less than the Senior I Level – swimmers are expected to train at least three days per week with only a two (2) hour time commitment. Senior II Level swimmers can compete in meets but this is not a requirement. Senior II Level swimmers however are not eligible to compete in the season's end State championship if they do not compete in at least one meet per month.

NSSC Coaching Staff

It is the goal of the coaching staff to provide an environment that will give athletes an opportunity to develop as individuals and prepare them for the challenges and rewards of life.

Working towards a goal is the key to developing the values we are seeking to instill. There are no guarantees that a goal will be met, but it is important that the athlete take responsibility to prepare to the best of his/her ability in an effort to reach that goal. Preparation is where the lessons of life are learned. Our hope is that all swimmers, whether they reach their goals or not, still feel good about what they have learned, experienced and enjoyed.

NSSC's coaching staff strives to help a swimmer become whatever they want to become. The coaches at one point had these dreams as young swimmers and are willing to help your swimmer aspire.

Information on current coaches can be found on the North Shore Swim Club's website: www.nsswim.com (Coaches' page)

The coaches will meet with parents on request to review progress and set goals.

Board of Directors

The North Shore Swim Club is a not-for-profit organization made up of very dedicated volunteers. Interested individuals donate their time, energy and expertise at every level. All policy decisions are made and voted on by the Board. We usually meet the third Thursday of each month to discuss the business of the club, ranging from a "coaches report" to the "treasurer's report" and any new business. Anyone wishing to have an issue or idea discussed at the meeting is encouraged to see the President, Vice President or Secretary prior to the meeting.

Past President: Serves in an advisory capacity without vote.

President: Conducts monthly Board meetings, yearly budget meetings, parent meetings and special meetings. The President represents the club in an official position and acts as a liaison between the club and other outside parties. The President is also responsible that the club properly addresses coaches concerns. Parents with concerns may approach the President or any other member of the board. Board members and their contact information will be posted on the website.

Vice President: Performs the duties of the President in the President's absence.

Treasurer: Keeps track of all financial activities for the club.

Secretary: Records the minutes and proceedings at all meetings of the club.

At Large: Board members who express opinions on issues and fulfill committee chairs. If you have any interest in serving on the board, please contact the President or any Board Member.

Committee Chairs

Meet Director: Organizes NSSC's swim meets, usually three times per year; recruits volunteers for the running of the meets to include timers, runners, admissions, concessions, etc.; responsible for fulfilling each position and notifying volunteers of work schedules. Meet Director must be present and available during the course of the meets. This is a critical position to fulfill in order to run an efficient meet. Can be a shared job!

Registration: In charge of swimmer registration four times per year; organizes mailers for each registration. Also keeps track of all swimmers entry fees and is responsible for billing.

Kitchen/Concessions: Responsible for organizing the sale of food for the swim meets.

Social Committee Chairperson: Organizes special events for the swim team and the parents.

Awards Chairperson: In charge of ordering and storage of awards for the swim meets; also in charge of distribution of awards during the meets.

Meet Coordinator: In charge of making pool reservations for hosted swim meets. Responsible for reserving general set up for meets. Also in charge of taking meet reservations and contacting swim teams that potentially want to participate in our meets. Works closely with Meet Director(s) on recapping swim meet numbers.

Webmaster: Responsible for maintenance and enhancement of the club's identity and e-mail accounts.

Publicity: Responsible for submitting all team results to local newspapers and writing articles that would be of interest to the community as a vehicle for recruitment for NSSC and to keep the public informed and aware of our swim club.

Fund Raising Chairperson: Responsible for organizing fund raising events as well as researching new avenues for raising money for the team.

Timing System Chairperson: Responsible for running the Colorado Timing System during our hosted swim meets. Must be computer literate and understand how a swim meet runs.

Meet Results Chairperson: In charge of compiling all meet results during the meet working in tandem with the Timing System Chairperson; must be computer literate and quick with numbers; requires an assistant.

Club Fees and Fund Raising

It is the hard work and dedication of our parent group and fund raising that support our club. It is very expensive to put a swimmer through a swim program, which includes pool rental, coach's salaries, social events, pool equipment (i.e. kickboards, pull buoys) just to name a few. We ask parents to commit to these activities at the registration of their child or at any time during the swim season.

Club Fees: The Board of Directors prior to the beginning of each season establishes registration fees. There are four sessions per year, (Fall, Winter, Spring, Summer) each running for a maximum of 12 weeks. Discounts are given at registration for signing swimmers up for dual sessions. Escrow accounts are also established at registration to cover meet entry fees and other expenses incurred such as social events or bus transportation to dual meets.

Hosted Swim Meets: North Shore Swim Club hosts up to three (3) meets per year. The swim meets we host are not only for fun, but are also an important source of revenue for our club. Therefore, we need your help! It is imperative that each family contributes their help in the running of the meets. This means that each family must volunteer for at least one shift for each day of the meet. The Meet Coordinator, prior to each meet, will establish a sign-up sheet so your family can choose what positions you would like.

North Shore Swim Club is known for running "quality" swim meets and it is our goal to continue this reputation. We can only achieve this goal with a lot of your help. Sign up! You can sign up by contacting the meet director, whose contact information is on the website, or by replying promptly when asked to help.

Communication: It is very important to keep the lines of communication open so if you're concerned about a certain issue or looking to sign up for one of the committees, direct your call to the appropriate party (i.e. coaches about a swimming issue, Registrar concerning escrow accounts or entry fees, President over a coaching concern, etc.)

A club newsletter is published weekly in season via email and is distributed every Wednesday. Important information will be included with a schedule of events for the week and/or month. It will also include short pieces of parent information and education. It's a good way to catch up on what's happening with the swim club and swimmers.

We also have a website. Posted on the website is more about our club, our Board of Directors, e-mail addresses and more, so check us out at www.nsswim.com. You may also contact us through our team e-mail at nsswimming@aol.com.

Coach Responsibilities

Coaches are responsible for supervising the entire competitive program and for helping your child learn the value of striving to improve him or herself. As a result, the coaches must be in total control in the following matters relating to training and competition:

1. The coaches are responsible for placing swimmers into practice groups. Placement is based on the level of skill and ability, and age of the swimmer. The coaches will place the swimmer in a more challenging practice group when it is in the swimmer's best interest.
2. The NSSC coaching staff is solely responsible for stroke instruction and the training regimen. Each group's practices are based on techniques and principles geared toward the ability levels and goals for that training level.
3. The coaching staff will make the final decision concerning which meets North Shore Swim Club will swim. In addition, the NSSC coaching staff makes the final decision as to which events a swimmer enters.
4. The coaching staff will conduct and supervise warm-up procedures for the team at swim meets. Before and after each race, the coaches will provide guidance and constructive feedback to each swimmer regarding his or her performance.
5. The coaches will communicate to the swimmers what events, heats and lanes they will compete in, and do all they can to make sure the swimmer is at the right place at the right time. Ultimately, however, it is the responsibility of the swimmer to be at the right place at the right time.

Parent Responsibilities

A successful swimming program involves understanding and cooperation among parents, swimmers, and coaches. The working relationship among these three groups will have a large impact on the progress of your child as a swimmer. You, as a parent, have created a nurturing environment for the development of your child. You have worked hard to impart your values, provide the right training experiences, and model appropriate behavior. Most of us as parents have hopes, aspirations and expectations for our children, and at times we may not be objective in matters concerning the abilities of our children. We hope the guidelines below will help you keep your child's development in proper perspective:

1. Let the coaches do the coaching. Swimmers and coaches need to develop a trusting relationship as soon as possible regarding swimming matters. Our coaches are trained to use strategies, drills, and workouts to improve skills and help the swimmers confidence in their abilities. If a parent interferes with his or her own ideas or opinions, then he or she may confuse the swimmer or undermine the coach/swimmer relationship. Parents have enough on their plates when it comes to childrearing. Let the coaches shoulder this one burden.
2. The best swimming parent is one who offers love, support, recognition, and encouragement as needed to work hard in practice. These efforts will pay off in terms of confidence to perform well in competition. Remember to encourage your swimmers to do better by striving to improve their times. The swimmer "wins" when he or she improves, not only when they win their particular heat or race.

3. Keep in mind that the pace of development is often uneven and varies from child to child. Everyone learns at his/her own pace, and responds differently to different teaching styles. Some kids may “get worse” before they get better. As they acquire new skills, sometimes swimmers are unlearning poor habits and additional stress may be placed on muscles. They will gradually strengthen and improve.
4. Twelve and under swimmers can be notorious for inconsistency in terms of performance. This can be frustrating for everyone. Be patient, and permit the swimmers to learn to enjoy the sport.
5. Plateaus are inevitable in swimming. They are normal occurrences in every swimmer’s career, even the Olympic swimmers. Be supportive when your child does not seem to be making progress from meet to meet. Over the course of the year, swimmers will gradually work through these delays.
6. Show your enthusiasm by being involved with NSSC. Be enthusiastic about meets or taking your child to practices. Stay and watch parts or all of a practice. Be enthusiastic about club involvement such as your volunteer work for our NSSC meets and your efforts at fundraising activities. When you go to meets, wear your NSSC apparel. Show your spirit!!! Apparel can be purchased by contacting the equipment manager.

What if a Parent has a Problem with a Coach?

There may be a time when you are frustrated with or disappointed in your child’s coach. A common response to these feelings is for a parent to discuss these concerns with other parents instead of with the coach. The problem is rarely resolved this way. Here are a few suggestions to help you address your concerns:

1. Please consult with the coach before or after practice times.
2. Keep in mind that the coach has your child’s best interests at heart. If you believe that the coach’s goals match yours, but the approach may be different, then you increase the chance of having a constructive discussion.
3. If your child swims with an assistant coach, always bring your concerns to that coach first. If you feel that the assistant coach cannot resolve your concern, then you should approach one of the head coaches. You can ask that the head coach join the discussion with you and the assistant coach, or speak to the head coach individually.
4. If you feel that the discussion with the head coach does not address the problem, then you should approach the President of the NSSC board.

Swimmer Responsibilities

As a member of the North Shore Swim Club there are certain things that are expected of you as a swimmer. Please read the following. Parents and swimmers should familiarize themselves with these guidelines. Each coach will be enforcing and teaching all of these things. Remember no matter where you go or what you do, you are now a reflection of NSSC. So let’s make it a positive one!

It is recommended that swimmers attend practices regularly before entering competitions. The regularity of these sessions is based on which group your child is swimming with and is at the recommendation of the coach.

How To Swim Faster & Enjoy Practices More

- 1) Come prepared to all practices.
 - a. Get at least 8 hours sleep each night.
 - b. Eat healthy all the time.
 - c. Eat a healthy snack before practice.
 - d. Bring all equipment to practice every day: 2 pair of goggles, suits, cap, water bottle, and fins.
 - e. Use the bathroom before you come on deck.
 - f. Bring a positive attitude on deck.
- 2) Look at the coaches' eyes while we are talking. Please be quiet when we are giving directions.
- 3) Be loud when you encourage your team mates.
- 4) Streamline perfectly off every wall, every day, every set, and every time.
- 5) After a great streamline, pull hard with bottom arm off starts or turns.
- 6) Speed kick off all walls.
- 7) Take at least 2 strokes without a breath off all walls.
- 8) Perfect perfect turns for all four strokes.
- 9) Keep distance to the next swimmer (Count 1-2-3-4-5) unless otherwise instructed.
- 10) Finish all lengths like it's a race. Finish fast. Watch out for the sharks!
- 11) Move over so teammates behind you can finish at the wall, also.
- 12) Swim past slower swimmers.
- 13) Come to practice to swim better, not just to finish.
- 14) Finish the set, no matter how fast.
- 15) Stay in the pool all practice, unless excused by coaches or in an emergency.
- 16) Don't hang on the lanelines.
- 17) Pull when you should be pulling, kick when you should be kicking and swim when you put pulling & kicking together.

Attitude

Swimming competitively at all levels takes a lot of dedication and hard work. Swimmers must show a healthy attitude at practices. This includes a positive attitude towards workouts, other swimmers and coaches.

Punctuality

Swimmers should be on deck with equipment ready at the time designated for the beginning of practice. Being late is disruptive to practices and the other swimmers.

Equipment

Swimmers must bring proper training equipment to each session. This means that swim sessions require a swimsuit; goggles, towel and water bottle at minimum and dry-land sessions require shorts, t-shirt and clean shoes. Goggles, training suits, caps and other equipment are available through the club at discount prices. Note: shortly after the Fall session begins, team suits, warm-ups and other clothing and equipment will be on display during practice. Orders may be placed at that time. If you need to order or purchase team apparel after that time, please contact the head coach.

At Swim Meets

- Swimmers should report to the coaches 15 minutes before warm-ups. We warm-up as a team. Warm-up programs are to be followed by all swimmers.
- Swimmers need to talk to coaches before and immediately after each swim.
- All swimmers are to wear competitive, team swimsuits and goggles. The women are required to wear team caps.
- Swimmers will stay within the same seating area assigned them during the meet. Anytime a swimmer leaves the immediate assigned area, they need to notify the coach where they are going and when they will return (i.e. visiting parents, in the washroom, etc.)
- Swimmers who are not able to participate in an event or swim meet should notify the coach as soon as possible.
- Swimmers are to accept without question the decision of meet officials. Any protest must originate from the coach.
- Swimmers should not leave the pool during a meet without informing the coach. You may still have an event to swim.
- Show your team spirit! Cheer on fellow teammates in all swims and have FUN!

Meet Equipment Checklist

- Team Competition Suit
- 2 Towels
- 2 pair of goggles
- Team swim cap--women are required to wear caps
- Deck shoes
- T-shirt (preferably NSSC shirt)
- Shorts or sweatpants (preferably NSSC type)
- Water and/or fruit juice

- Nutritional snacks (No soda, junk food or candy!)
- Books, Games, Cards
- Money
- Make sure everything is marked with your name, and club name on it.
- Do not bring any jewelry or anything you don't want to lose.
- Do bring your energy, enthusiasm and Team Spirit!

Swim Meets

A schedule of swim meets will be made available at the beginning of each swim season. Each swimmer is expected to attend all meets, unless their coach is notified at least two weeks in advance. Weekly newsletters will note final notice dates for each meet. Remember, escrow accounts are charged unless proper notification has been given that a swimmer will not be attending a particular meet.

Directions to the meets, as well as warm-up times and swimmer events, will either be found on the NSSC website: www.nsswim.com or it will be emailed to you by the head coach. This information is generally not available until one or two days prior to the meet. You may also visit the Wisconsin Swimming website: www.wisconsinswimming.org for a list of upcoming meets, as well as timelines, warm-up times and other pertinent information for each meet. This information is posted well in advance of the meet and can be a very useful tool. There is a link to the Wisconsin Swimming site on the NSSC site. There is also a list of pools and addresses and directions on the NSSC site.

Please have your swimmer arrive at meets fifteen minutes prior to the scheduled warm up time. The first thing your child should do when arriving at a meet is to let the coach know he/she has arrived. Your child can then return to you, if necessary, for assistance in writing their event names and numbers on their arm (upper thigh works well too). Although the coach will make every effort to make sure your child is near the starting block at their scheduled time, please do not rely on them for this. Writing the information down for your child allows them to become responsible for their swims, thereby boosting their self confidence.

The general layout for the grid that is written on swimmers at meets is as follows:

Event #		Heat	Lane
2	50 Fr	3	5
6	100 Bk	2	3
12	100 IM	4	4

You will need to purchase a heat sheet when you arrive at the meet. The heat sheet will list each event and the swimmers who are signed up to swim that event. Locate your child's name and what events they will be swimming. *Bring a fine point Sharpie so your grid is legible!*

Once the meet begins, your swimmer should stay with the team. Swim meets are crowded and it gets very frustrating for spectators when children are climbing back and forth through the stands. Parents are not allowed on deck for insurance reasons. Meet with your child outside of the pool area if necessary.

Each meet has its own award system, which will be listed in the heat sheet. It is easier to pick up your child's ribbons, medals or trophies during the meet rather than waiting until the end. Many swimmers wait until the meet is over to pick up their awards, causing a long line by the awards table. Once you know whether or not your child has "placed" in his/her event, you can pick up their award. This information will most likely be posted outside of the pool area. Find out the event number before heading for the awards table. You will be asked to put your initials next to your child's name. Tell the person at the awards table your child's event number and name and they will give the award to you. When picking up awards for relays, you will be given the rewards for all four girls/boys in that relay. It is your responsibility to make sure those swimmers receive their awards. If you are not sure who the swimmers are, give the awards to the coach.

Swim meets provide food and drinks for very modest fees. You will usually find swimsuits and goggles for sale as well. Give your child a few dollars prior to the meet so they can purchase food and drink without having to search for you in the stands.

Remember that the way you comport yourself at meets reflects on our Club. Long, hot mornings and afternoons in a crowded pool area can be frustrating, so dress in lightweight clothing, bring something to do in between your child's swims or cheer on their teammates and get to know other NSSC parents. Have fun!

Swimming Lingo

ADMISSION: Swim meets charge for spectators to view the meet. An additional charge is usually incurred for the heat sheet.

AGE GROUP: Division of swimmers according to their age. The National Age Group divisions are: 10 & Under, 11-12, 13-14, 15-16, 17-18 and Seniors. Some LSC's have divided the swimmers into more convenient divisions specific to their situations. For example: 8-under, 13-Over, 15-over and Senior.

BLOCKS: The same principle as starting blocks in a race. Swimmers use these as a small platform from which to launch themselves into the water at the start of the race.

CAPS: A latex, lycra or silicone cap used during a race or workout to protect a swimmer's hair from the effects of chlorine in the water as well as help cut down the water resistance from the swimmer's hair.

CUT: A qualifying time or better that is needed in order to compete in certain competitions.

DQ: DISQUALIFIED--You can be "DQ-ed" for any number of things while participating in a meet. Usually swimmers are disqualified for stroke infractions or incorrect turns and starts.

DECK: The area around the swimming pool reserved for swimmers, officials and coaches during competition and during practice. No one but an "authorized" USS member may be on deck during meets or practices.

DISTANCE: How far a swimmer swims. Distances for short course are 25 yards (1 length), 50 (2 lengths), 100 yards (4 lengths), 200 yards (8 lengths), 400 yards (16 lengths), 500 yards (20 lengths), 1000 yards (40 lengths), 1650 (66 lengths).

DRAG SUIT: A second or third loose fitting swimsuit worn by swimmers in workout and warm-ups to add a certain amount of weight and resistance to the flow of water around the swimmer. The concept is similar to a batter swinging two or three bats while on deck in a baseball game.

DRY LAND TRAINING: Training done out of the water that aids and enhances swimming performance. Typically includes stretching, calisthenics and/or weight training.

DUAL MEET: Type of meet where two teams compete against each other.

ENTRY FEE: The amount per event a swimmer or relay is charged to compete in a swim meet. This varies depending on the type of meet.

EVENT: A division of individual races dividing swimmers by age groups, female/male and distance swim.

FALSE START: Occurs when a swimmer leaves the starting block or is moving on the block before the starter official starts a race. In US Swimming, one false start will result in an automatic disqualification from the race.

FINISH: The final phase of the race as well as the touch at the end of the race.

FLAGS: Backstroke flags are placed 5-meters from the end of pool. They enable backstrokers to execute a backstroke turn more efficiently by counting their strokes without having to look for the wall.

GOGGLES: Eyewear worn by swimmers in the pool to protect the swimmer's eyes from the effects of chlorine in the water.

HEAT: A division of an event when there are too many swimmers to compete at the same time. The results are compiled by swimmers finish times, after all heats of the event are completed.

HEAT SHEET: The program at a meet, which shows the races that are competed in that session. It also further shows the events, heats and lanes the swimmers are to compete in.

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.

INDIVIDUAL MEDLEY (IM): Race in which a different stroke is swum for each one-fourth of the race.

KICKBOARD: Floatation device used to support the upper body while working the legs only. Used on a "kick-set."

LAP: Two lengths of the pool (in general down and back).

LONG COURSE: A pool configured for swimming with a 50-meter racing course. The main US Swimming long course is during the summer months.

LSC: Local Swim Committee. The local level administrative division of the Corporation (USS) with supervisory responsibilities within certain geographical boundaries designated by the Corporation.

MEET: Competition designed to be a learning experience. By implementing what has been learned in practice, the swimmer tests himself/herself against the clock to see improvement.

OFFICIAL: A judge on the deck of the pool. Various judges watch the swimmer's strokes, turns and finishes during competition.

PACE CLOCK: Large clock with large second hand used to check pace, maintain intervals and check pulse during practice.

PADDLES: Worn on hands. These increase the surface area of the hands adding more resistance when pulling.

PRELIMS--FINALS: Type of meet with two sessions. The preliminary (prelim) heats are usually held in the morning session. The fastest 1-16 swimmers return in the evening to compete in the Finals.

PRE-SEEDED: A meet conducted in which the swimmer knows what heat and lane they will be competing in by looking at the Heat Sheet.

PROOF OF TIME: An official meet result (OVC). Swimmers/Coaches must supply a proof of time when the swimmer misses a cut-off time at the meet.

PULL BUOY: A small float that has been specifically designed to fit comfortably between the legs making the swimmers use their arms only.

QUALIFYING TIME: Published times necessary to enter certain meets.

RELAY: A swimming event in which four swimmers participate as a relay team with each swimmer swimming an equal distance of the race. There are two types of relays: Medley Relay - one swimmer swims backstroke, the next swims breaststroke, and the next swimmer swims butterfly and the final swimmer swims freestyle. The Free Relay - consists of all four swimmers swimming freestyle.

SCRATCH: To withdraw from an event in competition.

SHORT COURSE: A pool configuration in a 25-yard or 25-meter lengths. US Swimming conduct most of its winter's competition in 25-yard lengths.

SPLIT: A swimmer's intermediate time in a race.

STATE: A meet held twice a year (short course in the winter and long course in the summer) sponsored by LSC. Qualification times are necessary.

STREAMLINE: The position used to gain maximum distance during a start and/or push off from the wall in which the swimmers body is as tight as it can be.

TAPER: The resting process in training for swimming competition. As major competition draws near, the swimmer will "taper" off the distances swum each day. A perfectly designed taper will enable the swimmer to compete at their peak capability and is one of the most difficult aspects of coaching swimming.

TOUCHPAD: The area at the end of each lane in the pool where swimmer's time is registered and sent electronically to the timing system.

USS: United States Swimming, Inc.--The National governing body for amateur competitive swimming in America.

USS NUMBER: A 12-part number assigned to a swimmer after they have filled out proper forms and paid their annual dues.

WARM-UP: Used by the swimmer before the race to get their muscles loose and ready to race.

WARM-DOWN: Used by the swimmer to rid the body of excess lactic acid generated during a race.

ZONES: The country is divided up into four major zones: Eastern, Southern, Central and Western. At the end of the long course season the Zone Administration sponsors a championship age group meet.