

Central Chesapeake Swimming

Team Handbook

March 2007

WELCOME TO CENTRAL CHESAPEAKE SWIMMING

You are now part of an exciting adventure in the world of competitive swimming. You will soon discover many rewards of this sport, all of which will be borne out of your desire and commitment. Your Coaching staff is looking forward to assisting you to achieve your goals.

Motivation and a positive attitude are the best tools a swimmer possesses. This makes the difference in a swimmer's long-term achievement. Focus on competition with oneself through improvements in techniques, physical conditioning and quality practices.

This notebook was designed to provide general guidelines on competitive swimming and to state Central Chesapeake Swimming policies for the benefit of the swimmers and their parents. Also included are helpful guides to USA Swimming time standards. Changes and additions, which may be required from time to time, will be distributed by the Coaches and ready to add to the notebook. Should questions arise or clarifications become necessary, please seek answers from the swimmer's Coach or the Head Coach.

**CENTRAL CHESAPEAKE SWIMMING
(PEAK)
PRINCE GEORGES SPORTS AND LEARNING COMPLEX**

SECTION I

CLUB POLICIES, PROCEDURES AND INFORMATION

PEAK strives to provide a balanced program so each individual can develop to his or her full potential. Swimming has proven to be an excellent sport for the development of mental discipline as well as physical conditioning. College and university admissions registrars acknowledge that good students who participate in competitive swimming programs are more likely accepted as applicants to competitive higher learning institutions.

CENTRAL CHESAPEAKE SWIMMING MISSION STATEMENT

PEAK strives to provide a quality swim program that fulfills the needs of instructional and competitive swimming at all levels. PEAK teaches its team members to become accomplished swimmers and persons of high moral character by instilling into young athletes the values of education, self discipline, training, cooperation, responsibility and self-respect.

CENTRAL CHESAPEAKE SWIMMING PHILOSOPHY

The universal emphasis of PEAK is teaching young athletes the correct techniques of swimming and presenting the correct training program for each individual's level of development. A swimmer who begins training with PEAK at an early age will follow a well planned path of athletic development. Using United States Swimming Training Guidelines, swimmers will first master the fundamentals of stroke technique then move on to a program that builds endurance. We build the athletic base without which continued improvement cannot be assured. Endurance and good stroke techniques are the foundation of successful swimming. While every level of the program is important, the general aim of the program is to ultimately prepare the swimmer for the Senior level of swimming. We strive to offer a program, which will compare favorably to any offered in the country. If, however, a swimmer should choose not to swim at the Senior level, PEAK provides alternative programs to meet the swimmer's needs. The PreSenior level is an excellent program for maintaining competitive skills and aerobic fitness without the serious dedication required to be successful in the Senior program.

AGE GROUP I –II-SEASONAL

This program is designed to help instruct young swimmers learn the basic stroke techniques, to begin fitness training and to learn to enjoy the sport of swimming. Special attention is given to teaching proper strokes and developing the coordination needed to swim “legal” strokes. They are encouraged to participate in a few meets each year, but the emphasis is not on winning, but on improving their own times, stroke technique and having fun. The program is guided by the belief that Swimming Is Fun. We encourage Age Group swimmers to participate in other sport and activities as well.

PRE SENIORS

The emphasis of our PreSenior program is on continued teaching of stroke technique and beginning the development of the athletic aerobic base. The thrust of the Age Group program is learning to enjoy competitive swimming.

SENIOR GROUP

The Senior group is for the more experienced swimmers who are becoming serious about year-round swimming. This group begins to use more sophisticated training methods, learn more advanced stroke techniques and practice more specific racing strategies. Swimmers wishing to participate at this level should be willing to demonstrate dedication to training and improving their skills.

NATIONAL GROUP

The National group is for the senior athlete who is committed to swimming. This group utilizes the most sophisticated training and conditioning methods with the emphasis on racing techniques throughout the training. The program is designed to help the most serious swimmers develop the skills and conditioning needed to excel in the sport of swimming, and prepare them for the most advanced levels of competition, including Zone, Junior National, Senior National and Olympic Trials. An advanced desire and dedication to training is required to meet these goals and be successful at this level.

CENTRAL CHESAPEAKE SWIMMING COACHING PHILOSOPHY

Our coaching philosophy is to lead primarily by example and adhere to five principles:

- **Respect:** For coaches to reach athletes and for athletes to reach their goals, there must be mutual respect.
- **Preparation:** We expect athletes to train and be prepared in order to give 100% attention and effort at practice. As well, athletes should expect the same from their coaches.
- **Character:** It is important to value character as much as ability. Everyone has ability; how far an individual progresses with that ability depends on how well character is developed.
- **Expectations:** Our coaches intertwine their expectations with the athletes' expectations in order to develop far reaching, yet obtainable, goals.
- **Dignity:** We teach our young athletes to win and lose with dignity and grace. We must learn to do both well, if we are to be successful.

USE OF PRINCE GEORGES SPORTS AND LEARNING COMPLEX

PEAK is fortunate to have access and use of the aquatic facility in the Prince Georges Sports and Learning Complex. It is essential that every swimmer and family member recognize that PEAK shares the facility with the public. During the hours of swim practice, please remember there are others in the building who are working, training, or conducting class. It is essential that swimmers, parents and sibling confine themselves to designated areas during meets and practices. Swimmers should only be in the locker rooms and pool area. Parents may sit in the pool balcony. The balcony is a place to sit and read, not to help coach. No unsupervised children should be anywhere in the complex. Failure to adhere to these rules may result in suspension from the team. We cannot allow the actions of a few to jeopardize the entire program. The Club requests everyone's genuine cooperation in this effort.

UNITED STATES SWIMMING, INC.

PEAK is affiliated with United States Swimming (USS) and participates in USS sanctioned meets. USS is the national governing body of American competitive swimming. USS is organized into Zones, Regions and Local Swim Committees (LSCs). PEAK is a member of Potomac Valley Swimming Inc., an LSC which comprises Prince Georges, Montgomery, Fairfax, Arlington Counties and the District of Columbia. Individual club members may reside anywhere but the swim club's address must be within its LSC. The Potomac Valley LSC is located in Region II, which covers Virginia, Maryland, Pennsylvania and Southern New Jersey. Region II is within the Eastern Zone, which also encompasses New England and New York.

USS and Potomac Valley Swimming have established the following categories of competition:

AGE GROUP PROGRAM:

- **8 and Under**
- **10 and Under (National)**
- **11-12 (National)**
- **13-14 (National)**
- **15-16 (National)**
- **17-18 (National)**

SENIOR PROGRAM:

- **An open classification – no age restrictions**

USS has established and annually revises time standard classifications: B, BB, A, AA, AAA, AAAA, Junior National and Senior National for short course (25 yard and 25 meter pools) and long course (50 meter pools). Some meets have qualifying entry times according to these time standard classifications. Please see Schedule E for current time standards.

PEAK Swimmers and USA Swimming Registration

All Central Chesapeake Swimming swimmers must be registered with USS. The registration is good for the calendar year, which includes the cost of USS insurance. This cost is in addition to your annual fees and must be paid no later than October 1 each year. These fees are set by both USA Swimming and Potomac Valley Swimming Inc., over which PEAK has no control. Please see Schedule A for the amount of the USS annual registration fee.

NOTE: No swimmer will be permitted to participate in PEAK training sessions after October 15 if his/her USS registration fee has not been received. Since the USA Swimming registration includes the cost of insurance for the swimmer, we cannot take the risk of permitting an uninsured swimmer to participate in PEAK sponsored training sessions. PEAK encourages parents to join USS to keep you informed on what's going on in the sport. USS publishes Splash, a publication dedicated solely to the sport of swimming and USS swimming. This publication includes many interesting articles about top US swimmers, on-going issues in the swimming environment, changes to stroke rules, as well as publishing the results from some of the top swim meets in the country, including the US Open, Junior and Senior Nationals.

COMMUNICATIONS

Open and effective communication between the Coaching staff, swimmers, and parents is a vital element in maintaining good relations and building a successful swim program. Newsletters, flyers, notices, memos and other forms of written communication will be distributed throughout the year. Please add these items to this notebook so the swimmer or parent can have a ready reference to updated policies.

Much of our communication is provided by e-mail, so please give us your e-mail address.

PARENT/SWIMMER/COACH CONFERENCES – These conferences may be requested by any of the parties involved. Individual problems require individual attention. If questions or comments concerning competition or practice should arise, please address them to the swimmer's coach before or after practice or competition. Please do not interrupt the coaches during practice. During practice, the coach's time and attention belong exclusively to his/her swimmers. If a discussion of a matter involves more than a few minutes of time, request to schedule an appointment for a conference.

COMMITMENT AND RESPONSIBILITIES TO PEAK

A swimmer's goals can only be achieved within a successful program. A successful swim program depends on parental commitment as well as a swimmer's commitment. Parents must commit to their responsibilities to the Club to ensure all necessary elements are available to the swimmers. To this end, parents are asked to meet the following responsibilities:

1. Settle all financial obligations by due dates.
2. Stay abreast of PEAK news; keep informed of practice and meet schedules. Read all current handouts and mailings.
3. Offer positive encouragement to your swimmer.
4. When possible, offer time and skills that can best help and promote the interests of PEAK.
5. Promote PEAK in your business, civic and community organizations. PEAK is always in need of sponsors and benefactors.
6. Be willing to work and assist at meets hosted by PEAK and meets attended by your swimmers.
7. Be willing to learn to officiate or work as a meet administrator.

The aphorism "many hands make light work" sounds trite, but in a swim club, it is a truism. If everyone participates, the workload for everyone is much less. We are then better able to provide our swimmers with a quality training environment in which they will excel. We will then have an organization in which all of use can take pride. It is the goal of the Club to fully utilize our resources to provide the best possible swim club for our children.

SWIMMER'S RESPONSIBILITIES

In fairness to him/herself and the Club, a swimmer must commit to the following responsibilities to realize goals and attain the maximum benefit that competitive swimming offers.

1. Be ready to **WORK HARD** and **HAVE FUN!** Establish reasonable and achievable goals.
2. Attend all practice and training sessions. Arrive early enough to be ready to start swimming when the practice session begins.
3. Attend and compete in all required meets.
4. Inform your coach in advance when you are unable to attend practices, meets or other official PEAK functions.
5. Use only PEAK team suit, cap, shirt, warm-up suite and bag for all meets.
6. Have readily available all required equipment for every training session and meet.
7. Assist the coaches in keeping the facility clean, and installing/pulling out lane lines.
8. Compliment and encourage other team members for the achievement and support them when they are discouraged.

9. Be mindful of your attitude and behavior. Your actions and attitude affect the team. Also, remember that older swimmers are role models for younger swimmers.
10. Turn in any item to the coaching staff that you find that does not belong to you.

THE TEN COMMANDMENTS FOR PARENTS OF ATHLETIC CHILDREN (Reprinted from the Young Athlete by Bill Burgess included in “The Swim Parents Newsletter”)

1. Make sure your child knows that win or lose, scared or heroic you love his/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.
2. Try your best to be completely honest about your child’s athletic ability, his/her competitive attitude, their sportsmanship, and their actual skill level.
3. Be helpful but don’t coach him/her on the way to the pool or on the way back, or at breakfast, and so on. It’s tough not to, but it’s a lot tougher for the child to be inundated with advice, pep talks and often critical instructions.
4. Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve his/her swimming skills and attitudes. Help him/her to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live 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.
6. Don’t compete with the coach. If the coach becomes an authority figure, it will turn from enchantment to disenchantment, etc., with your athlete.
7. Don’t compare the skill, courage, or attitudes of your child with other members of the team, at least within his/her hearing.
8. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate; both when praised and when criticized. Temper your reaction and investigate before over-reacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in

certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort.

MEET OFFICIALS AND ADMINISTRATORS

It takes many people to successfully run a meet. PEAK needs parent volunteers to officiate and help administrate meets, both home and away. It is our obligation as a Club to the LSC that we provide our share of certified officials. Do not be intimidated by the size of the meet or lack of experience. If there is a job you have not done previously, we will teach you. There is no job too difficult or that can't be learned. Even the most experienced, certified referee was once a rookie. USS and Potomac Valley Swimming have set guidelines and procedures for the training and certification of officials.

CENTRAL CHESAPEAKE SWIMMING CLUB TRAVEL POLICY

The policy of the PEAK is to provide opportunities to compete at diverse locations for all PEAK swimmers of varied competitive levels. PEAK coaches will determine the schedule with this purpose in mind. The PEAK travel policy outlined in this handbook has been established to avail these experiences to our swimmers and to provide motivational incentives where applicable as determined by the coaching staff.

PEAK regards travel as an essential part of the swimmer's overall development. Travel not only provides swimmers exposure to competition outside the local area, broadening their overall competitive experience, but it also provides an opportunity for the swimmer to experience the responsibility of representing an entire organization. These aspects are important to the swimmer's growth both as a competitor as an individual.

Swimmers are expected to comport themselves at all times in a manner, which shows respect for themselves, others and their property. Swimmers are to behave; reflecting their pride as members of Central Chesapeake Swimming. The coaching staff serves as chaperons with authority to take whatever disciplinary action is reasonable and prudent, including sending the swimmer home. Parents will be notified prior to any such action and will be financially responsible for all costs associated with the swimmer's special return home.

TEAM TRIPS – At times the swimmers will travel as a “team”. While participation in those “away” meets is optional, it is an incentive or motivator for many athletes. All travel arrangements for swimming competition, will be made by the Club. Group rates and other discounts will be negotiated to the greatest extent practical. Room sharing may be required to minimize cost to individuals. If sufficient rooms have been arranged parents may be offered the available rooms; otherwise, parents are request to find accommodations in other establishments.

Trip announcements will be supplied to eligible swimmers thirty days prior to the departure date. Details of the activities and estimated costs will be included. As can be determined, anticipated travel costs for the year will be handed out with the team schedule. Two weeks prior to departure dates, an itinerary will be distributed with exact costs and due dates. Non-refundable air fares will be noted. Swimmers will be responsible for their own meal money.

All USA Swimming National Team Trial meets, Senior National Championship, Junior National Championship and Zone championship meets are defined as special meets. Motivational incentives may be designated by the Head Coach for swimmers qualifying for these meets. Any such incentives will be announced in advance.

COMPETITION SCHEDULE – A tentative schedule of all meets in which Central Chesapeake Swimming will participate will be published, distributed and ready to add to this handbook at the beginning of the swim season. The schedule will contain the planned dates and locations (if known) and the competitive level eligibility requirements for each meet. Team trips will be specifically identified and total estimated cost provided as soon as available.

SECTION II

TRAINING ISSUES AND EXPECTATIONS

TRAINING

Training is the most fundamental aspect of all athletic endeavors and the foundation for success. Continuous improvement of training techniques allows the human body to do what was once inconceivable. Through educational seminars, BAC coaches keep abreast of the latest developments in coaching and training techniques, incorporating new elements that sensibly enhance the program.

Training includes mental preparation as well as physical development. To excel, an athlete must make the mental commitment to his/her goals to endure the necessary physical rigor. Natural talent can only take an athlete so far. Beyond that, one must train. Training takes the raw ingredients of a swimmer's ability, attitude and endurance, and combines them into a final product.

ATTITUDE

Swim practice provides the swimmer the opportunity to improve, fine tune stroke and turn techniques, and to increase endurance. The swimmer's attitude toward practice will determine to what extent he or she will benefit. The greater the effort a swimmer exerts during practice, the better the swimmer will perform competitively over the long term. Only through regular attendance and serious effort will a swimmer reach his or her potential.

Attitude is important for a swimmer to excel in a competitive environment. Self confidence is attained through personal achievement acquired in training and competitive experience. This self-confidence bolsters a swimmer when competing against swimmers of merit. A swimmer who possesses self-confidence will not readily succumb to the intimidating factors of travel and the pressures of competition at major meets.

Swimmers can expect to have plateaus, periods during which their times may not improve, even regress. These are discouraging, at best, and may create all sorts of problems. At worst, a swimmer may want to abandon training and competition altogether. It is during these times of discouragement that communication and cooperation between the coach, the swimmer and his/her parents must be elevated to a priority status. To know the problem is to know the answer. All that remains is the implementation and execution of a solution.

DISCIPLINE

Discipline is a large part of training. A major benefit of competitive swimming training is learning self-discipline. Individual discipline is internalized by adhering to the prescribed training regiment. Team discipline is imposed by the coaching staff. Not following instructions and disrupting practice are deemed detrimental to both the individual and the team. The coaching staff will not tolerate disruptions or non-cooperation by anyone. Horseplay is dangerous and disruptive. The coaching staff will maintain order on deck and in the pool to ensure all swimmers' safety and focus on the intent and purpose of training.

PRACTICE ATTENDANCE POLICY

Competition is the main test of a swimmer's ability. Achievement is measured primarily within the competitive framework. For a swimmer to excel in competition, he/she must have a solid foundation in training. Swim practice and training sessions are the most important facets of the program. The continuous repetition of proper technique and the building of stamina gained through consistent, rigorous practice will establish this foundation for achievement. There is no substitute.

The number of times per week and the time allocated for the practice is dependent upon the group to which the swimmer is assigned. Practice recommendations are the minimum number of training sessions that the coaching staff believe are necessary to assure adequate instruction, training and progress. The number is not mandatory except for Seniors and National Group. Please understand that a single day's practice does not stand by itself. Training sessions are planned by:

QUADRENNIAL: Four year cycle

YEARLY: Twelve month cycle

MACROCYCLE I: September – December

II: January – March

III: April – August

MICROCYCLE: Weekly

The coaching staff encourages parents to take interest in and provide emotional support for their child(ren)'s progress in practice. Nonetheless, parents are cautioned against letting their enthusiasm override the swimmer's need to develop in a controlled progression; thereby exerting undue pressure on the swimmer. Parents should praise their children for their progress. Leave instruction and corrections to the coaches.

Practices are open for occasional parental observation. To remove any undue pressure on the swimmer and provide an environment for the swimmers to give their complete and undivided attention to the coach and the task at hand, parents should restrain from watching practices. The coaching staff assumes responsibility for the swimmers during the practice session.

If a swimmer will be late for practice, please provide a note from the parent explaining the reason. Early dismissal from practice will be allowed only by parental request in writing or in person. In the event a swimmer needs to be excused from practice, please notify the coach. If the absence is expected to be prolonged as a result of injury or illness, the coach should be notified so that the swimmer's practice can be modified to accommodate the swimmer's condition upon their return to practice.

Please see Schedule C for the current training schedule. Changes to the regular/normal schedule will be announced in the monthly newsletter or other form of written communication.

PRACTICE CANCELLATION

The only time training is not possible is when PGS&L closes due to ice, snow, or other severe weather. Please monitor the radio or television during inclement weather. If you feel it is not safe to travel during inclement weather – DON'T. If PGS&L is open and you have made it to practice during icy weather or a snowstorm, it is a good idea to follow your swimmer into the building to make sure the coaching staff has also arrived.

PHONING COACHES

Please phone coaches only during designated hours. Please do not call in the evening after practice.

SUITS AND EQUIPMENT

For swim practice and training sessions, the following equipment is required:

- **One piece nylon or lycra suit – any make or color, preferably designed for competition**
- **Large towel**
- **Cap**
- **Goggles - it is desirable to have a spare**
- **Special equipment as designated by the coach (paddles, fins, pull buoys, bands or tubes). Each group has its own special requirements.**

SECTION III

COMPETITIVE SWIM MEETS

EQUIPMENT FOR COMPETITION

The uniformity of dress promotes “team spirit” and improves morale. It also makes it easier for officials, coaches, parents and spectators to easily identify a swimmer in the crowded and often confusing atmosphere of a swim meet. When competing in swim meets the following equipment is needed:

AGE GROUP & JUNIORS:

- PEAK team cap is **REQUIRED**
- PEAK team suit –black lycra **SPEEDO** suit with team logo is **REQUIRED**. The style (racer back, crossback, t-bar, etc.) is the swimmer’s choice.

PRE-SENIOR-SENIOR-NATIONAL: All items listed are **REQUIRED**.

- PEAK team suit – black lycra **SPEEDO** suit with team logo
The style (racer back, crossback, t-bar, etc.) is the swimmer’s choice.
- PEAK team cap.
- Team shirt
- Team warm-up

RECOMMENDED AND TEAM TRIP EQUIPMENT: The following items are recommended but are required when the team travels via arranged group transportation:

- PEAK team warm-ups
- PEAK team bag
- PEAK team shirt

CHAMPIONSHIP SUITS

Championship suits are to be worn only for special meets designated by the coach. These suits are extremely light and fit snugly. They provide a psychological lift because of the sensation of lightness. Since the advantages are primarily psychological, it is important that they be worn only for the specified meets. Also, if properly fitted, they will only last for three or four meets. Therefore, expense alone should dictate restraint.

TYPES OF MEETS

As noted before, US Swimming has several categories of competition. In addition, there are several types of meets:

OPEN – A meet open to all registered USS swimmers.

INVITATIONAL – A meet where the entrants must have achieved qualifying times or not have achieved a time standard. For example, a B meet is not open to swimmers for any event in which they have achieved an A time; an A meet is not open to swimmers who have not achieved an A time.

SHORT COURSE – This meet has events based on 25 yard/meter pool lengths.

LONG COURSE – This meet has events based on 50 meter pool lengths.

MINI MEETS – A competitive meet for “10 and Under” or “8 and Under” age group swimmers with shorter distance events.

MEET FEATURES

ENTRY PROCEDURES AND MEET PARTICIPATION – MSSC swimmers are encouraged to participate in the team meets as specified by the Coaching staff. If for any reason, financial or otherwise, a parent feels their swimmer will not be able to participate in a team meet, it is important that the parent confer with the Coach.

Prior to a team meet, the Coach will give each swimmer a sheet listing the events the swimmer is to swim. The events will also be emailed to each family. Please email a response back as to whether your swimmer will be attending the meet or not. It is important to get meet entries to the meet host on time. By promptly responding to the entry email all the swimmers who want to compete in the meet will be able to do so. Entering a meet is optional, deciding what events to swim is not. The coaches choose events for long range development of the athlete.

The number of events a swimmer may compete in varies depending on the hosting team’s preference and USS regulations. USS has set a maximum of five (5) individual events per day when swum as timed finals; only three (3) individual events when there are preliminary and finals heats.

MEET PROCEDURES

MEET ATTIRE – When competing in a meet as a swimmer affiliated with PEAK, team suits and caps are required. The uniformity of suit, cap and other attire promotes a feeling of "team spirit" and pride in the team.

ARRIVAL – Plan to arrive at the meet site 15 minutes before the warm-up starting time stated in the meet notice. There will be a short team meeting and a warm-up swim.

SWIMMER PREPARATION FOR MEETS – Swimmers should prepare thoroughly to deal with the meet environment. Indoor meets are not susceptible to environmental extremes of heat or cold but swimmers need to stay warm to compete effectively and avoid injury. Shoes, socks, shorts or pants, shirt, sweatshirt or jacket should always be on. Shoes and socks are most important. Meets may last up to four (4) hours so swimmers should bring books to read to help pass the time and stay relaxed.

Outdoor meets during the warmer months can experience temperature extremes. During early morning hours, late evening, or on a cloudy and rainy day, the weather can be chilly. Swimmers should dress accordingly to keep the muscles warm. Shoes and socks should be worn to all meets. During the day, the sun and heat can be intense. Swimmers should stay in the shade to prevent sunburn, overexposure and dehydration. It is very important that swimmers ingest plenty of fluids to remain hydrated. Avoid sodas, Kool-Aid and other sugar-laden drinks. Bottled water and "sports drink" such as GatorAde or PowerAde are good. Substitutes such as diluted fruit drinks (1/2 water and 1/2 apple/orange or tomato) are acceptable and a less expensive alternative.

SNACKS – Do Not bring or buy food items such as candy, cookies or "junk food" that contain large amounts of sugar or salt. Sugar does not provide useful energy to an athlete.

OFFICIAL TIMES – As meet results and times become available, they are usually posted in a public area away from the pool deck. Meet results are generally organized in place order, with the swimmer's name, club affiliation and time. These are the official meet times. Times copied from the scoreboard, or listed on the Coach's split sheet (described below) are NOT official times. It is important for the swimmer and/or parent to obtain and record the official times in a logbook along with the date the time was achieved and at what met. If the time achieved is the swimmer's best time in the event, this information will be needed for future meet entry forms and may be necessary for proof of time if qualifying for All-Star, Zone, Junior or Senior Nationals meets.

CLERK OF COURSE PROCEDURES

In most meets in which PEAK swimmers will compete, the following procedure will be followed. Immediately after the warm-ups, swimmers (or parents of younger swimmers) should check the “heat sheets” to make sure the swimmer is properly entered into the events for which he/she has registered. Heat sheets are a listing of the swimmers entered in each event. A heat consists of six, eight, ten or less swimmers, depending on the number of lanes available for competition and the number of swimmers entered in an event.

Swimmers are seeded (placed in time order, fastest to slowest) according to their entry times with the fastest swimmers in the last heat, unless championship seeding is used. Lanes are assigned to the swimmers according to times, with the fastest swimmers in the middle lanes and the slower swimmers on the outside lanes.

In meets with championship seeding, swimmer placement is divided among the top 10, 24 or 30 fastest times so that the quality of competition is spread evenly among the last three fastest heats. In some championship meets, there will be a “psyche sheet” instead of a heat sheet. Psyche sheets list swimmers by event, ranking swimmers by entry time order from fastest to slowest. The events are “deck seeded” (heat determined at the day of the meet.) This allows the meet director and referees to easily accommodate scratches and fill lanes equitably.

For younger swimmers, Coaches or parents should write the event, heat and lane number on back of swimmer’s hands. The swimmer should listen for their event number to be announced and swimmers called to report. When called, the swimmer goes to the CLERK OF COURSE where they will be instructed on how to proceed. Often they will be seated in chairs in the order of their assigned heats and lanes and directed to proceed to the starting blocks shortly before the start of their event. Or, they may find time cards posted on boards according to heat and lane. In this case, the swimmer takes the card and returns to the Coach for instructions. When the event is called, the swimmer reports behind the starting block on the lane assigned. At this time, the swimmer should prepare to swim, including adjusting their swim cap and putting on goggles. When the starter calls for the heat and instructs the swimmers to mount the block (or enter the water in the backstroke event,) the swimmer then hands the card to the time in that lane before stepping up on the block.

RELAYS

The composition of the relay team is the responsibility of the Coaching staff. There are many considerations, which enter into the decision of who swims on which relay team. Some of the following considerations are:

- Performance of the swimmer during the meet
- Attitude
- Reaction to the stress of the meet
- Type of meet
- Possible placement and existing records

Parents should always check with the Coach before leaving a meet to make sure the swimmer is not on a relay team. If a swimmer is being considered to compete on a relay team or is already designated, but for some reason finds it impossible to swim on the relay team, the Coach must be notified as soon as possible so an alternate may be found in a timely manner. Relays always generate enthusiasm, both for swimmers and spectators. It is difficult to compensate for the disappointment of the remaining team members and their families when, at the end of a long day, the discovery is made that an assumed member for the relay team is unavailable to swim.

MEET COACHING

After each race, the swimmer should immediately proceed to the Coach for post-race comments. Comments will include a critique of the stroke and turn technique and follow up of the race strategy. This post-race conference is very important because all the elements of the race are still fresh in the mind of the swimmer and the Coach. It also serves the purpose of maintaining the swimmer's confidence and positive attitude for the next race.

Comments will also include the swimmer's time and split times of the event. Splits are the incremental division of the race into 25, 50, 100 yard/meter legs of the race. (This is how the Coach and the swimmer measure the pace of the swimmer.) Swimmers will receive a split sheet with their unofficial times and split times. On the split sheet the following abbreviations are used:

Backstroke – A	50A, 100A, 200A
Breast – R	50R, 100R, 200R
Butterfly – U	50U, 100U, 200U
Freestyle – nothing	50, 100, 200, 500, 1000, 1650
Individual Medley – IM	100IM, 200IM, 400IM

Immediately proceeding the post-race conference, the swimmer should warm down by swimming 300 – 500 yards (or meters.) The warm-down is necessary to allow the muscles and respiration proper recovery and prevent cramping. If no warm-down area is available, a brief 3-5 minute shower with slow controlled stretching is advised. Following the warm-down, the swimmer should dry off and cover up to keep muscles warm.