

# Central Bucks Aquatics Handbook

for

Central Bucks Swim Team - SAL



Member since 1969



**CBST – Home of the Bull Sharks!**

Central Bucks Aquatics  
320 W. Swamp Road  
Doylestown, PA 18901

## **Introduction**

This handbook in conjunction with the team and CBSD websites and e-mails throughout the season will serve as your primary sources of information about your team. See also the Frequently Asked Questions Document posted on the team website. Please read this handbook and all other communications carefully.

## **Description: Central Bucks Swim Team (CBST)**

The Central Bucks Swim Team is made up of two separate teams: Central Bucks Swim Team – SAL (CBST-SAL) and Central Bucks Swim Team – USAS (CBST-USAS). CBST-USAS is a member team of USA Swimming and is not the subject of this handbook. Information in this handbook pertains to CBST-SAL, a dual meet swimming and diving team participating within the Suburban Aquatic League (SAL). CBST-SAL is made up of swimmers and divers living in the Central Bucks School District and surrounding areas. (CBST-SAL swimmers who wish to participate with CBST-USAS must have a CBST-USAS evaluation and sign-up during registration for both teams.) The team has a competitive boys and girls swim and dive team, including swimmers new to the sports of competitive swimming and diving who have the minimum skills to qualify for team participation. The team is open to all ages, but members are primarily ages seven to eighteen (meets only for 9<sup>th</sup> grade and over). Practices are scheduled most weekday evenings. Dual swim meets are held on Saturdays. Diving meets are usually held on Friday nights or Sundays. Boys and girls practice together but usually compete separately for swimming (divers practice and compete together). Invitational (optional) meets are held on Sundays. The club's philosophy focuses on enjoyment of the sports of swimming and diving and the development of the skills needed to achieve the fullest potential of our swimmers and divers. The season begins with practices in early October. Meets generally begin in early November and the season ends with championship meets in late January and sometimes early February. Athletes must be on the team roster, filed with the league, for ten days before they may compete officially or unofficially. For many reasons including safety, at least one parent should accompany their child to each meet. Participants should plan to attend as many of the dual meets as possible. In seasons when the team is at or near capacity, each swimmer or diver must participate in a minimum of three of the five regular season meets (the first five dual meets of the season) to keep their spot on the team for the following season.

## **Developmental Swimmers and New Divers**

CBST-SAL has practice groups for new divers (without any previous experience) and for developmental swimmers (newer to the sport of swimming but able to meet minimum requirements for team participation). These swimmers and divers may not yet be at the competitive level, but with a little more knowledge of starts, strokes, turns, and diving techniques, should be ready for full team participation this season or next. Our developmental swimmers and new divers have the same practice schedule as the rest of the team though for some new divers, the coaches may recommend practicing with the team for the first month to determine if they are ready for the team or should wait for the spring clinic. For those divers evaluated as ready to join the team but not yet ready to compete (due to not knowing enough dives), as soon as they have learned enough dives to compete, they will be invited to participate in meets. Swimmers will be placed in meets right away but may have limited events depending on stroke and distance capabilities. We highly recommend that these swimmers and divers participate in our spring clinics and a summer club team.

## **Suburban Aquatic League (SAL)**

CBST-SAL is a member of the Suburban Aquatic League (SAL). The purpose of this organization is to develop skills in the sports of competitive swimming and diving, teach good sportsmanship, and provide a means of healthy

self-expression for those participating. The SAL is composed of roughly 20 teams, assigned to three or four divisions which are generally geographically based. Swimmers and divers compete each week as a team to improve their times and scores. All team members are encouraged to visit the SAL website at [www.suburbanaquatic.org](http://www.suburbanaquatic.org) for additional information including a list of teams by division, pool locations, league documents and rules, results, records, and much more.

## **Communication**

The following modes of communication are used for important information including updates and changes.

**Websites:**       CBST: [www.cbswimanddive.com](http://www.cbswimanddive.com)  
                      SAL: [www.suburbanaquatic.org](http://www.suburbanaquatic.org)  
                      CBSD: [www.cbsd.org/aquatics](http://www.cbsd.org/aquatics)

Please check the team website regularly and refer to the CBSD website aquatics pages for more general information and documentation.

Please see much useful information on the team website including the following:

- Coaching staff and parent representative listing and email contacts
- Frequently asked questions documents
- Illness and injury guidelines
- Links to other swimming resources and organizations
- Meet schedule by season
- Meet entry procedure documents
- Physical forms
- Policy documents
- Team calendar
- Concussion information

**E-mail:** Mass and individual e-mails will be sent as necessary (generally weekly during the season). Be sure to read all messages thoroughly to be informed and meet important deadlines for your swimmer or diver. There is a great deal of information, but we have found that the families who read and keep on top of all communications are those who have the best experience with the team.

**Swimmer Family Folders:** Each swimming family has one folder to be used to distribute items. The family folder boxes are in the equipment room behind the blocks at CB South. Parents are permitted to enter the pool deck during CBST practices to access the equipment room and should exit the equipment room/deck as soon as done with the folders. These folders should NEVER be removed from the equipment room. Any items for divers will be distributed in person at practice.

**Coach and Parent Volunteer Representative E-mail Addresses:** E-mail addresses for head coaches and volunteer representatives are shared through team email each season. Please do not interrupt coaches during or in between practice sessions. E-mails to coaches should be limited to general questions about practice content and your swimmer's progress. Email your team rep or CB Aquatics staff with procedural and other non-coaching questions. Do not, under any circumstance, e-mail a coach, rep, or Aquatics staff member to check-in or out of a meet prior to the check-in/out deadline. From Wednesday through Friday at 5 p.m. prior to a meet, if an emergency arises such that your signed-in swimmer cannot come to the meet, email the appropriate head coach AND volunteer coordinator (team rep). Divers, follow directions about late meet attendance removal provided by CB Aquatics staff and your rep/coaches. (Communication procedures regarding meet attendance are addressed later in this handbook.)

**Swimmer Meet Call-out Number:** 267-893-3168

The only messages that are to be left at this number are those pertaining to last-minute illnesses/emergencies that result in the inability of swimmers to attend a meet for which they were already signed in. Messages should only be left between 5 p.m. Friday night and one hour prior to warm-ups on Saturday and should include the swimmer's

name, team (boys or girls), and attendance status change. Note, this number may not be used to sign a swimmer in to a meet.

**Billing:** All active divers and swimmers receive a monthly email to check their invoice in their portal prior to their card on file being charged. Invoices include participation fees, recognitions/support fees, invitational swim meet entry fees, and other incidental fees such as purchased items (team caps, etc.).

## **Changes to Typical Practice and Meet Schedules**

When possible, changes and cancellations will be posted on the team website and mass e-mails will be sent. School District cancellations and early dismissals are immediately posted on the district website: [www.cbsd.org](http://www.cbsd.org). In general, the CB school district schedule affects CBST-SAL as follows:

- CB schools closed ALL day/student and teacher holiday – Usually no swim or dive practice (practice in some instances – see team website and e-mails)
- Thanksgiving and Winter break - Special practice schedule will be provided
- CB schools scheduled for early dismissal - Regular swim and dive practice
- On school days -
  - If schools are closed for the full day due to weather all aquatic programs are cancelled.
  - If schools are dismissed early (or after school activities are cancelled) due to weather all PM aquatic programs are cancelled.
  - If schools have delayed opening due to weather PM programs as scheduled.
- On non-school days -
  - If school buildings are closed for the full day due to weather all aquatic programs are cancelled.
  - In the event of modified school building hours due to weather, watch for email communications regarding details for your activity.

There is no practice on Halloween.

On occasion, practices have to be cancelled at the last minute because of weather or an issue other than weather, therefore, be sure to check your e-mail before leaving for practices every time and please come into the school each time you bring your child to practice to be sure there is going to be practice before you leave your swimmer or diver at the pool. CBSD and its affiliates are not responsible for children left at the school unattended and phones are not always accessible to your child to use to call you to come back for them.

## **How To Be A Successful Swim and Dive Parent**

The competitive swimming and diving program allows the athletes to experience success and to learn how to deal with defeat, while becoming healthy and physically fit. The major responsibility as a parent of an athlete on CBST/CB Diving is to provide a stable, loving, and supportive environment. This positive environment will encourage your child to continue participating in the sport. Show your interest by ensuring your child's attendance at practices, and by coming to meets. Get involved in your child's team. Your role as a volunteer is important to our sport and to your child's view of the future. Remember, there would be no team without the help of the parents. With a positive attitude and willingness to lend a hand, you will also have a great impact on your child's athletic environment. Successful participating families are also aware of and follow the policies and procedures, code of conduct, and commandments of swimming and diving below. (See also the Parent Meet Etiquette document on the team website.)

## **General Team Policies and Procedures**

- The well-being and safety of all team members while in the pool area are very important. All safety rules of the Central Bucks School District as well as our team must always be followed and will be strictly enforced. Violations of these rules may result in removal from the team.

- The following are strictly forbidden:
    - The possession or use of tobacco products or vapes of any type by any athlete
    - The use of tobacco products by any person in attendance at any CBST-SAL function (in or on district property)
    - The possession, use, or sale/distribution of alcohol or any controlled or illegal substance or any form of weapon by any athlete or any person in attendance at any CBST-SAL function (in or on district property)
    - Stealing by any athlete or any person in attendance at any CBST-SAL function (in or on district property)
- Violation of these rules may result in immediate removal from all CB Aquatics teams.
- Please use your discretion and consider the health and safety of your swimmer and others when deciding whether to send you swimmer to practice when experiencing any medical condition or other situation in which it might be best not to practice. CBST coaches will use their best judgement and if they feel there is a health concern/safety hazard they will restrict swimmers from entering the pool to safeguard themselves and/or the other members of the team.
  - It is important to remember that the entire school building (and in some cases the locker room) is open to the public and children are only supervised when they are on deck with the coach.
  - Please note that parents are **NOT ALLOWED in the locker rooms** under any circumstances. High school students may be using the locker rooms related to high school activities. It is important that adults (including parents) not be in the locker room for the safety of all program participants and other student athletes. Coaches will be sweeping the locker rooms before, in between, and after practices. Nothing should be left in the locker rooms. Athletes should place all belongings into their bags, zip the bag fully shut, and bring it out onto deck and leave it there for the duration of practice. Please speak with your swimmers/divers about appropriate locker room and practice/meet behavior:
    - No horseplay or physical contact should occur.
    - Lockers are not to be used at any time as they lock, and you will not be able to retrieve any items placed into them.
    - Speak at a reasonable volume and speak respectfully to everyone.
    - Do not touch anyone else or anyone else's possessions.
    - Move with care (remember athletes and the floor are wet).
    - Locker room time should be short (10-15 minutes at the most) - children may need to be reminded often to stay focused on the task at hand.
    - Get a coach if anything inappropriate is occurring, even if they are not involved – tell them they should help stop issues before they escalate, rather than waiting for problems to happen and seeing our friends unhappy based on the consequences.
    - Remind your participants often of these behavior expectations which are required at all times – on the deck and in the locker rooms.
  - The use of cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras is prohibited in locker rooms, rest rooms, and other changing areas. If an athlete uses a cell phone in the locker room for ANY reason (making phone calls, taking pictures, etc.) the athlete risks being removed from the team. (Parents please periodically monitor you child's social media to ensure compliance with this policy.) **Also remind your children to always use social media responsibly – taking care to be kind to everyone and remembering that those other than their currently intended audience may eventually see posts.**
  - Remember that the use of the locker rooms is a privilege which will be taken away from any participant who does not follow the rules.
  - If you prefer that your child not use the locker rooms with the other swimmers/divers, please have your child dry off completely and meet you in the hallway outside of the pool before escorting them to the appropriate bathrooms located down the hall from the pool in each building.
  - Please make sure your swimmers and divers are dry and have shoes on when in the hallways of the schools.
  - Please refer to the CB Aquatics Locker Room and Communications policies (accessible through the CB Aquatics Safe Sport Information document) and the CB Aquatics Action Plan to Address Bullying, all of which are on the CB Aquatics page of the CBSD website (also accessible through the team website).
  - Parents/siblings should go straight to the balcony. Please do not go on deck to speak with the coaches. If you have a coaching question, email the head coach. If you have an administrative question, email the a CB Aquatics staff member. If you have any concerns email the CBSD Aquatics Manager immediately.

- Parents should not coach their children from the balcony (or otherwise). We are in one of the few youth sports that provides exclusively professional coaching – please trust that the coaches are competent and leave the coaching to them. If your child looks to you for approval/attention/anything during practices, it is likely to cause them to miss important instructional information and/or disrupt the practice for themselves, other participants, and coaches. If this is an issue for your swimmer/diver please do not remain in the balcony during practices.
- Videotaping and still photography of practices is prohibited.
- Please remember that behavior should mimic typical school day behavior. No running, climbing on tables, etc. Playing with balls and the use of wheeled shoes in the building is prohibited. Siblings of team members must stay with their parents at all times. No children should be running or roaming the halls at any time. Swimmers/divers and their families are to be in the pool area (balcony or pool hallways) and should only go to the cafeteria area to use the restrooms or vending machines. Swimmers/divers and their families are not to be in the gymnasiums at any time.
- Please monitor your children in the balconies. This area is extremely dangerous for unattended or small children.
- Chewing gum is not permitted on the pool deck or in the locker rooms.
- Please put all trash in the receptacles.
- Please do not park your car (whether you are in it or not) anywhere other than designated parking spaces. This is particularly an issue at CB South at the diving well door where people sometimes park along the curb behind the parked cars – please avoid fender benders by NOT parking in that area.
- The doors close to the pool at CB South will generally be open and may be used to enter/exit the building. If they are not open, please enter through the main Gymnasium doors. No doors should be propped open at any time.
- Please enter the pool hallway off Anderson Road to access the CB East pool at all times. Do not use the main/front doors.
- It is the responsibility of any new swim or dive member to inform CB Aquatics staff handling registration via email if you participated with another team in our league (SAL) last winter season.
- Participants and families are responsible to be aware of and observe all policies and procedures contained in this team handbook, posted on the websites (CBSD and team), and communicated via email or other methods. This documentation contains information on a variety of topics including action plan to address bullying, communications, locker room monitoring, photography, safe sport/minor athlete abuse prevention, concussion.
- CB Aquatics strives to create a safe environment in which our participants may participate in swimming and diving activities. Please check in with your athletes often regarding how practice and team participation in general are going and contact Roberta Lichter, Aquatics Manager ([rlichter@cbsd.org](mailto:rlichter@cbsd.org)) right away with any issues or other observations. Concerns will be addressed within a reasonable timeframe. Confidentiality will be maintained to the extent practicable given the obligation of CB Aquatics to investigate and address the matter. See information about Safe Sport on the team website.

## **Team Code of Conduct**

Central Bucks Aquatics provides quality programs that build self-confidence, self-discipline, motivation, integrity, and courage for life. We aspire to create a safe, competitive, and friendly environment for our swimmers, divers, and parents. To that end, the teams and their members follow the USA Swimming Code of Conduct, SAL Code of Conduct (for CBST-SAL), and the code of conduct below in addition to all CBSD and team policies and procedures as provided on the CBSD and team website and otherwise communicated (typically via email).

## **Parent Code of Conduct Pledge**

- I shall set an example for my children to follow by displaying proper respect and sportsmanship toward coaches, officials, administrators, teammates, competitors, and the public at all times.
- I recognize that I am my child's most important teacher.
- I recognize that my behavior at a meet can negatively influence my child's development as a swimmer.
- I will leave the coaching to the coaches.
- I will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.

- I will be aware of consequences and sanctions involving poor behavior, and I will not be an example of how they work.
- I will remember that swimming is supposed to be fun.

### **Athlete Code of Conduct Pledge**

- I will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public at all times.
- I will not taunt, berate, or intimidate any of my teammates or competitors.
- I will shake hands with my competitor after my event.
- I will support my teammates.
- I will understand that the officials and meet workers are volunteering their time so I can swim.
- I will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- I will remember that swimming is supposed to be fun.

### **Spectator Behavior at Meets**

- People who are not working a meet or competing for the team will not be permitted on deck.
- Verbal or physical aggression expressed toward an athlete, coach, official, parent, volunteer, or spectator will not be tolerated.
- I will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, competitors, and the public at all times.
- I will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.

### **Enforcement**

- Enforcement of this Code of Conduct will be the duty of the Aquatics Manager, Meet Director, and coaches.
- Incidents will be reported to the Head Coach, who will bring the matter to the Aquatics Manager.

### **Consequences**

- First Incident: Action taken by the team/CB Aquatics can range from a written warning to and including removal from the meet and/or suspension or expulsion from the team.
- Second Incident: Likely expulsion from the meet and team.

### **It's for the Kids**

Meets are a high-stress spectator sport and getting caught up in it is one of its pleasures. Please remember that we are role models to our children, and proper behavior in the stands and on deck is a way to demonstrate good sportsmanship. **We are all accountable for our behavior.**

### **The Ten Commandments of Swimming and Diving Parents**

1. **Don't impose your ambitions on your child.**  
Remember that swimming and/or diving is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they could be doing. The nice thing about swimming and diving is every person can strive to achieve a personal best.
2. **Do be supportive no matter what.**  
There is only one question to ask your child: "Did you have fun?" Your child should not be forced to participate.

3. **Don't coach your child.**  
You have taken your child to a professional coach. Do not undermine that coach by trying to coach your child on the side. Your job is to support, love, and hug your child no matter what. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy. This is not your area. This will only serve to confuse your child and prevent the athlete/coach bond from forming.
4. **Do have positive things to say at a meet.**  
If you are going to attend a meet, you should cheer and applaud, but never criticize the athletes (including your child), the coach, or the volunteers.
5. **Do acknowledge your child's fears.**  
Meets can be stressful. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it.
6. **Don't criticize the officials.**  
Officials are volunteers who spend extra time outside of meets training to volunteer at meets for all of the participants, don't criticize those who are doing the best they can.
7. **Do honor your child's coach.**  
The bond between athlete and coach is a special one, and one that contributes to your child's success as well as enjoyment. Do not criticize the coach (at all but particularly in the presence of your child). It will only serve to hurt your child's swimming or diving.
8. **Don't jump from team to team.**  
The water isn't necessarily bluer at the other team's pool. Every team has its own internal problems. Children who switch from team to team often lose friendships with teammates they leave behind. Often, athletes who do switch teams never do better than they did before they sought the bluer water.
9. **Do have goals besides winning.**  
Giving an honest effort, regardless of the outcome, is much more important than winning.
10. **Don't expect your child to become an Olympian.**  
Your child's odds of becoming an Olympian are less than 1 in 4,300. Swimming/diving is much more than just the Olympics. Swimming and diving teach self-discipline and sportsmanship; the sports build self-esteem and fitness and provide lifelong friendships. Swimming and diving build good people, so please be happy your child wants to participate and offer any needed support.

### **Swimsuits/Caps/Apparel**

Information about team suits, caps, and apparel will be communicated by CB Aquatics staff at the beginning of the season. Although there is not a league rule stating that a team suit/cap is mandatory, the suits (and caps for those swimmers who wear a cap) help foster team spirit, thus, all members who will compete with the team are encouraged to buy and wear team suits and caps as well as other team apparel.

### **Practices**

- Practice times are posted on the website for divers and swimmers (see the calendar).
- A list of conflict dates (dates on which normal practice cannot occur due to other building usage) will be communicated (via website calendar and/or e-mail) each season.
- Please be sure to check your e-mail and the website to assure practice has not been cancelled. Practices may be cancelled due to unforeseen circumstances at any time.
- Practices start promptly at the time stated. Swimmers and divers should arrive 10 minutes prior to the scheduled time so they can stretch and be ready to go at the scheduled start time. Please do not allow your

swimmer or diver to enter the pool area until the coach has asked them to do so. Athletes will be sent directly to the locker rooms after practice. Athletes should arrive with their suit on, but athletes who need to change or use the rest room prior to practice should use the hallway or cafeteria bathrooms – our athletes may not enter the pool deck or locker room prior to being invited to do so by a coach.

- Anticipate your child being in the pool for the entire practice. They should come prepared for each workout session with a towel, cap (if they wear one), and goggles (swimmers). Athletes must also bring a water bottle to practice. To avoid having to interrupt practice, they are asked to use the bathroom prior to getting into the pool.
- Note that wearing competition (team) suits during practice is not appropriate as they are more effective and last longer if just used for meets.
- It is your (parent/guardian) responsibility to make sure your child enters the building and goes directly to the pool area, attends practice, and exits the building promptly after practice. CBSD and its affiliates are not responsible for children who are dropped off or waiting to be picked up after practice concludes. Due to the possibility of unforeseen cancellations and other possible emergencies, it is required that you escort your child into the building for each practice, be available by phone during practice, and further that you return to pick up your child promptly at the end of practice. Be sure to tell your child that athletes are to wait inside the building for their own safety if their parent/guardian is not there at the conclusion of practice. Be sure to be aware of practice schedules and any communicated changes and escort your child into the building for each practice as CBSD and its affiliates are not responsible for a child in the school building or on the grounds when there is no practice. Repeated late pick-ups may result in charges and/or removal from the team.
- During the first couple weeks of swim practice, it will take the coaches longer to get everyone organized while they get to know the swimmers and the swimmers learn where they swim in each pool. By mid-October everyone should be in the swing of things and swimmers will be in the water for their full practice time.
- Attendance at every practice is not required. Swim team members should plan to attend a minimum of three practices per week. Divers should plan to attend all three practices per week if at all possible. Coaches understand if some weeks attendance is more difficult than others – don't make swim/dive a source of stress. Just understand that participants who attend fewer than the minimum recommended number of practices may not progress as they would hope, may become discouraged, and may feel less a part of the team.
- All swimmers should follow their appropriate practice schedule. In other words, CBST-SAL only swimmers may NOT attend CBST-USAS practices. CBST-USAS swimmers may ONLY attend CBST-USAS practices even if they are also registered with CBST-SAL.
- Swim families: check your family folder often when at practice.

## Meets

**Swimming:** Competitive swimming utilizes 4 strokes: freestyle, breaststroke, backstroke, and butterfly. Meets are comprised of multiple events - each one being a particular stroke, distance, and age group. Depending upon the number of swimmers competing, each event may include multiple **heats**, (i.e., the same race swum several times with different swimmers). Unofficial heats are run so that all team members have the opportunity to swim at each meet. These heats are **not** included in the scoring, but the children are not generally made aware of this fact. All times (from official AND unofficial heats) are recorded for championship placement. Swimmers are divided by age group (age as of October 31 of the current season): 8 & under, 10 & under, 12 & under, 14 & under, and unlimited. For some invitational meets (see description below) the age groups may vary. The clubs are separated into boys' and girls' teams for dual and tri meet competition (see dual/tri meet description below) but sometimes may hold meets together. Swimming meets generally take three to four hours to complete. Parents are required to be present throughout the entire meet and typically need to volunteer at the meet.

**Diving:** Divers are divided by age group (age as of October 31 of the current season): 11 & under, 14 & under, and unlimited. Meets are comprised of multiple rounds of diving for each age group of divers. Boys' and girls' teams typically dive together at meets but sometimes may hold separate meets. Diving meets generally are completed in roughly two hours. Parents are required to be present throughout the entire meet and typically need to volunteer at the meet.

Note that sign-up is required for ALL meet attendance. See below for general information and watch email communications for specifics of meet sign-up procedures.

Meet dates, times, and locations will be posted on the team website. Addresses for away meets are posted on the SAL website.

Per league rule, the swimmer's or diver's age on October 31 shall be that athlete's competition age for the entire season.

The Operating Procedures of the SAL specify that the league follows the rules of USA Swimming and USA Diving.

TEAM records are posted on the TEAM website and LEAGUE records are posted on the LEAGUE website. Records are typically not fully updated until after the end of any given season.

Competing teams use alternating lanes: the home team uses odd numbered lanes, and the visiting team uses even numbered lanes.

All diving is performed from a one-meter springboard.

11 & under and 14 & under divers perform four dives at each meet. Unlimited divers perform five dives. Divers who are 11 or under may "dive-up" and compete in all three diving events. Divers who are 14 or under may compete in the 14 & under event and "dive-up" in the unlimited event at a single meet by performing all nine dives. Each age group counts as an individual event.

Five judges are used for diving. The high and low scores are eliminated and the award for each dive is calculated by totaling the remaining three scores and multiplying by the degree of difficulty for the dive performed.

## **Description of Types of Swim Meets**

Dual Meet – meet in which two teams compete against each other to determine a winner. Swimmers/divers are also competing to improve their times/scores. Typically, there are six or seven dual meets each SAL season (five "regular season" meets and one or two "dual team championship" meets). The boys' team swims at one location while the girls' team swims at another location (i.e., one of our teams is home and one is away for any given Saturday dual meet). There is a league defined limit on the number of official events in which an athlete may participate (three individual events plus one relay OR two individual events plus two relays) and coaches select events for each participant. For swimmers who are also divers, diving events have no bearing on the limit for swimming events. Dual meets in the SAL include three events for diving meets and 39 events for swimming meets. Lists of the order of events and the scoring rules are below. Note that each age group has both a freestyle relay and a medley relay, and that the order of the strokes in the medley relay is backstroke, breaststroke, butterfly, and freestyle.

Double Dual Meet – boys and girls dual meet held in the same location at the same time (boys and girls events alternate). Note that this is not often done as the meets are typically too long, but on occasion due to pool availability or other scheduling considerations and/or team sizes, it is necessary to have a double dual meet.

Tri Meet – meets in which three teams compete among each other to determine relative placement. Swimmers/divers are also competing to improve their times/scores. The boys team swims at one location while girls team swims at another location. There is a league defined limit on the number of official events in which an athlete may participate (three individual events plus one relay OR two individual events plus two relays) and coaches select events for each participant. For swimmers who are also divers, diving events have no bearing on the limit for swimming events. Tri meets in the SAL include three events for diving meets and 39 events for swimming meets. A lists of the order of events and the scoring rules are below. Note that each age group has both a freestyle relay and a medley relay, and that the order of the strokes in the medley relay is backstroke, breaststroke, butterfly, and freestyle.

Crossover Meet - A dual or tri meet in which the opponents are from different divisions of the SAL.

Regular Season Meets - five dual meets which comprise the heart of the season. In these meets, teams swim against each of the other teams in their own division of the Suburban Aquatic League (or possibly in cross-over meets with teams matched based on geography and/or team size/strength). These meets help determine team standings within the SAL for championship meet matchups and are on Saturdays, typically in November and December.

Invitational Meets - Optional swim or dive meets hosted by various SAL teams throughout the season. These meets are often held on Sundays and are open to any athlete in the league so any CBST-SAL swimmer may participate. These meets are individual, rather than team, competitions and do not count toward any team or league participation requirements or team standings. Invitational meets are sanctioned by the SAL, meaning that times/scores from these meets are considered in the seeding for championships and they are a great opportunity for swimmers to select their own events. There are typically awards at these meets (most often, ribbons). For diving invitationals, there is a fee to participate. For swimming invitationals, there is a fee per event and the limit on the number of events allowed per swimmer and other details vary by meet as defined by the host team. Swimmers may choose the events in which they swim. There are usually several swimming invitationals each season and there may be some diving invitationals. CBST-SAL will generally provide coaching at swimming invitationals if more than ten swimmers from our team attend per session (provided the meet is not over a holiday break). A diving coach will attend diving invitationals if available.

Team Championship Meet - There are one or two team championship dual/tri meets in January. Like regular season meets, these are both a team and an individual competition and these meets determines the top teams from a competitive standpoint in the league for that season. Swimmers and divers must have participated in at least 40% of regular season SAL dual meets to qualify to swim or dive in these championship meets. Otherwise, these meets are similar to regular season dual and tri meets.

Swimming League "A" Championship Meet - This is the individual league championship meet and only swimmers with the top 18 times (plus two alternates) in the entire league in each event (including relays) are eligible (see SAL Top Times Lists on the SAL website as updated throughout the season). Coaches notify swimmers of their eligibility for league championships after a league seed meeting which occurs following all other league competitions (usually in early/mid-January). (Swimmers must have participated in at least 40% of regular season SAL dual meets to be eligible to swim or dive in this meet.) For more details see below, team email communications, and documents posted on team and league websites (especially the Dual Meet and Champs Description document on the team website). This meet will be broken down by age group and/or gender and held in multiple sessions (possibly on different days and/or at different pools).

Swimming Division "B" Championship Meet - Because most participants do not qualify for league champs and to ensure all swimmers and divers have the opportunity to participate in a season culminating individual championship meet, a team in each division hosts a division championship meet for just that division. ALL swimmers are eligible for Division ("B") championships regardless of prior meet participation (but cannot swim in events for which they qualified for "A" championships). For more details see below, team email communications, and documents posted on team and league websites (especially the Dual Meet and Champs Description document on the team website).

Diving Championship Meet - There is one diving championship meet. All divers who wish to participate in this meet may do so. The top 18 divers in each age group who can perform the required dives for league championships and have participated in at least 40% of regular season SAL dual meets will compete for placement within the league. For more details see below, team email communications, and documents posted on team and league websites (especially the Dual Meet and Champs Description document on the team website). This meet will be broken down by age group and/or gender and held in multiple sessions (possibly on different days and/or at different pools).

A few additional notes about league and division individual championships:

- There is a league defined limit on the combined number of entries per swimmer for "A" and "B" Championships. (total of three individual events plus two relay events, with exception for alternates as defined in league documents)
- The "A" Championships are for the full league of roughly 20 teams.
- The "B" Championships are divisional. This means that swimmers from all teams in our division of SAL will be participating in this meet (so 4 to 6 teams).

- For both meets, swimmers are seeded according to their current season best times (from SAL sanctioned meets only) for a particular event.
- "A" and "B" championships are individual competitions only (no team competition).

### **Meet Expectations**

Our dual or tri meets (held on Saturdays for swim and Friday or Sunday or dive) are the main competitions for our team and all members are expected to attend. While our coaches and other team members understand an occasional conflict, it is not fair to other team members or coaches if some participants consistently miss these meets. High school aged participants – this is often especially true in your age groups – please come as often as you are able and remember that you’ll receive a thank-you gift from the team if you participate in at least three dual meets. Team members in grades eight and below – we hope you’ll attend all six/seven dual meets but require a minimum of three of the five November/December dual meets to keep your spot on the team (in seasons when the team is at capacity) and, of course, attendance at the January dual meet(s) (which is like our championships) is expected. All participants must attend at least two of the first five (regular season) dual meets to be eligible (per league rule) to swim/dive in the final (championship) dual meet(s) and league (“A”) individual championships (should they qualify).

Always keep a positive attitude (even if we do have a meet or two with low numbers in attendance) – focus on time-drops or improved diving scores rather than the score of the meet and who was missing. Your children will take their cues from you (and athletes will also take cues from other participants) about what is really important.

Encourage your swimmers to be up off the benches at meets when they are not competing, cheering for teammates. Divers should be encouraged to watch their fellow divers and congratulate team members after each dive. The coaches will be strongly encouraging our athletes to leave electronics at home, with a parent, or in their bag at meets to keep the devices safe and the participants engaged. This is a team sport and the more involved the athletes are, the more fun it will be for everyone.

### **Dual Meet Order of Events and Scoring**

1.	11 & Under 1 Meter Diving	22.	14 & Under 100 Breaststroke
2.	14 & Under 1 Meter Diving	23.	Unlimited 100 Breaststroke
3.	Unlimited 1 Meter Diving	24.	8 & Under 25 Butterfly
4.	8 & Under 100 Medley Relay	25.	10 & Under 50 Butterfly
5.	10 & Under 200 Medley Relay	26.	12 & Under 50 Butterfly
6.	12 & Under 200 Medley Relay	27.	14 & Under 100 Butterfly
7.	14 & Under 200 Medley Relay	28.	Unlimited 100 Butterfly
8.	Unlimited 200 Medley Relay	29.	8 & Under 50 Freestyle
9.	8 & Under 25 Freestyle	30.	10 & Under 50 Freestyle
10.	10 & Under 100 Freestyle	31.	12 & Under 50 Freestyle

11.	12 & Under 100 Freestyle	32.	14 & Under 50 Freestyle
12.	14 & Under 100 Freestyle	33.	Unlimited 100 Freestyle
13.	Unlimited 200 Freestyle	34.	10 & Under 100 IM
14.	8 & Under 25 Backstroke	35.	12 & Under 100 IM
15.	10 & Under 50 Backstroke	36.	14 & Under 200 IM
16.	12 & Under 50 Backstroke	37.	Unlimited 200 IM
17.	14 & Under 100 Backstroke	38.	8 & Under 100 Freestyle Relay
18.	Unlimited 100 Backstroke	39.	10 & Under 200 Freestyle Relay
19.	8 & Under 25 Breaststroke	40.	12 & Under 200 Freestyle Relay
20.	10 & Under 50 Breaststroke	41.	14 & Under 200 Freestyle Relay
21.	12 & Under 50 Breaststroke	42.	Unlimited 200 Freestyle Relay

Meet Scoring System: Individual Events: 6,4,3,2,1 points for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> places (maximum scores per team = 3). Relay Events: 8,4,2 points for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places (maximum scores per team = 2).

### **Disqualifications (DQs) in Swimming:**

The technical rules of swimming and diving are designed to provide fair and equitable competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that no swimmer gets an unfair competitive advantage over another swimmer. Trained officials observe the swimmers during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules, a disqualification will result. This means that the swimmer will not receive an SAL recognized time and will not be eligible for an award or to score points for that event. Disqualifications may result from actions such as not getting to the starting blocks on time, false starting, advancing themselves by walking on or pushing off the bottom of the pool, or pulling on the lane lines. DQs are also a result of technical violations specific to each stroke. See the most common infractions for each stroke listed in the description of each stroke in the swimming glossary and the USA Swimming rulebook for the complete set of rules.

If your child is disqualified in an event, be supportive rather than critical. A DQ should be treated as a learning experience, not as a punishment. Further, we do not blame the official for the disqualification, rather, a disqualification results from an infraction of the rules committed by the swimmer and, when observed by the official, must be reported to keep the competition fair for everyone and to help the swimmer make necessary corrections. Swimmers should ask their coach for clarification if they have any questions about a DQ. Parents who have a question about a DQ should speak with their coach after the meet for clarification and never approach an official.

### **Signing-In or Signing-Out of a Dual Meet**

#### **DO NOT SEND AN E-MAIL TO SIGN YOUR CHILD INTO OR OUT OF MEETS.**

Our team has been successful because of our participants' commitment and high attendance at our meets and practices. Issues do arise, however, related to meet attendance and related communications. We have had problems in the past with swimmers and divers just not showing up for a meet for which they are expected or leaving before the end of the meet without letting the coach know ahead of time. Athletes also sometimes show up without signing

into meets in which case they are not able to participate. It is difficult to make changes at the last minute, to try to coach, to watch every event, and to be fair to everyone. For these reasons, every team member is assumed **not** to be swimming/diving unless they have been signed in to that particular meet. There are related resources on the team website including the link to the portal to sign-in/out, dual meet sign-in/out procedures document, and other meet guidance. All athletes, please review the following on how to sign-in/out of a meet:

- The team will be emailed when meets are available in the portal for sign-in/out. Please follow the directions to sign your child in or out of each dual meet through your portal. The sign-in/out for any given dual meet is available until 9 p.m. on the Tuesday before the meet. Anyone who has not signed into the meet by Tuesday at 9 p.m. will not be put in the line-up and will not be able to participate in that meet. To reduce unnecessary work on the part of the coaching staff and parent volunteer coordinators (team representatives), **please be sure to sign-out if your athlete will not be in attendance.**
- Swimmers: In the case of emergencies and last-minute illnesses, you may call the Meet Call-Out number above and leave a message no earlier than Friday at 5 p.m. and no later than Saturday one hour prior to warm-ups for that meet. Please speak slowly and clearly. Leave your child's name, gender, and age. If you have multiple swimmers, please be clear as to the details of the attendance for each swimmer. Note that the Meet Call-Out number is in this handbook, on the meets page of the team website, and is emailed during the season.
- Divers: If you have a sudden illness, please contact the diving representative and/or head diving coach using the specific guidance they provide at the beginning of the season (email the rep and/or contact a friend on the team to deliver the message to the coach at the meet if no other instructions have been provided).
- For invitationals, follow the emails for each meet and sign-up through your portal (invitationals tab) by the stated deadline.

## **Volunteering at Meets**

Swimming and diving meets cannot happen without the help of MANY parent volunteers. Every family on our team is expected to help in order for their child(ren) to be allowed to remain on the team, and we are sure that every parent can find a meet job that is enjoyable. Given the size of our team and the many, many jobs that must be filled to run a meet, most participants will need to provide a volunteer at most (if not all) meets at which they are in attendance. Detailed volunteering information will be communicated early in the season and will include instructions on how to communicate in advance any dates/times on which you are unavailable in order to avoid being assigned. Training will be held at the beginning of the season for parents to learn how to perform the following jobs: set-up and break-down equipment, stroke and turn judge, diving judge, scoring table (swimming or diving), and timing system operators. Details of these training sessions will be provided via email at the beginning of the season.

**Diving:** A diving meet requires a minimum of one announcer/official, three or four table workers, and five judges. The home team provides the announcer, two table workers, and three judges. The visiting team provides two table workers and two judges. The announcer announces each dive and scores. The table workers compile the scoring information and determine the final points awarded for each dive and the resulting score of the meet. The judges observe each dive and assign a score based on their knowledge of the rules and observation of the dive. (Again, training for this position is provided at the beginning of the season.) The home team also provides all paperwork needed to record the meet. Diving volunteer assignments will be posted in the portal prior to the meet or assigned on the day of the meet. Always let the diving rep know well ahead of time if you will not be at a meet to volunteer. The best way to do that is with a note in the portal when you sign your child into the meet.

**Swimming:** There are many jobs that must be filled for us to host and to participate in a successful SAL swim meet. A swim meet at HOME requires over 30 positions to be filled by our team. An AWAY swim meet requires roughly 20 volunteer positions to be filled by our team. Volunteer assignments for dual swim meets will be posted in the portal prior to the meet. Invitational swim meet volunteer assignments will be communicated via the portal or

email prior to the meet. Assigned volunteers for any type of meet must find a replacement if they are unavailable. Make contact prior to the volunteer list being posted if you are unavailable for any given meet. The best way to do that is through a note in the portal when you sign your child into the meet. If you find you are unable to fulfill your commitment to volunteer at a meet once positions are assigned, it is your responsibility to find a substitute for that meet job and alert the volunteer coordinator. In addition to the information provided in this handbook, see volunteering guidelines, volunteer job descriptions, deck parent guidelines, and parent swim meet etiquette on the team website.

**Clearances:** In compliance with PA state law, clearances must be provided for Volunteers who have direct volunteer contact, meaning they have care, supervision guidance or control AND routine interaction with children. On this basis, individuals routinely filling the volunteer role of deck parent must have clearances on file with Central Bucks School District.

### **SWIM MEET JOB DESCRIPTIONS:**

**Timer** (20-26 – 3 per lane plus 2 back-ups): This is the most popular meet job among both new and experienced swim parents. You use a stopwatch to time the swimmer in your assigned lane. There are typically three timers per lane and the median stopwatch time is used as the official time or as backup for the electronic (Colorado) timing system. Timers get a front row view of the action in the pool.

**Meet Director** (1): This is usually the boys or girls representative. The Meet Director is responsible for making sure everyone is available for their job before the start of the meet. The meet director will hand out watches to our timers and find substitutes for any job needing to be filled. A meet director is very busy during warm-up before the meet starts. When everyone is in their positions the meet director can sit and cheer on the team until the meet is over and the stopwatches must be collected.

**Runners** (1-2): After each heat or event, the runner collects the times from each lane, and takes them to the scoring table. You stay on the move throughout the meet, so it's great exercise. This job can be shared with a friend - someone collects from lanes 6-4 then hands off to another who collects lanes 3-1...great teamwork!

**Computer Operators (Scoring)** (2-3): Scorers from each team record the results following each race, and track team scores. This job requires knowledge of the computer program (Hy-Tek Meet Manager) used for the computerized scoring system. Scorekeepers are critical to the success of the meet, and they are often the only ones who know which team is winning the meet. The league runs clinics each fall to train new scoring table workers, and we will offer a team clinic for anyone interested in learning.

**Finish Judge** (2): One judge from each team stands at the end of pool and observes the end of the race. They help decide the order in which the swimmers finished the event (i.e., who won). No technical knowledge of swimming is required, but it does require a keen ability to focus your attention for close races.

**Stroke and Turn Judges** (2): These judges (one from each team) determine whether a swimmer touched the end of the pool during a turn and whether the technical aspects of the swimming stroke were legal. It requires knowledge of the USA Swimming stroke regulations, and a willingness to fairly disqualify swimmers when appropriate. Those who are interested in this job must first apprentice with someone who has done it before. We provide a copy of the rules, and a master with whom you can apprentice. There is also a training program required and provided by the league.

**System 7 Operators (Console)** (1): The timing system uses an electronic signal from the starter's device and the touch pads in the pool to determine the swimmers' times and order of finish. This information is displayed on the scoreboard and is fed into the computer program used by the scorekeeper that keeps track of the official results. This job requires a couple sessions of on-the-job training.

**Starter/Referees** (1): This is the most technically demanding job. The Starter/Ref runs the events in the meet by ensuring that the swimmers start simultaneously and oversees all the other meet officials. This is a leadership

position that requires experience (must start as a stroke and turn judge) and a take-charge personality. It is up to the Starter to keep the meet moving. Training is required and provided by the league or team leadership.

**Announcer** (1): This is a great job for someone with a strong voice and an ability to correctly pronounce names. You announce the names of the swimmers in each event, and work with the Starter/Referee to keep the meet moving quickly and smoothly.

**Snack Bar** (2-3): The snack bar is a great place to work if you're not interested in watching the whole meet. This is an important fundraiser for our team. It is a great way to interact with both athletes and parents.

**Deck Parents** (3-7 for our team): The deck parent has a copy of the meet events for the swimmers. The deck parent will line swimmers up and get them motivated to swim. Note that clearances are required and coaches may be used to fill this role. \*Clearances required for routine deck parents.\*

**Pool set-up/Tear down** (3-4): A crew of 3-4 people is needed at each HOME meet to ready the pool area for competition. This includes setting up the electronic touch pads and lane lines. This crew must arrive earlier for HOME MEETS and stay about 30 minutes after the end of each HOME meet.

## **End of Year Party and Gifts**

At the end of every season, if possible, there is a team party for all participants and their families. This party is usually held a few weeks after the final Championship meets. The date and times will be announced via the team website and e-mail. If your family is unable to attend, please make contact as specified in party communications to arrange for a date and time to pick up your child's award and/or gift. Parents should attend this event with their athletes rather than dropping them off. It is a wonderful opportunity to see and hear about all that has been done throughout the season by our young athletes as well as the coaches and parent volunteers.

## **Diving Glossary**

**Alignment:** When the diver's head, shoulders, hips and legs are held in a straight line. The correct body alignment increases stability and balance and results in better jumps and somersaults.

**Approach:** From the starting position, the approach is the number of steps taken to the end of the board on forward and reverse dives, before the hurdle. The approach must be at least three steps.

**Back Dive (Group):** Back dives begin with the diver balancing on the end of the board, facing away from the water. The dive rotates backward, away from the board.

**Balk:** A false start; when the diver clearly begins their approach or hurdle and stops before entering the water. One balk results in a two-point deduction from the judge's scores; a second balk requires the referee to call for a failed dive.

**Degree of Difficulty (D.D.):** A rating for each dive established by U.S.A. Diving that ranks how hard it is to perform. D.D.'s range from 1.0 to 3.5 and are multiplied by the judge's scores to determine the diver's total points for a dive.

**Dive List:** The official list of dives each competitor will perform in a meet, including required and optional dives. This list is turned into officials at the beginning of the meet and is the diver's score sheet for the meet.

**Entry:** The portion of the dive where the diver enters the water. Entry is headfirst, with arms extended towards the water except on full somersaulting dives, when the diver enters the water feet first, with arms close to the sides of the body. In all cases, the entry should be as close to vertical as possible. Vertical entries, with little or no splash, are referred to as "rip entries".

**Failed Dive:** When a diver clearly performs a dive other than that announced or fails to complete the announced dive (feet enter the water first on a head-first dive, or hands enter the water first on a foot-first dive or the dive twists by more or less than that announced by 90 degrees) or balks a second time or the diver receives assistance during the dive or the diver falls into the water, the referee calls a failed dive and no points are awarded for that dive.

**Flight:** The path of the dive in the air.

**Forward Dive (Group):** Dives where the diver begins facing the water and then rotates away from the board. Forward dives usually begin with an approach and hurdle, but are occasionally performed from a standing position at the end of the board.

**Fulcrum:** The wheel that rotates under the board that divers adjust to give the board more or less bounce.

**Free Position:** A combination of straight, pike or tuck positions used in the twisting group of dives.

**Hurdle:** The jump from one foot the diver takes at the end of the approach on forward and reverse dives, to the two-foot landing at the end of the board before take-off.

**Inward Dive (Group):** These dives begin like back dives, with the diver balanced on the end of the board, facing away from the water. Once in the air, the diver rotates toward the board.

**Optional Dives:** Dives that are chosen by the diver or their coach. Usually, optional dives must be chosen from different groups, although the diver may repeat in the group from which the required dive has been drawn.

**Pike Position:** A position in diving in which the body is bent at the hips, with the knees straight and toes pointed. The position of the arms is optional.

**Required Dive:** A dive, which all divers in an age group must perform. Required dives are basic dives and demonstrate the diver's abilities in basic skills.

**Reverse Dive (Group):** Dives that begin like forward dives, but where the rotation of the dive is back towards the board.

**Straight Position:** In the straight position, the body is held straight with no bending at the hips or the knees. The feet are held together, with toes pointed. Also called the layout position.

**Tuck Position:** In this position, the body is bent at the hips and the knee, with legs together and toes pointed. The tuck should be as compact as possible.

**Twisting Group:** The fifth group of dives includes all the forward, back, inward and reverse dives but calls for them to be performed with "twists," which are rotations around the longitudinal (head-to-toe) axis of the diver.

See also the [Dive Team Basics document available on the league website and team website.](#)

## **Swimming Glossary**

**Aerobic:** In the presence of oxygen; aerobic metabolism utilizes oxygen.

**Age Group:** Swimming age groups are 8 & under, 10 & under, 12 & under, 14 & under, and unlimited.

**Ascending Set:** Training set in which repeat times get slower each time as the set progresses.

**Anaerobic:** In the absence of oxygen; nonoxidation metabolism. (See also lactate).

**Backstroke:** This stroke consists of an alternating motion of the arms with a flutter kick. On turns, some part of the swimmer must touch the wall. (Most common backstroke DQs are for pulling or kicking into the wall once the

swimmer has turned passed the vertical onto the breast during a turn; turning onto the breast before touching the wall with the hand at the finish of the race.)

**Block:** The starting platform.

**Breaststroke:** This stroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pulled from the breast in a heart shaped pattern and recovered under or on the surface of the water with hands not brought back past the hipline except during the first stroke after the start and each turn. The elbows remain under the surface of the water except for the final stroke before a turn, during the turn, and at the finish. The kick is a simultaneous somewhat circular motion similar to the action of a frog. On turns and at the finish, the swimmer must touch the wall with both hands separated and simultaneously. (Most common breaststroke DQs are for an illegal kick such as flutter (freestyle), dolphin (butterfly), or scissor (side stroke); hands brought past the hipline; alternating movements of the arms; taking two arm strokes or two leg kicks while the head is under water; touching with only one hand at the turns or finish.)

**Broken Swims:** Interval training in which a race is separated or broken into parts with a specified rest interval between each segment. This allows the swimmer to swim at race speed.

**Butterfly:** This stroke features a simultaneous overhand stroke of the arms combined with an undulating dolphin kick. In the kick, the swimmer must keep both legs together and may not flutter, scissor, or use the breaststroke kick. Swimmers must touch simultaneously with both hands at turns and finish. (Most common DQs for butterfly are for alternating movements of the arms or legs; pushing the arms forward under instead of over the water surface (underwater recovery); a breaststroke style of kick; touching with only one hand at the turns or finish.)

**Circle Swimming:** Performed by staying to the right of the line on the bottom of the pool in each lane when swimming in a lane to enable more swimmers to swim in each lane.

**Clerk of Course:** At an invitational meet or championship meet, the person who arranges the swimmers in their proper heats and lanes. (Sometimes instead of or in addition to a clerk of course there will be a **lane marshal** for each lane or group of lanes to perform the same function.)

**Cut:** Slang for qualifying time. A time standard necessary to attend a particular meet or event.

**Descending Set:** Training set in which each repeat time gets faster as the set progresses.

**Distance:** Term used to refer to events over 400 meters / 500.yards. (There are not distance events in SAL competitions.)

**Division Championships:** In SAL (Suburban Aquatic League), a championship competition that is held at the end of the season (January/February) for all swimmers and divers in each division who do not qualify for League championships. It is possible for a swimmer to qualify for Leagues in one or some events and also go to Divisions for other events. (See championship meet detail email from team leadership for specifics.)

**DQ:** Disqualified. This occurs when a swimmer has committed an infraction of some kind; e.g. freestyle kick in butterfly. For any given event, a disqualified swimmer is not eligible to score points, receive awards, nor can the time be used as an official time.

**Drill:** An exercise involving a portion or part of a stroke, used to improve technique.

**Dryland Training:** Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics and/or weight training.

**Endurance:** The ability to persist, to resist fatigue, usually a result of increasing yardage as the season progresses.

**Even Split:** Swimming at the same pace throughout a race or swim.

**Event:** In a swimming competition, an event is the total of all the heats of competition for that age group, for a particular stroke and distance.

**False Start:** Occurs when a swimmer is moving before the start signal is sounded. In accordance with USAS rules, a swimmer who false starts is disqualified for that event.

**Finish:** The final phase of the race; the touch at the end of the race.

**Flags:** Backstroke flags placed 5 yards from the end of the pool (5 meters for meters pools). The flags enable backstrokers to execute a backstroke turn more efficiently.

**Fly-Over Starts:** In order to move meets along as quickly as possible, swimmers remain in the water once they finish their race until the next heat starts (hence the next heat “flies-over” the previous heat when diving in for their race). Fly-over starts may be used for all strokes except backstroke.

**Freestyle:** A swimming competitor may swim any stroke, but most commonly the forward crawl is used. The crawl is characterized by the alternate overhand motion of the arms and an alternating (up and down) flutter kick. (Most common freestyle DQs are for walking on the bottom; pulling on the lane rope; not touching the wall on a turn; or not completing the distance.)

**Freestyle Relay:** Event consists of four freestylers, each swimming one quarter of the total distance of the event.

**Goal:** A specific time achievement a swimmer sets and strives for. Can be short or long term.

**Gutter:** The area along the edge of the pool in which water overflows and is recirculated through the filtration system.

**Heat:** In a swimming competition, one group of swimmers competing at the same time. A number of heats may comprise an event. Only the first heat is used for scoring. All subsequent heats are for times only and are referred to as unofficial heats.

**Holding Time:** Time a coach wants a swimmer to maintain on an interval practice set such as 10 x 100 on 2:00 minutes holding 1:30 (meaning the swimmers swim 10 repetitions of 100 yards with each rep starting exactly 2 minutes after the previous rep and with 30 seconds rest so swimming the 100 yards in 1:30).

**I.M.:** Short for Individual Medley, an event in which the swimmer uses all four strokes to complete one quarter of the total distance in the following order: butterfly, backstroke, breaststroke, and freestyle.

**Interval:** Send-off for swims; such as 10 x 100 on 2:00 minutes. The interval is 2:00 minutes.

**Invitational Meet:** A meet, which is not a team meet. Also called an optional meet. Usually there is an entrance fee and advance registration is required. Swimmers get to choose the events in which they would like to compete.

**Lactate:** Lactic acid that forms in the muscle with the onset of exercise. Reduces muscle contraction when accumulations exceed certain levels. Is produced in most anaerobic sets.

**Lap Counter:** A set of plastic display numbers used to keep track of laps during a distance race. (Also, the person stationed at the opposite end from the start who uses the numbers to counts for the swimmer.)

**League Championships:** Those swimmers and divers in the entire League (roughly 20 teams), with the top 18 times and scores in each event, participate in the League Championship Meet.

**Long Distance:** Term used to refer to events of 800 meters / 1000 meters / 1650 yards in lengths. These races require swimmers to constantly be aware of where they are in the heat. Starting too fast can sap a swimmer’s strength for the finish, while starting too slowly can separate the swimmer from the heat and make catching up impossible. Swimmers may elect to swim the race evenly, (holding the same pace throughout the race, sprinting the last 100), or they may negative split the race. (There are not long distances events in SAL competitions.)

**Meet:** Competition designed to be a learning and team experience. By implementing what has been learned in practice, swimmers test themselves against the clock to assess improvement.

**Medley Relay:** All four strokes are swum. The first swimmer swims backstroke, the second breaststroke, the third butterfly, and the final swimmer freestyle.

**Middle Distance:** Term used to refer to events of 200 yards / meters to 400 meters / 500 yards in length. To swim these events a swimmer is required to have a sense of pace as well as an ability to swim a controlled sprint. In the 400 and 500 events, some swimmers negative or even split. (There are not events over 200 yards / meters in SAL competition.)

**Negative Split:** Swimming the second half of the race faster than the first half.

**Official:** A judge on the deck of the pool who enforces the rules. There are stroke and turn judges, starters, timers, and referees.

**Pace Clock:** Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice; may also be digital.

**Pitch:** Angles used by the hands and arms as they scull through a stroke pattern.

**Race Pace:** Training which allows the swimmer to train at racing speed. Usually done with shorter distances or broken swims and simulates race conditions.

**Referee:** The person who has overall authority and control of the competition, ensuring that all the rules are followed; assigns and instructs all officials, and decides all questions relating to the conduct of the meet. The position of Referee and Starter may be combined into the position of Starter/Referee.

**Relay:** An event in which 4 swimmers compete together as a team to achieve one time. (See Freestyle Relay and Medley Relay).

**Relay Takeoff Judge:** A person who stands beside the starting blocks to observe the relay exchange, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool.

**Repeat:** The actual distance used in a set, e.g. 10 x 50, in the 50 (yards or meters) would be the repeat distance. A repeat time to hold may also be given.

**SAL:** Suburban Aquatic League. The league in which CBST-SAL participates.

**Scratch:** To withdraw from an event in a competition.

**Seed Time:** The time entered for a meet for each swimmer by event; seed times are used to arrange the heat and lane assignment for each swimmer in each event. Competitors enter their lowest (best) legally swum time.

**Set:** A specific segment of a daily practice; e.g. 10 x 100 on 2 minutes would mean 10 repetitions of 100 yards (or meters) swum on two-minute intervals. Some sets may be repeated several times in a major set.

**Split:** A time recorded from the official start to the completion of an initial distance within a longer event. Also, the time for one of the four individuals in a relay.

**Sprint:** Describes the shorter events (50 and 100) and in a race is an all-out effort from start to finish. In training, to swim as fast as possible for a short distance.

**Starter:** The person who assumes control of the swimmers from the Referee, directs them to “take your mark,” and sees that no swimmer is in motion prior to giving the start signal. The position of Starter and Referee may be combined into the position of Starter/Referee.

**Streamline:** The position used by swimmers when starting or pushing off the walls designed to reduce water resistance.

**Stroke Judges:** The persons who observe the swimmers from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are being followed. The positions of Stroke Judge and Turn Judge are typically combined into one position called the Stroke and Turn Judge. The positioning on the deck of the judges varies based on the number of judges available at any given meet.

**Taper:** The final preparation phase sometimes referred to as “rest,” in the practice routine before a competition. Tapering is the practice of lessening the work load for the athletes in the days just prior to a championship meet so that the swimmers are not as tired and their bodies will recover, causing them to have more energy for their races.

**Time Trial:** A time-only swim, which is not part of a regular meet.

**Timers:** Operate timing devices (stopwatches or automatic timing systems) and record the time for the swimmer in their lane.

**Touch Pad:** A large sensitive board at the end of each lane where a swimmer’s finish is registered and the registered time sent electronically to the timing system.

**Turn Judges:** Observe the swimmers from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke. (Often combined with stroke judges, see above.)

**Unofficial (UN):** When a diver or swimmer competes in a meet and that athlete’s time or score is recorded toward championship placement but is not eligible to be counted in the scoring of the meet for the team.

**USAD:** USA Diving is the national governing body for amateur competitive diving.

**USAS:** USA Swimming is the national governing body for amateur competitive swimming.

**Warm Down:** Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid, and to gradually decrease heart rate and respiration.

**Warm Up:** Low intensity swimming used by swimmer prior to a main practice set or race to get muscles loose and warm. Warm up gradually increases heart rate and respiration and helps to prevent injury.

**Watches:** Stopwatches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method.

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